

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
**BACA GRANDE WATER AND SANITATION DISTRICT**

**February 19, 2025 - 9:00 AM**

District Office – 57 Baca Grant Way South  
Crestone, Colorado 81131

**Meeting held in person and via Zoom**

**ATTENDANCE**

Directors in Attendance:

Vivia Lawson  
Rick Hart  
Mike Smith  
David Karas  
Michael Plotnick

Also in Attendance:

Marcus Lock, District Legal Counsel  
Diego Martinez, District Manager  
Chad Tate, Director of Utilities  
Natalie DeBon, Administrative Manager  
Nicholaus Marcotte, Element Engineering  
Cathy Fromm, District Accountant (for a portion of the meeting)

Community Members and Guests:

Dan Gray  
Bill Peck  
Michael Scully  
Judith  
Lisa  
Matthew Eric Lit

**CALL TO ORDER**

President Lawson called the meeting to order at 9:00 AM.

**DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

*Members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting. No potential conflicts were disclosed.*

**AGENDA**

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR PLOTNICK, SECONDED BY DIRECTOR HART AND UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD APPROVED THE AGENDA.

**CONSENT AGENDA**

The Board considered the following consent agenda items:

- REVIEW AND ACCEPT UNAUDITED FINANCIAL STATEMENTS FOR THE PERIOD ENDING JANUARY 31ST, 2025 AND CURRENT SCHEDULE OF CASH POSITION.
- APPROVE MINUTES FROM THE JANUARY, 2025 REGULAR MEETING.

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR SMITH, SECONDED BY DIRECTOR PLOTNICK AND UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD APPROVED THE CONSENT AGENDA.

**PUBLIC COMMENT (ITEMS NOT ON THE AGENDA ONLY. NO ACTION MAY BE TAKEN).** *In accordance with the Colorado Open Meetings Law, no Board action will take place until a later date, if necessary. Please limit your comments to three minutes or less.*

Mr. Gray commented that the town of Crestone should be treated as a partner rather than a customer. He also addressed the proposed Intergovernmental Agreement (IGA) that is in process, and his perceived need for greater transparency. He also commented on the upcoming election.

Mr. Peck asked how much taxes are expected for 2025 and what are the capital projects for this year.

President Lawson clarified the process for public comments that are not part of the agenda, explaining that the Board typically does not respond to public comments during the designated public comment period. Responses may be provided later in the meeting or at a later time, as the Board must adhere to the agenda.

Director Hart addressed Mr. Peck’s questions by providing figures from the 2025 budget and directed Mr. Peck to speak with management for further details.

**FINANCIAL MATTERS**

Check Register: The Board discussed and considered approval of the check register through the period ending February 19, 2025 as follows:

General	\$ 5,132.63
Debt	\$ 400.00
Capital	\$ 2,995.00
<u>Enterprise</u>	<u>\$ 88,377.15</u>
	\$ 96,904.78

Mr. Hart asked Ms. Fromm to clarify budgeted line item for property liability insurance expense.

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR SMITH AND, UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD APPROVED THE CHECK REGISTER FOR THE PERIOD ENDING FEBRUARY 19, 2025.

**BOARD MATTERS**

President Lawson addressed Mr. Gray’s comments regarding the IGA and elections. She explained that the District's designated election official (DEO) is Judy Egbert, an independent third party operating through Gov Pro Consulting LLC. She also noted that strict controls are in place to ensure proper election management, which contributes to the high election costs.

President Lawson stated that it is disingenuous to claim the Board is not part of the same team as the public, emphasizing that Board members are community members like everyone else. She also noted that discussions regarding the IGA, tap fees, and other fees have been public for quite some time, making those concerns largely unfounded.

President Lawson further commented that the Board has conducted effective meetings for the past 2.5 years, which is why they held meetings online. She reiterated that the Board values public communication and encourages civil discourse, constructive idea-sharing, and efforts to build up the District rather than tear it down.

## **ENGINEER AND STAFF REPORTS**

The Board reviewed and discussed the reports incorporated in the Board packet; the engineer and staff reports are attached to the minutes as supporting documents.

The District Manager presented an updated employee manual to the Board and highlighted all the changes and edits in it. After discussion, the Board made a motion to approve as presented.

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR SMITH, SECONDED BY DIRECTOR PLOTNICK AND, UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD REVIEWED AND ADOPTED THE UPDATED 2025 EMPLOYEE MANUAL.

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR LAWSON, SECONDED BY DIRECTOR PLOTNICK AND, UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD REVIEWED AND APPROVED AUDIT PROPOSAL SERVICES FROM FISCAL FOCUS PARTNERS, LLC.

## **ADJOURNMENT:**

THERE BEING NO FURTHER BUSINESS TO DISCUSS, UPON MOTION DULY MADE DIRECTOR SMITH SECONDED BY DIRECTOR PLOTNICK AND UPON VOTE, UNANIMOUSLY CARRIED, THE MEETING WAS ADJOURNED AT 10:38 AM.

THE NEXT REGULAR MEETING IS SCHEDULED FOR

March 19, 2025

Drafted by

---

Natalie DeBon

Respectfully submitted,

---

Diego Martinez

THESE MINUTES ARE APPROVED AS THE OFFICIAL FEBRUARY 19, 2025 MINUTES OF THE BACA GRANDE WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Vivia Lawson

---

Rick Hart

---

Mike Smith

---

David Karas

---

Michael Plotnick

---

December 2, 2024

To the Board of Directors and Management  
Baca Grande Water and Sanitation District  
Saguache County, Colorado

We are pleased to propose auditing services and to confirm our understanding of the services we are to provide Baca Grande Water and Sanitation District (the District) for the year ended December 31, 2024.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities (as applicable), the business-type activities, and each major fund, and the disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended December 31, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with generally accepted auditing standards (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. If you elect to omit the MD&A as in prior years, our report, under current reporting guidance, will contain a statement that MD&A is omitted, and that our opinion on the basic financial statements is not affected by such omission. The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund, will be subjected to the auditing procedures applied in our audit of the financial statements. The following RSI related to pensions is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

1. Schedule of the District's Proportionate Share of Net Pension Liability
2. Schedule of the District's Contributions
3. Schedule of the District's Proportionate Share of Net OPEB Liability

We may also be engaged to report on supplementary and other information other than RSI that accompanies the District's financial statements. We will subject the following supplementary and other information, as applicable, to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of Revenues, Expenses and Changes in Net Position – Budget and Actual (Budgetary Basis) – Enterprise Fund
2. Reconciliation of Budgetary Basis to Statement of Revenues, Expenses and Changes in Net Position – Enterprise Fund
3. Schedule of Debt Service Requirements to Maturity
4. Schedule of Assessed Valuation, Mill Levy, and Property Taxes Collected

**Fiscal Focus Partners, LLC**

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether the District's financial statements are fairly presented, in all material respects in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the District and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit,

we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning. According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly we have considered these as significant risks.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of the financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

### **Other Services**

We will also assist in preparing the financial statements of the District in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We understand that your employees or consultants will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Fiscal Focus Partners, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to an applicable regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Fiscal Focus Partners, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to an applicable regulator or its designee. The applicable regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit on a date mutually agreed to by your management and our firm, and to issue our reports no later than July 31, 2025, or September 30, 2025 if the District is eligible for, and management requests, an extension of time from state auditor. If the originally scheduled audit commencement date is not met due to delays in availability of required information and rescheduling is necessary, we will advise you of any change in anticipated report issuance dates. Heather Prewitt will be the engagement partner and will be responsible for supervising the engagement and signing the report or authorizing another individual to sign it. The designated partner may change depending on scheduling and work demands. You will be advised of any change in the designated partner. Our audit engagement commences when all information necessary to conduct the audit is available and provided to us, and ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service. This engagement agreement may be cancelled by you or by us upon written notice provided at least 45 days prior to engagement commencement.

Our fee for these services will be \$11,650 plus out-of-pocket costs (such as postage, mileage, etc.). Our invoice for these fees will be rendered upon completion of fieldwork and in-house review and is payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel, contractors, and professionals, and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

### **Reporting**

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be address to the Board of Directors of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Baca Grande Water and Sanitation District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*Fiscal Focus Partners, LLC*



RESPONSE:

This letter correctly sets forth the understanding of Baca Grande Water and Sanitation District.

Authorized signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **District Manager Report – January 15, 2025**

### **United States Fish and Wildlife Service (USFWS) – Water lease negotiations**

- Attorney for USFWS will be retiring in May 2024
- No update for December – Counsel is reaching out
- No update for January
- USFWS has submitted a request to have the water rights referenced in the lease appraised
  - District working on term sheet and timeline

### **Town of Crestone (ToC) – Sewer Service Negotiations**

- The new rate will be included in the updated fee resolution
  - \$8.33 per 1,000 gallons of flow
  - \$1.05 per pound of BOD
- ToC responded to the draft IGA and Discharge Permit in December
  - Concerns with amount of gallons allowed per day, and permit violation amount
  - Ensure that WWTF capacity beyond what is calculated as necessary by third party is covered by the District
  - The District provided the ToC an updated draft addressing these concerns in early January 2025
- The IGA was approved by ToC trustees – The signature page has not yet been received

### **Aspen Wastewater Treatment Facility (AWWTF)**

- Some issues are present – Health or Safety hazards prioritized
  - Structural engineer inspection of foundation
  - Industrial health & safety inspection
- Inspections are underway
  - An initial property inspection identified several deficiencies
  - Initial quote for structural, mechanical/plumbing, and electrical inspections were much higher than expected (\$9,000), will be reviewing other options.
  - Met with structural engineer – recommended laser measurements
- Met with BOCC at AWWTF to discuss widening the relief route.
  - Looking for copy - Will be getting a survey completed at AWWTF and Stables Lift Station to determine boundaries and easements
- Foundation and Structure are satisfactory – HVAC/mechanical and Electrical inspections are pending
- Element Engineering is working on the updated PER

### **Grant Opportunities**

- Congresswoman Lauren Boebert – Community Project Funding
  - Status – Pending
  - Request was for \$1,450,000 to help with Water Loss Prevention and new residential meters
  - Requested up date with no response. Funding was for 2025.
- USDA

- Representatives recommended not withdrawing application
- Submit new PER with chosen alternatives
- Energy/Mineral Impact Fund (EIAF) Grant
  - Request \$750k to help fund MHE Water System Improvement Project
  - District Manager, Utility Superintendent, and a Board Member will travel to Eaton, CO on 3/5 to present the project and request funding
- CDPHE – Water Quality Control Division -**Denied**
  - 2025 Assistance Grant Funding
  - Up to \$25,000
- Community Water Academy
  - Will facilitate a community and outreach & training to build trust in the community

## Administrative Monthly Report

February 19, 2025

### Board of Directors Meeting

#### UTILITY BILLING ACTIVITY FOR THE MONTH OF JANUARY 2025

Customer Utility Billing		
Billing Category	Number of Accts	Amount Billed
Usage Customers Billed - SEWER	845	41,206.47
Usage Customers Billed - WATER	868	49,684.04
ON/OFF Service	6	225.00
LATE FEE	45	900.00
TRANSFER	14	4,900.00
CONSOLIDATIONS	3	3,500.00
NSF	4	120.00
Water & Sewer Hook UP	2	6,000.00
Additional Lines Applications	2	500.00

#### JANUARY - XPRESS BILL PAY TRANSACTION AND CHARGES ACTIVITY

Product / Service Description	Qty	Unit Price	Line Total
EFT Web Transactions	267	\$0.74	\$197.58
EFT Returned Item Basic	1	\$7.00	\$7.00
EFT Return NSF or Account Closed	3	\$14.00	\$42.00
Credit/Debit Card Web Transactions	420	\$0.74	\$310.80
Online Banking - Bank Bill Pay Transactions	22	\$0.25	\$5.50
Lock Box Service Transactions	126	\$0.74	\$93.24
Toll Free Operator Assisted Transactions	5	\$1.25	\$6.25
Toll Free IVR Transactions	8	\$1.25	\$10.00
Support, Maintenance, Hosting - Fee	1	\$100.00	\$100.00

# Town of Crestone Sewer 2025

**Town of Crestone Sewer Billing - 2025**

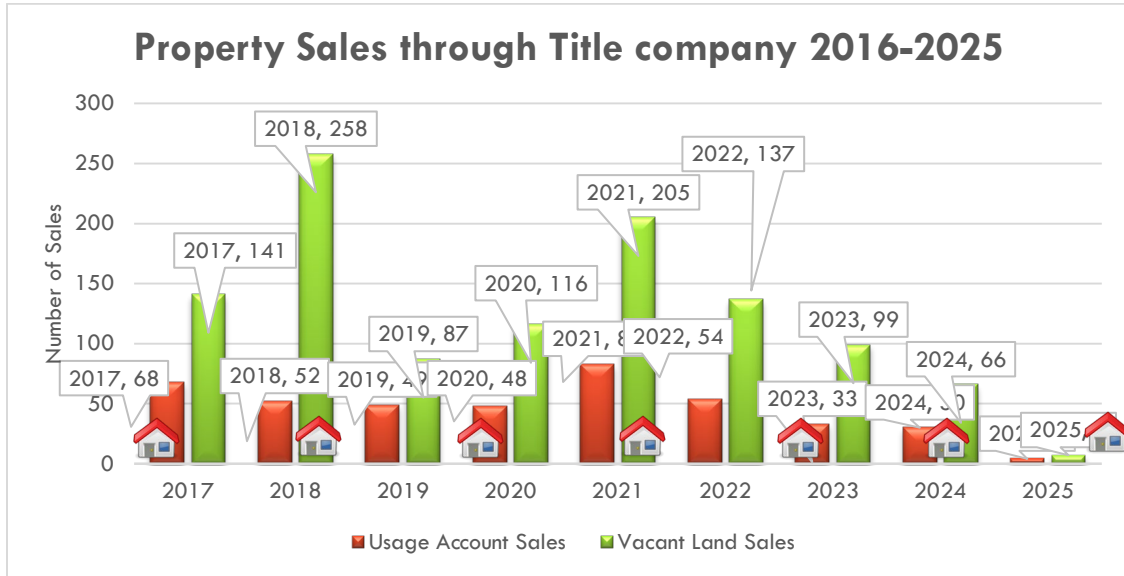
Date	Monthly Total	Monthly Flow	Flow Charges	Average Daily BOD	Monthly BOD	BOD Charges	Paid	Balance Due
January	432,940	3,420,226.00	3,420.23	41	1230	1,218.93		\$4,639.16-02/28/2025
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
<b>2024 Totals</b>								

Rate per 1,000 Gallons of Flow: \$7.900 / 1,000 gallons  
 Rate per Pound of BOD: \$0.991 / pounds BOD

**New Rate Effective February 1<sup>st</sup>, 2025:**

**\$8.33 – per 1,000 gallons of flow**  
**\$1.05 – per pound of Biochemical Oxygen Demand (BOD)**

January - 2025- Property Sales: 4 - Homes, 7 - Lots



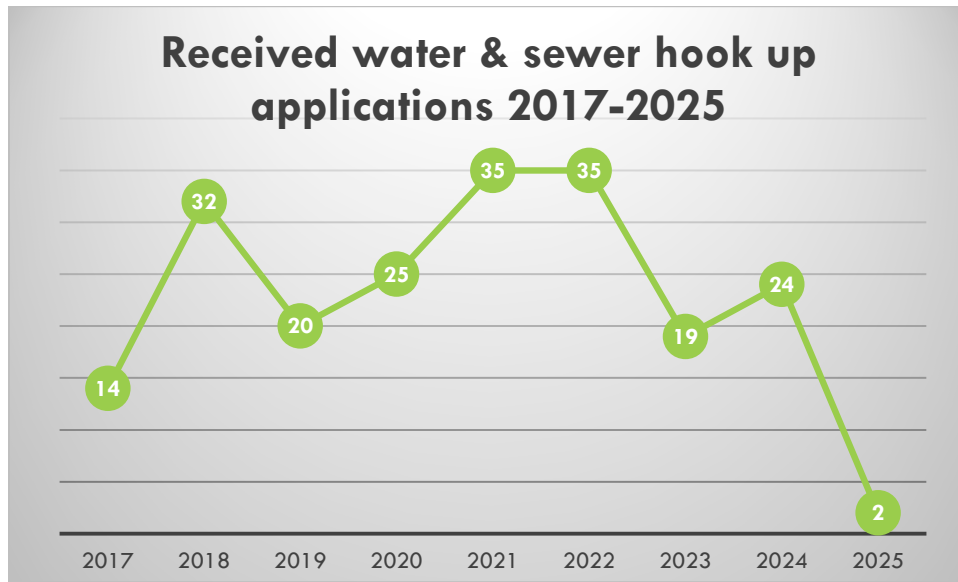
January - 2025— Other Sales Statistic Including Name Changes Only

Prepared by Greg Hess

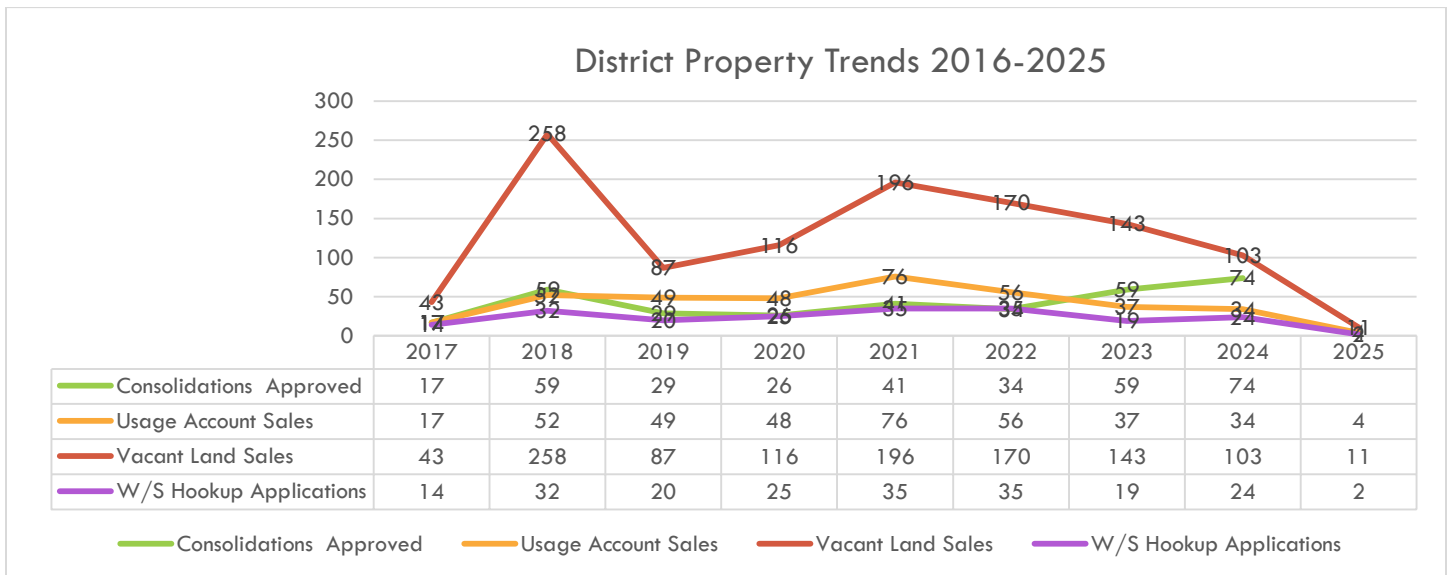
Type	Vacant Lot	House	Total Charges
Quit Claim Deed	1	0	\$1,555.00
Warranty Deed	0	0	\$0.00
Treasurer's Deed	0	0	\$0.00
Bargain & Sale Deed	1	0	\$350.00
Special Warranty Deed	1	0	\$570.00
General Warranty Deed	1	0	\$350.00
			<b>Total: \$2,825.00</b>

## 2017- 2025- Water and Sewer Hook up Applications

2- Application (s) received in January, – 2 Total application (s) received in 2025



## 2016-2025 PROPERTY TRENDS



## ADMINISTRATIVE UPDATES:

**Consolidations:** 5 consolidation requests, involving 14 lots, received for the February BOCC meeting.

**PILOT:** 2025 PILOT (Payments in Lieu of Taxes) Invoices were created and mailed to current customers with PILOT agreements. Colorado College, Shumei and Pundarika Foundation. The District received two payments from Colorado College in the amount of \$29,460.56 and from Shumei in the amount of \$3,391.69.

**The annual Transparency notice:** was filed with the Division, the Board of County Commissioners, the County Assessor, the County Clerk and Recorder and the County Treasurer. The Transparency notice was submitted and accepted and also posted on the District website.

**Annual Budget:** the 2025 budget was submitted to the Division of Local Government before January 31<sup>st</sup> deadline.

**1099 Reporting:** The 1099's were filed with IRIS electronically and recipient copies mailed out via USPS before the deadline of January 31st, 2025. W-2 were mailed to Board members and all District employees by Paychex before January 31<sup>st</sup>, 2025.

**AOS Billing:** AOS was successfully billed, AOS billing went out to customers on February 03, 2025. Due date – June 30th, 2025.

**SDA Membership renewal:** SDA membership was renewed, and the District received a 25% discount by renewing early.

**Saguache County Tax Sale Grant application:** an application submitted to request funds for senior's citizen one time assistance with utility bill, BOCC will review applications in their work session in March.

**2025 Water Tiered Rates:** the new water tiered rates were implemented in the billing software.

**BGWSD Election Information:** Call for Nominations notice was published in Saguache Crescent newspaper and also in Crestone Eagle online and bacawater.com. February 28th – deadline for Self Nomination and Self-Acceptance forms.

**February's billing message:** Eligible electors of the District who are interested in serving on the Board of Directors can obtain a Self-Nomination form from the District administrative office or by contacting the District's Designated Election Official (DEO), Judy Egbert, at [govpro@outlook.com](mailto:govpro@outlook.com). Completed forms must be submitted no later than 3:00 PM on February 28, 2025. Please note, the District office will be closed on Monday, February 17th in observance of Presidents Day. For bill payments, you may call our 24/7 IVR line at 888-504-0548.



Baca Grande Water and Sanitation District  
Monthly Operations Report

February 19<sup>th</sup>, 2025



Owl at Aspen Headworks

## Facilities and Staff Updates

In Service

Repaired  
last month

Out of  
Service

Water Facilities											
Well 18		Moonlight Transfer Station		Ridgeview Transfer Station		Fallen Tree Transfer Station		Pinecone Booster Station		Shumei Booster Station	
Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2

Wastewater Facilities									
Aspen WWTP		Stables Lift Station		Wagon Wheel Lift Station		MHE Lift Station		Dharma Ocean Lift Station	
Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2

Service Vehicles				
Truck 1	Truck 2	Truck 3	Truck 4	Truck 5

Equipment				
Vactor Truck	Dump Truck	Backhoe	Skid steer	Excavator

➤ **No New Equipment Failure. No Vehicle Failures or updates to report**

- MHE Lift station pump one has been quoted and

➤ **Accidents**

- No Accidents to report on

## Operations Updates

### ➤ Sanitary Survey

- Sanitary Survey scheduled for February 20<sup>th</sup>, 2025

### ➤ EIAF Grant Presentation

- EIAF Tier II grant application requires a presentation to the grant board, Presentation is set for March 5, at 1:30pm in Eaton CO.

### ➤ No Leaks to report

### ➤ Aspen WWTF

- The BOD 7 day average was out of compliance for January

### ➤ Projects

#### Winter Projects

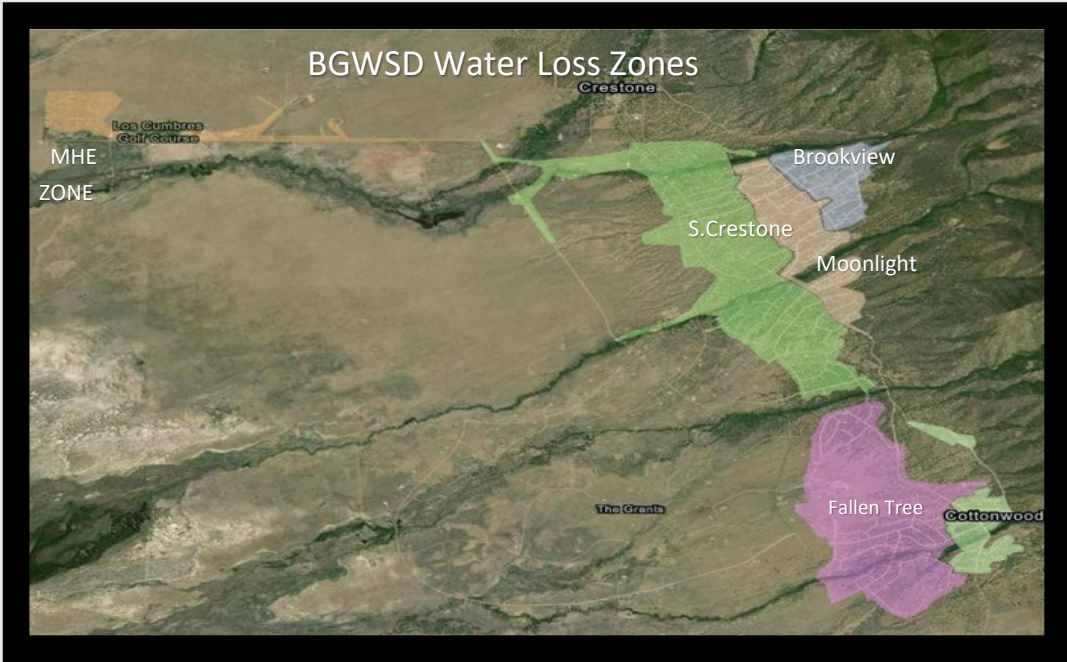
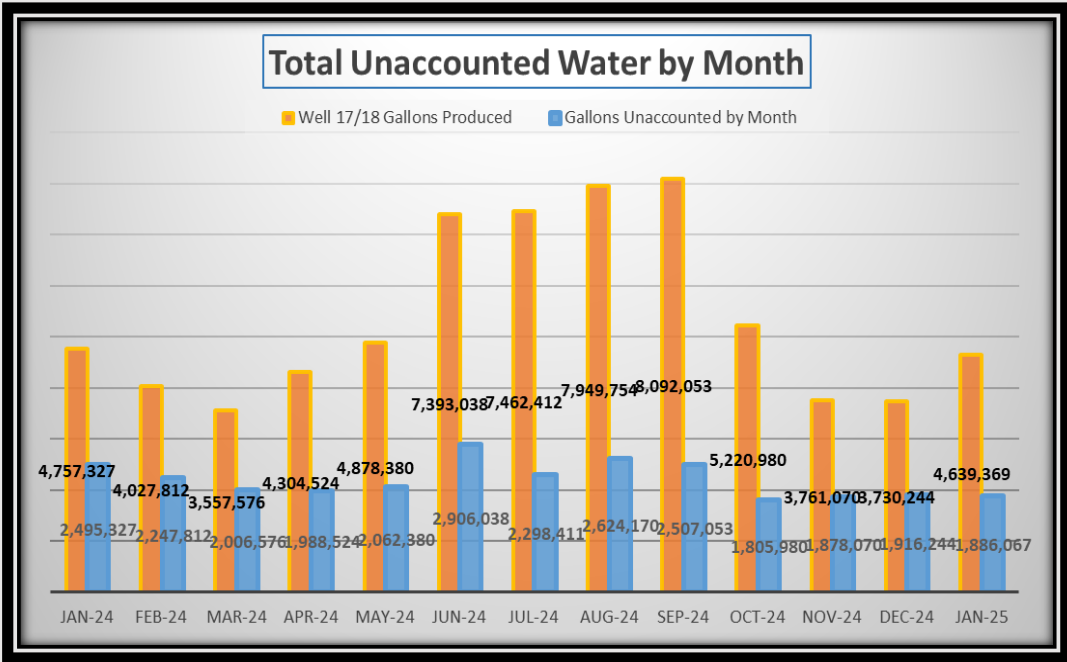
- Facility cleaning
- Vehicle Maintenance
- Headworks Maintenance
- Equipment Maintenance

### ➤ Unaccounted Water

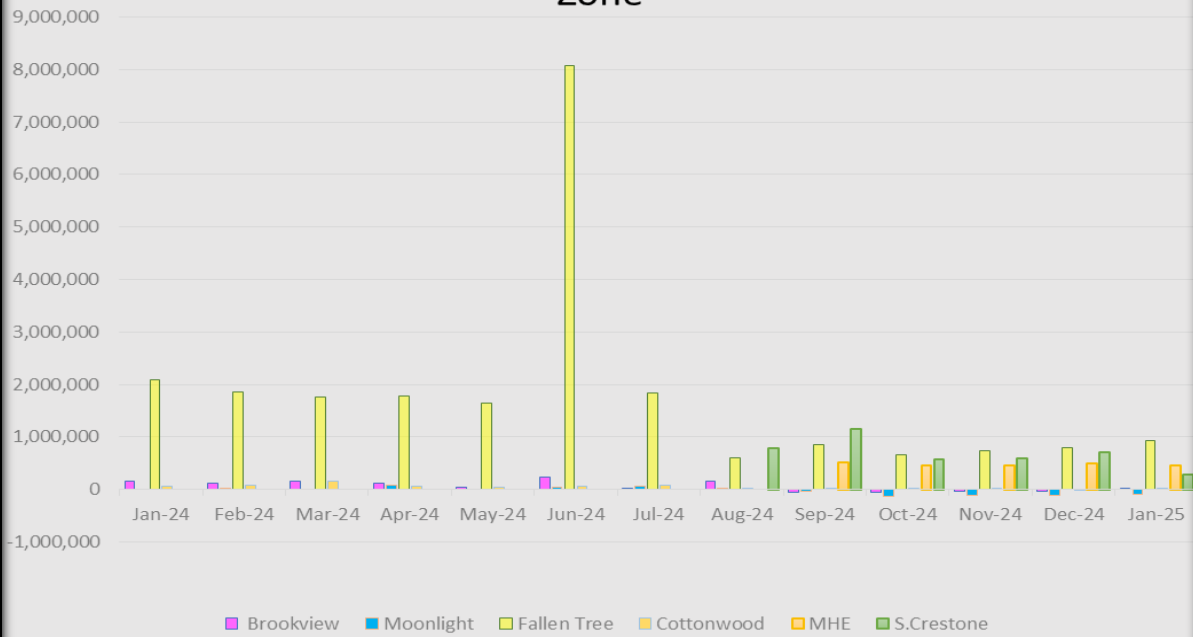
- Wells 17 and 18 produced 4,639,369 gallons of water in the month of January.
- The District sold its customers 1,886,067 gallons of water in the month of January, leaving 1,360,626 gallons unaccounted for.
- 41% of the water produced is unaccounted for in the month of January.

### ➤ Aspen WWTP and Town of Crestone Loading

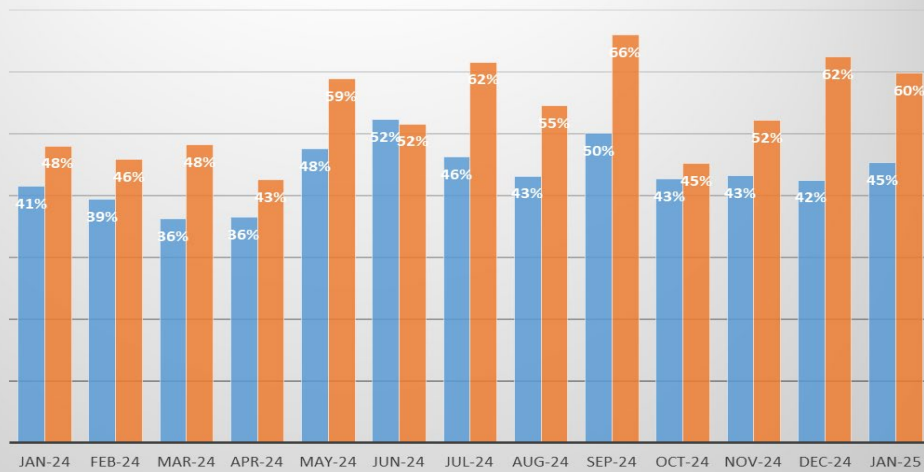
- Aspen WWTP averaged 45% of hydraulic loading capacity in the month of January, the Town of Crestone contributed an average of 21% of the treatment plants hydraulic load.
- Aspen WWTP averaged 60% of organic loading capacity in the month of January. The Town of Crestone contributed an average of 23% of the treatment plants organic load.



### Total Monthly Unaccounted in Gallons by Water Loss Zone



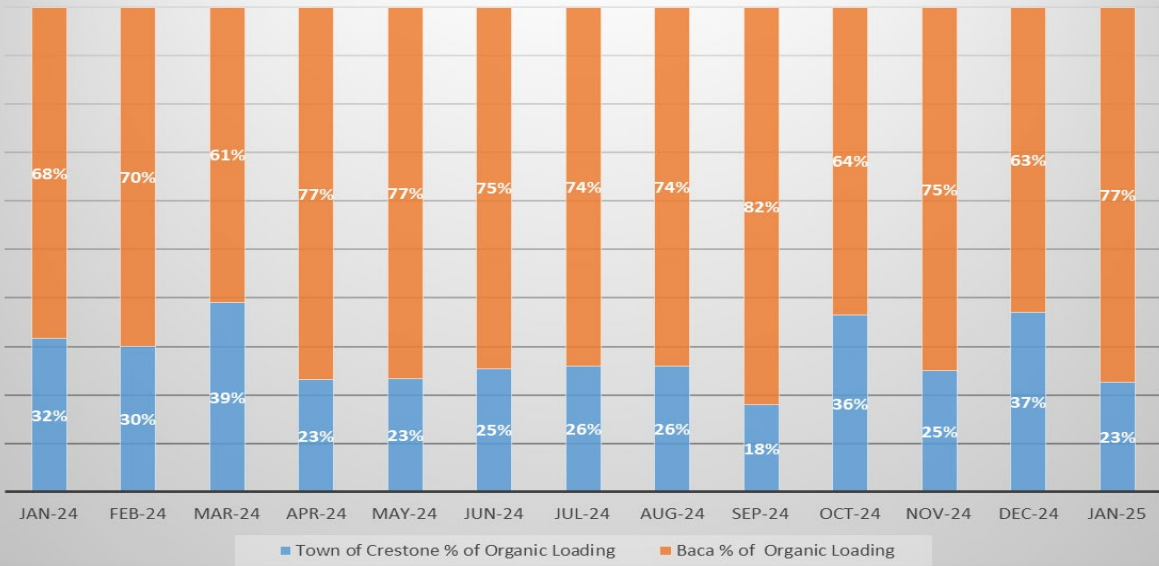
### Percentage of Plant Capacities by Month at Aspen Wastewater Treatment Plant



	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25
Plant % of Hydraulic Capacity	41%	39%	36%	36%	48%	52%	46%	43%	50%	43%	43%	42%	45%
Plant % of Organic Capacity	48%	46%	48%	43%	59%	52%	62%	55%	66%	45%	52%	62%	60%

■ Plant % of Hydraulic Capacity ■ Plant % of Organic Capacity

### Average % of Total Organic Loading of Aspen Wastewater Treatment Plant by Month of 2025



### Average % of Total Hydraulic Loading of Aspen Wastewater Treatment Plant by Month 2025

