

BACA GRANDE WATER AND SANITATION DISTRICT

001

57 Baca Grant Way South
Crestone, Colorado 81131

NOTICE OF REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Cindy Reinhardt	President	2016/May 2016
Martin Macaulay	Vice President	2018/May 2018
Michael Scully	Treasurer	2018/May 2018
Kyle Grote	Secretary	2016/May 2016
Judy DeLuca	Assistant Secretary	2016/May 2016

DATE: November 20, 2015
TIME: 9:00 A.M.
PLACE: BGW&SD Shop
57 Baca Grant Way South
Crestone, Colorado 81131

I. ADMINISTRATIVE MATTERS

A. Present disclosures and potential conflicts of interest.

B. Approve Agenda.

C. CONSENT AGENDA – These items are considered to be routine and will be approved and/or ratified by one motion. There will be no separate discussion of these items unless a Board member so requests; in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda.

- Approve Minutes from the October 16, 2015 Regular Meeting (enclosure – 002).
- Review and accept unaudited financial statements for the period ending October 31, 2015, and current schedule of cash position (enclosure - 003).
- Ratify approval of addendum to SDMS Independent Contractor Agreement to include revised hourly rates (enclosure -004).
- Approve Continued Engagement of White Bear Ankele Tanaka & Waldron for General Counsel Services (enclosure - 005).
- Independent Contractor Agreement with Cannon Fire Equipment Co. For Annual Fire Extinguisher Testing and Maintenance, 2016 (pending confirmation of any rate changes) (enclosure - 006).

- Independent Contractor Agreement with QA Balance Services Inc. for 2016 Meter Calibration Services (pending confirmation of any rate changes) (enclosure - 007).
 - Review and consider approval of Completion of Services and Termination of Agreement for the following:
 - North Line GIS, LLC - Ongoing Services, 2015(enclosure - 008).
 - North Line GIS, LLC – Ongoing Services, 2011 (including first, second and third addendum) (enclosure - 009).
 - North Line GIS, LLC – Agreement for Mapping Project (enclosure - 010).
 - TST Inc. of Denver Consulting Engineers – Agreement for Water Engineering Services (including first addendum) (enclosure - 011).
 - TST Inc. of Denver Consulting Engineers – Agreement for Wastewater Engineering Service (including first addendum) (enclosure - 012).
 - Alcon Construction, Inc. – Agreement for Roof Leak Repairs (enclosure - 013).
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- D. Board and Staff Reports
- District Manager’s Report (enclosure - 014).
 - Operations Manager Report (enclosure – 015).
 - Operations Report (enclosure - 016).
 - Administrative Report (enclosure - 017).
 - Engineer’s Report (enclosure - 018).
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II. FINANCIAL MATTERS

- A. Review and approve the check register for the period ending November 20, 2015, as follows (enclosure – 019):

General Fund:	\$	10,199.01
Debt Service Fund	\$	-0-
Capital Projects Fund:	\$	4,940.55
Enterprise Fund:	\$	58,483.19
Total:	\$	73,622.75

B. Financial summary.

C. Consider engagement of Wagner Barnes & Griggs, PC to perform the 2015 Audit for an amount not to exceed \$_____ (to be distributed).

D. Conduct Public Hearing to consider Amendment to 2015 Budget and adoption of Resolution to Amend the 2015 Budget and Appropriate Expenditures (enclosure – Resolution - 020).

E. Conduct Public Hearing on the proposed 2016 Budget and consider adoption of Resolutions to Adopt the 2016 Budget and Appropriate Sums of Money and Set Mill Levies (for General Fund _____, Debt Service Fund _____ and Other Fund(s) _____ for a total mill levy of _____) (enclosures – 021 - 027 – preliminary assessed valuation, draft 2016 Budget, Resolutions, Memorandum from the District’s Accountant regarding Revenue Recovery, and Capital Project Summary Sheets). Comments limited to three minutes per person and taken in the order as listed on the sign-in sheet.

III. PUBLIC COMMENT (ITEMS NOT ON THE AGENDA ONLY. COMMENTS LIMITED TO 3 MINUTES PER PERSON AND TAKEN IN ORDER LISTED ON SIGN UP SHEET).

A. _____

IV. OFFICE ADMINISTRATION

A. Discuss administrative follow-ups.

V. OPERATIONS

A. Discuss operational follow-ups.

VI. CAPITAL IMPROVEMENTS

- A. Review Capital Funding Sources and Uses (to be distributed).

- B. Status of Casita Park Interconnect Project (see update included in Engineer's Report).

 - 1. Review and approve Pay Application No. 3 to the RMS Utilities agreement in the amount of \$_____ (to be distributed).

- C. Status of committee discussions regarding District Office capital improvement needs.

VII. LEGAL MATTERS

- A. Status of Well 18 Pump/Motor Failure Demand Letter to Royal Electric. (ADJOURN TO EXECUTIVE SESSION MATTERS IF NECESSARY- §24-6-402(4)(b),(e) and (f), C.R.S.)

- B. Consider Adoption of Resolution No. 2015-11-03: Fourth Amended and Restated Resolution Concerning the Imposition of Various Fees, Rates, Tolls, Penalties and Charges for Water and Sewer Service and Facilities (enclosure - 028).

- C. Consider Adoption of Resolution No. 2015-11-04: Third Amended and Restated Resolution Establishing Guidelines for the Processing and Collection of Delinquent Fees and Charges (enclosure - 029).

- D. Consider Adoption of Resolution No. 2015-11-05: 2016 Annual Administrative Matters (enclosure - 030).

- E. Consider Adoption of Resolution No. 2015-11-06: Resolution Regarding Election Matters (enclosure - 031).
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- F. Discuss District Response Procedures when Receiving Information Regarding Cultivation of Marijuana within the District.
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VIII. EXECUTIVE SESSION MATTERS - §24-6-402(4)(b),(e) and (f), C.R.S.

- A. Water Matters.
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- B. Personnel Matters.
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IX. OTHER BUSINESS

- A. Discuss holiday work schedule.
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- X. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR DECEMBER 11, 2015**