

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
BACA GRANDE WATER AND SANITATION DISTRICT
HELD
SEPTEMBER 18, 2009

A regular meeting of the Board of Directors of the Baca Grande Water and Sanitation District (referred to hereafter as "Board") was held on Friday, the 18th day of September, 2009, at 9:00 a.m. at the offices of the District, BGWS&D Shop, 57 Baca Grant Way South, Crestone, Colorado. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:
Philip Madonna, Vice President
Vicki Matthews, Secretary/Treasurer
Lisa Cyriacks, Assistant Secretary

Following discussion, upon motion duly made by Director Cyriacks, seconded by Director Matthews and, upon vote, unanimously carried, the absences of Christine Canaly and Parvin J. Johnson, Sr. were excused.

Also In Attendance Were:
AJ Beckman; Special District Management Services, Inc.

Jennifer Gruber Tanaka, Esq.; White, Bear and Ankele Professional Corporation

Steven Harrell; District General Manager

Glen Jones; District employee

Michael Skully and Bob Adler; Casita Park Action Committee

Rachael Slack and Gregg Griffin; Residents

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the

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Secretary of State. Attorney Tanaka noted that conflicts were filed for applicable directors at least 72 hours prior to the meeting. Acting President Madonna noted that a quorum was present and requested members of the Board to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting.

ADMINISTRATIVE MATTERS

Agenda: Mr. Beckman reviewed the proposed agenda for the District's regular Board meeting.

Following discussion, upon motion duly made by Director Cyriacks, seconded by Director Matthews and, upon vote, unanimously carried, the Agenda was approved, as amended.

Minutes: The Board reviewed the minutes of the August 21, 2009 regular meeting.

Following discussion, upon motion duly made by Director Matthews, seconded by Director Cyriacks and, upon vote, unanimously carried, the minutes from the August 21, 2009 regular meeting were approved.

Board Retreat: The Board discussed scheduling the Board retreat for Saturday, January 9, 2010.

Following discussion, upon motion duly made by Director Matthews, seconded by Director Cyriacks and, upon vote, unanimously carried, the Board determined to hold the Board retreat on Saturday, January 9, 2010.

PUBLIC COMMENT

Public Comment: Mr. Skully and Mr. Adler with the Casita Park Action Committee ("the Committee") addressed the Board regarding the placement of the lift station for the Mobile Home Estates force main line. Mr. Beckman explained that the District has been proceeding with the design work as quickly as possible in order to correct the current noncompliance of the waste water lagoon system. Mr. Beckman explained that the District has revised its plans in order to locate the lift station on the South side of County Road T, and will keep the Committee abreast of future communications on the

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matter. Mr. Skully and Mr. Adler expressed gratitude for being included in future communication on the matter.

Rachael Slack addressed the Board requesting a waiver of two months service fees as compensation for low pressure problems and recent air in the service line to her home. The Board of Directors informed Ms. Slack that that they would review the matter and follow up with her regarding a decision.

Gregg Griffin addressed the Board to voice his concern that the District's insurance company is not processing his claim in a timely manner. Mr. Griffin complained that the hole in the wall of his condominium is allowing rodents to get inside. Mr. Beckman asked if the District could install a temporary cover until the repairs could be made. Attorney Tanaka explained that the District's insurance company is pursuing additional bid information and that Mr. Griffin would be contacted by the insurance adjuster on Tuesday, September 22nd to schedule a meeting. Mr. Griffin agreed to meet with Mr. Harrell to install a temporary cover to mitigate subsequent damage. Mr. Harrell will also notify the insurance adjuster of the rodent issues reported by Mr. Griffin.

OPERATIONS

Mobile Home Estates Wastewater Treatment Facility:
Compliance Testing. Mr. Harrell reported that the facility was in compliance for the month of August.

Glenn Jones joined the meeting at this time

Aspen Wastewater Treatment Facility: Mr. Jones reported that other than the occasional abnormal ammonia levels, the plant should be operating within permit limits within the next few months. He reported that the staff has increased aeration at the Wagon Wheel Lift Station in order to reduce ammonia levels of the wastewater discharged to the Aspen Wastewater Treatment Facility.

Compliance Testing. Mr. Jones and Mr. Harrell discussed recent laboratory equipment purchases that

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will allow the staff to perform the compliance testing in-house.

Water Service and Maintenance Agreement with the Town of Crestone: Mr. Harrell reported that he recently discussed the status of the Water Service and Maintenance Agreement with the Town of Crestone Board. The Town is expected to respond in writing with their recommended changes to the term sheet prepared by the District. Mr. Harrell will follow up and request that they submit their requested changes.

Staffing and recruitment efforts: The Board discussed the possible transition of Mr. Jones to Operator in Responsible Charge. Mr. Harrell reported that he would like to make the transition in January 2010. Mr. Harrell also reported that he has extended the temporary employment of Mark Blustein's employment for up to an additional six months.

Leak detection services: The Board discussed the proposal for leak detection services and determined to defer the project until next year.

Pressure Reducing Valve ("PRV"): Mr. Harrell reported that the installation of the PRV was completed several weeks ago. He reported that he will solicit proposals for an additional PRV for a fire protection attached to the same water line.

Corrosion control study: Mr. Jones reported the District is keeping current with the sampling and testing required by the state. He noted the District will also need to implement a comprehensive water monitoring plan pursuant to state requirements.

Video teleconference equipment: Mr. Harrell reported that equipment costs are approximately \$7,500. He reported that more research on the equipment is needed.

Heating and Air Conditioning Equipment: This matter was deferred until the next meeting.

The Board discussed the purchase and installation of a water heater for the District Office.

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Following discussion, upon motion duly made by Director Cyriacks, seconded by Director Matthews and, upon vote, unanimously carried, the Board approved the purchase and installation of a water heater in an amount not to exceed \$850.00.

Meter Ownership and Maintenance: Mr. Harrell reported that the staff recently inspected metered locations and 73 meters located within residences. He also reported that several properties with no meters were noted.

A policy regarding ownership, location and maintenance of residential water meter has not yet been drafted. Mr. Harrell, Mr. Beckman and Attorney Tanaka will coordinate to begin working on the policy.

Tax Exempt Properties and EQR Research: Mr. Harrell reported that several properties were observed where the meters were not functioning or non-metered. Additional research regarding EQR billing will be forthcoming.

Following discussion, upon motion duly made by Director Matthews, seconded by Director Cyriacks and, upon vote, unanimously carried, the Board directed Mr. Harrell to perform an inspection on the Lindes Farne Parcels for meters and compliance.

Water Meter Multiplexer Unit ("MXU") Installation: Mr. Harrell discussed possible upgrades to the meters to remote read MXUs. Mr. Beckman discussed use of loan proceeds for the installation once other District improvements are entirely paid for.

Service Trucks and Vector Truck: Mr. Harrell requested the purchase of tires for one of the service trucks and the Vector Truck.

Following discussion, upon motion duly made by Director Matthews seconded by Director Cyriacks and, upon vote, unanimously carried, the Board approved the purchase of tires for the services trucks and Vector Truck in an amount not to exceed \$3,360.00.

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Digitalization of Water Rights Documents: Ms. Slivka reviewed proposals with the Board. It was noted she will further research digitalizing services and upgrades to the District's copier and server. Attorney Lock will review the documents to be digitized to assist in determining which documents should be included.

Customer Billing: The Board determined not to circulate the customer billing survey regarding the modification of the billing period. The Board directed Mr. Beckman to look into a billing service for preparation of invoices and envelopes and to check on the status of online payment.

Hand Tool Control Policy: Mr. Harrell reported that he is currently drafting a Hand Tool Control Policy and that he will forward the draft policy to Mr. Beckman for review and comment.

Sewage Backup on Badger Road: Mr. Harrell reported that the District's insurance paid for the sewage back up at the residence on Badger Road in approximate amount of \$9,500.00. He reported the back up problem was due to the service truck dumping in the manhole near the residence.

FINANCIAL MATTERS

Claims: The Board considered the approval of the payment of claims through the period ending August 21, 2009, as follows:

General Fund	\$ 18,739.70
Capital Projects Fund	175,239.04
Enterprise Fund	74,921.35
Total Claims:	<u>\$ 268,900.09</u>

Following review and discussion, upon motion duly made by Director Cyriacks, seconded by Director Matthews and, upon vote, unanimously carried, the Board ratified approval of the payment of the claims for the period ending August 21, 2009.

Financial Statements: Discussion was deferred.

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Cash Flow Analysis: Mr. Beckman reviewed and discussed the District's current cash flow analysis with the Board.

EQR Research: Mr. Harrell distributed and reviewed information gathered in a recent survey sent to customers in the District. He reported that he will send a second request and schedule a follow up visit with customers that have not yet responded.

2009 Budget Amendment Hearing: Discussion was deferred.

Loan Closing Celebration: Mr. Harrell reported he will follow up with Joyful Journey to arrange celebration.

LEGAL MATTERS

Resolution Regarding Colorado Open Records Act Requests: Attorney Tanaka distributed and reviewed the form and process concerning Resolution No. 2009-09-01 Regarding Colorado Open Records Act Requests.

Following discussion, upon motion duly made by Director Matthews, seconded by Director Cyriacks and, upon vote, unanimously carried, the Board adopted Resolution No. 2009-09-01 Regarding Colorado Open Records Act Requests. A copy of the adopted Resolution is attached hereto and incorporated herein by this reference.

Agreement with Briseis Capital Corporation: Attorney Tanaka reviewed and discussed the Agreement with Briseis Capital Corporation regarding conveyance of easements and associated deeds and vacations.

Following discussion, upon motion duly made by Director Cyriacks, seconded by Director Matthews and, upon vote, unanimously carried, the Board approved the Agreement with Briseis Capital Corporation regarding conveyance of easements and associated deeds and vacations.

Rules and Regulations: Attorney Tanaka reported the drafting of the District Rules and Regulations is in process.

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Records recommended for destruction: Mr. Harrell reported that he is in the process of creating a list for records recommended for destruction and that he will forward the list onto Attorney Tanaka for preparation of the Resolution for Records Recommended for Destruction.

FairPoint Communications: Attorney Tanaka reported that she has spoken with a representative from FairPoint Communications. She expects to have an agreement by the end of October.

Agreement with Rio Grande Safety & Health, LLC: The Board discussed the Agreement with Rio Grande Safety & Health, LLC.

Following discussion, upon motion duly made by Director Cyriacks, seconded by Director Matthews and, upon vote, unanimously carried, the Board approved the agreement with Rio Grande Safety & Health, LLC. for an amount not to exceed \$2,848.00.

Senate Bill 09-087: Attorney Tanaka discussed Senate Bill 09-087 reporting requirements, mode of eligible elector notification, and mapping requirements. The Board considered authorizing the creation of an electronic boundary map to comply with the mapping requirements of Senate Bill 09-087. Mr. Beckman reported that SDMS is working with a local engineering firm to obtain a reduced rate for mapping in GIS format. Following discussion the Board directed Mr. Beckman to obtain a proposal from for Boundary Map Surveying.

Greenway Utility Easement: Attorney Tanaka discussed the status of the Greenway Utility Easement with the Board.

Townhome Damage: The Board discussed the status of the Townhome Damage. Attorney Tanaka reported that the insurance claim has been filed and she has sent a letter to on behalf of the District to the Real Estate Broker representing the Owner. It was noted that the insurance adjuster has requested an additional proposal for cost estimates of damage.

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Community Feedback regarding Tap Resolution: Attorney Tanaka discussed the community feedback regarding the adoption Tap Fee Resolution No. 2009-06-02. She reported the District has been receiving requests for additional information and that she will draft a summary detailing Resolution No. 2009-06-02.

Easements with the Baca Grande Property Owner's Association ("POA") associated with the Mobile Home Estates Force Main Line: Attorney Tanaka reported that the Baca Grande POA executed all easements except for one parcel, the owner of which, according to the title work, is a dissolved corporation. She will continue to look for an appropriate signer for the property.

Easement from the Baca Grande Property Owner's Association ("POA") for the Cottonwood Plant and Road Access Easement and water line: Discussion was deferred.

CAPITAL IMPROVEMENTS

Drinking Water Projects: Mr. Beckman reported that the design for the drinking water projects is substantially complete. The drinking water and wastewater projects will be combined as one in order to take advantage of the economies of scale when bidding the projects. Construction is expected to start in the late winter or early spring of 2010

Wastewater Projects: Mr. Beckman reported that the staff is continuing its sampling and testing on the Aspen Wastewater Treatment Facility and the Wagon Wheel lift Station. Design of the Mobile Home Estates Force Main line is substantially complete. Construction of the wastewater projects is expected to proceed concurrent with the drinking water projects.

Project Status Summary: Mr. Beckman and Attorney Tanaka distributed, reviewed and discussed the District's Project Status Summary and Project Timeline.

Project Management and Construction Oversight: Mr. Beckman discussed project management and construction oversight with the Board. The Board will consider engaging a Project Manager once the project bidding is

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complete.

EXECUTIVE SESSION

Personnel Issues and Pending Matters with the Manitou Foundation: EXECUTIVE SESSION: Pursuant to Sections 24-6-402(4)(b) and (e) of the Colorado Revised Statutes, upon motion duly made by Director Cyriacks, seconded by Director Matthews and, upon an affirmative vote of at least two-thirds of the quorum present, the Board convened in executive session at 3:47 p.m. for the purposes of discussing personnel matters as authorized by Section 24-6-402(4)(f) C.R.S., discussing legal matters as authorized by Section 24-6-402(4)(b) C.R.S. and discussing matters subject to negotiation pursuant to Section 24-6-402(4)(e), C.R.S.

Furthermore, pursuant to Section 24-6-402(2)(d.5) (II)(B), C.R.S., no record will be kept of those portions of the executive session that, in the opinion of the District's attorney, constitute privileged attorney-client communication pursuant to Section 24-6-402(4)(b), C.R.S.

The Board reconvened in regular session at 5:20 p.m.

Following discussion, upon motion duly made by Director Cyriacks, seconded by Director Matthews and, upon vote, unanimously carried the Board Directed Mr. Harrell to install an air relief valve on the portion of the system serving Ms. Slack and to also call and explain the action plan.

Following discussion upon motion duly made by Director Cyriacks, seconded by Director Matthews and, upon vote, unanimously carried, the Board directed Mr. Harrell to follow up with the insurance adjuster regarding Gregg Griffin's Townhome damage to request that the matter be expedited and to request that all communication with the claimant be relayed to the District in a timely manner

Following discussion, upon motion duly made by Director Cyriacks, seconded by Director Matthews and, upon vote, unanimously carried, the Board directed Attorney Tanaka to communicate with the Manitou Foundation concerning any outstanding matters

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regarding the well permit and the decommissioning of the discharge pit. The Board also directed Attorney Tanaka to revise the easement agreement with the Manitou Foundation clarifying the waiver liability of issue. It was noted that Attorney Tanaka is to be the sole point of contact for communication between the District and the Manitou Foundation on these matters.

ADJOURNMENT

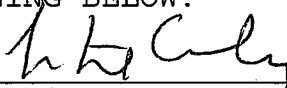
Upon motion duly made, seconded and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

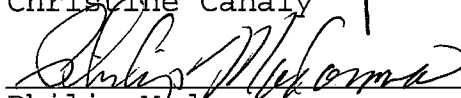
By


Secretary for the Meeting

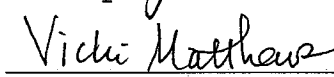
THESE MINUTES ARE APPROVED AS THE OFFICIAL SEPTEMBER 18, 2009 MINUTES OF THE BACA GRANDE WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:



Christine Canaly



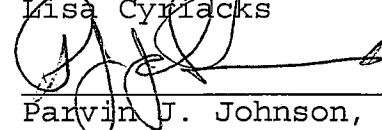
Philip Madonna



Vicki Matthews



Lisa Cyriacks



Parvin J. Johnson, Sr.

RESOLUTION
OF THE
BOARD OF DIRECTORS
OF THE
BACA GRANDE WATER AND SANITATION DISTRICT
Regarding Colorado Open Records Act Requests

WHEREAS, the Baca Grande Water and Sanitation District (the "District") maintains certain records that are available for inspection by the public under and in accordance with the laws of the State of Colorado; and

WHEREAS, records of the District available for inspection by the public are defined as "public records" under applicable Colorado law; and

WHEREAS, the District anticipates that from time to time members of the public may request the right to inspect and/or copy public records of the District; and

WHEREAS, pursuant to § 24-72-203(1)(a), C.R.S., the District is authorized to adopt certain rules with regard to the inspection and copying of public records of the District; and

WHEREAS, the District desires to set forth in this Resolution the rules it shall adopt with regard to the inspection and copying of its public records.

NOW, THEREFORE, it is hereby resolved by the Board of Directors of the District as follows:

1. The District Manager for the District is hereby designated as the "Official Custodian" of the public records of the District, as such term is defined in § 24-72-202(2), C.R.S.
2. The Official Custodian is authorized to charge the maximum amount permitted by statute per page for copies of the District's public records or the actual costs of reproducing and copying the District's public records, whichever is greater.
3. The Official Custodian is authorized to charge a reasonable fee for the cost of research and retrieval services associated with any public records request, including, at the discretion of the Official Custodian, the cost of hiring outside help to assist with the research and retrieval.
4. All requests for copies or inspection of public records of the District shall be submitted to the Official Custodian in writing on a Public Records Request Form, a copy of which is attached as **Exhibit A**, specifically detailing the exact public records being sought. The Public Records Request Form must be completed and submitted by email or hard copy with the name, address and telephone number of the individual submitting the request. Telephone

requests or electronic requests through means other than email (e.g. text messages) will not be honored.

5. Records requests may be delivered to the District's legal counsel for review and legal advice regarding the lawful availability of the records requested and other matters. The District shall have the authority to deny any request until such time as the Public Records Request Form has been completed and submitted to the District. The District may, from time to time, designate specific records for which written requests are not required and with respect to which review by legal counsel is not required, i.e., service plan, rules and regulations, minutes, etc. Such designations shall occur in minutes of meetings of the District.

6. All public records of the District copied and provided to interested persons shall be copied in duplicate by the Official Custodian. The Official Custodian shall retain the original record in the appropriate file, and shall retain the duplicate copies in a separate file bearing the name of the person to whom copies are provided and the date of such person's request for said copies of the public records of the District. Costs for duplicate copies of public records of the District shall not be charged to the person requesting the public records, but shall be maintained for record purposes by the Official Custodian.

7. All inspections of public records shall take place during regular business hours at the office of the Official Custodian. Additionally, public records requests may not preempt or take priority over previously scheduled official District related business activities.

8. No person shall be entitled to remove public records of the District from the Official Custodian's Office for inspection, copying or any other purpose or reason. Public records of the District shall be: 1) subject to inspection in the presence of the Official Custodian or the Official Custodian's designee; 2) appropriately marked by the person making the request; 3) copied after receipt of all required charges therefor; and 4) delivered to the person requesting such records at the office of the Official Custodian within the statutory timeframe and after all charges have been paid. Copies of public records of the District not picked up at the time set aside therefor by the Official Custodian may be destroyed. In the event a person renews the request for the same public records of the District after failing to pick up previously requested copies, they will be charged for the cost of both records requests.

9. Only the Official Custodian (or designee of the Official Custodian) may copy public records of the District.

10. On behalf of the District, the Official Custodian reserves the right to seek a declaratory judgment, pursuant to § 13-51-101, *et seq.*, C.R.S., to determine if a large public records request may be exempted from the statutorily required response time.


11. The Official Custodian may establish such other reasonable regulations as are not inconsistent with applicable Colorado law, as established from time to time.

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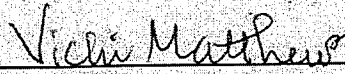
RESOLVED AND ADOPTED this 18th day of September 2009.

BACA GRANDE WATER AND SANITATION
DISTRICT a quasi municipal corporation and
political subdivision of the State of Colorado

By:


Vice President

ATTEST:



Secretary

EXHIBIT A

Public Records Request Form

BACA GRANDE WATER AND SANITATION DISTRICT
141 Union Boulevard, Suite 150, Lakewood, Colorado 80228
(303) 987-0835, FAX (303) 987-2032

Public Records Request Form

Requester Name:	Date:
Mailing Address:	
Signature:	Phone:
Detailed Description of Request (Please use additional sheets if necessary):	

Fee Schedule:

Copy (black & white) A page is defined as one side	8 ½ x 11 # _____ @ \$.25 each 8 ½ x 14 # _____ @ \$.35 each 11 x 17 # _____ @ \$.45 each	\$ _____ \$ _____ \$ _____
Copy (color) A page is defined as one side	8 ½ x 11 # _____ @ \$.50 each 8 ½ x 14 # _____ @ \$.65 each 11 x 17 # _____ @ \$.90 each	\$ _____ \$ _____ \$ _____
Research & Retrieval (First ¼ hour is free)	# _____ hrs @ \$25.00 per hour (billed in ¼ hour increments)	\$ _____
Information Transfer to Computer media if available	\$50.00 for first disk then \$10.00 each # of disks _____	\$ _____
Certified Letter Fee	\$2.80 per copy	\$ _____
Budget book or other large publication	Varies - Charge is based on District's cost to produce the publication	\$ _____
Postage & Packaging for mailing	Varies - Actual cost will be assessed	\$ _____
PDF copies sent by email	\$N/C per file if prescanned \$.15 per file if scanning required	\$ _____

Please Note:

- a. Prior to making copies or providing access to other information requested, the District must receive: (1) a copy of this form completed by the requester or its authorized agent; and (2) Payment of all charges incurred as part of the request.
- b. Inspection of the District's records and documents is permitted. Such inspection must take place during regular business hours at the office of the Official Custodian for the District. All hourly Research and Compilation Fees and other costs incurred as a result of said inspection shall be charged to the requester.
- c. Public records requests shall not preempt or take priority over previously scheduled official District related business activities. As required by § 24-72-101, *et seq.*, C.R.S., requests shall be handled with Seventy-Two (72) hours unless extenuating circumstances exist. The District reserves the right to seek a declaratory judgment, pursuant to § 13-51-101, *et seq.*, C.R.S. to determine if a large or otherwise difficult public records request may be exempted from the statutorily required response time.

For Internal Office Use:

Date request completed: _____	Amount prepaid: \$ _____
Approved: _____ Denied: _____	Balance due before release: \$ _____
If denied, provide reason(s): _____	Total Amount paid: \$ _____

I hereby acknowledge that I have seen or received the information or documents I requested in the form requested and within the required statutory time limits.

Requester's Signature: _____ **Date:** _____

SUPPLEMENTAL PACKET

FOR BOARD MEETING

FRIDAY, SEPTEMBER 18, 2009

EQR REPORT

The following Excel workbook includes four worksheets. In April 2009, Olga C. had begun the process of compiling EQR data and created two spreadsheets; a "Conditional Use List" and an "EQR Rate Revision" list. Additionally we have included two more worksheets. One is a list of current customers with EQR's and the other list contains information gathered from the July billing survey and also during the monthly meter reading rounds.

Our objective is to make sure all customers are being charged fairly for usage and the impact this usage has on the system.

We came up with the following categories:

- Are customers being charged according to current EQR's?
- Does a Site Visit (or phone call) need to be performed for clarification?
- Does the property in question need a Board Review?
- Should the customer be charged and are currently not paying an EQR?
- Are the criteria accurate and equal?

From our findings we recommend the following-

All homes with more than 3 bedrooms or 3 bathrooms will be assessed an additional .1 EQR over 1 EQR. For example, a residential building permit for a four bedroom and four bathroom home will be assessed 1.2 EQR.

Additional EQR's may also be assessed depending on certain things such as accessory apartments, multiple kitchen facilities or other possible scenarios.

Multi family residential projects such as condominium complexes intended for short term rentals have different EQR rates based on the number of bedrooms and bathrooms proposed.



EQUIVALENT UNIT RATES (EQR)
FEES, RATES AND CHARGES PER EQR

DWELLING UNITS

SINGLE FAMILY	1.00
MULTI-FAMILY-651 SQ. FT. OR MORE	1.00
MULTI-FAMILY-650 SQ. FT. OR LESS	0.70

DWELLINGS UNITS – TRANSIENT

HOTEL/MOTEL/LODGE WITH KITCHEN PER ROOM	0.40
HOTEL/MOTEL/LODGE WITHOUT KITCHEN PER RM	0.30
BOARDING HOUSE – MAIN RESIDENCE	1.00
*ADDITIONAL PER BOARDER ROOM	0.30
DORMITORY-PER-BED	0.20
BED&BREAKFAST/B&B STYLE-MAIN RESIDENCE	1.00
*ADDITIONAL PER ROOM	0.25
R.V. PARK/CAMPGROUND-PER SITE	0.10

RESTAURANTS – (INCLUDING TOILETS)

FULL SERVICE – PER SEAT	0.05
SHORT ORDER – PER SEAT	0.02
SHORT ORDER – PAPER ONLY – PER SEAT	0.01
BAR/COCKTAIL LOUNGE OR TAVERN – PER SEAT	0.02
BAKERY	1.00

OTHER DESIGNATIONS

SERVICE STATION	1.00
SELF-SERVICE LAUNDRY – PER MACHINE	0.80
RETAIL/OFFICE	
*MINIMUM FOR EACH BUILDING/CUSTOMER PER 2000 S.F. BUILDING AREA	1.00
*FOR EACH ADDITIONAL 1000 S.F. BUILDING AREA OR PART THEREOF	0.50
PUBLIC HOT TUBS – PER TUB	0.25
SELF-SERVICE CAR WASH – PER BAY	0.40
CAR WASH – PER BAY	0.80
HAIRDRESSER/BARBER – PER SEAT	0.40
SWIMMING POOL	
*PER 20,000 GALLONS OR FRACTIONS THEREOF BUT NOT LESS THAN 1.0 EQR	1.00

IRRIGATION

1,000 – 10,000 GALLONS	\$ 1.50 PER 1,000 GAL
10,001 – 20,000 GALLONS	1.75
20,001 – 30,000 GALLONS	2.00
30,000 – 40,000 GALLONS	2.25
40,000 GALLONS OR MORE	2.50

APPLICATION FEE FOR HOOK-UP

¾" LINE	1,200.00
1" LINE	1,700.00
1 ½" LINE	2,728.00
2" LINE	3,070.00
3" LINE	4,885.00
4" LINE	6,640.00
6" LINE	10,642.00

SERVICE CHARGES

RESIDENTIAL / COMMERCIAL & INSTITUTIONAL
PER MONTH/EQR

2005/2006/2007 WATER ¾" LINE	\$22.00/MONTH
SEWER	\$20.00/MONTH

2008 WATER ¾" LINE	\$22.00/MONTH
1"	\$25.00/MONTH
1 ¼"	\$29.00/MONTH
1 ½"	\$33.00/MONTH
2"	\$44.00/MONTH
3"	\$66.00/MONTH
4"	\$88.00/MONTH
6"	\$132.00/MONTH
8"	\$176.00/MONTH
SEWER	\$20.00/MONTH

2009 WATER ¾" LINE	\$22.00/MONTH
1"	\$25.00/MONTH
1 ¼"	\$29.00/MONTH
1 ½"	\$33.00/MONTH
2"	\$44.00/MONTH
3"	\$66.00/MONTH
4"	\$88.00/MONTH
6"	\$132.00/MONTH
8"	\$176.00/MONTH
SEWER	\$20.00/MONTH

**OVERAGE IN EXCESS OF 4,000 GAL per month
= \$1.50 PER 1,000 GAL**

OTHER FEES AND CHARGES

TURN ON/OFF FEES	\$ 10.00
DISCONNECT FEE	\$ 50.00
INSUFFICIENT FUNDS CHECK	\$ 25.00
INTEREST (FOR ANNUAL FEES)	18% ONE TIME
LATE FEE (USAGE ACCOUNTS)	5%/MONTH

AVAILABILITY FEES PER YEAR

2005 WATER AND/OR SEWER	\$76.00
2006 WATER AND/OR SEWER	\$44.50
2007/2008/2009 WATER AND/OR SEWER	\$40.00

ANNUAL FIRE PROTECTION FEE

2005/2006	\$ 4.00
2007/2008/2009	\$9.00

SYSTEM IMPROVEMENT FEE

2006/2007/2008/2009	\$21.00
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TAP FEE (effective 2007)

WATER	\$3,750.00
SEWAGE	\$3,750.00

THE BACA GRANDE WATER & SANITATION DISTRICT

REPORT ON DISTRICT OPERATIONS

TO THE BOARD OF DIRECTORS

BY
STEVEN HARRELL, GENERAL MANAGER
SEPTEMBER 18, 2009

57 BACA GRANT WAY • PO BOX 520
CRESTONE • COLORADO • 81131

REPORT ON DISTRICT OPERATIONS

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FACILITY OPERATIONS UPDATES

- Sky View street water repair locations will require repaving this year 2009. Paving required by Saguache County Road and Bridge.
- Aspen WWTF did not pass fecal or ammonia limits for August, 2009.
- Fire hydrant maintenance will be completed by the end of September.
- Water meter policy. Locations of water meters have been compiled. The total number of water meters located in homes is 73.
- MXU water meter radio reading device. The District will require 80 MXU's for replacement and upgrade to water meters. Costs of MXU's are \$147.00 each. Total cost \$11,760.

PROJECTS

- Mobile Home Estates lift station will be located on the MHE lagoon property across from the MHE entrance.

CURRENT COMMITMENTS

- Leak detection - ongoing.
- PRV installation for Baca Grande Town Homes - completed.
- Teleconferencing equipment - ongoing.
- Air conditioning and heating; additional proposals attached. Proposals are priced for two phases, heating phase installed this year, air conditioning installed next year 2010.
- Fire hydrant facilities research - ongoing.
- Fire extinguisher agreement - in process.
- Greenway utility easement hand delivered to Mr. Greenway.

- Truck incident at town homes; insurance claim has been filed. Incident report - completed.

DISTRICT POLICIES

- Policy for sewer main back ups - ongoing.
- Annual clothing allowance policy - ongoing.
- District tool policy - in process.

COMPLIANCE TESTING

BACA GRANDE WATER AND SANITATION DISTRICT MONTHLY OPERATIONS REPORT AUGUST 2009 BACA CHALET			
WATER - WELL 18	GALLONS PUMPED		
Gallons Pumped	12,382,354		
Total for Year	43,664,068		
Total Coliform Reporting			Absent
Free chlorine residual		0.2 mg/L	
Wasterwater – Aspen WWTF			
Total influent flow, gallons	5,522,300		
Average daily influent flow			.178
Maximum daily influent flow			.364
Total effluent flow, gallons	3,041,000		
Average daily effluent flow			.098
Maximum daily flow			.134
Compliance			
BOD5		Yes	
Percent removal		Yes	94.00%
TSS		Yes	
Percent removal		Yes	94.00%
Fecal Coliform		No	TNIC
Ammonia-N		No	4.39

BACA GRANDE WATER AND SANITATION DISTRICT
MONTHLY OPERATIONS REPORT
AUGUST 2009

CASITA PARK

WATER - WELL 1	GALLONS PUMPED		
Gallons Pumped	1,955,108		
Total for Year	10,427,239		
Total Coliform Reporting			Absent
Free chlorine residual		0.2 mg/L	
Wasterwater – MHE WWTF			
Total influent flow, gallons	163,200 gal		
Average daily influent flow	.0052		
Maximum daily influent flow	.008		
Total effluent flow, gallons			
Average daily effluent flow	2gpm		
Maximum daily flow			
Compliance			
BOD5		Yes	
Percent removal			
TSS		Yes	
Percent removal			
Fecal Coliform		Yes	648

CUSTOMER BILLING

- EQR research data attached.
- Catherine Alyuanus – long term low pressure condition is still persisting. In house booster equipment recommended.
- Delinquent Accounts – 9 delinquent accounts for September, 2009 totaling \$1863.55.
- Accounts to be certified list attached to report.
- Billing survey notice complete and ready for board review.

COMMUNITY UPDATE

- Cotton Wood Plant site visit with Manitou Foundation. Suzanne Foote, Linda Joseph, and I toured the Cotton Wood property. We reviewed the back wash pit

reclamation, the revised utility easement, and the Southern boundary of the District Property to verify the District infrastructure does not encroach onto Manitou Foundation property.

Names of Customers With EQR	Account #	Amount of	Address
Peter & Grace Anderson	420001.01	\$15.40	North Baca Grant Way Lot#1
Mark Close	420035.01	\$20.00	This account will no longer have EQR as of Sep. 1st
Harald Kasper-Riggio	420053.01	\$20.00	South Baca Grant Way Lot# 53
Lorraine Cazier (Camak Trust)	420108.01	\$30.80	Pinewood Overlook Lot # 108
Judie Rose	420223.01	\$11.00	Rainbow Overlook Lot # 223
James R & Mary E Reichler	420349.01	\$20.00	Chaparral Way Lot # 349
Robert Mandich	420505.01	\$15.40	Arrowhead Way Lot # 506
Sharon J Wilkins-Pobanz	420557.01	\$16.50	Panorama Way Lot # 557
Tina M Rasmussen	420580.01	\$30.80	Sunburst Overlook Lot # 579c
William Henry Folk	420637.01	\$22.00	Panorama Lot # 637
Nicholas Carter	420841.01	\$15.40	Brookview Way Lot # 841
Elizabeth Namgyel	420870.01	\$15.40	Pine Cone Way Lot # 870
Marcia Heusted	421019.01	\$11.00	Moonlight Way Lot # 1019
Barbara Perkins	421361.01	\$15.40	Chaparral Way Lot # 1361
Harriet Johns	421630.01	\$30.80	Willow Creek Way Lot # 1630
Joanne Dehavillan	421986.01	\$5.50	Lost Cave Way Lot # 1986
Mattis Trust	422096.01	\$15.40	Lone Pine Way Lot # 2096
Robert & Sharon Ayers	422744.01	\$4.40	Easy Way Lot # 2744
Richard & Anna Marie Wertz	423486.01	\$22.00	East Graceful Court Lot # 3486
Daniel & Vinette Terres	424178.01	\$5.50	Rarity Way Lot # 4178
Jennifer Deweese	424189.01	\$22.00	Caprice Way Lot # 4189
Stephen Smilack	424383.01	\$22.00	East Twinview O.L Lot # 4383
Thomas L Vlach REV Trust	424387.01	\$15.40	East Twinview O.L. Lot # 4387
Humanity In Unity	424464.01	\$16.50	Greenview Court Lot # 4464
Jacob Mendel	430005.01	\$44.10	White Eagle Village
Crestone Charter School	430008.01	\$44.00	Old Classroom/ Office & Library
Vajra Vidya Retreat Center	430014.01	\$30.80	Camino Baca Grande Lot # 3203
Shumei International Institute	430017.01	\$44.00	Dreamway Road E. Lot # 2501
Hanne Strong	440001.01	\$15.40	MoonLight O.L.
Total Amount Collected For EQR's		\$596.90	

EQR RATE ACTION NEEDED

NAME	LOCATION	ACCOUNT #	BOARD REVIEW	SITE VISIT	PHONE CALL	REVIEW	POSSIBLE EQR	CURRENT EQR RATE	COMMENTS
Anne Kelly	3458 Splendid Way	423458.01		X					
Anne Kelly	3528 Splendid Way	423528.01		X					
Baca Townhomes	18 units	450001.01	X						
Blossom Art Inc.	Twinview Court 4418	424418.01		X					
Chama Ling							X	\$0.00	3 residences, only carhed for water, no EQR
Crestone Mtn Zen Center	Zen Center	430012.01							Sewer only
Crestone Peak Community Housing	Lot 0389	410389.01							Need meter #
Dehavillan, Joanne	1982 Lost Cave Way	421986.01		X				\$5.50 on lot #1986	
Dharma Ocean	888 Pine Cone Way	420888.01							Residential rate
Dharma Ocean	DO Baca Grande Tract	430016.01							Residential rate
Gerald Robertson		410152.01		X					
Hammond, Patrick & Sandra	1134 Badger Rd	421134.01		X			X		Residential rate; possible separate apt.
Hanne Strong	Moonlight OL	440001.01						\$15.40 on	1 EQR - Residential rate even though 44 prefix is for commercial
Hillman, Joshua	1494 Badger Rd	421494.01		X					
Hoepfner, Barbara	4216 Al Fresco Way	424216.01		X					
Humanity in Unity	Lindisfarne Parcel B/4 10.03 Acres	222510.01							
Humanity in Unity	Lot 3966	223966.01						\$0.00	
Humanity in Unity	4462 Greenview Ct	424462.01							Residential rate
Humanity in Unity	4464 Greenview Ct	424464.01						\$16.50 on lot #4464	Need meter #. Residential rate
Humanity in Unity	3927 Cordial Way	440005.01						\$0.00	Residential rate

NAME	LOCATION	ACCOUNT #	BOARD REVIEW	SITE VISIT	PHONE CALL	REVIEW	POSSIBLE EQR	CURRENT EQR RATE	COMMENTS
Humanity in Unity	CH II, Lots 4458C, 4460C, 4511C & 4472	234458.01, 234460.01, 424512.01, 234472.01							3 vacant lots and 1 building? Usage a/c residential rate
Johns, Harriet	1630 Willow Creek Way	421630.01		X					
KTTG	Lindisfarne Endowment Lots 6 & 7	440006.01		X					Consolidated - billing for water only - Commercial rate. Clarify what services we provide, also do they pay taxes.
Malecek, Tom & Enid	1266 Forest Glenn OL	421266.01		X					
Mangala, Shri Bhuti	1774 Summitview Way	421774.01		X					Residential rate
Mangala, Shri Bhuti	CH I, Lot 62	?		X					
Marcia Heusted/ The Coll House	CH I, Lot 1019, 1020	421019.01 421020.01		X				\$11.00 on lot #1019	B&B (we're billing for 1 EQR, owner is planning to a add new building); Verify how many meters, we're not getting reading.
Pundarika Foundation	967 Meditation OL	420956.02	X						Residential rate
Pundarika Foundation	CH I, Lots 315C, 1044C & 1035CR	211044.01, 211035.01	X						Vacant lots?
Ritter, Timothy	705 C1 Rendezvous Way	420705.01		X					
Separate List of Out of district but have services									

NAME	LOCATION	ACCOUNT #	BOARD REVIEW	SITE VISIT	PHONE CALL	REVIEW	POSSIBLE EQR	CURRENT EQR RATE	COMMENTS
Shumei Institute	36 Camino Baca Grande	420036.01							We're only charging min because reading has been the same for the last 6 months - Residential fee- Need to Verify meter size (water)
Shumei Institute	328 Palomino Way	420328.01							Residential rate
Shumei Institute	1005 Badger Rd	421005.01							Residential rate
Shumei Institute	13000 E Dreamway	430013.01							Residential rate; Need to Verify meter size (water)
Shumei Institute	2501 E Dreamway	430017.01						\$44.00 on lot #2501	Commercial rate + 1 EQR; Need to Verify meter size (water)
Spiritual Life Inst	684 N Rendezvous OL	420681.01							Residential rate
Spiritual Life Institute	684 N. Rendezvous OL	210701.01 420684.01 450051.01 450059.01	X	X					Should be charged but are not.
Sri Aurobindo	83 Baca Grant Way North	420083.01							Residential rate
Tracey & Anne Henderson	South Carefree Way	440003.01		X			X		2nd water source needs MXU
Vajra Vidya Retreat Center	3203 Camino Baca Grande	430014.01						\$30.80 on lot #3203	Residential rate
Vlack Family Trust	CH I, Lot 2274	424387.01	X	X				\$15.40 on lot #4387	
Wiberg, Bo Marstrand (?)	4418 Twinview Ct	424418.01		X					
Yeshe Khorlo Inc	2281-82 Happy Day OL	422280.01		X	X				Residential rate
Zen Center	Bk 22 lot 2421	222421.01, 430012.01	X						Pays \$20.00 for monthly sewer fees

NAME	LOCATION	ACCOUNT #	BOARD REVIEW	SITE VISIT	PHONE CALL	REVIEW	POSSIBLE EQR	CURRENT EQR RATE	COMMENTS
	108 Skyview						X		3 residences there, verify billing
	132						X		
	870 Pine Cone			X			X	\$15.40	
	894 Summit OL						X		EQR
	907 Skycrest		X	X			X		Possible 3 units
	544 Panorama						X		2 Residences
	557 B&B					X	X	\$16.50	
	820			X			X		
	1020 Moonlight						X	\$11.00	
	1116 Chaparral			X	X		X	\$0.00	Has business. Add'l unit has a bathroom
	1236 Brookview			X	X		X	\$0.00	
	1275 Bear Grass Way			X	X		X	\$0.00	
	1266 Forest Grove OL			X	X		X	\$0.00	
	1361 Chaparral			X	X		X	\$14.51	2nd unit & B&B
	1774 Summit View			X	X		X	\$0.00	ALERT!!
	3481 Graceful Ct.			X	X		X		Apt. in back, Apply EQR
	2274 Big Sand Way			X	X		X		Apply EQR
	2153 Indian Well OL			X			X	\$0.00	2 residences, no EQR
	3616 Splendid Terrace			X	X		X	\$0.00	Apply EQR if necessary

Separate List of Out of district but have services

Steichen, Mary Katherine	Lot 2307	212307.01						\$0.00	
Steichen, Mary Katherine	Grants Badger Rd, G1509	431509.01						\$0.00	Residence, pays water
Temple, Lee	Grants Conestoa Trl 503	431503.01						\$0.00	Residence, pays water

EQR RATE REVISION

NAME	LOCATION	ACCOUNT #	COMMENTS
Signe Ramstrom-Talbot	CH II, lot 3564C	423564.01	
David & Renee Hill Nathan Scarritt & Sharon Landrith	CH I, Lot 62		? Consolidated?
Albert E Reed III	CH I, Lot 2274	422274.01	
Bette Heeftle	CH I, Lot 1690		Consolidated?
Ann Bunting	MHE, Lot 13	410013.01	
Illuminada T Retuta	CH I, Lot 1689C	421689.01	
William H Folk II	CH I, Lot 46	420046.01	
Anne Kelly	CH II, Lot 3458C	423458.01	
Kristin Gushurst Scott Parrish	CH I, Lot 1679C	421679.01	Consolidated? YES
KTTG	Lindisfarne Endowment Lots 6 & 7	440006.01	Consolidated - billing for water only - Commercial rate
Pundarika Foundation	CH I, Lots 315C, 1044C & 1035CR	210316.01, 211044.01, 211035.01	Vacant lots?
Joyce Weis	CH I, Lot 34	420034.01	
Judie Rose	MHE, Lot 182C	410182.01	
Barbara L Hoepfner	CH II, Lot 4216	424216.01	
Marcia Heusted	CH I, Lot 1019, 1020	421019.01/ 421020.01	B&B (we're billing for 1 EQR and is planning to add new building)
ATMA Institute/Part of Crestone Charter School			
Humanity in Unity	CH II, Lots 4458C, 4460C, 4511C & 4472 4464	234458.01, 234460.01, 424512.01, 234472.01	3 vacant lots and 1 building? Usage a/c residential rate
Humanity in Unity	Greenview Ct 4462	424464.01	Need meter #. Residential rate
Humanity in Unity	Greenview Ct	424462.01	Residential rate
Educo School of Co	CH II, tract	43009.01	Water only - Commercial rate
Crestone Youth Plaza`	CH I, Lot 66	210066.01	New building?
Crestone Charter School	MHE Parcel F, Tract 1	None	
Steven F Elliott	CH I, Lot 758C	420758.01	Only 1 building so far. Residential rate
Anthony Ross	CH, Lot 150	420150.02	Duplex housing? Residential rate

NAME	LOCATION	ACCOUNT #	COMMENTS
Donna Peizer Trust	3481 Graceful Ct	423481.01	Apartment behind main house? Residential rate
Enchanted Forest B&B (Ann Kelly)	3528 or 3459 Enchanted Way	423528.01	Verify this is a B&B and how many bathrooms (No EQR). Residential rate
I Am Harmony B&B (Kiara Perkins)	1361 Chaparral Way	421361.01	B&B - no EQR. Residential rate
Rainbow B&B (Judie Rose)	223 Rainbow OL	420223.01	B&B (we're billing for 1 EQR already). Residential rate
Dome Sweet Home B&B (Daniel Terres)	4178 Rarity Way	424178.01	B&B (we're billing for 1 EQR already). Residential rate
Casa Alegria B&B	Lost Cave Way & Wagon Wheel?	??	
Baca Lodge B&B	637 Panorama Way	420637.01	B&B (we're billing for 1 EQR already). Residential rate
Silver Star B&B (Wilkins Pobanz/Sharon Julle)	557 Panorama Way	420557.01	Residential rate
Shumei Institute	36 Camino Baca Grande	420036.01	We'e only charging min because reading has been the same for the last 6 months - Residential fee
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Last update 6/18/09
H:My doc/EQR/EQR Rate Revision

CONDITIONAL USE LIST FOR EQR REVISION

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Barbara L Hoepfner	CH II, Lot 4216	424216.01	
ATMA Institute/Part of Crestone Charter School			
Crestone Charter School	MHE Parcel F, Tract 1	None	

Last update 4/15/09