

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE BACA GRANDE WATER AND SANITATION DISTRICT HELD AUGUST 19, 2016

A Regular Meeting of the Board of Directors (referred to hereafter as "Board") of the Baca Grande Water and Sanitation District (referred to hereafter as "District") was held on Friday, the 19th day of August, 2016, at 9:00 a.m. at the offices of the District, BGWSD Shop, 57 Baca Grant Way South, Crestone, Colorado. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Cindy Reinhardt
Martin Macaulay
Michael Scully
Lynn Drake

Following discussion, upon motion duly made by Director Scully, seconded by Director Macaulay and, upon vote, unanimously carried, the absence of Matthew Gourdjian was excused.

Also In Attendance Were:

Lisa A. Johnson and Scott Lamer (for a portion of the meeting); Special District Management Services, Inc. (via speakerphone)

Zachary P. White, Esq.; White Bear Ankele Tanaka & Waldron, (via speakerphone)

JoAnn Slivka; Administrative Services Manager

Justin DeBon; Operations Manager

Brad Simons; TZW Water Engineers, Inc. (for a portion of the meeting)

See list for other attendees

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DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: Attorney White discussed with the Board the requirements pursuant to Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Attorney White noted that conflicts were filed for applicable Directors at least 72-hours prior to the meeting. President Reinhardt 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. Director Drake noted that she may have a conflict with the discussions and any actions taken regarding the Availability of Service Audit.

ADMINISTRATIVE MATTERS

Agenda: President Reinhardt reviewed the proposed Agenda for the District's Regular Meeting with the Board.

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

Consent Agenda: The Board considered the following actions:

- Approve Minutes from the July 15, 2016 regular meeting
- July 31, 2016 Financial Statements and Schedule of Cash Position

Following discussion, upon motion duly made by Director Macaulay, seconded by Director Scully and, upon vote, unanimously carried, the Board approved the Consent Agenda.

Board and Staff Reports: The Board reviewed and discussed the staff reports which are attached hereto and incorporated herein by this reference.

Director Scully would like Mr. DeBon to include in the monthly operations report a percentage of total Town of Crestone sewer contribution compared to total capacity at the wastewater treatment facility.

The Board then discussed the annual jetting/cleaning of sewer main lines. Mr. DeBon recommended a change to the frequency of jetting/cleaning the sewer main lines. Ms. Slivka will determine if the District receives a reduction in their annual premium due to an approved annual jetting/cleaning program. If she determines the District is receiving a reduction due to a program then a change to the program will need to be submitted and approved before changing the plan. If not, Ms. Slivka will request the information on the premium reduction program

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for review and approval by the Board.

The Board also discussed briefly and reviewed the certification of delinquent accounts process and calendar for 2016.

Status of Administrative Analysis: Director Macaulay and Director Ghourdjian have been unable to meet on review of the analysis. Director Macaulay recommended that the Board put the analysis on hold for a year due to the effects it is having on the staff.

Director Drake disagreed and would like to hold a work session to discuss the administrative analysis matters and feels this is a very important issue the District is facing and should not be put on hold.

Director Scully agreed with Director Drake's suggestion.

The Board discussed how they would conduct a work session and what information would be captured in the minutes of the work session. Attorney White explained the legal requirements for minutes as well as holding executive sessions and how those sessions need to be conducted.

Following discussion, upon motion duly made by Director Scully, seconded by Director Drake and, upon vote, unanimously carried, the Board determined to hold a Special Meeting/Work Session on September 7, 2016 at 9:00 a.m. at the regular meeting location to discuss the Administrative Analysis.

Topics for Work Sessions: The Board discussed potential topics for work sessions. The suggestions shared were as follows: Payment in Lieu of Taxes Agreements Review and Negotiations, Capital Needs and Sufficient Reserves, and Alternative Power/ Energy Sources to Power District Facilities.

The Board determined to hold the first work session to discuss the Administrative Analysis and schedule future work sessions once that issue is complete.

Status of Committee Discussions Regarding Negotiations with the Town of Crestone Related to an Amended and Restated Intergovernmental Agreement for Sewer Service: Director Scully reported that the committee has not met again at this point. Director Ghourdjian would like to meet with Mr. Simons and Ms. Johnson in Lakewood, Colorado to understand the research conducted to date on the current sewer rate being charged to the Town of Crestone. He will provide some dates to Mr. Simons and Ms. Johnson that work with his schedule in order to schedule that meeting.

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Director Scully then summarized some key topics to address in the revised agreement with the Town of Crestone.

The Board was supportive of the process to date.

Preliminary Review of Draft Minutes by Board of Directors: Director Scully contacted Ms. Johnson shortly after the last board meeting and asked about the possibility of the Directors reviewing the minutes from each meeting as soon as they have been drafted. Ms. Johnson explained the current review process.

Ms. Johnson will include Director Scully in the transmission of the draft minutes to Attorney White for review. The other Board members were not interested in a preliminary review of the draft meeting minutes.

FINANCIAL MATTERS

August 19, 2016 Check Register: The Board considered the approval of the check register through the period ending August 19, 2016, as follows:

General Fund	\$	13,797.62
Debt Service Fund	\$	-0-
Capital Projects Fund	\$	26.40
Enterprise Fund	\$	<u>67,506.36</u>
Total Claims:	\$	81,330.38

Following discussion, upon motion duly made by Director Scully, seconded by Director Macaulay and, upon vote, unanimously carried, the Board approved the check register for the period ending August 19, 2016.

Financial Summary: Mr. Lamer presented areas of interest contained within the July 31, 2016 financial statements.

2017 Budget Committee: Director Drake and Scully volunteered to serve on the 2017 budget committee.

Availability of Service("AOS")/Water and Sewer Billing Audit: Ms. Johnson updated the Board on the status of the AOS audit.

Ms. Slivka received a letter from the property owner of Lot 568 requesting a refund of all fees associated with the incorrect billing on her account. As part of the research of her request, Ms. Slivka requested that Mr. DeBon review the field verification information. Upon completion of that task, Mr. DeBon determined that the account was billed correctly for water and sewer AOS fees. Ms. Slivka is

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in the process of drafting a letter to the property owner to communicate this information.

Ms. Slivka also received a letter from Mr. Volchok, property owner in the District that was incorrectly billed for AOS fees. Mr. Volchok has requested a full refund of the fees paid on two accounts.

Attorney White then discussed with the Board the statutory limitations on property tax refund requests which he believes are also utilized for fee refund requests in many instances. He recommends the Board consider a policy that when requested by the customer, the District can refund up to two years of fees that have been determined to be billed incorrectly and verification of payment has been made.

The Board was in support of this policy and directed Attorney White to draft this document for review and approval at the September meeting.

Following discussion, upon motion duly made by Director Macaulay, seconded by Director Drake and, upon vote, unanimously carried, the Board approved the request from Mr. Volchok to refund two years of AOS fees.

Amended Request from Mr. Nagel for Reduction of Water Fees Due to Leak:

The Board reviewed an amended request for a reduction of water fees due to a leak received from Mr. Ed Nagel.

Following discussion, upon motion duly made by Director Scully, seconded by Director Macaulay and, upon vote, unanimously carried, the Board directed Ms. Slivka to communicate to Mr. Nagel that no new information has been presented on this request and to communicate again the Board's decision from a former meeting.

The Board then discussed a policy regarding a reduction in billing fees related to a water leak.

Following discussion, upon motion duly made by Director Scully, seconded by Director Macaulay and, upon vote, unanimously carried, the Board directed Attorney White to draft a policy that allows a reduction in the calculation of water usage billed due to a leak to the lowest tiered rate, to offer a payment plan and to waive late fees during the payment plan period as long as the payment plan is adhered to.

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PUBLIC COMMENT

Public Comment: Mr. Judson is interested in understanding how the District depreciates their water and sewer assets. Mr. Lamer will provide a written explanation to Mr. Judson's request.

OFFICE ADMINISTRATION

Administrative Follow-Ups: There was nothing new to report.

OPERATIONS

Operational Follow-Ups: Mr. DeBon discussed the status of the brewery waste research he has conducted to date. Mr. Simons commented that the District discharge permit speaks to limitations on types of waste that can be discharged. Mr. Simons and Mr. DeBon will meet on Monday and discuss this in more detail as well as Mr. Simons experience with waste from another brewery he has been involved with and then communicate to the Town of Crestone the information that is relevant. They will also make a recommendation to the Board of any actions necessary with respect to the brewery.

New Hatches on Moonlight and Brookview Tanks: Mr. DeBon reported that Marine Diving Solutions inspected and cleansed three of the six storage tanks. Moonlight and Brookview tanks need to be modified to install new access hatches before they can be cleaned and inspected. The updated estimated cost to complete this work is \$14,000.

In addition, Mr. DeBon has been given preliminary information that some of the tanks may need significant repairs. He will receive the full reports from Marine Diving Solutions soon. Mr. DeBon will review the reports in detail and compile a list of needed repairs to include the hatches on Moonlight and Brookview tanks and prioritize the need to present to the Board at the September meeting.

Water Supply to Golf Course: The Board reviewed the information contained in the Operations Manager and Engineer's reports. Mr. DeBon and Mr. Simons will meet next week to review the options to provide water to the golf course when their well is out of priority.

Mr. Simons will also provide Capital Project Summary sheets for two options: Costs to update the Motel Well and Tank and Costs to install a pipeline from the Motel Well to the Golf Course.

Request for Water from Contractors Working Outside the District's Boundaries: Ms. Slivka shared with the Board two requests she has received

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recently for information on the District's ability to provide water to contractors working on projects outside of the District's boundaries. Attorney White commented that he has spoken with Attorney Lock about these requests and solicited his opinion from the District's water rights perspective. Although the action may be allowed under the current rights, both Attorney Lock and Attorney White do not recommend the Board allow the sale of water to contractors for work outside of the District's boundaries.

After extensive discussion, the Board determined not to allow the sale of District water to contractors for work outside of the District's boundaries and will re-visit this issue again at the September meeting.

CAPITAL IMPROVEMENTS

Capital Funding Sources and Uses: The report was included in the packet for the Board's review.

Status of Flow Equalization Basin Project: Mr. Simons provided an update. The drill rig will be on site on Monday, August 22, 2016. Mr. Simons will be in attendance that day for some of the work that will be conducted.

LEGAL MATTERS

Legal Matters: There were no legal matters presented.

OTHER BUSINESS

Water Rights Update: President Reinhardt provided an update on Water Rights Issues:

United States Fish & Wildlife Service ("USFWS") is working with a new solicitor on the District's project. They had a conference call on August 2 and requested that USFWS follow up to see if the District is still in agreement with "the approach from the past".

Director Reinhardt responded that she would like to know exactly which/what approach they were speaking of and USFWS will get back to her on that.

Also, a replacement for Megan Estep has been named and Megan is still on board training him.

Lastly, USFWS has not started a new model (or tweaking a model done earlier). They are also still looking at formation of a sub-district and whether that will happen

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EXECUTIVE SESSION

Executive Session: Pursuant to Sections 24-6-402(4)(b) and (f), C.R.S., upon motion duly made by Director Scully, seconded by Director Macaulay and, upon an affirmative vote of at least two-thirds of the quorum present, the Board convened in executive session at 12:18 p.m. for the purpose of discussing personnel matters, as authorized by Sections 24-6-402(4)(b) and (f), C.R.S.

The Board reconvened in regular session at 12:51 p.m.

Request from Judith Lawn for Refund of AOS Fees and Tap Fees:

Following discussion, upon motion duly made by Director Scully, seconded by Director Drake and, upon vote, unanimously carried, the Board approved the request from Judith Lawn for a refund of AOS and Tap Fees in the amount of \$3,052.25 due to evidence presented by Ms. Lawn with respect to promises previously made by the District that induced her payment of AOS and Tap Fees which have not and will not realized.

Additional PTO for Staff with Hardship: Ms. Slivka will recommend a reasonable amount of additional paid time off for staff members experiencing a personal hardship to Ms. Johnson for approval.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made, seconded, and upon vote, unanimously carried the meeting was adjourned.

Respectfully submitted,

By _____
Secretary for the Meeting

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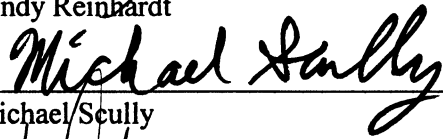
THESE MINUTES ARE APPROVED AS THE OFFICIAL AUGUST 19, 2016
MINUTES OF THE BACA GRANDE WATER AND SANITATION DISTRICT
BY THE BOARD OF DIRECTORS SIGNING BELOW:



Martin Macaulay



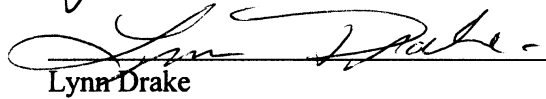
Cindy Reinhardt



Michael Scully



Matthew Gourdjian

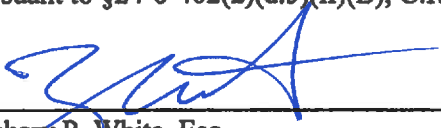


Lynn Drake

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**Attorney Statement
Regarding Privileged Attorney-Client Communication**

Pursuant to §24-6-402(2)(d.5)(II)(B), C.R.S., I attest that, in my capacity as the attorney representing the Baca Grande Water and Sanitation District, I attended the executive sessions on August 19, 2016, for the sole purpose of providing legal advice §§24-6-402(4)(b), C.R.S. I further attest that it is my opinion that a portion of the executive sessions discussion constituted attorney-client privileged communication as provided by §24-6-402(4)(b), C.R.S., and, based on that opinion, no further record, written or electronic, was kept or required by be kept pursuant to §24-6-402(2)(d.5)(II)(B), C.R.S.



Zachary P. White, Esq.
General Counsel
Baca Grande Water and Sanitation District



Baca Grande
Water And Sanitation
District

Baca Grande Water and Sanitation District
P.O. Box 520 | 57 Baca Grant Way S
Crestone, CO 81131-0520

August 19, 2016

Please print your name, address and contact information along with any issues you are interested in addressing

Name	Address	Telephone/Email	Would you like to speak?
Frank Tealson	803 Chalk I	Frank Tealson Crestone, CO	?

t: 719-256-4310 | f: 719-256-4309 | www.bacawater.com | info@bacawater.com



Baca Grande Water and Sanitation District
P.O. Box 520 | 57 Baca Grant Way S
Crestone, CO 81131-0520

August 19, 2016

Board of Directors Sign-in

Lynn Drake	<i>Lynn Drake</i>
Matthew Ghourdjan	
Martin Macaulay	<i>M.</i>
Cindy Reinhardt	<i>Cindy Reinhardt</i>
Michael Scully	<i>Michael Scully</i>



Baca Grande Water and Sanitation District
P.O. Box 520 | 57 Baca Grant Way S
Crestone, CO 81131-0520

Date: August 12, 2016
To: Baca Grande Water and Sanitation District, Board of Directors
From: Lisa A. Johnson, District Manager
Re: August 19, 2016 District Manager's Report

Agenda Action Items

I.C. Consent Agenda

1. Approve Minutes from the July 15, 2016 Regular Meeting.
2. July 31, 2016 Financial Statements and current Cash Position.

I recommend approval of the consent agenda items.

I.G. Town of Crestone IGA

The committee had an initial meeting and a summary of discussions will be given at the Board meeting.

I.H. Preliminary Review of Draft Minutes by Board Members

Director Scully contacted me shortly after the last board meeting and asked about the possibility of the Directors reviewing the minutes from each meeting as soon as they have been drafted. I explained the process to him and will do the same with the entire Board and then I would like the Board to decide if this early review would be beneficial.

II.A. August 19, 2016 Check Register

The August 19, 2016 check register is enclosed in the board packet. Ms. Slivka and Mr. DeBon have reviewed and recommend approval of the invoices for August.

I recommend approval of the August 19, 2016 check register

II.C. 2017 Budget Committee

As in the past, a budget committee has been appointed to assist in the drafting of the annual budget. Staff members consisting of Mr. DeBon and Ms. Slivka as well as the

District's Accountant and me have participated on the committee. In addition, President Reinhardt has participated for the last two years and Director DeLuca was also on the committee last year.

I recommend the Board appoint a 2017 Budget Committee

II.D Update on Availability of Service/ Water and Sewer Service Audit

An update on the status of the AOS/Water and Sewer Service Audit will be provided at the meeting. I have enclosed correspondence from two customers in the Board packet. I would like the Board to consider a refund policy that staff can implement with the requests from the AOS audit as well as any future requests. A recommendation for a policy will be shared at the meeting.

II.E. Nagel Amended Request

Staff received new correspondence from Mr. Nagel with an amended request for reduction in water fees due to a leak.

Information contained in this latest communication does not change my initial recommendation to the Board and what was communicated to Mr. Nagel in June of 2016.

Update on Other District Matters not on the Agenda

District Accountant – Kelley Karl is no longer with SDMS and Scott Lamer has been assigned to this client. Scott is a Certified Public Accountant licensed in both Colorado and Florida. Scott has worked with Kelley on the transition as well as with Lindsay (yes, Lindsay has been gracious enough to continue to provide transitional services ☺). Welcome Scott!!



August 2016

To: Board of Directors, Baca Grande Water and Sanitation District
From: Justin DeBon
Date: July 5 – August 10, 2016

Water Tank Inspection and Cleaning: Marine Diving Solutions inspected and cleaned three of six storage tanks. Fallen tree tank did not have enough water to make an inspection due to a leak and the Moonlight and Brookview reservoirs need to be modified and have access hatches installed. MDS operates a fabrication shop and would be able to fabricate and install four new hatches for an estimated cost of \$6,000.

Water Leak Repairs: July and August had six leaks repaired and one main broken by a homeowner. Four leaks were service lines that had broken due to poor construction. One leak was on the Casita Park interconnect PRV, a small control valve fitting had cracked and failed. The largest leak was a 6" water main on Caprice Way which was also caused by poor installation, this was the third main break within the same 300' stretch of this section of line. The second largest loss of water was due to a homeowner attempting to excavate and install their own water/sewer service lines

Brewery Wastewater: Discussions have been initiated between myself and Brad on the impact of brewing waste entering the Districts sewer system and possible effects on the wastewater treatment facility. Brad will provide past research done from another project about brewery waste and a meeting will be planned with Crestone's wastewater operator to discuss any requirements they may have. There is still no firm date on when beer will begin to be brewed in Crestone.

Well 18 Pump/Motor Update: Pump-A is still waiting for parts. Pump-B did not need any parts, the failure was caused by a screw becoming loose and the pump went out of adjustment, the pump was repaired on 8/10. The failed motor had a broken grease seal and did not need additional repairs and was repaired on 8/11. Pump-B and the motor will be picked up and returned to service by 8/18.

Golf Course Backup Water Plan: In the event the golf course well goes out of priority and cannot be used, the following plans were discussed between myself and Brad. Short term solution, the MHE booster facility can be put back into service within 24-48 hours and could supplement water to the Casita Park water system and relieve some strain from the Well 18/17 boosters. Additionally, the water line that provides water to the golf course reservoir

from the water system has a valve to limit flow, so water could be reduced to what can be provided. Solution two which is long term would be to trench a new water line directly from the Motel well to the Golf Course reservoir.

Project Updates: Storage tank inspection and cleaning is 50% complete, the screening and sorting of the Aspen spoils pile is in progress, the fire hydrant inspection and testing is in progress, the weed control project is in progress, the collection system cleaning is behind schedule but will be completed by fall.

2016 Projects: The following is a list of projects that will be worked on in 2016.

1. Storage tank inspection/cleaning (AUGUST 2016)
2. MHE Lagoon reclamation
3. Screening/Sorting of Aspen spoils area
4. Fire hydrant Maintenance Project
5. Collection System Video Inspection and Cleaning Project
6. Manhole Infiltration Prevention Project
7. ~~Stables Lift Station Upgrade Project~~
8. Facility Weed Control Project
9. Leak Detection-On going
10. ~~Repair drainage and road to Fallen Tree Storage Tank~~
11. Install gate on Fallen Tree Storage Tank access road
12. ~~Install water drainage pipe at Well 18~~

2015 Projects Completed: The following is list of projects that were completed in 2015.

1. ~~Completion of Facility Maintenance GIS Layer Project~~
2. ~~Completion of Water Meter Upgrade Project~~
3. ~~Fire Hydrant Maintenance Project~~
4. ~~Collection System Cleaning Project~~
5. ~~Manhole Infiltration Prevention Project on Cotton Wood Creek~~
6. ~~Capital Improvement Projects~~
7. ~~Water Meter MXUM upgrade project and DOLA grant reporting~~
8. ~~Yeshi Korlo service line reduction project~~
9. ~~GIS Facilities Maintenance Project~~
10. ~~Virture Way Manhole Repair~~



Report On District Operations



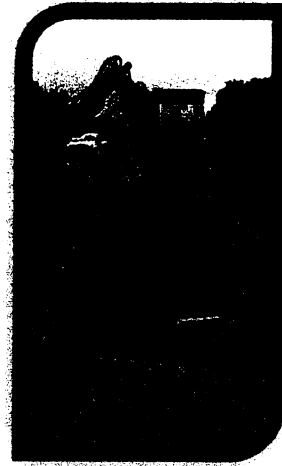
MDS, Cleaning Well 18 Water Tank

Operations Report
Baca Grande Water and Sanitation District
August 19, 2016

Report from: July 5 – August 9, 2016

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District Operations.....1
 Water Usage, Compliance & Testing - Chalets.....2
 Wastewater Compliance & Testing.....3
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Moonlight Leak Repair

District Operations

SSO-Sanitary Sewer Overflow	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Fire Hydrant Maintenance	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Began August 11th
Water Main Repairs	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Collection System Cleaning	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Enchanted Way
GPS/GIS	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Water/Sewer Hookups	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Total for 2016: 8
Accidents	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

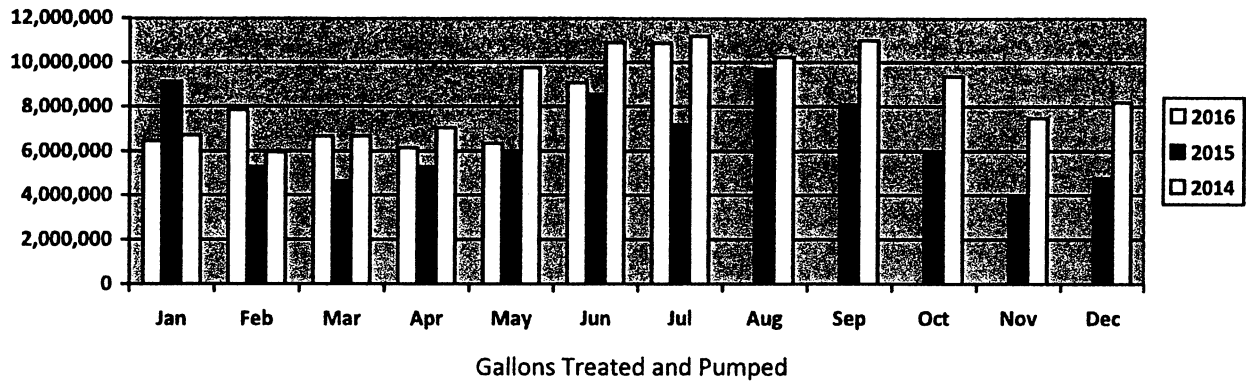
Total Water Treated

Total Gallons Treated For Month	Finished Water Chalets & Casita Park	Finished Water Metered Chalets & Casita Park	Wastewater Treated	Estimated Unaccounted Water
January 2016	6,457,000	2,452,000	1,901,000	Water Leak Found 4,005,000
February 2016	7,841,000	1,764,000	1,554,000	Water Leak found 6,077,000
March 2016	6,654,000	1,579,000	1,904,000	Water Leak Found 5,075,000
April 2016	6,124,000	3,133,000	1,608,000	Water leak found 2,991,000
May 2016	6,338,000	3,245,000	1,846,000	3,093,000
June 2016	9,065,000	4,740,000	3,054,000	4,325,000
July 2016	10,865,000	7,819,000	2,481,000	7 Leaks Repaired 2,996,000
August 2016				
September 2016				
October 2016				
November 2016				
December 2016				
Total Treated 2016	54,344,000	24,732,000	14,348,000	28,562,000

Golf Course Well

April 2016	May 2016	June 2016	July 2016	August 2016	September 2016	October 2016
Well 18 used	5,539,474	6,191,177	6,191,177			

Baca Grande Chalet & Casita Park

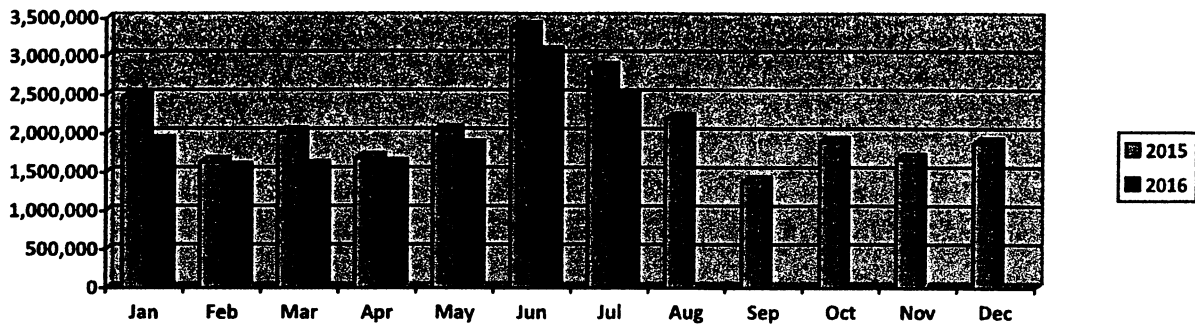


January	February	March	April	May	June
6,457,000	7,841,000	6,654,000	6,124,000	6,338,000	9,065,000

July	August	September	October	November	December
10,865,000					

Month	Chlorine Residual	Total Coliform E. Coli Result	Compliant	Well Water Level
January	0.34	Absent	Yes	35'
February	0.32	Absent	Yes	34'
March	0.32	Absent	Yes	34'
April	0.34	Absent	Yes	36'
May	0.37	Absent	Yes	37'
June	0.28	Absent	Yes	36'
July	0.26	Absent	Yes	36'
August				
September				
October				
November				
December				

Aspen Wastewater Treatment Facility



Wastewater Treated in Gallons

January	February	March	April	May	June
1,901,000	1,554,000	1,579,000	1,608,000	1,846,000	3,054,000

July	August	September	October	November	December
2,481,000					

Month	Total Ammonia Result	E. Coli Result	Effluent BOD5 Result	Total BOD5 Removal Result	Compliant for Month
January	2.6 mg/L	2/100	9.2 mg/L	93%	Yes
February	0.8 mg/L	2/100	5.8 mg/L	96%	Yes
March	2.1 mg/L	2/100	3.6 mg/L	98%	Yes
April	1.3 mg/L	2/100	2.3 mg/L	98%	Yes
May	2.1 mg/L	2/100	13 mg/L	96%	Yes
June	0.9 mg/L	14/100	1.8 mg/L	97%	Yes
July	0.6 mg/L	7/100	11 mg/L	97%	Yes
August					
September					
October					
November					
December					

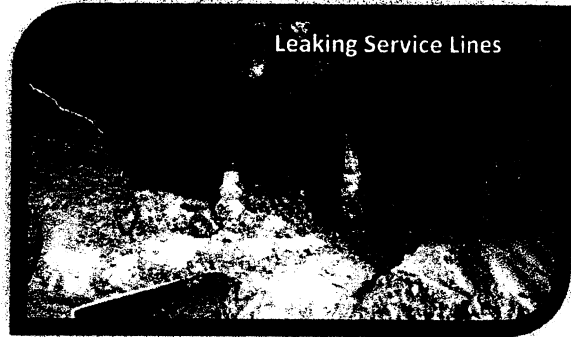
Bio Solids	Quantity
Stored Bio Solids – Aspen Storage Lagoon	185,600 Gallons
Bio Solids pumped and applied to land application site 2016	0
Bio Solids pumped into Aspen Storage Lagoon 2016.	30,000

Infrastructure Fixed Assets

Transfer Stations	Booster Stations
Fallen Tree – Operational	Pine Cone Booster – Operational SCADA comm fail
Ridgeview Transfer Station – Operational	Shumei Booster Station – Operational
Moonlight Transfer Station – Operational	Motel Well Booster Station – Offline

Drinking Water Distribution System	Wastewater Collection System
Water Mains = 64 Miles	Sewer Mains = 45 Miles
Gate Valves = 528 Units	Manholes = 798
Service Accounts = 704	
Curb Stops = 704	Lift Stations = 5
Fire Hydrants = 278	MHE LS – Operational
Well 17/18 Water Treatment Plant- Facility Fully Operational.	Stables LS – Fully Operational
MHE Motel Well Water Treatment Facility- Decommissioned DEC 2015	Wagon Wheel LS – Operational
Water Transfer Stations = 3	Dharma Ocean LS – Operational
Booster Stations = 3	Aspen LS – Operational
	Aspen WWTF – Facility Fully Operational. Operating at 47% Capacity

Operations Team



Justin DeBon, CWP
Operations Manager
CPC
Class 6 Water Operator
Class 6 Wastewater Operator
Class 4 Distributions Operator
Class 4 Collector Operator
Nationally Certified Heavy Equipment Operator

Chad Tate, CWP
Water Treatment
Operator

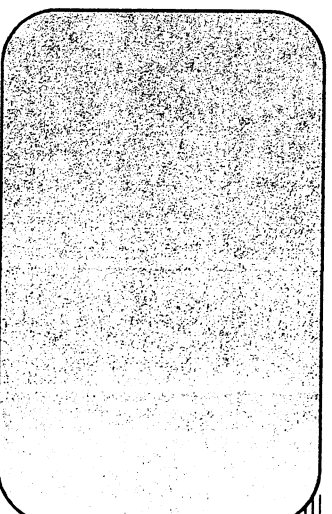
Class 5 Water Operator
Class 5 Wastewater Operator
Class C Water Operator
Class 2 Distributions Operator

Tim Allen, CWP
Distributions & Collectors
Operator

Class 5 Water Operator
Class 5 Wastewater Operator

Rebecca Potter, CWP
Laboratory & Analysis
Operator

Class D Wastewater Operator





Administrative Report – August 19, 2016

To: Baca Grande Water and Sanitation District Board of Directors
 From: JoAnn Slivka, Administrative Services Manager

| 2016 Projects

Rate Study Project

The rate study was presented to the Board of Directors for their review and discussion at the June 20, 2016 meeting. Baca staff will continue to plug in the numbers on a monthly basis and will revisit and utilize the data during the drafting of the 2017 budget.

2016 Special District Association (“SDA”) Conference

The Special District Association (“SDA”) Conference runs September 21-23, 2016 in Keystone, Colorado. This year’s conference theme is “Building a Winning Game Plan”.

- Scholarship Application: As of this writing the District has not received information on whether or not our application has been approved.
- ✓ Lodging and Registration have been completed for the two new Board members
- ✓

AOS Verification Project Summary

Area	CH		MHE		Totals	
	Accts	\$ Amt *	Accts	\$ Amt *	Accts	\$ Amt *
No Changes	24	0.00	17	0.00	41	\$0.00
Increased	55	3,075.00	6	450.00	61	\$3,525.00
Decreased	36	-1,837.50	2	-75.00	38	-\$1,912.50
TOTAL	115	\$1,237.50	26	\$337.50	141	\$1,575.00

* Amts = changes in semi-annual fees.

The AOS verification project resulted in AOS services changed for 100 accounts with an overall increase in revenue of \$1,575 semi-annually or \$3150 annually.

AOS services were changed for 4.6% of the total number of vacant lots in the District

- Total # vacant Chalet lots: 1,895
- Total # vacant MHE lots: 269

Certification of Delinquent Accounts

The annual process to submit delinquent accounts to the county treasurer for collection is due by November 1, 2016.

CRITERIA: \$150 AND the account has to be at least 6 months in arrears - Due April 30, 2016– September 30, 2016.

The 2016 Certification calendar has been established as follows;

- **August 19, 2016: BOARD MEETING: Present the draft letter for approval with key dates established**
- September 16, 2016: Certified letters get mailed to Property Owners
- October 21, 2016: Last day to accept payments
- October 21, 2016 BOARD MEETING: Property Owner Hearing Date
- October 24, 2016: PACKET GETS MAILED TO THE COUNTY
- November 1, 2016: Accounts to be certified are due to the Saguache County Treasurer’s office
- December 1, 2016: Last day for closing requests from title companies
- December 7, 2016: Notify the county treasurer’s office of any closings that occurred
- December 9, 2016: Treasurer’s office will perform any changes/updates to our certification list