

MONTHLY ENGINEER'S REPORT

DATE OF MEETING: FEBRUARY 21, 2024
CLIENT: BACA GRANGE WATER & SANITATION DISTRICT (BGWSD)
SUBJECT: MONTHLY ENGINEER'S REPORT **NEW ITEMS IN BOLD**

GENERAL ENGINEERING (PROJECT NO. 0001)

The district's discharge permit expires on November 30, 2024. A discharge permit application must be filed six months prior to the termination of the permit. Therefore, the permit application is due on May 30, 2024. Element will assist the district with the discharge permit application. Currently the district has an individual permit. If it is possible, Element recommends the district apply for a general permit as there are several benefits of a general over an individual. We are currently reviewing if the district is eligible for a general permit.

We are currently working on the general permit renewal application and plan to have that sent to the district for review by the end of February.

Element is assisting the district with an application for the FY2024 Water Smart grant. This application will be written in support of a project to replace outdated water meters and install meters and meter pits where meters are located in homes. The grant is due by February 22nd.

WATER AND WASTEWATER MASTER PLAN UPDATE (PROJECT NO. 0009)

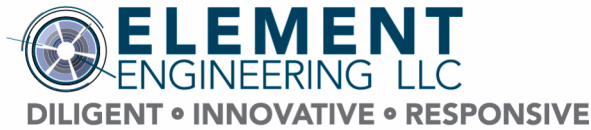
The Water and Wastewater Master Plan Update document has been finalized in draft format and provided to the BGWSD staff and board for review.

The master plan was approved by the district board in September 2022. The district approved Water and Wastewater Master Plan culminated in recommendations for water and wastewater system improvements. These recommendations are being included in the Wastewater Treatment Plant Improvements (Project No. 0010) and Water Treatment Plant Improvements (Project No. 0011) projects. Status reports on these projects are presented under their respective project numbers.

The master plan also included recommendations for water loss reduction. Reporting on progress for this item is listed under General Engineering (Project No. 0001). As the master plan document itself has been approved, and action is being taken on the master plan recommendations, no additional updates will be included on this project number.

WASTEWATER TREATMENT PLANT IMPROVEMENTS (PROJECT NO. 0010)

Element has provided the district with a proposal to complete a Wastewater Treatment Plant (WWTP) Improvements Preliminary Engineering Report and Environmental Report. The report will be assembled for United States Department of Agriculture (USDA) Rural Development (RD) funding of a new or upgraded/expanded WWTP. A preliminary schedule for the proposed project is shown below. Note that



this schedule may vary widely based on review time by CDPHE and USDA as each entity reviews and processes the required submittals.

- Compile and submit Preliminary Engineering Report (Includes ER and RD Apply funding application) December 2022
- USDA review and funding/underwriting (Note this timeline is assumed and is shown conservatively long) January 2023 – July 2023
- USDA Letter of Conditions Coordination July 2023 – September 2023
- Design, CDPHE and local permitting September 2023 – August 2024
- Bidding November 2024
- Construction March 2025 – March 2026

Element was approved on the wastewater PER/ER in the district’s September special meeting. We intend to meet the deadline for the PER/ER of the end of December 2022.

The PER was submitted to district staff for review in December of 2022. We are working to schedule a staff review meeting prior to updating the draft for submittal to the board for review. It is expected that the PER will be submitted to the board for review in late January or early February.

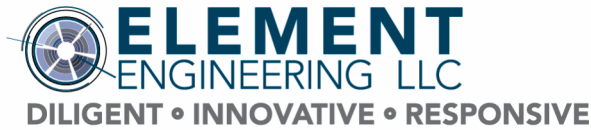
The PER was reviewed with staff on January 23, 2023. An updated PER has been provided to the district along with a PER summary handout. A work session to review the PER has been scheduled for Thursday February 23rd. USDA has informed Element that, based on the suggested project scope, an Environmental Report is required. Our original goal was to demonstrate that this was not required due to the fact that the disturbance would all occur at existing project locations, however, after review USDA has required the ER to be compiled and submitted as part of the project. Our current proposal has funding for this work but excludes State Historic Preservation Act site surveys. If a survey is required, we will let the district know and pass that on with no markup.

After review of the PER by the board, and any necessary updates, the PER and ER will be submitted to USDA, along with the RDApply application to finalize the grant and loan funding request.

The PER was reviewed at a board special meeting on February 23rd, 2023. The board approved moving forward with the project and completing the RDApply application. Element is in the process of compiling the required Environmental Report. The Environmental Report and RDApply application will be completed by the end of April 2023. Please note that the Environmental Report requires 30 and 45-day review periods for various state, federal, and tribal agencies for review and comment on the project scope.

The Environmental Report (ER) has been drafted. We are waiting for final responses from the State Historic Preservation Office (SHPO) and other agency responses to finalize the ER. The RDApply application is being processed and drafted by Element and district staff.

The RDApply application and Preliminary Engineering Report have been finalized in draft format. The Environmental Report is nearly complete. We are finalizing correspondence with the State Historic Preservation Office (SHPO). Further environmental compliance reporting may be required, and we are scheduling a meeting with SHPO to determine the necessary scope of this additional work, if any. It is anticipated we will finalize our conversations with SHPO by the end of May.



The USDA funding application has been completed. The PER and ER have been submitted to USDA. We are now waiting for the USDA underwriting process to be completed. USDA will generate a letter of conditions that outlines the funding package grant/loan combination.

USDA provided their review comments of the PER and ER. Element has completed the comment responses and resubmitted the reports. The comments were minor and did not necessitate major changes to either report.

At the December meeting it was requested that Element provide a proposal to complete an updated evaluation of the alternatives (improvements to existing facility and replace existing secondary unit processes). This was based on newer data showing that a facility expansion may not be necessary. A proposal for this evaluation is attached to this board report.

We are finalizing the updated alternatives analysis. It is expected to be completed by the end of February for staff review followed by presentation at the district’s March meeting.

We have been informed by USDA that the funding application will be processed approximately 45-days after a budget is passed by the United States House of Representatives. Currently the House is operating under a continuing resolution. Until a budget is passed, no funding can be processed.

WATER TREATMENT SYSTEM IMPROVEMENTS (PROJECT NO. 0011)

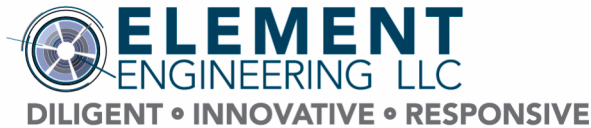
The Water and Wastewater Master Plan Update recommended a water project be completed including the following:

- Integrate the Motel Well and Booster Pump Station into the large BGWSD system.
- Increase Water Treatment Plant (WTP) Pumping Capacity
- Add Administrative Building for district.

It is recommended that these projects be funded through the Colorado Department of Health and Environment (CDPHE) State Revolving Fund (SRF) Loan Program. Upon completion of the WWTP PER and ER the funding process for the water system improvement project should begin. A preliminary schedule for the proposed project is shown below. Note that this schedule may vary widely based on review time by CDPHE.

- | | |
|---|----------------------------|
| • Compile and submit pre-qualification form (CDPHE funding) | December 2022 |
| • Compile and submit Project Needs Assessment | April 2023 |
| • CDPHE review and design and engineering grant execution | July 2023 |
| • Design, CDPHE permitting | August 2023 – March 2024 |
| • CDPHE funding coordination and loan execution | February 2024 – April 2024 |
| • Bidding | April 2024 |
| • Construction | June 2024 – December 2024 |

The pre-qualification form was submitted in December of 2022. A pre-qualification meeting has been scheduled with CDPHE, DOLA, BGWSD, and Element staff on Tuesday January 31st at 10:00. The pre-qualification meeting is the next step in the CDPHE funding process where all entities discuss the proposed project and review the steps in the funding process.



The prequalification meeting was held to discuss the CDPHE funding process specific to the BGWSD water project. The district qualifies for a planning grant of \$10,000 to support compilation of the Project Needs Assessment. The planning grant requires a local match of \$2,500, for total funding of \$12,500 for the Project Needs Assessment. The Project Needs Assessment (PNA) is an engineering planning document similar to the PER but compiled in a format and form acceptable to CDPHE. Element has compiled a proposal to complete the PNA on behalf of the district.

The draft PNA is nearly complete with an internal (Element) review by the middle of April. We are on target to provide the draft to district staff by the end of April.

CDPHE has provided a pre-qualification review letter after our January pre-qualification meeting. The review letter (dated April 19, 2023) is attached to this report. This letter clarifies that the district is eligible for a planning grant (already obtained), a design and engineering grant, and Bipartisan Infrastructure Law (BIL) funding.

Element finalized a draft of the PNA and transmitted it to district staff on May 9, 2023. It is recommended the district board schedule a work session or special meeting to review the final PNA during the month of June. In the meantime, Element and district staff will work to resolve any initial questions and/or comments.

The draft PNA is scheduled to be reviewed by the district at an August 23rd meeting. A handout summarizing the PNA has been transmitted to district staff for board distribution.

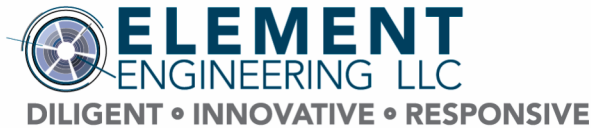
The district approved submittal of the PNA at the August 23rd meeting. Element has coordinated with district staff and the PNA has been submitted to CDPHE. We are awaiting CDPHE review of the document. Element will respond to any questions or CDPHE comments.

The PNA has been approved. See the attached approval letter.

We have been exchanging email correspondence with CDPHE regarding the district's potential Design and Engineering grant (D/E grant) for the drinking water project. The proposed budget from the US Congress is significantly cutting the EPA capitalization grants to the various state SRF programs. Therefore, CDPHE is unsure if they will have D/E grants available and may not know the available amount until September of 2024.

CDPHE will, however, allow the district to recoup funds spent on design and engineering costs from the construction loan, when it is issued to build the project. This would mean funding the design of the project upfront and recouping the costs at the time of construction. The district may apply for a DOLA grant to fund up to half of the design related costs. Therefore, the two options moving forward are as follows:

1. Self-fund the design of the water project and reimburse yourself with funds from the construction loan when the project design is completed and goes to construction. In this case we could potentially apply to DOLA for a 50/50 match grant for design.



2. Wait to see if D/E grant funds become available later in the year and proceed accordingly if one is awarded. If those funds are not available, re-consider item number 1 above.

The design and engineering costs associated with the water system project is \$108,370.00. Therefore, the district could apply for a DOLA grant in the amount of \$54,185.00, which would be a Tier II grant. The upcoming DOLA cycle begins accepting applications on March 1 and closes on April 1. Awards are estimated to be made by July of 2024. Note that if the district intends to use this grant, no work can begin until the grant contract is executed.

The district has selected to apply for a DOLA grant during the March 1 – April 1 application period to support design. Element will assist the district in completing the grant application.

2023 WATER LOSS PREVENTION PROJECT (PROJECT NO. 0013)

Element staff are periodically working with district staff in developing a water loss prevention program. It is likely that this prevention program will take several months to collaboratively develop prior to presentation by district staff and Element to the board. Element is assisting the district in assembling cost estimates for PRV vault and water main replacement program. Our initial meeting has identified the following items to focus on:

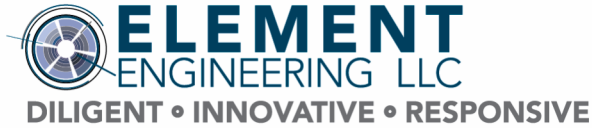
- PRV Vault Cost Estimate
- Metering Vault Cost Estimate
- Cost Estimate 1,000 Feet of Main (General)
- Meter Inventory (Ages, Visual Inspection)
- Unmetered Service Survey
- Testing Meters
- Leak/Break Fix Map
- Water Main Replacement Program

District staff is interested in applying for Saguache County grant funds to potentially pay for relocation of PRVs and installation of flow meter vaults to study. Potential uses for this grant money is installation of metering vaults, PRVs, and water shutoff valves to better isolate for breaks. Also, money could be used for leak detection equipment. A cost estimate of a PRV and metering vault has been provided to district staff for review.

Element has been released on design services of the PRV relocation, new PRV installation, and two new meter vaults. Element is completing design and bidding documents so the project can be publicly bid. We are currently waiting for the field survey work to be completed in order to finalize our draft documents for internal review.

We have received the survey and are finalizing the water loss prevention project deliverable design documents for review by district staff.

We created a cost estimate for replacement of the receiving manhole of the Wagon Wheel Lift Station with a polymer manhole that is corrosion resistant.



We have finalized the water loss prevention plans and met with district staff to review. Upon approval of the drawings the next step is project bidding. The project may be advertised and bid in early 2024 if desired by the district.

The project plans have been finalized and approved by the district. The following bid schedule for this project is as follows:

- | | |
|-----------------------------------|---------------------------------------|
| • Advertisement Published | Week of January 22 nd |
| • Plans/Specifications Available | January 26 th at 4:00 PM |
| • Bids Due (via email to Element) | February 19 th at 4:00 PM |
| • Review Bids at Board Meeting | February 21 st |
| • Notice of Award | February 23 rd (estimated) |

Bids for the project will be presented at the district's February 21st board meeting.

SECTION 000110 - ADVERTISEMENT FOR BIDS

**BACA GRANDE WATER AND SANITATION DISTRICT
SAGUACHE COUNTY, COLORADO
WATER LOSS PREVENTION PROJECT**

General Notice

The Baca Grande Water and Sanitation District (Owner) is requesting Bids for the construction of the following Project:

**Water Loss Prevention Project
0098.0013**

Bids for the construction of the Project will be received by email at nmarcotte@elementengineering.net until **February 19, at 4:00 PM** local time. At that time the Bids received will be publicly opened and read at the offices of Element Engineering (12687 West Cedar Drive, Suite 300, Lakewood, CO 80228).

The Project includes the following Work:

Construction of two new PRV vaults for the relocation of one PRV from an existing vault and the installation of a new PRV. Installation of two flow meter vaults and flow meters, including all required site work, piping, fittings, valves, and site restoration.

The Bid Schedule is as follows:

Advertisement Published:	Week of January 22nd
Plans and Specifications Available:	January 26, 2024
Last Day to Request Interpretation of Documents:	February 9, 2024 at 4:00 PM
Last Day to Issue Addendum:	February 13, 2024 at 4:00 PM
Bid Opening:	February 19, 2024 at 4:00 PM

Obtaining the Bidding Documents

Information and Bidding Documents for the Project can be found at the following designated website:

www.elementengineering.net

Bidding Documents may be downloaded from the designated website for a cost of **\$30.00**. Prospective Bidders are urged to register with the designated website as a plan holder, even if Bidding Documents are obtained from a plan room or source other than the designated website in either electronic or paper format. The designated website will be updated periodically with addenda, lists of registered plan holders, reports, and other information relevant to submitting a Bid for the Project. All official notifications, addenda, and other Bidding Documents will be offered only through the designated website. Neither Owner nor Engineer will be responsible for Bidding Documents, including addenda, if any, obtained from sources other than the designated website.

Pre-bid Conference

No pre-bid conference will be held.

Instructions to Bidders.

For all further requirements regarding bid submittal, qualifications, procedures, and contract award, refer to the Instructions to Bidders that are included in the Bidding Documents.

This Advertisement is issued by:

Owner: **Baca Grande Water and Sanitation District**

By: **Diego Martinez**

Title: **District Manager**

Date: **Week of January 22, 2024**

BACA GRANDE WATER AND SANITATION DISTRICT

NOTICE OF PROPOSED BUDGET AMENDMENT

NOTICE IS HEREBY GIVEN to all interested parties of the Baca Grande Water and Sanitation District that a proposed budget amendment for the fiscal year 2024 has been submitted to the Board of Directors of said District. Copies of the amended budget have been filed at the District's office, 57 Baca Grant Way S, Crestone, Colorado, where the same is open for public inspection. Such proposed amended budget will be considered at a regular public meeting of the Board of Directors of the District, which will be conducted via zoom teleconference on Wednesday, February 21, 2024, at 9:00 AM.

Any interested elector of the Baca Grande Water and Sanitation District may inspect the proposed amended budget and may file or register any objections thereto at any time prior to the final adoption of the budget.

BY ORDER OF THE BOARD OF DIRECTORS:
BACA GRANDE WATER AND SANITATION DISTRICT

District Manager Report – February 21, 2024

MASTER PLAN:

Saguache County Grant - Water Loss Prevention Project (Capital Project)

- Bids were due on 02/19/2024 – Present to BoD for selection

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

- USFWS reply was received on 12/20/2023
 - Need to come to agreement on pricing, handling of administration costs, process for working together during drought conditions, and compensation for retiring some of the water rights.
- Next step – In person meeting with USFSW
 - Scheduled for March 14th in Alamosa, CO

Town of Crestone – Sewer Service Negotiations

- Received response from ToC on 02/07/2024 – Will be discussing today and responding ASAP
 - Tap Fees

Grant Opportunities

- Bureau of Reclamation – Water and Energy Efficient Grant
 - 50% Match – will be used to move in home meters to meter pits outside the residence
 - Help identify leaks in service lines
 - Application will be submitted by 02/22/2024
- Bureau of Reclamation – Planning and Project Design Grant
 - To help with planning the next phases of water loss prevention
 - Possibly help with D&E of Motel Well tie in
 - Up to \$400,000 – Will apply by 04/02/2024

2024 Budget

- The budget approved in November was submitted on 01/30/2024 as required
- Budget amendment for AV and Vector Expense - pending

Personnel

- COVID – No cases to report
- Three resignations – positions posted
- Working on drafting job descriptions and corresponding salary ranges
- Getting quotes for short- and long-term disability
- DM accepted into SDA Leadership Academy
 - 2/28, 4/24, 7/24, 9/10-12, 11/20
- PayChex has addressed quality control issues – new representative assigned, no errors this run
- Cassel training – Diego & Natalie - Complete

Administrative Monthly Report

AOS Billing: AOS was successfully billed and AOS billing went out to customers on February 01, 2024. Due date – June 30th, 2024. Currently the office is receiving a high volume of calls from first time AOS customers.

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

SDA Leadership Academy: I graduated from 2023 Special District leadership Academy and received certificate of completion. SDA's Leadership Academy was a year-long program featuring leadership professionals discussing issues centered on personal and professional development.

Saguache County Tax Sale Grant application: I completed and submitted the Saguache County Tax Sale grant application. Received a letter of support from Robert Woelz, Saguache County Emergency Management, POA manager Jay Walther, and from local nonprofit organization "Neighbors helping neighbors. BOCC will review applications in their work session in March.

Caselle Webinar: On February 7th & 8th together with the District Manager, Diego, I took a Caselle webinar for the General Ledger, and gained much better understanding of the general ledger application, reports and its functions.

Payroll: Diego and I worked together on fixing errors and discrepancies with our payroll company, as a result a new specialist was assigned to us and the recent payroll went smooth with no discrepancies.

PILOT: 2024 PILOT (Payments in Lieu of Taxes) Invoices were created and mailed to current customers with PILOT agreements. Colorado College, Shumei and Pundarika Foundation.

Office Staff: Johann is currently actively working on her IDP, she is learning Excel and its functions. She is also doing a cross training for Accounts Payable. Jennifer has been working on ideas for updating the Staff page on the current website and ideas for "Get to know us" page.

We are hiring: BGWSD seeking a full time Administrative Utility Billing Assistant. The job posting was posted online on District website and job flyers were posted though out the District and County and also with Alamosa job force center.

Office equipment: One of the admin computers stopped functioning, the computer was very old and Harry from our IT Company recommended to replace it. Computer was replaced with refurbished computer and is working great.

CSDPL Safety Grant: I submitted a safety grant request to CSDPLP, for recently purchased gloves, wipes, soap, and HEPA filters. In the total amount of 751.55. Once approved they will reimburse us for 50%. Reimbursement was received and deposited.

Waste Management: Reached out to our regional manager from WM and negotiated a discount on our current office pick up rate, and also was able to get a weekly pick up for the same price. Previously the trash pickup was every two weeks.

Website verification project: Website tap status and AOS verification project continue to be in progress. Admin staff are working to ensure the information displayed on the website remains accurate and up-to-date. Meanwhile we highly recommend that our customers contact our office to verify the information found on the website.

Billing Message: The District office will be closed on Monday, February 19th, in observance of Presidents' Day. If you would like to pay your bill by phone, please call 888-504-0548. Regular meetings of the BGWSD Board of Directors are typically held on the third Wednesday of each month at 9:00 AM, via Zoom Only. All meetings are open to the public. Agendas are available on www.bacawater.com website 24 hours prior to each meeting. If you wish to be included on the monthly Board Meeting Agenda email distribution list, please send a request to info@bacawater.com. In case of a water or sewer emergency, please call 719-256-4310.

File Organization & Archiving project: files organization, scanning and archiving project is ongoing.

UTILITY BILLING ACTIVITY FOR THE MONTH OF JANUARY (BILLED IN FEBRUARY)		
Customer Utility Billing		
Billing Category	Number of Accts	Amount Billed
Usage Customers Billed - SEWER	822	\$40,076.75
Usage Customers Billed - WATER	844	\$47,122.07
Annual AOS	1380	\$266,000.00
ON/OFF Service	10	\$350.00
LATE FEE	50	\$980.00
TRANSFER	3	\$1,050.00
CONSOLIDATIONS	0	\$.00
EQR	27	\$785.75
NSF FEE	1	\$30.00
TAP FEE	1	10,000.00
WATER & SEWER HOOK UP	4	\$11,200.00

JANUARY - XPRESS BILL PAY TRANSACTION ACTIVITY

Product / Service Description	Qty	Unit Price	Line Total
EFT Web Transactions	243	\$0.64	\$155.52
Credit/Debit Card Web Transactions	367	\$0.49	\$179.83
Online Banking - Bank Bill Pay Transactions	21	\$0.25	\$5.25
Lock Box Service Transactions	134	\$0.58	\$77.72
Toll Free Operator Assisted Transactions	4	\$1.25	\$5.00
Toll Free IVR Transactions	5	\$1.25	\$6.25
Support, Maintenance, Hosting - Fee	1	\$100.00	\$100.00

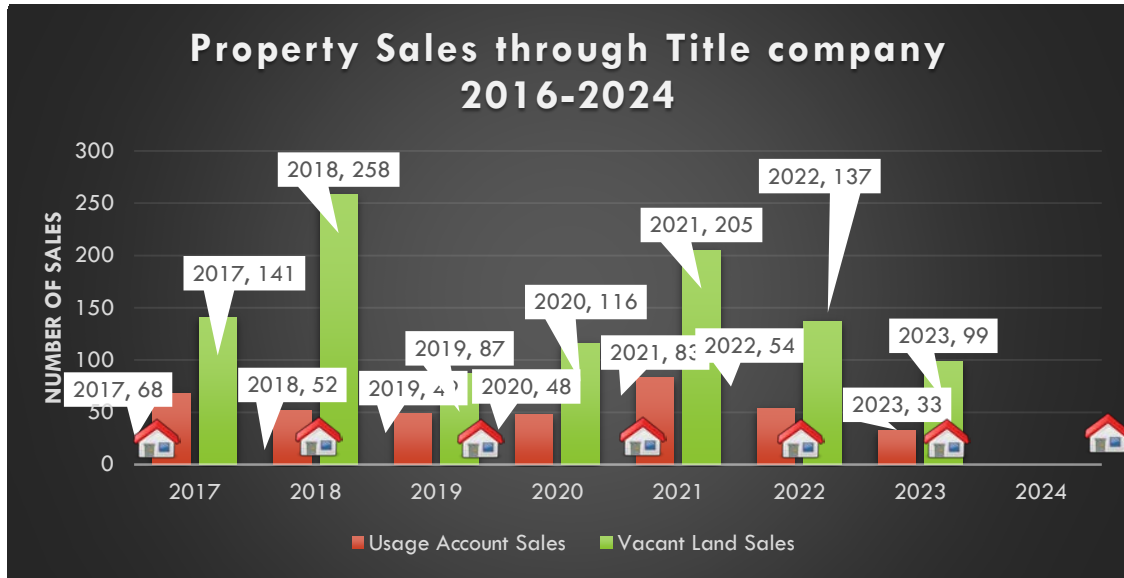
Town of Crestone Sewer 2024

Town of Crestone Sewer Billing - 2024

Date	Monthly Total	Monthly Flow	Flow Charges	Average Daily BOD	Monthly BOD	BOD Charges	Paid	Balance Due
January	418,898	3,309,294.20	\$ 3,309.29	37	1221	\$ 1,210.01	Check #13917	02/28/2023- \$4,519.31
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
2023 Totals								

New Rate 10/2022
Rate per 1,000 Gallons of Flow: \$7.900 / 1,000
gallons
Rate per Pound of BOD: \$0.991 /
pounds BOD

January - 2024- Property Sales: 0- Homes, 0- Lots

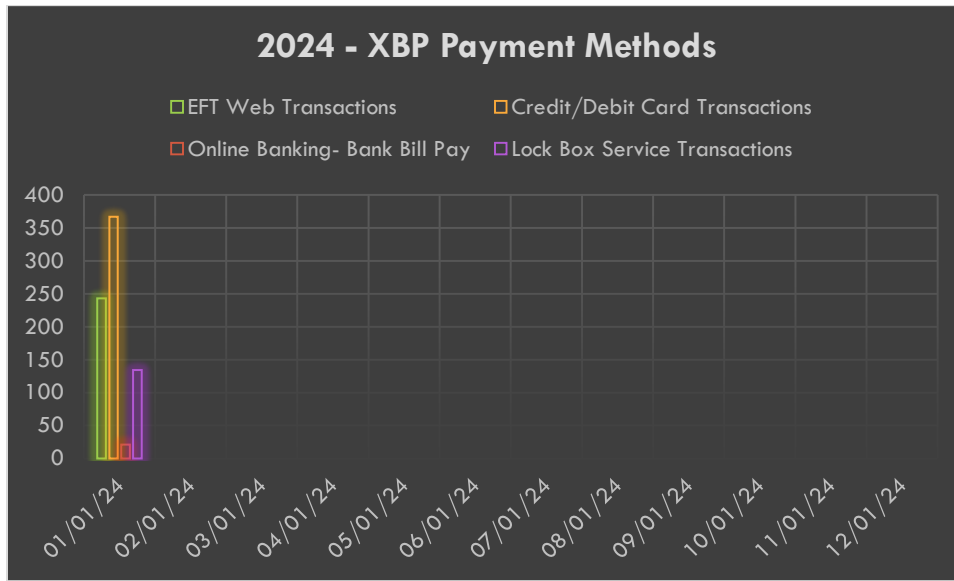


January - 2023 – Other Sales Statistic Including Name Changes Only

Prepared by Jennifer Jenkins:

Type	Vacant Lot	House	Total Charges
Quick Claim Deed	4	4	\$700.00
Warranty Deed	0	0	\$0.00
Treasurer's Deed	0	0	\$0.00
Bargain & Sale Deed	0	0	\$0.00
Contract for Deed	0	0	\$0.00
			Total: \$700.00

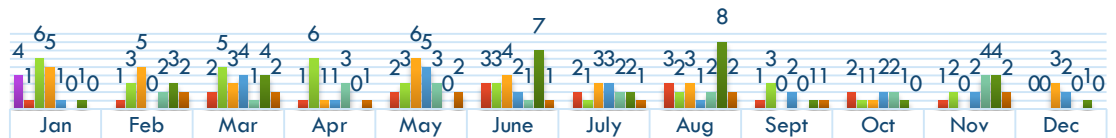
2024 - Xpress Bill Pay Customers Transactions Activity



2024 - Water and Sewer Hook up Applications

4- Application (s) received in January. – Total application (s) received in 2024

Water-Sewer Hookups 2016-2024

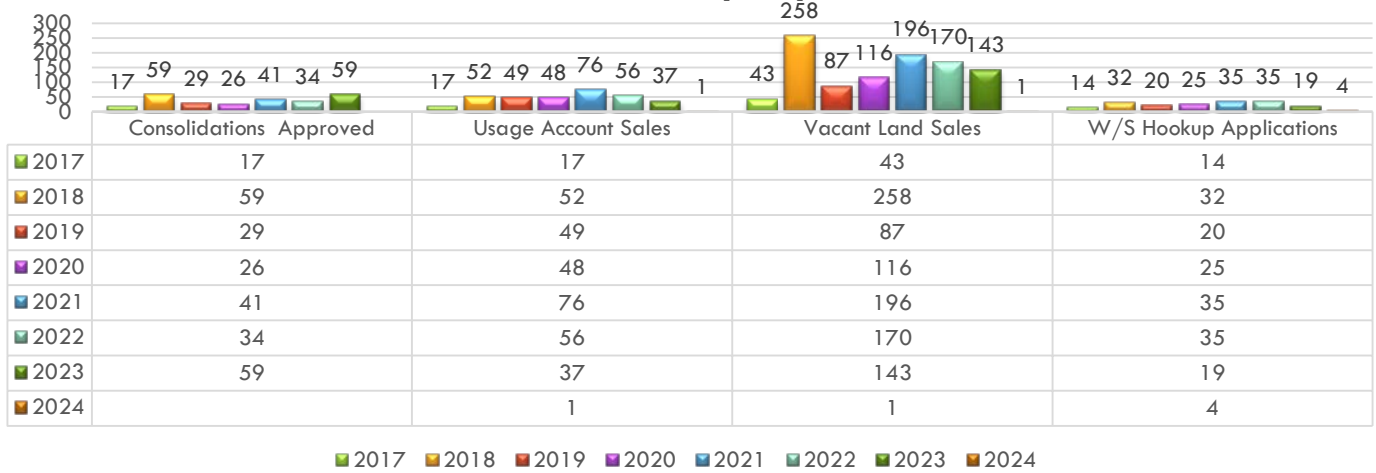


	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2024=4 applications	4											
2023=19 applications	1	1	2	1	2	3	2	3	1	2	1	0
2022=35 applications	6	3	5	6	3	3	1	2	3	1	2	0
2021=35 applications	5	5	3	1	6	4	3	3	0	1	0	3
2020=25 applications	1	0	4	1	5	2	3	1	2	2	2	2
2019 = 20 applications	0	2	1	3	3	1	2	2	0	2	4	0
2018= 32 applications	1	3	4	0	0	7	2	8	1	1	4	1
2017= 14 applications	0	2	2	1	2	1	1	2	1	0	2	0

■ 2024=4 applications
 ■ 2023=19 applications
 ■ 2022=35 applications
 ■ 2021=35 applications
■ 2020=25 applications
 ■ 2019 = 20 applications
 ■ 2018= 32 applications
 ■ 2017= 14 applications

2016-2024 PROPERTY TRENDS

District Property Trends 2016-2024





SDA  Leadership Academy


Certificate of Completion


This certificate is awarded to

Natalie DeBon

FOR THE SUCCESSFUL COMPLETION OF REQUIREMENTS
AND COMMITMENT TO LEADERSHIP

SDA 


Ann. A Terry
Executive Director


Anthony Sandoval
Program Manager



2023 Sponsor



**Notice: District office will be
closed Monday,
February 19, 2024**



In honor of **Presidents Day**, the district office will be closed Monday, February 19, 2024.

Emergencies can be called in at 719-256-4310 and an operator will be dispatched to assist you.

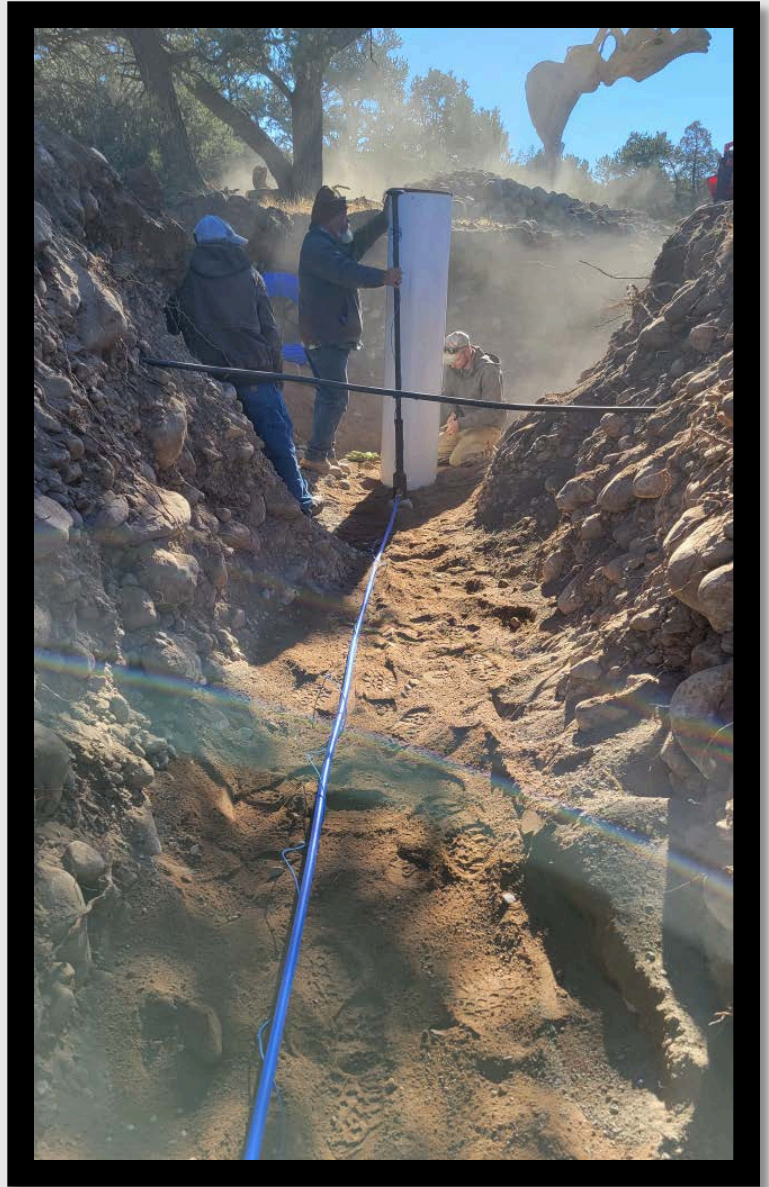
Pay by phone by calling the IVR line at 888-504-0548.

Baca Grande Water and Sanitation District Monthly Operations Report

February 21st, 2024



Leaking Curb Stop on AC Water main in Casita Park



New water service line be installed

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

➤ **Vactor**

- Repairs nearly complete just waiting on interior recovery tank coating.

➤ **Accidents**

- Happy to report no accidents in January!!

Operations Updates

➤ Aspen Wastewater Treatment Plant

- We are currently running duplicate samples. One set is being analyzed in house and the other set is being sent to Colorado Analytical Laboratory.
- These duplicate sample will ensure we get the best data possible regard the current loading of the plant
- Some of the ammonia samples results from the lab are not consistent with in house samples results.
- One of the samples for December was out of compliance with our discharge permit. This violation was reported on our December Discharge Monitoring Report.

➤ Training and Education

- All operator are signed up for online exam prep training courses and are currently working on study of water and wastewater certification exams.
- Mark Elliott have received his permit for his CDL. We are working on getting him signed up for a CDL Driving school.

➤ Water Loss Prevention Project

- Assisted Element Engineering with an application for the Water Smart Grant from the Department of the Interior.
- The current grant is a 50% match grant that will help us with the next phase of the water-loss reduction program.

➤ New Lead and Cooper Rule Revision

- Continuing to build a spreadsheet to determine the age of residences in the District.
- So far we have 120 residences known to be built before 1988 and 192 accounts that the year built is unknown.
- Working on a plan to tie this project together with water loss reduction.

➤ Personnel

- Operations team is losing two staff member.
- We are currently advertising vacant positions

➤ Projects

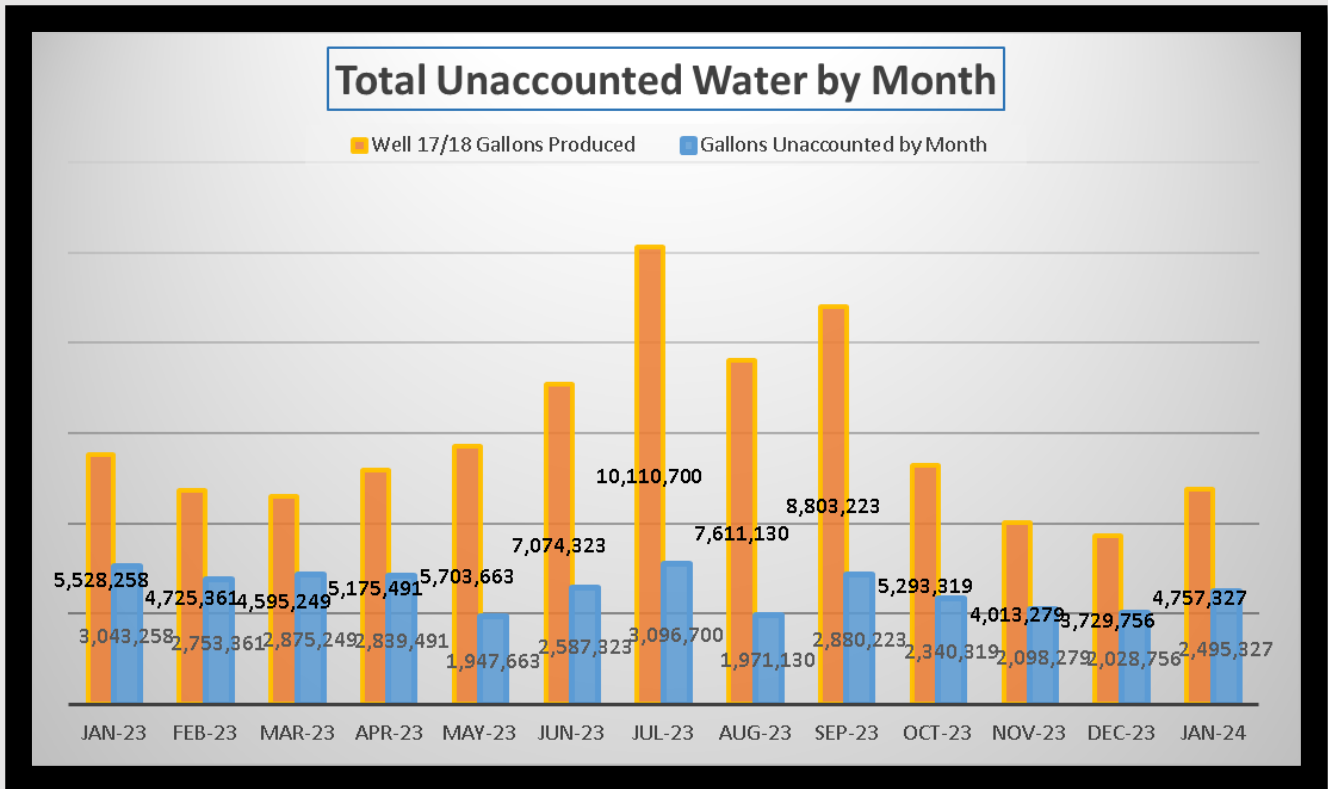
- Operations staff have remove 8 truckloads of junk and metal recycling from district facilities.
- Operations staff recycled 1500 lbs. of electronics.
- Anaerobic tank cleaning

➤ **Unaccounted Water**

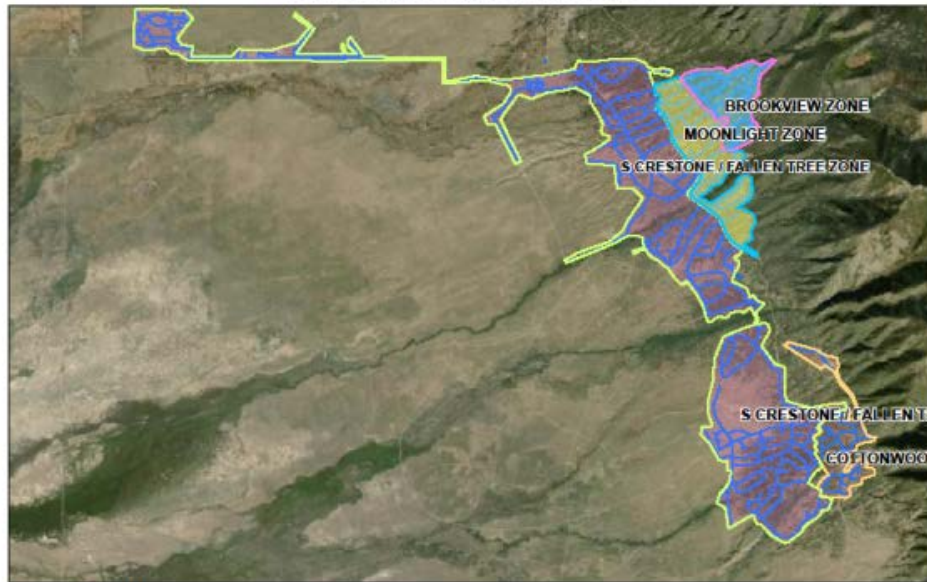
- Wells 17 and 18 produced 4,757,327 gallons of water in the month of January.
- The District sold its customers 2,262,000 gallons of water in the month of January, leaving 2,495,327 gallons unaccounted for.
- 52% of the water produced is unaccounted for in the month of January.

➤ **Aspen WWTP and Town of Crestone Loading**

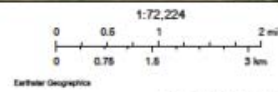
- Aspen WWTP averaged 41% of hydraulic loading capacity in the month of January, the Town of Crestone contributed an average of 20% of the treatment plants hydraulic load.
- Aspen WWTP averaged 48% of organic loading capacity in the month of January. The Town of Crestone contributed an average of 32% of the treatment plants organic load.



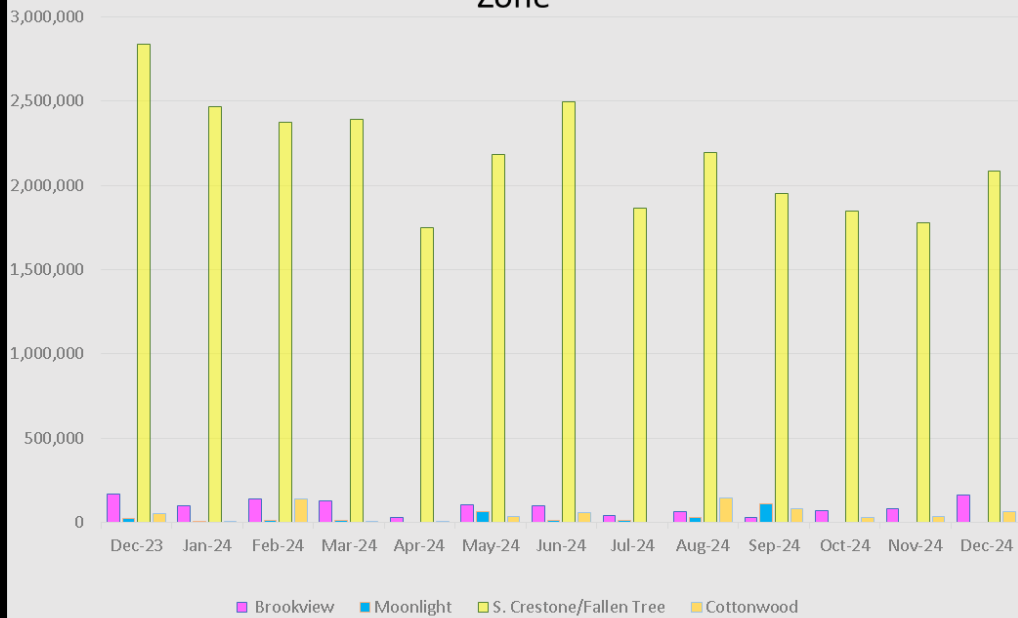
BGWS D Unaccounted Water Zone's



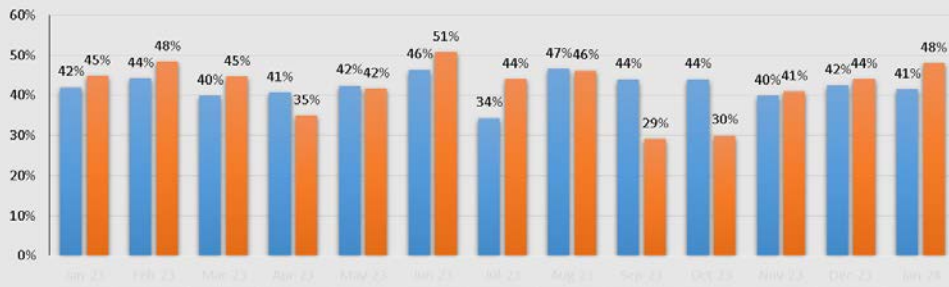
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Total Monthly Unaccounted in Gallons by Pressure Zone



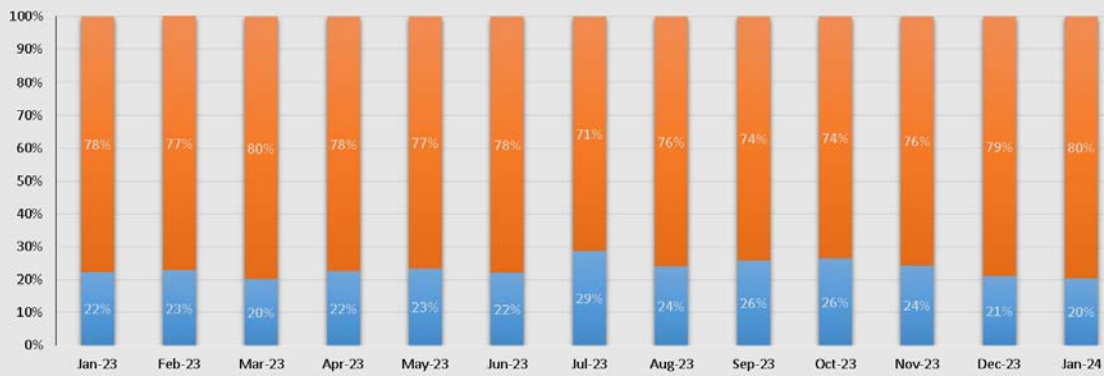
Percentage of Plant Capacities by Month at Aspen Wastewater Treatment Plant



	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24
Plant % of Hydraulic Capacity	42%	44%	40%	41%	42%	46%	34%	47%	44%	44%	40%	42%	41%
Plant % of Organic Capacity	45%	48%	45%	35%	42%	51%	44%	46%	29%	30%	41%	44%	48%

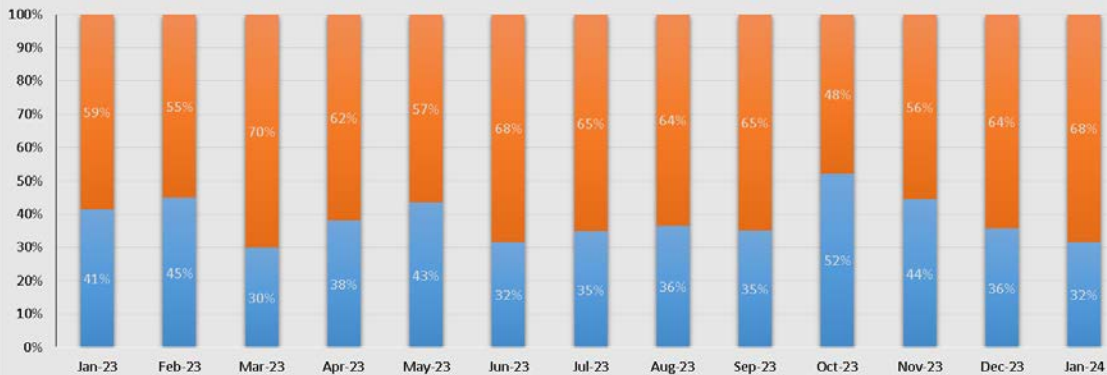
■ Plant % of Hydraulic Capacity ■ Plant % of Organic Capacity

Average % of Total Hydraulic Loading of Aspen Wastewater Treatment Plant by Month 2022-2023



■ Town of Crestone % of Hydraulic Loading ■ Baca % of Hydraulic Loading

Average % of Total Organic Loading of Aspen Wastewater Treatment Plant by Month of 2022-2023



■ Town of Crestone % of Organic Loading ■ Baca % of Organic Loading