



**NOTICE OF REGULAR MEETING and AGENDA
BACA GRANDE WATER AND SANITATION DISTRICT BOARD of DIRECTORS**

WHEN: Wednesday, April 19, 2023

TIME: 9:00 AM

WHERE: TELECONFERENCE VIA Zoom [Ctrl+click to join Zoom meeting](#) (see below)

<u>Board of Directors</u>	<u>Office</u>	<u>Term/Expiration</u>
Viva Lawson	President	2025/May 2025
John Loll	Vice-President	2025/May 2025
Mike Smith	Treasurer/Secretary	2023/May 2023
Rick Hart	Director	2025/May 2025

I. CALL TO ORDER

- Present disclosures and potential conflicts of interest
- Board Roll Call

II. *APPROVE AGENDA

III. *CONSENT AGENDA

Action: to approve

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

- Approve Minutes from the February 23, 2023 Special Meeting (enclosure)
- Approve Minutes from the March 15, 2023 Regular Meeting (enclosure)
- Review and accept unaudited financial statements for the period ending March 31, 2023 and current schedule of cash position (enclosure)

IV. PUBLIC COMMENT (ITEMS NOT ON THE AGENDA ONLY. NO ACTION MAY BE TAKEN)

Per Colorado Open Meetings Law, no Board discussion or action will take place until a later date, if necessary. Speakers must identify themselves with their full name and address. Each speaker's comments are limited to three minutes or less.

V. FINANCIAL MATTERS

- Review and approve the check register for the period ending April 19, 2023 (enclosure)

General	\$ 9,389.80
Capital	\$ 7,420.00
<u>Enterprise</u>	<u>\$ 63,410.65</u>
	\$ 80,220.45

b. *OPERATIONS: TRENCH and SHORING EQUIPMENT BUDGET REQUEST (enclosure)

VI. BOARD AND STAFF REPORTS

- a. Board of Director Matters
 - b. District Engineer Report (enclosure)
 - c. District Manager Report (enclosure)
 - d. Administrative Manager's Report (enclosure)
 - e. Director of Utilities Report (enclosure)
-

VII. LEGAL MATTERS

VIII. EXECUTIVE SESSION

Adjourn to Executive Session pursuant to C.R.S. § 24-6-402(4) (a), (b), and (e), which respectively concern the purchase or lease of real property, specific legal advice from counsel, and determining positions relative to matters subject to negotiation regarding the Water Service Agreement with USFWS and the terms and conditions for continued provision of sewer service to the Town of Crestone as well as negotiations related thereto, and C.R.S. 24-6-402(4)(b), which concerns conferences with the District's attorney for the purpose of receiving legal advice on specific legal questions to discuss Yeshe Khorlo.

IX. ADJOURN

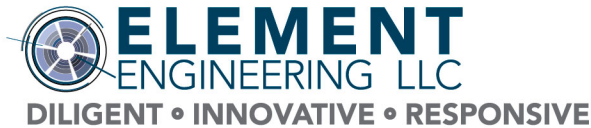
****Requires Board Action***

**NEXT REGULAR MEETING IS SCHEDULED FOR
May 17, 2023, at 9:00 AM**

Join Zoom Meeting

<https://us02web.zoom.us/j/87269124750?pwd=ZmZVcTd2Y0UycW0vRmFWNS9wTU5WQT09>

Meeting ID: 872 6912 4750 -- Passcode: 638055 -- One tap mobile - Dial by your location +1 346 248 7799 US (Houston)



MONTHLY ENGINEER'S REPORT

DATE OF MEETING: APRIL 19, 2023
CLIENT: BACA GRANGE WATER & SANITATION DISTRICT (BGWSD)
SUBJECT: MONTHLY ENGINEER'S REPORT **NEW ITEMS IN BOLD**

GENERAL ENGINEERING (PROJECT NO. 0001)

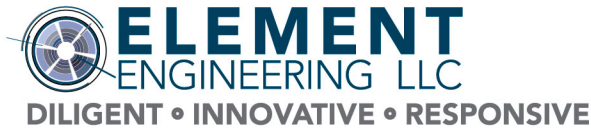
Casita Park Lift Station Analysis: Element has reviewed the hydraulics of the Casita Park (Mobile Home Estates) Lift Station to determine why pumps continue to see failure. We have completed an analysis of the existing hydraulic conditions and are evaluating system and pump curves. We expect to be able to provide recommendations to district staff within the next two to four weeks.

A memorandum summarizing the lift station analysis has been provided to the district for review. Further discussion on the hydraulic difference between design and actual hydraulic conditions between Element and the district staff is necessary to determine next steps. The district staff is looking into the hydraulic conditions and comparing the existing (old) originally installed pump and the newly installed pump.

Water Loss Prevention Plan: 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.



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)

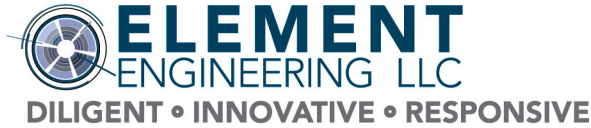
Element has provided the district with a proposal to complete a Wastewater Treatment Plant (WWTP) Improvements Preliminary Engineering Report and Environmental Report. The report will be assembled for United States Department of Agriculture (USDA) Rural Development (RD) funding of a new or upgraded/expanded 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 December 2022
(Includes ER and RD Apply funding application)
- USDA review and funding/underwriting January 2023 – July 2023
(Note this timeline is assumed and is shown conservatively long)
- 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.

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.

DEVELOPMENT SERVICES

590CR Hillcrest Overlook Extension: The district has asked that Element provide design services for sewer and water main extensions. The first of these projects is the above referenced extension. The process for design and construction is as follows:

- Application for line extension (application fee)
- Deposit for preliminary design and cost estimate
- Preliminary line extension design and cost estimate
- Customer approval of cost estimate/ deposit of full estimated cost of construction
- Final design/drawing/bid package
- Bid Project
- Award bid
- Pre-Construction Meeting/establish check in meeting schedule
- Construction
- Conditional acceptance
- Final acceptance

The survey for this project is to be completed during the week of January 9th. Preliminary layouts will be completed in one to two days after the survey file is received.

The survey has been completed and an initial alignment show that the extension project is feasible. The district has released Element to complete a full design for the water and sewer extension. We expect this to be completed during the week of February 13th.

The Hillcrest Overlook plans and cost estimate have been submitted to the district. A meeting was held with the developer to review the plans. The next step is to bid the project for construction.



DISTRICT MANAGER REPORT

To: Baca Grande Water and Sanitation District Board of Directors
 From: JoAnn Slivka, District Manager
 Date: April 19, 2023

MASTER PLAN

Grants

USDA-RD Apply- Added Element Engineering as a user to the Baca Grande Water and Sanitation USDA project account. This will allow us to begin the process for the loan application for the Wastewater Treatment Plant Improvements project.

CDPHE DWRF Pre-Loan Planning Grant Project #960062D-Q

On February 15, 2023, the District received notice of approval for a grant of up to \$10,000 that will help defray the costs of the documents required by the Revolving Fund program toward the Water Improvement Project.

- Pay Request #1 for \$1616 has been submitted to CDPHE for reimbursement of funds spent on the Project Needs Assessment thus far.

2023 ELECTIONS

May 2, 2023: The Baca Grande Water and Sanitation District will conduct a mail ballot election. Five (5) candidates will run for the two open seats for four-year terms. Director Mike Smith's term is up under the regular cycle; and there is a vacant seat left by the resignation in 2022 of former board director, William Peck. Both have submitted self-nomination forms and they are candidates in the 2023 election.

Mail Ballots

April 10, 2023 to April 17, 2023

- ✓ Packets Mailed: A mail ballot packet shall be mailed to each active registered voter.

The ballot order random name draw resulted in the following order:

- William Peck
- David Karas
- Dan Gray
- Michael Scully
- Mike Smith

April 10, 2023 through Tuesday, May 2, 2023

- ✓ Ballots Available: District Office, 57 Baca Grant Way S. The walk-in location to obtain new or replacement ballots and to drop off voted ballots. Open from 9:00 AM to 4:30 PM. Monday through Friday.

April 12, 2023

- ✓ Notice of a Mail Ballot Election: A notice of the District's Mail Ballot Election shall be made by publication one time, in a newspaper having general circulation in the District. Such notice shall also be posted in the office of the Designated Election Official and sent to the County Clerk and Recorder.
 - Notice of Mail Ballot Election Posted and Published in the April Crestone Eagle and Saguache County Crescent.
 - Notice has been delivered to and posted at the Saguache County Clerk and Recorder.

April 17, 2023

- ✓ Appointment of Election Judges: The Designated Election Official shall appoint election judges. The Designated Election Official shall mail certificates of appointment and acceptance forms to each person appointed. Each election judge shall file an acceptance of appointment with the Designated Election Official within seven (7) days after the certificate of appointment and acceptance forms were mailed.

- Canvassers for Special District Elections: Designated Election Official shall appoint at least one member of the board of such district and at least one eligible elector of the special district who is not a member of such board to assist the designated election official in the survey of the returns. The persons so appointed and the designated election official shall constitute the board of canvassers for the election. The Canvass Board will meet May 10, at 5 PM.

Response to “Questions for the Baca Grande Water and Sanitation District”

In the April 2023 edition of the Crestone Eagle a letter was submitted asking certain “Questions for the Baca Grande Water and Sanitation District”. These questions have not been presented directly to the District. Nevertheless, answers to these questions are set forth below to promote transparency and provide accurate information:

Q.1. Why is our banking done in Utah County, Utah? We have a local credit union. Will you consider keeping our money here and build community by investing locally?

A. Our banking is not done in Utah.

B. Credit Unions tend not to want Public Funds because Public Funds must be collateralized 102% with specific investments such as Treasury Bills/Notes, Government-backed investments, etc. Credit Unions are in the business of lending their funds. The District needs banking functions such as Lockbox and the ability to work with third party payment companies such as Paymentech and Xpress Deposit.

Q. 2. Why is our accountant in Denver? A responsible public institution should make its accountant transparent and available. Will you consider hiring a local accountant?

A. Our accountant is transparent, available and attends the monthly board meetings. The district needs to have a qualified, governmental accountant familiar with the deadlines, accounting rules and regulations specific to Special Districts that must be followed.

Q. 3. Why are meetings on Zoom only? The COVID narrative is passé. Will you consider welcoming the public back into the board for meetings?

A. Yes, this has been considered. At its March 19, 2023 meeting of the Baca Grande Water and Sanitation District Board Directors, the topic of having in-person and Zoom meeting formats was discussed. Zoom meetings are being preferred for its larger attendee capacity. The small board room at the district office is a concern for in person meetings and another big concern is security. Following discussion, and upon vote, unanimously carried, the Board will continue with Zoom meetings for the next six months and continue to be open for hybrid special meetings.

COMMUNITY OUTREACH

- District Website Updates
 - Clear Stream Blog
 - Last month, Jennifer from the Administrative staff contributed a couple of articles regarding Utility Billing. One, explaining the billing cycle, the other “A day in the Life”...
 - A Calendar has been included on the home page
 - Slowly implementing the Engage email notifications
- Saguache County BOCC Work session

On April 11, Staff and Board representatives met with the County Board of Commissioners to discuss County Owned Lots. It was good to meet with them to discuss ways we might be able to work together as well as get an understanding of the responsibilities and availability of services on these types of lots. We also asked us questions regarding the ARPA grant application the District submitted earlier in the year. A decision was not made at the work session and they will discuss it further at their April 18 meeting.
- Crestone/Baca Community Meeting

April 27, 2023 at 5:00 PM.
Please see the attached flyer regarding the community meeting regarding Wildfire Preparation.

SAFETY CONSULTATION

Safety Consultation and Training. Staff met with Josh Barkley and Kyle Brown from McGriff for discussion on available programs and services focused on safety and accident prevention. We received a follow-up from them clarifying how we can work together. They also sent some samples of the “toolbox talk” sheets they mentioned to us at our meeting. Toolbox talks are informal group discussions that focus on safety issues, these data sheets provide a handy printable reference tool for educating employees on many different safety topics. Please see an attached example.

2022 Insurance Claims are now closed. After deductibles were withheld, the District received reimbursement payment of \$1,496.80 for Truck 4 and \$3,829.29 for Truck 2.

PERSONNEL

- There has been some positive changes between departments and with spring upon us there is a renewed energy with the district staff to continue to improve to better serve our community. Evaluations began during the week of March 20. Self-evaluations were distributed and completed by each staff member. It was good to review goals and expectations with each staff member and hear their concerns. Primary goals for the Operations staff is a continued focus on safety along with support for continuing education and certifications.
- We welcomed Larry Lewis to the Operations staff in March. Additionally, Alligha Bell has accepted an offer of employment beginning May 1 for the summer season.
- One employee still out on worker’s compensation, hopefully returning in time for summer projects as well.
- The administrative department will have a part-time position open next month. Ms. DeBon will report further on the administrative staff activities.

UPCOMING:

➤ **2022 AUDIT**

Preparation for the 2022 Audit is underway.

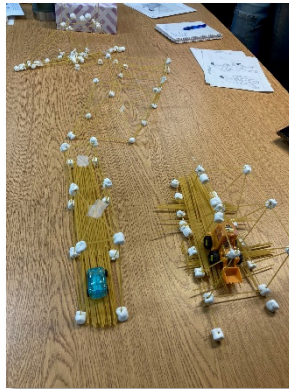
➤ **COMPLIANCE:**

Consumer Confidence Report. The annual water quality report due at the end of June has been completed and will be delivered to District customers soon. Gary Potter reviewed the data and Natalie DeBon coordinated the printing and distribution of the report.

Ready to greet Voters and accept your Ballots!



Team Building! A fun exercise for all directed by Natalie DeBon!



WILDFIRE IS COMING. ARE YOU READY?

TOGETHER, LET'S BE READY, WHEN DISASTER STRIKES

Learn from our expert panel how you can PLAN, PREPARE, and STAY AWARE before Colorado's next devastating wildfire hits our community.

\$500 worth of
DOOR PRIZES!

BACA GRANDE POA HALL
68575 Co Rd T, Crestone, CO







THURSDAY, APRIL 27, 2023
5:00 PM

Raffle
Prize
Giveaway!

 **zoom** <https://us02web.zoom.us/j/7195880197>

 **LIVE** <https://www.facebook.com/SaguacheOEM>

SPEAKERS:

-  Firewise Program Manager **Daniel Johnson**, Saguache County Firewise Program
-  Supervisory Forester **Adam Moore**, Colorado State Forest Service
-  Fire Chief **Craig Tomaski**, Crestone Volunteer Fire Department
-  Fire Chief **Jim Vanderpool**, Baca Grande Emergency Services
-  Sheriff **Dan Warwick**, Saguache County Sheriff's Office
-  Director **Bobby Woelz**, Saguache County Office of Emergency Management



Contact Us
719-588-0197

Visit Our Website
SaguacheCounty.Colorado.gov/OEM



We strive to ensure inclusive, accessible meetings that enable all individuals, including individuals in access and functional needs communities, to engage fully. To request accommodations or for inquiries about accessibility, please contact 719-588-0197 by April 17.

TOOLBOX TALK #38 Motor Vehicle Safety

As workers in the construction industry we are often required to operate motor vehicles to a jobsite and on a jobsite. Distracted driving is one of the leading causes of workplace incident and injury. Distraction occurs any time you take your eyes off the road, your hands off the wheel, and your mind off your primary task: driving safely. Any non-driving activity you engage in is a potential distraction and increases your chances of having an accident.

All distractions endanger driver, passenger, and bystander safety. These types of distractions include:

- Texting
- Using a cell phone or smartphone
- Eating or drinking
- Talking to passengers
- Grooming
- Reading, including maps
- Adjusting a radio

There are three main types of distraction:

- Visual — taking your eyes off the road
- Manual — taking your hands off the wheel
- Cognitive — taking your mind off what you're doing



Texting is the most alarming distraction because it involves manual, visual, and cognitive distraction simultaneously. Sending or reading a text takes your eyes off the road for approximately 4.6 seconds. At 55 mph, that's like driving the length of an entire football field, blindfolded. It's extraordinarily dangerous.

STAY SAFE!

- Use a seat belt at all times – driver and passenger(s).
- Adjust your driving for the conditions, including traffic, weather, pedestrians, and day/night.
- Drive defensively.
- Use a hands-free device for phone use if you have to use the phone while driving.
- Be well-rested before driving.
- Avoid taking medication that makes you drowsy before driving, including prescription and over the counter drugs.

DON'T:

- Drive under the influence of drugs and or alcohol.
- Drive aggressively.
- Tailgate or speed.
- Take other drivers' actions personally.
- Text and drive.
- Enter data in your GPS while driving



TOOLBOX TALK #38 Motor Vehicle Safety

Project/Facility Name		Location (city, state)		
Division (circle one) Paducah Owensboro		Supervisor/Date:		
	Name	Signature	Position	Phone Number
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Rio Grande State of the Basin Symposium
"The Future of Water"

Sponsored by the Salazar Rio Grande del Norte Center at Adams State University
Saturday, May 6, 2023

Schedule of Events:

- 8:00-8:30 a.m.** **Registration and Breakfast**
Richardson Hall Atrium
- 8:30-9:20 a.m.** **Welcome and Introduction**
Richardson Hall Auditorium
- a. Presidential Welcome: David A. Tandberg, Ph.D.
 - b. Legislative Report: State Senator Cleave Simpson (District 6) and Executive Director, Rio Grande Water Conservation District (RGWCD)
 - c. Colorado Water Conservation Board (CWCB) Report: Nathan Coombs, Rio Grande Basin CWCB Representative and Manager of the Conejos Water Conservancy District
 - d. George Whitten, Regional Assistant Commissioner of the Colorado Department of Agriculture
- 9:20-10:20 a.m.** **Panel Discussion: The Future of Water**
Richardson Hall Auditorium
- Moderator:
Heather Dutton, Manager of the SLV Conservancy District
- Panelists:
Seth Armentrout - Program Director, Rio Grande Farm Park
Ronda Lobato - Manager, Costilla County Conservancy District
Philip E. Lopez - Director, Fairfield and Woods, P.C.
Amber Pacheco - Deputy General Manager, RGWCD
- 10:20-10:30 a.m.** **Break**
- 10:30-11:00 a.m.** **Interstate Issues: Kevin Rein - State Engineer, Colorado Division of Water Resources**
Richardson Hall Auditorium
- 11:00-11:30 a.m.** **Valley Water Supplies - Craig Cotten, Division Engineer, Colorado Division of Water Resources**
Richardson Hall Auditorium
- 11:30 a.m.-noon** **Evapotranspiration Trends in the San Luis Valley - Emily Chavez, Diane Wagner, Michaela Shallue, Graduate Research Assistants, Utah State University**
Richardson Hall Auditorium
- Noon-12:15 p.m.** **Break and Relocation to the Student Union Building (SUB)**

12:15-1:30 p.m. Luncheon and Keynote Address
SUB Banquet Room

- a. Introduction: David A. Tandberg, Ph.D.
- b. Keynote Speaker: Craig Childs

BACA GRANDE WSD 2023 Drinking Water Quality Report

Covering Data for Calendar Year 2022

Public Water System ID: CO0155200

Esta es información importante. Si no la pueden leer, necesitan que alguien se la traduzca.

We are pleased to present to you this year's water quality report. Our constant goal is to provide you with a safe and dependable supply of drinking water. Please contact Gary Potter at 719-256-4310 with any questions or for public participation opportunities that may affect water quality.

General Information

All drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline (1-800-426-4791) or by visiting epa.gov/ground-water-and-drinking-water.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immunocompromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV-AIDS or other immune system disorders, some elderly, and infants can be particularly at risk of infections. These people should seek advice about drinking water from their health care providers. For more information about contaminants and potential health effects, or to receive a copy of the U.S. Environmental Protection Agency (EPA) and the U.S. Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and microbiological contaminants call the EPA Safe Drinking Water Hotline at (1-800-426-4791).

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity. Contaminants that may be present in source water include:

- Microbial contaminants:** viruses and bacteria that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- Inorganic contaminants:** salts and metals, which can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- Pesticides and herbicides:** may come from a variety of sources, such as agriculture, urban storm water runoff, and residential uses.
- Radioactive contaminants:** can be naturally occurring or be the result of oil and gas production and mining activities.
- Organic chemical contaminants:** including synthetic and volatile organic chemicals, which are byproducts of industrial processes and petroleum production, and also may come from gas stations, urban storm water runoff, and septic systems.

In order to ensure that tap water is safe to drink, the Colorado Department of Public Health and Environment prescribes regulations limiting the amount of certain contaminants in water

provided by public water systems. The Food and Drug Administration regulations establish limits for contaminants in bottled water that must provide the same protection for public health.

Lead in Drinking Water

Lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. We are responsible for providing high quality drinking water and removing lead pipes, but cannot control the variety of materials used in plumbing components in your home. You share the responsibility for protecting yourself and your family from the lead in your home plumbing. You can take responsibility by identifying and removing lead materials within your home plumbing and taking steps to reduce your family's risk. Before drinking tap water, flush your pipes for several minutes by running your tap, taking a shower, doing laundry or a load of dishes. You can also use a filter certified by an American National Standards Institute accredited certifier to reduce lead in drinking water. If you are concerned about lead in your water and wish to have your water tested, contact Gary Potter at 719-256-4310. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available at epa.gov/safewater/lead.

Source Water Assessment and Protection (SWAP)

The Colorado Department of Public Health and Environment may have provided us with a Source Water Assessment Report for our water supply. For general information or to obtain a copy of the report please visit wqcdcompliance.com/ccr. The report is located under "Guidance: Source Water Assessment Reports". Search the table using our system name or ID, or by contacting Gary Potter at 719-256-4310. The Source Water Assessment Report provides a screening-level evaluation of potential contamination that **could** occur. It **does not** mean that the contamination **has or will** occur. We can use this information to evaluate the need to improve our current water treatment capabilities and prepare for future contamination threats. This can help us ensure that quality finished water is delivered to your homes. In addition, the source water assessment results provide a starting point for developing a source water protection plan. Potential sources of contamination in our source water area are listed on the next page.

Please contact us to learn more about what you can do to help protect your drinking water sources, any questions about the Drinking Water Quality Report, to learn more about our system, or to attend scheduled public meetings. We want you, our valued customers, to be informed about the services we provide and the quality water we deliver to you every day.

Our Water Sources

<u>Sources (Water Type - Source Type)</u>	<u>Potential Source(s) of Contamination</u>
MOTEL WELL NO 1 (Groundwater-Well) WELL NO 18 (Groundwater-Well) WELL NO 17 (Groundwater-Well)	Existing/Abandoned Mine Sites, Other Facilities, Low Intensity Residential, Row Crops, Pasture / Hay, Deciduous Forest, Evergreen Forest, Mixed Forest, Septic Systems, Road Miles

Terms and Abbreviations

- **Maximum Contaminant Level (MCL)** – The highest level of a contaminant allowed in drinking water.
- **Treatment Technique (TT)** – A required process intended to reduce the level of a contaminant in drinking water.
- **Health-Based** – A violation of either a MCL or TT.
- **Non-Health-Based** – A violation that is not a MCL or TT.
- **Action Level (AL)** – The concentration of a contaminant which, if exceeded, triggers treatment and other regulatory requirements.
- **Maximum Residual Disinfectant Level (MRDL)** – The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- **Maximum Contaminant Level Goal (MCLG)** – The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
- **Maximum Residual Disinfectant Level Goal (MRDLG)** – The level of a drinking water disinfectant, below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- **Violation (No Abbreviation)** – Failure to meet a Colorado Primary Drinking Water Regulation.
- **Formal Enforcement Action (No Abbreviation)** – Escalated action taken by the State (due to the risk to public health, or number or severity of violations) to bring a non-compliant water system back into compliance.
- **Variance and Exemptions (V/E)** – Department permission not to meet a MCL or treatment technique under certain conditions.
- **Gross Alpha (No Abbreviation)** – Gross alpha particle activity compliance value. It includes radium-226, but excludes radon 222, and uranium.
- **Picocuries per liter (pCi/L)** – Measure of the radioactivity in water.
- **Nephelometric Turbidity Unit (NTU)** – Measure of the clarity or cloudiness of water. Turbidity in excess of 5 NTU is just noticeable to the typical person.
- **Compliance Value (No Abbreviation)** – Single or calculated value used to determine if regulatory contaminant level (e.g. MCL) is met. Examples of calculated values are the 90th Percentile, Running Annual Average (RAA) and Locational Running Annual Average (LRAA).
- **Average (x-bar)** – Typical value.
- **Range (R)** – Lowest value to the highest value.
- **Sample Size (n)** – Number or count of values (i.e. number of water samples collected).
- **Parts per million = Milligrams per liter (ppm = mg/L)** – One part per million corresponds to one minute in two years or a single penny in \$10,000.
- **Parts per billion = Micrograms per liter (ppb = ug/L)** – One part per billion corresponds to one minute in 2,000 years, or a single penny in \$10,000,000.
- **Not Applicable (N/A)** – Does not apply or not available.
- **Level 1 Assessment** – A study of the water system to identify potential problems and determine (if possible) why total coliform bacteria have been found in our water system.
- **Level 2 Assessment** – A very detailed study of the water system to identify potential problems and determine (if possible) why an E. coli MCL violation has occurred and/or why total coliform bacteria have been found in our water system on multiple occasions.

Detected Contaminants

BACA GRANDE WSD routinely monitors for contaminants in your drinking water according to Federal and State laws. The following table(s) show all detections found in the period of January 1 to December 31, 2022 unless otherwise noted. The State of

Colorado requires us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year, or the system is not considered vulnerable to this type of contamination. Therefore, some of our data, though representative, may be more than one-year-old. Violations and Formal Enforcement Actions, if any, are reported in the next section of this report.

Note: Only detected contaminants sampled within the last 5 years appear in this report. Please keep in mind the following tables only represent results from contaminants that were detectable. There were many other contaminants that we tested for but the results were less than the detectable limit of the laboratory and are therefore not included the following tables .

Disinfectants Sampled in the Distribution System						
TT Requirement: At least 95% of samples per period (month or quarter) must be at least 0.2 ppm <u>OR</u>						
If sample size is less than 40 no more than 1 sample is below 0.2 ppm						
Typical Sources: Water additive used to control microbes						
Disinfectant Name	Time Period	Results	Number of Samples Below Level	Sample Size	TT Violation	MRDL
Chlorine	01/01/2022 to 12/31/2022	<u>Lowest period</u> percentage of samples meeting TT requirement: 100%	0	24	No	4.0 ppm

Lead and Copper Sampled in the Distribution System								
Contaminant Name	Time Period	90 th Percentile	Sample Size	Unit of Measure	90 th Percentile AL	Sample Sites Above AL	90 th Percentile AL Exceedance	Typical Sources
Copper	01/01/2022 to 06/30/2022	0.77	20	ppm	1.3	0	No	Corrosion of household plumbing systems; Erosion of natural deposits
Lead	01/01/2022 to 06/30/2022	2	20	ppb	15	0	No	Corrosion of household plumbing systems; Erosion of natural deposits
Copper	07/01/2022 to 12/31/2022	0.55	20	ppm	1.3	0	No	Corrosion of household plumbing systems; Erosion of natural deposits
Lead	07/01/2022 to 12/31/2022	4	20	ppb	15	0	No	Corrosion of household plumbing systems; Erosion of natural deposits

Disinfection Byproducts Sampled in the Distribution System

Name	Year	Average	Range Low – High	Sample Size	Unit of Measure	MCL	MCLG	MCL Violation	Typical Sources
Total Trihalomethanes (TTHM)	2022	2.2	2.2 to 2.2	1	ppb	80	N/A	No	Byproduct of drinking water disinfection

Inorganic Contaminants Sampled at the Entry Point to the Distribution System

Contaminant Name	Year	Average	Range Low – High	Sample Size	Unit of Measure	MCL	MCLG	MCL Violation	Typical Sources
Barium	2020	0.04	0.04 to 0.04	1	ppm	2	2	No	Discharge of drilling wastes; discharge from metal refineries; erosion of natural deposits

Secondary Contaminants**

**Secondary standards are non-enforceable guidelines for contaminants that may cause cosmetic effects (such as skin, or tooth discoloration) or aesthetic effects (such as taste, odor, or color) in drinking water.

Contaminant Name	Year	Average	Range Low – High	Sample Size	Unit of Measure	Secondary Standard
Sodium	2020	9.5	9.5 to 9.5	1	ppm	N/A

Violations, Significant Deficiencies, and Formal Enforcement Actions

No Violations or Formal Enforcement Actions

ADMINISTRATIVE MONTHLY REPORT

April 19th 2023

MARCH UTILITY BILLING ACTIVITY

Customer Utility Billing		
Billing Category	Number of Accts	Amount Billed
Usage Customers Billed - SEWER	806	\$39,422.34
Usage Customers Billed - WATER	828	\$45,966.67
ON/OFF Service	10	\$250.00
LATE FEE	46	\$920.00
CONSOLIDATIONS	5	\$4,100.00
TRANSFER	32	\$8,900.00
W-S HOOK UP & PARTS	3	\$6,200.00
EQR	27	\$785.75
NSF FEE	4	\$120.00

MARCH XPRESS BILL PAY TRANSACTION ACTIVITY

Product / Service Description	Qty	Unit Price	Line Total
EFT Web Transactions	251	0.49	122.99
EFT Return NSF or Account Closed	3	12.00	36.00
EFT Returned Item Basic	1	6.00	6.00
Credit/Debit Card Web Transactions	363	0.39	141.57
Online Banking - Bank Bill Pay Transactions	27	0.25	6.75
Lock Box Service Transactions	243	0.48	116.64
Toll Free Operator Assisted Transactions	5	0.95	4.75
Toll Free IVR Transactions	10	0.95	9.50
Support, Maintenance, Hosting - Fee	1	75.00	75.00

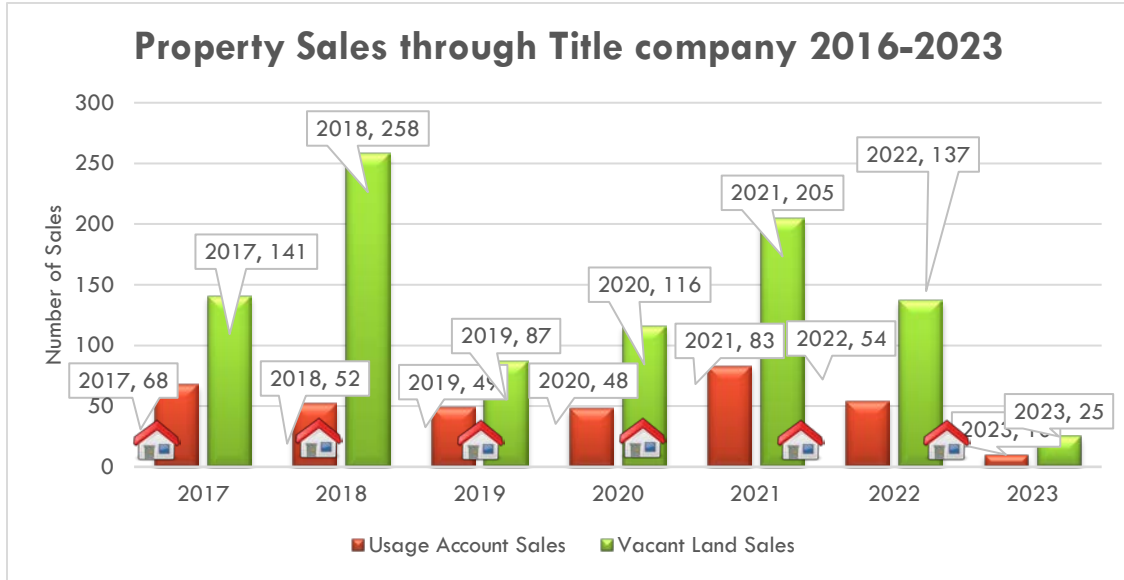
Town of Crestone Sewer 2023

Town of Crestone Sewer Billing - 2023

Date	Monthly Total	Monthly Flow	Flow Charges	Average Daily BOD	Monthly BOD	BOD Charges	Paid	Balance Due
January	434,425	3,431,957.50	\$ 3,431.96	54	1674	\$ 1,658.93	Check # 2596	02/28/2023- \$5,090.89
February	404,042	3,191,931.80	\$3,191.33	57	1596	\$1,581.64	Check #2604	03/31/2023- \$4,773.57
March	391,356	3,091,172.40	\$3,091.71	51	15.81	\$1,566.77		04/30/2023- 4,658.48
April								
May								
June								
July								
August								
September								
October								
November								
December								
2023 Totals	1,299,823		\$9,715.60	162	4851	\$4,807.34	\$9,864.48	

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

March - 2023- Property Sales: 5 Homes, 10 Lots



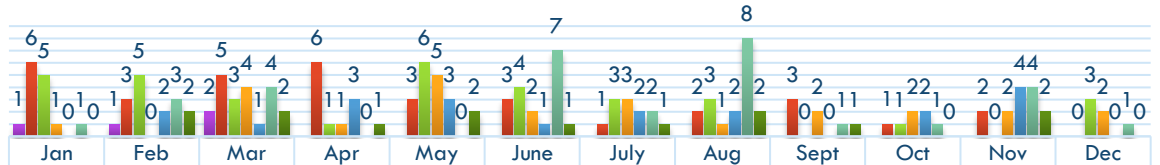
March - 2023 – Other Sales Statistic including Name Changes:

March Other Sales		
Type	Vacant Lot	House
Quick Claim Deed	6	0
Warranty Deed	3	3
Treasurer's Deed	5	0
Bargain & Sale Deed	1	0

2023 WATER-SEWER HOOKUP APPLICATIONS

2 – APPLICATION (S) RECEIVED IN MARCH, 4 – TOTAL IN 2023

Water-Sewer Hookups 2016-2023

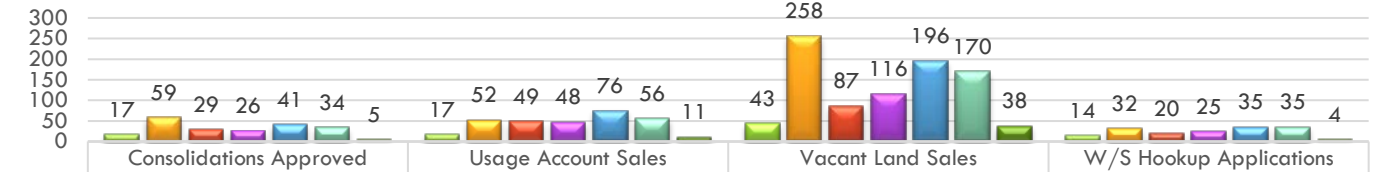


Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2023=4	1	1	2									
2022=35 hookups	6	3	5	6	3	3	1	2	3	1	2	0
2021=35 hookups	5	5	3	1	6	4	3	3	0	1	0	3
2020=25 hookups	1	0	4	1	5	2	3	1	2	2	2	2
2019 = 20 hookups	0	2	1	3	3	1	2	2	0	2	4	0
2018= 32 hookups	1	3	4	0	0	7	2	8	1	1	4	1
2017= 14 hookups	0	2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

■ 2023=4
 ■ 2022=35 hookups
 ■ 2021=35 hookups
 ■ 2020=25 hookups
■ 2019 = 20 hookups
 ■ 2018= 32 hookups
 ■ 2017= 14 hookups

2016-2023 PROPERTY TRENDS

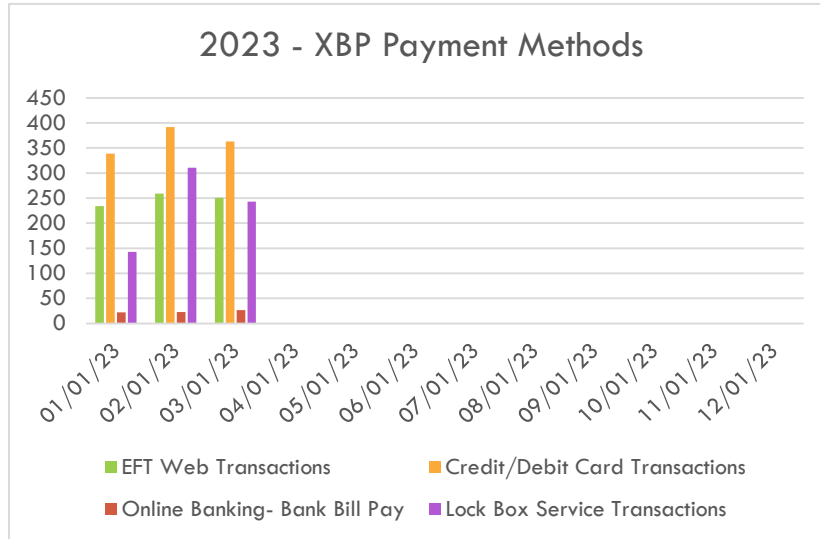
District Property Trends 2016-2023



Year	Consolidations Approved	Usage Account Sales	Vacant Land Sales	W/S Hookup Applications
2017	17	17	43	14
2018	59	52	258	32
2019	29	49	87	20
2020	26	48	116	25
2021	41	76	196	35
2022	34	56	170	35
2023	5	11	38	4

■ 2017
 ■ 2018
 ■ 2019
 ■ 2020
 ■ 2021
 ■ 2022
 ■ 2023

2023 XBP PAYMENT METHODS



Office & Administrative Activities:

LIHWAP: In March we received a payment from LIHWAP that was applied to two of our customers.

Grants: CSDPLP Safety Grant: In April Admin Staff worked closely with Operations on getting ordered safety supplies like: reflective vests, flashlights, hard hats, protective coveralls, dusk masks. After purchasing safety supplies, a Safety Grant application was submitted to CO Special District Property and Liability. On April 10th, BGWSD received reimbursement of 50% in the amount of \$1,103.59.

Training: SDA Leadership Academy: Natalie DeBon, continues with her SDA Leadership trainings, she has been receiving lessons through SDA email distributions and the next SDA leadership meeting will be held on April 12th.

Election preparations: Legal election notices were published in the Crestone Eagle and Saguache Crescent newspapers. Elections signs, table, voter box are prepared. Ballots mailed on April 10th.

Employee’s evaluation: During the week of March 20th Admin employees had their annual evaluation and had an opportunity to discuss their performance and professional development and growth. I am happy to inform you that Jennifer Jenkins, following her evaluation has been promoted to the position of Utility Billing Specialist, and she has been performing exceptionally well in her role. Prior to evaluations, a discussion was held with Jennifer to hear her out regarding her needs and a request to reduce admin assistant hours. As a result, starting May 8th, Jennifer's work hours will be from 8:00AM to 12:30PM from Monday to Friday. To manage the office work for the afternoon hours, a part-time Admin Assistant position was opened and posted and there has been some interest in the position.

AOS Verification Project: Administrative and Operation Staff continues to work on AOS verifications for properties with NO AOS, Water Only & Sewer Only Services.



SDA Leadership Academy

Positivity can empower a great leader and help in creating high-functioning teams.

Positivity is an incremental part of the leadership journey. In order to be successful as a leader, you must first develop skills around being positive, even in the midst of difficult situations.

In order to promote positivity in the work environment, and therefore be a more effective leader, you first need to be happy with yourself and have confidence in your ability to lead.

Author and CEO of Good Think Inc., Shawn Achor states, “When we are positive, our brains become more engaged, creative, motivated, energetic, resilient, and productive.”

SDA Leadership Academy

Baca Grande Water and Sanitation District Monthly Operations Report

April 19th, 2023



Water erosion of Meter pit in less than 24hrs.



New service line installation 3372 S. Carefree Wav.

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

- **Dharma Ocean**
 - Pump 2 has failed. Pump has been removed and is waiting for transport to be evaluated.
- **Accidents**
 - Happy to report no accidents in February!!

Operations Updates

➤ 2023 the Year of Safety

- Meet with Safety consultants from the Colorado Special District Liability Pool.
 - After the meeting we did a small District tour
 - I sent the safety consultants our safety manual for review and comments
- I have been working with office to purchase new safety equipment such as hard hats, new safety vests, etc. in order to fully utilize safety grant matching funds.
- Biggest need for safety equipment is more versatile trench shoring equipment.

➤ Annual Reports

- Biosolids annual report completed
 - This report details the amount of sludge that is produced by the wastewater treatment plant annually.
- Regulation 85 Annual report completed
 - This report summarizes testing result for nutrients being discharge by the waste water treatment plant for 2022.
- Consumer Confidence Report in process
 - This is the annual water quality report that gets mailed to all usage customers.
- Annual Backflow Report in process
 - This is an annual report that summarizes all of the backflow devices that were test, installed or repaired in 2022.

➤ Meter Pit Issues

- 26 of the 27 radio reading devices (MXU's) have been installed.
- 5 Meters still installed without radio reading devices.
- Waiting on 9 MXU's ordered December 2021
- Waiting on 20 meters and 20 MXU's ordered May 2022

➤ Hillcrest Line Extension

- Meet with customer and her general contractor.
- Customer has made a deposit for bidding project
- We are in the process of finalizing plans and bid documents.

➤ Welcoming New Operations Staff Member

- We happy to announce hiring a seasonal operations staff member Alligha Bell.
- He will be starting with the District May 1st.

➤ **Upcoming Summer Projects**

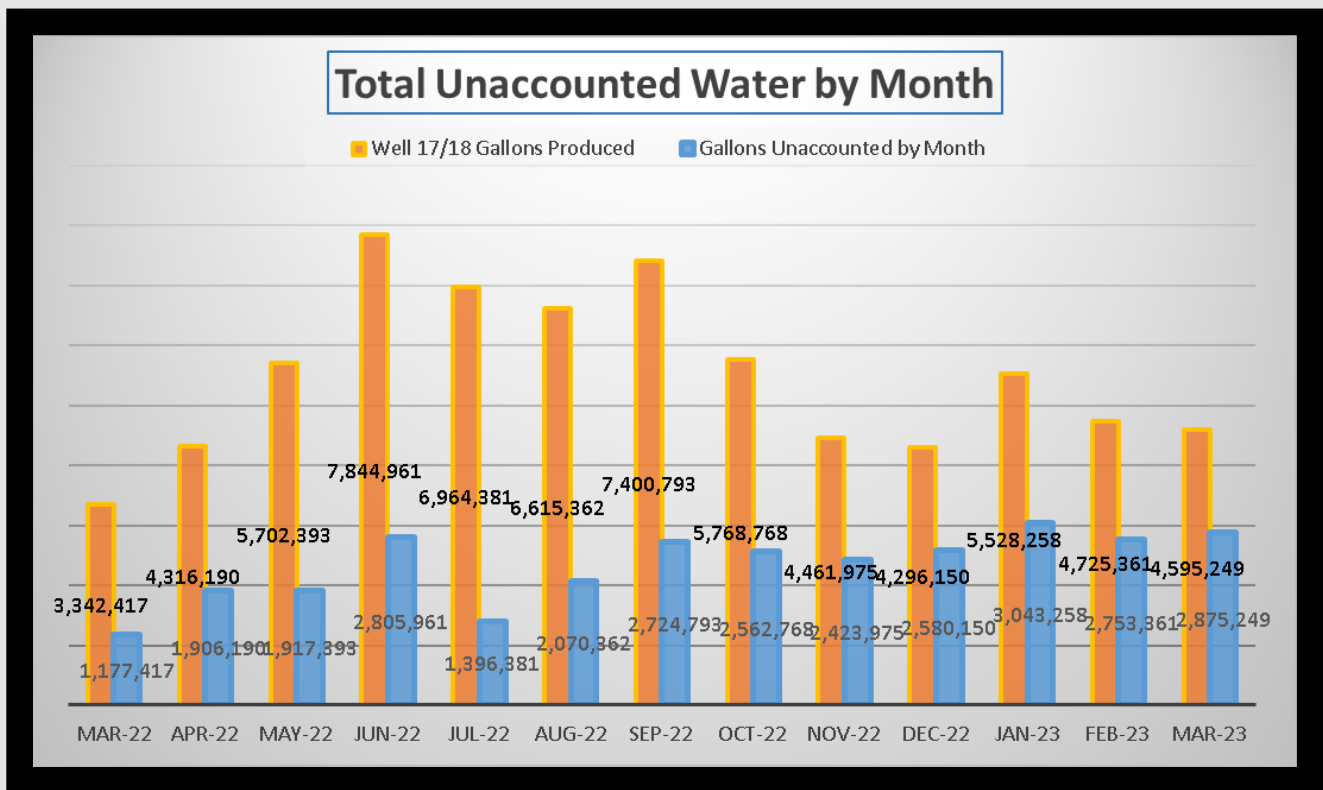
- Annual fire hydrant maintenance starting April 17th
- Valve exercising and maintenance planned to start May 1st
- Annual collection system cleaning and inspections Starting April 17th
- Dig list (meter pit replacement, sewer mainline repair, etc.) starting May 1st

➤ **Unaccounted Water**

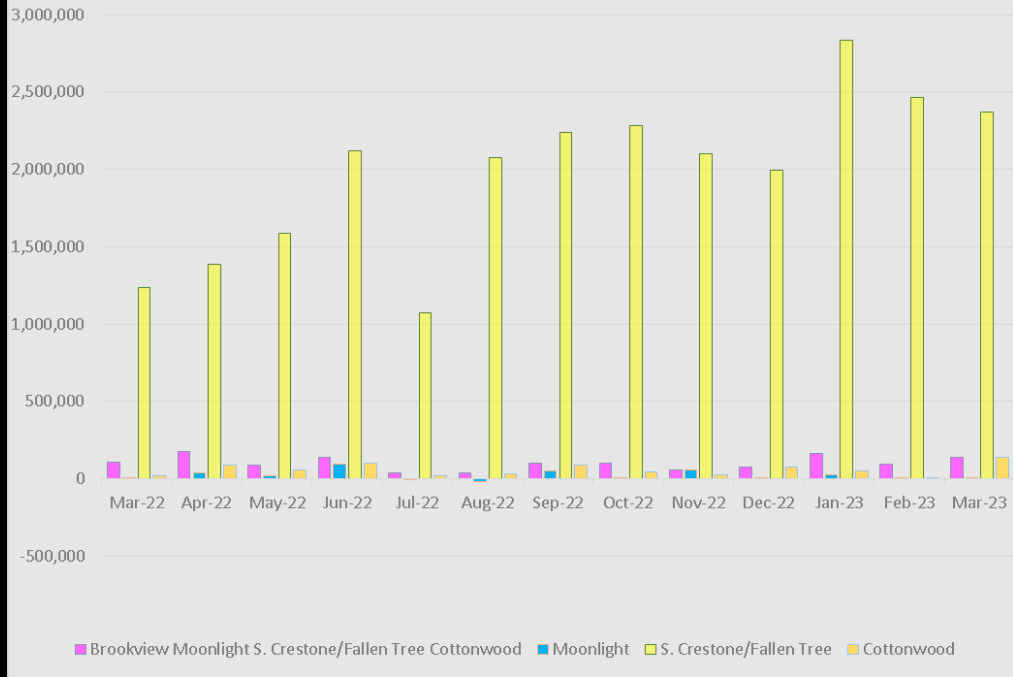
- Wells 17 and 18 produced 4,595,249 gallons of water in the month of March.
- The District sold its customers 1,720,000 gallons of water in the month of March, leaving 2,875,249 gallons unaccounted for.
- 63% of the water produced is unaccounted for in the month of March.

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

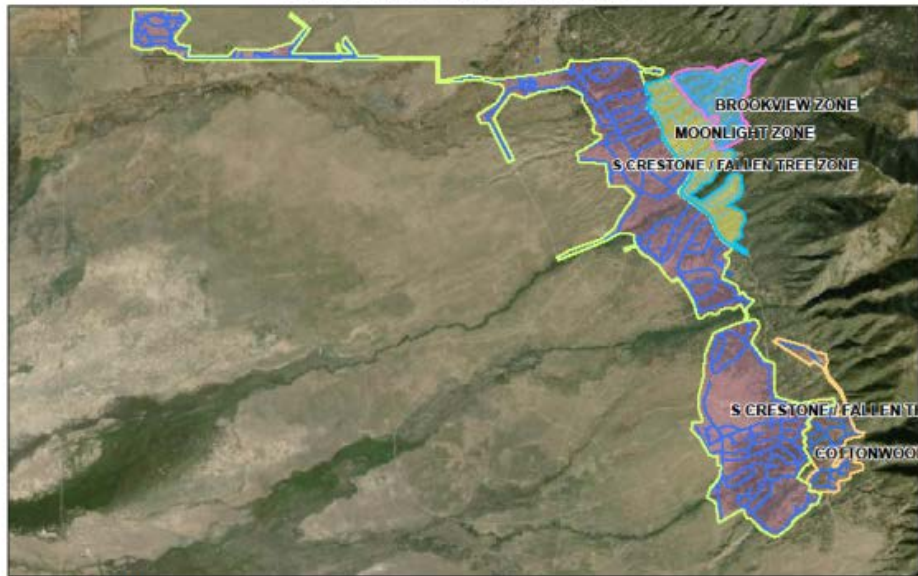
- Aspen WWTP averaged 40% of hydraulic loading capacity in the month of March, the Town of Crestone contributed and average of 20% of the treatment plants hydraulic load. Aspen WWTP averaged 45% of organic loading capacity in the month of March. The Town of Crestone contributed an average of 30% of the treatment plants organic load.



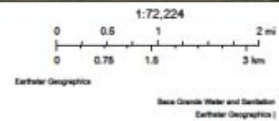
Total Monthly Unaccounted in Gallons by Pressure Zone



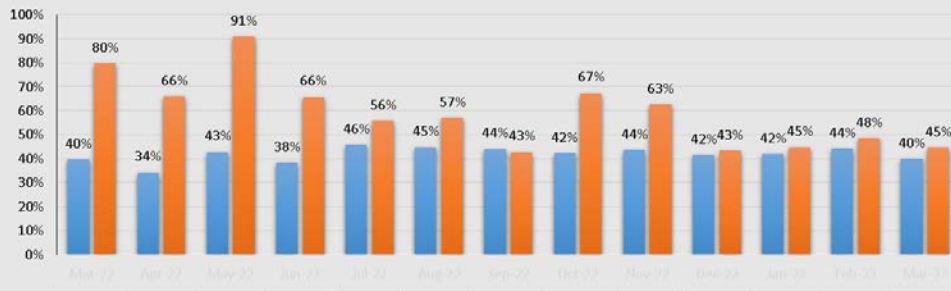
BGWS Unaccounted Water Zone's



12/10/2020, 3:43:14 PM



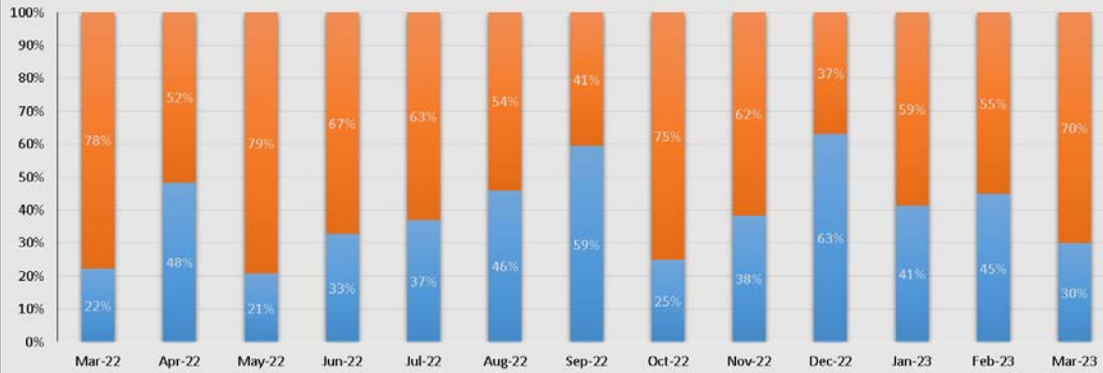
Percentage of Plant Capacities by Month at Aspen Wastewater Treatment Plant



	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23
Plant % of Hydraulic Capacity	40%	34%	43%	38%	46%	45%	44%	42%	44%	42%	42%	44%	40%
Plant % of Organic Capacity	80%	66%	91%	66%	56%	57%	43%	67%	63%	43%	45%	48%	45%

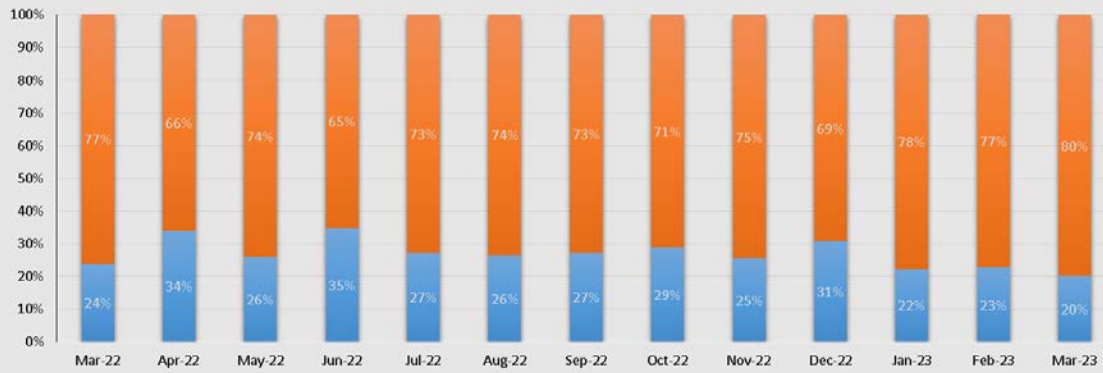
■ Plant % of Hydraulic Capacity ■ Plant % of Organic Capacity

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

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



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