

## MONTHLY ENGINEER'S REPORT

**DATE OF MEETING:** JUNE 26, 2024  
**CLIENT:** BACA GRANGE WATER & SANITATION DISTRICT (BGWSD)  
**SUBJECT:** MONTHLY ENGINEER'S REPORT **NEW ITEMS IN BOLD**

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### 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 This application will be written in support of a project to replace outdated water meters and install meters and meter pits where meters are located in homes.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 22<sup>nd</sup>.

The Water Smart grant application for meter replacements was submitted. Element continues to work with the district on compiling the discharge permit renewal application and associated documentation.

**No items to report.**

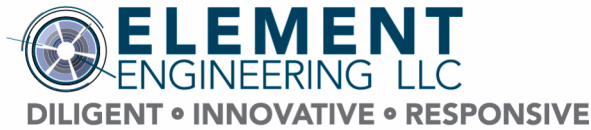
### WATER AND WASTEWATER MASTER PLAN UPDATE (PROJECT NO. 0009)

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.

**No items to report.**



### WASTEWATER TREATMENT PLANT IMPROVEMENTS (PROJECT NO. 0010)

A draft of the alternatives analysis was submitted to district staff and a meeting held to review and discuss. The updated alternatives analysis memorandum has been completed and submitted to district staff. This document was reviewed with the district at the board retreat. It was recommended that the WWTP should be put on hold based on the most recent influent loading data.

**Element is conducting a search for a contractor/consultant to provide a structural and environmental analysis of the wastewater treatment plant building. It was determined that the facility may need structural and/or environmental (mold) remediation and an inspection and report should be generated.**

### WATER TREATMENT SYSTEM IMPROVEMENTS (PROJECT NO. 0011)

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

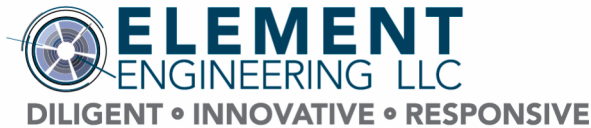
- Integrate the Motel Well and Booster Pump Station into the large BGWSD system.
- Increase Water Treatment Plant (WTP) Pumping Capacity
- Add Administrative Building for district.

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 31<sup>st</sup> 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 23<sup>rd</sup> 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 23<sup>rd</sup> 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. This application has been submitted by the project team.

**CDPHE has reached out to Element and indicated that funding for a design and engineering grant in the necessary amount is available. CDPHE is currently working on this grant paperwork with the district.**

### 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

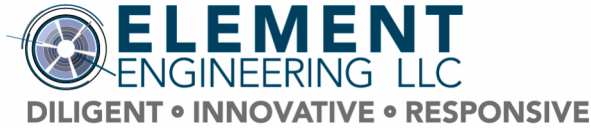
District staff is interested in applying for Saguache County grant funds to potentially pay for relocation of PRVs and installation of flow meter vaults to study. Potential uses for this grant money is installation of metering vaults, PRVs, and water shutoff valves to better isolate for breaks. Also, 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<sup>nd</sup>
- Plans/Specifications Available January 26<sup>th</sup> at 4:00 PM
- Bids Due (via email to Element) February 19<sup>th</sup> at 4:00 PM
- Review Bids at Board Meeting February 21<sup>st</sup>
- Notice of Award February 23<sup>rd</sup> (estimated)

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

Element and district staff requested that Cooley and Sons revise their bid to only include the two meter installations and the required mobilization. The revised bid table is attached to this report. This will allow the project to fall within the district's budget and gain valuable data to dial in water loss by geographic area.

Element is currently working with Cooley and Sons to nail down a delivery date for the equipment, specifically the water meters and determine a final installation date.

A pre-construction meeting was held Monday May 13<sup>th</sup> at 9:00 AM.

**The vault and piping installation has been completed. We are currently awaiting delivery and installation of the flow meters.**

## **District Manager Report – June 26, 2024**

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

- Bids were due on 02/19/2024 – Present to BoD for selection
- Bids were well over the budgeted amount
  - The \$180k meter project was awarded to Cooley & Sons
  - Parts were received on the week of 5/6
  - Pre-construction meeting scheduled for 5/13
- Majority of excavation and piping are complete
  - Meters are expected to be delivered and installed the week of 6/24

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

- Management will start defining “drought” conditions
  - Outline restrictions for irrigation and use of MHE Well in a drought
  - Draft presented for legal review
- USFWS approved a 1 year extension to our short-term agreement
- No update

### **Town of Crestone (ToC) – Sewer Service Negotiations**

- No update for April
  - The Discharge Permit was on the agenda of the last trustee meeting
- No update for May
  - ToC has been unresponsive
- ToC held an open meeting on 6/18 to discuss the IGA and Discharge permit
  - Instructed counsel to respond to the District

### **Aspen Wastewater Treatment Facility (AWWTF)**

- Loading data suggests additional capacity may not be necessary – Averaging 40% capacity (have not exceeded 60% capacity since 11/2022)
  - More frequent sampling
  - EQ Basin cleaning program
  - Auto samplers
- Some issues are present – Health or Safety hazards prioritized
  - Structural engineer inspection of foundation
  - Industrial health & safety inspection

### **Grant Opportunities**

- Congresswoman Lauren Boebert – Community Project Funding
  - Status – Pending
  - Request was for \$1,450,000 to help with Water Loss Prevention and new residential meters
- Colorado Water Resources & Power Development Authority – Drinking Water Revolving Fund
  - Status - Approved for Design and Engineering \$108,370
  - Principal forgiveness loan structure
  - Requires 20% match
  - Currently working on providing the requested documentation
- Bureau of Reclamation – WaterSMART: Water and Energy Efficiency Grant
  - Status – Pending
  - Will be used to replace old or inaccurate water meters throughout the District.
- USDA
  - Status – Pending
  - Currently providing the requested documentation

### **SDA Workshop - Salida**

- Myself and two directors attended the workshop on 6/10
  - Great workshop, very informative
    - Minutes, Meeting format, public records and conflict of interest

### **Rate Increase**

- Law of the Rockies
  - Rate will increase from \$275 to \$295
  - Effective 7/1

### **Personnel**

- Summer temporary positions
  - Only two applicants
  - One of the two positions has been filled
- Staff milestones
  - Johann – 1 year
  - Cooper – 90 day probationary period

### **Planning Committee**

- Official Formation
  - Members

### **Summer Team BBQ**

- Board and staff are invited to attend on 7/18

# Administrative Monthly Report

June 26<sup>th</sup>, 2024

## Board of Directors Meeting

### UTILITY BILLING ACTIVITY FOR THE MONTH OF MAY (BILLED IN JUNE)

Customer Utility Billing		
Billing Category	Number of Accts	Amount Billed
Usage Customers Billed - SEWER	827	\$40,025.50
Usage Customers Billed - WATER	849	\$51,979.48
ON/OFF Service	6	\$200.00
LATE FEE	39	\$780.00
TRANSFER	22	\$7,350.00
EQR	27	\$785.75
NSF FEE	0	\$0.00
WATER & SEWER HOOK UP	5	\$12,250.00
NSF	1	\$30.00
CONSOLIDATION	6	\$4000.00
TAP	1	\$10,000.00
MISC (PRV )	1	\$214.00

### MAY - XPRESS BILL PAY TRANSACTION ACTIVITY

Product / Service Description	Qty	Unit Price	Line Total
EFT Web Transactions	256	\$0.64	\$163.84
EFT Returned Item Basic	1	\$7.00	\$7.00
EFT Return NSF or Account Closed	1	\$14.00	\$14.00
Credit/Debit Card Web Transactions	379	\$0.49	\$185.71
Online Banking - Bank Bill Pay Transactions	19	\$0.25	\$4.75
Lock Box Service Transactions	152	\$0.58	\$88.16
Toll Free Operator Assisted Transactions	1	\$1.25	\$1.25
Toll Free IVR Transactions	9	\$1.25	\$11.25
Support, Maintenance, Hosting - Fee	1	\$100.00	\$100.00



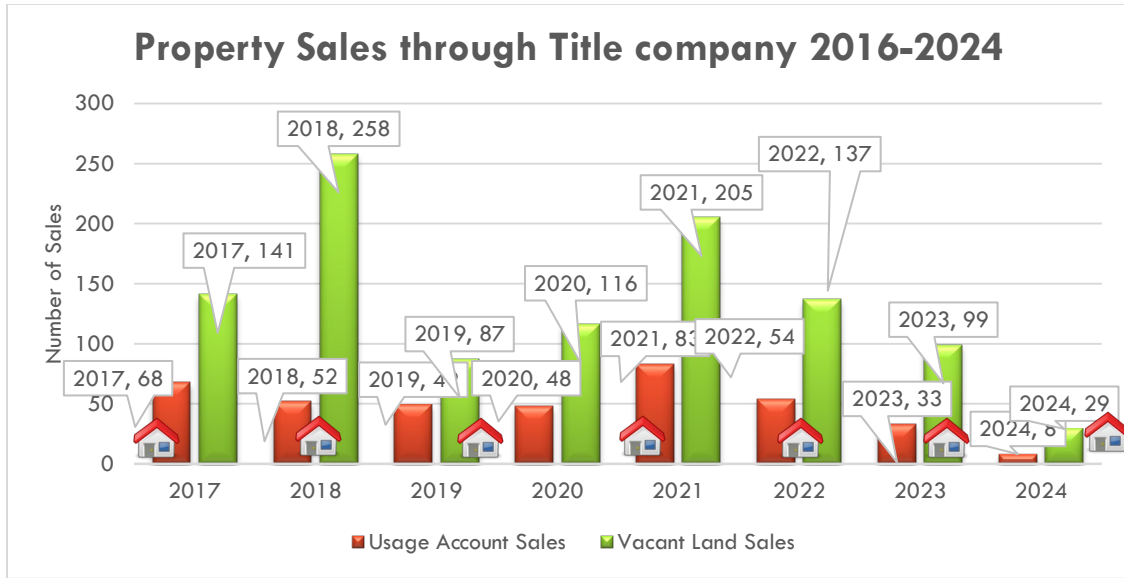
# Town of Crestone Sewer 2024

## Town of Crestone Sewer Billing - 2024

Date	Monthly Total	Monthly Flow	Flow Charges	Average Daily BOD	Monthly BOD	BOD Charges	Paid	Balance Due
<b>January</b>	418,898	3,309,294.20	\$ 3,309.29	37	1221	\$ 1,210.01	Check #13917	02/28/2024- \$4,519.31
<b>February</b>	379,458	2,997,718.20	\$2,997.72	38	1140	\$1,129.74	Paid online	03/31/2024- \$4,127.46
<b>March</b>	351,472	2,776,628.80	\$2,776.63	72	2016	\$1997.86	Check #14046	04/30/2024- \$4,774.48
<b>April</b>	384,310	3,036,049.00	\$3,036.05	33	1099	\$1,089.11	Check #14104	5/31/2024- \$4125.16
<b>May</b>	413,178	3,264,106.20	\$3,264.11	34	1020	\$1,010.82	Check # 14104	4,274.93- 06/30/2024
<b>June</b>								
<b>July</b>								
<b>August</b>								
<b>September</b>								
<b>October</b>								
<b>November</b>								
<b>December</b>								
<b>2024 Totals</b>	<b>1,947,316</b>		<b>\$15,383.80</b>	<b>214</b>	<b>6496</b>	<b>\$6,437.54</b>		

**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**

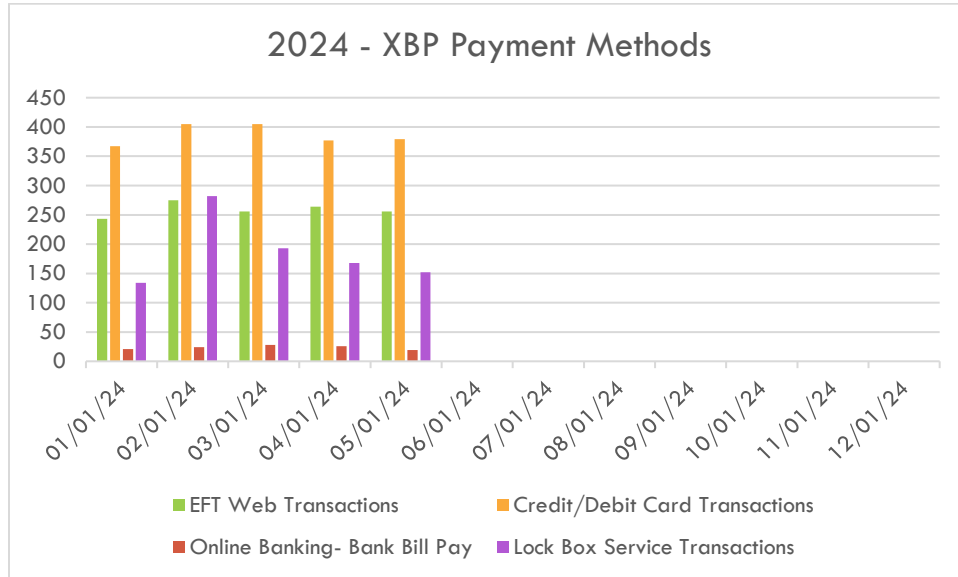
May - 2024- Property Sales: 2- Homes, 10- Lots



May - 2024 – Other Sales Statistic Including Name Changes Only

Type	Vacant Lot	House	Total Charges
Quit Claim Deed	5	1	\$350.00
Warranty Deed	5	0	1,750.00
Treasurer's Deed	3	0	\$1,050.00
Bargain & Sale Deed	1	0	\$350.00
			<b>Total: \$3,500.00</b>

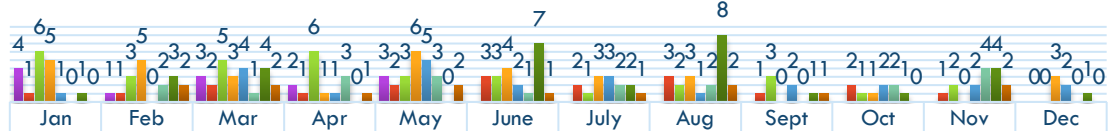
## 2024 - Xpress Bill Pay Customers Transactions Activity



## 2024 - Water and Sewer Hook up Applications

3 - Application (s) received in May. – 13 Total application (s) received in 2024

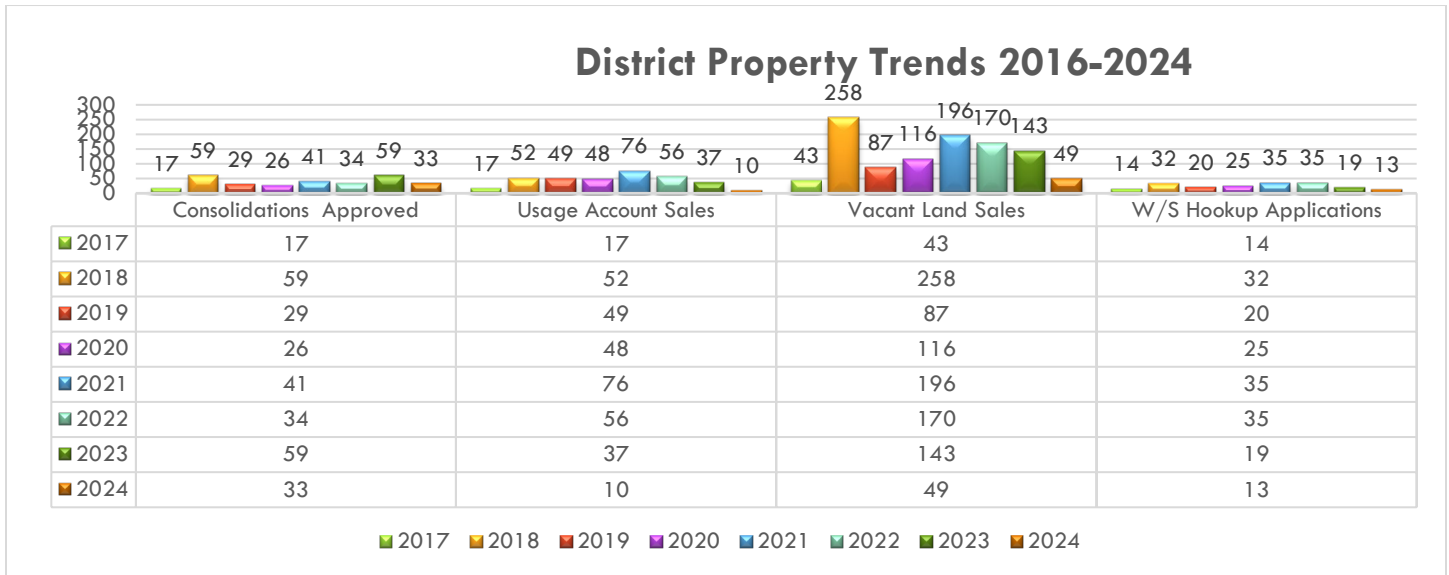
### Water-Sewer Hookups 2016-2024



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2024 = 13 applications	4	1	3	2	3							
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 = 13 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



### ADMINISTRATIVE UPDATES:

- **Consolidations:**
  - Received multiple resolutions from the SC County and new requests for subdivision and consolidations.
  - In 2024, 13 consolidations completed, involving a total of 33 lots.
- **Personnel:**
  - Johann McKee -1 Year work anniversary review completed.
  - Onboarding completed for new operations team member, Tate Chad.
  - Training is ongoing, utility Billing, final bills, customer’s inquiries, and meter installation.
  - Onboarding completed for a new operations team member Mark Bindner
- **Office phones outage:**
  - Phone system was down on June 6, worked with WSB to troubleshoot and restore it.
- **SDA Annual Conference :**
  - Registration will open in early July, a three-day event planned in Keystone, September 10-12!
- **Delinquent water shut off’s:**
  - No delinquent water shut off in the month of June.
- **Upcoming Certification of delinquent accounts**
  - First Precertification draft is in progress.
- **AOS Billing Due date – June 30th, 2024.**
- **Website verification project:**
  - Website tap status and AOS verification project in progress.
  - Admin staff working to ensure website information remains accurate and up-to-date.
  - Customers advised to contact the office to verify website information.

# BACA GRANDE WATER AND SANITATION DISTRICT



Summer / 2024 / ISSUE 3

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A QUASI MUNICIPAL  
CORPORATION  
AND POLITICAL  
SUBDIVISION OF  
THE STATE OF  
COLORADO



## Welcome

Welcome to the June edition of the Baca Grande Water & Sanitation District Newsletter! We're excited to bring you updates on important developments, upcoming events, and tips to help you make the most of our services.



## IN THIS ISSUE

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### NEW HOURS!

We have new office hours  
Mon-Thurs 8:00-5:30PM  
Closed Friday

BGWSW WASTEWATER  
TREATMENT HISTORY

OPERATIONS PROJECTS  
& DISTRICT CAPITAL  
IMPROVEMENTS

GRANTS &  
OPPORTUNITIES FOR  
THE DISTRICT!

## New Office Hours

Dear Customers, we would like to inform you of our new office hours which will be effective as of June 17, 2024. The office will now be closed on Fridays, and in order to better serve our customers, office hours will be extended Monday through Thursday.

**Your feedback is very valuable to us, and we encourage you to share any comments, questions, or concerns by calling us at 719-256-4310 or emailing us at [info@bacawater.com](mailto:info@bacawater.com).**

**NEW OFFICE HOURS: Monday through Thursday, from 8:00 a.m. to 5:30 p.m. The office will be closed on Friday, Saturday, and Sunday, and for lunch between 12:00 p.m. and 1:00 p.m. Effective as of June 17th, 2024.**

**Emergency Contact:** For after-hours emergencies, you can reach us at 719-256-4310. An operator will be on-call to respond promptly to any emergencies.

### Bill Payments Options after Business Hours:

- **Pay Online with Xpress Bill Pay:** Our online bill payment option saves you time and gives you more flexibility in how you pay your bill. If you have an Internet connection and an e-mail address, you can now pay your bill online. It's fast, it's easy, and you no longer have to write a check each month or find a stamp when it's time to send in your payment.
- **Overnight Payment Box:** You can drop off your payment at the office anytime. There is a drive-up payment box in the parking lot at the District office located at 57 Baca Grant Way S, Chalet I.
- **By Phone:** You can also pay by phone with either a credit/debit card or E-check. Just call our Interactive Voice Response Line 24hrs a day, 7 days a week at 888-504-0548.

### Conservation Corner

Water conservation is essential, especially in our arid region. As we head into the warmer months, consider implementing water-saving practices such as fixing leaks, using drought-resistant landscaping, and being mindful of your water consumption.

## Billing and Customer Service

For your convenience, we offer various payment options and online account access. If you have any billing inquiries or need assistance, our customer service team is here to help. Reach out to us at [info@bacawater.com](mailto:info@bacawater.com) or call our office at 719-256-4310.

Check our [website](#) for updated news.

### Monthly BOD Meetings

We value your input! Join us for our Board of Directors community meetings to discuss current and future projects, share your thoughts, and learn more about the district's initiatives. Your participation is crucial in shaping the future of our water and sanitation services.

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](http://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](mailto:info@bacawater.com). In case of a water or sewer emergency, please call 719-256-4310.

## Projects and Capital Improvements

The District is currently installing two distribution system meters to help us identify the areas with the highest water loss. This project was made possible by a grant from Saguache County.

The District will be conducting several annual summer projects throughout the District including: fire hydrant maintenance, gate valve maintenance, cleaning and inspection of the sewer collection system and other various excavation projects. For more information please contact the District.

## Wastewater Treatment a Brief History

Written by Gary Potter

The District's wastewater treatment began in 1971 with the construction of two facilities, Wastewater Treatment Plant #1 and #2. Plant #1, located near Casita Park, served the Mobile Home Estates Subdivision, while Plant #2, at the current District office site, served the Chalet 1 area. In 1974, Plant #3 was built to serve Chalet 2, but remained unused for years due to a lack of houses.

In the early 1980s, the District expanded its infrastructure, replacing Plants #1 and #2 with lagoon systems and adding two more: the Stables Lagoon and the Cottonwood Lagoon. By this time, the District had five small treatment systems, which operated until 2004.

In the early 2000s, the District centralized its treatment systems into the Aspen Institute Wastewater Treatment Facility (AIWWTF), completed in 2004. An agreement in 2002 with the Town of Crestone led to the treatment of the town's wastewater at AIWWTF. In 2013, the Mobile Home Estates Lagoon was replaced with a pump station transporting wastewater to AIWWTF. Since then, AIWWTF has served the Baca Chalets 1, 2, and 3, Mobile Home Estates, and Crestone.

Currently, AIWWTF faces challenges such as new regulatory limits, capacity issues, aging infrastructure, and safety concerns. The District is exploring options to build a new facility or upgrade the existing one, considering the financial impacts on constituents. Efforts are focused on securing funding and making informed, transparent decisions for the community's wastewater treatment future.

To read the full article please click on the link below:

<https://bacawater.specialdistrict.org/bgwsd-wastewater-treatment-a-brief-history>

## The Importance of Proper Flushing

Flushing inappropriate items can cause blockages and sewer backups.

Despite being labeled "flushable," wipes can still clog pipes and jam pumps.

Only flush human waste and toilet paper. Dispose of other items like feminine hygiene products, cotton swabs, dental floss, and paper towels in the trash.

Remember, the toilet is not a trash can.

## Employment Opportunities

Baca Grande Water and Sanitation District is accepting applications to fill 2 fulltime seasonal positions for a Utility Maintenance Worker.

This position is limited to 480 hours or approximately 12 weeks at 40 hours per week.

Pay is \$18.00 per hour.

Applications can also be picked up at 57 Baca Grant Way S, Crestone, CO 81131 or downloaded here:

### [Job Application.pdf](#)

Submit a completed application to:  
[HR@bacawater.com](mailto:HR@bacawater.com)



## GRANTS & OPPORTUNITIES FOR THE DISTRICT!

### Colorado Department of Public Health and Environment Drinking Water Revolving Fund

- This design and engineering grant was applied for in 2023, and will provide funding for the engineering of a back-up water source by connecting Mobile Home Estates Well to the larger water system that feeds the Chalets. The grant was recently approved in May 2024, and is structured as a principal forgiveness loan agreement. The grant will cover up to 80 percent of the project cost.

### United States Department of Agriculture

- The grant was intended to be used for the construction of a new wastewater treatment facility.

### Community Project Funding – Office of Lauren Boebert

- This grant was applied for in 2024 and will be used to help with water loss prevention. This funding request was approved by Lauren Boebert’s office, and they will now request federal funds.

### Bureau of Reclamation

- WaterSMART: Water and Energy Efficiency Grants  
This grant was applied for in 2024, and will be used to replace old and inaccurate residential water meters throughout the District.

## Help Us Help You! Keep in Touch

- Please give the district office at least 48 hours’ notice of any turn ON/OFF non-emergency requests.
- If you rent or lease your home, please provide the District with a [Tenant form](#), which can be found on the District website.

### EMERGENCIES!

- If you have a water or sewer emergency always call the district’s main office number at **719-256-4310** and an Operator will be dispatched to help you. Calls received outside normal working hours will be answered by the district’s answering service.

### FAQ’s

- How do I change mailing address?  
You can email the new address to [office@bacawater.com](mailto:office@bacawater.com)

You can also write a note to us at: PO Box 520, Crestone, CO 81131 or give us a call at 719-256-4310.

- When is a due date for water and sewer bill? Monthly water and sewer fees are due on the last day of the month. A late fee will be assessed on the 15th of the following month if payment is not received.
- What are the minimum fees for water and sewer?
  - \* Water is \$48.13 per month for 4,000 gallons
  - \* Sewer is \$40.73 per month
  - Minimum fees apply regardless of connected services being on or off..
- Is my water safe to drink?  
Yes! The water that you receive from the Baca Grande Water & Sanitation District is very safe to drink. Our certified operators constantly monitor and test your drinking water. For additional information check our water quality reports at [bacawater.com](http://bacawater.com)

<b>Meet BGWSD Team</b>	
<b>Board of Directors</b>	<b>District Staff</b>
<b>Vivia Lawson</b> President	<b>Diego Martinez</b> District Manager
<b>Rick Hart</b> Vice President	<b>Gary Potter</b> Director of Utilities
<b>Mike Smith</b> Treasurer	<b>Natalie DeBon</b> Administrative Services Manager
<b>David Karas</b> Secretary	<b>Johann McKee</b> Administrative Assistant
<b>John Loll</b> Director	<b>Greg Hess</b> Administrative Utility Assistant
	<b>Tim Allen</b> Utility Maintenance Operator
	<b>Bryan Howard</b> Utility Maintenance Operator
	<b>Mark Elliott</b> Utility Maintenance Operator
	<b>Cooper Goodhart</b> Utility Maintenance Operator
	<b>Chad Tate</b> Utility Maintenance Operator





Baca Grande Water and Sanitation District

P.O. Box 520 | 57 Baca Grant Way S.  
Crestone, CO 81131-0520

## **OFFICE HOURS**

**Monday – Thursday**

**8:00 AM – 5:30 PM**

**CLOSED FOR LUNCH 12:00 PM – 1:00 PM**

**IN CASE OF A WATER/SEWER  
EMERGENCY**

**PLEASE CALL 719-256-4310**

After Hours Drop Box located outside of fence to the left of the door. To make a payment by phone, please call the 24/7 IVR line at 888-504-0548.

Baca Grande Water and Sanitation District  
Monthly Operations Report

June 26<sup>th</sup>, 2024



New Fence at S. Crestone Tank



New Meter Vault Being 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

- **Shumei Booster Pump #1**
  - Pump was repaired by operations staff and put back into service.
- **New Operation Truck**
  - Has been picked up and integrated into our fleet
- **Accidents**
  - Happy to report no accidents in May!!

## Operations Updates

### ➤ Aspen Wastewater Treatment Plant

- Application for the New Discharge permit has been submitted.
- Duplicate influent BOD samples result for Colorado Analytical Labs are generally less than 10% different from in-house sample results with a few outliers.

### ➤ Annual Reports

- Biosolids Report-Complete
- Nutrients Report-Complete
- Consumer Confidence-Completed
- Backflow Prevention Report- Completed

### ➤ Water and Wastewater Meter Calibration

- We worked with a technician from Ted Miller and associated to calibrate the District large flow meters including:
  - all water transfer station meters
  - Influent and Effluent Meters at Aspen Wastewater Treatment Plant
  - Flow meter for the Town of Crestone

### ➤ Fence for S. Crestone Tank

- Construction is finally underway and is nearing completion
- After the fence is complete Operations staff is planning to pressure wash and paint the exterior of the tank

### ➤ Personnel

- Happy to report operations is fully staffed for full time team members and we have hire one summer temporary position

### ➤ Projects

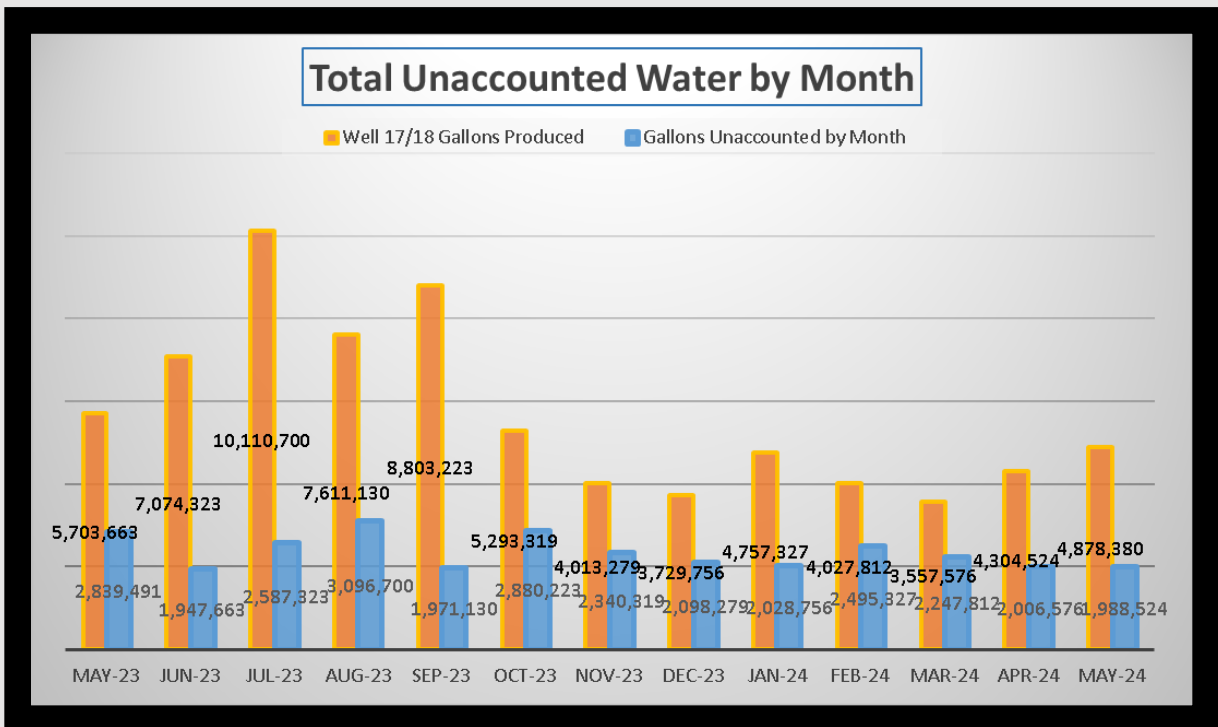
- Distribution system meter vaults have been installed. Waiting on meter to arrive to finish the project
- Summer annual maintenance projects are under Way
  - Valve Maintenance- In process
  - Collection System Cleaning- In Process
  - Collection System Inspections-In-Process
  - Fire Hydrant Maintenance- In Process
  - Dig List (various projects that require excavation)- In Process
  - Backflow device testing- In Process

➤ **Unaccounted Water**

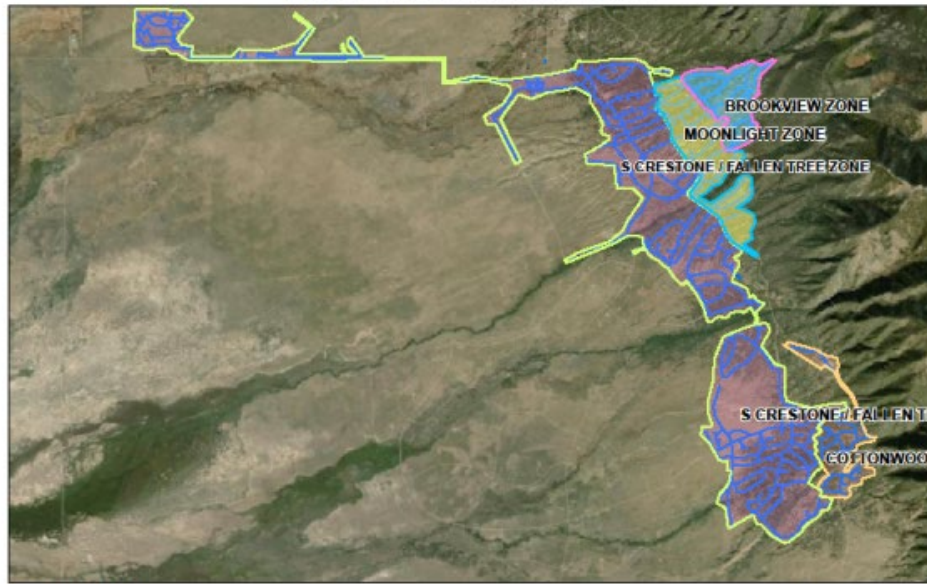
- Wells 17 and 18 produced 4,878,380 gallons of water in the month of May
- The District sold its customers 2,816,000 gallons of water in the month of May, leaving 2,062,380 gallons unaccounted for.
- 42% of the water produced is unaccounted for in the month of May.

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

- Aspen WWTP averaged 48% of hydraulic loading capacity in the month of May, the Town of Crestone contributed and average of 19% of the treatment plants hydraulic load.
- Aspen WWTP averaged 59% of organic loading capacity in the month of May. The Town of Crestone contributed an average of 23% of the treatment plants organic load.



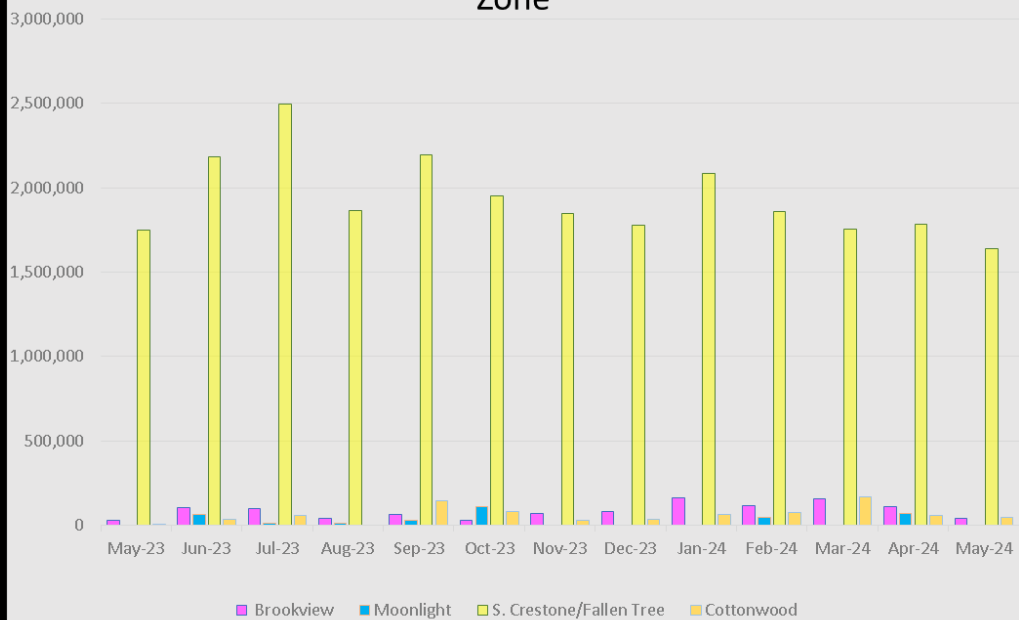
### BGWSD Unaccounted Water Zone's



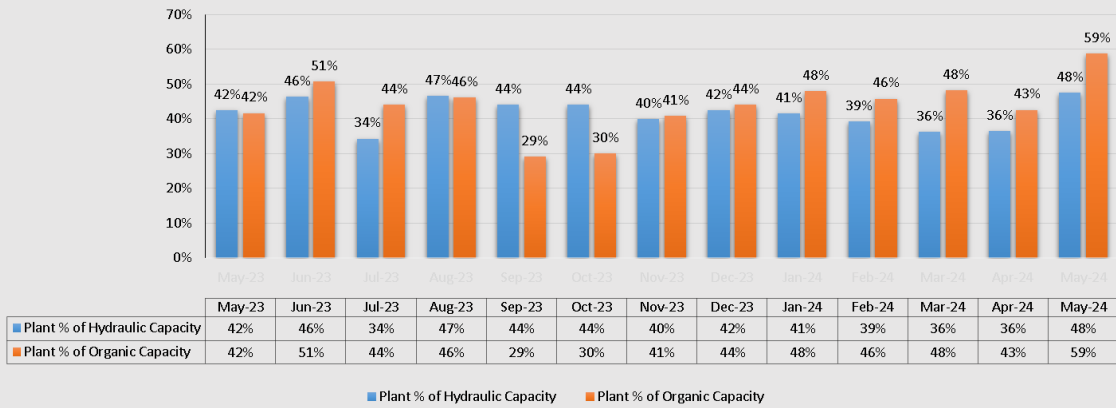
12/10/2020, 3:43:14 PM

1:72,224  
0 0.5 1 2 mi  
0 0.75 1.5 3 km  
Earthstar Geographics  
Base Oracle Water and Distribution  
Earthstar Geographics

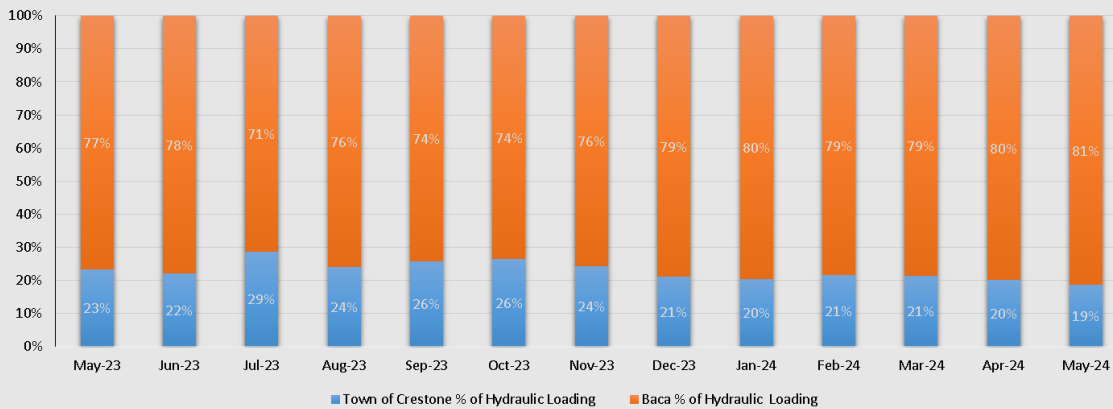
### Total Monthly Unaccounted in Gallons by Pressure Zone



### Percentage of Plant Capacities by Month at Aspen Wastewater Treatment Plant



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



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

