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

WHEN: Wednesday, October 19, 2022

TIME: 9:00 AM

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

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<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

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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.

A. Approve Minutes from the September 21, 2022 Regular Meeting

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B. Review and accept unaudited financial statements for the period ending September 30, 2022, and current schedule of cash position (enclosure)

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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.

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V. BOARD AND STAFF REPORTS

A. Board of Director Matters

- USFW Meeting – President Lawson
- Budget Committee Update – Directors Hart and Smith

B. District Engineer Report (enclosure)

C. District Manager Report (enclosure)

D. Administrative Manager's Report (enclosure)

E. Director of Utilities Report (enclosure)

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VI. FINANCIAL MATTERS

- A. Review and approve the check register for the period ending October 19, 2022 (enclosure)  
Action: to approve

General	\$ 17,617.57
Capital	\$ 1,690.00
<u>Enterprise</u>	<u>\$ 45,547.63</u>
	\$ 64,855.20

VII. LEGAL MATTERS

- A. Consider adoption of Resolution No. 2022-10-01 – Certifying Delinquent Water, Sewer, and Availability of Services fees to Saguache County Treasurer for Collection
- 

- B. Town of Crestone- Status of Water and Sewer Service Provided to Town
- 

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 potential purchase of improved real estate for administrative office space, the lease rate for the next 20-year term of the Water Service Agreement, the terms and conditions for continued provision of sewer service to the Town of Crestone.

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IX. OTHER BUSINESS

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X. ADJOURN

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**NEXT REGULAR MEETING IS SCHEDULED FOR  
November 16, 2022, at 9:00 AM**

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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)

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
**BACA GRANDE WATER AND SANITATION DISTRICT**

**October 19, 2022- 9:00 AM**

District Office – 57 Baca Grant Way South

Crestone, Colorado 81131

Meeting held via Zoom

**ATTENDANCE**

Directors in Attendance:

Vivia Lawson

John Loll

Mike Smith

Rick Hart

Also in Attendance:

Marcus Lock, District Legal Counsel

JoAnn Slivka, District Manager

Gary Potter, District Director of Utilities

Natalie DeBon, District Administrative Services Manager

Cathy Fromm, District Accountant (for a portion of the meeting)

Nick Marcotte, District Engineer (for a portion of the meeting)

Community Members and Guests:

William's iPad

Charles Whipple

Dan Gray

Lisa Cyriacks

**CALL TO ORDER**

President Lawson opened the meeting at 9:02 AM.

Board Roll Call: Directors Lawson, Loll, Smith, and Hart were present.

**DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

*Attorney Lock has discussed with the Board the requirements pursuant to Colorado law to disclose any potential conflicts of interest to the Baca Grande Water and Sanitation District Board of Directors and to the Secretary of State. It was noted that a quorum was present and members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting. No new disclosures were made.*

**AGENDA**

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR LOLL,  
SECONDED BY DIRECTOR HART AND UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD APPROVED THE  
AGENDA.

**CONSENT AGENDA**

The board considered the following consent agenda items:

- Approve Minutes from the September 21, 2022 Regular Meeting
- Accept the unaudited financial statements for the period ending September 30, 2022 and current schedule of cash position

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR HART,  
SECONDED BY DIRECTOR SMITH AND UPON VOTE, UNANIMOUSLY CARRIED,  
THE BOARD APPROVED THE CONSENT AGENDA.

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

*The district is subject to the Colorado Open Meetings Law, which states that no Board discussion or action will take place until a later date, if necessary. Please limit your comments to three minutes or less.*

- Mr. Whipple asked about progress on items that were mentioned at the September meeting. All follow-ups are on the agenda today or in staff and board reports.

**BOARD AND STAFF REPORTS**

The board reviewed and discussed the reports incorporated herein by this reference.

**Board Matters**

- USFW Meeting: President Lawson gave a brief overview of the meeting between representatives from the Baca Grande Water and Sanitation District and from the United States Fish and Wildlife Service. Everyone felt it was a good meeting and there was a general willingness to continue to work together to get to a conclusion.
- 2023 Budget Committee: Director Hart discussed the draft 2023 budget that the directors just received. There is still a lot of work to do and the committee will continue to work with staff and our accountant. He reported that the preliminary assessed value is actually lower this year yet inflation is up. Certain fees will need to be increased in order to allow the district to keep up with improvements and capital expenditures.

**Engineer's Report:**

Water Loss: Mr. Marcotte reported on efforts working with the staff to put together cost estimates to potentially pay for relocation of PRVs and installation of flow meter vaults to study.

Director Lawson suggested that it would be helpful to understand the difference between everyday business with the district and efforts towards the Master Plan.

**Administration:**

Certification List: Ms. DeBon reported on the progress made working on the certified delinquent list; many customers have paid on their delinquent account so they have been removed from the list.

Vector Training: Among the many projects the administrative is working on, Ms. DeBon further reported on a program offered by our insurance provider that provides free on-line training on a variety of topics. The program will also offer a discount on our annual premium if staff members participate. She has set up an account for each staff member and scheduled training for everyone. Board members can even take advantage of the program if they were interested.

CEBT: District Health Insurance annual open enrollment period is now open and will run until November 4, 2022. She provided a training for staff at our October 4 staff meeting and offered assistance to staff as needed.

**Operations:**

Accidents: Mr. Potter reported on two accidents that occurred during the month of October; one involved injury to an operator, the other, damage to a customer’s garage. Director Loll inquired about the number of accidents this year and what efforts are being made toward assuring safety for the staff. Mr. Potter reported that they have monthly safety meetings and it is a dangerous occupation, therefore accidents will happen.

AWWTP: Mr. Potter reported on an effluent exceedance for Biochemical Oxygen Demand (BOD). He confirmed that it was false due to the auto-sampler needing to be cleaned. Director Loll asked for more information regarding cleaning of the new auto-sampler; Mr. Potter reported that he has implemented a new schedule for cleaning the equipment after each sample collection.

Meter Pits: Mr. Potter reported on the status of lack of inventory and the inability to receive our orders, he will be in a bind soon. Director Loll inquired as to whether Mr. Potter has looked into other alternatives.

**FINANCIAL MATTERS**

Check Register: The board considered approval of the check register through the period ending October 19, 2022 as follows:

General	\$ 17,617.57
Capital	\$ 1,690.00
<u>Enterprise</u>	<u>\$ 45,547.63</u>
	\$ 64,855.20

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR SMITH, SECONDED BY DIRECTOR HART, AND, UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD APPROVED THE CHECK REGISTER FOR THE PERIOD ENDING OCTOBER 19, 2022.

**LEGAL MATTERS**

Consider adoption of Resolution No. 2022-10-01 – Certifying Delinquent Water, Sewer, and Availability of Services fees to Saguache County Treasurer for Collection

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR LOLL, AND, UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD ADOPTED RESOLUTION NO. 2022-10-01 – CERTIFYING DELINQUENT WATER, SEWER, AND AVAILABILITY OF SERVICES FEES TO SAGUACHE COUNTY TREASURER FOR COLLECTION.

**EXECUTIVE SESSION**

MOTION: PURSUANT TO C.R.S. § 24-6-402(4) (A), (B), AND (E), UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR SMITH AND, UPON AN AFFIRMATIVE VOTE OF AT LEAST TWO-THIRDS OF THE QUORUM PRESENT, THE BOARD ADJOURNED TO EXECUTIVE SESSION AT 10:59 AM FOR THE PURPOSE OF DISCUSSING MATTERS SUBJECT TO NEGOTIATIONS REGARDING THE LEASE RATE OF THE WATER SERVICE AGREEMENT AND THE POTENTIAL PURCHASE OF IMPROVED REAL ESTATE FOR ADMINISTRATIVE OFFICE SPACE

MOTION: DIRECTOR SMITH MOVED; DIRECTOR HART SECONDED TO RECONVENE TO REGULAR SESSION AT 11:50 AM.

**Other Business:**

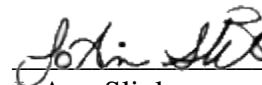
None.

**ADJOURNMENT:**

THERE BEING NO FURTHER BUSINESS TO DISCUSS, UPON MOTION DULY MADE DIRECTOR HART, SECONDED BY DIRECTOR SMITH AND UPON VOTE, UNANIMOUSLY CARRIED, THE MEETING WAS ADJOURNED AT 11:52 AM.

THE NEXT REGULAR MEETING IS SCHEDULED FOR  
November 16, 2022

Respectfully submitted,



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JoAnn Slivka  
Secretary for the meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL October 19, 2022 MINUTES OF THE BACA GRANDE WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

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Vivia Lawson

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John Loll

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Mike Smith

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Rick Hart

ATTORNEY STATEMENT

Regarding Privileged Attorney-Client Communication

Pursuant to §24-6-402(2) (d.5) (II)(B), C.R.S., I attest that, in my capacity as the attorney representing the Baca Grande Water and Sanitation District, I attended the executive sessions on October 19, 2022, and it is my opinion that the portion of the executive session that was not recorded constituted attorney-client privileged communications.

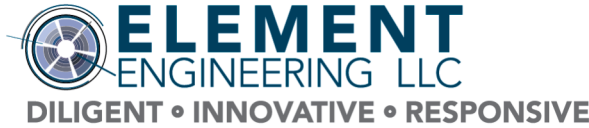
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Marcus J. Lock

General Counsel

Baca Grande Water and Sanitation District





## MONTHLY ENGINEER'S REPORT

**DATE OF MEETING:** OCTOBER 19, 2022  
**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)

Casita Park Lift Station Analysis: Element is currently reviewing 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.

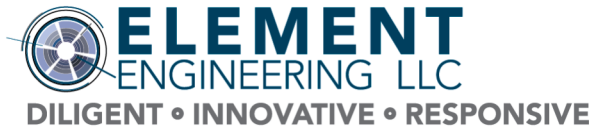
**A memorandum summarizing the lift station analysis has been provided to the district for review. Further discussion on the hydraulic difference between design and actual hydraulic conditions between Element and the district staff is necessary to determine next steps. The district staff is looking into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

Water Loss Prevention Plan: Element staff are currently 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. Nothing new to report on this item.**

#### 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.**

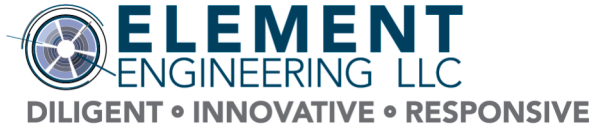
#### WATER TREATMENT SYSTEM IMPROVEMENTS (PROJECT NO. 0011)

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
- Bidding
- Construction

February 2024 – April 2024

April 2024

June 2024 – December 2024

**Element will prepare and submit the pre-qualification form to continue progress on this project.**

#### 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

**Element is currently working on scheduling the survey for the proposed project.**



## **DISTRICT MANAGER REPORT**

To: Baca Grande Water and Sanitation District Board of Directors

From: JoAnn Slivka, District Manager

Date: October 14, 2022

### **Agenda Items**

**VII.A. RESOLUTION 2022-10-01** Certifying Delinquent Water, Sewer, and Availability of Services fees to Saguache County Treasurer for Collection (consider for adoption)

**2022 Certification of Delinquent accounts schedule**

- ✓ September 1, 2022: Certified letters have been mailed to Property Owner
- ✓ October 19, 2022: BOARD MEETING:
  - Property Owner Final Response and Hearing Date
  - Resolution prepared with the list of identified delinquent accounts
- October 31, 2022: PACKET GETS MAILED TO THE COUNTY
  - Packet includes the Final list of delinquent accounts along with the 2022 Executed Resolution
- November 1 through December 10, 2022: the Treasurer will accept certifications for inclusion on the tax rolls
- November 30, 2022: LAST DAY FOR CLOSING REQUESTS FROM TITLE COMPANIES!
  - Last day for a closing to occur for us to process the escrow payment, update the County Treasurer and perform Administrative updates to the account
- December 7, 2022: NOTIFY COUNTY OF ANY CLOSINGS THAT OCCURED
- December 9, 2022: Saguache County Treasurer's office will perform any changes/updates to our certification list

### **VII.B. TOWN OF CRESTONE**

- Receiving communication from the Town Administrator regarding a water line leak and sewer line repair
- The district has modified the billing invoice for the town that now includes the flor rate at \$7.900/1,000 gallons and \$0.991/pounds BOD

### **OTHER DISTRICT ACTIVITIES**

#### **MASTER PLAN**

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

### **FINANCIAL**

#### **2021 Audit**

- The 2021 Financial Statement with Independent Auditor's Report was filed by the September 30 deadline. Thank you to Fromm and Company, LLC and Fiscal Focus Partners, LLC for their hard work. The audit communication letter from Fiscal Focus Partners, LLC is included in your packet.
- Ms. Fromm initiated two wire transfers to our ColoTrust investment accounts to take advantage of growing interest rates.
- We will be paying the second portion of the 2023 debt service payments later in November

- We met with Tineel Baroz to renew our SAM.gov account that will set us up to work with USDA for RD Apply (Rural Development) funding opportunities.

### 2023 Annual Budget

The Budget committee has met twice to discuss the 2023 budget. Gary Potter has completed the Capital Project request forms which have been transmitted to Ms. Fromm along with initial recommendations for the 2013 draft budget consideration.

#### Important Budget Dates

- ✓ Aug 25: Preliminary assessed values available from county assessors  
The preliminary AV has been received from Saguache County.
- October 15: Budget Officer must present a Draft budget to the governing body.
- November 16: Budget Hearing is scheduled and draft is available for public review and comment.
- December 10: Final assessed values
- December 15: Budget must be adopted and mill levy set for property taxing entities.
- December 15: Certification of mill levy to county commissioners (DLG70 Form)
- January 31: Budget must be submitted to the Division of Local Government.

### 2023 INSURANCE AND POLICY RENEWALS

- ✓ CEBT Health Insurance: Open enrollment for employee health coverage has begun. Ms. DeBon has set up the online Open Enrollment portal for staff. She provided training for staff and is providing assistance as requested. Open enrollment for the District runs from October 1 – November 4.
- ✓ Colorado Special Districts Property and Liability Pool: We are in the 2023 insurance renewal period now. The renewals for Workers' Compensation as well as the Property and Liability insurance coverages for the district are currently underway.
  - Vector Solutions- Colorado Special District Pool Member Online Training: Ms. DeBon has set up all district staff with an account so that they can take advantage of this program through our insurance provider. She will provide further details in her October report.

### PERSONNEL HANDBOOK

- ✓ Employers Council: I am working with Employers Council on updating the district's employee handbook; currently reviewing the first draft.

### DISTRICT WEB SITE

- ✓ Working with Streamline services to update the district web site; they focus on Special District web sites.

### INSURANCE CLAIMS

1. The district vehicle claims are nearing completion. We have received payments for the totaled vehicles, and are awaiting sign off for the Power of Attorney for the salvage yard.
2. The September 15 workers comp claim is open. The employee is on a modified work plan and is receiving physical therapy.
3. New- a property damage claim was filed for a September 28 incident. Awaiting further instruction from the insurance company as they investigate the claim.

### COLORADO WATER LOSS INITIATIVE- CWLI PHASE II

- August 22, 2022. The District received on-site technical assistance from Kevin Burger of the CWLI to test the Well 18 meter. Gary Potter escorted Mr. Burger to Well 18 for the meter testing; good news is that the meter was found to be 98.1% accurate. The water audit update is still on the project list.
  - Next Steps: October 7, 2022- Ms. DeBon reached out to Mr. Burger and we received the final report from the test. The report gives a background of the program and also outlines the details of the test methodology and results.

They recommend regular calibration and a repeat of the test procedure on at least an annual basis. The report is included in your packet for reference.

- The District CWLI team and staff will work with Element Engineering to plan for a water loss prevention program.
- Continue to work with the CWLI, for another round of water audit validations that will begin in 2023. There may be additional opportunities for technical assistance at that time.

#### 2022 SDA CONFERENCE

We applied for and received a scholarship for Director Hart's attendance at the 2022 conference for \$900. We appreciate this generous contribution from the Special District Association and Colorado Special District Property and Liability Pool. We also appreciate Mr. Hart taking the time out of his busy schedule to attend the conference- thank you!

#### SLV REC POWER LINE UPDATES

REC has informed me that their crews are planning to start pulling wire in early October on Wagon Wheel, followed by terminating and changing out some of the equipment. They may be moving a couple cabinets away from the road, and some of the equipment changes will involve backhoe work. They will get locates and touch base with district personnel as appropriate, although, they do not anticipate that their work will impact any of our facilities. They are also discussing some other, much smaller cable replacements possibly this fall in the Moonlight Way area. They will continue to communicate as needed.

September 21, 2022

To the Board of Directors  
Baca Grande Water and Sanitation District

We have audited the financial statements of the governmental activities, business-type activities, and each major fund of Baca Grande Water and Sanitation District (the District) for the year ended December 31, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated November 8, 2021. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2021. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements were:

- Depreciation expense, which is based on the estimated remaining life and value of purchased property and equipment. We evaluated the key factors and assumptions used to develop the estimate of depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.
- Pension-related estimates and OPEB-related estimates, as disclosed in Notes 8 and 9, which are based on actuarial valuations of PERA's pension and OPEB liabilities.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was the disclosure of long-term obligations in Note 6. This disclosure informs the reader of the need to use resources in the future for the repayment of principal and interest on the District's bonds and CWRPDA note.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audits.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We did not propose any adjustments to correct misstatements for the year ending December 31, 2021.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audits.

**Fiscal Focus Partners, LLC**

*Management Representations*

We have requested certain representations from management and the District's accountants that are included in the management representation letters dated September 21, 2022.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants, other than the District's contract accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

The District elected to omit management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Our opinion on the basic financial statements is not affected by this missing information.

We applied certain limited procedures to the information identified as required supplemental information in the table of contents of the financial statements, which is required supplemental information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on supplemental information which accompanies the financial statements, but is not required supplemental information. With respect to the information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Fiscal Focus Partners, LLC*

Fiscal Focus Partners, LLC



# Production Meter Test Results

Baca Grande Water and Sanitation District

*October 2022*



**COLORADO**

Colorado Water  
Conservation Board

Department of Natural Resources

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## 1 Executive Summary

Baca Grande Water produces water at two well sites that pump into the Well 18 Tank. This tank discharges through a 4" line that is equipped with a mag meter which is used to determine the volume of water provided to the distribution system. As part of the Colorado Water Loss Initiative (CWLI), E Source was selected to test the accuracy of the meter using the most appropriate test method. E Source and Baca Grande determined a tank drawdown test would be the most appropriate.

E Source completed a drawdown test at a single flow rate for 1 hour 9 minutes. This report describes the test method and result. Table 1 below summarizes the result of the test. More detail on how the test result was derived can be found in the body of this report.

**Table 1: Test Results**

Test Name	Test Flow Rate (GPM)	Reference Volume (gal)	Meter Totalizer Volume (gal)	Meter Totalizer Accuracy (%)	Test Margin of Error (+/- %)
Well 18 Tank	208	14,289	14,011	98.5%	2.0%

The test result shows that the meter is accurately recording the volume of water passing through at the test flow rate. The total uncertainty of the volumetric test is +/- 2.0%, taking into consideration uncertainty associated with meter totalizer resolution and tank reference volume calculation. More detail can be found in the body of this report that describes how the margin of error for the test was derived.

## 2 Background

The Colorado Water Loss Initiative (CWLI) was created by the Colorado Water Conservation Board to continue supporting water providers in improving the management of their water systems, specifically through comprehensive water loss management programs. Water loss reduction is one of the tactics identified by the Statewide Water Supply Initiative (SWSI) to close the gap between the available water supply and demand for Colorado's projected growth.

Phase 1 of the CWLI was a 2-year program that concluded in 2020. During that phase, the CWLI provided individualized technical support and training workshops on water loss control best practices to over 150 water utility professionals across Colorado.

Phase 2 of the program goes beyond water audits and assists the water providers with targeted interventions for water loss management. This phase will integrate basic training and practices to new participants as well as more advanced training and technical assistance to Phase 1 participants.

Baca Grande Water and Sanitation District completed a Level 1 validation through Phase 1 of CWLI. Based on the results of the water audit validation and conversations with CWLI, Baca Grande selected source meter testing as the direct technical assistance. This report summarizes the methodology and results of the accuracy test performed for Baca Grande.

### 2.1 Site Description

Baca Grande Water produces water at two well sites that pump into the Well 18 Tank. This tank discharges through a 4" line that is equipped with a mag meter which is used to determine the volume of water provided to the distribution system.

### 2.2 Site Infrastructure

**Well 18 Meter:** Baca Grande has installed a 4" Endress & Hauser Promag flowmeter to measure water flowing out of the storage tank. This meter is used for to determine the volume of water supplied to the distribution system. The meter is connected to SCADA and has a visible display as shown on the following page in Figure 2.



Figure 1: Well 18 Flowmeter



Figure 2: Well 18 Meter Display

**Well 18 tank:** Near the meter is a 46,000 gallon capacity tank. There is a hatch on top of the tank that was opened to measure the water level inside as shown below in Figure 3.



**Figure 3: Well 18 Tank Opening**

## 3 Methods

E Source and Baca Grande carried out a volumetric test on the water meter at a single flow rate on August 22, 2022. The test was performed by drawing a reference volume through the meter at a specific flow rate out of the tank onsite. By comparing the volume change in the tank to the volume registered by the meter, the City and E Source determined the meter's accuracy to within a target margin of error.

### 3.1 Flow Rate Selection

To determine the accuracy of a source meter, it is best practice to conduct the test at the full range of flowrates that the meter will typically experience. After reviewing historic flow data, E Source and the City concluded that only one flow rate was necessary, as the flow typically has minimal variation. The recommended flow for the test was 200 gpm.

### 3.2 General Test Procedure

The meter test was performed by E Source and Baca Grande as follows:

1. **Switch Pumps to Manual Operation:** The pumps for the groundwater wells and the discharge line were switched to manual operation and moved to the off position to ensure no water would be entering the tank during the test.
2. **Begin Static Test:** A 15-minute static test was completed with all pumps off to ensure that all valves were operating as expected and no water was entering or exiting the tank.
3. **Collect starting reads:** The starting totalizer read was collected for the meter and the water level of the tank was measured.
4. **Turn on Discharge Pump:** The pump was turned on to begin flow through the meter
5. **Observe Level Change:** Flow continued through the meter until 6 feet of level change was observed in the tank.
6. **Turn off Pump:** The pump was turned off to stop flow through the meter
7. **Collect ending reads:** The end totalizer read was collected from the meter and the water level of the tank was measured.
8. **Calculate volume recorded by the meter:** The difference between the starting and ending totalizer reads at the meter was calculated to determine metered volume.
9. **Calculate reference volume:** E Source calculated the starting and finishing volume of water using the water level and the geometry of the tank.
10. **Compare reference volume and the metered volume:** The difference between the volume metered by the meter and the reference volume was calculated to determine the accuracy of the meter at the specified flow rate.

### 3.3 Determination of Tank Dimensions

The volume of water sent from the tank during the test was referred to as the “reference volume”. At the end of the test, the totalizer read out was compared to this reference volume to determine the meter’s accuracy. To ensure confidence in this testing methodology, the dimensions of the tank needed to be determined.

To determine the volume of the tank, E Source used a data provided by the utility. Baca Grande provided a tank dimension table that had tank measurements and capacity listed. E Source attempted to validate the measurements while on-site by taking measurements of the tank diameter and wall thickness on top of the tank to ensure they matched the drawing dimensions provided. Using the tank dimensions, E Source calculated a volumetric change of 2,350 gallons per foot of level change.

### 3.4 Tank Level Measurement

In addition to knowing the dimensions of the tank, it was also necessary to measure the level of water in the tank to a high degree of confidence. E Source used a level sounder to measure and record the water level in the tank during the test.

The level sounder was placed on the roof of the tank, where a weighted line was fed through an opening until it contacted the surface of the water, at which point it emitted a noise. At that point, the line was marked so it could be measured and recorded. The difference between the starting length and ending

length indicated the level change after the test was performed. It was estimated that the level of accuracy of this device was approximately +/- 0.25 inches.

### 3.5 Quantification of Uncertainty

There is uncertainty associated with conducting a drop test due to potential measurement errors and test equipment precision.

#### 3.5.1 Tank Size Uncertainty

The Well 18 Tank used to calculate the reference volume has a liner on the inside of the tank which reduces the interior volume of the tank. Since the liner could not be measured, E Source estimated that it reduced the tank radius by  $\frac{1}{4}$ " with an uncertainty of +/- 1". This uncertainty in the tank's dimension corresponded to an uncertainty of +/- 237 gallons.

#### 3.5.2 Level Measurement Uncertainty

As stated previously, E Source measured the water with a level sounder which was believed to be accurate within 0.25". A measurement uncertainty of +/- .25" corresponds to a measurement uncertainty of approximately +/- 49 gallons.

#### 3.5.3 Calculation of Uncertainty

To calculate the total uncertainty associated with the test, E Source considered the tank size as well as the margin of error obtained from the level measurement. E Source calculated the total test uncertainty to be +/- 2.0%



## 4 Results

The volumetric test was conducted at a single flow rate based on the typical flow rate passing through the meter. The results presented in the table below show a comparison between the volume change in the tank based on calculations made using measured level change and the metered volume based on photos taken of the meter totalizer before and after the test.

**Table 2: Test Results**

Test Name	Test Flow Rate (GPM)	Reference Volume (gal)	Meter Totalizer Volume (gal)*	Meter Totalizer Accuracy (%)	Test Margin of Error (+/- %)
Well 18 Meter	206	14,230	14,011	98.5%	2.0%

Based on the differences between the tank reference volumes and the meter totalizer volumes, it appears that the meter is accurately measuring flow within the limits of accuracy of the test.

## 5 Summary of findings and recommendations

The Well 18 meter was tested at a single flow rate on August 22, 2022. Below the main findings of the test:

- The volumetric change for the tank was determined to be 2,350 gallons/foot using tank dimensions provided
- The Well 18 meter is operating at 98.5% accuracy with a margin of error of 2.0% at the test flow rate
- The meter is accurately recording flow and no volumetric adjustments are required.
- E Source recommends that Baca Grande follow the test procedure described to confirm the accuracy of the Well 18 meter on at least an annual basis.

## ADMINISTRATIVE MONTHLY REPORT

October 19<sup>th</sup> 2022

### SEPTEMBER'S UTILITY BILLING ACTIVITY

Customer Utility Billing			
Billing Category	Number of Accts		Amount Billed
Late Fees	52		780.00
AOS Late Fees	1		\$15.00
Usage Customers Billed - Water	822		58,044.00
Usage Customers Billed - Sewer	798		37,986.01
EQR Fees	27		785.75
Transfer Fees	16		3,750.00
On/Off Fees	6		\$250.00
Hook up	8		14,558.00

### SEPTEMBER'S XPRESS BILL PAY TRANSACTION ACTIVITY

Product / Service Description	Qty	Unit Price	Line Total
EFT Web Transactions	227	0.49	111.23
EFT Return NSF or Account Closed	1	12.00	12.00
Credit/Debit Card Web Transactions	353	0.39	131.43
Online Banking - Bank Bill Pay Transactions	23	0.25	5.75
Lock Box Service Transactions	152	0.48	72.96
Support, Maintenance, Hosting - Fee	1	75.00	75.00

## Town of Crestone Sewer 2022

### Town of Crestone Sewer

Date	Monthly Total	Monthly Flow	Flow Charges	Average Daily BOD	Monthly BOD	BOD Charges	Paid	Balance Due
January	461,135	2,425,570.10	\$ 2,425.57			\$ -	\$2,425.57	\$ 0.00
February	427,186	2,246,998.36	\$ 2,247.00			\$ -	\$2,246.99	\$ 0.01
March	444,100	4,698,578.00	\$ 4,698.58			\$ -	\$4,698.59	\$ (0.01)
April	526,408	5,679,942.32	\$ 5,679.94			\$ -	\$4,554.00	\$ 1,125.94
May	636,580	7,008,748.40	\$ 7,008.75			\$ -	\$6,700.23	\$ 308.52
June			\$ 15.00			\$ -		\$ 15.00
	613,995	6,895,163.85	\$ 6,895.16			\$ -	\$6,470.98	\$ 424.18
July			\$ 15.00			\$ -		\$ 15.00
	583,776	6,684,235.20	\$ 6,684.24			\$ -	\$6,209.33	\$ 474.91
August			\$ 15.00			\$ -		\$ 15.00
	548,466	6,406,082.88	\$ 6,406.08			\$ -	\$6,790.56	\$ (384.48)
September			\$ 15.00			\$ -		\$ 15.00
	554,809	4,382,991.10	\$ 4,382.99	77	2310	2,289.21		\$ 6,672.20
October		0.00	\$ -					\$ -
November		0.00	\$ -					\$ -
December		0.00	\$ -					\$ -
<b>2022 Totals</b>	<b>4,796,455</b>		<b>\$ 46,488.31</b>		<b>2310</b>	<b>\$ 2,289.21</b>	<b>\$40,096.25</b>	<b>\$ 8,681.27</b>

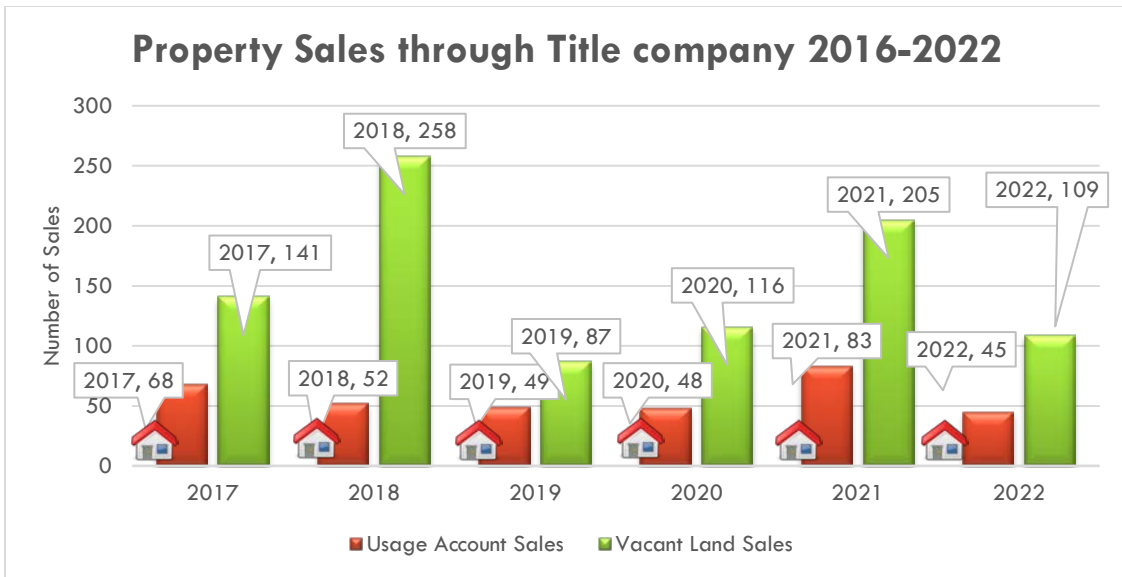
**New Rate 10/2022**

**Rate per 1,000 Gallons of Flow: \$7.900 / 1,000 gallons**

**Rate per Pound of BOD: \$0.991 / pounds BOD**

September - 2022 - Property Sales: 5 Homes, 10 Lots

## Property Sales through Title company 2016-2022

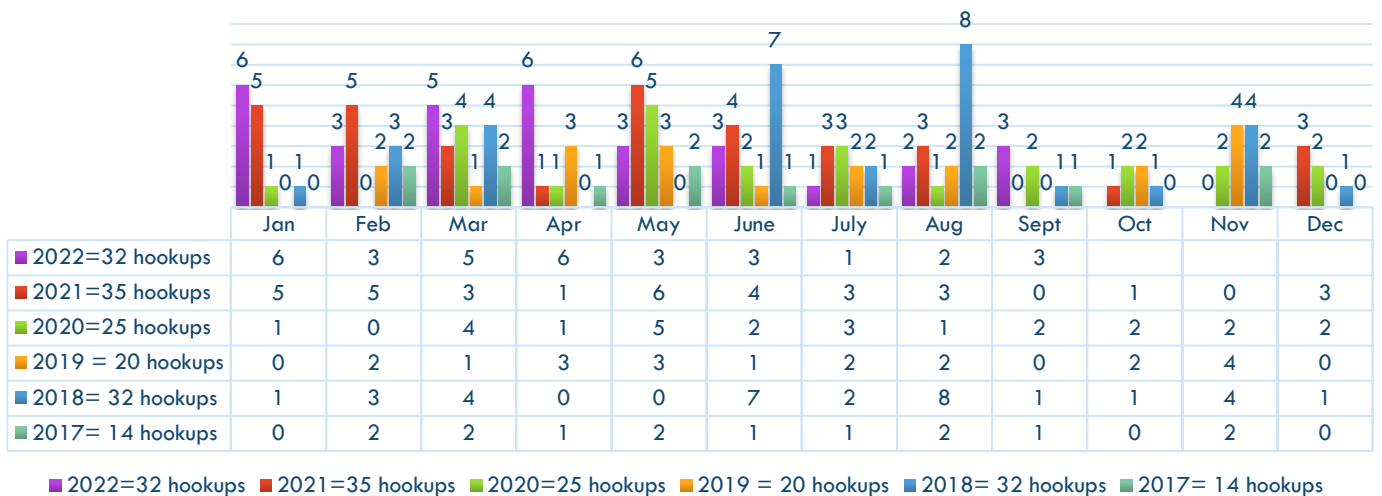


September - 2022 - Person to Person and Quit Claim Deeds Property Sales:  
2 lots

## 2022 WATER-SEWER HOOKUP APPLICATIONS

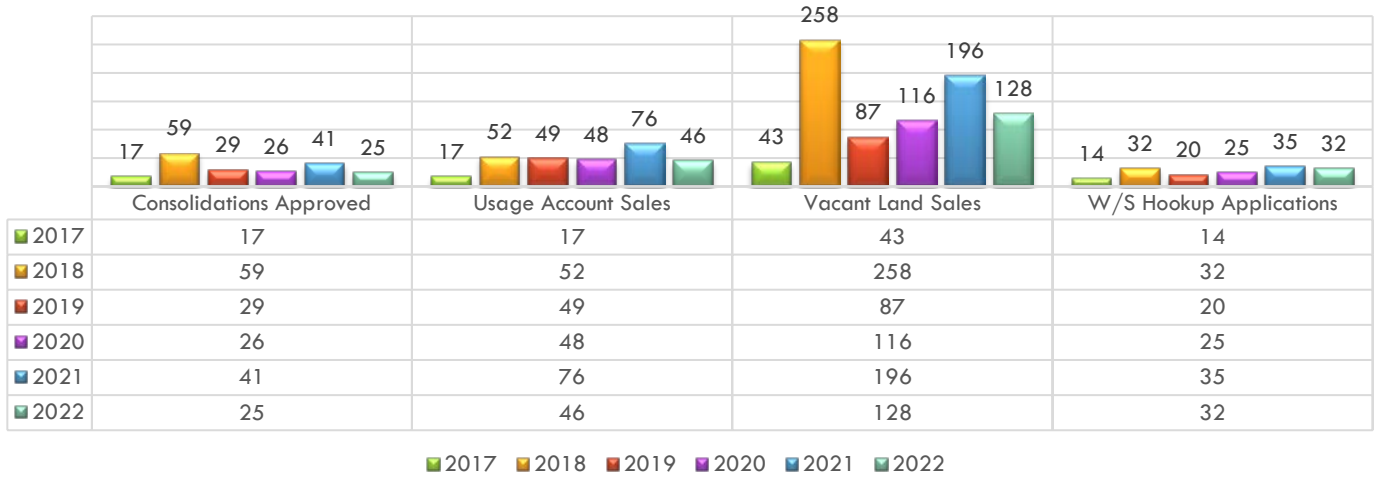
3 - APPLICATION(S) RECEIVED IN SEPTEMBER

## Water-Sewer Hookups 2016-2022

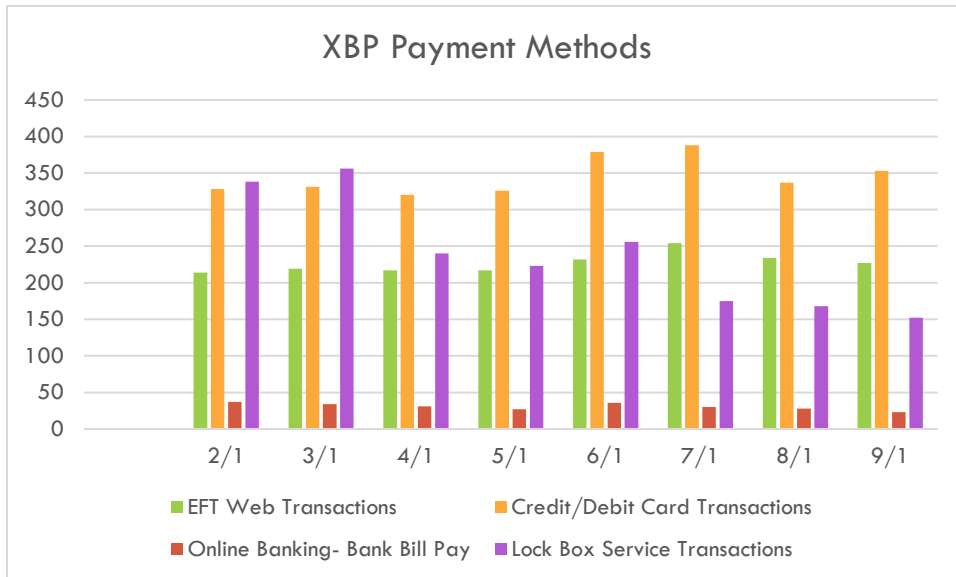


## 2022 PROPERTY TRENDS AND XBP PAYMENT METHODS

### District Property Trends 2016-2022



### XBP Payment Methods



## September Office Activities:

- ✚ PILOT Program - Invoices were created and sent out to Cathy for review and have been mailed to PILOT members.
- ✚ Received a check from Colorado Liability Pool for \$18,624.48 for totaled F-350 truck loss and \$9,298.80 for trailer partial loss.
- ✚ Continued work with JoAnn and Cathy on outstanding checks from 2021 & 2022 years.
- ✚ CEBS - Health Insurance - Open enrollment started October 1st - November 4th. Set up online staff enrollment to simplify the process and for plan accuracy. Performed Staff enrollment presentation including video tutorials, sign up instructions.
- ✚ Vector Solution training - as a part of our liability insurance plan we have access to various training through an online Vector Solutions Platform. Set up the staff and send out links and welcome messages for staff with logins. Once District staff each completes at least one training before 9/30/2023 the District will receive a 10% discount on liability insurance.
- ✚ September 28th - water main break near Camino Del Rey and Enchanted Way, office staff called and informed all affected customers. Notice was posted on the website.
- ✚ September 29th - water main break in Mobile Home Estates, office staff called all of the usage customers from MHE and informed of service interruption and offered water from the office. Notice was posted on the website.
- ✚ Caselle Billing Software updated to a newest version.
- ✚ Certification of Delinquent Accounts - we have received 21 payments, and those accounts are removed from the precertification list. We are still verifying owners/sales transactions and preparing certification packets for the Treasurer.
- ✚ Certification packet will get mailed to the Treasurer office on November 1st 2022.
- ✚ Town of Crestone billing rate was updated along with invoice and spreadsheet.
- ✚ Applied for Director Hart scholarship grant to reimburse for SDA conference expenses. Grant was approved and sent out to processing.
- ✚ Updated Meter reading SOP for easy understanding and simplifying the billing performing process.
- ✚ Scanning project continued - scanning previous meeting minutes, and various files to the server for digital preservation.



# Baca Grande Water and Sanitation District Monthly Operations Report

October 19<sup>th</sup>, 2022



Fire hydrant replacement on Camino Del Rey



Picture showing water main under garage.





Picture fire hydrant replacement on Willow Creek Way

## 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				
Vector Truck	Dump Truck	Backhoe	Skid steer	Excavator

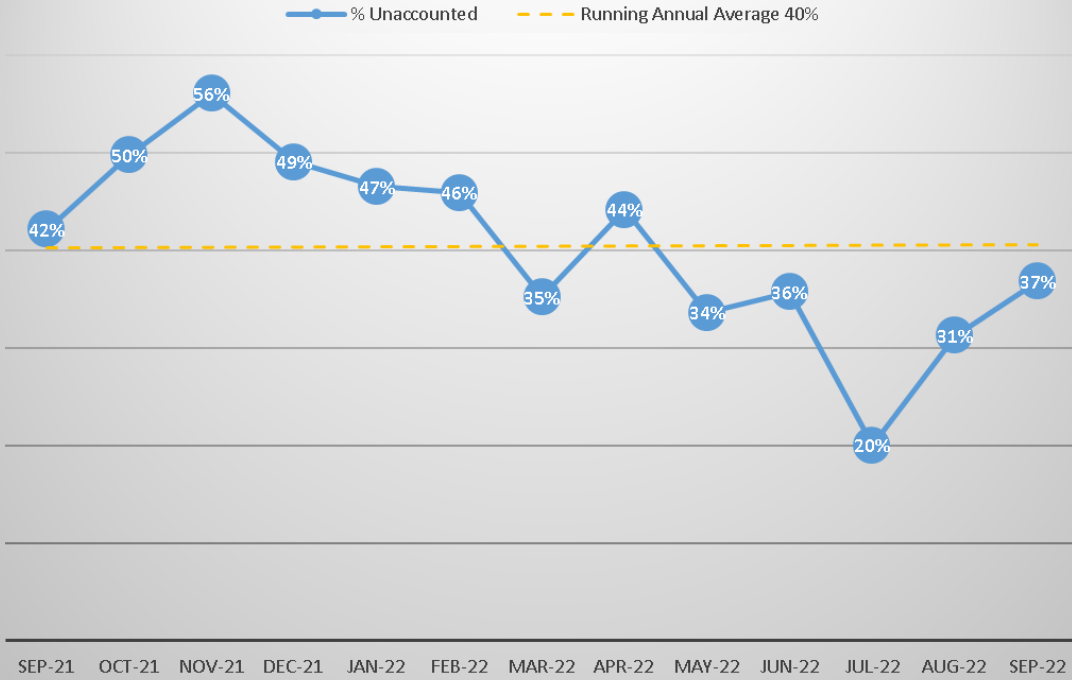
- **Well 17 VFD (Variable Frequency Drive) failure**
  - New VFD ordered 8 to 10 week lead time!
- **Wagon Wheel Lift Station**
  - Pump 2 is being rebuilt by Denver Industrial Pumps and will be delivered and installed by Denver Industrial Pumps once parts arrive
  - 8-12 week lead time on the parts
- **Accidents**
  - Operations had injury occur last month during one of our excavations.
  - Employee has a partially torn rotator cuff and is currently on light duty
  - During one of operations excavations there was some damage caused to a customer's garage.

## Operations Updates

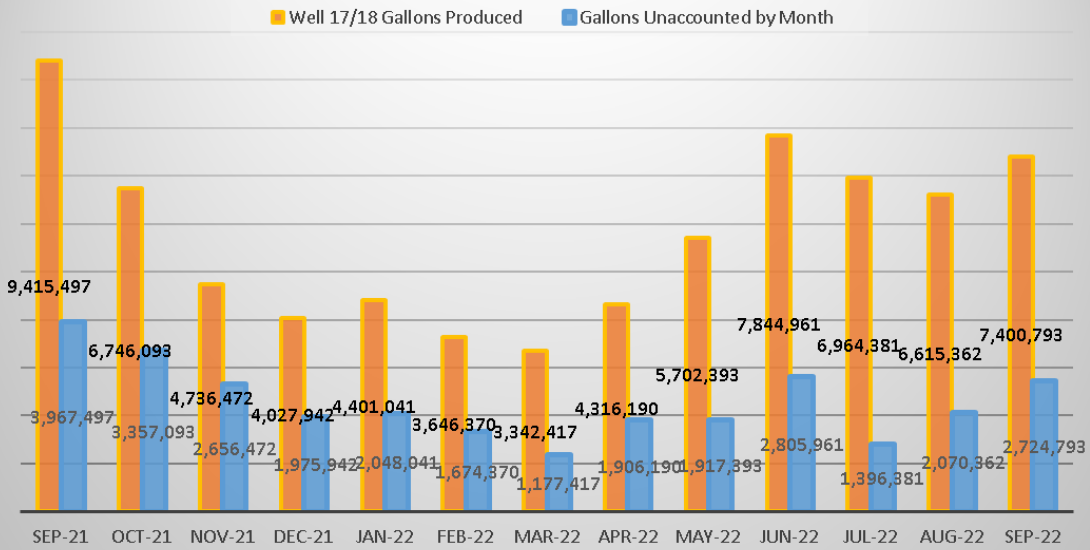
- **AWWTP**
  - Had and exceedance of effluent permit for Biochemical Oxygen Demand (BOD).
  - Reading were suspected and confirmed to be false due to the auto sampler needing to be cleaned.
  - Operation staff has implemented a weekly cleaning protocol to prevent these false readings in the future
- **Colorado Water Loss Initiative (CWLI) Update**
  - Received full report form the meter test
  - I have not yet reviewed the report
- **September Month of Excavation**
  - In September operation Staff completed the following excavations:
    - Water main break on Enchanted Overlook
    - Fire hydrant replacement on Camino Del Rey
    - Fire hydrant replacement on Willow Creek Way

- Meter pit replacement on Medicine Bow Overlook
  - Meter Pit replacement on Huerta Court
- Great Work Staff!
- **Meter Pit Issues**
  - 21 new service connections in 2022
  - 23 active application
  - Currently out of stock on radio read device for meters (56 on order)
  - 1 water meters left in stock. (36 on order)
  - 3 or 4 used meter that we are testing may be able to be installed.
  - 20 more meter pit ordered 4/11/22
  - Some parts are still difficult to get and are on backorder
- **Water and Sewer Mainline Extensions**
  - Received deposit for water and sewer line extension on Hillcrest Overlook
  - Preliminary design and cost estimate to begin soon.
  - Survey has been ordered
- **Summer Projects**
  - Fire hydrant maintenance has been completed
  - 2 hydrant that were out of service have been replaced!
  - Fire hydrant are 100% operational!
  - Camera Inspections for Basin 4 are complete!
  - Operations main focus is now on cleaning and repair of the sewer mainlines in Basin 4 (Chalet 2 and 3).
- **Unaccounted Water**
  - Wells 17 and 18 produced 7,400,793 gallons of water in the month of September
  - The District sold its customers 4,676,000 gallons of water in the month of September, leaving 2,724,793 gallons unaccounted for.
  - 37% of the water produced is unaccounted for in the month of September.
- **Aspen WWTP and Town of Crestone Loading**
  - Aspen WWTP averaged 44% of hydraulic loading capacity in the month of September, the Town of Crestone contributed and average of 27% of the treatment plants hydraulic load.
  - Aspen WWTP averaged 43% of organic loading capacity in the month of September. The Town of Crestone contributed an average of 59% of the treatment plants organic load.

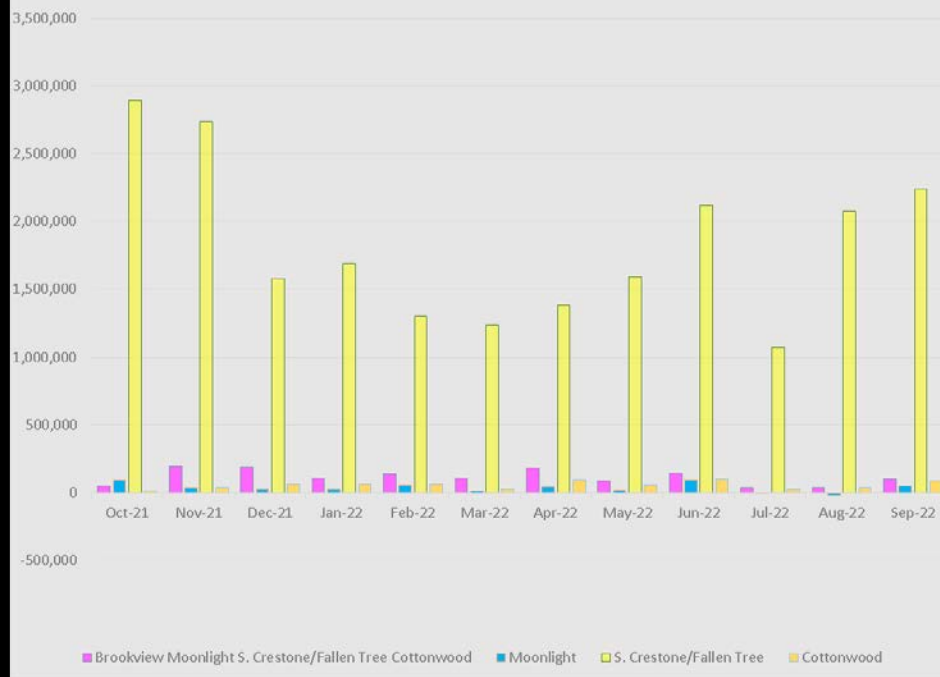
### Total Unaccounted Water by Month



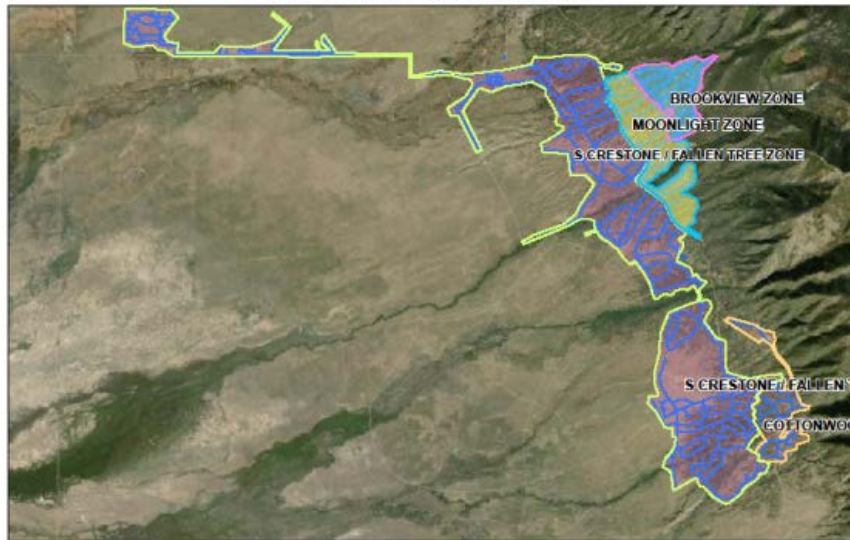
### Total Unaccounted Water by Month



### Total Monthly Unaccounted in Gallons by Pressure Zone

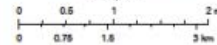


### BGWS Unaccounted Water Zone's



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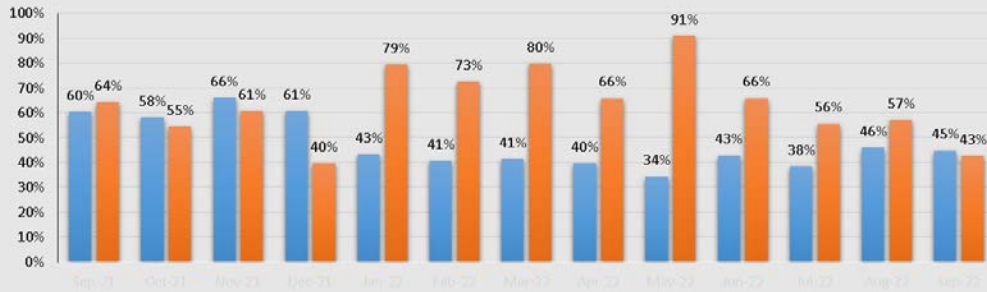
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Earthstar Geographics

Base Climate Water and Distribution  
Earthstar Geographics

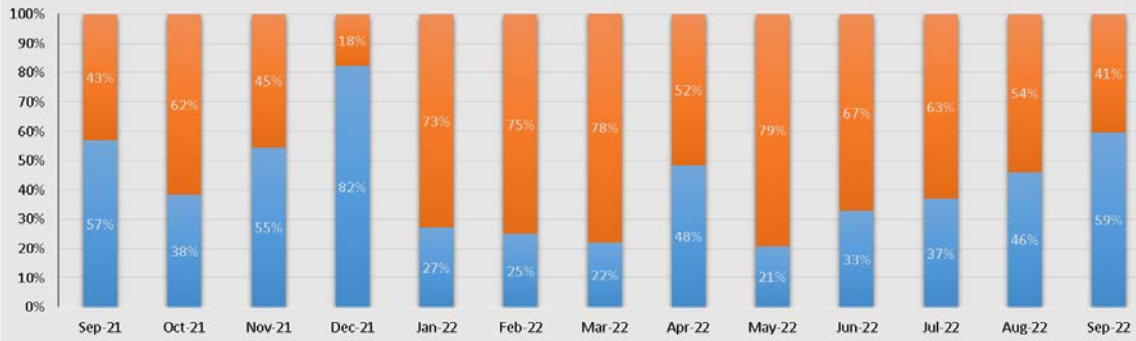
### Percentage of Plant Capacities by Month at Aspen Wastewater Treatment Plant



	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
Plant % of Hydraulic Capacity	60%	58%	66%	61%	43%	41%	41%	40%	34%	43%	38%	46%	45%
Plant % of Organic Capacity	64%	55%	61%	40%	79%	73%	80%	66%	91%	66%	56%	57%	43%

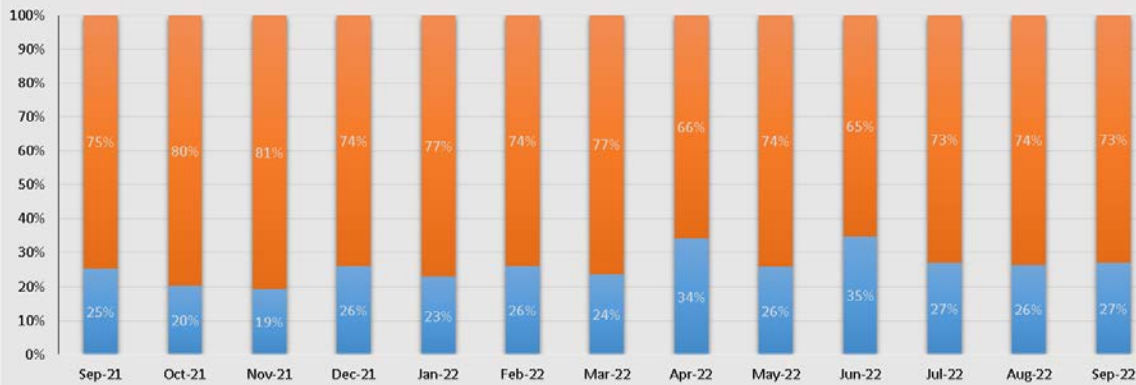
■ Plant % of Hydraulic Capacity   ■ Plant % of Organic Capacity

### Average % of Total Organic Loading of Aspen Wastewater Treatment Plant by Month of 2021-2022



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

### Average % of Total Hydraulic Loading of Aspen Wastewater Treatment Plant by Month 2021-2022



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

Baca Grande Water  
and Sanitation DistrictCheck Register - BGWSD new  
Check Issue Dates: 10/1/2022 - 10/31/2022Page: 1  
Oct 12, 2022 01:57PM

Check Issue Date	Payee	Invoice Number	Invoice GL Account	Account Title	Check Amount
<b>92639</b>					
10/19/2022	Allen, Timothy	TA-22-21	4-500362	Clothing Allowance	250.00
Total 92639:					250.00
<b>92640</b>					
10/19/2022	CEBT	INV0051078	4-530500	Health Insurance	5,367.13
Total 92640:					5,367.13
<b>92641</b>					
10/19/2022	Centratel, LLC	2210022091	4-500406	Phone Answering Service	309.46
Total 92641:					309.46
<b>92642</b>					
10/19/2022	Colorado Analytical Lab, Inc.	220921004	4-500250	Testing	1,215.00
Total 92642:					1,215.00
<b>92643</b>					
10/19/2022	Consolidated Communications	CC-22-10	4-505027	Office / Cell Phones	467.93
Total 92643:					467.93
<b>92644</b>					
10/19/2022	Denver Industrial Pumps, Inc.	102143	4-503008	Repairs & Maint-Well No. 18	2,212.59
Total 92644:					2,212.59
<b>92645</b>					
10/19/2022	Element Engineering, LLC	EE-10-0001A	4-506020	Professional Fees	2,505.00
10/19/2022	Element Engineering, LLC	EE-22-10-00	3-516000	Master Plan	1,690.00
Total 92645:					4,195.00
<b>92646</b>					
10/19/2022	FirstBank	FB-22-09	4-500460	Utility Billing	1.25
10/19/2022	FirstBank	FB-22-09	4-500407	Computers and Media	13.49
10/19/2022	FirstBank	FB-22-09	4-500403	Office Supplies	134.56
10/19/2022	FirstBank	FB-22-09	4-500450	Utility Maintenance Tools	29.99
10/19/2022	FirstBank	FB-22-09	4-503019	Repair & Maint-Aspen TP	33.48
10/19/2022	FirstBank	FB-22-09	4-500450	Utility Maintenance Tools	29.99
10/19/2022	FirstBank	FB-22-09	4-500460	Utility Billing	2.25
10/19/2022	FirstBank	FB-22-09	4-500403	Office Supplies	73.39
10/19/2022	FirstBank	FB-22-09	4-503019	Repair & Maint-Aspen TP	15.13
10/19/2022	FirstBank	FB-22-09	4-500500	Training and Education	50.00
10/19/2022	FirstBank	FB-22-09	4-500451	Supplies	64.78
10/19/2022	FirstBank	FB-22-09	4-500450	Utility Maintenance Tools	9.99
10/19/2022	FirstBank	FB-22-09	4-500451	Supplies	227.19
10/19/2022	FirstBank	FB-22-09	4-503000	Repair & Maint	23.80
10/19/2022	FirstBank	FB-22-09	4-500450	Utility Maintenance Tools	21.99
10/19/2022	FirstBank	FB-22-09	4-500451	Supplies	26.73
10/19/2022	FirstBank	FB-22-09	4-500550	Meals and Lodging	12.83
10/19/2022	FirstBank	FB-22-09	4-500250	Testing	50.24
10/19/2022	FirstBank	FB-22-09	4-500408	Computer Support	14.00
10/19/2022	FirstBank	FB-22-09	4-500661	Gas and Oil	31.28

Check Issue Date	Payee	Invoice Number	Invoice GL Account	Account Title	Check Amount
10/19/2022	FirstBank	FB-22-09	4-505029	Trash and Recycling Services	104.10
10/19/2022	FirstBank	FB-22-09	4-505029	Trash and Recycling Services	82.56
10/19/2022	FirstBank	FB-22-09	4-505027	Office / Cell Phones	348.37
Total 92646:					1,401.39
<b>92647</b>					
10/19/2022	Fiscal Focus Partners	1679	1-506010	Audit	9,950.00
Total 92647:					9,950.00
<b>92648</b>					
10/19/2022	Freedom Mailing Services, INC	43869	4-500460	Utility Billing	453.26
Total 92648:					453.26
<b>92649</b>					
10/19/2022	Fromm & Company LLC	2022-9	1-506045	Accounting	4,620.00
Total 92649:					4,620.00
<b>92650</b>					
10/19/2022	Front Range Win Water Works Co	07294805	4-503331	Retail Water Meter Parts	1,955.40
10/19/2022	Front Range Win Water Works Co	07442601	4-503331	Retail Water Meter Parts	6,255.10
Total 92650:					8,210.50
<b>92651</b>					
10/19/2022	Great America Financial Svcs	32565860	4-500402	Copier Lease and Equipment	240.22
Total 92651:					240.22
<b>92652</b>					
10/19/2022	Hart, Rick	RH-22-21	4-500500	Training and Education	590.39
Total 92652:					590.39
<b>92653</b>					
10/19/2022	IMEG	22002079.00	4-506022	Professional Fees-GIS	420.00
Total 92653:					420.00
<b>92654</b>					
10/19/2022	John Deere Financial	B95460	4-500362	Clothing Allowance	234.98
10/19/2022	John Deere Financial	B97143	4-500662	Vehicle-Repairs and Maint	14.97
Total 92654:					249.95
<b>92655</b>					
10/19/2022	Law of the Rockies	LOR-22-09	1-506030	Legal	3,047.57
Total 92655:					3,047.57
<b>92656</b>					
10/19/2022	New Direction Trust Company	ND-21-26	4-120070	Accounts Receivable	75.00

Check Issue Date	Payee	Invoice Number	Invoice GL Account	Account Title	Check Amount
Total 92656:					75.00
<b>92657</b>					
10/19/2022	Peregrino, Dora	220920-PER	4-503025	Repair & Maint-Office	112.50
10/19/2022	Peregrino, Dora	221003-PER	4-503025	Repair & Maint-Office	120.00
Total 92657:					232.50
<b>92658</b>					
10/19/2022	Rocky Mountain Fire Extinguish, L	RM-10-22	4-500410	Fire Extinguisher Service	818.00
Total 92658:					818.00
<b>92659</b>					
10/19/2022	Sangre De Cristo Lab, Inc.	23962	4-500250	Testing	300.00
Total 92659:					300.00
<b>92660</b>					
10/19/2022	Southwest Title Co.	202102SWT	4-120070	Accounts Receivable	330.00
Total 92660:					330.00
<b>92661</b>					
10/19/2022	UNCC	222090109	4-500530	Locates	27.30
Total 92661:					27.30
<b>92662</b>					
10/19/2022	US Fish and Wildlife Service	USFW-21-03	4-500100	Raw Water USFSWS	3,175.51
10/19/2022	US Fish and Wildlife Service	USFW-22-10	4-500100	Raw Water USFSWS	12,213.50
Total 92662:					15,389.01
<b>92663</b>					
10/19/2022	USA BlueBook	109006	4-503019	Repair & Maint-Aspen TP	234.70
10/19/2022	USA BlueBook	133110	4-503019	Repair & Maint-Aspen TP	227.83
Total 92663:					462.53
<b>92664</b>					
10/19/2022	World Fuel Service, Inc. Land	2164097-415	4-500661	Gas and Oil	941.64
10/19/2022	World Fuel Service, Inc. Land	2164097-415	4-500663	Diesel Fuel	1,536.29
10/19/2022	World Fuel Service, Inc. Land	2188786-415	4-500661	Gas and Oil	531.45
10/19/2022	World Fuel Service, Inc. Land	2188786-415	4-500663	Diesel Fuel	670.00
Total 92664:					3,679.38
<b>92665</b>					
10/19/2022	WSB Computer Services, Inc.	85460	4-500408	Computer Support	216.09
10/19/2022	WSB Computer Services, Inc.	85485	4-500408	Computer Support	125.00
Total 92665:					341.09
Grand Totals:					64,855.20



**RESOLUTION NO. 2022-10-01**

RESOLUTION  
OF THE BOARD OF DIRECTORS  
OF THE  
BACA GRANDE WATER AND SANITATION DISTRICT

CERTIFYING DELINQUENT WATER AND SANITARY SEWER FEES, TOLLS, PENALTIES,  
AND CHARGES TO SAGUACHE COUNTY TREASURER FOR COLLECTION

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WHEREAS, the Baca Grande Water and Sanitation District (the “District”) was duly organized and validly exists pursuant to and in accordance with the Special District Act, §§ 32-1-101, *et seq.*, C.R.S.; and

WHEREAS, pursuant to § 32-1-1001(1)(j)(i), C.R.S., the Board of Directors of the District (the “Board”) is empowered to fix and from time to time increase or decrease certain fees, rates, tolls, penalties or charges for services, programs or facilities furnished by the District; and

WHEREAS, the District currently imposes various water and sanitary sewer fees, rates, tolls, penalties, and charges upon properties receiving services furnished by the District; and

WHEREAS, the District currently imposes availability of service fees on those properties where services are available from the District and where the property is located within 100 feet of the District’s infrastructure; and

WHEREAS, pursuant to §32-1-1101(1)(e), C.R.S., the District is permitted to have certain delinquent fees, rates, tolls, penalties, charges or assessments made or levied by the District certified to the County Treasurer for collection in the same manner as taxes are authorized to be collected and paid over pursuant to § 39-10-107, C.R.S.; and

WHEREAS, the properties reflected on **Exhibit A**, attached hereto and incorporated herein by this reference (the “Delinquent Properties”), are delinquent in their water and sewer fees by at least six (6) months and by more than One Hundred Fifty Dollars (\$150); and

WHEREAS, the District is not aware of any current or pending bankruptcy filings by owners of Delinquent Properties; and

WHEREAS, the Delinquent Properties have outstanding delinquent fees rates, tolls, penalties, charges or assessments in the amounts set forth in **Exhibit A** (the “Delinquent Fees”); and

WHEREAS, pursuant to §32-1101(1)(e), C.R.S., the District may elect, by resolution, at a public meeting held after receipt of notice by the Delinquent Properties, to certify the Delinquent Fees to the County Treasurer for collection; and

WHEREAS, the District has provided notice to the Delinquent Properties and considers adoption of this Resolution at a public meeting; and

WHEREAS, the District, by this Resolution, desires to certify the Delinquent Fees to the County Treasurer for collection.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BACA GRANDE WATER AND SANITATION DISTRICT AS FOLLOWS:

1. CERTIFICATION OF DELINQUENT FEES. The Board hereby elects to have the Delinquent Fees certified to the County Treasurer so that such Delinquent Fees can be collected by the County Treasurer in the same manner as taxes are authorized to be collected pursuant to § 39-10-107, C.R.S. The Board hereby directs the District's General Manager to certify to the County Treasurer the Delinquent Fees set forth in **Exhibit A**, attached hereto and incorporated herein by this reference (the "Certification"). Such Delinquent Fees shall be certified by no later than the deadline established by the County Treasurer in order to comply with State statutory and County certification deadlines.

*[Remainder of Page Intentionally Left Blank].*

APPROVED AND ADOPTED THIS 19<sup>th</sup> DAY OF OCTOBER 2022.

BACA GRANDE WATER AND  
SANITATION DISTRICT

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Board President

ATTEST:

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Baca Grande Water and Sanitation, Board Director

APPROVED AS TO FORM:

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Marcus J. Lock, General Counsel to the District

**EXHIBIT A**  
**Delinquent Properties and Delinquent Fees**