

## RECORD OF PROCEEDINGS

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

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

#### ATTENDANCE

##### Directors In Attendance Were:

Cindy Reinhardt  
Martin Macaulay  
Michael Scully  
Kyle Grote  
Judy DeLuca

##### Also In Attendance Were:

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

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

JoAnn Slivka; Administrative Services Manager

Justin DeBon; Operations Manager

Brad Simons; TZA Water Engineers (via speakerphone for a portion of the meeting)

See list for additional attendees

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#### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

**Disclosure of Potential Conflicts of Interest:** The Board discussed the requirements pursuant to Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Attorney White noted that conflicts were filed for applicable

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Directors at least 72-hours prior to the meeting. Director Reinhardt noted that a quorum was present and requested members of the Board to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting. No new disclosures were made.

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### ADMINISTRATIVE MATTERS

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

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

**Consent Agenda:** The Board considered the following actions:

- Approve Minutes from the January 15, 2016 regular meeting
- Review and accept unaudited financial statements for the period ending January 31, 2016 and current schedule of cash position
- Excuse Director DeLuca's absence from January Board meeting
- Ratify approval of a Government Obligation Contract and an Addendum to Government Obligation Contract between the District and KS State Bank for the procurement of a dump truck and equipment trailer

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

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### PUBLIC COMMENT

**Public Comment:** Lisa Cyriacks had questions related to the Open Records Act and associated fees pursuant to the Board's policy. Ms. Cyriacks recently submitted a request and was provided an estimate of fees to provide the information she requested. She requested the Board consider approval of a waiver of those fees.

The Board discussed her request and determined not to waive the fees associated with her request for public information.

There were no other public comments.

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### LEGAL MATTERS

**Atalanta Association Request Related to Possible Inclusion of Property into the District's Boundaries:** Atalanta Association submitted a letter request to the District regarding a waiver of the policy to require property owners to connect to both water and sewer service as well as the retention of their domestic well to serve the portion of the property that will not be included into the District's boundaries.

Attorney White outlined the inclusion process pursuant to the District's current Rules and Regulations.

Representatives from the Atalanta Association addressed the Board and explained in more detail their request to connect to water service only and to retain their domestic well to serve the remaining 35 acres that are not included in the inclusion request.

The Board discussed the request in detail and gathered additional information from the group.

The Board determined that additional information was needed from the District's Water Counsel and Engineer prior to making a decision on Atalanta Association's request.

The Board authorized staff to provide an estimate of cost to the Atalanta Association to gather the additional information needed to present to the Board in order for them to take action on the request.

### ADMINISTRATIVE MATTERS CONT'D

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

**Citizen's Advisory Committee:** The Board reviewed the information provided by Attorney White and continued discussions regarding the appointment of a Citizen's Advisory Committee and determined to re-visit this after the May Director's Election.

**Status of Communication Ideas:** There was nothing new to report.

**Invitation to Meet with Board of Commissioners of Saguache County:** The Board discussed the invitation from the Board of County Commissioners of Saguache County to meet for the purpose of establishing stronger ties between the two governing bodies.

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Director Macaulay reported that he recently spoke with one of the County Commissioners and asked that the meeting wait until after the May Director's Election. The Board agreed on this timeline and directed Ms. Slivka to draft the response to the County Commissioners.

**Eagle Article:** President Reinhardt has drafted an article to be published in the next edition of The Eagle. The article highlighted the recent Small Communities Water and Wastewater Grant awarded to the District.

**March Board Meeting:** President Reinhardt informed the Board that she will not be in attendance at the March Board meeting and asked if any of the other Board members will not be able to attend. The other Board Members confirmed their attendance at the March meeting.

**Election Update:** Ms. Slivka gave a brief update on the May 3, 2016 election. As of the date of the meeting, four candidates had submitted a self-nomination and acceptance form. The four candidates were in attendance at the meeting and introduced themselves to the Board, staff and others in attendance.

Director Macaulay asked if a Board Member could endorse a candidate. Attorney White answered that Board Members are not allowed to endorse candidates.

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### **FINANCIAL MATTERS**

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

General Fund	\$	11,400.45
Debt Service Fund	\$	-0-
Capital Projects Fund	\$	1,837.98
Enterprise Fund	\$	<u>68,968.27</u>
Total Claims:	\$	82,206.70

The Board discussed the February check register. President Reinhardt informed the Board that she had questioned the invoice from US Standard Products in the amount of \$700. Staff responded that the products associated with this invoice were not requested by them and when staff informed US Standard Products of the situation, US Standard Products response was the District could return the products and the District would need to pay the shipping costs associated with the return.

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The Board directed Attorney White to draft a letter to US Standard Products informing them of the situation and that the Board did not approve payment of the invoice and will return the product with US Standard Products paying the shipping costs. Attorney White is to also include language in the letter demanding that US Standard Products stop sending products without the request from staff.

Following discussion, upon motion duly made by Director Scully, seconded by Director Grote and, upon vote, unanimously carried, the Board approved the revised check register for the period ending February 19, 2016 and directed staff to void check no. 16275 to US Standard Products.

**Financial Summary:** Ms. Ross presented areas of interest contained within the January 31, 2016 financial statements.

**2016 Revenue and Expenditure Charts:** The Board reviewed the revenue and expenditure charts prepared by Ms. Slivka and Ms. Skibinski. President Reinhardt expressed her gratitude to Ms. Slivka and Ms. Skibinski for their efforts in preparing the charts. The charts will be included on the District's website.

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### **OFFICE ADMINISTRATION**

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

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### **OPERATIONS**

**Operational Follow-Ups:** Mr. DeBon informed the Board that grease trap inspections of the Town of Crestone have been completed and no violations were issued.

Mr. DeBon also updated the Board on the status of the recent operational issues at the Stables Lift Station.

**Summary of Training on Public Utilities and Waterworks Management:** Mr. DeBon summarized the information learned at a recent training he attended on Public Utilities and Waterworks Management. President Reinhardt requested that Mr. DeBon include in his Operations Manager Report a summary of the implementation of the information he learned.

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### **CAPITAL IMPROVEMENTS**

**Capital Funding Sources and Uses:** Ms. Johnson presented and the Board reviewed the Capital Funding Sources and Uses worksheet.

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**Casita Park Interconnect Project:** Mr. DeBon and Mr. Simons informed the Board that the project is complete.

**Final Application:** Mr. Simons presented Final Pay Application to the RMS Utilities Agreement in the amount of \$1,215.98 and confirmed publication of Notice of Final Pay Application.

Following discussion, upon motion duly made by Director Scully, seconded by Director Macaulay and, upon vote, unanimously carried, the Board approved Final Pay Application to the RMS Agreement in the amount of \$1,215.98.

**Stables Lift Station Improvements Project:** Mr. Simons presented information contained in his Engineer's Report regarding the Stables Lift Station Improvements Project.

**Independent Contractor Agreement with Alpine Electric:** Ms. DeBon presented the Independent Contractor Agreement with Alpine Electric for the installation of a receptacle and transfer switch in the amount not to exceed \$3,476.50.

Following discussion, upon motion duly made by Director Macaulay, seconded by Director Grote and, upon vote, unanimously carried, the Board approved the Independent Contractor Agreement with Alpine Electric for the installation of a receptacle and transfer switch in the amount not to exceed \$3,476.50.

**2016 Equipment Procurement:** Mr. DeBon reported that the lease for the dump truck and equipment trailer was executed and the equipment is on order. The lease for the service trucks is currently being reviewed by Attorney White.

Following discussion, upon motion duly made by Director DeLuca, seconded by Director Scully and, upon vote, unanimously carried, the Board authorized President Reinhardt or Director Macaulay to execute lease documents associated with the procurement of service trucks subject to finalization of documents by Attorney White.

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### **LEGAL MATTERS** **CONT'D**

**District Response Procedures when Receiving Information Regarding Cultivation of Marijuana within the District:** Attorney White presented a draft letter to be used in responding to receiving information related to cultivation of marijuana within the District's boundaries as well as a draft Standard Operating Procedure ("SOP") for internal use by administrative staff.

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The Board discussed the draft letter, the SOP and policy in detail. Attorney White will complete additional research based on the discussions and proposed revisions to the letter and SOP and present his findings at the March meeting.

**Independent Contractor Agreement with Alpine Electric for General Electrician:** Attorney White presented an Independent Contractor Agreement with Alpine Electric for General Electrician Services.

Following discussion, upon motion duly made by Director Scully, seconded by Director DeLuca and, upon vote, unanimously carried, the Board approved the Independent Contractor Agreement with Alpine Electric for General Electrician Services subject to final review by Attorney White, Mr. Simons and Mr. DeBon.

### **WATER MATTERS**

**Water Matters:** President Reinhardt reported that the “friendly” statement of opposition was executed and transmitted to Attorney Lock earlier in the week.

### **OTHER BUSINESS**

**Other Business:** There was no other business.

### **ADJOURNMENT**

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

Respectfully submitted,

By

  
Secretary for the Meeting

**RECORD OF PROCEEDINGS**

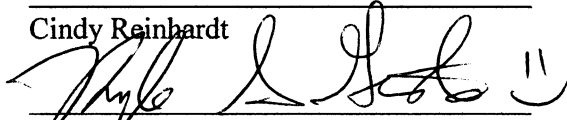
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THESE MINUTES ARE APPROVED AS THE OFFICIAL FEBRUARY 19, 2016 MINUTES OF THE BACA GRANDE WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:



\_\_\_\_\_  
Martin Macaulay

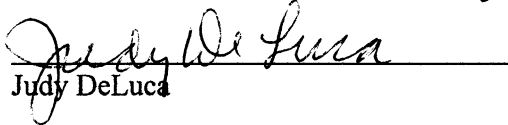
\_\_\_\_\_  
Cindy Reinhardt



\_\_\_\_\_  
Kyle Grote



\_\_\_\_\_  
Michael Scully



\_\_\_\_\_  
Judy DeLuca





Baca Grande  
Water And Sanitation  
District

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

February 19, 2016

Board of Directors Sign-in

Cindy Reinhardt	<i>Cindy Reinhardt</i>
Martin Macaulay	<i>(M)</i>
Kyle Grote	<i>Kyle J Grote</i>
Michael Scully	<i>Michael Scully</i>
Judy Deluca	<i>Judy</i>



Baca Grande  
Water And Sanitation  
District

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

February 19, 2016

Please print your name, address and contact information along with any issues you are interested in addressing at today's Board Meeting.

Name	Address	Telephone/Email	Would you like to speak?	Issues to be addressed
Lynn Drake	P.O. Box 621	256-4790 -		
Joceta Cant	345 Artists Lane	256-4553	no	
Pamela [unclear]	1452 Wagon Wheel	256-6200	yes	Atlanta Asse.
MATTIE WATKINS	1234 BROOKVIEW WAY	949-202-9877	No	
GIBBY HILLERT	P.O. Box 935 <i>(Palomares)</i>	256-4808	No	
Frederick Dink	P.O. Box 963	588-0102	yes	Atlanta Area.



Baca Grande  
Water And Sanitation  
District

Baca Grande Water and Sanitation District  
P.O. Box 520 | 57 Baca Grant Way S  
Crestone, CO 81131-0520  
February 19, 2016

Please print your name, address and contact information along with any issues you are interested in addressing at today's Board Meeting.

Name	Address	Telephone/Email	Would you like to speak?	Issues to be addressed
Lisa Lyriakis	504 Arrowhead	256-4140	Y	
Michelle Knobel	1538 Willow Creek	256-4480	N	
Dorcas Muller	191 Emerald Overlook	856-4191	N	



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

Date: February 9, 2016  
To: Baca Grande Water and Sanitation District, Board of Directors  
From: Lisa A. Johnson, District Manager  
Re: February 19, 2016 District Manager's Report

**Agenda Action Items**

**I.C. Consent Agenda**

1. Approve Minutes from the January 15, 2016 Regular Meeting.
2. January 31, 2016 Financial Statements and current Cash Position.
3. Excuse Director DeLuca's absence from January Board meeting.
4. Government Obligation Contract and Addendum to Government Obligation Contract with KS State Bank for the procurement of a dump truck and equipment trailer.

**I recommend approval of the consent agenda items.**

**II.A. February 19, 2016 Check Register**

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

**I recommend approval of the February 19, 2016 check register.**

**Update on Other District Matters not on the Agenda**

**Administration Analysis**

Ms. Slivka and I have met on three separate occasions to discuss and review the administrative analysis. I have completed a draft of two of the parts of the analysis and Ms. Slivka has is continuing her efforts to prepare one part of the analysis. We will meet again to review and comment on each part and then schedule a meeting with the committee to present our analysis. It is our goal to present the final analysis to the Board at the March regular meeting.

### *Inclusion Request*

Staff met to review and comment on the SOP prepared related to the inclusion process and in advance of a meeting with the Atalanta Group. The SOP has been finalized and Ms. Slivka and Mr. DeBon are comfortable with the process and have scheduled a meeting with the Atalanta Group to present and discuss the information and process.

### *2016 Director Election*

See Administrative Report for an update on the May 2016 Director Election.



February 2016

## OPERATIONS MANAGER REPORT

To: Board of Directors, Baca Grande Water and Sanitation District  
From: Justin DeBon  
Date: January 6 – February 10, 2016

**Equipment and Vehicle Lease:** The requested documents for the lease program have been sent to McCandless and Ford. Currently the lease contracts are being reviewed.

**Main leaks:** Using the SCADA trending graphs it was noticed there was a large leak in the Casita Park water system. After searching, a large main leak was found near the Elk Park area, the line was shut off without effecting any customers and will be repaired once the new dump truck had been delivered and can aid in the repair. A second smaller leak remains in the Casita Park area but has not yet been located.

**Operator Certification:** A big congratulation goes to Chad Tate for passing two exams and obtaining his Class-C Water Operator Certification and Class-2 Distributions Operator Certification

**Office Upgrade:** The cement floor in the front office was recently sealed to prevent moisture smells after cleaning.

**Weekend Rounds:** Weekend rounds used to include coming to the office, record levels and flow totals from the SCADA computer, a walkthrough of Well 18 and the Aspen WWTF. As of February 1<sup>st</sup> weekend rounds will be done remotely. Using Teamviewer the operator on call will use a laptop designated only for remote viewing and will record levels and flow totals from home. Additionally, two cameras were installed inside Aspen WWTF that can also be viewed remotely to inspect tank levels. Remote viewing will save an estimated 200 hours of overtime per year.

**Facility Security:** Now that 100% of our customers drinking water comes from a single source/location, a four camera surveillance system was installed at the Well 18 complex and now monitors both front and back entrances, water tank access and both well buildings. With the ease of install, picture quality and price (\$150) two more systems were purchased, one system with two cameras to monitor tank levels inside Aspen and two cameras monitoring entrances. The second system will monitor the office/shop entrances, fuel storage, storage containers, dumpster and surrounding property.

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

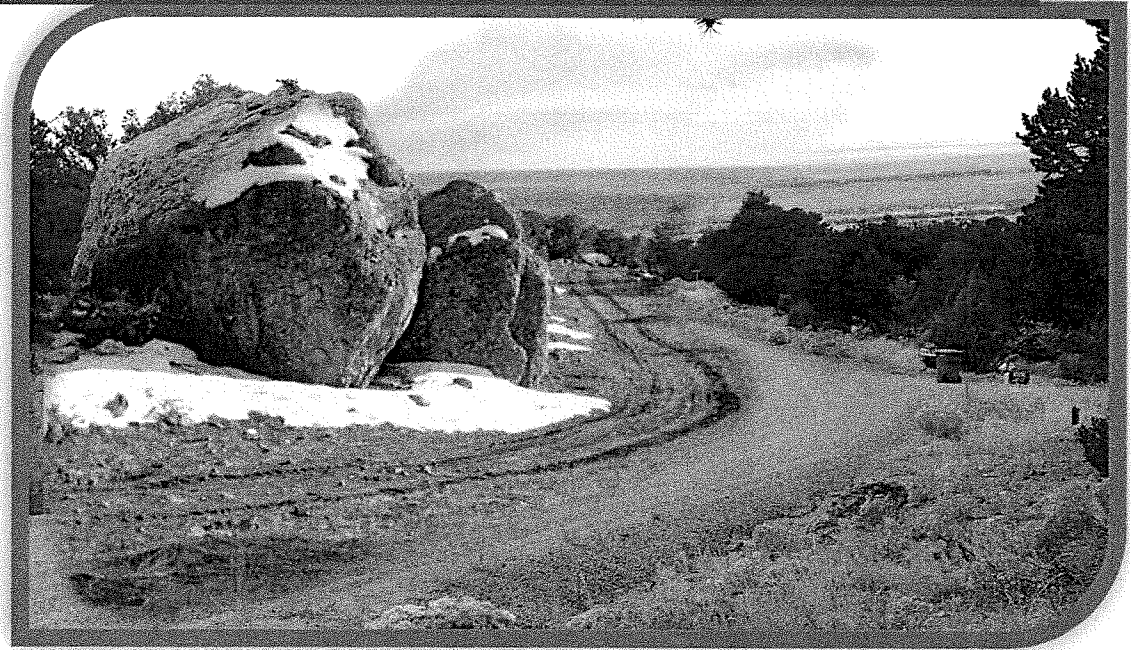
1. MHE Lagoon reclamation
2. Screening/Sorting of Aspen spoils area
3. Fire hydrant Maintenance Project
4. Collection System Video Inspection and Cleaning Project
5. Manhole Infiltration Prevention Project
6. Stables Lift Station Upgrade Project
7. Facility Weed Control Project
8. Leak Detection-On going

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

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



# Report On District Operations

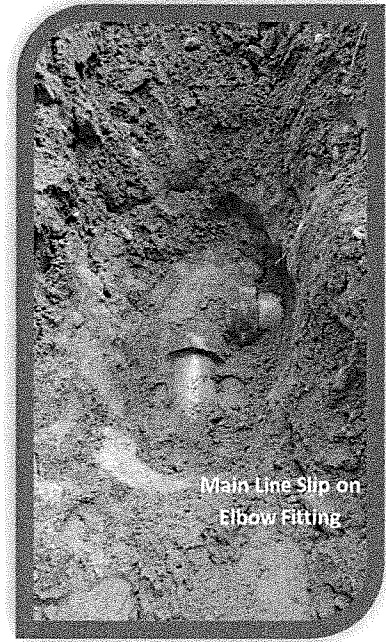


Brookview Under Construction. Then and Now  
1978-2015

Operations Report  
Baca Grande Water and Sanitation District  
February 2016

Report from: January 6 – February 10





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 Wastewater Compliance & Testing.....3  
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District Operations

SSO-Sanitary Sewer Overflow	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Fire Hydrant Maintenance	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Water Main Repairs	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Collection System Cleaning	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
GPS/GIS	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Water/Sewer Hookups	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Accidents	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

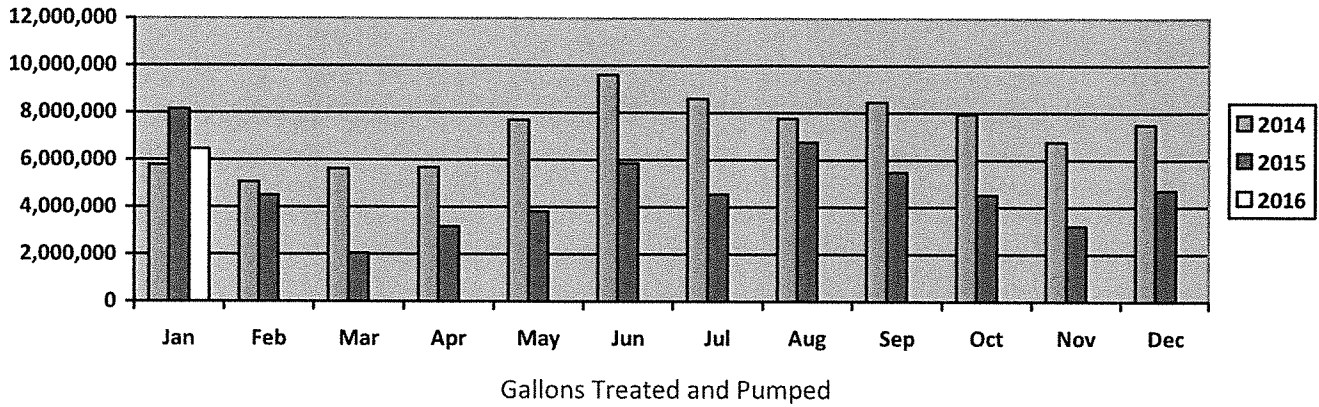
Total Water Treated

Total Gallons Treated For Month	Finished Water Chalets & Casita Park	Finished Water Metered Chalets & Casita Park	Wastewater Treated	Estimated Unaccounted Water
January 2016	6,457,000	2,452,000	1,901,000	Water Leak Found 4,005,000
February 2016				
March 2016				
April 2016				
May 2016				
June 2016				
July 2016				
August 2016				
September 2016				
October 2016				
November 2016				
December 2016				
<b>Total Treated 2016</b>	<b>6,457,000</b>	<b>2,452,000</b>	<b>1,901,000</b>	<b>4,005,000</b>

Golf Course Well

April 2016	May 2016	June 2016	July 2016	August 2016	September 2016	October 2016

Baca Grande Chalet & Casita Park



January	February	March	April	May	June
6,457,000					

July	August	September	October	November	December

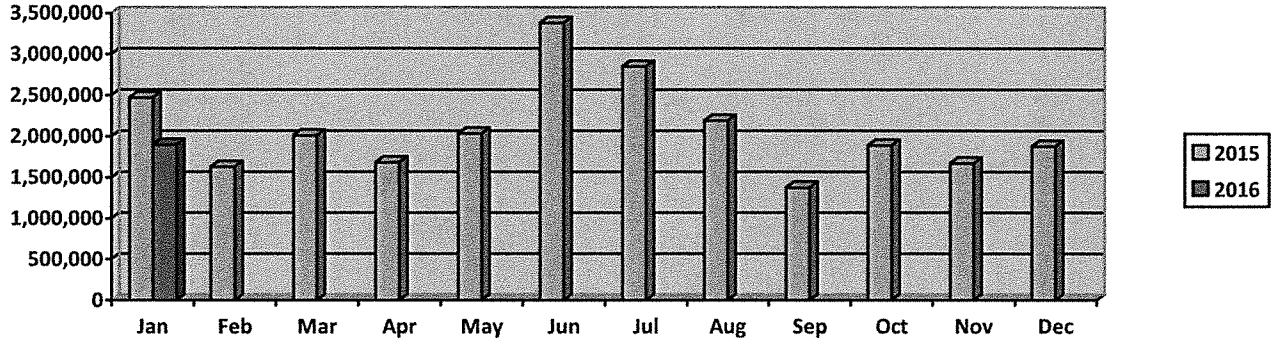
Month	Chlorine Residual	Total Coliform E. Coli Result	Compliant	Well Water Level
January	0.34	Absent	Yes	35'
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

As a result of increased leak detection and leak repair operations in 2015:

- Reduced water production by 30%
- Reduced energy consumption by 34%
- Saved 25,375,000 Gallons of Water.



Aspen Wastewater Treatment Facility



Wastewater Treated in Gallons

January	February	March	April	May	June
1,901,000					

July	August	September	October	November	December

Month	Total Ammonia Result	E. Coli Result	Effluent BOD5 Result	Total BOD5 Removal Result	Compliant for Month
January	2.6 mg/L	2/100	9.2 mg/L	93%	Yes
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

Bio Solids	Quantity
Stored Bio Solids – Aspen Storage Lagoon	190,600 Gallons
Bio Solids pumped and applied to land application site. YTD 1/6/16	20,000 Gallons *Not Final
Bio Solids pumped into Aspen Storage Lagoon. YTD 1/6/16	57,600 Gallons

## Other Reporting

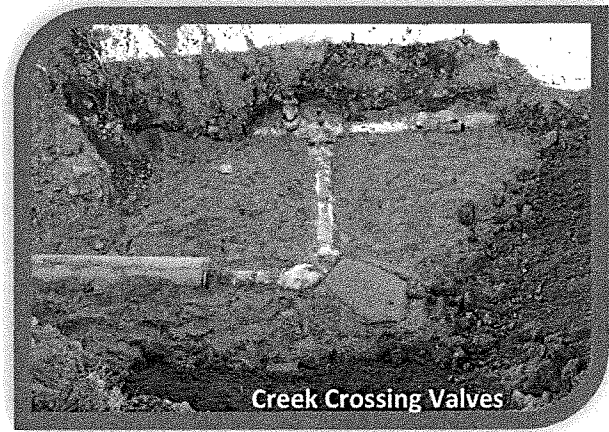
Monthly Safety Meeting	Traffic Safety
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## Infrastructure Fixed Assets

Transfer Stations	Booster Stations
Fallen Tree – Operational	Pine Cone Booster – Operational
Ridgeview Transfer Station – Operational	Shumei Booster Station – Operational
Moonlight Transfer Station – Operational	Motel Well Booster Station – Operational

Drinking Water Distribution System	Wastewater Collection System
Water Mains = 64 Miles	Sewer Mains = 45 Miles
Gate Valves = 528 Units	Manholes = 798
Service Accounts = 695	
Curb Stops = 695	Lift Stations = 5
Fire Hydrants = 278	MHE LS – Operational
Well 17/18 Water Treatment Plant- Facility Fully Operational.	Stables LS – Failed 2/9/16 Pipe Blockage
<del>MHE Motel Well Water Treatment Facility- Decommissioned DEC 2015</del>	Wagon Wheel LS – Operational
Water Transfer Stations = 3	Dharma Ocean LS – Operational
Booster Stations = 3	Aspen LS – Operational
	Aspen WWTF – Facility Fully Operational. Operating at 42% Capacity

## Operations Team



### **Justin DeBon, CWP**

Operations Manager  
ORC

Class C Water Operator  
Class C Wastewater Operator  
Class 1 Distributions Operator  
Class 1 Collections Operator  
Nationally Certified Heavy Equipment Operator  
OSHA Trained in Construction Standards for  
Excavation

### **Chad Tate, CWP**

Water Treatment  
Operator

Class S Water Operator  
Class S Wastewater Operator  
Class C Water Operator  
Class 2 Distributions Operator

### **Tim Allen, CWP**

Distributions & Collections  
Operator

Class S Water Operator  
Class S Wastewater Operator

### **Rebecca Potter**

Laboratory & Analysis  
Operator

New Utility Maintenance  
Worker – In Training

### **Tad Crawford**

Heavy Equipment & Safety  
Operator

New Utility Maintenance  
Worker – In Training  
Class A Commercial Driver



# Administrative Report

To: Baca Grande Water and Sanitation District Board of Directors

From: JoAnn Slivka, Administrative Services Manager

Meeting Date: February 19, 2016

## 2016 BILLING ACTIVITIES

<p>January Billing</p>	<ul style="list-style-type: none"> <li>• Delinquent account summary:             <ul style="list-style-type: none"> <li>○ 29 - Delinquent notices mailed – 22 owners, 7 tenants</li> <li>○ 10 - Paid in full</li> <li>○ 12 - Paid delinquent balance</li> <li>○ 0 - Shut off</li> </ul> </li>   <li>• ACH: 157 accounts paid \$8445.80</li> <li>• Credit cards: 74 accounts paid \$7082.38</li> <li>• Late fee accounts billed: 56</li> <li>• Water turn On/Off fees: 2</li> <li>• AOS: 1723 accounts billed \$126,925.18</li>   <li>• PILOT Payments: 2 tax-exempt properties have paid their 2016 fees= \$11,437.17</li>   <li>• Customer Communications: Our current billing statement included the following message-             <p style="margin-left: 40px;"><b>2016 Board of Director ELECTIONS</b>              Are you registered to vote? Election Day is just around the corner! The Baca Grande Water and Sanitation District will hold a mail ballot election on May 3, 2016. Three Board seats are open, all are for 4-year terms of service. Information and forms for filing are available at the District office located at 57 Baca Grant Way S, as well as on the District Web Site at bacawater.com.</p> <p style="margin-left: 40px;"><b>Important Upcoming Dates</b></p> <ul style="list-style-type: none"> <li>• February 15: District office closed in honor of President's Day</li> <li>• February 26: Self-nomination Deadline</li> <li>• February 29: Write-in Deadline</li> </ul> <p style="margin-left: 40px;"><b>Annual AOS Fees – Vacant Lot Owners Only</b>              If you own a vacant lot, you are receiving a statement that reflects the 1<sup>st</sup> half of the 2016 annual billing for the Availability of Service ("AOS") fees. The annual AOS fee is \$150 per year, per lot. The fees are charged semi-annually to allow customers the flexibility to pay in two installments. You do have the option to pay the full \$150 fee with a single payment. For more information on AOS fees, visit our web site at bacawater.com/rates.html.</p> </li> </ul>
<p>Property Activity</p>	<ul style="list-style-type: none"> <li>• Transferred Properties:             <ul style="list-style-type: none"> <li>▪ 10 Lots</li> <li>▪ 2 SFR's</li> </ul> </li> <li>• Consolidations:             <ul style="list-style-type: none"> <li>▪ 1- New application</li> </ul> </li> <li>• Conditional Use Permit Requests:             <ol style="list-style-type: none"> <li>1. 1959C Rocky View Way. Request to add extra 200" to existing studio on the premises. A Bedroom with a bathroom and some kitchen space thus converting a studio space into a second residence.</li> <li>2. 3504CRR for an additional residence</li> </ol> </li>   <li>• Water/Sewer hookup applications: no activity</li> </ul>

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## **2016 PROJECTS**

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### **Rate Study Project**

Sandy Skibinski continues to compile the data for TZA Engineers on the rate study project capturing billing trends throughout the winter season.

### **Pie Charts**

Ms. Skibinski has also been busy working with Director Reinhardt to produce easily understood pie charts that illustrate how the District expenses are distributed.

### **Administrative Analysis**

Lisa Johnson and I have continued our tele-conferences to discuss how to value and analyze the 2 options for transition of District services. JoAnn is to provide the initial analysis for Part Two; to determine the costs, staffing needed and benefits and/or detriments to transition all district management services from SDMS to Baca staff.

Lisa Johnson is to tackle Part Three; to determine the costs and benefits and/or detriments to transition all administrative services currently residing with Baca Staff to a consultant/consultants.

### **Town of Crestone**

Justin DeBon and I met with Ms. Bunting from the Town of Crestone to discuss inspection of the town's grease traps. An appointment has been set for February 16, 2016 for the inspection.

### **Xpress Bill Pay**

Legal Counsel, Zachary White has drafted and submitted an addendum to the original Xpress Bill Pay agreement. We are currently waiting for comments back from the Xpress Bill Pay legal department on the addendum.

### **Staff Evaluations**

- Admin staff have completed their self-evaluations and provided input on goals.
- Scheduling for the formal evaluations should occur before the end of the month.

### **2016 Board of Directors Election**

- A Call for Nominations was published in both The Crestone Eagle and Saguache Crescent.
- Self-Nomination Forms- the District has received four self-nomination forms as of this writing.
- Self-Nomination Forms will be accepted until 5:00 P.M. on Friday, February 26, 2016
- Write-In Candidate forms will be accepted until Monday, February 29, 2016
- There has been a bit of interest from community members in working during Election Day. A list has been generated with contact information along with areas of interest.

### **Inclusion Process**

The Atalanta Group consisting of Joanna Dokson and Frederick Dunets will meet with Justin DeBon and JoAnn on February 11, 2016 to discuss their request for inclusion to the District.

### **Property & Liability Insurance**

An appointment for a site visit with our insurance broker is scheduled for the end of February to review the 2016 property & liability renewal assets.



**SAGUACHE COUNTY LAND USE**

501 Fourth Street • P. O. Box 326  
Saguache, Colorado 81149

Phone: (719) 655-2321 • Fax: (719) 655-2635

landuse@saguachecounty-co.gov www.saguachecounty.net

January 27, 2016

Re: Proposed change in use of property located in the Baca Grande, Chalet Unit One, Lot 3504CRR for an additional residence.

Dear Property Owner or Taxing Entity,

In order to comply with certain Land Use regulations in Saguache County, Colorado this letter of notification is being sent to you.

According to GPS locator in Saguache County, you are a property owner within 1500 feet or a taxing entity of the applicants requesting a Conditional Land Use change. Such Conditional Uses or activities may affect owners of persons living next to this property, should the permit be granted. Specific activities requiring this designation are given in Article IV, 2.1.2 of the Saguache County Land Development Code.

Specifically the request of property owner's, Paul T. Jackson and Patricia Ann Tesauro, regarding property located in the Baca Grande, Chalet Unit Two, Lot 3504CRR. The property currently has a residence on it and the proposed future use for this property is for an additional residence.

The request will be heard by the Crestone Baca Planning Commission on March 9, 2016 at 9:00 a.m. at the Property Owner's Association Meeting Room.

The application is on file in the Saguache County Land Use Department and is available for review during normal business hours. All interested parties may attend the Crestone Baca Planning Commission meeting. If you have any comments or concerns you will need to get them to the Land Use office at least 15 days prior to the Planning Commission meeting. This time limit gives the applicants and the Planning Commission member's time to review your concerns prior to the meeting so they can be discussed in open session.

Should you need additional information or would like to make comments please do so in writing to:

Saguache County Land Use Department  
PO Box 326  
Saguache, CO 81149

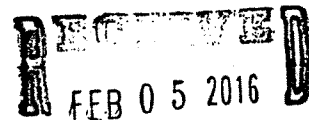
AND

Paul T. Jackson  
Patricia Ann Tesauro  
1107 Clayton Street  
Denver, CO 80206-3211

Please reference "Jackson/Tesauro, Additional Residence" Conditional Use request in your return letter.

Sincerely,

Amber Wilson  
Saguache County Land Use Deputy



BY:

Land Use Staff

Wendi Maez, LU Administrator

Amber Wilson, Deputy

Adriana Fernandez, Clerk





# SAGUACHE COUNTY LAND USE

501 Fourth Street • P. O. Box 326  
Saguache, Colorado 81149

Phone: (719) 655-2321 • Fax: (719) 655-2635

landuse@saguachecounty-co.gov    www.saguachecounty.net

January 15, 2016

Re: Proposed change in use of property located in the Baca Grande, Chalet Unit One, Lot 1959C for an additional residence.

Dear Property Owner or Taxing Entity,

In order to comply with certain Land Use regulations in Saguache County, Colorado this letter of notification is being sent to you.

According to GPS locator in Saguache County, you are a property owner within 1500 feet or a taxing entity of the applicants requesting a Conditional Land Use change. Such Conditional Uses or activities may affect owners of persons living next to this property, should the permit be granted. Specific activities requiring this designation are given in Article IV. 2.1.2 of the Saguache County Land Development Code.

Specifically the request of property owner's, Everett Wilson and Anke Perkert, regarding property located in the Baca Grande, Chalet Unit One, Lot 1959C. The property currently has a residence on it and the proposed future use for this property is for an additional residence.

The request will be heard by the Crestone Baca Planning Commission on March 9, 2016 at 9:00 a.m. at the Property Owner's Association Meeting Room.

The application is on file in the Saguache County Land Use Department and is available for review during normal business hours. All interested parties may attend the Crestone Baca Planning Commission meeting. If you have any comments or concerns you will need to get them to the Land Use office at least 15 days prior to the Planning Commission meeting. This time limit gives the applicants and the Planning Commission member's time to review your concerns prior to the meeting so they can be discussed in open session.

Should you need additional information or would like to make comments please do so in writing to:

Saguache County Land Use Department  
PO Box 326  
Saguache, CO 81149

AND

Everett Wilson  
Anke Perkert  
PO Box 1120  
Crestone, CO 81131

Please reference "Wilson/Perkert, Additional Residence" Conditional Use request in your return letter.

Sincerely,

Amber Wilson  
Saguache County Land Use Deputy

RECEIVED  
JAN 25 2016  
*Adriana Fernandez*

Land Use Staff

Wendi Maez, LU Administrator

Amber Wilson, Deputy

Adriana Fernandez, Clerk

Everett Wilson  
Anke Perkert  
P.O. Box 1120  
1959 Rocky View Way  
Crestone, CO 81131  
(719) 256-1318  
everettwilson@gmail.com  
anoushka.per@gmail.com

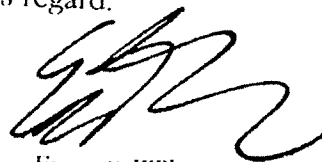
Saguache County Land Use  
P.O. Box 326  
Saguache, CO 81149

Re: Conditional Use Application  
Lot 1959 C, Chalet One, The Baca Grande, Saguache County, Colorado

We are requesting permission to add 200 square feet to an existing studio on our premises located at 1959 Rocky View Way, Crestone, Colorado. With this addition we will be adding a bedroom with a bathroom and some kitchen space, thus converting a studio space into a second residence.

Our intention for this extra living space is not in any way commercial. We do not plan to rent out this space. We are both Buddhists who spend extensive time in solitary retreat. Our primary use for the second residence would be to more easily accommodate this practice of solitary retreat here at home, rather than renting accommodations to do this elsewhere.

We thank you for your time and consideration in this regard.



Everett Wilson

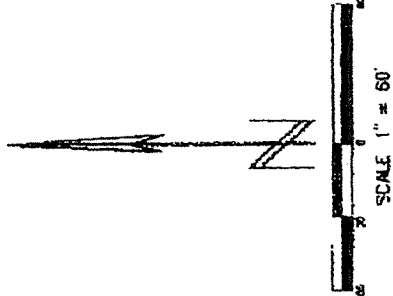
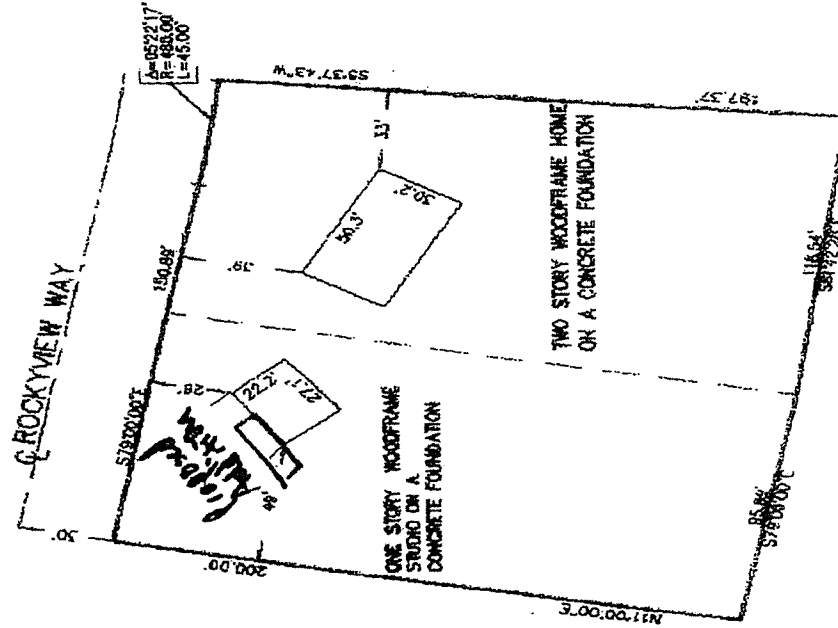


Anke Perkert

**LEGAL DESCRIPTION:**

LOT 1959--C, CHALET ONE, THE BACA GRANDE  
SAGUACHE COUNTY, COLORADO.

**PROPERTY ADDRESS:**  
1859--C Rockyview Way  
Crestone, Colorado 81131



**IMPROVEMENT LOCATION CERTIFICATE**

I hereby certify that this Improvement Location Certificate was prepared for Northern Valley Realty that it is not a copy survey plat or improvement survey plan, and that it is not to be relied upon for the establishment of fences, building or future improvement lines.

I further certify that the improvements located on the above described premises, on the date SEPTEMBER 17TH, 2005, except utility connections, are entirely within the boundaries of the parcel, except as shown, that there are no encroachments upon the described parcel by improvements on any adjacent parcel, except as noted, and that there is no apparent easement crossing or burdening any part of said parcel, except as indicated.

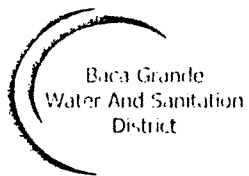
This certificate does not constitute a title search by SUMMIT ENGINEERING CO. to determine ownership or encumbrances of record.

*Scott E. Johnson*  
Scott E. Johnson PLS 34640 DAY

SIGNATURE AND SEAL NO  
LONGER VALID

SUMMIT ENGINEERING CO.  
1317 STATE AVE  
ALBUQUERQUE, NM 87103  
(719) 558-6147

DATE: 08/11/05  
DRAWN BY: RBK



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

January 20, 2016

Everett Wilson  
PO Box 1120  
Crestone, CO 81131

**Account #:** 421960.02

**Service Address:** 1959C Rocky View Way

**RE:** Approval to connect existing water & sewer lines at 1959C Rocky View Way to another structure on this property.

Dear Everett Wilson,

Your request to connect an additional structure to the existing water & sewer lines at 1959C Rocky View Way has been approved by the Baca Water and Sanitation District. The new service lines must be connected to the water and sewer lines that already exist within the property borders. All new water and sewer infrastructure work must fully lie within the property borders and may not extend into any right of ways.

You will need to contact us once construction or renovations are completed. An Equivalency Ratio (EQR) assessment of the new work will be done to determine the monthly EQR flat rate fee. The Equivalency Ratio fee will be based on the additional water and/or sewer fixtures installed and the size of the new structure.

Sincerely,

A handwritten signature in black ink that reads "Justin DeBon".

Justin DeBon

ORC/Operations Manager  
Baca Water and Sanitation District

**BACA GRANDE WATER AND SANITATION DISTRICT  
ENGINEER'S REPORT  
February 10, 2016**

**ADMINISTRATIVE MATTERS**

Funding Opportunities – District staff and consultants are researching a variety of funding sources for possible support on a variety of projects.

- A Small Communities Water and Wastewater Grant Application was submitted on November 16, 2015 and the District was provisionally awarded funding (\$426,150) on January 27, 2016. We targeted these monies to support the proposed Flow Equalization Basin, including a dedicated headworks (screening and grit removal), at the Aspen Institute Wastewater Treatment Facility. The District submitted its Pre-Risk Assessment Questionnaire to the Water Quality Control Division and is awaiting confirmation of the award and the contract is signed and dated by the State Controller before any work associated with the project is initiated.
- TZA Water Engineers initiated research into the SEARCH (Special Evaluation Assistance for Rural Communities and Households) Grants and the Predevelopment Planning Grants available from the USDA's Rural Development for the biosolids management needs of the District. Attached is USDA's Application for Federal Assistance for informational purposes.
- TZA also initiated research into the Colorado Water Conservation Board's funding opportunities and determined the Water Efficiency Grant program may be the most applicable to the District's current water conservation efforts. Specifically, this program may support a water loss control audit.

Water and Wastewater Rates – On May 15, 2015, I presented the results of this year's rate study to the Board. At the meeting, the Board directed staff and consultants to track the current rate structure against the proposed rate structure to evaluate overall revenue impacts. I reviewed the June, July, August, September, and October reports prepared by Sandy and the results are tabulated below.

	Current Rates			Proposed Rates		
	Water	Sewer	Total	Water	Sewer	Total
June	\$23,988.30	\$19,266.00	\$43,254.30	\$29,010.00	\$13,927.00	\$42,937.00
July	\$27,301.40	\$19,266.00	\$46,567.40	\$32,052.00	\$13,927.00	\$45,979.00
August	\$26,430.34	\$19,292.00	\$45,722.34	\$31,161.00	\$13,946.00	\$45,107.00
September	\$25,634.27	\$19,084.00	\$44,718.27	\$30,048.00	\$13,946.00	\$43,994.00
October	\$23,448.09	\$19,084.00	\$42,532.09	\$27,804.00	\$13,946.00	\$41,750.00

**LAMP RYNEARSON COMPANIES**



The slight reduction in the Proposed Rate totals for each month can be attributed to the fact that each account is currently assumed to use only the minimum amount of water and therefore only being charged the base rate. However, there are accounts that exceed the base usage allowances and would end up paying more for their sewer usage. Accordingly, in November Sandy and I began a review of the monthly water usage for each of the metered accounts. I received the December and January water usage data from Sandy, and will have a summary report prepared for the March Board meeting after the February data is compiled. This will allow an evaluation of the winter water usage period (November through February).

## **OPERATIONAL MATTERS**

Biosolids Removal – Justin DeBon has asked TZA to review the 2015 Biosolids Report due to the Water Quality Control Division by February 19, 2016. TZA will complete its review and provide comments to Justin by February 12, 2016.

Well 18 Booster Pump Station Problems – Any legal activities associated with this topic will be addressed separately due to attorney-client privileges. However, it is noted through an assessment of the 2014 and 2015 operations documented by operations staff in February of:

- Energy consumption reduced by 34% from 2014 to 2015, and
- Energy billings reduced by 22% from 2014 to 2015, despite an apparent increase in utility billing rates, and
- Water production reduced by 30% from 2014 to 2015, likely due to leak detection and repair efforts.

I have recommended Justin include similar information for the Well 18 complex in future Operations' reports and will discuss the inclusion of the Casita Park water facilities utility account, as well.

Nutrients Management Control Regulation (Regulation No. 85) - Justin DeBon is managing the 2015 sampling efforts and should identify any 2016 requirements.

## **CAPITAL PROJECTS**

Capital Project Summary Sheets – No additional activity since November of 2015.

Casita Park Water Line Interconnect – The line connecting the Well 18 yard piping to Mobile Home Estates was put into service on November 30, 2015. The redundant stream crossing was completed by RMS on December 18, 2015. I have been working with RMS Utilities on the contract close-out matters, including the final application for payment and lien waivers. I will have updated items prepared in advance of the February Board meeting, but RMS's invoicing manager has been on vacation until February 10.

Compliance Evaluation Inspection (Dharma Ocean and Stables Lift Station) – The Water Quality Control Division issued site location approvals for the Dharma Ocean and Stables lift stations on April 23, 2015. The Water Quality Control Division issued design approvals for these lift stations on September 1, 2015, which is good news and saved us from having to restate all of the information generated and communicated during the site location approval efforts. TZA is working with Justin DeBon on equipment procurement and contractor coordination, and will present a project schedule in advance of the February Board meeting.

Water Meter Transmitter Replacement Project - TZA has asked Justin DeBon to review the meter reading results with pump station metering reports in an effort to assess pressure zones that should be the focus of any future leak detection activities. This information may benefit an application to the Water Efficiency Grant program discussed above under “Funding Opportunities”.

Headworks/Flow Equalization Basin - TZA Water Engineers is awaiting grant confirmation from the Water Quality Control Division before proceeding with any design activities.

## **OTHER ACTIVITIES**

Storage Tank Rule – The Water Quality Control Division has adopted a new version of the Colorado Primary Drinking Water Regulations (Regulation 11). Effective April 1, 2016, the District will be required to develop a written plan for finished water storage tank inspections. In addition to quarterly periodic (visual) inspections, the District will need comprehensive inspections to be scheduled at least every five years.

New Chlorine Residual Requirements – The Water Quality Control Division has adopted a new version of the Colorado Primary Drinking Water Regulations (Regulation 11). Effective April 1, 2016, the District will be required to maintain a minimum of 0.2 milligrams per liter chlorine residual throughout the distribution system. Justin DeBon has indicated this is an achievable standard based upon his assessments in the latter months of 2015.