

MONTHLY ENGINEER'S REPORT

DATE OF MEETING: JANUARY 17, 2024
CLIENT: BACA GRANGE WATER & SANITATION DISTRICT (BGWSD)
SUBJECT: MONTHLY ENGINEER'S REPORT **NEW ITEMS IN BOLD**

GENERAL ENGINEERING (PROJECT NO. 0001)

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

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

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

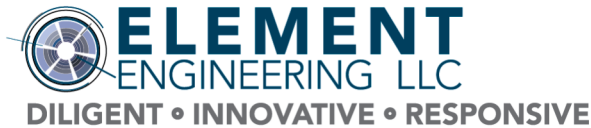
The master plan was approved by the district board in September 2022. The district approved Water and Wastewater Master Plan culminated in recommendations for water and wastewater system improvements. These recommendations are being included in the Wastewater Treatment Plant Improvements (Project No.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

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

WASTEWATER TREATMENT PLANT IMPROVEMENTS (PROJECT NO. 0010)

Element has provided the district with a proposal to complete a Wastewater Treatment Plant (WWTP) Improvements Preliminary Engineering Report and Environmental Report. The report will be assembled for United States Department of Agriculture (USDA) Rural Development (RD) funding of a new or upgraded/expanded WWTP. A preliminary schedule for the proposed project is shown below. Note that this schedule may vary widely based on review time by CDPHE and USDA as each entity reviews and processes the required submittals.

- Compile and submit Preliminary Engineering Report December 2022
(Includes ER and RD Apply funding application)
- USDA review and funding/underwriting January 2023 – July 2023
(Note this timeline is assumed and is shown conservatively long)
- USDA Letter of Conditions Coordination July 2023 – September 2023



- Design, CDPHE and local permitting
- Bidding
- Construction

September 2023 – August 2024
November 2024
March 2025 – March 2026

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

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

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

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

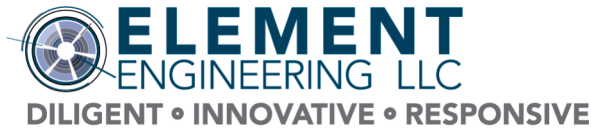
The PER was reviewed at a board special meeting on February 23rd, 2023. The board approved moving forward with the project and completing the RDAApply application. Element is in the process of compiling the required Environmental Report. The Environmental Report and RDAApply application will be completed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

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

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

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

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



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

WATER TREATMENT SYSTEM IMPROVEMENTS (PROJECT NO. 0011)

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

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

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

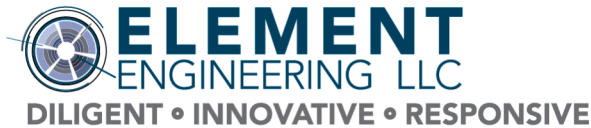
- | | |
|---|----------------------------|
| • Compile and submit pre-qualification form (CDPHE funding) | December 2022 |
| • Compile and submit Project Needs Assessment | April 2023 |
| • CDPHE review and design and engineering grant execution | July 2023 |
| • Design, CDPHE permitting | August 2023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

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

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

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

CDPHE has provided a pre-qualification review letter after our January pre-qualification meeting. The review letter (dated April 19, 2023) is attached to this report. This letter clarifies that the district is eligible



for a planning grant (already obtained), a design and engineering grant, and Bipartisan Infrastructure Law (BIL) funding.

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

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

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

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

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

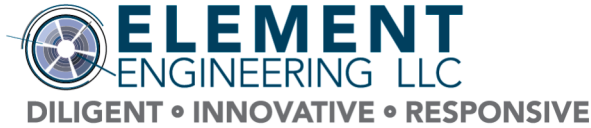
CDPHE will, however, allow the district to recoup funds spent on design and engineering costs from the construction loan, when it is issued to build the project. This would mean funding the design of the project upfront and recouping the costs at the time of construction. The district may apply for a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

- 1. Self-fund the design of the water project and reimburse yourself with funds from the construction loan when the project design is completed and goes to construction. In this case we could potentially apply to DOLA for a 50/50 match grant for design.**
- 2. Wait to see if D/E grant funds become available later in the year and proceed accordingly if one is awarded. If those funds are not available, re-consider item number 1 above.**

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

2023 WATER LOSS PREVENTION PROJECT (PROJECT NO. 0013)

Element staff are periodically working with district staff in developing a water loss prevention program. It is likely that this prevention program will take several months to collaboratively develop prior to



presentation by district staff and Element to the board. Element is assisting the district in assembling cost estimates for PRV vault and water main replacement program. Our initial meeting has identified the following items to focus on:

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

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

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

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

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

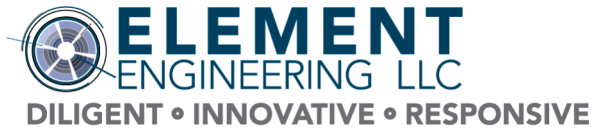
We have finalized the water loss prevention plans and met with district staff to review. Upon approval of the drawings the next step is project bidding. The project may be advertised and bid in early 2024 if desired by the district.

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

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

DEVELOPMENT SERVICES

590CR Hillcrest Overlook Extension:



The final payment advertisement and final payment processing is complete.



December 26, 2023

JoAnn Slivka, District Manager
Baca Grande Water and Sanitation District
PO Box 520
57 Baca Grant Way S
Crestone, CO 81131

Re: Baca Grande Water and Sanitation District Drinking Water Revolving Fund (DWRF)
Project Needs Assessment (PNA) Approval Letter
DWRF Project No. 960062D-Q, Saguache County
PWSID No. CO0155200

Dear JoAnn:

The Water Quality Control Division (Division), Grants and Loans Unit has reviewed the Drinking Water Revolving Fund (DWRF) PNA prepared by Element Engineering, and dated August 30, 2023 for the Baca Grande Water and Sanitation District (applicant). The PNA is approved and the project may proceed through the SRF process with the conditions listed in the following sections.

Engineering Section Review Comments

- Engineering Section review comments from the PNA review letter have been adequately addressed.
- **Self Certification:** The system does not intend to self-certify all or a portion of the project.
- **Design Review Process:** For all public water systems, the supplier must not begin construction of any new waterworks, make improvements to or modify existing waterworks, or begin using a new source until the supplier submits and receives Department approval of plans and specifications for such construction, improvements, modifications, or use.

Final Environmental Determination

CATEGORICAL EXCLUSION

The project meets the criteria for a Categorical Exclusion (CatEx) as the State Environmental Review Process states a CatEx may be granted for projects where no federal crosscutters are impacted, there are no known or expected Extraordinary Circumstances, and the facilities planning are solely directed toward:

DWRF

- Minor rehabilitation of existing facilities.
- Functional replacement of equipment.
- Minor upgrades and expansions of existing water systems in communities of 10,000 population or less (distribution line extensions are not included).



At minimum, the following coordination appears to be required to confirm there is no significant impact to state and/or federal crosscutters:

- SHPO - State Register Act review
- Other local, state, and federal crosscutter coordination as applicable. It is the responsibility of the applicant to ensure that all required crosscutter coordination is completed to meet NEPA requirements.

The PNA did not provide evidence of a properly noticed public meeting. The public meeting is a requirement of the environmental review process and CO SRF public meeting requirements must be completed.

Review of submissions regarding SRF environmental review requirements including agency coordination and Environmental Assessment review etc. is conducted under a separate cover. Please contact your GLU Project Manager regarding the status of reviews.

Financial Analysis Comments

- An updated financial analysis has been completed by DOLA and is attached to this memo. Please review the memo for important notes and recommendations.
- Based on 2017-2021 ACS data, the District met the requirements of a disadvantaged community. This determination is valid for eighteen months from the date of the PNA review letter.

Bipartisan Infrastructure Law (BIL) Principal Forgiveness Eligibility Review:

- In an email to the department project manager dated November 15, 2023, Baca Grande Water and Sanitation District confirmed BIL funding is requested for the project. BIL funding will be used to evaluate the loan package, including the amount of BIL principal forgiveness the applicant may be eligible for at loan application. This is not a guarantee of funds and may be subject to prioritization, potential caps, and availability of funds.

Important Notes and Requirements

- The following are outstanding items the Baca Grande Water and Sanitation District Drinking must still complete prior to submittal of a loan application to the SRF program:
 - Public Meeting
 - CatEx required agency coordination submission
 - Basis of Design Report
 - Plans and Specifications submission
- A public meeting is required to inform the citizens in the affected area of the proposed project. The meeting must be publicly noticed in a local newspaper a minimum of one time at least 30 days prior to the meeting. The meeting must include a discussion of project alternatives, preferred alternative, projected rate increases, construction and environmental impacts of the project. Projects requiring an EA must provide a draft EA for review at the meeting. An affidavit of publication, agenda, meeting minutes, and list of attendees must be submitted to the Division. [SRF Public Meeting guidance](#) is available on the Grants and Loans Unit website.
- The project is required to comply with federal requirements as described and detailed in the *Colorado SRF Required Specifications*. The requirements are listed below. Please note this list may be subject to change, and the final list of requirements will be verified at bid package approval.
 - Davis-Bacon Prevailing Wages
 - American Iron & Steel (AIS)
 - Suspension and Debarment, Equal Opportunity & Civil Rights, OSHA, and Archeological & Historic Preservation Act

- Signage (if BIL funding received)
- This project is required to comply with the following SRF Certifications as applicable:
 - Technical, Managerial and Financial compliance resolution
- All State Revolving Fund recipients are required to include the **Colorado SRF Required Specifications** in the bid package and construction documents. The bid package must be submitted to the Grants and Loans Unit project manager for approval prior to any bidding. Submit bid package and construction documents a minimum of 14 days prior to bid advertising. This requirement also includes all materials and equipment procurement, Construction Manager at Risk (CMAR) requests for proposals, Design-Build contracts, and any other construction related contracts.
- The environmental clearance must be completed prior to starting construction. This means that the Categorical Exclusion (CatEx) has been published or the Finding of No Significant Impact (FONSI) has been published and the 30-day comment period has lapsed with no comments or all comments, if any, have been resolved.
- Prior to construction, the project must receive Final Plans and Specifications for Construction Approval from the Water Quality Control Division Engineering Section or receive acceptance of self-certification for eligible projects. If you have questions regarding the status, please contact the WQCD Engineering Section review engineer Steven Daniels at or email at steven.daniels@state.co.us or contact CDPHE.WQEngReview@state.co.us
- If the project scope changes, the Baca Grande Water and Sanitation District Drinking must submit an amended PNA for approval. Project amendments may result in environmental and/or design approval changes.
- This letter does not guarantee the award of funds. Award of funds is subject to meeting all technical and SRF requirements, and approval by the Colorado Water Resources & Power Development Authority Board of Directors. Availability and terms of funding for both BIL and base program SRF funds are subject to change at any time.

Resources:

- Information regarding the Bipartisan Infrastructure Law (BIL) and important updates regarding the funding are posted at <https://cdphe.colorado.gov/wqibill>
- Coaching assistance is available to assist the borrower in addressing drinking water system issues and/or meeting TMF capacity requirements. The division Local Assistance Unit offers free training and assistance for applicants who would like assistance. The training is presented onsite at the system and provides an understanding of the TMF requirements and tools. In addition, the unit can provide additional training for training units (TUs) to certified operators. To request assistance visit: <http://cdphe.colorado.gov/dwtrain> and click "Online training request" under "Customized coaching and assistance" or contact the Local Assistance Unit at cdphe.wqdwtraining@state.co.us.

Questions can be directed to me via telephone at 303-691-4945, or via e-mail at amy.schultz@state.co.us.

Sincerely,



Amy Schultz
 Project Manager
 Infrastructure Unit
 Water Quality Control Division

ec: Gary Potter, Baca Grande WSD
Natalie DeBon, Baca Grande WSD
Nicholaus Marcotte, Element Engineering
Desi Santerre, DOLA Division of Local Government
Randi Snead, DOLA Regional Manager
Austin Reichel, Colorado Water Resources and Power Development Authority
Steven Daniels, Review Engineer, WQCD Engineering Section
Emily Wong, WQCD Engineering Section
Ana Ruiz, Project Manager, WQCD Infrastructure Unit
Alex Hawley, Work Group Lead, WQCD Grants and Loans Unit
Margaret Talbott, Unit Manager, WQCD Infrastructure Unit

Attachments:

DOLA Financial Analysis

BACA GRANDE WATER AND SANITATION DISTRICT

Proposal for Engineering Services

Wastewater Treatment Plant (WWTP) Alternatives Analysis Update

UNDERSTANDING

Element Engineering, LLC (Element) understands that the BGWSD wishes to compile an updated WWTP Alternatives Analysis based on recent raw wastewater data. This data shows that the influent organic loading to the plant has been falling. Element recently completed and submitted a Preliminary Engineering Report (PER) to USDA for project funding. This PER recommended replacement of the existing secondary treatment process, and expansion of the facility's organic rating. Recent data, however, shows that an expansion may not be necessary.

Therefore, the district would like an updated alternatives analysis of the two primary alternatives without considering increasing the hydraulic or organic loading rates. The two primary alternatives are as follows:

1. Rehabilitation of the existing WWTP facility and process building.
2. Replacement of the existing WWTP secondary treatment system and construction of new structures and equipment.

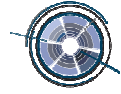
SCOPE OF SERVICES

The following Scope of Work is proposed:

- Compile a new alternatives analysis without considering an increase to the hydraulic and organic loading rates. This alternatives analysis shall mirror that completed in the PER and will be limited to the project construction and non-construction costs, and ongoing maintenance costs.
- Summarize the new hydraulic and organic data in the memorandum and discuss its impact on previous recommendations.
- Summarize updated cost estimates in the memorandum and discuss findings and recommendations based on the new data review.

EXCLUSIONS

Exclusions include a topographical survey and geotechnical report (not required for this project phase). A new PER, ER and loan application are not included.



FEE PROPOSAL

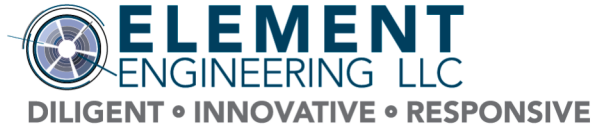
The proposed fee for the work is \$4,500.

This work order is provided as an exhibit and/or attachment to the Baca Grande Water and Sanitation District General Owner-Engineer Agreement.

Approved By: _____

Approved For: Baca Grande Water and Sanitation District

Date: _____



ELEMENT ENGINEERING, LLC
RATE SCHEDULE FOR PROFESSIONAL ENGINEERING SERVICES

<u>LABOR CLASSIFICATION</u>	<u>HOURLY BILLING RATE</u>
Principal	\$160.00
Project Manager	\$150.00
Project Engineer	\$130.00
Design Engineer (CADD)	\$120.00
Construction Manager	\$160.00
Construction Observer	\$120.00
Office Assistant	\$65.00
 <u>DIRECT EXPENSES</u>	
Prints/Copies	At Cost
Mileage	Prevailing Fed Rate
Travel Time	At Cost
Sub-Consultants	At Cost

BACA GRANDE WATER AND SANITATION DISTRICT

NOTICE OF INTENT TO FIX OR INCREASE FEES, RATES, TOLLS, PENALTIES OR CHARGES FOR WATER AND/OR SANITARY SEWER SERVICE

NOTICE IS HEREBY GIVEN pursuant to Section 32-1001(2) (a), C.R.S., that on Wednesday, January 17, 2024, at 9:00 A.M, the District's Board of Directors will consider fixing and/or increasing fees, rates, tolls, penalties or charges for water and/or sanitary sewer services, and that any customer or other interested person may appear at said time and place for the purpose of providing input, comments, or objections regarding any proposed increase. Information regarding any proposed increase may be obtained from the District office, Monday – Friday during normal business hours. You may also call the District at 719-256-4310.

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



District Manager Report – January 17, 2023

MASTER PLAN:

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

- 7/19/2023: BGWSD Board approved the proposal from Element Engineering for Construction Plans and Specifications: \$7,000, Bid Documents and Bidding Process: \$8,500.
- Element has now begun working on the design services and bidding documents. Once again, gratitude to EE for working with the District on our water conservation efforts.
- 11/15/2023: Approximately \$8,300 of the \$15,000 budgeted for the year has been used. Remainder of funds will be deferred to 2024
- Draft design plans were received and a list of edits has been returned to Element
 - Finalized plans should be available this month
 - Next step will be to advertise and send the project for bids

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

- Received a response on 11/6/23
- Council has reviewed the correspondence, met with the attorney representing USFWS, and sent the District's reply on 12/05/23
- USFWS reply was received on 12/20/2023
 - Need to come to agreement on pricing, handling of administration costs, process for working together during drought conditions, and compensation for retiring some of the water rights.
- Next step – In person meeting with USFSW
 - Tentatively scheduled for week of 3/11

2024 Budget

January 10 – Mill Levy certified to County

January 31 (no change) - Budget must be submitted to the Division of Local Government of the budget year.

PERSONNEL

- COVID – No cases to report

Employee Manual

- Draft reviewed by counsel
 - Final draft included for Board approval
 - Questions?

OTHER EVENTS:

Ninth Fee Resolution

- Formalize \$200 Certification fee
- Disconnection/Reconnection Fee 50% of Connection Fee
- Permit extension \$250
 - Adjustment \$25

Administration Building

- Reengaged contractor to complete the design

Vector Truck

- Requires approximately \$32K in maintenance
- Significant budget variance for vehicle maintenance

New Boundary Map

- The draft map was review and feedback sent to IMEG for implementation
 - Reviewed by counsel
 - Surveyor working on updating legal description

Administrative Monthly Report

January 17th, 2024 - Board of Directors Meeting

Prepared by Natalie DeBon

Caselle: Caselle billing software was updated to the newest version.

Caselle Webinar: On December 12th, I took Caselle webinar for the Accounts Payable focused on AP Year-End reporting.

IRS governmental reporting and filing: Starting tax year 2023, if we have more than 10 information returns, we must file them electronically. To use the IRIS Taxpayer Portal, we need an IRIS Transmitter Control Code (TCC). District manager and I applied for, and received the code for the District. The 1099's will be filed with IRIS and recipient copies mailed out before the deadline of January 31st, 2024.

CEBT: CEBT, our health insurance provider, is introducing Modern Health effective January 1st, 2024. This new program is a comprehensive and personalized mental health care platform offering self-guided, community-based, and one-on-one mental health support for members and dependents. I shared the program information with qualified employees, and encouraged them to sign up. This platform offers a range of benefits, including 8 coaching sessions, 8 therapy sessions, and much more, such as videos, circles, and courses.

Transparency notice: The annual transparency notice was posted on the District website.

Case Backhoe: For sale notice created and posted on the website, Crestone Eagle online page, Saguache Crescent and Craigslist. Notice included in my report.

Other notices: Notice of intent to fix or increase fees posted on the District website, Crestone Eagle and Saguache Crescent. District manager letter to the community was posted on the District website and also attached to January's billing statements.

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

Office update: We created new office space by moving equipment from copy room into main office area and refreshed the room with new paint, moved filing cabinets and added a new desk. Now each member of the admin team has their own workspace. We worked with WSB to set up phone and internet connections.

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

Vector Solutions Platform: Three courses were assigned to Admin Employees as an annual training: Anti-Harassment Training, Diversity Equity and Inclusion and Ethics in the workplace. Courses are in progress and close to completion.

IDP Plan: Individual Development plans were distributed to admin employees, they were filled out and meaningful conversation took place. Admin team has their goals and activities in place for the year.

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

Billing Message: Happy New Year! Please read the letter to the community from BGWSD District Manager, Diego Martinez on our website at <https://www.bacawater.com/bgwsd-district-manager-letter-to-the-community>. In honor of Martin Luther King Jr. Day, the District office will be closed on Monday, January 15, 2024. To pay your bill by phone, please call the Payment Center at 800-720-6847 or the IVR line at 888-504-0548 and Dial '0' to speak with a live operator.

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

UTILITY BILLING ACTIVITY FOR THE MONTH OF DECEMBER (BILLED IN JANUARY)		
Customer Utility Billing		
Billing Category	Number of Accts	Amount Billed
Usage Customers Billed - SEWER	821	\$39,968.21
Usage Customers Billed - WATER	843	\$46,319.78
ON/OFF Service	7	\$300.00
LATE FEE	45	\$860.00
TRANSFER	11	\$3,850.00
CONSOLIDATIONS	0	\$.00
EQR	27	\$785.75
NSF FEE	2	\$60.00
WATER & SEWER HOOK UP	0	\$.00

DECEMBER - XPRESS BILL PAY TRANSACTION ACTIVITY

Product / Service Description	Qty	Unit Price	Line Total
EFT Web Transactions	233	\$0.64	\$149.12
Credit/Debit Card Web Transactions	349	\$0.49	\$171.01
Online Banking - Bank Bill Pay Transactions	17	\$0.25	\$4.25
Lock Box Service Transactions	114	\$0.58	\$66.12
Toll Free Operator Assisted Transactions	12	\$1.25	\$15.00
Toll Free IVR Transactions	13	\$1.25	\$16.25
Support, Maintenance, Hosting - Fee	1	\$100.00	\$100.00

Town of Crestone Sewer 2023

Town of Crestone Sewer Billing - 2023

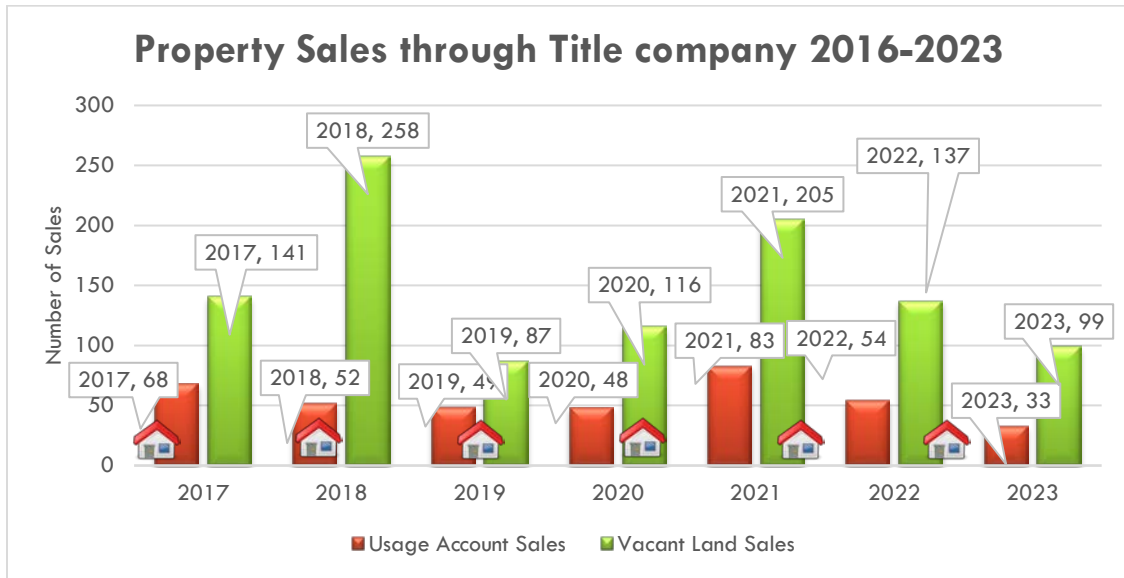
Date	Monthly Total	Monthly Flow	Flow Charges	Average Daily BOD	Monthly BOD	BOD Charges	Paid	Balance Due
January	434,425	3,431,957.50	\$ 3,431.96	54	1674	\$ 1,658.93	Check # 2596	02/28/2023- \$5,090.89
February	404,042	3,191,931.80	\$3,191.33	57	1596	\$1,581.64	Check #2604	03/31/2023- \$4,773.57
March	391,356	3,091,172.40	\$3,091.71	51	1581	\$1,566.77	Check #2612	04/30/2023- 4,658.48
April	484,123	3,825,282.70	\$3825.28	38	1140	\$1,129.74	Check # 2587	05/31/2023- \$4955.02
May	452,229	3,572,609.10	\$3,572.61	43	1333	\$1,321.00	Check #2630	06/30/2023- \$4,893.61
June	474,843	3,751,259.70	\$3,751.26	63	1890	\$1,872.99	Check #2630	07/31/2023- \$5,624.25
July	517,982	4,092,057.80	\$4,092.06	60	1860	\$1,843.26	Check #2636	08/31/2023- \$5,935.32
August	497,162	3,927,579.80	\$3,927.58	53	1590	\$1,575.69	Check #2638	09/30/2023- \$5,503.27
September	488,582	3,859,797.80	\$3,859.80	47	1363	\$1,350.73	Check # 2649	10/31/2023- \$5,210.53
October	524,932	4,146,962.80	\$4,146.96	41	1312	\$1,300.19	Check #2654	11/30/2023- \$5,447.15
November	419,372	3,313,038.80	\$3,313.04	41	1230	\$1,218.93		12/31/2023- \$4,531.97
December	399,446	3,155,623.40	\$3/155.62	45	1305	\$1,293.26		\$4,448.88
2023 Totals	5,488,584		\$43,359.81	593	17874	\$17,713.13		

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

December - 2023- Property Sales: 3- Homes, 3- Lots

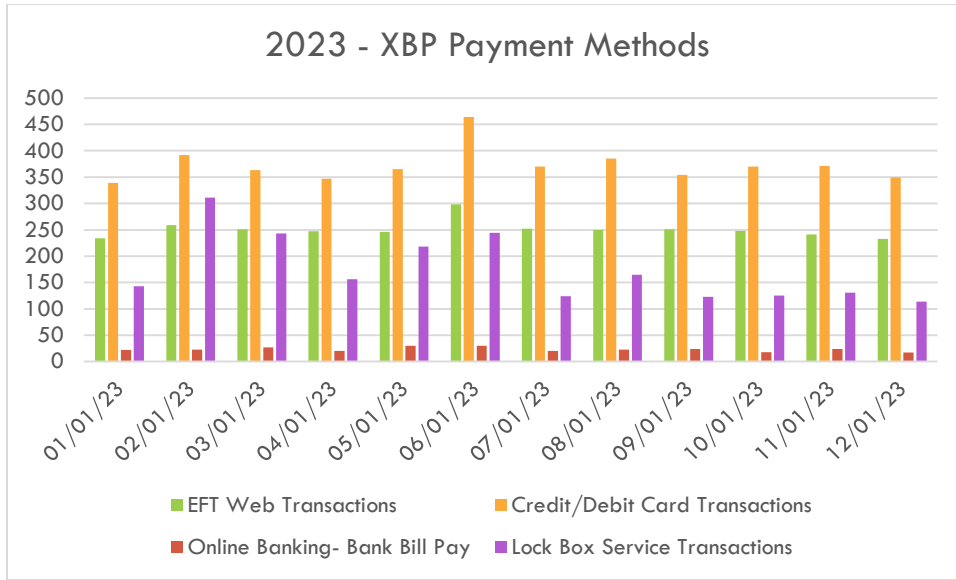


December- 2023 – Other Sales Statistic Including Name Changes Only

Prepared by Jennifer Jenkins:

Type	Vacant Lot	House	Total Charges
Quick Claim Deed	4	2	\$1,050.00
Warranty Deed	1	0	\$350.00
Treasurer's Deed	2	0	\$700.00
Bargain & Sale Deed	0	0	\$0.00
Contract for Deed	0	0	\$0.00
			Total: \$2,100.00

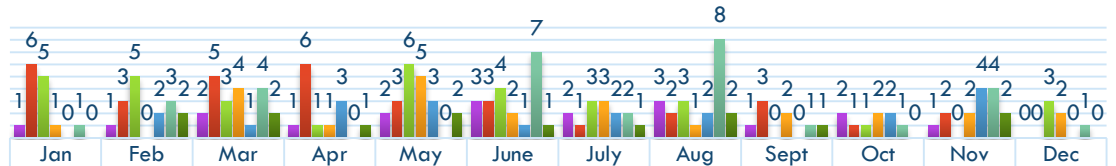
2023 - Xpress Bill Pay Customers Transactions Activity



2023 - Water and Sewer Hook up Applications

0- Application (s) received in December. **19** – Total application (s) received in 2023

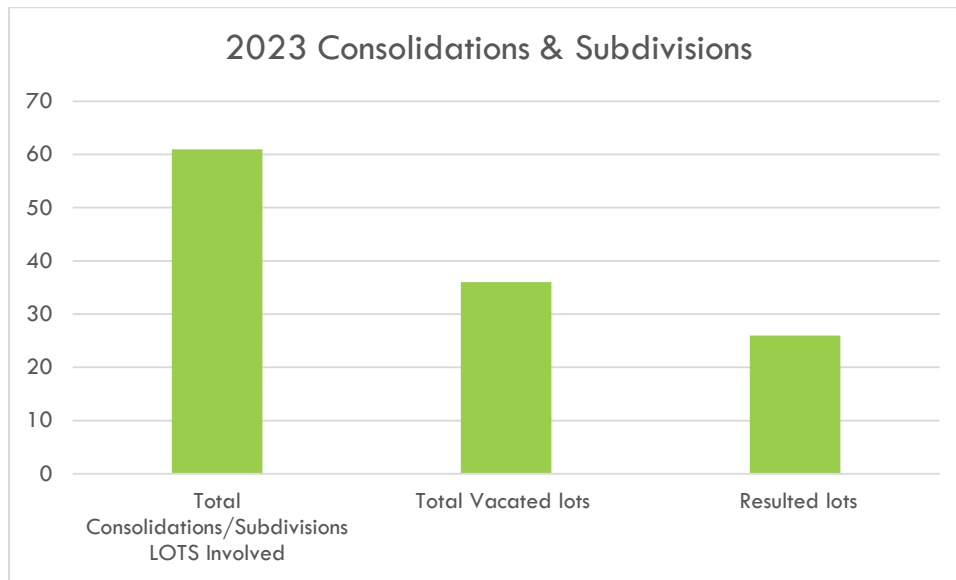
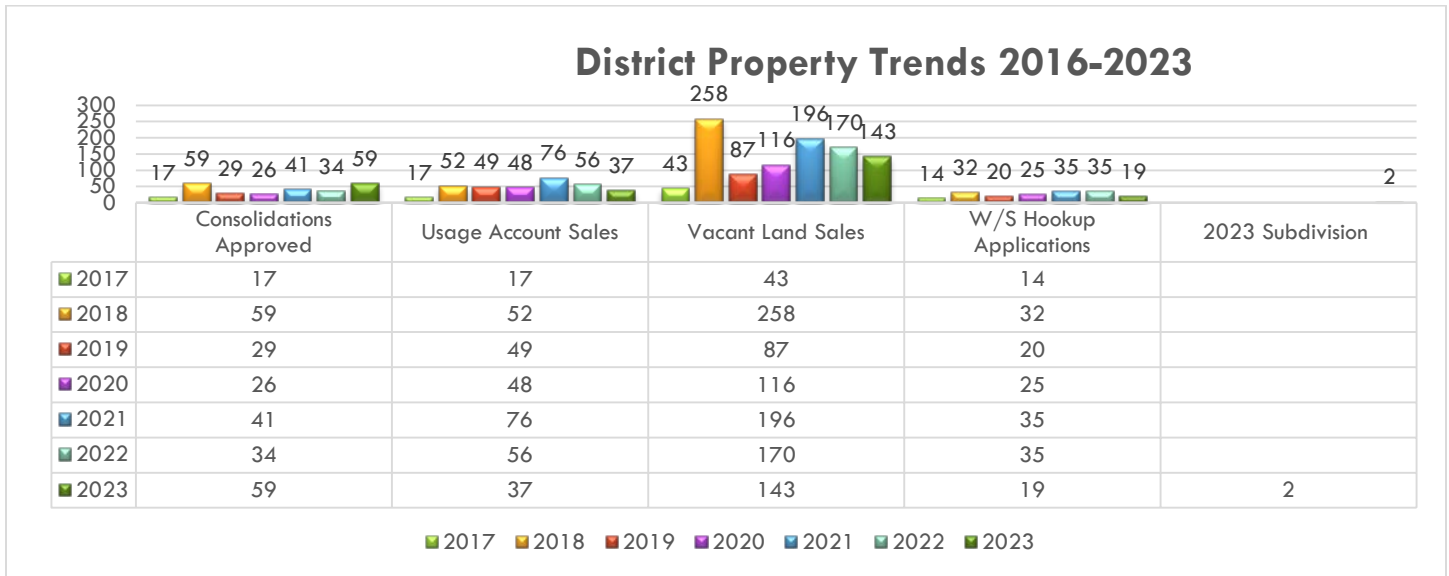
Water-Sewer Hookups 2016-2023



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

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

2016-2023 PROPERTY TRENDS



Total Consolidations/Subdivisions LOTS Involved	Total Vacated lots	Resulted lots	Total 2023 Consolidation/Subdivision Revenue
61	36	26	\$30,500.00

For Sale Notice

For Sale 1986 Case 580E Backhoe - \$15,000

Backhoe comes with 5,678 hours on the engine and the following specifications:

- Model: Case 580E
- Condition: Used
- Year: 1986
- Issues: Missing bolts in rear axle, brakes need work

This backhoe has served us well, but we're ready to pass it on to someone who can give it the attention it needs. Priced to sell at \$15,000. Serious inquiries only. Contact Baca Grande Water & Sanitation District at 719-256-4310 or info@bacawater.com to schedule a viewing and discuss further details.

Don't miss out on a great deal for a powerful backhoe.



**Notice: District office will be
closed Monday,
JANUARY 15, 2024**

In honor of Martin Luther King, Jr. Day, the district office will be closed Monday, January 15, 2024.

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

If you need to make a payment, please call 888-504-0548 any time.

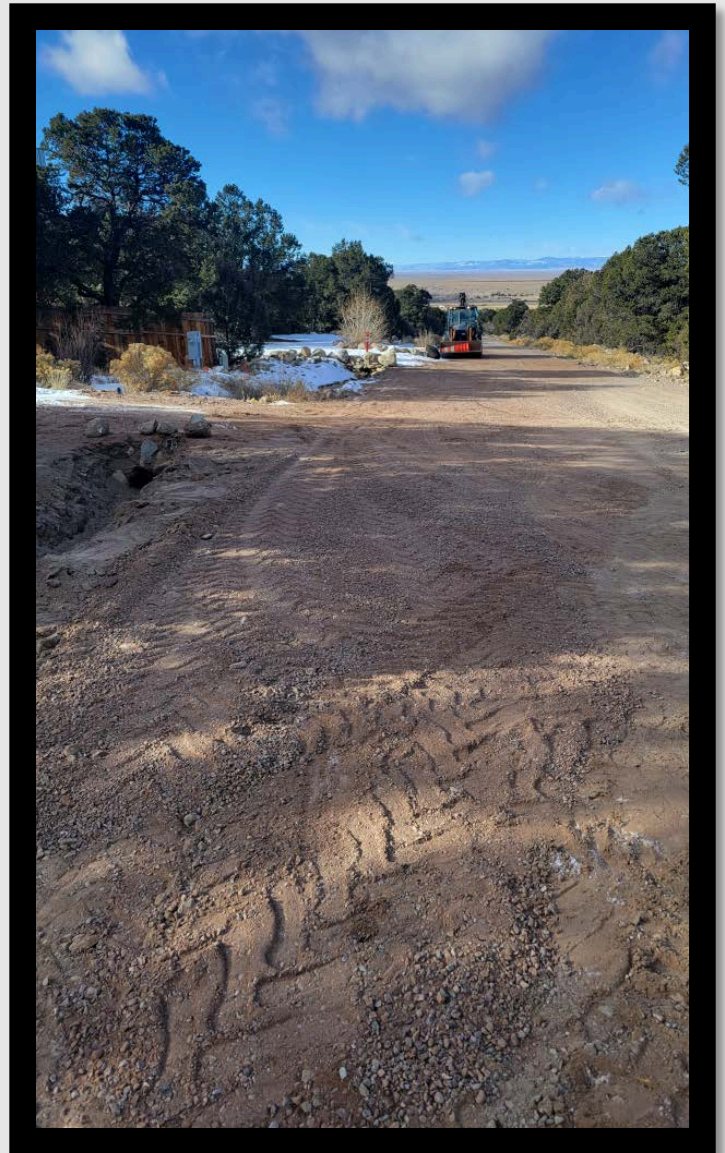


Baca Grande Water and Sanitation District Monthly Operations Report

January 17th, 2024



Repaired water main on Spanish Creek



Road Repair after main break

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

- **Wagon Wheel Lift Station**
 - Both pumps at Wagon Wheel Lift Station are fully operational!
- **Vector**
 - Received a quote from Faris Machinery for maintenance and rehab.
 - We are currently evaluating the suggested repair.
- **Accidents**
 - Happy to report no accidents in 2023!!

Operations Updates

➤ Aspen Wastewater Treatment Plant

- We are currently running duplicate samples. One set is being analyzed in house and the other set is being sent to Colorado Analytical Laboratory.
- These duplicate sample will ensure we get the best data possible regard the current loading of the plant
- Duplicate samples from Colorado Analytical Laboratories for December are generally consistent with in-house results and show Organic plant loading below 50% of plant capacity.

➤ Training and Education

- Gary Potter attended 2 day recertification course in Pueblo to renew Backflow Prevention and Cross-Connection Control Tester Certification.
- All operator are signed up for online exam prep training courses and are currently working on study of water and wastewater certification exams.

➤ Water Loss Prevention Project

- We worked with Element Engineering on plan review for this project and we believe we are ready to start the bidding process.
- We hope to have construction on this project underway by early spring.

➤ New Lead and Cooper Rule Revision

- Continuing to build a spreadsheet to determine the age of residences in the District.
- Residences build after 1988 do not need to be surveyed for water service line material type.

➤ Water Main Break

- Operations staff repaired a water main break on Spanish Creek Road on 1/4/24.
- This is the 4th break on this section of pipe in 4 years.
- We will be evaluation replacement on the main line in this area.

➤ Projects

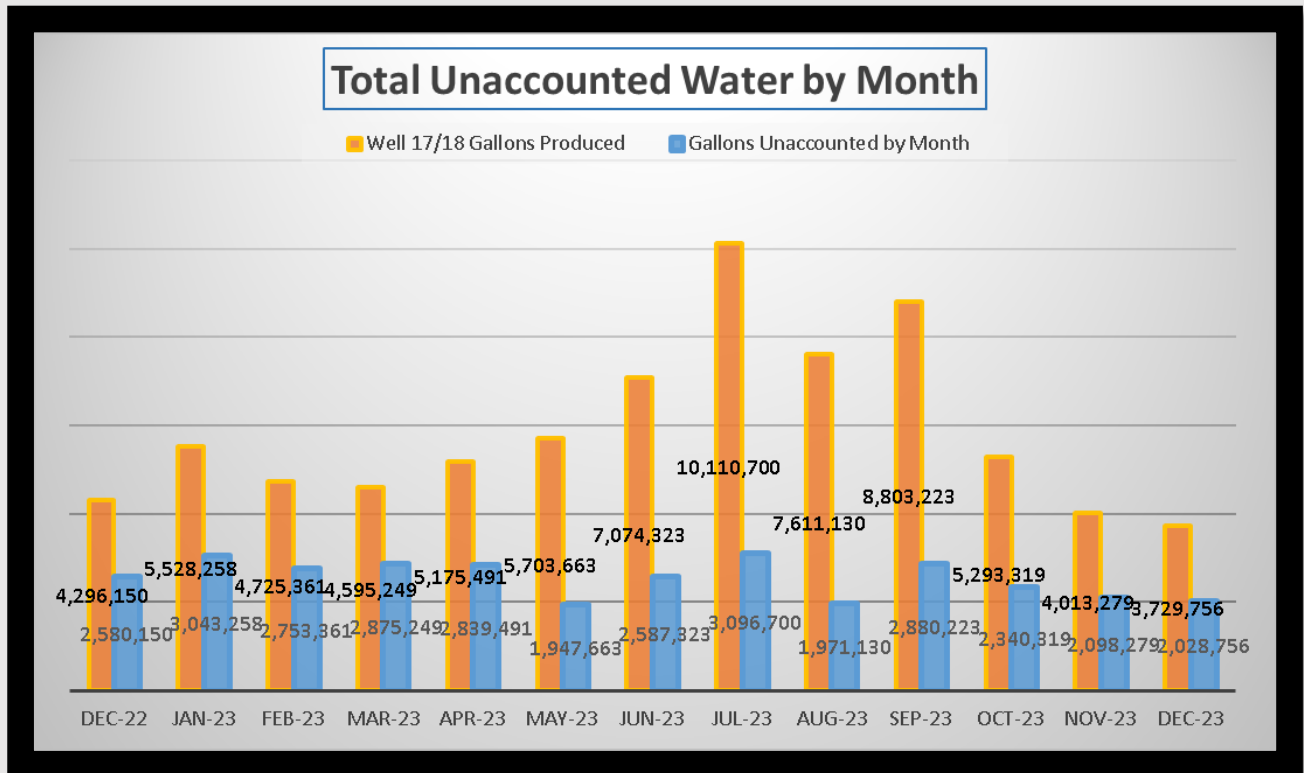
- Winter cleaning in storage area above office and in storage area above shop
- Clean and organize shop
- End of year internal audit on CDPHE Compliance Documentation for 2023
- Small equipment repair and maintenance

➤ **Unaccounted Water**

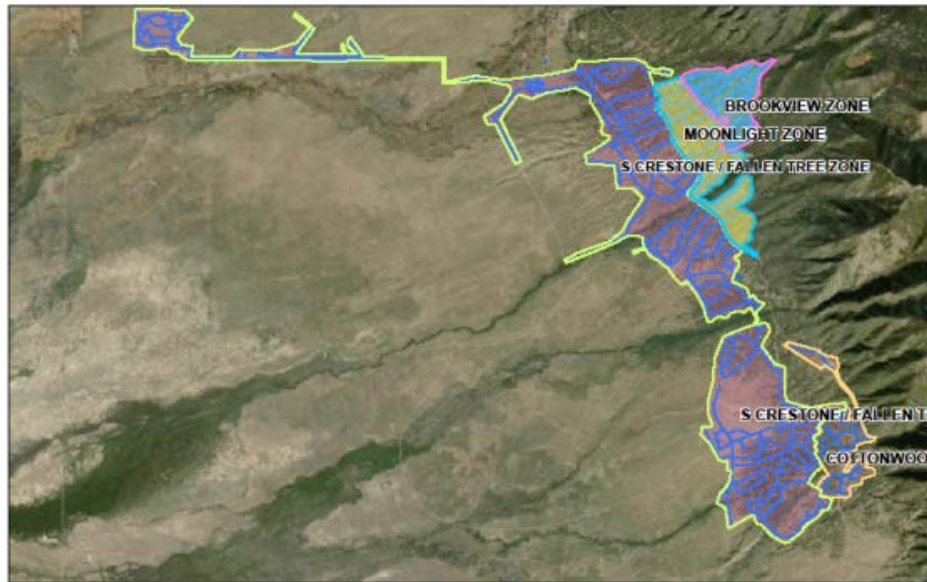
- Wells 17 and 18 produced 3,729,756 gallons of water in the month of December.
- The District sold its customers 1,701,000 gallons of water in the month of December, leaving 2,098,279 gallons unaccounted for.
- 54% of the water produced is unaccounted for in the month of December

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

- Aspen WWTP averaged 42% of hydraulic loading capacity in the month of December, the Town of Crestone contributed an average of 21% of the treatment plants hydraulic load.
- Aspen WWTP averaged 44% of organic loading capacity in the month of December. The Town of Crestone contributed an average of 36% of the treatment plants organic load.



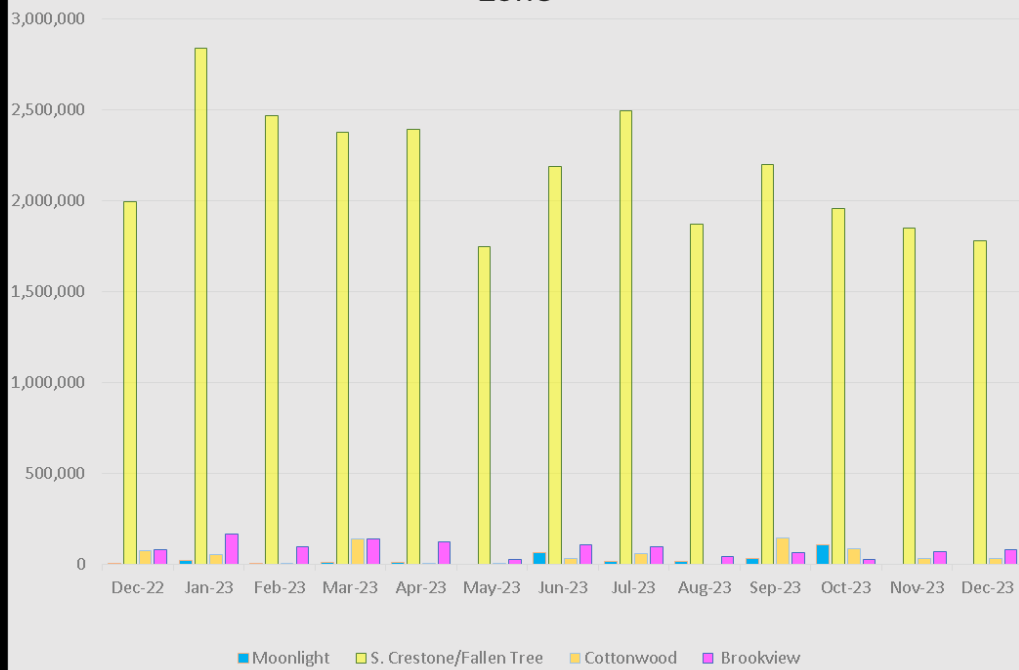
BGWSD Unaccounted Water Zone's



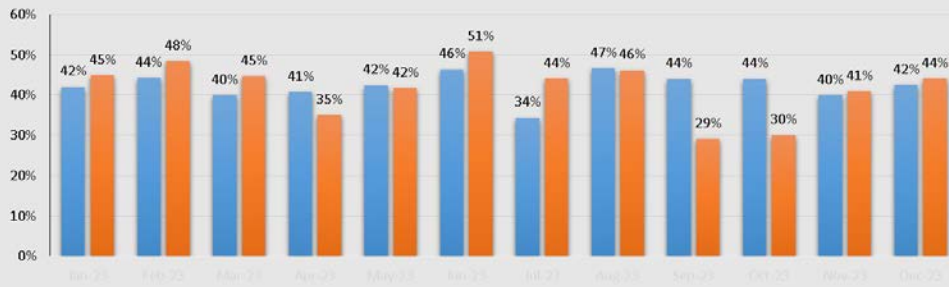
12/10/2020, 3:43:14 PM

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

Total Monthly Unaccounted in Gallons by Pressure Zone



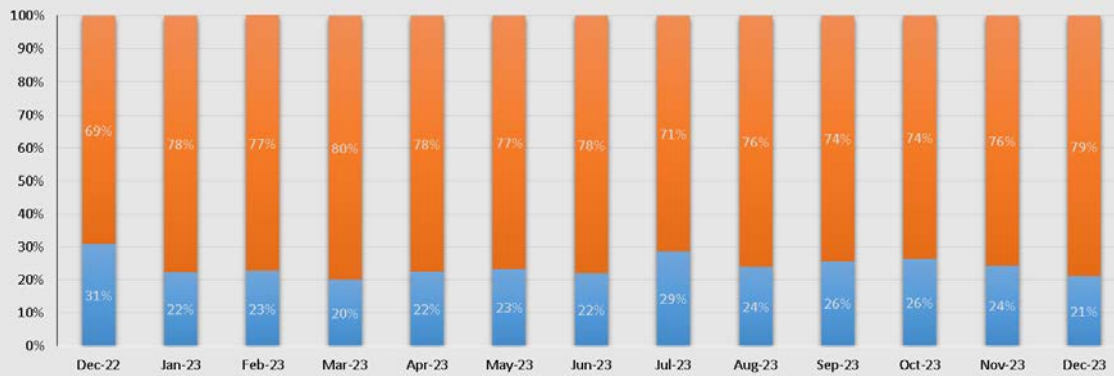
Percentage of Plant Capacities by Month at Aspen Wastewater Treatment Plant



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

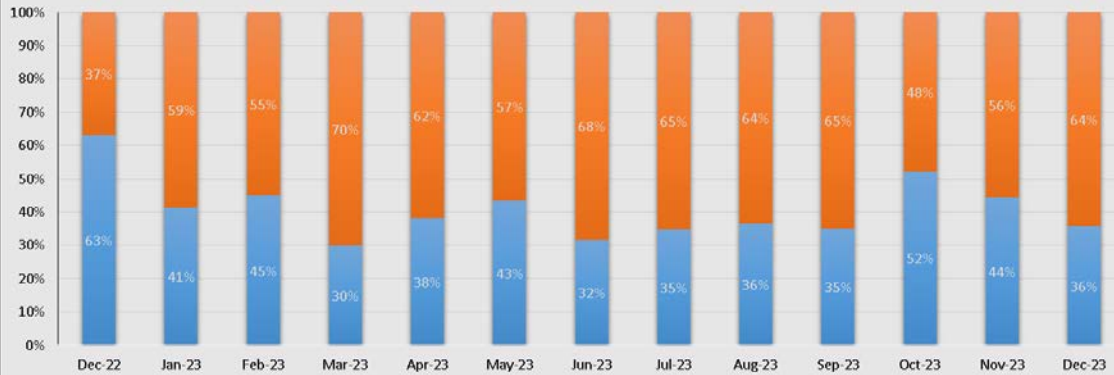
■ Plant % of Hydraulic Capacity ■ Plant % of Organic Capacity

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



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

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



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

Baca Grande Water and Sanitation District

Pursuant to section 32-1-809, Colorado Revised Statutes for Transparency Notices may be filed with Special District Association of Colorado. This information must be provided annually to the eligible electors of the district no later than January 15 of each year.

*Note that some information provided herein may be subject to change after the notice is posted.

District's Principal Business Office

Company	Baca Grande Water and Sanitation District
Contact	Diego Martinez
Address	PO Box 520, 57 Baca Grant Way S, Crestone, Colorado 81131
Phone	719-256-4310

District's Physical Location

Counties	Saguache County
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Regular Board Meeting Information

Location	District Office
Address	57 Baca Grant Way S, Crestone, Colorado 81131
Day(s)	3rd Wednesday of every month
Time	9:00 AM

Posting Place for Meeting Notice

Location	District Office
Address	57 Baca Grant Way S, Crestone, Colorado 81131

Notice of Proposed Action to Fix or Increase Fees, Rates, Tolls, Penalties or Charges for Domestic Water or Sanitary Sewer Services

Location	Baca Grande Water and Sanitation District
Address	57 Baca Grant Way S, Crestone, Colorado 81131
Date	11/15/2023

Notice

BACA GRANDE WATER AND SANITATION DISTRICT PROPOSED 2024 BUDGET and NOTICE OF INTENT TO FIX OR INCREASE FEES, RATES, TOLLS, PENALTIES OR CHARGES FOR WATER AND/OR SANITARY SEWER SERVICE NOTICE IS HEREBY GIVEN to all interested parties of the Baca Grande Water and Sanitation District, that a proposed 2024 Budget has been submitted to the Board of Directors of said District and that copies of the proposed 2024 Budget have been filed at the District's office, 57 Baca Grant Way S, Crestone, Colorado, where the same is open for public inspection. District meetings are currently being held by Zoom video conference. The 2024 Budget will be considered at a regular public meeting of the Board of Directors of the District to be held at the District Office on Wednesday, November 15, 2023, at 9:00 A.M. Any interested elector of the Baca Grande Water and Sanitation District may inspect the proposed budget and file or register any objections thereto at any time prior to the final adoption of the budget. NOTICE IS FURTHER GIVEN pursuant to Section 32-1001(2) (a), C.R.S., that at the meeting described above, the District's Board of Directors will also consider fixing and/or increasing fees, rates, tolls, penalties or charges for water and/or sanitary sewer services, and that any customer or other interested person may appear at said time and place for the purpose of providing input, comments, or objections regarding any proposed increase. Information regarding any proposed increase may be obtained from the District office, Monday – Friday during normal business hours. You may also call the District at 719-256-4310. BY ORDER OF THE BOARD OF DIRECTORS: BACA GRANDE WATER AND SANITATION DISTRICT

Current District Mill Levy

Mills	54.000
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Ad Valorem Tax Revenue

Revenue reported may be incomplete or unaudited as of the date this Notice was posted.

Amount(\$) 774,785

Date of Next Regular Election

Date 05/06/2025

Pursuant to 24-72-205 C.R.S

The district's research and retrieval fee is **\$30.00** per hour

District Policy

The Board has adopted a policy regarding the research and retrieval of the District's public records.

District contact information for open records request:

Diego Martinez

Names of District Board Members

Board President

Name Vivia Lawson

Contact Info vivia.lawson.baca.water.board@gmail.com

Election **Yes**, this office will be on the next regular election ballot

Board Member 2

Name John Loll

Contact Info john.loll.baca.water.board@gmail.com

Election **Yes**, this office will be on the next regular election ballot

Board Member 3

Name Jack M. Smith

Contact Info mike.smith.baca.water.board@gmail.com

Election **No**, this office will not be on the next regular election ballot

Board Member 4

Name Rick Hart

Contact Info rick.hart.baca.water.board@gmail.com

Election **Yes**, this office will be on the next regular election ballot

Board Member 5

Name David Karas

Contact Info david.karas@bacawater.com

Election **No**, this office will not be on the next regular election ballot

Board Candidate Self-Nomination Forms

Any eligible elector of the special district who desires to be a candidate for the office of special district director must file a self-nomination and acceptance form or letter with the designated election official.

Deadline for Self-Nomination Forms

Self-nomination and acceptance forms or letters must be filed not less than 67 days before the date of the regular election.

District Election Results

The district's election results will be posted on the website of the Colorado Secretary of State (www.sos.state.co.us) and the website indicated below, if any.

Website www.bacawater.com

Permanent Mail-In Voter Status

Absentee voting and Permanent absentee voter status (formerly Permanent Mail-In voter status): Where to obtain and return forms.

Baca Grande Water and Sanitation District PO Box 520 - 57 Baca Grant Way S Crestone, CO 81131

Applications for absentee voting or for permanent absentee voter status are available from and must be returned to the Designated Election Official.

Notice Completed By

Name	Diego Martinez
Company/District	Baca Grande Water and Sanitation District
Title	District Manager
Email	diego@bacawater.com
Dated	01/04/2023