

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

**August 21, 2024 - 9:00 A.M.**

District Office – 57 Baca Grant Way South

Crestone, Colorado 81131

Meeting held via Zoom

**ATTENDANCE**

Directors in Attendance:

Vivia Lawson

Mike Smith

Rick Hart

David Karas

John Loll

Also in Attendance:

Marcus Lock, District Legal Counsel ( for a portion of the meeting)

Diego Martinez, District Manager

Natalie DeBon, Administrative Manager

Chad Tate, Interim Director of Utilities

Westley Ferraro, Element Engineering

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

Community Members and Guests:

Dan Gray

Kevin Durkin

**CALL TO ORDER**

President Lawson called the meeting to order at 9:02 A.M.

Board Roll Call: All Directors were present.

**DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

*Members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting. No potential conflicts were disclosed.*

**AGENDA**

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

**CONSENT AGENDA**

The Board considered the following consent agenda items:

- REVIEW AND ACCEPT UNAUDITED FINANCIAL STATEMENTS FOR THE PERIOD ENDING JULY 31, 2024 AND CURRENT SCHEDULE OF CASH POSITION.
- APPROVE MINUTES FROM THE JULY, 2024 REGULAR MEETING

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

**PUBLIC COMMENT (ITEMS NOT ON THE AGENDA ONLY. NO ACTION MAY BE TAKEN).** *In accordance with the Colorado Open Meetings Law, no Board action will take place until a later date, if necessary. Please limit your comments to three minutes or less.*

Mr. Gray expressed his concerns about transparency within the community and local organizations, he negatively spoke of local organizations, including the District, its Board members, and managers.

Director Lawson and Director Hart expressed their disappointment in Mr. Gray's negative and unproductive remarks. The Directors emphasized that the District should not be subjected to bullying, and that the goal is to engage in constructive and civil discussions.

Mr. Durkin expressed his interest in the community and attendance at recent Board meetings. Mr. Durkin, referenced Mr. Gray's comments as "extremely unpleasant."

Mr. Lock commented that the District staff works diligently on District publications, ensuring that agendas, supporting documents, minutes and any other documents are available on the District website.

**FINANCIAL MATTERS**

Check Register: The Board discussed and considered approval of the check register through the period ending July 29, 2024 as follows:

General	\$	1,275.00
Capital	\$	0.00
<u>Enterprise</u>	\$	<u>1,275.00</u>
	\$	2,550.00

**FINANCIAL MATTERS**

Check Register: The Board discussed and considered approval of the check register through the period ending August 21, 2024 as follows:

General	\$	11,374.35
Capital	\$	160.00
<u>Enterprise</u>	\$	<u>61,502.13</u>
	\$	73,036.48

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR SMITH AND, UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD APPROVED TWO CHECK REGISTERS FOR THE PERIODS ENDING JULY 29 AND AUGUST 21, 2024.

**September's Board of Directors Meeting:**

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR SMITH, SECONDED BY DIRECTOR HART AND, UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD RESCHEDULE THE NEXT BOARD OF DIRECTORS MEETING FROM SEPTEMBER 18<sup>TH</sup> TO SEPTEMBER 25<sup>TH</sup>, 2024.

**Budget Committee:**

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR SMITH, SECONDED BY DIRECTOR LOLL AND, UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD APPOINTED DIRECTOR KARAS AS AN ALTERNATE BUDGET COMMITTEE MEMBER.

**STAFF REPORTS**

The Board reviewed and discussed the reports incorporated in the Board packet; the staff reports are attached to the minutes as supporting documents.

**Board of Directors Meetings:** The Board, Staff and public members discussed the possibility of holding in-person and hybrid meetings and will continue this discussion at the next meeting.

**LEGAL MATTERS**

**1512 Antelope Way Inclusion Petition:** Mr. Lock informed the Board that the District received a petition for inclusion from the owners, it's the first step in initiating the inclusion process into the District.

**Draft of Drought Restrictions:**

MOTION: AFTER DISCUSSION, DIRECTOR HART MOVED, AND DIRECTOR KARAS SECONDED, THAT THE BOARD UNANIMOUSLY APPROVED SENDING A DRAFT OF THE DROUGHT RESTRICTIONS POLICY TO USFW. THE DRAFT POLICY WILL INCLUDE THE AMENDMENT THAT, THE MAJORITY OF SAGUACHE COUNTY MUST BE RATED AT THE DROUGHT LEVEL FOR THE DISTRICT TO ADJUST THE INTERNAL DROUGHT LEVEL.

**Town of Crestone IGA:** A response has been received from the Town of Crestone. The Intergovernmental Agreement (IGA) has been updated by District legal counsel and management. The Board has reviewed the District's response.

**EXECUTIVE SESSION**

MOTION: UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR SMITH AND, UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD ADJOURNED TO EXECUTIVE SESSION AT 10:39 A.M., PURSUANT TO C.R.S. § 24-6-402(4) (A), (B), AND (E), WHICH RESPECTIVELY CONCERN, THE PURCHASE OR LEASE OF REAL PROPERTY, SPECIFIC LEGAL ADVICE FROM COUNSEL, AND DETERMINING POSITIONS RELATIVE TO MATTERS SUBJECT TO NEGOTIATION REGARDING THE LEASE RATE FOR THE NEXT 20-YEAR TERM OF THE WATER SERVICE AGREEMENT AND THE TERMS AND CONDITIONS FOR CONTINUED PROVISION OF SEWER SERVICE TO THE TOWN OF CRESTONE.

MOTION: UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR LOLL AND, UPON AND UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD ADJOURNED FROM EXECUTIVE SESSION AT 11:05 A.M.

**Town of Crestone IGA:**

MOTION: UPON MOTION DULY MADE BY DIRECTOR LOLL, SECONDED BY DIRECTOR SMITH AND, UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD APPROVED TO TRANSMIT THE CURRENT IGA DRAFT TO THE TOWN OF CRESTONE.

**ADJOURNMENT:**

THERE BEING NO FURTHER BUSINESS TO DISCUSS, UPON MOTION DULY MADE DIRECTOR HART, SECONDED BY DIRECTOR SMITH AND UPON VOTE, UNANIMOUSLY CARRIED, THE MEETING WAS ADJOURNED AT 11:08 A.M.

THE NEXT REGULAR MEETING IS SCHEDULED FOR

September 25, 2024

Drafted by Natalie DeBon

Respectfully submitted,

Diego Martinez

THESE MINUTES ARE APPROVED AS THE OFFICIAL August 21<sup>st</sup>, 2024 MINUTES OF THE BACA GRANDE WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

\_\_\_\_\_  
Vivia Lawson

\_\_\_\_\_  
John Loll

\_\_\_\_\_  
Mike Smith

\_\_\_\_\_  
Rick Hart

\_\_\_\_\_  
David Karas

**ADJOURNMENT:**

THERE BEING NO FURTHER BUSINESS TO DISCUSS, UPON MOTION DULY MADE DIRECTOR HART, SECONDED BY DIRECTOR SMITH AND UPON VOTE, UNANIMOUSLY CARRIED, THE MEETING WAS ADJOURNED AT 11:08 A.M.

THE NEXT REGULAR MEETING IS SCHEDULED FOR

September 25, 2024

Drafted by Natalie DeBon

*Natalie Debon*

Respectfully submitted,

*DM*

Signed with DocuBee - 48093a90845

Diego Martinez

THESE MINUTES ARE APPROVED AS THE OFFICIAL August 21<sup>st</sup>, 2024 MINUTES OF THE BACA GRANDE WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

*Vivia Lawson*

Signed with DocuBee - 054a1feeb930

Vivia Lawson

*JL*

Signed with DocuBee - 832e5a1563a2

John Loll

*Mike Smith*

Mike Smith

*Rick Hart*

Signed with DocuBee - 6ee452e0b20c

Rick Hart

*David Karas*

Signed with DocuBee - 421b7e468a15

David Karas

**ATTORNEY STATEMENT**

**Regarding Privileged Attorney-Client Communication**

Pursuant to §24-6-402(2) (d.5) (II)(B), C.R.S., I attest that, in my capacity as the attorney representing the Baca Grande Water and Sanitation District, I attended the executive session on August 21<sup>st</sup>, 2024 and it is my opinion that any portion of the executive session that was not recorded constituted attorney-client privileged communications.

*Marcus J. Lock*

\_\_\_\_\_  
Marcus Lock

General Counsel

Baca Grande Water and Sanitation District

---

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

WHEN: Wednesday, August 21, 2024

TIME: 9:00 AM

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

---

<u>Board of Directors</u>	<u>Office</u>	<u>Term/Expiration</u>
Viva Lawson	President	2025/May 2025
Rick Hart	Vice-President	2025/May 2025
Mike Smith	Treasurer	2027/May 2027
David Karas	Secretary	2025/May 2027
John Loll	Director	2027/May 2025

***\*Requires Board Action***

I. CALL TO ORDER

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

II. \*APPROVE AGENDA

---

III. \*CONSENT AGENDA

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

a. \* Approve Minutes from the July, 2024 Regular Meeting

---

b. \* Review and accept unaudited financial statements for the period ending July 31, 2024 and current schedule of cash position (enclosure)

---

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

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

---

V. FINANCIAL MATTERS

- a. \*Review and approve the check register for the period ending July 29, 2024(enclosure)

General	\$ 1,275.00
Capital	\$ 0.00
<u>Enterprise</u>	<u>\$ 1,275.00</u>
Total	\$ 2,550.00

- b. \* Review and approve the check register for the period ending August 21, 2024(enclosure)

General	\$ 11,374.35
Capital	\$ 160.00
<u>Enterprise</u>	<u>\$ 61,502.13</u>
Total	\$ 73,036.48

---

VI. BOARD AND STAFF REPORTS

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

---

VII. LEGAL MATTERS

- a. \*USDA Drought Restrictions
- b. \*Town of Crestone - IGA
- c. \*1512 Antelope Way Inclusion Petition

---

VIII. EXECUTIVE SESSION

Adjourn to Executive Session pursuant to C.R.S. § 24-6-402(4) (a), (b), and (e), which respectively concern, the purchase or lease of real property, specific legal advice from counsel, and determining positions relative to matters subject to negotiation regarding the lease rate for the next 20-year term of the Water Service Agreement and the terms and conditions for continued provision of sewer service to the Town of Crestone.

---



IX. ADJOURN

---

*\*Requires Board Action*

**NEXT REGULAR MEETING IS SCHEDULED FOR  
September 18, 2024**

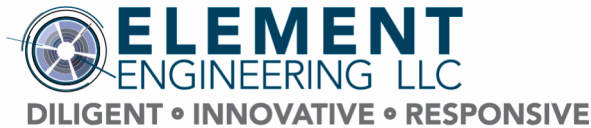
---

Join Zoom Meeting

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

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

Check Issue Date	Payee	Invoice Number	Invoice GL Account	Account Title	Check Amount
Total 93373:					1,592.41
<b>93374</b>					
08/21/2024	World Fuel Service, Inc.(Alta Fuel	2900893-415	4-500663	Diesel Fuel	332.11
08/21/2024	World Fuel Service, Inc.(Alta Fuel	2900893-415	4-500661	Gas and Oil	1,066.13
Total 93374:					1,398.24
<b>93375</b>					
08/21/2024	WSB Computer Services, Inc.	92942	4-500520	Memberships	60.00
08/21/2024	WSB Computer Services, Inc.	92973	1-506101	Admin - Remodel	1,886.97
Total 93375:					1,946.97
Grand Totals:					73,036.48



## MONTHLY ENGINEER'S REPORT

**DATE OF MEETING:** AUGUST 21, 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.

We are currently working on the general permit renewal application and plan to have that sent to the district for review by the end of February.

Element is assisting the district with an application for the FY2024 Water Smart grant. This application will be written in support of a project to replace outdated water meters and install meters and meter pits where meters are located in homes. The grant is due by February 22<sup>nd</sup>.

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

**No items to report.**

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

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

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

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

**No items to report.**

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

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

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

**Element has solicited a proposal from our subconsultant for a mechanical, electrical, and structural review of the existing WWTP building. This proposal was forwarded to district staff for review.**

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

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

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

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

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

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

The prequalification meeting was held to discuss the CDPHE funding process specific to the BGWSD water project. The district qualifies for a planning grant of \$10,000 to support compilation of the Project Needs Assessment. The planning grant requires a local match of \$2,500, for total funding of \$12,500 for the Project Needs Assessment. The Project Needs Assessment (PNA) is an engineering planning document



similar to the PER but compiled in a format and form acceptable to CDPHE. Element has compiled a proposal to complete the PNA on behalf of the district.

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

CDPHE has provided a pre-qualification review letter after our January pre-qualification meeting. The review letter (dated April 19, 2023) is attached to this report. This letter clarifies that the district is eligible for a planning grant (already obtained), a design and engineering grant, and Bipartisan Infrastructure Law (BIL) funding.

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

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

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

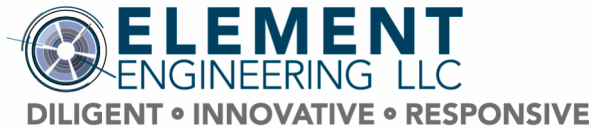
The PNA has been approved. See the attached approval letter.

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

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

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

The design and engineering costs associated with the water system project is \$108,370.00. Therefore, the district could apply for a DOLA grant in the amount of \$54,185.00, which would be a Tier II grant. The upcoming DOLA cycle begins accepting applications on March 1 and closes on April 1. Awards are



estimated to be made by July of 2024. Note that if the district intends to use this grant, no work can begin until the grant contract is executed.

The district has selected to apply for a DOLA grant during the March 1 – April 1 application period to support design. Element will assist the district in completing the grant application. This application has been submitted by the project team.

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

### 2023 WATER LOSS PREVENTION PROJECT (PROJECT NO. 0013)

Element staff are periodically working with district staff in developing a water loss prevention program. It is likely that this prevention program will take several months to collaboratively develop prior to presentation by district staff and Element to the board. Element is assisting the district in assembling cost estimates for PRV vault and water main replacement program. Our initial meeting has identified the following items to focus on:

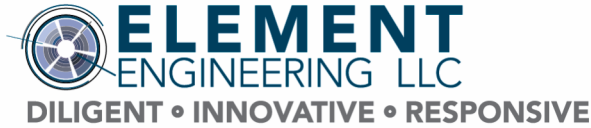
- PRV Vault Cost Estimate
- Metering Vault Cost Estimate
- Cost Estimate 1,000 Feet of Main (General)
- Meter Inventory (Ages, Visual Inspection)
- Unmetered Service Survey
- Testing Meters
- Leak/Break Fix Map
- Water Main Replacement Program

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

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

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

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



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

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

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

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

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

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

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

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

**Flow meters have been installed and a punch list provided to the contractor. We are currently working to close the project out.**

## **District Manager Report – August 21, 2024**

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

- Bids were due on 02/19/2024 – Present to BoD for selection
- Bids were well over the budgeted amount
  - The \$180k meter project was awarded to Cooley & Sons
  - Parts were received on the week of 5/6
  - Pre-construction meeting scheduled for 5/13
- Majority of excavation and piping are complete
  - Meters are expected to be delivered and installed the week of 7/15
- Meters were turned on and pressure tested successfully the week of 8/5
  - Will be advertising for final payment
  - District Manager provided a project update to the Saguache BOCC on 8/13

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

- Management will start defining “drought” conditions
  - Outline restrictions for irrigation and use of MHE Well in a drought
  - Draft presented for legal review
- USFWS approved a 1 year extension to our short-term agreement
- Rio Grande Chub & Rio Grande Sucker no longer listed under the Endangered Species Act
- Present draft drought restrictions to BOD for approval prior to submission to USFWS

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

- No update for April
  - The Discharge Permit was on the agenda of the last trustee meeting
- No update for May
  - ToC has been unresponsive
- ToC held an open meeting on 6/18 to discuss the IGA and Discharge permit
  - Instructed counsel to respond to the District
- A response to the draft IGA was received on 7/31
  - No response to draft discharge permit
    - Several compliance questions received from ToC
  - Our response will be reviewed and approved by BOD

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

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



- Structural engineer inspection of foundation
- Industrial health & safety inspection
- Inspections are underway
  - An initial property inspection identified several deficiencies
  - Initial quote for structural, mechanical/plumbing, and electrical inspections were much higher than expected (\$9,000), will be reviewing other options.
  - Met with structural engineer – recommended laser measurements
- Met with BOCC at AWWTF to discuss widening the relief route.
  - Looking for copy - Will be getting a survey completed at AWWTF and Stables Lift Station to determine boundaries and easements

### **Grant Opportunities**

- Congresswoman Lauren Boebert – Community Project Funding
  - Status – Pending
  - Request was for \$1,450,000 to help with Water Loss Prevention and new residential meters
- Colorado Water Resources & Power Development Authority – Drinking Water Revolving Fund
  - Status - Approved for Design and Engineering \$108,370
  - Principal forgiveness loan structure
  - Requires 20% match
- Bureau of Reclamation – WaterSMART: Water and Energy Efficiency Grant
  - Status – **Denied**
  - Will be used to replace old or inaccurate water meters throughout the District.
  - Review other options for LCRR
- USDA
  - Representatives recommended not withdrawing application
  - Submit new PER with chosen alternatives

### **Personnel**

- Added one part-time administration team member – We are excited to welcome Roan Blankenship to the team!
- Complete turnover of Gary’s duties
  - Transition going smoothly
  - Chad Tate is Acting Utility Superintendent
  - Job is posted through 9/1 – only one qualified applicant so far

### **2025 Budget**

- Staff is starting the budget process
  - Budget committee meeting early September to review initial draft

### **Cyber Security**

- Cyber security threats are on the rise
  - Only official email addresses should be used for correspondence

### **Phone Service**

- Completed transfer to VOIP provided by Cielo
  - System is very user friendly and customers seem to like it
  - Much needed upgrade
  - Cellphone backup during internet outage
    - Consider Admin cellphones and/or Admin employee cell phone reimbursement

### **OLD BUSINESS**

### **Board Meetings**

- Consider change to in person/hybrid meetings

# Administrative Monthly Report

August 21<sup>st</sup>, 2024

## Board of Directors Meeting

### UTILITY BILLING ACTIVITY FOR THE MONTH OF JULY (BILLED IN AUGUST)

Customer Utility Billing		
Billing Category	Number of Accts	Amount Billed
Usage Customers Billed - SEWER	832	\$41,267.91
Usage Customers Billed - WATER	855	\$63,493.70
ON/OFF Service	3	\$100.00
LATE FEE	50	\$1,250.00
TRANSFER	10	\$3,150.00
EQR	27	\$785.75
NSF FEE	3	\$90.00
WATER & SEWER HOOK UP	0	\$0.00
NSF	3	\$90.00
CONSOLIDATION	5	\$5,000.00

### JULY - XPRESS BILL PAY TRANSACTION AND CHARGES ACTIVITY

Product / Service Description	Qty	Unit Price	Line Total
EFT Web Transactions	272	\$0.64	\$174.08
EFT Returned Item Basic	1	\$7.00	\$7.00
EFT Return NSF or Account Closed	3	\$14.00	\$42.00
Credit/Debit Card Web Transactions	405	\$0.49	\$198.45
Online Banking - Bank Bill Pay Transactions	24	\$0.25	\$6.00
Lock Box Service Transactions	155	\$0.58	\$89.00
Toll Free Operator Assisted Transactions	10	\$1.25	\$12.50
Toll Free IVR Transactions	4	\$1.25	\$5.00
Support, Maintenance, Hosting - Fee	1	\$100.00	\$100.00

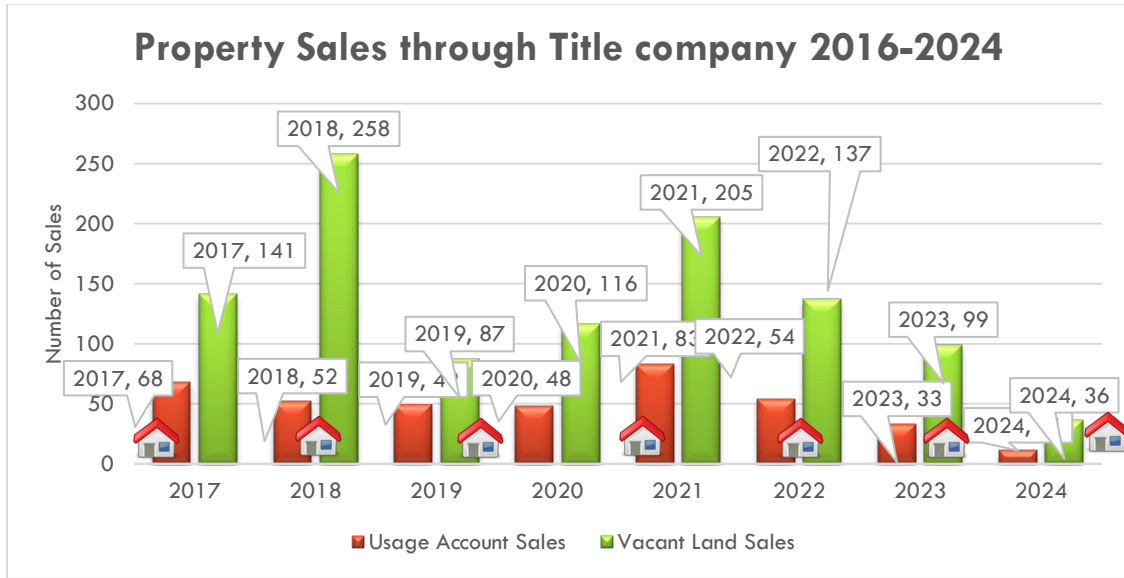
## Town of Crestone Sewer 2024

### Town of Crestone Sewer Billing - 2024

Date	Monthly Total	Monthly Flow	Flow Charges	Average Daily BOD	Monthly BOD	BOD Charges	Paid	Balance Due
January	418,898	3,309,294.20	\$ 3,309.29	37	1221	\$ 1,210.01	Check #13917	02/28/2024- \$4,519.31
February	379,458	2,997,718.20	\$2,997.72	38	1140	\$1,129.74	Paid online	03/31/2024- \$4,127.46
March	351,472	2,776,628.80	\$2,776.63	72	2016	\$1997.86	Check #14046	04/30/2024- \$4,774.48
April	384,310	3,036,049.00	\$3,036.05	33	1099	\$1,089.11	Check #14104	5/31/2024- \$4125.16
May	413,178	3,264,106.20	\$3,264.11	34	1020	\$1,010.82	Check # 14104	4,274.93- 06/30/2024 + \$499.56 overpayment
June	374,378	2,957,586.20	\$2957.59	38	1064	\$1,054.42	Check #14183	3,512.45 - 07/31/2024
July	450,704	3,560,561.60	\$3,560.56	52	1716	\$1,700.56		5,261.12- 08/31/2024
August								
September								
October								
November								
December								
<b>2024 Totals</b>	<b>2,772,398</b>		<b>\$21,901.94</b>	<b>304</b>	<b>9276</b>	<b>\$9,192.52</b>		

**New Rate 10/2022**  
**Rate per 1,000 Gallons of Flow: \$7.900 / 1,000**  
**gallons**  
**Rate per Pound of BOD: \$0.991 /**  
**pounds BOD**

July - 2024- Property Sales: 1 - Homes, 5 - Lots

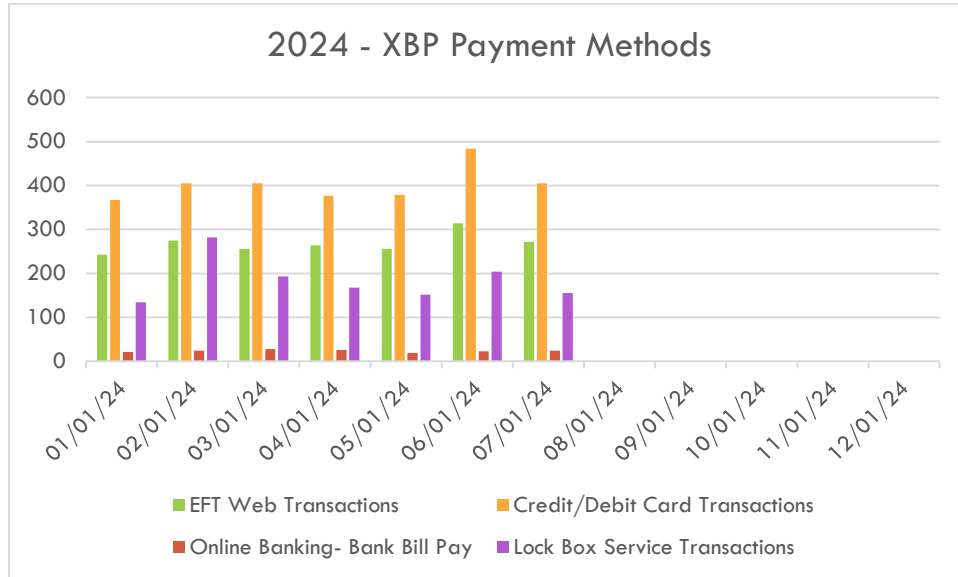


July - 2024 – Other Sales Statistic Including Name Changes Only

Prepared by Greg Hess

Type	Vacant Lot	House	Total Charges
Quit Claim Deed	2	2	\$700.00
Warranty Deed	2	0	\$0.00
Treasurer's Deed	0	0	\$0.00
Bargain & Sale Deed	0	0	\$0.00
			<b>Total: \$700.00</b>

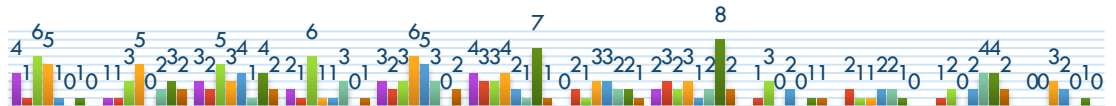
## 2024 - Xpress Bill Pay Customers Transactions Activity



## 2024 - Water and Sewer Hook up Applications

0- Application (s) received in July, 2 –received in August, 19 – Total application (s) received in 2024

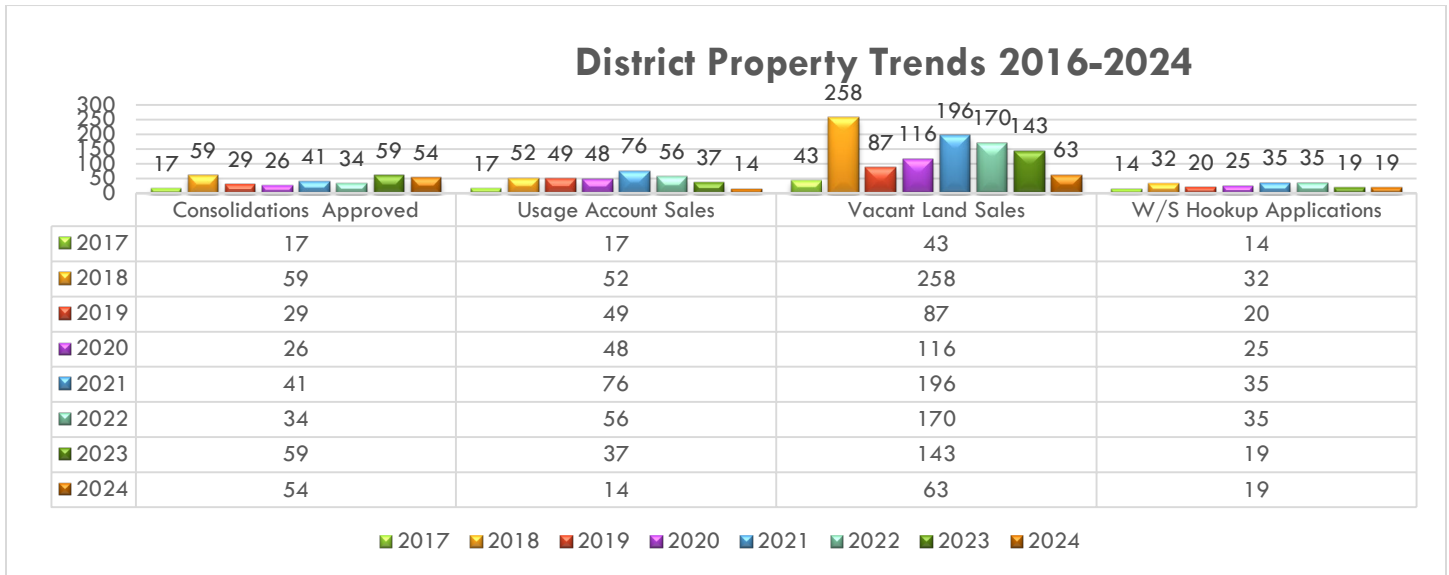
### Water-Sewer Hookups 2016-2024



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2024 = 19 applications	4	1	3	2	3	4	0	2				
2023=19 applications	1	1	2	1	2	3	2	3	1	2	1	0
2022=35 applications	6	3	5	6	3	3	1	2	3	1	2	0
2021=35 applications	5	5	3	1	6	4	3	3	0	1	0	3
2020=25 applications	1	0	4	1	5	2	3	1	2	2	2	2
2019 = 20 applications	0	2	1	3	3	1	2	2	0	2	4	0
2018= 32 applications	1	3	4	0	0	7	2	8	1	1	4	1
2017= 14 applications	0	2	2	1	2	1	1	2	1	0	2	0

■ 2024 = 19 applications  
 ■ 2023=19 applications  
 ■ 2022=35 applications  
 ■ 2021=35 applications  
■ 2020=25 applications  
 ■ 2019 = 20 applications  
 ■ 2018= 32 applications  
 ■ 2017= 14 applications

## 2016-2024 PROPERTY TRENDS



### ADMINISTRATIVE UPDATES:

- **Consolidations:**

- Received multiple resolutions from the SC County and new requests for subdivision and consolidations.
- In 2024, 24 consolidations completed, involving a total of 54 lots. Also one (1) subdivision happened in 2024.

- **Upcoming Certification of delinquent accounts**

Following is the tentative schedule for this project:

- September 1, 2024: Date of the letter to delinquent account holders
- August 29th, 2024: Certified letters get mailed to Property Owners
- August-October – working on pre certification drafts, checking for payments or change of ownership.
- October 16, 2024: Final date for Property Owner Response to the letter
- October 16, 2024: BOARD MEETING
- Property Owner Final Response and Hearing Date
- Resolution prepared with the list of identified delinquent accounts
- October 31, 2024: PACKET GETS MAILED TO THE COUNTY TREASURER  
Packet includes the Final list of delinquent accounts along with the 2024 Executed Resolution
- November 1 through December 10, 2024: the Treasurer will accept certifications for inclusion on the tax rolls  
November 30, 2024: LAST DAY FOR CLOSING REQUESTS FROM TITLE COMPANIES
- December 6, 2024: LAST DAY TO NOTIFY COUNTY OF ANY CLOSINGS/CHANGES THAT OCCURED

- **Training:**
  - Admin training is ongoing. Welcome new team member Roan Tikla Blankenship.
  - SOP update.
  - Vector training assigned to all employees, upon completion of the training the District will receive 10% discount for next year for Colorado Special District Property and Liability Pool (CSDPLP).
  
- **Line Extensions:**
  - The District staff had an initial meeting with the owners of 1270-C Bear Grass Way.
  - Received initial Engineering Deposit.
  - Memo and construction cost estimate received from Element Engineering.
  - Line Extension process cancelled by owner.
  - Remainder of the deposit is issued to the owner.
  
- **New office phone system :**
  - Services cancelled with Consolidated Communications
  - New phone service with Ciello, phone system and office phones.
  - Telephone tree during office hours.
  - Upgraded internet speed with Ciello, new modem.
  
- **SDA Annual Conference :**
  - Registered for Special District Association Conference in Keystone, September 10-12.
  
- **Delinquent water shut off' s:**
  - One delinquent water shut off in the month of August. Account is paid off in full and water service restored.
  
- **August Billing message:** Stay Connected With BGWSD! PHONE: 719-256-4310 EMAIL: info@bacawater.com. Always notify our office of any change of address or contact information. Please call the BGWSD office regarding any requests for Water Turn ON and OFF at the meter or curb stop. Looking for information on Baca Water & Sanitation? Visit our website for the latest information, forms, and tips at <https://www.bacawater.com/>. Questions about paying your bill online? Please call 385-218-0343 or email [support@xpressbillpay.com](mailto:support@xpressbillpay.com).
  
- **Website verification project:**
  - Website tap status and AOS verification project in progress.
  - Admin staff working to ensure website information remains accurate and up-to-date.
  - Customers advised to contact the office to verify website information.
  
- **Labor Day** – In observance of Labor Day, the District office will be closed on Monday, September 2, 2024. We will reopen on Tuesday, September 3<sup>rd</sup> . .



# Baca Grande Water and Sanitation District Monthly Operations Report

August 14<sup>th</sup>, 2024



Picture of completed fence project at South Crestone Tank

## Facilities and Staff Updates

In Service	Repaired last month	Out of Service
------------	------------------------	-------------------

Water Facilities											
Well 18		Moonlight Transfer Station		Ridgeview Transfer Station		Fallen Tree Transfer Station		Pinecone Booster Station		Shumei Booster Station	
Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2

Wastewater Facilities									
Aspen WWTP		Stables Lift Station		Wagon Wheel Lift Station		MHE Lift Station		Dharma Ocean Lift Station	
Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2	Pump 1	Pump 2

Service Vehicles				
Truck 1	Truck 2	Truck 3	Truck 4	Truck 5

Equipment				
Vactor Truck	Dump Truck	Backhoe	Skid steer	Excavator

- **No Equipment or Vehicle Failures or updates to report**
  - The Backhoe had a broken Hydraulic line and a flat tire this month. It repaired and operational again.
  - Pump2 motor at Ridgeview TS is out of service we are looking into a replacement motor and hope to have it back in service soon.
- **Accidents**
  - The District had a lifting incident this month, the employee was sent to Alamosa for evaluation. The employee was put on light duty for a week then cleared to return to full duty.
  - A Workman comp claim was filed for the incident.

- There will be a Proper lifting techniques safety training scheduled for later this month to reduce the risk of further injuries of this type.

## Operations Updates

### ➤ Aspen Wastewater Treatment Plant

- Facility Inspection completed by Tiger Inspections July 30<sup>th</sup>

### ➤ Two water leaks one in Cottonwood, one in Fallen tree

- Both water leaks reported by customers and repaired in a timely fashion.

### ➤ Fence for S. Crestone Tank

- Fence is completed at S. Crestone tank

### ➤ Projects

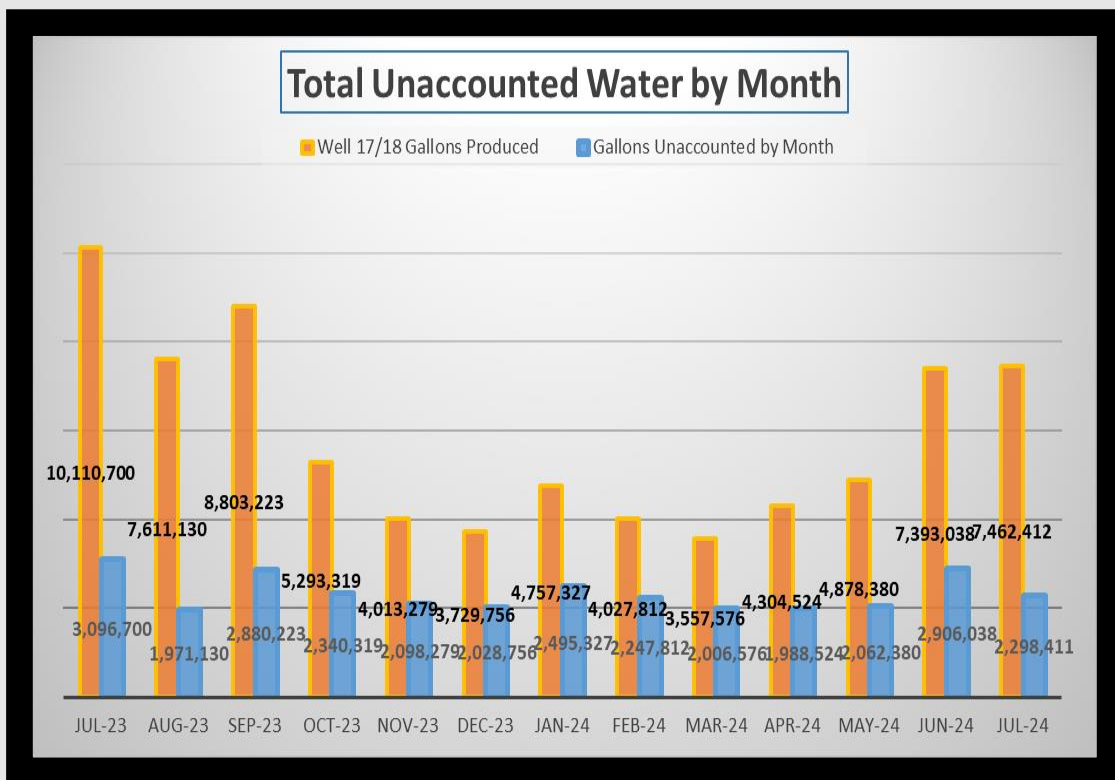
- Distribution system meters were installed early August, so September will be the first full month for a more comprehensive view of the water loss.
- Summer annual maintenance projects are under Way
  - Valve Maintenance- In process
  - Collection System Cleaning- In Process
  - Collection System Inspections-In-Process
  - Fire Hydrant Maintenance- In Process
  - Dig List (various projects that require excavation)- In Process
  - Backflow device testing- All Backflow devices have been tested, two devices failed. Notices have been sent to customer.
  - Facility Weed Control-In Process

### ➤ Unaccounted Water

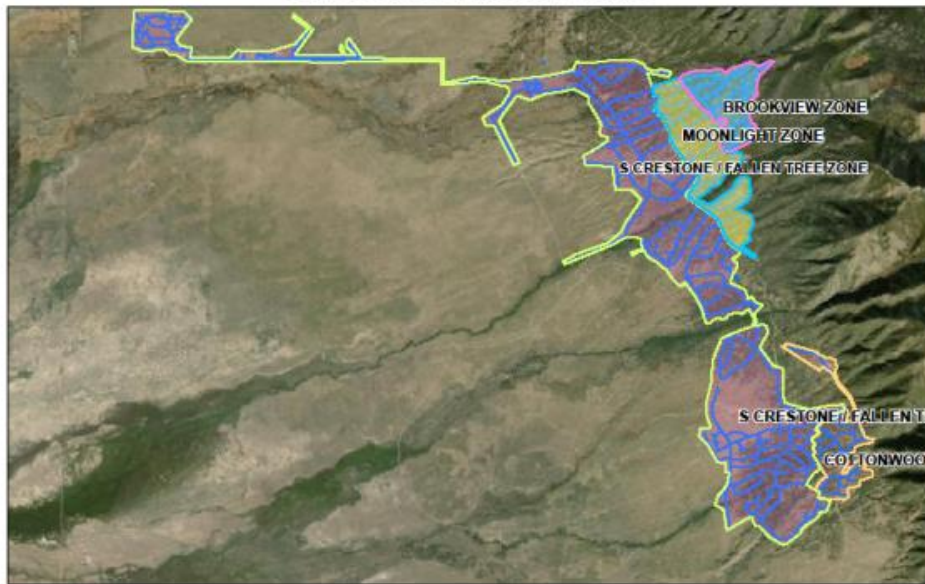
- Wells 17 and 18 produced 7,462,412 gallons of water in the month of June
- The District sold its customers 5,164,001 gallons of water in the month of June, leaving 2,298,411 gallons unaccounted for.
- 31% of the water produced is unaccounted for in the month of July.

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

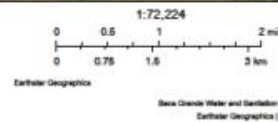
- Aspen WWTP averaged 45% of hydraulic loading capacity in the month of June, the Town of Crestone contributed an average of 16% of the treatment plants hydraulic load.
- Aspen WWTP averaged 62% of organic loading capacity in the month of June. The Town of Crestone contributed an average of 28% of the treatment plants organic load.



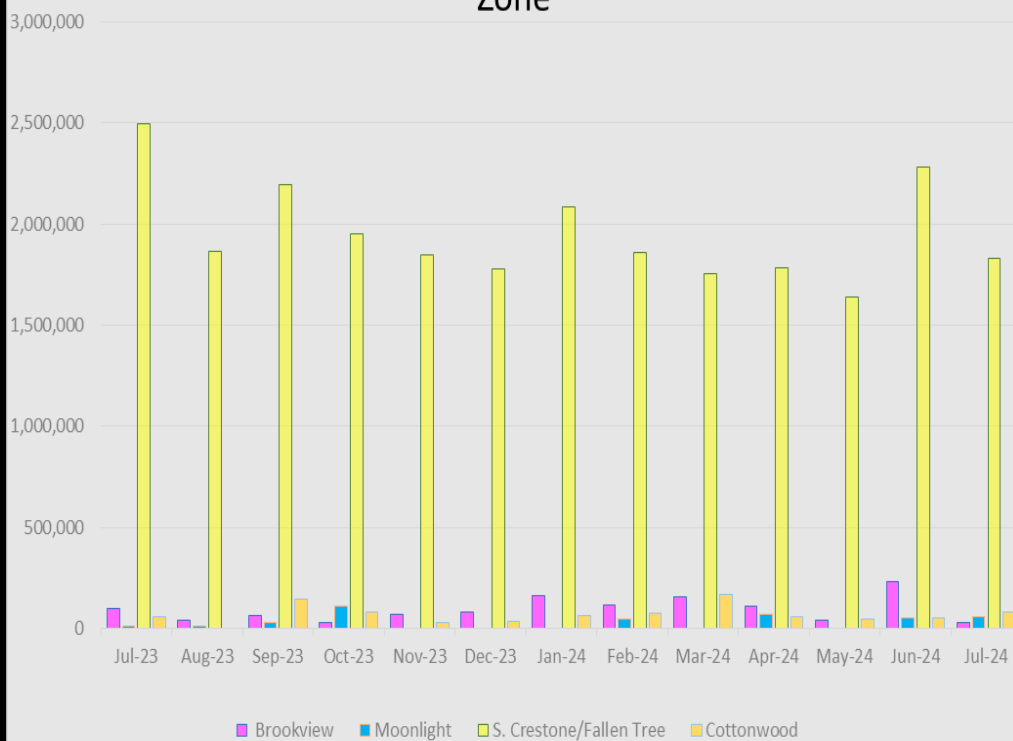
### BGWS D Unaccounted Water Zone's



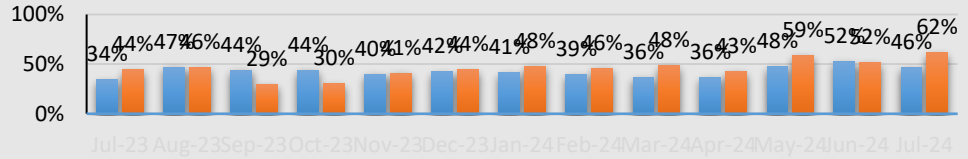
12/10/2020, 3:43:14 PM



### Total Monthly Unaccounted in Gallons by Pressure Zone



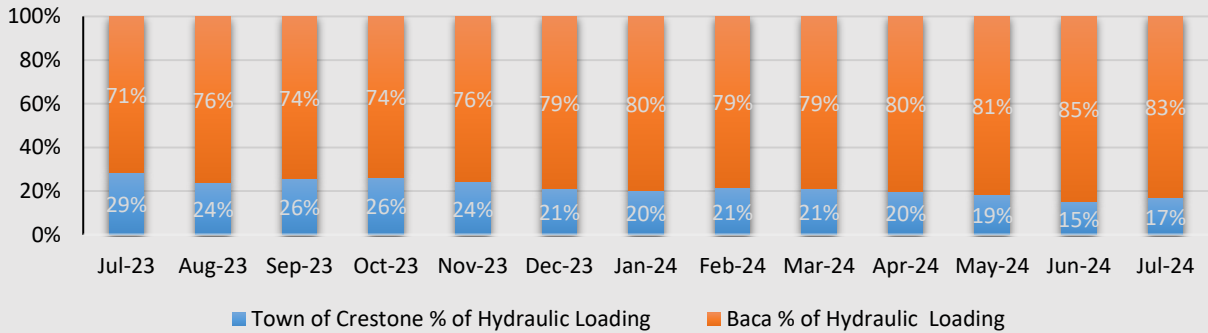
## Percentage of Plant Capacities by Month at Aspen Wastewater Treatment Plant



	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24
Plant % of Hydraulic Capacity	34%	47%	44%	44%	40%	42%	41%	39%	36%	36%	48%	52%	46%
Plant % of Organic Capacity	44%	46%	29%	30%	41%	44%	48%	46%	48%	43%	59%	52%	62%

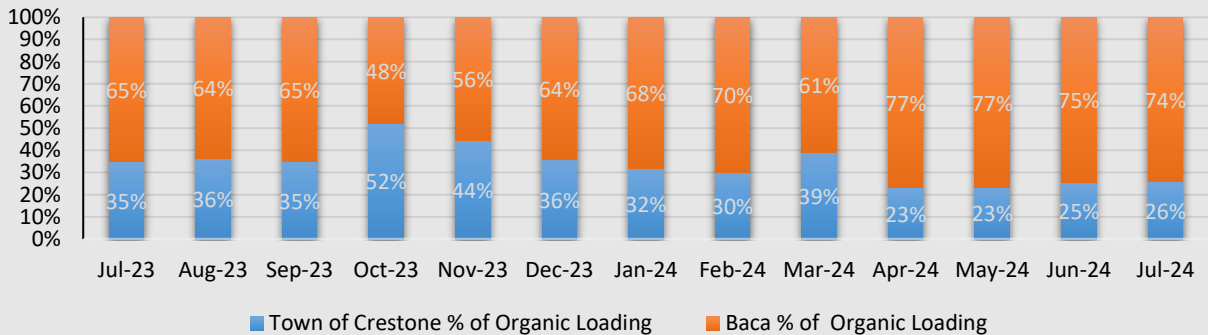
■ Plant % of Hydraulic Capacity     
 ■ Plant % of Organic Capacity

## Average % of Total Hydraulic Loading of Aspen Wastewater Treatment Plant by Month 2023-2024



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

## Average % of Total Organic Loading of Aspen Wastewater Treatment Plant by Month of 2023-2024



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

## Baca Grande Water and Sanitation District

### Drought Procedures

Drought conditions will be defined according to the US Drought Monitor. (<https://droughtmonitor.unl.edu/>) The data for Saguache County will be used to determine the drought level impacting the District. The drought conditions on US Drought Monitor will be reviewed monthly. Saguache County is currently listed at Drought level 0 or “abnormally dry” as of 04/18/2023. Once Drought Level 2 “Severe Drought” is reached, and maintained for a period of two months, the District will implement this drought policy.

#### **Drought Level 2 “Severe Drought”**

- Notices sent to customers stating severe drought conditions
  - Recommend maximum water conservation & reduce irrigation as much as possible
  - Water conservation tips: Indoor/Outdoor
    - Check all plumbing for leaks and repair if necessary
    - Use full loads in your washing machine and dishwasher
    - Install aerators on faucets to reduce flow, and use low-flow shower heads
    - Use automatic timers for outdoor watering
    - Water at night time to reduce evaporation
    - Used drip irrigation and soaker hoses instead of sprinklers
    - Add mulch around plants and trees to retain moisture
    - Choose native plants and drought-resistant landscaping techniques that require less water.
    - Report water waste when you see it happening

**Drought level 3 “Extreme Drought”** Once Drought Level 3 “Extreme Drought” is reached, and maintained for a period of two months, the District will implement the following measures.

- Implement irrigation restrictions
  - Even number properties can only water on even days of the month
  - Odd number properties on odd days of the month
  - Limit commercial irrigation to 3x a week between hours of 9pm and 6am
    - POA – golf course, parks & Casita Park entrance
  - Increase the fee for Tier 2 water
    - \*Implement a 50% drought increase
  - Monitor high usage accounts – Monthly High Usage Reports
    - Send notices to high users requesting water conservation

**Drought Level 4 “Exceptional Drought”** Once Drought Level 4 “Exceptional Drought” is reached, and maintained for a period of two months, the District will implement the following measures.

- Water use limited to indoor only
- No bulk water sales
- No commercial irrigation
  - POA – golf course, parks & Casita Park entrance
- Monitor high usage accounts – Monthly High Usage reports
  - Monitor for consistent (2 months +) high users

- Fines up to \$50 per 1,000 gallons for Tier 2 water usage
- Potential disconnection

## **Mobile Home Estates (MHE) Well**

### **Use in drought conditions**

All actions from the above scenarios will apply to MHE, with the addition of the actions outlined below.

#### **Drought Level 2 “Severe Drought”**

- Use will be limited to Mobile Home Estates, camper village and POA Buildings

#### **Drought level 3 “Extreme Drought”**

- 50% of demand will come from Well 17&18

#### **Drought Level 4 “Exceptional Drought”**

- Switch to Well 17 & 18 for 100% of demand
- MHE will only be used if necessary
  - If volumetric limit is reached at Well 17 & 18 and/or level of wells are to low

Once the District’s Drought Level increases, it will not be decreased until lower Drought Level conditions are maintained for a two-month period.



**BACA GRANDE WATER AND SANITATION DISTRICT**  
**PETITION FOR INCLUSION**

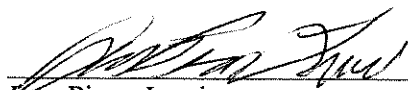
The undersigned fee owners being one hundred percent of the fee owners of the Real Property (defined below) do hereby petition the Baca Grande Water and Sanitation District (the "District") for inclusion of the Real Property into the District.

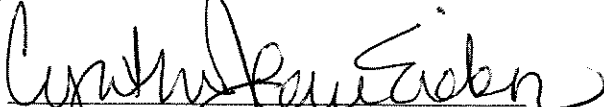
The legal description of the real property subject to this petition is set forth on **Exhibit A**, which is attached hereto and incorporated herein by this reference (the "Real Property").

Assent to the inclusion of the Real Property in the District is given by the fee owners of the Real Property, all of whom are acknowledging this petition in the same manner as required for conveyance of land.

The fee owners of the Real Property are: Jean Pierre Lewis and Cynthia Jean Eiden (the "Fee Owners").


Date: 6/7/2024

  
\_\_\_\_\_  
Jean Pierre Lewis

  
\_\_\_\_\_  
Cynthia Jean Eiden

STATE OF Colorado )  
COUNTY OF Boulder ) ss.

The foregoing was acknowledged before me this 7<sup>th</sup> day of June, 2024, by Jean Pierre Lewis and Cynthia Jean Eiden.  
Witness my hand and official seal.  
My commission expires: 10/4/2026.

  
\_\_\_\_\_  
Notary Public

MELANIE GILDERSLEEVE  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 20224038343  
MY COMMISSION EXPIRES 10/04/2026

**EXHIBIT A**

Lot 1512-C, Baca Grande, Grants Unit One, according to Resolution 2019-LU-49 and the Vacation Plat of Lot 1512-C as recorded in the real property records of Saguache County, Colorado at reception number 389115, County of Saguache, State of Colorado.