

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

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

District Office – 57 Baca Grant Way South

Crestone, Colorado 81131

Meeting held via Zoom

**ATTENDANCE**

Directors in Attendance:

John Loll  
 Dale Halley  
 Mike Smith  
 William Peck  
 Vivia Lawson

Also in Attendance:

Marcus Lock, District Legal Counsel  
 Cathy Fromm, District Accountant  
 JoAnn Slivka, District Manager  
 Gary Potter, District Director of Operations

Community Members:

Parke Hess  
 Dan Gray

**CALL TO ORDER**

Vice-President Halley opened the meeting at 9:00AM. Director Loll joined the meeting at 9:45.

**DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

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

**AGENDA**

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

**CONSENT AGENDA**

The board considered the following consent agenda items:

- Approve Minutes from the October 15, 2021 Special Meeting
- Approve Minutes from the December 15, 2021 Regular Meeting

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

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

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

Dan Gray- had two questions/comments for the Board regarding services the district provides for the Town of Crestone and sales tax.

1. Mr. Gray states that the District is providing illegal services to the town  
*(Special Districts are allowed to provide service outside of their district)*
2. Mr. Gray felt that the District should receive sales tax from internet purchases  
*(Special Districts do not have the authority to impose a sales tax. Sales tax is imposed by state and municipal governments)*

**BOARD AND STAFF REPORTS**

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

**Board Matters**

Director Lawson was unable to attend the County Planning and Land Use meeting but heard it was very well attended. She will contact Amber Wilson to find out when the next meeting is scheduled to be held.

**District Manager Report**

Viaero Wireless: The Directors are interested in having a discussion with Kyle DeNardo from Viaero Wireless regarding a proposal for location of a communications tower on District property.

Election Update:

- May 3, 2022, is the designated Regular Election date; at that time there will be three (3) Board of Directors' positions that will need to be filled. The seats for John Loll, Dale Halley and Vivia Lawson will be open. The terms will be three (3) years. The Resolution announcing the election and designating Judy Egbert as the Designated Election Official (DEO) was presented at the December meeting.
- January 1, 2022, will be the earliest day Self-Nomination and Acceptance Forms can be filed with the DEO and the last day they will be accepted is February 25, 2022.
- Election information will be posted on the district web site.

**FINANCIAL MATTERS**

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

General	\$ 4,281.13
Capital Projects	\$ 972.50
<u>Enterprise</u>	<u>\$ 69,217.38</u>
	\$ 74,471.01

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

Financial Statements:

Ms. Fromm reviewed the financial statements with the board of directors. ColoTrust interest continues a slow upward trend.

**CAPITAL PROJECTS:**S. Crestone Tank Rehabilitation Project

"Legal Notice of Final Payment" has been sent to the Alamosa Valley Courier for publication to appear once per week during the weeks of January 17<sup>th</sup> and January 24<sup>th</sup>, 2022 for final payment to Viking Industrial Painting for the tank rehabilitation project.

**LEGAL MATTERS:**Resolution No. 2022-01-01 Regarding 24-Hour Notice

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE DIRECTOR HALLEY, SECONDED BY DIRECTOR LAWSON AND, UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD APPROVED RESOLUTION NO. 2022-01-01 REGARDING 24-HOUR NOTICE. A COPY OF THE RESOLUTION IS ATTACHED HERETO AND INCLUDED HEREIN BY THIS REFERENCE.

Town of Crestone – Status of IGA

Directors Loll and Halley provided an update on the negotiations between the District and the Town.

**EXECUTIVE SESSION**

There were no topics for discussion in executive session.

**OTHER BUSINESS:**

COVID- cases are growing in the San Luis Valley. There are over 600 cases in the Valley with a one-week positivity rate reaching over 20%.

**ADJOURNMENT:**

THERE BEING NO FURTHER BUSINESS TO DISCUSS, UPON MOTION DULY MADE DIRECTOR LAWSON, SECONDED BY DIRECTOR SMITH AND UPON VOTE, UNANIMOUSLY CARRIED, THE MEETING WAS ADJOURNED AT 10:20 AM.

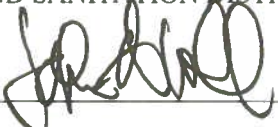
THE NEXT REGULAR MEETING IS SCHEDULED FOR  
February 16, 2022

Respectfully submitted,



Ann Slivka  
Secretary for the meeting

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



John Loll



Dale Halley



Mike Smith

William Peck



Vivia Lawson



**MEMORANDUM**

To: Baca Grande Water and Sanitation District Board of Directors

From: JoAnn Slivka, District Manager

Date: January 14, 2022

Subject: District Manager Report

**Statutory and Compliance Schedules – 2022**

**Calendar items related to the 2022 Election are shaded in blue-**

2022 Regular Mail Ballot Election Calendar- May 3, 2022		
✓ Before providing the Call for Nominations:	Board adopts Election Resolution calling the regular election, appointing Designated Election Official. - At its December 15, 2021 the BGWSD approved Resolution 2021-12-02 Appointing Judy Egbert as Designated Election Official for the 2022 BGWSD Special District Election	
1-1-22	Earliest day Self-Nomination and Acceptance forms can be filed with the Designated Election Official (no earlier than January 1st and no later than the normal close of business on the 67th day before the election).	1-1-22 1-13.5-303(1) 1-13.5-303(4)
➤ First Board meeting of each year	Board adopts resolution designating the posting location for the district's 24-hour agenda notice. - Resolution 2022-01-01 is on the January 2022 Meeting Agenda	§24-6-402(2)(c), C.R.S.
1-23-22	First day to be able to provide the call for nominations between 100 days and 75 days before a regular special district election. The call shall state the special district director offices to be voted upon, where a Self-Nomination and Acceptance form may be obtained, the deadline for submitting the Self-Nomination and Acceptance form to the Designated Election Official, and information on obtaining an absentee ballot	1-13.5-501(1) 1-13.5-501(1.5) 1-13.5-501(1.7)
1-31-22	Budget Due: A certified copy of the adopted budget, which includes the budget message, for the current fiscal year (the special district fiscal year is the calendar year) must be filed with the Division no later than this date.	
2-17-22	Last day to provide the call for nominations.	1-13.5-501(1) 1-13.5-501(1.5) 1-13.5-501(1.7)
2-25-22	Last day Self-Nomination and Acceptance forms must be filed with the Designated Election Official or, if none has been designated, with the presiding officer or the Secretary of the Board of Directors (no earlier than January 1st and no later than the normal close of business on the 67th day before the election).	1-13.5-303(1) 1-13.5-303(4) 1-45-108(1)(c)
2-28-22	Last day to file Affidavits of Intent to be a Write-in Candidate with Designated Election Official (not later than 64 days before the election).	1-13.5-305 1-13.5-513(1) 1-13.5-513(3) 1-13.5-513(

### S Crestone Tank Project

- Viking Draw #1: Has been distributed after final inspection and approval from Element Engineering and District Operations staff.
- (enclosure) Advertisement for “Legal Notice of Final Payment” has been sent to the Alamosa Valley Courier for publication

### Election Update:

- May 3, 2022, is the designated Regular Election date; at that time there will be three (3) Board of Directors’ positions that will need to be filled. The seats for John Loll, Dale Halley and Vivia Lawson will be open. The terms will be three (3) years. The Resolution announcing the election and designating Judy Egbert as the Designated Election Official (DEO) was presented at the December meeting.
- January 1, 2022, will be the earliest day Self-Nomination and Acceptance Forms can be filed with the DEO and the last day they will be accepted is February 25, 2022.
- (enclosure) The Call for Nominations is provided in your packet. It has been delivered to the Saguache Crescent for publication the week of January 23<sup>rd</sup> and the Crestone Eagle for the February edition. The Election Schedule will be posted on our website. Should we have an election it will be a mail ballot election.

### Town of Crestone

- The working group met again on January 12 to discuss negotiations and draft terms for the IGA. An update will be shared with the District Board at the January 19 meeting.

### Saguache County Lots

- Wendi Maez, Saguache County Administrator requested I provide a write-up on the issue of fees related to county lots that she could include in their bid packets.  
Following is the information provided to the county for the bid packet:

#### Additional Fees May Be Assessed By The Baca Grande Water And Sanitation District (“District”)

When Saguache County sells property that is located in the District, the purchaser will acquire the real property subject to any unpaid fees owed to the District that accrued while the property was owned by the County because these fees constitute a perpetual lien on and against the property until paid. Accordingly, the purchaser will be responsible for paying these fees.

- Ms. Maez will also recommend county staff send the district a list of awarded bids each month.

### Viaero Wireless

- Kyle DeNardo from Viaero is interested in discussing a communication site within the district area at the current tower location. He is not prepared to present at our January meeting; his presentation will be delayed until the February board meeting. Before he prepares a full-blown presentation, is the Board interested in pursuing this discussion?

### 2022 Insurance Policy Renewals

- The Colorado Special District Liability Pool 2022 renewal is complete. Overall, the good news is the policy renewal for the 2022 year is \$363 less than last year’s policy.
- Pinnacol 2022 Workers Compensation policy has been renewed; the estimated annual premium for 2022 is \$8175.  
The annual Pinnacol premium audit is forthcoming.

## 2022 I.T. Updates

- **Caselle Connect Software Updates:**

- A critical update to Version 2021.11.93 was performed at the end of December- this update prepares us for the annual year-end tax processes which include the W-2s and 1099s due January 31, 2022.
- Caselle Web Services was installed the first week of January- this will allow us to implement the Real-Time Payments that was discussed and ordered in 2021 as well as the Tax Certification module that will allow us to prepare the annual Tax Certification Notices as a full package through the billing software.

- **Server Upgrade:**

The quote for the 2022 server upgrade has been reviewed and updated; WSB is ready to order the new server and begin preparations for the install.

- **Xerox WorkCentre Lease Agreement:**

Enclosed for your review is a proposal for our Xerox Lease. The proposal will replace our current Xerox WorkCenter 7535 with a new VersaLink C7030 unit for another 60 months. Approximate monthly increase of \$15.18. Once the board approves of the new unit, we will request the corresponding lease agreement paperwork. The unit could take 5-7 weeks for ordering, so the contract will roll on a month to month until it is replaced and there would be no overlapping payments.

## Public Communications (enclosures)

- We had two articles published in the January Crestone Eagle this period-
  - Frozen Pipe Protection
  - Notice of Changes to Various Fees and Rates
- A “Customer Notice” leaflet was also created for insertion in the January billing statements with a breakdown on the new fees.
- We are excited to announce that the district’s first newsletter has been completed! Our current goal is to create a quarterly publication. Topics in this first edition included the Rates and Fees, a Q&A, the 2022 Board Election and again tips to prevent frozen pipes. Future ideas include staff interviews, current news topics and projects. Let me know what else you might like to see.
- Admin staff has been doing a terrific job on these projects. We are encouraging customers to send us their email addresses in order for us to create a strong email list to better communicate with the community.

## Personnel Updates

- Performing a review and update of all job descriptions
- Updating the organization chart
- Evaluation Scheduling
- Review and update of the Personnel Manual to include newest human resource rules

## December 2021 Administrative Report

### UTILITY BILLING ACTIVITY

#### Xpress Bill Pay Stats

Transaction Type	Quantity
EFT Web Transactions	210
EFT Return NSF or Account Closed	1
Credit/Debit Card Web Transactions	298
Online Banking – Bank Bill Pay	28
Lock Box Service Transactions	201

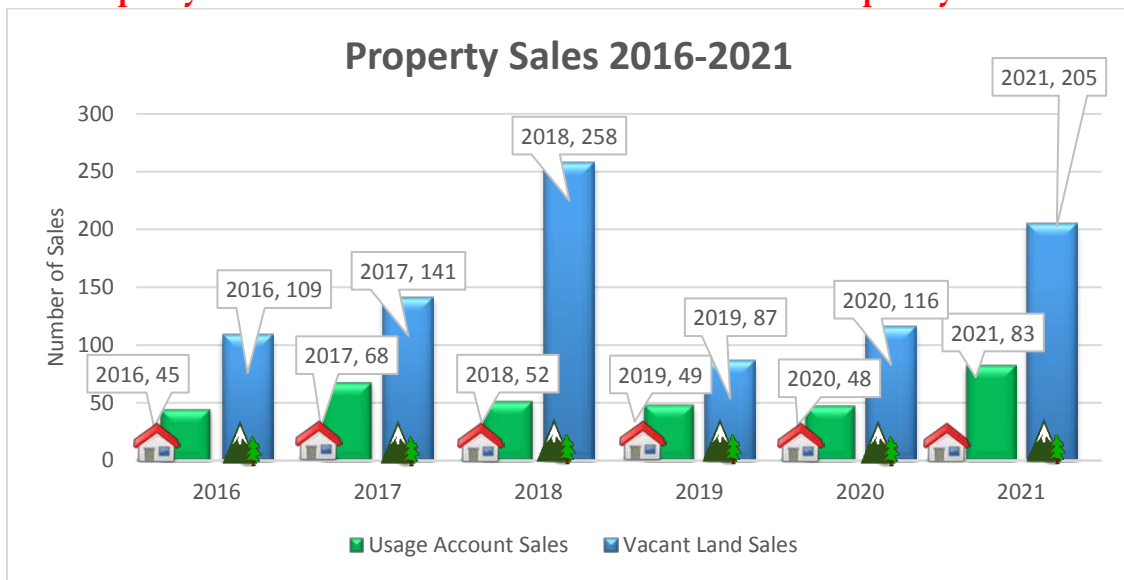
#### Customer Utility Billing

Billing Category	Number of Accts	Amount Billed
Late Fees	50	\$ 750.00
Usage Customers Billed - Water	798	\$41,147.37
Usage Customers Billed - Sewer	776	\$33,411.16
Transfer Fees	46	\$11,536.48

#### Town of Crestone Sewer

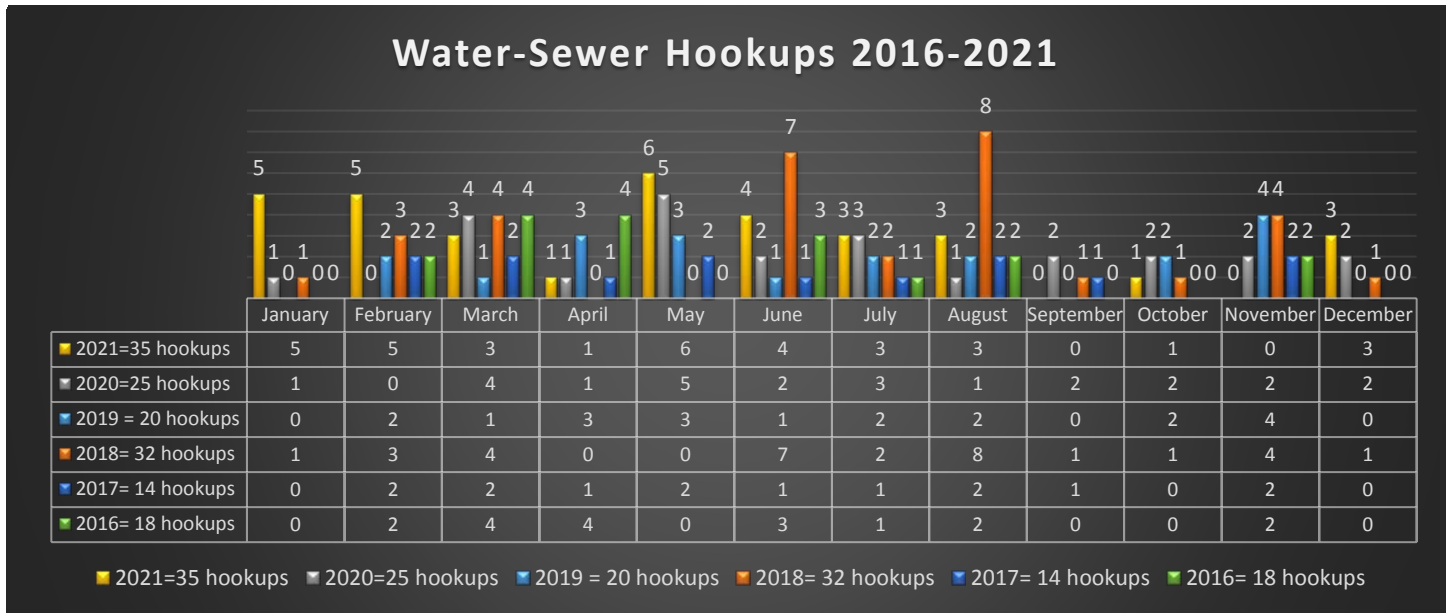
Month	Total Monthly Flow (gallons)	Amount Billed
January	556,675	\$2,928.11
February	484,933	\$2,550.75
March	543,863	\$2,860.72
April	589,464	\$3,100.58
May	878,928	\$4,623.16
June	927,936	\$4,880.94
July	918,065	\$4,829.02
August	846,533	\$4,452.76
September	837,086	\$4,403.07
October	526,240	\$2,768.02
November	492,201	\$2,589.02
December	573,290	\$3,015.50
<b>Totals</b>	<b>8,175,214</b>	<b>\$43,001.65</b>

**December Property Sales = 7 - Homes    9 - Lots 2021 Property Sales Complete**



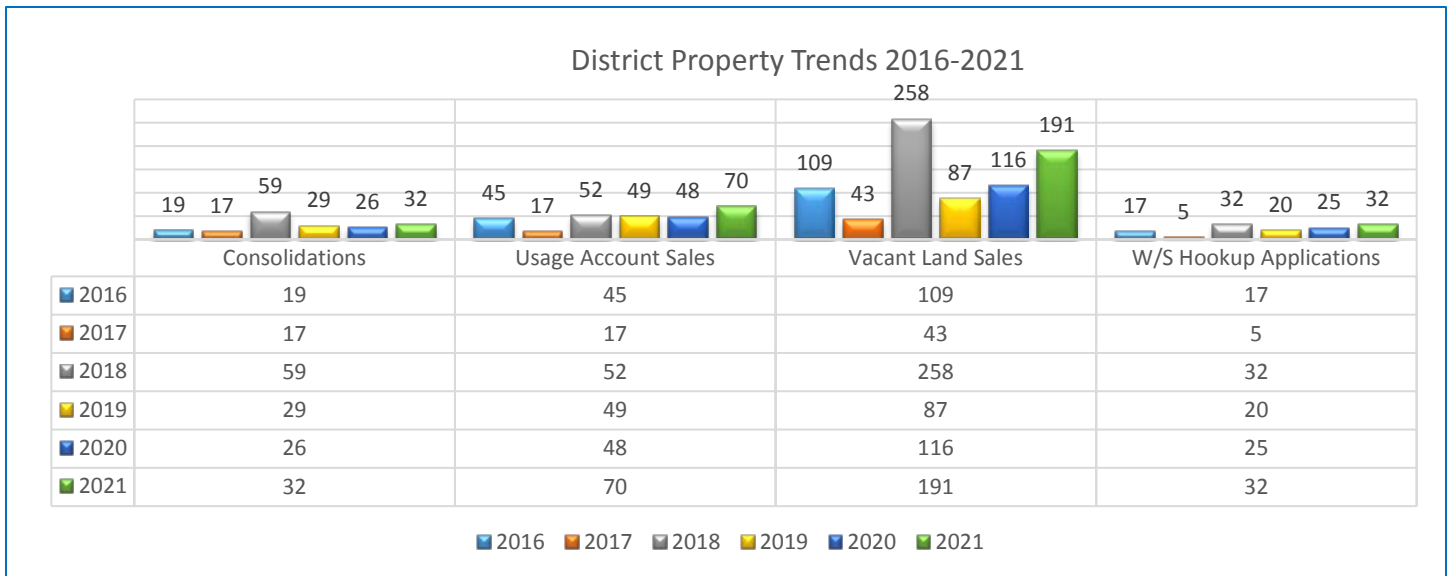
## 2021 WATER-SEWER HOOKUP APPLICATIONS

### 3 - Application(s) received in December



**2021 Consolidation Requests: December – 0 New applications received**

### 2021 PROPERTY TRENDS





## Customer Notice

Dear Neighbor,  
As we continue to experience an active real estate market and property transactions, the District has found it necessary to increase the fees for Water and Sewer Connection Fee applications, Tap Fees, Consolidation Fees and Availability of Service Fees. Fee increases in 2022 were focused on development and land usage in the District.

The most significant increase impacted new connections for water and sewer fees. The rising costs of inventory parts has forced the increase for one time Water and Sewer Connection Fees from \$1,400 to \$2,500.

### Highlights of other fee changes include:

- Water and Sewer Tap fees will increase from \$3,750 to \$5,000 for ¾" meter size each or \$10,000 for both.
- Availability of Service Fee (AOS): an Annual Fee accessed on vacant lots with services within 100 feet of the property line will increase from \$150 to \$200.
- Consolidation Fee: includes every action by which separate parcels of real property are combined into one parcel of real property; will increase from \$250 to \$300 per lot.

**Changes will go into effect beginning January 1, 2022. Monthly usage fees, late fees and transfer fees will not see a change at this time.**

Water is life



Water is Our Business

p:719-256-4310

www.bacawater.com info@bacawater.com

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# BACA GRANDE WATER AND SANITATION DISTRICT



WINTER/ 2022 / ISSUE 1

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



## Welcome

Welcome to the 2022 first edition of the Baca Grande Water and Sanitation District (BGWSD) Newsletter. We hope you will find the information useful.

BGWSD is governed by a Board of Directors composed of five members who are elected by the residents of the district.

Monthly meetings of the Board of Directors are typically held on the third Wednesday of each month, at 9:00 A.M. via Zoom Meeting <https://us02web.zoom.us/j/6741155646>

The meetings are open to the public. Please check for updated meeting information at [www.bacawater.com](http://www.bacawater.com)

## IN THIS ISSUE

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### RATES AND FEES

2022 Fee increases- No changes for monthly fees at this time

### Q & A

Why do I have to pay an Annual AOS Fee?

### 2022 BOARD ELECTION

2022 is a Special District Election Year

### FROZEN PIPES

As winter rolls in - Tips to prevent pipes from freezing

# 2022 District Fee Changes

No Change to monthly water and sewer rates at this time

Fee increases for 2022 focused on development and land usage in the district. As the District continues to experience an active real estate market and property transactions, we have found it necessary to increase the fees for Water and Sewer Connection Fee applications, Tap Fees, Consolidation Fees and Availability of Service Fees.

Tap Fee: a one-time Fee imposed upon each Residential Unit within the District Boundaries

Availability of Service Fee (AOS): an Annual Fee assessed on vacant lots with services within 100 feet of the property line will increase from \$150 to \$200

Consolidation Fee: includes every action by which separate parcels of real property are combined into one parcel of real property; will increase from \$250 to \$300 per lot

Many of these fees have not seen an increase over the past ten years.

Changes will go into effect beginning January 1, 2022.

Monthly usage fees, late fees and transfer fees will not see a change at this time.

## Q&A

**Q.** Why do I have to pay an annual "AOS fee" when I am not hooked up to any water or sewer services?

**A.** The District has 65 miles of distribution system and 45 miles of collection system lines designed to provide water and sewer service. The AOS fee is specifically used to repay debt incurred for capital infrastructure which has been financed by the district. Although customers paying the AOS fee are not connected to the capital infrastructure, the cost of the capital infrastructure must be appropriately distributed among those who are connected and receiving service, and those who are receiving the benefit of the availability to receive water and sewer service.

# 2022 Elections

Special District Election- May 3, 2022

The Baca Grande Water and Sanitation District is governed by a five-member Board of Directors.

The next regular election will be held on May 3, 2022, to fill the seats of three Directors whose terms will expire at that time. Three (3), three-year terms are open for election.

To be an eligible candidate or elector, a person must be registered to vote in the State of Colorado AND:

> a resident of the District; OR

> own (or whose spouse or civil union partner) taxable real or personal property within the boundaries of the District; OR

> obligated to pay taxes under a contract to purchase taxable property within the District

Eligible electors interested in seeking election to the Board of Directors must file a Self-Nomination and Acceptance form with the District Designated Election Official (DEO), Judy Egbert, not later than 5:00 P.M., Friday, **February 25, 2022.**

Self-nomination and Acceptance forms are available upon request from the District office at 57 Baca Grant Way S, Crestone, Colorado, telephone number 719.256.4310, inquire at [govpro@outlook.com](mailto:govpro@outlook.com) or download the forms from the District web site at [www.bacawater.com](http://www.bacawater.com).

An Affidavit of Intent to be a Write-In Candidate form must be submitted to the Designated Election Official by the close of business on Monday, **February 28, 2022.**

# Baby its Cold Outside

## Tips to prevent frozen pipes

As winter rolls in, it's vital that you know how to prevent pipes from freezing. When water freezes in your pipes, whether due to quick drops in outside temperatures, poor insulation or the thermostat is set too low, the pipes volume will expand and will put pressure on the pipe from inside. This can cause a burst pipe; even a small crack or two can be the start of some devastating and expensive water and plumbing damage.

Here are a number of steps you can take to keep pipes from freezing in the first place...

- \* Insulate pipes located in attics and crawl spaces using pipe insulation. You can also wrap pipes in heat tape or heat cables with a thermostat control.
- \* Seal or caulk any cracks that might let in cold air, especially places where pipes run from inside to outside the home, such as dryer vents or water pipes.
- \* Preventing frozen pipes should be done outdoors as well. As you winterize your home, disconnect your garden hoses. For any outdoor faucets with cut-off valves, be sure they are closed and faucets are drained. You can also protect them by using faucet covers throughout the winter months.
- \* If cold weather settles in and you notice temperatures beginning to drop, start a small drip of both hot water and cold water in the kitchen, bath, laundry areas and any other faucets in the home. A small water drip is all that is needed to keep water moving through the system and prevent frozen pipes.

Be sure to alert a trusted neighbor if you'll be away more than a few days, and ask them to check periodically to make sure that the measures you have taken in preventing frozen pipes worked and that nothing has ruptured.

**If you have a water or sewer emergency always call the district's main office number at 719.256.4310. Calls received outside normal working hours will be answered by the district's answering service and an Operator will be dispatched to help you.**

# Keep in Touch! Help Us Help You!

## Contact Information Needed

In case of a water related emergency, we may need to contact you.

It is imperative that you update your information as needed and provide us with your current phone number and email address.

Your information will not be shared.

Contact us at 719.256.4310 or [office@bacawater.com](mailto:office@bacawater.com) for any changes regarding your account including a new mailing address, telephone number and email address.

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## BACA GRANDE WATER AND SANITATION DISTRICT

57 Baca Grant Way S  
PO Box 520  
Crestone, CO 81131  
719.256.4310

BOARD of DIRECTORS  
John Loll, President  
Dale Halley, Vice President  
Mike Smith, Treasurer  
Bill Peck, Secretary  
Vivia Lawson, Assistant Secretary

DISTRICT MANAGER  
JoAnn Slivka

Gary Potter, Director of Utilities

**CALL FOR NOMINATIONS FOR  
BACA GRANDE WATER AND SANITATION DISTRICT**

TO WHOM IT MAY CONCERN, and particularly to the electors of the Baca Grande Water and Sanitation District of Saguache County, Colorado.

NOTICE IS HEREBY GIVEN that a regular election will be held on Tuesday, May 3, 2022, between the hours of 7:00 a.m. and 7:00 p.m. At that time, three (3) Directors will be elected to serve a three-year term.

Eligible electors of the District interested in serving on the Board of Directors may obtain a Self-Nomination and Acceptance form from the District Designated Election Official (DEO) or at the District administrative office:

Judy Egbert, DEO  
719/580-9357  
GovPro@outlook.com  
by appointment

Baca Grande Water and Sanitation District office:  
57 Baca Grant Way S., Crestone CO  
Monday through Friday 9:00 a.m. to 4:30 p.m.

The deadline to submit a Self-Nomination and Acceptance form is close of business on February 25, 2022 (not less than 67 days prior to the election).

Affidavit of Intent to be a Write-In Candidate forms must be submitted to the DEO by 3:00 p.m. on February 28, 2022 (the 64<sup>th</sup> day before the election)

NOTICE IS FURTHER GIVEN that applications for an absentee ballot shall be filed with the Designated Election Official no later than the close of business on Tuesday preceding the election, 3:00 p.m. April 26, 2022. All absentee ballots must be returned to the Designated Election Official by 7:00 p.m. on Election Day.

Baca Grande Water and Sanitation District

By:   
Judy A. Egbert, Designated Election Official

Published in the Crestone Eagle  
Published once on February 1, 2022  
Send bill and Proof of Publication Affidavit to the District

**Resolution No. 2022-01-01**

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

**DESIGNATING THE DISTRICT'S 24-HOUR POSTING LOCATION**

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WHEREAS, the Baca Grande Water and Sanitation District (the "District") is a quasi-municipal corporation and political subdivision of the State of Colorado; and

WHEREAS, pursuant to § 24-6-402(2), C.R.S., the District is a local public body and subject to the provisions of §§ 24-6-402(2)(c), *et seq.*, C.R.S.; and

WHEREAS, pursuant to § 32-1-903(2), C.R.S., notice of the time and place for meetings of the Board of Directors of the District (the "Board") is required to be posted at least twenty-four (24) hours before any regular or special meeting; and

WHEREAS, § 24-6-402(2)(c), C.R.S., provides that, in addition to any other means of full and timely notice, a local public body shall be deemed to have given full and timely notice if the notice of the meeting is posted in a designated public place within the boundaries of the local public body no less than twenty-four (24) hours prior to the holding of the meeting; and

WHEREAS, pursuant to § 24-6-402(2)(c), C.R.S., the public place or places for posting such notice shall be designated annually at the local public body's first regular meeting of each calendar year; and

WHEREAS, the Board has determined to designate one of the three posting locations used for meeting notices in satisfaction of § 32-1-903(2), C.R.S. as its designated posting location for notices under § 24-6-402(2)(c), C.R.S.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:**

1. Pursuant to § 24-6-402(2)(c), C.R.S., the Board hereby designates the following location for the posting of its twenty-four (24) hour meeting notices:

The District's Shop, located at 57 Baca Grant Way South, Crestone, Colorado.

ADOPTED this 19<sup>th</sup> day of January, 2022.

BACA GRANDE WATER AND SANITATION  
DISTRICT

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Officer of the District

ATTEST:

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APPROVED AS TO FORM:

Marcus Lock

Law of the Rockies

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General Counsel to the District

*[Signature Page to Resolution Designating the 24-Hour Posting Location.]*



# Baca Grande Water and Sanitation District

## Monthly Operations Report

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

### Operations Updates

- **Gravel Request from KTTG**
  - Material is ordered
  - Waiting for trucking
- **Water and Sewer Mainline Extensions**
  - Lover's Way sewer line extension held up by parts.
  - Arrowhead Overlook Line extension is supposed to begin this year.
  - Hillcrest Overlook has been contacted to begin engineering.
- **South Crestone Tank Project**
  - Final punch list Items completed by Viking last week
  - Tank has been disinfected and is back in service!
- **Meter Pit Issues**
  - 5 new applications
  - 10 Pit that have been on order since April are supposed to come in February
  - 20 more pits have been ordered hopefully arriving in May
  - We may need to order more
- **Auto Sampling Equipment**
  - Quote for 2 auto sampler and necessary accessories
  - Cost is \$15,000 with 4 week lead time.
  - Not in the 2022 Budget
  - These two were intended for the aspen WWTP to increase our accuracy on compliance sampling
  - An additional auto sampler would be needed for TOC
  - Renting auto sampler in the interim is a possibility



➤ **Reduce water usage for Winter 2022**

- Shumei Sewer line issue
- Chama Ling Water line issue

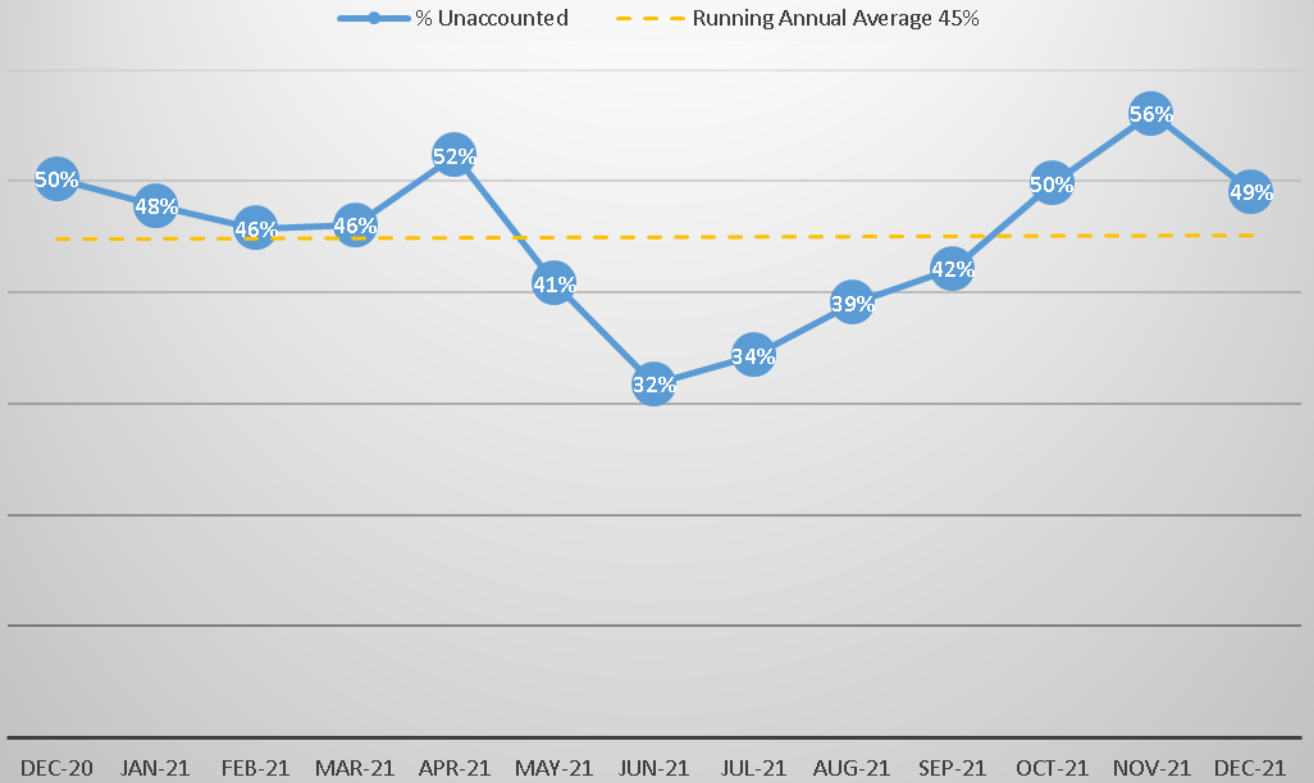
➤ **Unaccounted Water**

- Wells 17 and 18 produced 4,027,942 gallons of water in the month of December.
- The District sold its customers 2,052,000 gallons of water in the month of December, leaving 1,975,942 gallons unaccounted for.
- 49% of the water produced is unaccounted for in the month of December.
- Major leak identified and repaired at the Aspen Treatment Plant headworks building.
- Major leak Identified and repaired in the Brookview Pressure Zone.

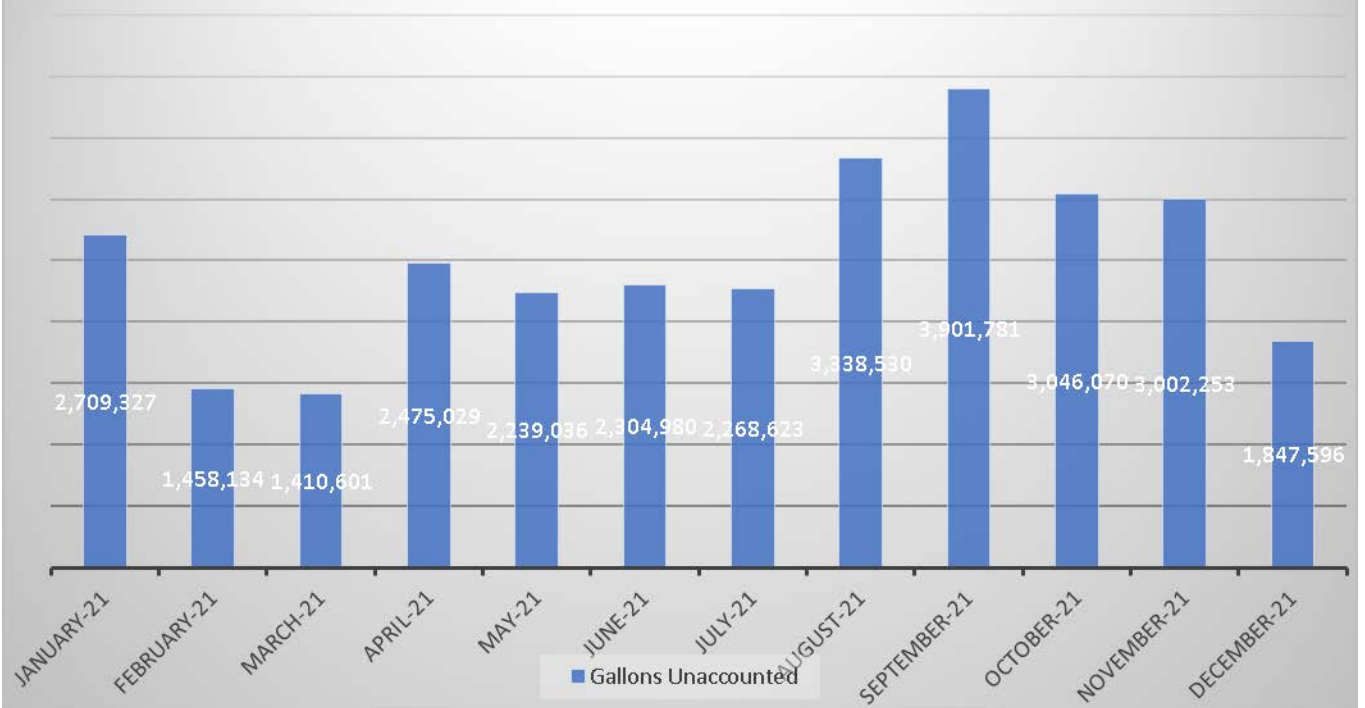
➤ **Aspen WWTP and Town of Crestone Loading**

- Aspen WWTP averaged 43% of hydraulic loading capacity in the month of December, the Town of Crestone contributed and average of 26% of the treatment plants hydraulic load.
- Aspen WWTP averaged 40% of organic loading capacity in the month of November. The Town of Crestone contributed an average of 82% of the treatment plants organic load.
- In 2021, the Aspen Wastewater Treatment Plant averaged 52% of its hydraulic capacity and 58% of its organic loading capacity.
- In 2021, the Town of Crestone contributed an average of 27% of the hydraulic loading and 53% of the organic loading.

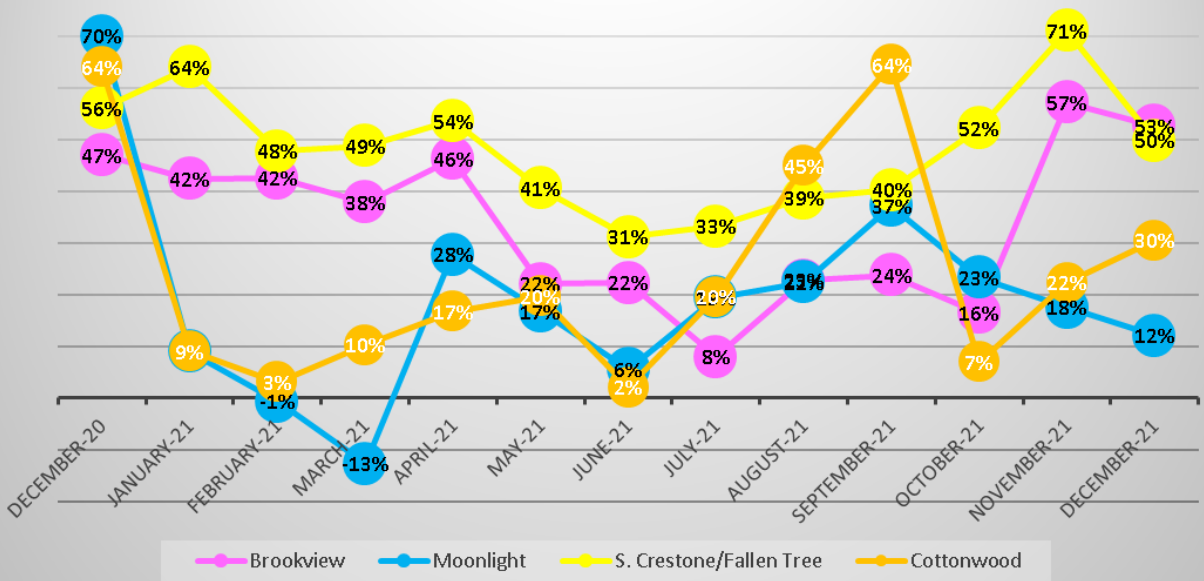
## Total Unaccounted Water by Month



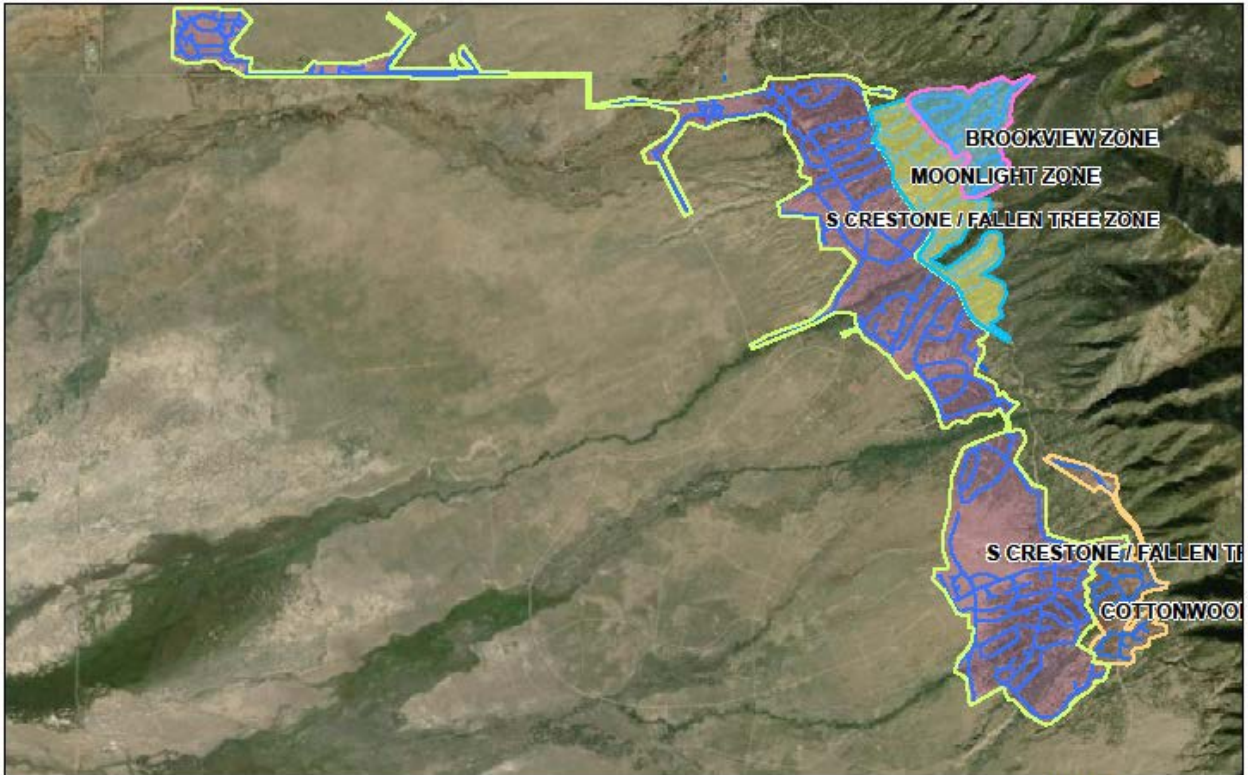
## Total Monthly Unaccounted in Gallons



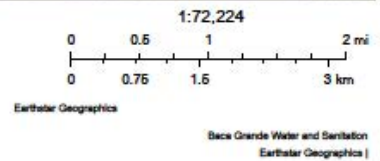
## Monthly Unaccounted Water By Pressure Zone



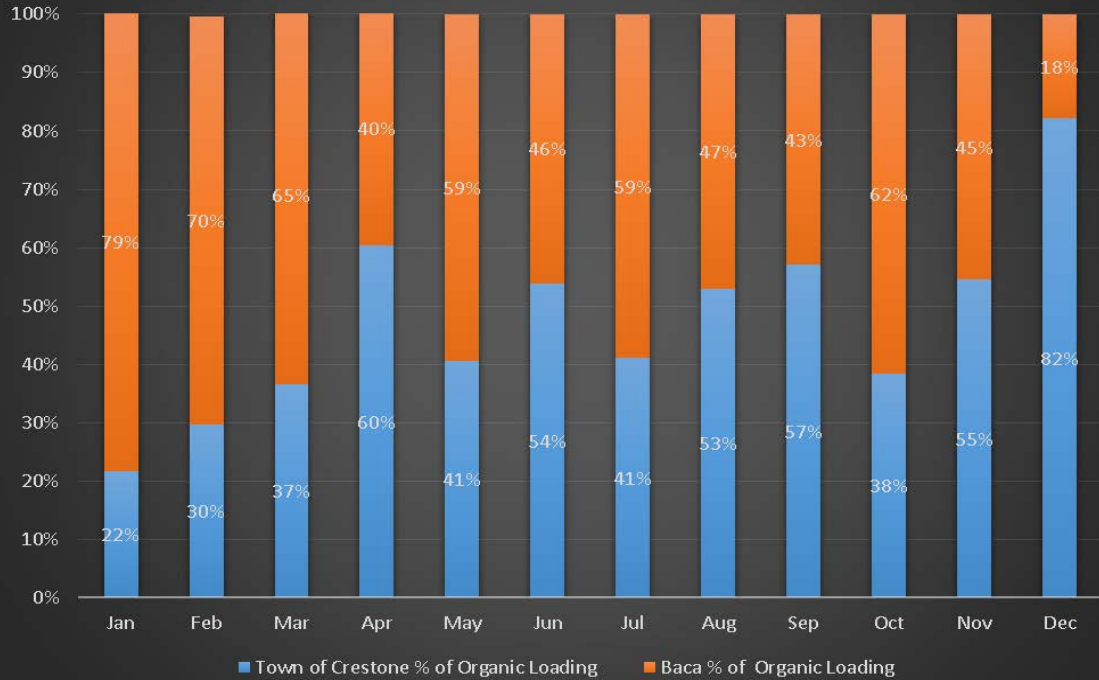
## BGWS D Unaccounted Water Zone's



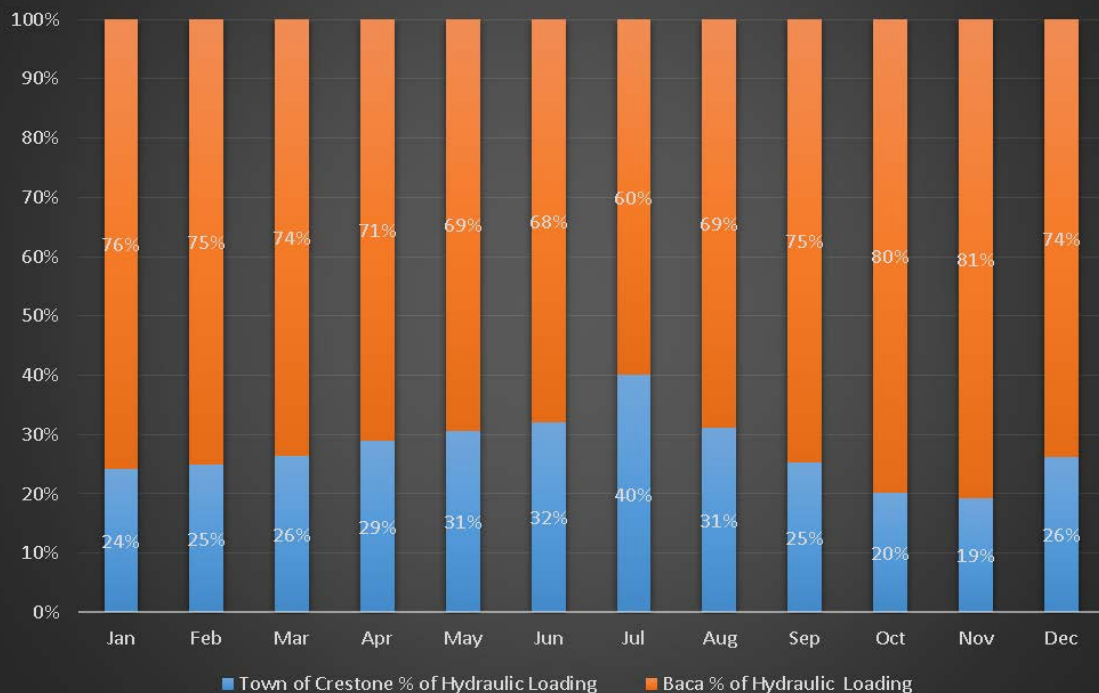
12/10/2020, 3:43:14 PM



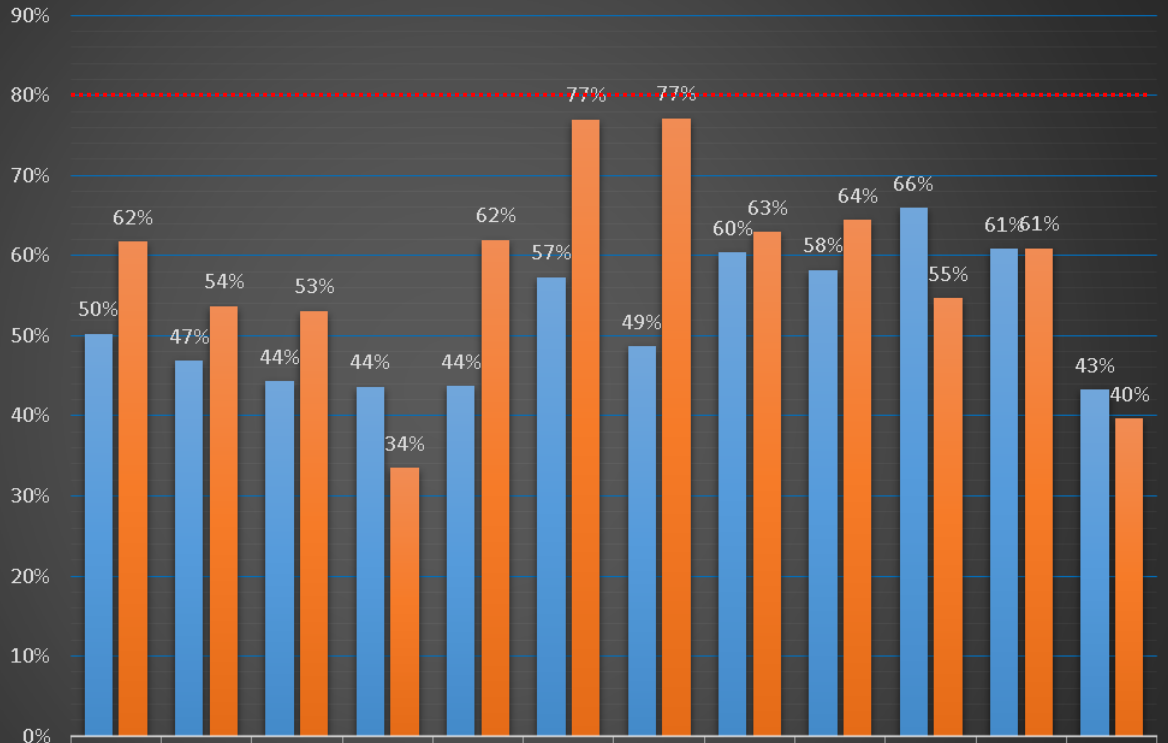
### Average % of Total Organic Loading of Aspen Wastewater Treatment Plant by Month of 2021



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



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



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
■ Plant % of Hydraulic Capacity	50%	47%	44%	44%	44%	57%	49%	60%	58%	66%	61%	43%
■ Plant % of Organic Capacity	62%	54%	53%	34%	62%	77%	77%	63%	64%	55%	61%	40%

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



Check Issue Date	Payee	Invoice Number	Invoice GL Account	Account Title	Check Amount
<b>92345</b>					
01/19/2022	A&M Pest & Termite Control,Inc	729356	4-503000	Repair & Maint	75.00
Total 92345:					75.00
<b>92346</b>					
01/19/2022	Bovards-Johns, Ryan & Rian	RB-22-01	4-120070	Accounts Receivable	3.21
Total 92346:					3.21
<b>92347</b>					
01/19/2022	Caselle, Inc	114630	4-500407	Computers and Media	2,025.00
Total 92347:					2,025.00
<b>92348</b>					
01/19/2022	CEBT	INV 0046205	4-530500	Health Insurance	4,031.03
Total 92348:					4,031.03
<b>92349</b>					
01/19/2022	Centratel, LLC	2201022091	4-500406	Phone Answering Service	272.01
Total 92349:					272.01
<b>92350</b>					
01/19/2022	Colorado Spec Dist Property & Lia	CSD-2022-0	4-115000	Prepaid Expenses	34,815.00
Total 92350:					34,815.00
<b>92351</b>					
01/19/2022	Consolidated Communications	CC-22-01	4-505027	Office / Cell Phones	480.13
Total 92351:					480.13
<b>92352</b>					
01/19/2022	Crestone Eagle Enterprises LLC	8478	4-500510	Advertising	160.00
Total 92352:					160.00
<b>92353</b>					
01/19/2022	Dana Kepner Company, Inc.	1553365-00	4-503331	Retail Water Meter Parts	4,475.45
Total 92353:					4,475.45
<b>92354</b>					
01/19/2022	Deluca Gas Company, Inc.	U0500968	4-505026	Shop, Yard, Office-Propane	295.65
Total 92354:					295.65
<b>92355</b>					
01/19/2022	Denver Industrial Pumps, Inc.	99409	4-503022	Repair & Maint-Lift Stations	7,252.75
Total 92355:					7,252.75
<b>92356</b>					
01/19/2022	DPC Industries, Inc.	737005739-2	4-503300	Chemicals Maintenance	263.30

Check Issue Date	Payee	Invoice Number	Invoice GL Account	Account Title	Check Amount
Total 92356:					263.30
<b>92357</b>					
01/19/2022	Element Engineering, LLC	EE-21-12-00	4-506020	Professional Fees	560.00
01/19/2022	Element Engineering, LLC	EE-21-12-00	3-517086	S Crestone Tank Rehab	285.00
Total 92357:					845.00
<b>92358</b>					
01/19/2022	ENAQUA	2001225-IN	4-503019	Repair & Maint-Aspen TP	656.00
Total 92358:					656.00
<b>92359</b>					
01/19/2022	FirstBank	FB-21-12	4-506099	COVID 19-PPE and Supplies	111.67
01/19/2022	FirstBank	FB-21-12	4-500403	Office Supplies	59.67
01/19/2022	FirstBank	FB-21-12	4-500403	Office Supplies	41.09
01/19/2022	FirstBank	FB-21-12	4-503025	Repair & Maint-Office	129.98
01/19/2022	FirstBank	FB-21-12	4-500662	Vehicle-Repairs and Maint	12.88
01/19/2022	FirstBank	FB-21-12	4-500451	Supplies	81.05
01/19/2022	FirstBank	FB-21-12	4-503001	Repairs & Maint-Water Mains	97.55
01/19/2022	FirstBank	FB-21-12	4-503019	Repair & Maint-Aspen TP	8.34
01/19/2022	FirstBank	FB-21-12	4-503019	Repair & Maint-Aspen TP	8.34
01/19/2022	FirstBank	FB-21-12	4-500403	Office Supplies	10.30
01/19/2022	FirstBank	FB-21-12	4-503019	Repair & Maint-Aspen TP	155.38
01/19/2022	FirstBank	FB-21-12	4-503019	Repair & Maint-Aspen TP	114.28
01/19/2022	FirstBank	FB-21-12	4-500500	Training and Education	85.00
01/19/2022	FirstBank	FB-21-12	4-500500	Training and Education	50.00
01/19/2022	FirstBank	FB-21-12	4-500408	Computer Support	14.00
01/19/2022	FirstBank	FB-21-12	4-500408	Computer Support	15.00
01/19/2022	FirstBank	FB-21-12	4-500408	Computer Support	15.00
01/19/2022	FirstBank	FB-21-12	4-500550	Meals and Lodging	10.83
01/19/2022	FirstBank	FB-21-12	4-500550	Meals and Lodging	9.72
01/19/2022	FirstBank	FB-21-12	4-500401	Postage	23.97
01/19/2022	FirstBank	FB-21-12	4-500403	Office Supplies	14.02
01/19/2022	FirstBank	FB-21-12	4-500661	Gas and Oil	37.50
01/19/2022	FirstBank	FB-21-12	4-500661	Gas and Oil	43.64
01/19/2022	FirstBank	FB-21-12	4-500661	Gas and Oil	95.01
01/19/2022	FirstBank	FB-21-12	4-503019	Repair & Maint-Aspen TP	27.98
01/19/2022	FirstBank	FB-21-12	4-500451	Supplies	28.66
01/19/2022	FirstBank	FB-21-12	4-503008	Repairs & Maint-Well No. 18	1,961.24
Total 92359:					3,262.10
<b>92360</b>					
01/19/2022	Freedom Mailing Services, INC	42027	4-500460	Utility Billing	407.12
Total 92360:					407.12
<b>92361</b>					
01/19/2022	Fromm & Company LLC	2021-12	1-506045	Accounting	1,830.00
Total 92361:					1,830.00
<b>92362</b>					
01/19/2022	Grainger	9143794148	4-503019	Repair & Maint-Aspen TP	614.13



Check Issue Date	Payee	Invoice Number	Invoice GL Account	Account Title	Check Amount
01/19/2022	Grainger	9143794148	4-500450	Utility Maintenance Tools	260.30
01/19/2022	Grainger	9152857695	4-500450	Utility Maintenance Tools	101.86
Total 92362:					976.29
<b>92363</b>					
01/19/2022	Grand Junction Pipe/Ferguson W	1291999	4-503019	Repair & Maint-Aspen TP	179.82
Total 92363:					179.82
<b>92364</b>					
01/19/2022	Hach Company	12811604	4-503008	Repairs & Maint-Well No. 18	2,616.44
Total 92364:					2,616.44
<b>92365</b>					
01/19/2022	Howard, Bryan	BH-21-12	4-500362	Clothing Allowance	136.66
Total 92365:					136.66
<b>92366</b>					
01/19/2022	John Deere Financial	JDF-21-12	4-500362	Clothing Allowance	195.95
01/19/2022	John Deere Financial	JDF-21-12	4-500450	Utility Maintenance Tools	53.96
01/19/2022	John Deere Financial	JDF-21-12	4-500662	Vehicle-Repairs and Maint	66.93
01/19/2022	John Deere Financial	JDF-21-12	4-503000	Repair & Maint	449.99
Total 92366:					766.83
<b>92367</b>					
01/19/2022	Law of the Rockies	LOR-21-12	1-506030	Legal	2,451.13
01/19/2022	Law of the Rockies	LOR-21-12	3-517150	Water Rights Acquisition	687.50
Total 92367:					3,138.63
<b>92368</b>					
01/19/2022	Peregrino, Dora	211214-PER	4-503025	Repair & Maint-Office	100.00
01/19/2022	Peregrino, Dora	211228-PER	4-503025	Repair & Maint-Office	100.00
01/19/2022	Peregrino, Dora	220111-PER	4-503025	Repair & Maint-Office	120.00
Total 92368:					320.00
<b>92369</b>					
01/19/2022	Sangre De Cristo Lab, Inc.	23544	4-500250	Testing	90.00
01/19/2022	Sangre De Cristo Lab, Inc.	23558	4-500250	Testing	160.00
Total 92369:					250.00
<b>92370</b>					
01/19/2022	UNCC	221120110	4-500530	Locates	7.92
Total 92370:					7.92
<b>92371</b>					
01/19/2022	Upper Case Printing, Ink	17826	4-500460	Utility Billing	51.00
Total 92371:					51.00

Check Issue Date	Payee	Invoice Number	Invoice GL Account	Account Title	Check Amount
<b>92372</b>					
01/19/2022	US Fish and Wildlife Service	USFW-22-01	4-500100	Raw Water USFSWS	2,931.24
Total 92372:					2,931.24
<b>92373</b>					
01/19/2022	USA BlueBook	813984	4-500362	Clothing Allowance	32.75
01/19/2022	USA BlueBook	814053	4-500362	Clothing Allowance	20.85
01/19/2022	USA BlueBook	823261	4-500450	Utility Maintenance Tools	73.95
01/19/2022	USA BlueBook	836137	4-503019	Repair & Maint-Aspen TP	354.32
Total 92373:					481.87
<b>92374</b>					
01/19/2022	Wagners Truck and Tire	64-1055	4-500662	Vehicle-Repairs and Maint	1,046.90
Total 92374:					1,046.90
<b>92375</b>					
01/19/2022	WSB Computer Services, Inc.	82325	4-500407	Computers and Media	216.09
Total 92375:					216.09
<b>92376</b>					
01/19/2022	Xerox Corp.	015314901	4-500402	Copier Lease and Equipment	202.57
Total 92376:					202.57
Grand Totals:					74,471.01