

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

March 20, 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
John Loll
Mike Smith
Rick Hart
David Karas

Also in Attendance:

Marcus Lock, District Legal Counsel
Diego Martinez, District Manager
Natalie DeBon, Administrative Manager
Gary Potter, Director of Utilities
Cathy Fromm, District Accountant (for a portion of the meeting)
Nicholaus Marcotte, Element Engineering
(for a portion of the meeting)

Community Members and Guests:

Dan Gray
Matthew Eric Lit
Anya Kaats
Alba

CALL TO ORDER

President Lawson called the meeting to order at 9:03 A.M.

Board Roll Call: All Directors were present. Director Smith joined the meeting at approximately 9:10 A.M.

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 LOLL, SECONDED BY DIRECTOR KARAS 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 FEBRUARY 29, 2024 AND CURRENT SCHEDULE OF CASH POSITION.
- APPROVE MINUTES FROM THE JANUARY, 2024 REGULAR MEETING
- APPROVE MINUTES FROM FEBRUARY, 2024 REGULAR MEETING

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR KARAS 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 voiced his concerns about the Town of Crestone’s financial problems. He pointed out issues like misusing town funds, not following laws and regulations, and inadequate legal support due to budget constraints. Mr. Gray also asked about negotiations between the Town of Crestone and the District, and urged the Board to keep everyone informed. Mr. Gray also inquired about the projected property tax funds for the District.

FINANCIAL MATTERS

Check Register: The Board discussed and considered approval of the check register through the period ending March 20, 2024 as follows:

General	\$	6,833.00
Capital	\$	15,373.45
Enterprise	\$	79,659.90
	\$	101,866.35

Mr. Hart asked about the \$12,653.45 meter expense item on the check register. Mr. Potter replied that it is a capital expense for a handheld device used by operations for meter installations and meter readings.

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR SMITH AND, UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD APPROVED THE CHECK REGISTERS FOR THE PERIODS ENDING MARCH 20TH, 2024.

Board of Director Matters:

President Lawson addressed public comment regarding the budget and property tax increases and ongoing negotiations with the Town of Crestone. She mentioned that the budget details were discussed during prior Board meetings, and they are available on a website and reflected in the minutes. Regarding the Town of Crestone, President Lawson said there has been minimal interaction due to the town’s situation, including a new mayor and potentially new legal counsel.

Engineer’s Report

The Board reviewed and discussed Engineer’s report incorporated in the Board packet, attached to the minutes as supporting document.

Wastewater Treatment Plant:

During the Engineer’s report, President Lawson asked Mr. Marcotte how he reconciles the previously high loading numbers that prompted the planning for the new plant with the current lower levels, and whether he knows the cause. Mr. Marcotte responded that he doesn’t know for sure and can only speculate. He mentioned potential reasons like loading from various locations in the collection system, possible RV dumping, or variations due to different sampling procedures. He highlighted the difficulty in pinpointing causes.

Water Loss Prevention Project:

The revised bid from Cooley & Sons Excavations was reviewed. The importance of the project was discussed, as well as the project budget and the required funds. The Board made the following motion:

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR SMITH AND UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD APPROVED TO AWARD COOLEY & SONS EXCAVATING THE BID IN THE AMOUNT OF \$180,000 TO COMPLETE THE METER INSTALLATION PROJECT.

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.

Town of Crestone:

Town of Crestone draft discharge permit was discussed during Mr. Martinez's report. With no comments received from the town regarding the draft discharge permit, the Board directed counsel to follow up with the Town's attorney.

Aspen Waste Water Treatment Plant (WWTP) 2018-2023 Violations Overview:

The Board and Staff discussed the WWTP violations, a detailed report is attached to the minutes. Also discussed were practices/procedures implemented to prevent wastewater violations. President Lawson inquired about the specific actions taken by staff to prevent violations going forward. Vice President Loll discussed the importance of real time monitoring and automation of the treatment process.

Legal Matters:

Mr. Lock provided the Board with legal updates, including progress on the inclusion of 1512 Antelope Way. District staff and legal counsel are cooperating with the property owner to have the inclusion petition filed with the District. Mr. Lock also Advised the Board that some comments on the draft IGA had been received from the Town's attorney, and Mr. Lock intended to follow up with the Town's attorney given the absence of any feedback on the draft discharge permit. The recent meeting with USFWS was also discussed. The parties have made significant progress over the past few months towards a long-term amendment to the Water Service Agreement. However, there are still some key issues that remain unresolved. The parties intend to continue working cooperatively to reach an agreement on these remaining issues. Mr. Lock also spoke of the new rule regarding website accessibility for people with disabilities. The compliance deadline is July 1, 2024.

EXECUTIVE SESSION

Motion: Upon motion duly made by Director Smith, seconded by Director Loll and, upon an affirmative vote of at least two-thirds of the quorum present, the Board moved to adjourn to executive session pursuant to C.R.S. § 24-6-402(4) (a), (b), and (c), 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 Water Service Agreement with the United States Fish and Wildlife Service, and consideration of an executive session to discuss the District's continuity of operations plan pursuant to C.R.S. § 24-6-402(4)(d), which authorizes an executive session to discuss specialized details of security arrangements or investigations, including defenses against terrorism, both domestic and foreign, and including where disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law.

MOTION: DIRECTOR LOLL MOVED; DIRECTOR SMITH SECONDED, AND THE BOARD VOTED UNANIMOUSLY TO ADJOURN TO EXECUTIVE SESSION. THE BOARD RECONVENED IN REGULAR SESSION AT 11:24 A.M.

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 11:25 A.M.

THE NEXT REGULAR MEETING IS SCHEDULED FOR
April 17, 2024

Drafted by Natalie DeBon



Respectfully submitted,



Diego Martinez

THESE MINUTES ARE APPROVED AS THE OFFICIAL March 20th, 2024 MINUTES OF THE BACA GRANDE WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Vivia Lawson

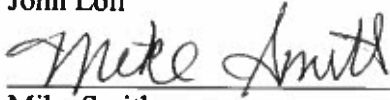
Signed with DocuBee — 36408683c7b8

Vivia Lawson



Signed with DocuBee — 5506af3a2e6

John Loll

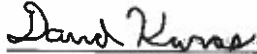


Mike Smith

Rick Hart

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Rick Hart



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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 sessions on March 20, 2024, and it is my opinion that the portion of the executive session that was not recorded constituted attorney-client privileged communications.



Marcus J. Lock

General Counsel

Baca Grande Water and Sanitation District

MONTHLY ENGINEER'S REPORT

DATE OF MEETING: MARCH 20, 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 22nd.

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.

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

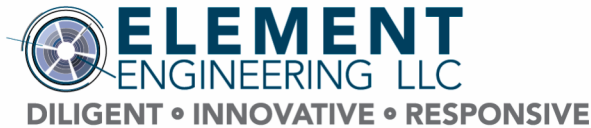
The Water and Wastewater Master Plan Update document has been finalized in draft format and provided to the BGWSD staff and board for review.

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

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

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.

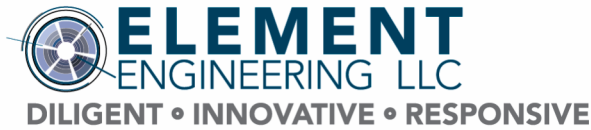
The PER was reviewed with staff on January 23, 2023. An updated PER has been provided to the district along with a PER summary handout. A work session to review the PER has been scheduled for Thursday February 23rd. USDA has informed Element that, based on the suggested project scope, an Environmental 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 RDApply 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 RDApply application. Element is in the process of compiling the required Environmental Report. The Environmental Report and RDApply 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 RDApply application is being processed and drafted by Element and district staff.

The RDApply 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.

We are finalizing the updated alternatives analysis. It is expected to be completed by the end of February for staff review followed by presentation at the district's March meeting.

We have been informed by USDA that the funding application will be processed approximately 45-days after a budget is passed by the United States House of Representatives. Currently the House is operating under a continuing resolution. Until a budget is passed, no funding can be processed.

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.

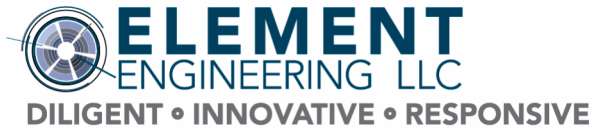
WATER TREATMENT SYSTEM IMPROVEMENTS (PROJECT NO. 0011)

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.

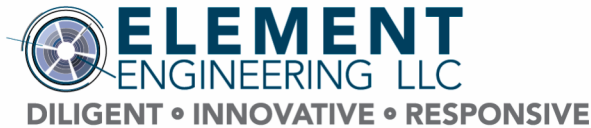
The draft PNA is scheduled to be reviewed by the district at an August 23rd meeting. A handout summarizing the PNA has been transmitted to district staff for board distribution.

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.

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.

2023 WATER LOSS PREVENTION PROJECT (PROJECT NO. 0013)

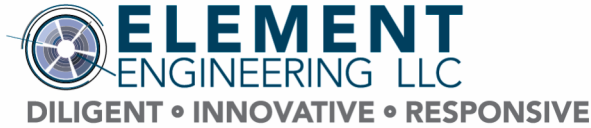
Element staff are periodically working with district staff in developing a water loss prevention program. It is likely that this prevention program will take several months to collaboratively develop prior to presentation by district staff and Element to the board. Element is assisting the district in 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) |

Bids for the project will be presented at the district's February 21st 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.

Item No.	Estimated Quantity	Unit	Description	Unit Price	Total Price
1	1	LS	Mobilization/Demobilization, Site Restoration, Traffic Control, and Erosion Control as per Plans and Specifications	\$ 15,000.00	\$ 15,000.00
2	1	LS	Furnish and Install Indian Wells Way Flow Meter and Vault as per Plans and Specifications	\$ 83,500.00	\$ 83,500.00
3	1	LS	Furnish and Install Well 18 Flow Meter and Vault as per Plans and Specifications	\$ 81,500.00	\$ 81,500.00
4	1	LS	Furnish and Install North Carefree Way PRV and Vault as per Plans and Specifications		
5	1	LS	Furnish and Install Camino Del Rey Relocated PRV and Vault as per Plans and Specifications		
Total of Bid Items					\$ 180,000.00

Bidder acknowledges that:

1. each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and
2. estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Work will be based on actual quantities, determined as provided in the Contract Documents.

ARTICLE 4—TIME OF COMPLETION

- 4.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 4.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 5—BIDDER'S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA

- 5.01 *Bid Acceptance Period*
- A. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.
- 5.02 *Instructions to Bidders*
- A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.
- 5.03 *Receipt of Addenda*
- A. Bidder hereby acknowledges receipt of the following Addenda:

District Manager Report – March 20, 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
 - Staff and Engineers are in the process of determining the best alternatives to complete the project.

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

- 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 USFWS
 - Scheduled for March 14th in Alamosa, CO
- Met with eight representatives from USFWS to negotiate the lease agreement
 - Progress was made, but will need to discuss some issues further, including pricing.
 - Counsel will be drafting the new agreement

Town of Crestone (ToC) – Sewer Service Negotiations

- Received response from ToC on 02/07/2024 – Will be discussing today and responding ASAP
 - Tap Fees
- The District did not receive a response in relation to the Discharge Permit.
 - Will need to follow-up with the next attorney representing the Town.

Grant Opportunities

- Bureau of Reclamation – Planning and Project Design Grant
 - To help with planning the next phases of water loss prevention
 - Possibly help with D&E of Motel Well tie in
 - Up to \$400,000 – Will apply by 05/2024

Personnel

- COVID – No cases to report
- Interviewed several candidates for the Operations and Administration Positions
 - One Operations position was filled
- Working on drafting job descriptions and corresponding salary ranges

Cottonwood Tank

- Kundalini Fire Management has offered the District free fire mitigation at the Cottonwood Tank property
 - Focused on removing dead and fallen trees
 - Would like to burn the wood when conditions allow – after a snow storm
 - Insurance has been received

Aspen Institute Wastewater Treatment Facility Permit Exceedances Review 2018-2023

The Water Quality Control Division (The Division) of the Colorado Department of Public Health and Environment (CDPHE) is responsible for issuing Colorado Discharge Permit System (CDPS) permits for all discharges in the State of Colorado. Permit limits are determined by many environmental factors including: characteristics of the receiving waters, downstream users, quantity of pollutants and treatment facility type. Permits for domestic wastewater treatment plant generally base pollutant limits on 30-day averages and 7-day maximums.

Compliance with CDPS Permits is primarily monitored through self-reporting from the discharger on the Discharge Monitoring Report (DMR). DMR's are require to be electronically submitted at the frequency specified on the permit. When a discharger exceeds a limit in the CDPS permit it is reported The Division through the DMR. Enforcement responses range from a compliance advisory letter to formal enforcement which can carry significant civil monetary penalties. In general, the Division differentiates between exceedances and violations that are considered Significant Non-Compliance (SNC) and those that are not. Exceedances that are not considered SNC receive an auto generated compliance advisory letter. Violations that are considered SNC are primarily confined to non-compliance in repeated monitoring periods for the same pollutants. The enforcement response for SNC compliance varies greatly depending on the severity of the violation but can result in civil penalties of up to \$61,427 per day.

Since January, 2018 there have been 34 instances where reported figures exceeded permit limits.

- 3 for BOD (biological oxygen demand) lbs. per day influent flow
- The effluent permit exceedances are as follows:
 - 8 for BOD mg/L exceeding the 30 and 7 day limits
 - 8 for TSS (Total Suspended Solids) mg/L exceeding 30 and 7 day limits
 - 2 for TSS % removal
 - 3 for E. coli
 - 1 for pH
 - 1 for ammonia
 - 8 for chlorine (Chlorine is not currently used or tested for)
- 22 (65%) of the 34 policy exceedances occurred prior to January, 2021
 - Of the 12 policy exceedances that have occurred since January, 2021, 6 happened in the months of December, 2022 and January 2023

While there have been a number CDPS Permit exceedances over the past 5 years none have been considered SNC. The Water Quality Control Division considers these exceedances to be infrequent or isolated events that do not warrant enforcement. Operations staff has made great strides over the past several years to improve the operation of the AIWWTF. These improvements include, but are not limited to:

- Increased water quality monitoring frequencies to obtain more accurate and consistent data (permit requires monthly testing, The District has been testing weekly)

- Updated Standard Operating Procedures (SOPs) for the laboratory that align with industry standard methods
- Implementation Quality Assurance/Quality Control measures to insure the accuracy of our data
- Implementation of digitized data collection for faster and more reliable data reporting
- Implementation and installation of online water quality monitoring equipment to help operators make more informed process control changes.

Administrative Monthly Report

AOS Billing: AOS was successfully billed and AOS billing went out to customers on February 01, 2024. Due date – June 30th, 2024. Currently the office is receiving a high volume of calls from first time AOS customers.

SDA Workshops: Annual Regional workshops are heading our way. June 10th SDA workshop will take place in Salida. Board members are encouraged to attend. For more information the flyer is attached to the end of the report.

Caselle: Caselle Billing Software was updates to the latest version.

Water Main Breaks and Customer Notices: During the three water main breaks customers were notified via the Districts website and was updated with progress from the operations team. During the outage a few customers came to the office to fill water containers.

Saguache County Tax Sale Grant application: BOCC will review applications in their work session in March. No further updates at this time.

Personnel: On boarding was completed for the new operations team member and separation process and documents were completed for two outgoing staff members. We have received a few applicants and are in the process of interviewing the applicants for operation and administrative positions.

We are hiring: BGWSD seeking a full time Administrative Utility Billing Assistant. The job posting was posted online on District website and job flyers were posted though out the District and County and also with Alamosa job force center.

Website verification project: Website tap status 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: Come join our team! Baca Grande Water and Sanitation District is currently accepting applications for full-time administrative and operational positions. The District offers an excellent benefits package including, Paid Time Off, Health and Life insurance with options for Dental and Vision, PERA retirement program and training opportunities. For more details, visit our Employment Opportunities web page at www.bacawater.com.

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

UTILITY BILLING ACTIVITY FOR THE MONTH OF FEBRUARY (BILLED IN MARCH)

Customer Utility Billing		
Billing Category	Number of Accts	Amount Billed
Usage Customers Billed - SEWER	822	\$39,684.90
Usage Customers Billed - WATER	844	\$46,876.72
ON/OFF Service	5	\$125.00
LATE FEE	58	\$1,120.00
TRANSFER	13	\$3,850.00
CONSOLIDATIONS	0	\$.00
EQR	27	\$785.75
NSF FEE	0	\$.00
TAP FEE	0	\$.00
WATER & SEWER HOOK UP	1	\$3,000.00

FEBRUARY - XPRESS BILL PAY TRANSACTION ACTIVITY

Product / Service Description	Qty	Unit Price	Line Total
EFT Web Transactions	275	\$0.64	\$176.00
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	282	\$0.58	\$163.56
Toll Free Operator Assisted Transactions	6	\$1.25	\$7.50
Toll Free IVR Transactions	11	\$1.25	\$13.75
Support, Maintenance, Hosting - Fee	1	\$100.00	\$100.00

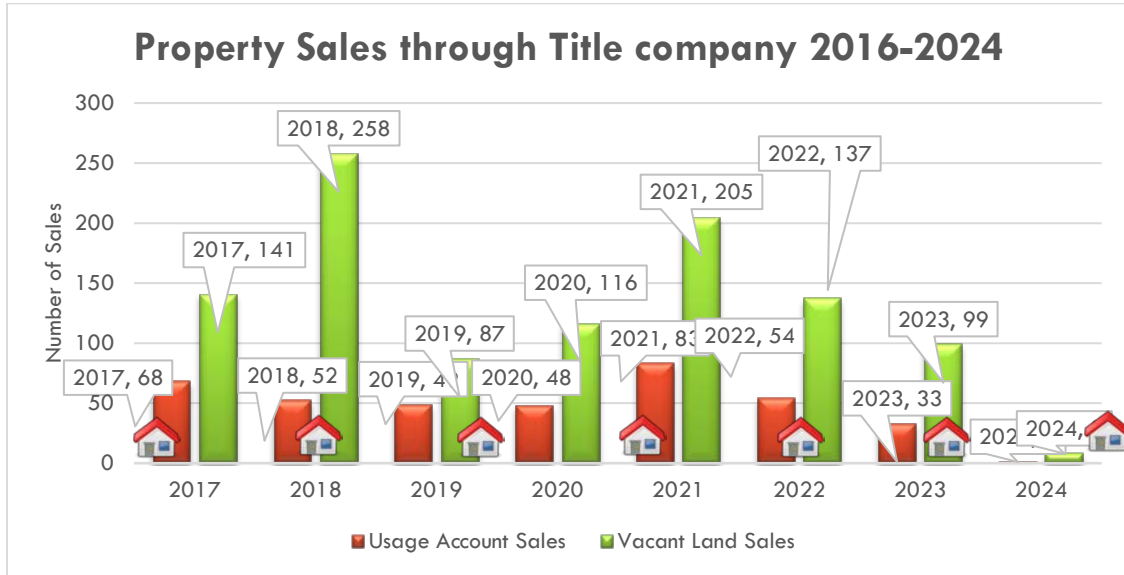
Town of Crestone Sewer 2024

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		03/31/2024- \$4
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
2023 Totals								

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

February - 2024- Property Sales: 1- Homes, 8- Lots

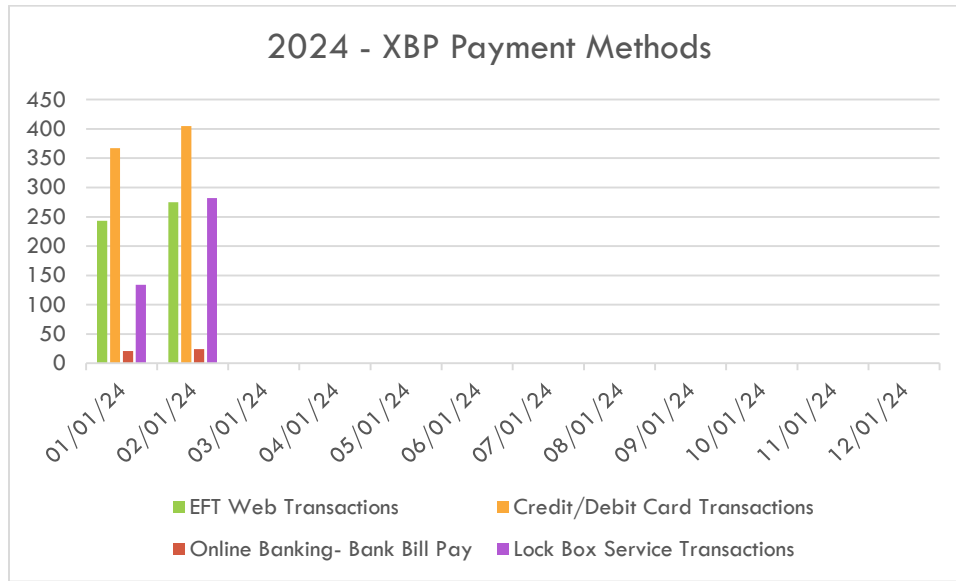


February - 2024 – Other Sales Statistic Including Name Changes Only

Prepared by Jennifer Jenkins:

Type	Vacant Lot	House	Total Charges
Quit Claim Deed	2	2	\$700.00
Warranty Deed	1	1	\$0.00
Treasurer's Deed	0	0	\$0.00
Bargain & Sale Deed	0	1	\$0.00
Contract for Deed	0	0	\$0.00
			Total: \$700.00

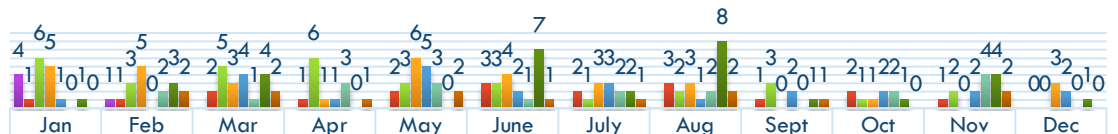
2024 - Xpress Bill Pay Customers Transactions Activity



2024 - Water and Sewer Hook up Applications

1 - Application (s) received in February. 5 – Total application (s) received in 2024

Water-Sewer Hookups 2016-2024

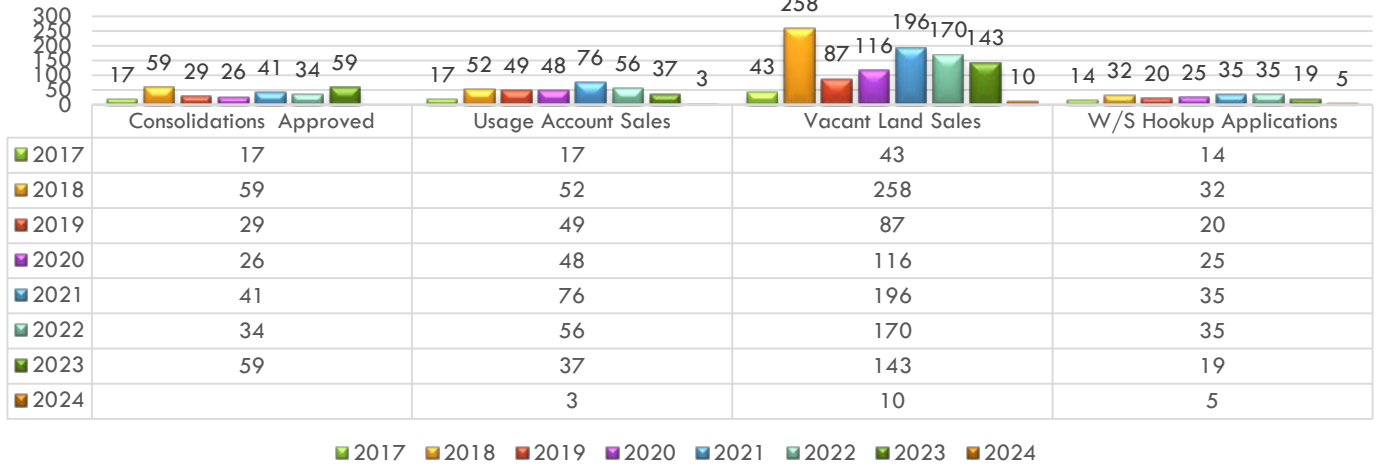


	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2024 = 5 applications	4	1										
2023=19 applications	1	1	2	1	2	3	2	3	1	2	1	0
2022=35 applications	6	3	5	6	3	3	1	2	3	1	2	0
2021=35 applications	5	5	3	1	6	4	3	3	0	1	0	3
2020=25 applications	1	0	4	1	5	2	3	1	2	2	2	2
2019 = 20 applications	0	2	1	3	3	1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

District Property Trends 2016-2024



Mark Your Calendars and Plan to Join Us...

The SDA Annual Regional Workshops are Headed Your Way in June with a New Format and Information You Need!

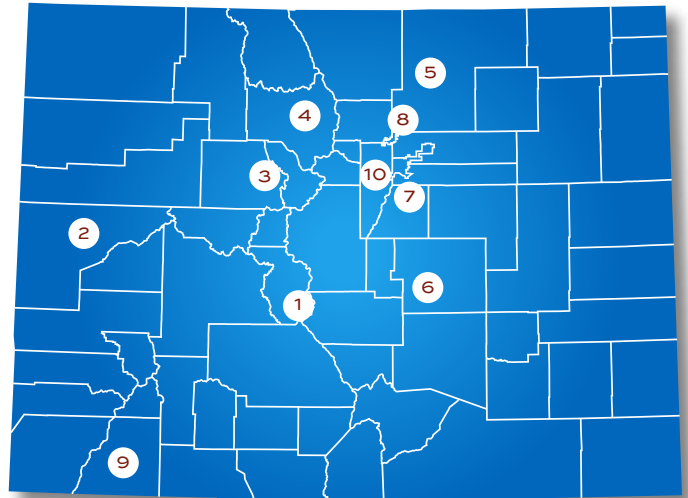
This year we are changing the format a bit to accommodate your needs! We are finalizing all of the details, but we are once again hitting the road during the month of June to bring you the ever-popular SDA Annual Regional Workshops!

These lively and educational trainings apply to all types of districts and are sure to provide a wealth of valuable information for your district. Whether you are a Board member or district employee, a seasoned professional or brand new to your position, we will have something for everyone.

We will cover a wide variety of important topics such as minutes, meeting formats, open meetings, conflicts of interests, public records, CSD Pool Programs to help your district be safer, and of course our 2024 legislative update, just to name a few. On top of all this, every attendee will receive a copy of the 2024 SDA Board Member Manual.

This year we will be visiting 10 locations around the state, and each workshop will run for approximately half a day in the morning.

We have many more details to come; watch your emails and the SDA website at www.sdaco.org for all the information as it becomes available. We will see you there!



- 1 **Salida**
Monday, **June 10** (Morning)
- 2 **Clifton**
Tuesday, **June 11** (Morning)
- 3 **Vail**
Wednesday, **June 12** (Morning)
- 4 **Granby**
Thursday, **June 13** (Morning)
- 5 **Eaton**
Friday, **June 14** (Morning)
- 6 **Fountain**
Monday, **June 17** (Morning)
- 7 **Parker**
Tuesday, **June 18** (Morning)
- 8 **Frederick**
Thursday, **June 20** (Morning)
- 9 **Durango**
Friday, **June 21** (Morning)
- 10 **Evergreen**
Monday, **June 24** (Morning)

Whether you are a Board member or district employee, a seasoned professional or brand new to your position, we will have something for everyone!

Baca Grande Water and Sanitation District Monthly Operations Report

March 20th, 2024



Sample at the Aspen Wastewater Treatment plant (Effluent Left, Influent right)



Crack in the water main on Baca Grant Way

Facilities and Staff Updates

In Service

Repaired
last month

Out of
Service

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

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

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

Equipment				
Vactor Truck	Dump Truck	Backhoe	Skid steer	Excavator

- **Vactor**
 - Repairs have been completed and the truck is back on site
- **Accidents**
 - Happy to report no accidents in February!!

Operations Updates

➤ Aspen Wastewater Treatment Plant

- I am currently working with Element engineering to renew the discharge permit which expires in October 2024.

➤ Training and Education

- Very Excited to announce that Mark Elliott Has completed his CDL training school and now has a Valid Class B CDL license!
- This accomplishment took a lot of effort and tenacity and I am very proud of his efforts
- All other operators are studying to increase their water and wastewater certification levels

➤ Water Main Break

- 2/27/24 Water main break on Camino Real
- 2/3/24 Water main break on Spanish Creek Road
- 2/3/24 Water main break Baca Grant Way
- All these breaks happed in a one week time span. I would like to take a moment to acknowledge the staff for their dedication and hard work.

➤ New Lead and Cooper Rule Revision

- Continuing to build a spreadsheet to determine the age of residences in the District.
- In the process of using historical tap data to reduce the number of unknowns
- Working on a plan to tie this project together with water loss reduction.
- The plan is to prioritize excavations for service line material verification with services

➤ Personnel

- We have filled one of the two open positions on the Operations team.
 - Happy to welcome Cooper Goodhart back to the Team
- We are continuing to advertize for the other vacant position
- We have received a few applicants and are in the process of reviewing applications.

➤ Projects

- Currently Planning for upcoming summer projects
 - Valve Maintenance
 - Collection System Cleaning
 - Collection System Inspections

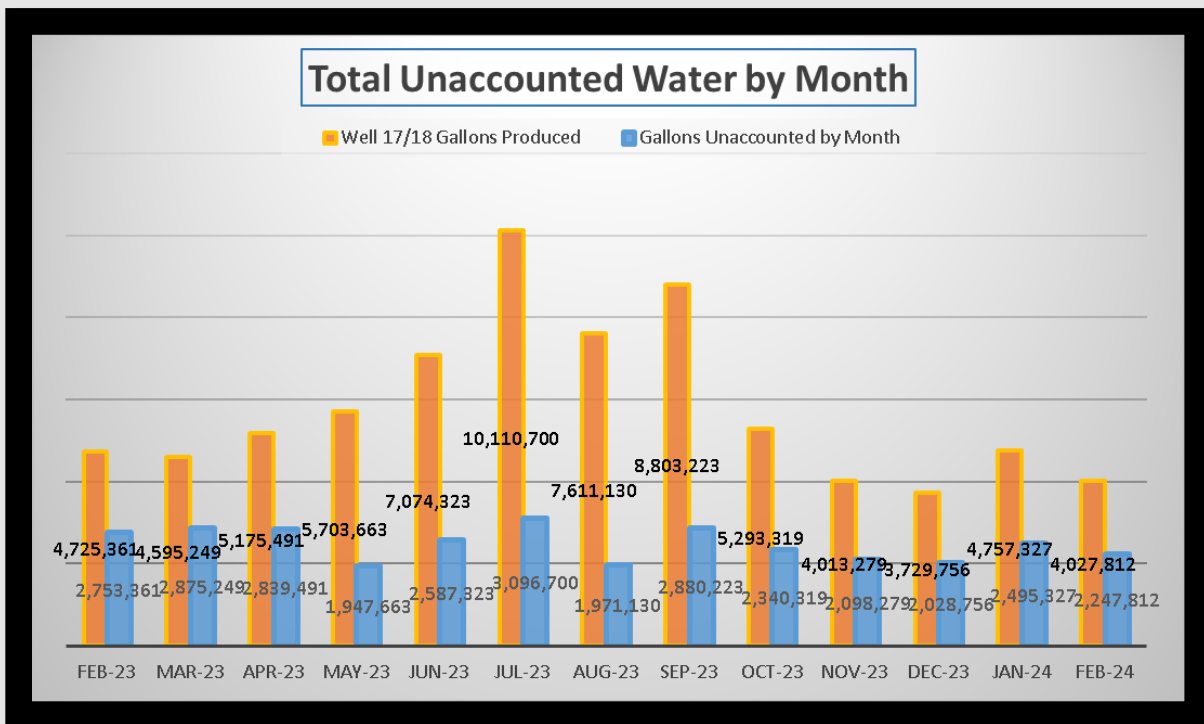
- Fire Hydrant Maintenance
- Dig List (various projects that require excavation)

➤ **Unaccounted Water**

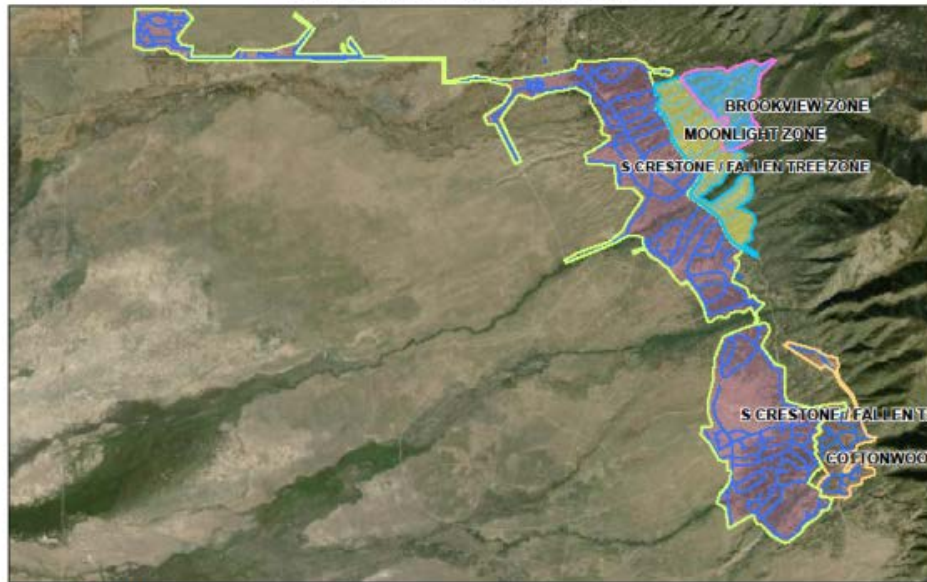
- Wells 17 and 18 produced 4,027,812 gallons of water in the month of February.
- The District sold its customers 1,780,000 gallons of water in the month of February, leaving 2,247,812 gallons unaccounted for.
- 56% of the water produced is unaccounted for in the month of February.

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

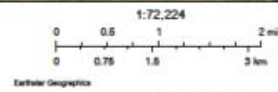
- Aspen WWTP averaged 39% of hydraulic loading capacity in the month of February, the Town of Crestone contributed an average of 21% of the treatment plants hydraulic load.
- Aspen WWTP averaged 46% of organic loading capacity in the month of February. The Town of Crestone contributed an average of 31% of the treatment plants organic load.



BGWS D Unaccounted Water Zone's



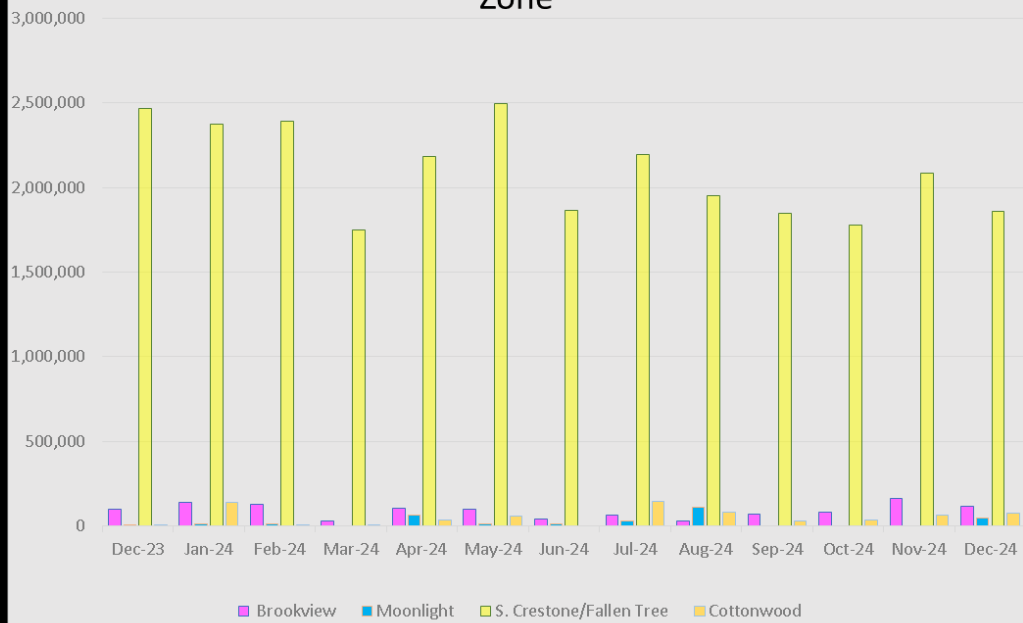
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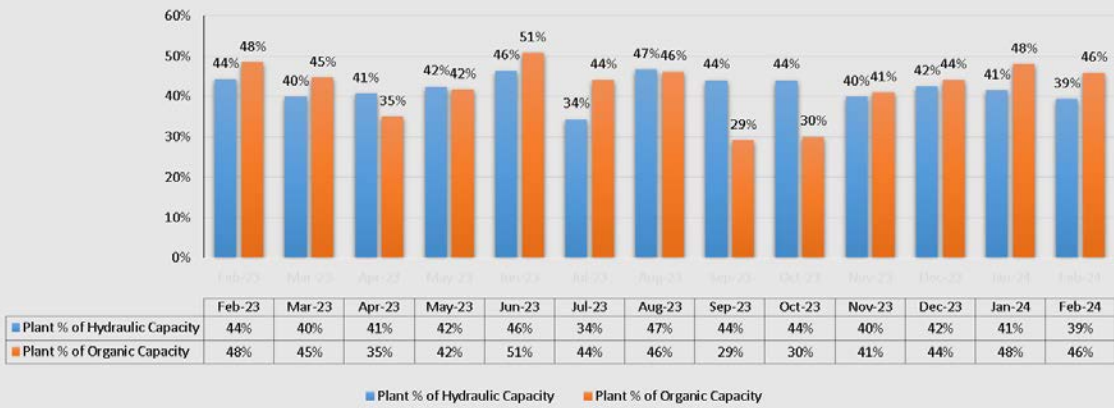
Earthstar Geographics

Base Ortho Water and Distribution
Earthstar Geographics

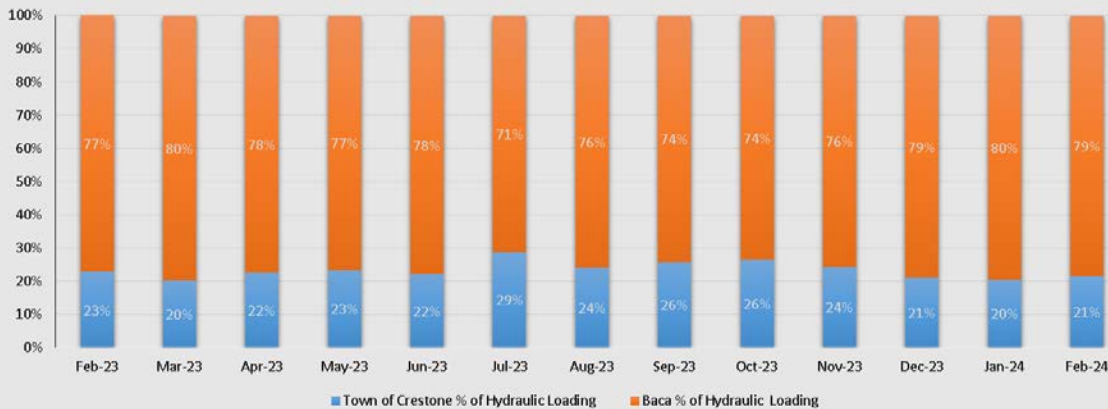
Total Monthly Unaccounted in Gallons by Pressure Zone



Percentage of Plant Capacities by Month at Aspen Wastewater Treatment Plant



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



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

