



MONTHLY ENGINEER'S REPORT

DATE OF MEETING: MAY 17, 2023
CLIENT: BACA GRANGE WATER & SANITATION DISTRICT (BGWSD)
SUBJECT: MONTHLY ENGINEER'S REPORT **NEW ITEMS IN BOLD**

GENERAL ENGINEERING (PROJECT NO. 0001)

Casita Park Lift Station Analysis: Element has reviewed the hydraulics of the Casita Park (Mobile Home Estates) Lift Station to determine why pumps continue to see failure. We have completed an analysis of the existing hydraulic conditions and are evaluating system and pump curves. We expect to be able to provide recommendations to district staff within the next two to four weeks.

A memorandum summarizing the lift station analysis has been provided to the district for review. Further discussion on the hydraulic difference between design and actual hydraulic conditions between Element and the district staff is necessary to determine next steps. The district staff is looking into the hydraulic conditions and comparing the existing (old) originally installed pump and the newly installed pump.

Water Loss Prevention Plan: 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.



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

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

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

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

WASTEWATER TREATMENT PLANT IMPROVEMENTS (PROJECT NO. 0010)

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

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

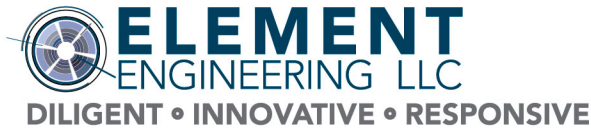
WATER TREATMENT SYSTEM IMPROVEMENTS (PROJECT NO. 0011)

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.

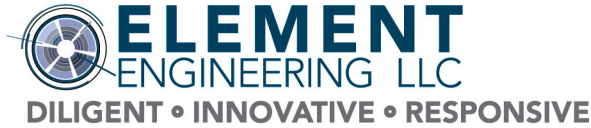
Element finalized a draft of the PNA and transmitted it to district staff on May 9, 2023. It is recommended the district board schedule a work session or special meeting to review the final PNA during the month of June. In the meantime, Element and district staff will work to resolve any initial questions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

DEVELOPMENT SERVICES

590CR Hillcrest Overlook Extension: The district has asked that Element provide design services for sewer and water main extensions. The first of these projects is the above referenced extension. The process for design and construction is as follows:

- Application for line extension (application fee)
- Deposit for preliminary design and cost estimate
- Preliminary line extension design and cost estimate
- Customer approval of cost estimate/ deposit of full estimated cost of construction
- Final design/drawing/bid package
- Bid Project
- Award bid
- Pre-Construction Meeting/establish check in meeting schedule
- Construction
- Conditional acceptance
- Final acceptance

The survey for this project is to be completed during the week of January 9th. Preliminary layouts will be completed in one to two days after the survey file is received.



The survey has been completed and an initial alignment show that the extension project is feasible. The district has released Element to complete a full design for the water and sewer extension. We expect this to be completed during the week of February 13th.

The Hillcrest Overlook plans and cost estimate have been submitted to the district. A meeting was held with the developer to review the plans. The next step is to bid the project for construction.

This project has been publicly bid for construction per state statute. A publication was posted in the local paper of record, on the Element Engineering website, and on the district's website. The bid schedule is as follows:

RFP Release Date	Week of May 18th
Plans and Specifications Available	May 12 th at 10:00 AM
Last Day to Request Interpretations of the Documents	May 19 th at 4:00 PM
Last Day to Issue Addenda	May 26 th at 4:00 PM
Bids Due (via email to nmarcotte@elementengineering.net)	June 2 nd , at 4:00 PM

Upon completion of the bidding process, Element will provide the district with a summary of bids received and a recommendation for award.



COLORADO
Department of Public
Health & Environment

April 19, 2023

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

Re: Baca Grande Water and Sanitation District
Drinking Water Revolving Fund (DWRF) Pre-Qualification Review Letter
DWRF Project No. 960062D-Q, Saguache County
PWSID No. CO0155200

Dear JoAnn Slivka:

The Colorado Department of Public Health and Environment (CDPHE) Water Quality Control Division (Division), Grants and Loans Unit received the Baca Grande WSD DWRF Pre-Qualification form on December 19, 2022. A Pre-Qualification Meeting, attended by those listed on the attached sign-in sheet, was held on January 31, 2023.

The information from the Pre-Qualification form and meeting were reviewed by the Colorado State Revolving Fund (SRF) agencies: Grants and Loans Unit (GLU), Colorado Department of Local Affairs (DOLA), and Colorado Water Resources & Power Development Authority (Authority). This letter provides a summary of the review.

The SRF agencies recommend the District proceed to the next stages of the DWRF loan application process with SRF program conditions and requirements as described below.

Preliminary Eligibility Assessment

1. Recommission the following components at Mobile Home Estates (MHE):
 - a. Booster pump station
 - b. Chlorine treatment system
 - c. Water storage tank
 - d. Activate source water well from emergency use to non-emergency use
2. Increase Water Treatment Facility pumping capacity by replacing existing booster pumps with new pumps rated at 450 gpm

The Engineering Section has reviewed the proposed project scope with respect to the 2023 DWRF Intended Use Plan. All parts of the proposed project meet the 2023 IUP project description.

Based on the description of the project scope as provided in the Pre-Qualification form, the project appears to require the following documents as part of the Drinking Water SRF application:

- Project Needs Assessment
- Basis of Design Report
- Contract Documents

- Technical Specifications
- Design Drawings

Preliminary Environmental Determination

CATEGORICAL EXCLUSION

The project appears to meet the criteria for a Categorical Exclusion (CatEx) as the State Environmental Review Process states a CatEx may be granted for projects where no federal crosscutters are impacted, there are no known or expected extraordinary circumstances, and the facilities planning are solely directed toward: minor rehabilitation of existing facilities; functional replacement of equipment; and minor upgrades and expansion of existing water systems in communities of 10,000 population or less (distribution line extensions are not included).

The project is eligible for a CatEx, however, the project will be required to coordinate a SHPO State Register Act review prior to finalization of the environmental decision.

The above determination is preliminary and is subject to change based upon review of the Project Needs Assessment (PNA). Furthermore, any changes to the project may require re-evaluation of the determination.

Preliminary Financial Analysis

A preliminary financial analysis has been completed by DOLA and is attached to this memo. Please review the memo for important notes and recommendations.

- The District is eligible for Bipartisan Infrastructure Law (BIL) principal forgiveness and may receive a portion of the loan as principal forgiveness, subject to funding availability and any applicable principal forgiveness caps. This determination is effective for a loan application received within 18-months from the date of the pre-qualification meeting. If the loan application is received after 18-months, eligibility will be re-evaluated at that time using current criteria.
- The criteria for a planning grant was met. A planning grant award letter and agreement documents will be transmitted under a separate cover.

Anticipated Project Timeline

Key milestones for the project are as follows:

Description	Anticipated Date
Submit Project Needs Assessment (PNA)	05/01/2023
Complete CatEx Coordination	07/01/2023
Basis of Design Report (BDR)	03/01/2024
Submit Plans and Specifications	03/01/2024
Submit Loan Application *	03/01/2024
Construction Start Date	06/01/2024
Construction Completion Date	12/15/2024

*The borrower should anticipate at least 12 months from Pre-Qualification Application to Loan Application. This allows required technical reviews and responses to be addressed and approved prior to loan application submittal.

Important Notes and Requirements



- A public meeting is required to inform citizens in the affected area of the proposed project. The meeting must be publicly noticed in a local newspaper a minimum of one time at least 30 days prior to the meeting. The meeting must include a discussion of project alternatives, preferred alternative, projected rate increases, construction activities and environmental impacts of the project. Projects requiring an EA must provide a draft EA for review at the meeting. An affidavit of publication, agenda, meeting minutes, and list of attendees must be submitted to the Division.
- The project is required to comply with federal requirements as described and detailed in the **Colorado SRF Required Specifications**. The following requirements apply from the specifications:
 - Davis-Bacon Prevailing Wages
 - American Iron & Steel (AIS)
 - Suspension and Debarment, Equal Opportunity & Civil Rights, OSHA, and Archeological & Historic Preservation Act
 - **SRF Equivalency and BIL** funded projects are required to comply with the following specifications in addition to the list above:
 - Build America, Buy America (BABA) - **IMPORTANT: EPA recently released BABA implementation guidance that will apply. The guidance can be viewed here: [OW-BABA Implementation Procedures 11-3-2022](#)**
 - Disadvantaged Business Enterprise Procurement
 - Signage
 - Prohibition of Certain Telecom. & Video Surveillance Services or Equipment
- This project is required to comply with the following SRF Certifications as applicable:
 - Technical, Managerial and Financial (TMF) Review.
- The following requirements must be met prior to submitting a loan application:
 - PNA Approval; Public Meeting; Submission of completed CatEx agency coordination; Submission of BDR; and Submission of Final Plans & Specifications.
- All State Revolving Fund recipients are required to include the **Colorado SRF Required Specifications** in the bid package and construction documents. The bid package must be submitted to the Grants and Loans Unit project manager for approval prior to any bidding. Submit bid package and construction documents a minimum of 14 days prior to bid advertising. This requirement also includes all materials and equipment procurement, Construction Manager at Risk (CMAR) requests for proposals, Design-Build contracts, and any other construction related contracts.
- The environmental clearance must be completed prior to starting construction. This means that the CatEx has been published or the Finding of No Significant Impact (FNSI) has been published and the 30-day comment period has lapsed with no comments or all comments, if any, have been resolved.
- This letter does not guarantee the award of funds. Award of funds is subject to availability, any applicable caps or maxes, meeting technical and SRF requirements; and approval by the Authority Board of Directors.

Resources:

- Information regarding the BIL and important updates regarding the funding are posted at <https://cdphe.colorado.gov/wqibill>
- Coaching assistance is available to assist the borrower in addressing drinking water system issues and/or meeting TMF capacity requirements. The division's Local Assistance Unit offers free training and assistance for applicants who would like assistance. The training is presented onsite at the system and provides an understanding of the TMF requirements and tools. In addition, the unit can provide additional training for training units (TUs) to certified operators. To request assistance



JoAnn Slivka, Baca Grande Water and Sanitation District
DWRP Pre-Qualification Review
Date: 4/19/2023
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visit: <http://cdphe.colorado.gov/dwtrain> and click "Online training request" under "Customized coaching and assistance" or contact the Local Assistance Unit at cdphe.wqdwtraining@state.co.us.

Thank you for your interest in the revolving fund program. I look forward to working with you on this project and should you have any questions, please contact me at (720)466-3522 or by email at erin.reilley@state.co.us.

Sincerely,



Erin Reilley
Project Manager
Infrastructure Unit
Water Quality Control Division

ec: Gary Potter, Baca Grande WSD
Natalie DeBon, Baca Grande WSD
Nicholaus Marcot, Element Engineering
Desi Santerre, DOLA Division of Local Government
Randi Snead, DOLA Regional Manager
Austin Reichel, Colorado Water Resources and Power Development Authority
Steven Daniels, WQCD Engineering Section
Emily Wong, WQCD Engineering Section
Margaret Talbott, WQCD Infrastructure Unit
Matt Alms, WQCD Grants and Loans Unit
Erick Worker, WQCD Grants and Loans Unit
Alex Hawley, WQCD Grants and Loans Unit
Mark Henderson, WQCD Grants and Loans Unit

Attachments:

DOLA Financial Analysis
Pre-Qualification Meeting Sign-in Sheet





MEMORANDUM

To: Erick Worker, CDPHE
Cc: Austin Reichel, CWRPDA
From: Desi Santerre, DLG
Date: January 31, 2023
Re: Baca Grande Water & Sanitation District (the “District”) Final Pre-Qual Review

The Department of Local Affairs (DOLA) reviewed the Pre-Qualification Form submitted December 19, 2023 and conducted a preliminary financial analysis of the proposed project.

Pre-Qualification Review:

Prior to DWRF Loan application and approval additional information/actions are needed to ensure the project and applicant will be recommended for DWRF Loan approval:

- The District should be prepared to increase rates as needed to meet loan coverage ratio and reserve requirements.
- Additional funding sources should be secured prior to loan application. Based on the project schedule discussed in the pre-qualification meeting, the August 1 EIAF application deadline (November awards) would correspond well with a November 15 or January 15 SRF loan application deadline.
- It is recommended to involve bond counsel early in the SRF process to avoid TABOR-related delays (especially if the District is pursuing grant funding).

Financial Analysis:

- The District appears to be well-positioned to take on the proposed loan.
- Operating revenue is consistently sufficient to cover operating expenses.
- Based on 2021 financials for a \$1,036,479 loan with an estimated interest rate of 3% and a 20-year term, the projected coverage ratio is 201% with tap fee revenue.
- The District transfers money into the enterprise fund to cover capital outlay and sometimes a portion of operating expenses. More detail will be gathered at loan application to determine if these transfers should be included or omitted from total revenue. If the transfers in from general fund are omitted from total revenue, the projected coverage ratio is still strong at 134%.
- The District wants a 30-year term if possible, which would further improve the coverage ratio calculation. Eligibility for a longer loan term will be determined after PNA submission and is based on the useful life of project components. A 30-year term carries a 0.25% higher interest rate.
- Ultimately any required rate increases will be calculated at loan application and will be based on the most current available financial statements and any subsequently enacted rate increases, loan request, term and interest rate, and loan principal forgiveness.





Eligibility Determination for Bipartisan Infrastructure Law (BIL) Principal Forgiveness:

In order to qualify for BIL principal forgiveness, a community must score three (3) points using the BIL Principal Forgiveness Eligibility Criteria outlined in the Intended Use Plans. The District scores five points using the following criteria:

BIL PF DETERMINATION				
	Benchmark		Borrower	Points
1. Five Year % Change in Population	1.0%	>	9.49%	0
2a: County Job Loss	0	>	2.04%	0
2b: County Unemployment	7.1%	<	5.45%	
3: Median Household Income, or MHI exceeds 125% of state MHI (-1 point)	\$75,231	>	\$44,375	1
	\$94,039	<		
4: Rates to MHI	1.39%	<	2.18%	1
5: Project addresses removal of lead or emerging contaminants	Yes		No	0
6: % Minority	25.0%	<	17%	0
7: % Households Housing Burdened	30.0%	<	33%	1
8: % Population under 200% Poverty Level	35.0%	<	44%	1
9: % Population under 200% Poverty Level + % Population over 65 years old	50.0%	<	75%	1
Total Points Scored:				5

The District is eligible for BIL principal forgiveness and may receive a portion of their loan as principal forgiveness, subject to funding availability and any applicable principal forgiveness caps. Current principal forgiveness awards are about 50% of the loan request, or a \$5 million principal forgiveness cap, whichever is lower. The determination of eligibility is effective a loan application received within 18-months from the date of the pre-qualification meeting. If the loan application is received after 18-months, the District’s eligibility will be re-evaluated at that time using current criteria.

Planning Grant Determination:

With a 2016-2020 ACS median household income of \$44,375 and a median home value of \$183,400, the District met the criteria for a Planning Grant.

Disadvantaged community (DAC) status will be determined during the PNA review. If approved, the District may qualify for a Design & Engineering grant, a reduced interest rate, and principal forgiveness at loan application through the base program instead of or in addition to access to Bipartisan Infrastructure Law funds.





COLORADO
Department of Local Affairs
 Division of Local Government

Applicant:	Baca Grande WSD	PROJECT BUDGET:	DWRF:	\$1,036,479
Project Total:	\$1,036,479		Total:	\$1,036,479
Amount of Loan:	\$1,036,479			
Interest Rate:	3.00%			
Loan Term:	20			
Annual Debt Service:	\$69,293			
Pledge:	W&S revenue			

TRENDS	2017	2018	2019	2020	2021	2022
Population		1,770	1,810	1,938	1,938	1,938
Number of Water Taps		708	724	775	775	775
Number of Sewer Taps				750	750	750
Assessed Value (\$000)		10,136	10,350	11,220	11,175	14,668
Actual Value (\$000)		106,288	107,893	114,484	117,123	159,295
Mill Levy		54.000	54.000	54.000	54.000	54.000
Property Tax Revenue (\$)	196,860	170,079	174,980	184,278	219,905	
SO Tax	26,987	22,114	28,013	25,900	0	
Median Household Income (\$)				44,375		
MHI - State (\$)				75,231		
Median House Value (\$)				183,400		
MHV - State (\$)				369,900		
Monthly Water Rate (\$)		28.00	28.00	35.00	43.75	43.75
Monthly Sewer Rate (\$)		28.00	28.00	32.20	37.03	37.03
Residential Water Tap Fee (\$)		3,750	3,750	3,750	5,000	5,000
Residential Sewer Tap Fee (\$)		3,750	3,750	3,750	5,000	5,000
Total W&S Revenue (\$)	1,426,886	1,791,452	1,495,951	1,610,755	1,989,134	
Tap/Development Fees (\$)	212	15,000	22,500	15,250	48,750	
W&S Operating Revenue (\$)	981,632	1,040,707	1,012,759	1,122,361	1,380,870	
W&S Operating Expenses (\$)	1,053,856	997,076	955,834	942,391	995,002	
W&S Net Operating Income (\$)	-72,224	43,631	56,925	179,970	385,868	
W&S Debt (\$)	5,555,000	5,460,000	5,330,000	5,200,000	5,721,046	
Total Debt (\$)	6,530,099	6,358,914	6,151,197	5,941,918	5,721,046	
W&S Debt Service (\$)	394,858	409,976	424,479	419,332	426,078	
W&S Debt Service/Tap/Month (\$)		48.26	48.86	45.09	45.81	
W&S Fund Reserves (\$)	220,541	228,921	103,263	149,613	410,766	

CURRENT INDICATORS	2021	Weak	Average	Strong
Total Debt per Capita (\$):	2,952	X >\$2,000	\$1,000 - 2,000	<\$1,000
Total + New Debt/Capita (\$):	3,487	X >\$2,000	\$1,000 - 2,000	<\$1,000
Total Debt/Tap (\$):	7,382	X >\$5,000	\$2,500-5,000	<\$2,500
Total Debt + New Debt/Tap (\$):	8,719	X >\$5,000	\$2,500-5,000	<\$2,500
Current W&S Debt/Tap (\$):	7,382	X >\$2,000	\$1,000 - 2,000	<\$1,000
Current W&S + New W&S Debt/Tap (\$):	8,719	X >\$2,000	\$1,000 - 2,000	<\$1,000
Total Debt/Assessed Value:	51%	X >50%	25-50%	<25%
Total Debt + New W&S Debt/Assessed Value:	60%	X >50%	25-50%	<25%
Total Debt/Actual Value:	4.88%	>10%	5-10%	X <5%
Total Debt + New W&S Debt/Actual Value:	5.77%	>10%	X 5-10%	<5%
Curr. W&S Debt + New Debt/Tap/MHI:	20%	>20%	X 10-20%	<10%
W&S Fund Current Ratio (CA/CL):	158%	<100%	X 100-200%	>200%
W&S Fund Reserves/Current Expense:	29%	X <50%	50-100%	>100%
W&S Operating Ratio (OR/OE):	139%	<100%	100-120%	X >120%
Coverage Ratio (TR-OE)/DS:	233%	<110%	110-125%	X >125%
Coverage Ratio (TR-OE)/DS Excluding Tap Fees:	222%	<110%	110-125%	X >125%
Coverage Ratio with New Loan:	201%	<110%	110-125%	X >125%
Coverage Ratio with New Loan Excluding Tap Fees:	191%	<110%	110-125%	X >125%
Current Annual Water Rates/MHI:	1.18%	>3.0%	1.5-3.0%	X <1.5%
Current Water Rates + New W&S Debt Service/MHI:	1.38%	>3.0%	1.5-3.0%	X <1.5%
Operation and Maintenance Reserve:	41%	<25%	X 25-50%	>50%
Total:	9		4	8



Pre-Qualification Meeting – Sign-in Sheet

State Revolving Fund

Baca Grande WSD - January 31, 2023

Name	Affiliation	Email	Phone
JoAnn Slivka, District Manager	Baca Grande Water and Sanitation District	joann@bacawater.com	719.256.4310
Gary Potter, Director of Utilities	Baca Grande Water and Sanitation District	gary.potter@bacawater.com	719-256-4310
Natalie DeBon, Administrative Services Manager	Baca Grande Water and Sanitation District	frontdesk@bacawater.com	719-256-4310
Nicholaus Marcotte, P.E. Consulting Engineer	Element Engineering	nmarcotte@elementengineering.net	303-378-2969
Desi Santerre Local Government Financial Analyst	DOLA - Division of Local Government	desiree.santerre@state.co.us	303-864-7733
Austin Reichel, Financial Analyst II	Colorado Water Resources and Power Development Authority	areichel@cwrpda.com	303 830-1550, Ext. 1011
Steven Daniels, Review Engineer	CDPHE WQCD Engineering Section	steven.daniels@state.co.us	720-254-1858
Emily Wong, Senior Review Engineer	CDPHE WQCD Engineering Section	emily.wong@state.co.us	303-692-3566
Matt Alms, Compliance Specialist	CDPHE WQCD Grants and Loans Unit	matt.alms@state.co.us	720-263-1530
Erick Worker, Project Manager	CDPHE WQCD Grants and Loans Unit	erick.worker@state.co.us	303-374-4363
Erin Reilley, Project Manager	CDPHE WQCD Infrastructure Unit	erin.reilley@state.co.us	720-466-3522
Margaret Talbott, Unit Manager	CDPHE WQCD Infrastructure Unit	margaret.talbott@state.co.us	303-692-3540



DISTRICT MANAGER REPORT

To: Baca Grande Water and Sanitation District Board of Directors
 From: JoAnn Slivka, District Manager
 Date: May 17, 2023

MAY 2, 2023 ELECTIONS

Official Results

❖	Mike Smith	195
❖	David Karas	167
❖	William Peck	36
❖	Dan Gray	52
❖	Michael Scully	30

May 10, 2023: The Canvass Board certified the official abstract of votes cast at the election.

- A copy of the certificate of election results has been filed with the Division of Local Government.
- The election results, oath and bonds have been filed with the County Clerk and Recorder as required.
- The term of office of each newly elected person shall commence at the May 17, 2023 meeting of the Board of Directors. The newly elected Board Directors shall each serve four-year terms.

A big thank you to everyone who participated in the Election this year!

Next Regular Election Dates:

- May 6, 2025 – Directors Lawson, Loll and Hart
- May 4, 2027 – Directors Smith and Karas

Ms. DeBon administered the Oath of Office to our newly elected Directors



SDA ANNUAL REGIONAL WORKSHOP COMING IN JUNE!

June 12, 2023, Monday morning, at the Scout Hut, Salida

The SDA workshops are a great way for Board members to learn about the special district world. Attendees will receive the new 2023 SDA Board Member Manual and the legislative update for 2023.

Cost is \$35/person, please let me know if you are interested and we will get you registered.

MASTER PLAN

Grants

USDA-RD Apply- I have been coordinating with Element Engineering on the RD Apply Loan Application for the Wastewater Improvements Project. We are very close to submitting the application. A Public notice will be required that informs the local public the district intends to apply for a loan with USDA.

CDPHE DWRP Pre-Loan Planning Grant Project #960062D-Q

On February 15, 2023, the District received notice of approval for a grant of up to \$10,000 that will help defray the costs of the documents required by the Revolving Fund program toward the Water Improvement Project.

- Pay Request #2 for \$2192 has been submitted to CDPHE for reimbursement of funds spent on the Project Needs Assessment (PNA) for the month of April. Grant Fund Balance = \$6192.00
- Element Engineering submitted the draft water system improvements Project Needs Assessment for staff review. Once we have completed our review we will discuss and review with Mr. Marcotte then present to the board. Element will create a summary handout as they did for the wastewater PER.

Saguache County ARPA Grant Request

We are still waiting on final approval from the County Commissioners on our application for grant funds towards our Water Loss Prevention Plan. Uses for this grant money consist of installation of metering vaults, PRVs, and water shutoff valves to better isolate for breaks.

LINE EXTENSIONS

- 590 Hillcrest: The Bid Package and Plans have been published for this project. The bid opening is scheduled for June 2. An informational link is posted on the District website.
- 1805 Lone Pine: Staff met with the property owner regarding a line extension and an application has been submitted.

PERSONNEL

- Operations and Administrative staff have been busy onboarding new staff members and the transition has been going smoothly. I appreciate the hard work and am proud of the team efforts of our District Operations and Administrative Managers and Staff!

UPCOMING:

➤ **2022 AUDIT**

Preparation for the 2022 Audit is underway.

➤ **SLV REC**

Mr. Potter and I met with REC staff to discuss the 2023 Power Line Project, the next phase of their work on Camino Del Rey that should occur later this summer.

ADMINISTRATIVE MONTHLY REPORT

May 17th 2023

APRIL UTILITY BILLING ACTIVITY

Customer Utility Billing		
Billing Category	Number of Accts	Amount Billed
Usage Customers Billed - SEWER	806	\$39,779.32
Usage Customers Billed - WATER	828	\$46,435.08
ON/OFF Service	3	\$100.00
LATE FEE	37	\$700.00
CONSOLIDATIONS	1	\$1,000.00
SUBDIVISION	2	\$1,000.00
TRANSFER	21	\$7,350.00
TAP	1	\$10,000.00
W-S HOOK UP & PARTS	4	\$3,515.08
RECONNECTION	1	\$600.00
EQR	27	\$785.75
NSF FEE	0	\$.00

APRIL XPRESS BILL PAY TRANSACTION ACTIVITY

Product / Service Description	Qty	Unit Price	Line Total
EFT Web Transactions	247	0.49	\$121.03
Credit/Debit Card Web Transactions	347	0.39	\$135.33
Online Banking - Bank Bill Pay Transactions	20	0.25	\$5.00
Lock Box Service Transactions	156	0.48	\$74.88
Toll Free Operator Assisted Transactions	3	0.95	\$2.85
Toll Free IVR Transactions	3	0.95	\$2.85
Support, Maintenance, Hosting - Fee	1	75.00	75.00

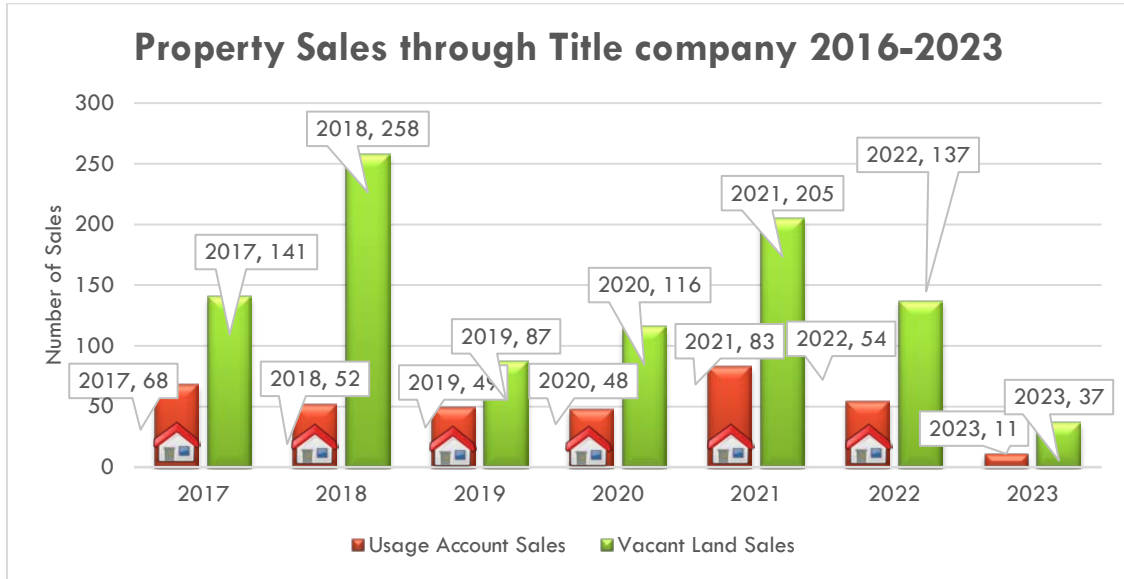
Town of Crestone Sewer 2023

Town of Crestone Sewer Billing - 2023

Date	Monthly Total	Monthly Flow	Flow Charges	Average Daily BOD	Monthly BOD	BOD Charges	Paid	Balance Due
January	434,425	3,431,957.50	\$ 3,431.96	54	1674	\$ 1,658.93	Check # 2596	02/28/2023- \$5,090.89
February	404,042	3,191,931.80	\$3,191.33	57	1596	\$1,581.64	Check #2604	03/31/2023- \$4,773.57
March	391,356	3,091,172.40	\$3,091.71	51	1581	\$1,566.77	Check #2612	04/30/2023- 4,658.48
April	484,123	3,825,282.70	\$3825.28	38	1140	\$1,129.74		05/31/2023- \$4955.02
May								
June								
July								
August								
September								
October								
November								
December								
2023 Totals	1,714,036		\$13,540.88	200	5991	\$5,937.08		

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

April - 2023- Property Sales: 1 Homes, 12 Lots



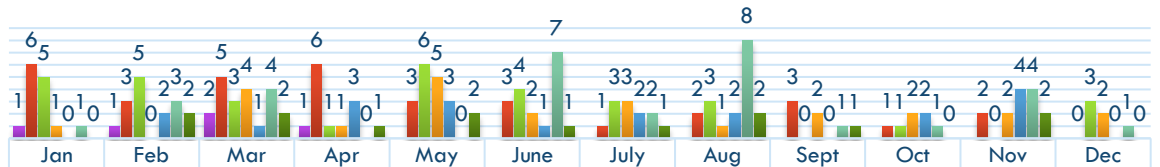
April - 2023 – Other Sales Statistic Including Name Changes:

April Other Sales		
Type	Vacant Lot	House
Quick Claim Deed	3	1
Warranty Deed	3	3
Treasurer's Deed	0	0
Bargain & Sale Deed	1	0

2023 WATER-SEWER HOOKUP APPLICATIONS

1 – APPLICATION (S) RECEIVED IN APRIL, 5 – TOTAL IN 2023

Water-Sewer Hookups 2016-2023

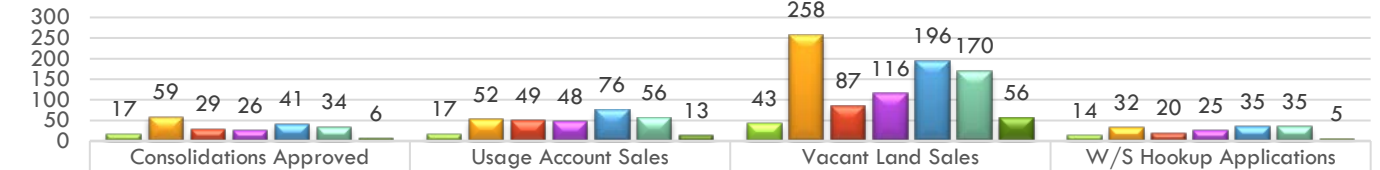


	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2023=5	1	1	2	1								
2022=35 hookups	6	3	5	6	3	3	1	2	3	1	2	0
2021=35 hookups	5	5	3	1	6	4	3	3	0	1	0	3
2020=25 hookups	1	0	4	1	5	2	3	1	2	2	2	2
2019 = 20 hookups	0	2	1	3	3	1	2	2	0	2	4	0
2018= 32 hookups	1	3	4	0	0	7	2	8	1	1	4	1
2017= 14 hookups	0	2	2	1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

■ 2023=5
 ■ 2022=35 hookups
 ■ 2021=35 hookups
 ■ 2020=25 hookups
■ 2019 = 20 hookups
 ■ 2018= 32 hookups
 ■ 2017= 14 hookups

2016-2023 PROPERTY TRENDS

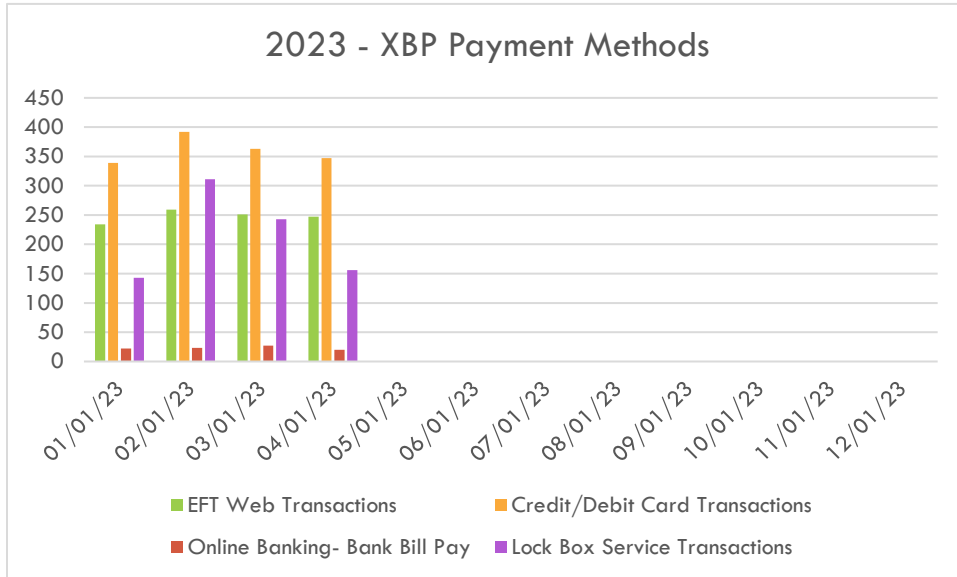
District Property Trends 2016-2023



	Consolidations Approved	Usage Account Sales	Vacant Land Sales	W/S Hookup Applications
2017	17	17	43	14
2018	59	52	258	32
2019	29	49	87	20
2020	26	48	116	25
2021	41	76	196	35
2022	34	56	170	35
2023	6	13	56	5

■ 2017
 ■ 2018
 ■ 2019
 ■ 2020
 ■ 2021
 ■ 2022
 ■ 2023

XBP PAYMENT METHODS



Office & Administrative Activities:

LIHWAP: In May we received a payment from LIHWAP that was applied to three of our customers in the total amount of \$922.36.

Personnel: Please welcome Johann McKee as the newest addition to the District administrative team.

Grants: The District was awarded a 2023 spring Sales Tax Grant from Saguache County in the amount of \$2,100.00.

Drinking Water Quality Report: CCR report covering data for 2022 calendar year was mailed to District usage customers in the week of April 10th, 2023.

PILOT: 2023 PILOT (Payments in Lieu of Taxes) Invoices were created and mailed to current customers with PILOT agreements.

AOS Verification Project: Administrative and Operation Staff continues to work on AOS verifications for properties with NO AOS, Water Only & Sewer Only Services, more work orders was created in the month of May for verification.

Upcoming:

Vacant properties AOS due – June 30th, 2023

Annual Certification of delinquent Accounts.

Baca Grande Water and Sanitation District

Monthly Operations Report

May 17th, 2023

Facilities and Staff Updates

In Service

Repaired
last month

Out of
Service

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

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

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

Equipment				
Vector Truck	Dump Truck	Backhoe	Skid steer	Excavator

- **Dharma Ocean**
 - Pump 2 has failed. Pump is being picked up May 16th.
- **Well 18**
 - The Motor for Well 18 Booster Pump 2 has failed. Motor is being picked up May 16th.

- **Vactor Truck**
 - Vactor truck had tune up on both motor, but has a loss of power issue. Wagner Truck and Tire is in the process of diagnosing and repairing this issue.

- **Accidents**
 - Happy to report no accidents in April!!

Operations Updates

- **2023 the Year of Safety**
 - New trench shoring safety equipment has been purchased! Thank you to the Board from the operations staff for your support in our journey to improve our safety practices
- **Annual Reports**
 - Biosolids annual report completed
 - This report details the amount of sludge that is produced by the wastewater treatment plant annually.
 - Regulation 85 Annual report completed
 - This report summarizes testing result for nutrients being discharge by the waste water treatment plant for 2022.
 - Consumer Confidence Report Completed
 - This is the annual water quality report that gets mailed to all usage customers.
 - Annual Backflow Report Completed
 - This is an annual report that summarizes all of the backflow devices that were test, installed or repaired in 2022.
- **Meter Pit Issues**
 - 26 of the 27 radio reading devices (MXU's) have been installed.
 - 5 Meters still installed without radio reading devices.
 - Waiting on 9 MXU's ordered December 2021
 - Waiting on 20 meters and 20 MXU's ordered May 2022
- **Line Extensions**
 - Currently accepting bids for Hillcrest line extension
 - Received a new line extension application for Lone Pine Way.
 - We meet customer to discuss options and next steps.

➤ **Upcoming Summer Projects**

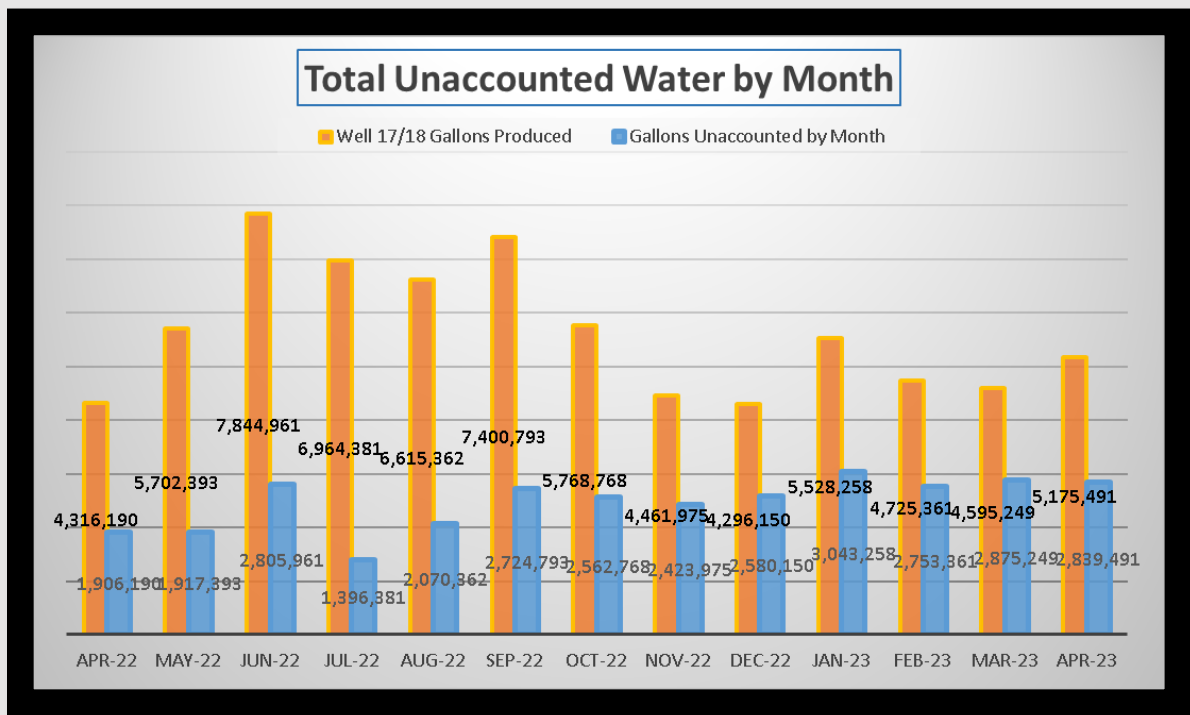
- Annual fire hydrant maintenance
 - Currently 106 for 273 Hydrant have been service.
- Valve exercising and maintenance planned to start May 22nd
- Annual collection system cleaning and inspections
 - In Process, but have had delays due to equipment issues
- Dig list (meter pit replacement, sewer mainline repair, etc.) starting when we receive new trench safety equipment

➤ **Unaccounted Water**

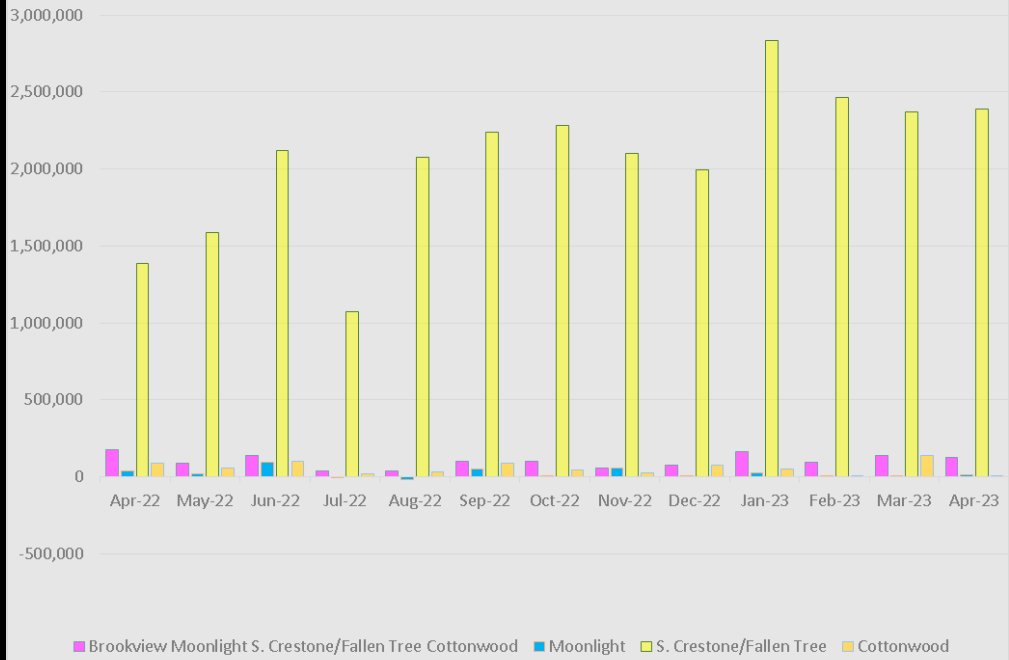
- Wells 17 and 18 produced 5,175,491 gallons of water in the month of April.
- The District sold its customers 2,336,000 gallons of water in the month of April, leaving 2,839,491 gallons unaccounted for.
- 55% of the water produced is unaccounted for in the month of April.

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

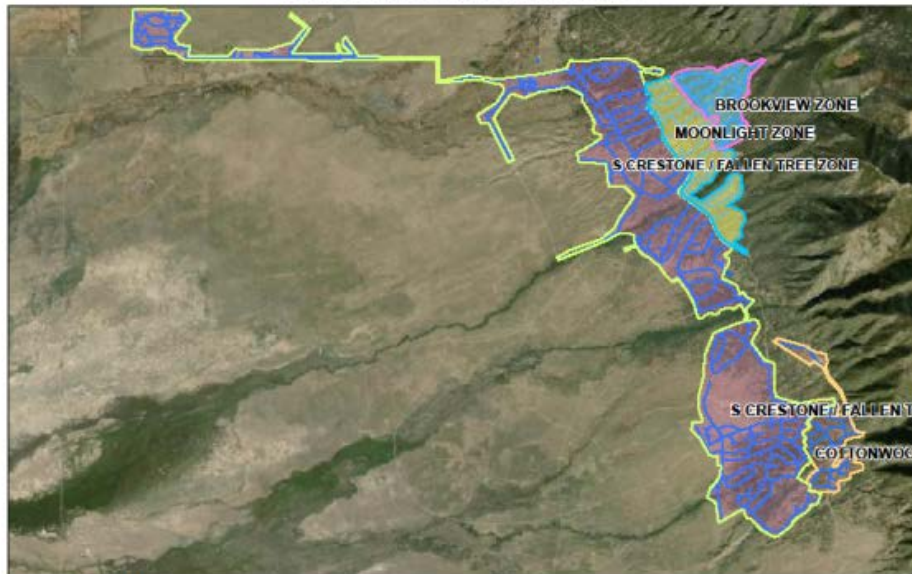
- Aspen WWTP averaged 41% of hydraulic loading capacity in the month of April, the Town of Crestone contributed and average of 22% of the treatment plants hydraulic load. Aspen WWTP averaged 35% of organic loading capacity in the month of April. The Town of Crestone contributed an average of 38% of the treatment plants organic load.



Total Monthly Unaccounted in Gallons by Pressure Zone



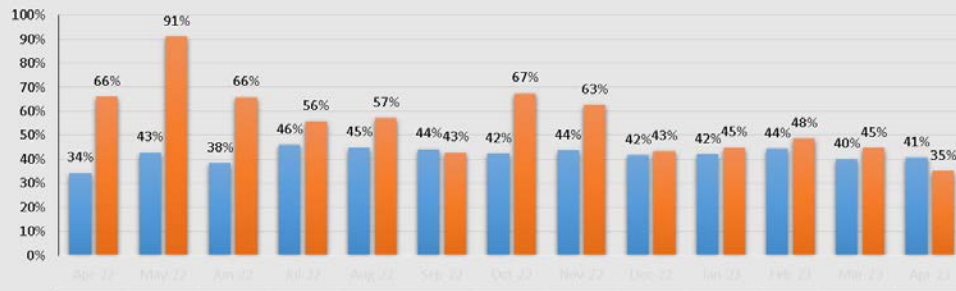
BGWSD Unaccounted Water Zone's



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

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

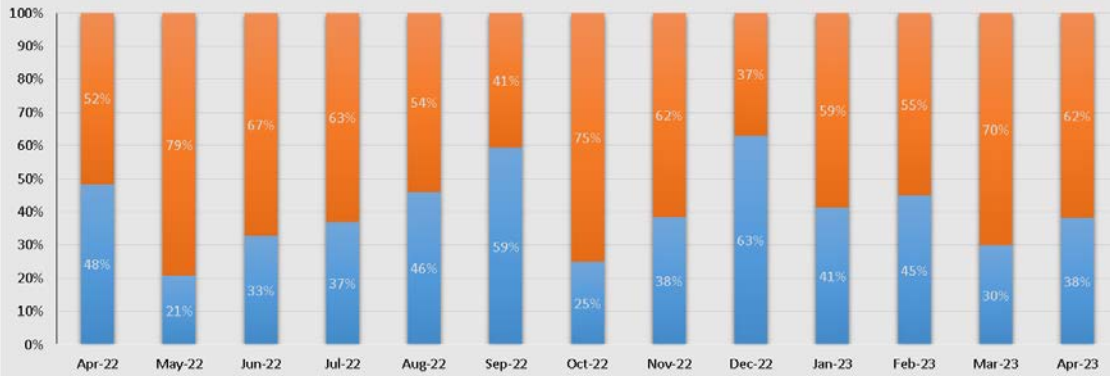
Percentage of Plant Capacities by Month at Aspen Wastewater Treatment Plant



	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23
Plant % of Hydraulic Capacity	34%	43%	38%	46%	45%	44%	43%	42%	44%	42%	42%	44%	40%
Plant % of Organic Capacity	66%	91%	66%	56%	57%	43%	67%	63%	43%	45%	48%	45%	35%

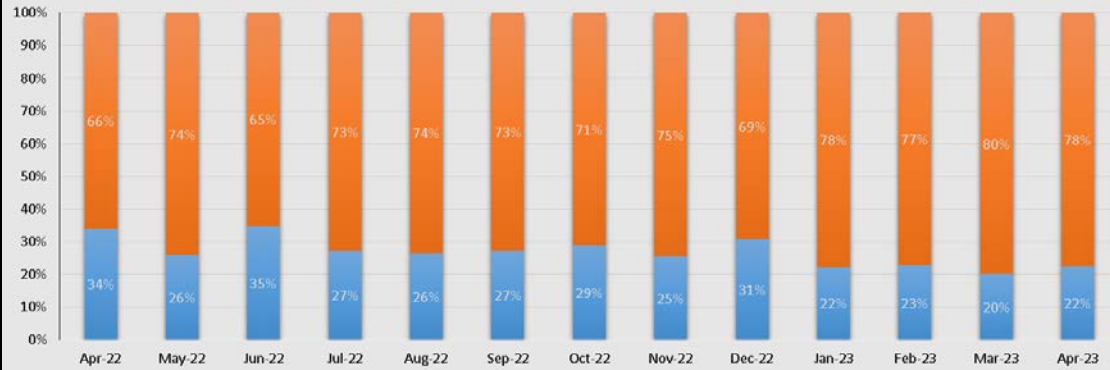
■ Plant % of Hydraulic Capacity ■ Plant % of Organic Capacity

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



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

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



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