

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

WHEN: Wednesday, March 15, 2023

TIME: 9:00 AM

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

<u>Board of Directors</u>	<u>Office</u>	<u>Term/Expiration</u>
Viva Lawson	President	2025/May 2025
John Loll	Vice-President	2025/May 2025
Mike Smith	Treasurer/Secretary	2023/May 2023
Rick Hart	Director	2025/May 2025

I. CALL TO ORDER

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

II. * APPROVE AGENDA

III. CONSENT AGENDA

These items are considered routine and will be approved and/or ratified by one motion.

There will be no separate discussion of these items unless a Board member so requests; in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda.

- a. * Approve Minutes from the February 15, 2023 Regular Meeting

- b. * Review and accept unaudited financial statements for the period ending February 28,2023 and current schedule of cash position (enclosure)

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

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

V. * FINANCIAL MATTERS (enclosure)

- a. Review and approve the check register for the period ending March 15, 2023

General	\$ 3,655.00
Capital	\$ 1,400.00
<u>Enterprise</u>	<u>\$ 42,855.14</u>
	\$ 47,910.14

VI. BOARD AND STAFF REPORTS

a. Board of Director Matters

b. District Engineer Report (enclosures)

c. District Manager Report – Election Update

d. Administrative Manager’s Report (enclosure)

e. Director of Utilities Report (enclosure)

VII. REVIEW OF MEETING FORMAT

VIII. EXECUTIVE SESSION

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

IX. ADJOURN

**Requires Board Action*

NEXT REGULAR MEETING IS SCHEDULED FOR
April 19, 2023, at 9:00 AM

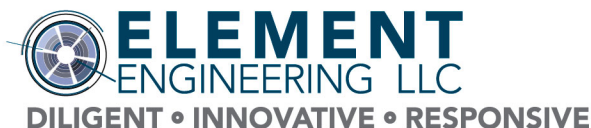
Join Zoom Meeting
<https://us02web.zoom.us/j/87269124750?pwd=ZmZVcTd2Y0UycW0vRmFWNS9wTU5WQT09>
Meeting ID: 872 6912 4750 -- Passcode: 638055 -- One tap mobile - Dial by your location +1 346 248 7799 US (Houston)

Check Issue Date	Payee	Invoice Number	Invoice GL Account	Account Title	Check Amount
92798					
03/15/2023	A&M Pest & Termite Control,Inc	733202	4-503025	Repair & Maint-Office	75.00
Total 92798:					75.00
92799					
03/15/2023	CEBT	INV 0054107	4-530500	Health Insurance	4,833.18
Total 92799:					4,833.18
92800					
03/15/2023	Centratel, LLC	2303022091	4-500406	Phone Answering Service	376.58
Total 92800:					376.58
92801					
03/15/2023	Consolidated Communications	CC-23-03	4-505027	Office / Cell Phones	478.38
Total 92801:					478.38
92802					
03/15/2023	Dana Kepner Company, Inc.	1550699-00	4-503331	Retail Water Meter Parts	8,474.73
Total 92802:					8,474.73
92803					
03/15/2023	DBA Streamline	C3C67858-0	4-500408	Computer Support	75.00
Total 92803:					75.00
92804					
03/15/2023	DeBon, Nataliia	ND-23-03	4-500359	Mileage Reimbursement	259.38
Total 92804:					259.38
92805					
03/15/2023	Deluca Gas Company, Inc.	I020952	4-505026	Shop, Yard, Office-Propane	50.00
03/15/2023	Deluca Gas Company, Inc.	U01611541	4-505026	Shop, Yard, Office-Propane	381.98
03/15/2023	Deluca Gas Company, Inc.	U0161539	4-505020	Aspen TP-Propane	552.38
03/15/2023	Deluca Gas Company, Inc.	U0161714	4-505020	Aspen TP-Propane	724.42
Total 92805:					1,708.78
92806					
03/15/2023	Eagle Holdings, LLC	EH-09-03	4-120070	Accounts Receivable	20.00
Total 92806:					20.00
92807					
03/15/2023	Element Engineering, LLC	EE-23-02-00	4-506020	Professional Fees	375.00
03/15/2023	Element Engineering, LLC	EE-23-02-00	3-516000	Master Plan	1,190.00
03/15/2023	Element Engineering, LLC	EE-23-02-00	4-503332	Line Extension Reveiw Expense	287.50
03/15/2023	Element Engineering, LLC	EE-23-03-00	4-506020	Professional Fees	450.00
03/15/2023	Element Engineering, LLC	EE-23-03-00	3-516000	Master Plan	210.00
03/15/2023	Element Engineering, LLC	EE-23-03-00	4-503332	Line Extension Reveiw Expense	7,015.00

Check Issue Date	Payee	Invoice Number	Invoice GL Account	Account Title	Check Amount
Total 92807:					9,527.50
92808					
03/15/2023	Ferguson Enterprises, Inc. 109	1404916	4-503001	Repairs & Maint-Water Mains	1,683.60
Total 92808:					1,683.60
92809					
03/15/2023	FirstBank	FB-23-02	4-503008	Repairs & Maint-Well No. 18	15.98
03/15/2023	FirstBank	FB-23-02	4-500460	Utility Billing	5.00
03/15/2023	FirstBank	FB-23-02	4-500460	Utility Billing	25.88
03/15/2023	FirstBank	FB-23-02	4-500401	Postage	100.00
03/15/2023	FirstBank	FB-23-02	4-503019	Repair & Maint-Aspen TP	684.00
03/15/2023	FirstBank	FB-23-02	4-500451	Supplies	96.44
03/15/2023	FirstBank	FB-23-02	4-503008	Repairs & Maint-Well No. 18	13.98
03/15/2023	FirstBank	FB-23-02	4-500451	Supplies	22.29
03/15/2023	FirstBank	FB-23-02	4-500500	Training and Education	110.73
03/15/2023	FirstBank	FB-23-02	4-500662	Vehicle-Repairs and Maint	26.63
03/15/2023	FirstBank	FB-23-02	4-500250	Testing	38.55
03/15/2023	FirstBank	FB-23-02	4-500408	Computer Support	14.00
03/15/2023	FirstBank	FB-23-02	4-500408	Computer Support	59.97
03/15/2023	FirstBank	FB-23-02	4-505029	Trash and Recycling Services	121.85
03/15/2023	FirstBank	FB-23-02	4-505029	Trash and Recycling Services	80.27
03/15/2023	FirstBank	FB-23-02	4-505027	Office / Cell Phones	358.76
Total 92809:					1,774.33
92810					
03/15/2023	Freedom Mailing Services, INC	44819	4-500460	Utility Billing	350.82
Total 92810:					350.82
92811					
03/15/2023	Front Range Win Water Works Co	07813000	4-503028	Repair-Meters	502.95
Total 92811:					502.95
92812					
03/15/2023	Grainger	9624419074	4-503008	Repairs & Maint-Well No. 18	76.13
Total 92812:					76.13
92813					
03/15/2023	Great America Financial Svcs Cor	33577749	4-500402	Copier Lease and Equipment	291.57
Total 92813:					291.57
92814					
03/15/2023	John Deere Financial	C61683	4-500362	Clothing Allowance	179.97
Total 92814:					179.97
92815					
03/15/2023	Law of the Rockies	LOR-23-02	1-506030	Legal	3,355.00

Check Issue Date	Payee	Invoice Number	Invoice GL Account	Account Title	Check Amount
Total 92815:					3,355.00
92816					
03/15/2023	Pinnacol Assurance	21208095	4-530600	Worker's Compensation Insur	1,126.00
Total 92816:					1,126.00
92817					
03/15/2023	Robinson, Shala	SR-23-13	4-503025	Repair & Maint-Office	62.50
Total 92817:					62.50
92818					
03/15/2023	Saguache County Assessors Offic	01	1-506050	Elections	300.00
Total 92818:					300.00
92819					
03/15/2023	Sangre De Cristo Lab, Inc.	24138	4-500250	Testing	240.00
Total 92819:					240.00
92820					
03/15/2023	Skoglund Excavating Inc	SK-23-03	4-503001	Repairs & Maint-Water Mains	1,120.00
Total 92820:					1,120.00
92821					
03/15/2023	Stanek Auto Body Repair	1148	4-500662	Vehicle-Repairs and Maint	3,419.96
03/15/2023	Stanek Auto Body Repair	1149	4-500662	Vehicle-Repairs and Maint	409.33
Total 92821:					3,829.29
92822					
03/15/2023	UNCC	223020092	4-500530	Locates	7.74
Total 92822:					7.74
92823					
03/15/2023	Upper Case Printing, Ink	118	4-500460	Utility Billing	33.57
03/15/2023	Upper Case Printing, Ink	169	4-500460	Utility Billing	11.16
Total 92823:					44.73
92824					
03/15/2023	US Fish and Wildlife Service	USFW-23-03	4-500100	Raw Water USFSWS	3,419.78
Total 92824:					3,419.78
92825					
03/15/2023	USA BlueBook	278504	4-503019	Repair & Maint-Aspen TP	564.93
03/15/2023	USA BlueBook	282819	4-503019	Repair & Maint-Aspen TP	80.60
03/15/2023	USA BlueBook	283457	4-503019	Repair & Maint-Aspen TP	222.34
Total 92825:					867.87

Check Issue Date	Payee	Invoice Number	Invoice GL Account	Account Title	Check Amount
92826					
03/15/2023	Valley Lock & Security, Inc.	SR#22056	4-503025	Repair & Maint-Office	880.14
Total 92826:					880.14
92827					
03/15/2023	World Fuel Service, Inc. Land	2320053-415	4-500661	Gas and Oil	701.85
03/15/2023	World Fuel Service, Inc. Land	2320053-415	4-500663	Diesel Fuel	430.03
03/15/2023	World Fuel Service, Inc. Land	2348286-415	4-500661	Gas and Oil	474.22
03/15/2023	World Fuel Service, Inc. Land	2348286-415	4-500663	Diesel Fuel	238.09
Total 92827:					1,844.19
92828					
03/15/2023	WSB Computer Services, Inc.	86435	4-500408	Computer Support	125.00
Total 92828:					125.00
Grand Totals:					47,910.14



MONTHLY ENGINEER'S REPORT

DATE OF MEETING: MARCH 15, 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 RDAApply application to finalize the grant and loan funding request.

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

WATER TREATMENT SYSTEM IMPROVEMENTS (PROJECT NO. 0011)

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

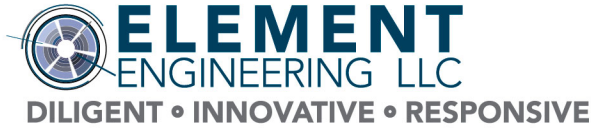
- Integrate the Motel Well and Booster Pump Station into the large BGWSD system.
- Increase Water Treatment Plant (WTP) Pumping Capacity
- Add Administrative Building for district.

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 district has approved Element to compile the PNA and the project has been added to our queue. We are on schedule to complete the PNA by the end of April as originally anticipated.

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. The next step is to bid the project for construction.



DISTRICT MANAGER REPORT

To: Baca Grande Water and Sanitation District Board of Directors

From: JoAnn Slivka, District Manager

Date: March 15, 2023

MASTER PLAN

Mr. Marcotte has provided updates in his report on recent activities on our Water and Wastewater Improvement Projects.

FINANCIALS- GRANTS

Two grant applications were delivered to Saguache County on February 9, 2023.

1) the Spring 2023 County Sales Tax Grant and 2) possible ARPA funding.

2023 ELECTIONS

May 2, 2023: It has been determined that the District must conduct an election.

We received five (5) self-nomination forms for the two seats open for four-year terms.

Director Mike Smith's term is up under the regular cycle. Additionally, there is a vacant seat left by the resignation in 2022 of former board director, William Peck. Both have submitted self-nomination forms and they are candidates in the May 2, 2023 election.

District staff has been working with Judy Egbert to prepare for the election.

The following tasks have been completed.

- ✓ Lot Drawing: All candidates were notified of the date, time, and location of a lot drawing to determine the order of the candidate names on the ballot. Said lot drawing must occur prior to the Ballot Certification.
Lot Drawing Completed - February 28, the ballot order random name draw resulted in the following order:
 - William Peck
 - David Karas
 - Dan Gray
 - Michael Scully
 - Mike Smith
- ✓ Ballot Certification Completed
- ✓ Mail Ballot Plan Completed. On file at the principal office of the local government or designated election official is a plan for conducting the independent mail ballot election.
- ✓ Registered Electors and Property Owners -Initial lists from the County Clerk & Recorder and Assessor (for non-residents) has been ordered and reviewed.
- ✓ UOCAVA Ballots have been prepared. A list of District UOCAVA voters from the County Clerk & Recorder and Assessor lists (for non-residents) has been reviewed. The DEO will mail a ballot to every eligible elector of a district who resides within the boundaries of the district, and who is a covered voter under Uniform and Overseas Citizens Absentee Voting Act (UOCAVA).

ELECTIONS CONT...

In Process:

- Mail Ballot Printing of Ballots - Mail Ballot Packets Mailed by April 10, 2023
Staff have reviewed all ballot materials and communicated with the DEO and printing company. Ballots will be mailed by April 10.
- Classes for Election Judges
The designated election official shall make available a class of instruction concerning the tasks of an election Judge.
- Canvass board members and date TBD

COMMUNITY OUTREACH

- District Website

Excited to announce the redesigned website has launched. The newest feature is the “Clear Waters” Blog. Many thanks to President Lawson for her contributions. There are lots of ideas for content which we will get to soon. For now, the new site is up and running and I will continue to work on improvements, with the goal of continued improved outreach to the community.

- Winter/Spring Newsletter

Final review of the first 2023 newsletter is underway and should be ready for publication mid-March.

SAFETY CONSULTATION

Continuing with Safety Consultation and Training for the district. Staff will meet with Josh Barkley and Kyle Brown from McGriff for discussion on available programs and services focused on safety and accident prevention as well as discussion for a full on-site facility audit. This first visit is scheduled for March 9, 2023.

PERSONNEL

- Operations department new hire to start March 13, 2023. Cross Training for Onboarding with Utility Director and Administrative Services Manager.
- Staff Evaluations to occur in March. Self-evaluations have been distributed to staff. Evaluations scheduled for week of March 20.
- One employee still out on worker’s compensation.

Other Training:

- GFOA Accounting Immersion Series. The District Manager and Administrative Services Manager attended the GFOA Accounting Immersion Series. Congratulations to Ms. DeBon on achieving her certificate of completion for this intensive 3-part series of introduction to government accounting classes.
- DEO Election Webinars. Administrative staff and I completed three series of the DEO 101 Election webinars to prepare for the 2023 Elections. Now that it has been determined that we will have an election, we will continue with the training and preparation of an election.

ADMINISTRATIVE MONTHLY REPORT

March 15th 2023

FEBRUARY UTILITY BILLING ACTIVITY

Customer Utility Billing			
Billing Category	Number of Accts	Amount Billed	
Late Fees	38	725.00	
Usage Customers Billed - Water	825	46,030.96	
Usage Customers Billed - Sewer	803	39,694.43	
EQR Fees	27	785.75	
Transfer Fees	13	4,550.00	
On/Off Fees	4	200.00	
NSF Fees	3	90.00	
W-S New Hook up	1	2,800.00	

FEBRUARY XPRESS BILL PAY TRANSACTION ACTIVITY

Product / Service Description	Qty	Unit Price	Line Total
EFT Web Transactions	259	0.49	126.91
EFT Return NSF or Account Closed	2	12.00	24.00
EFT Returned Item Basic	1	6.00	6.00
Credit/Debit Card Web Transactions	392	0.39	152.88
Online Banking - Bank Bill Pay Transactions	23	0.25	5.75
Lock Box Service Transactions	311	0.48	149.28
Toll Free Operator Assisted Transactions	12	0.95	11.40
Toll Free IVR Transactions	9	0.95	8.55
Support, Maintenance, Hosting - Fee	1	75.00	75.00

Town of Crestone Sewer 2023

Town of Crestone Sewer Billing - 2023

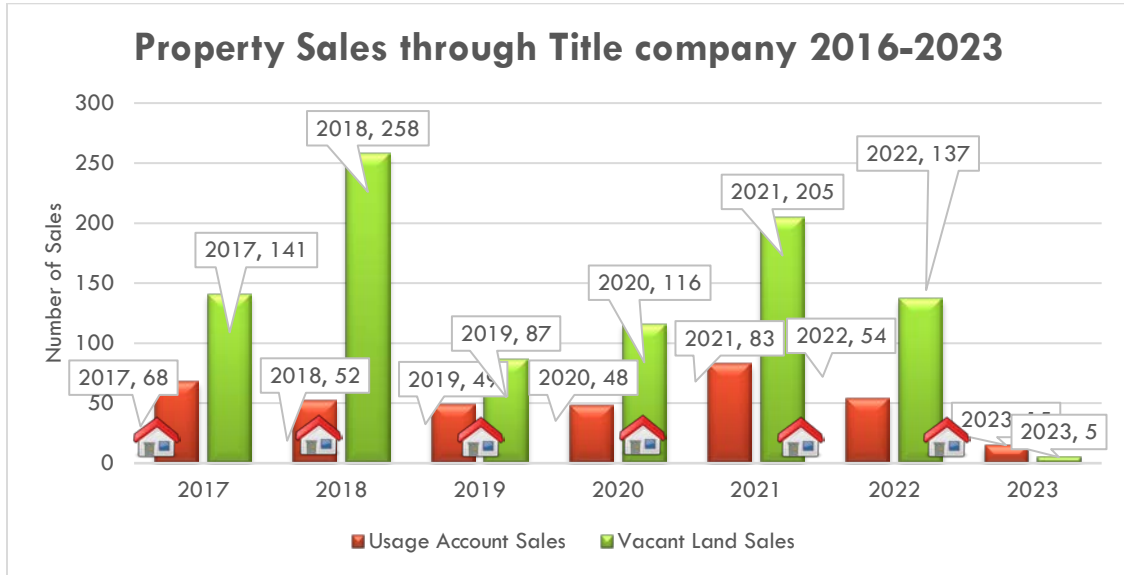
Date	Monthly Total	Monthly Flow	Flow Charges	Average Daily BOD	Monthly BOD	BOD Charges	Paid	Balance Due
January	434,425	3,431,957.50	\$ 3,431.96	54	1674	\$ 1,658.93	Check # 2596	02/28/2023- \$5,090.89
February	404,042	3,191,931.80	\$3,191.33	57	1596	\$1,581.64		03/31/2023- \$4,773.57
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
2023 Totals	838,467		6,623.89	111	3270	3,240.57		

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 - 2023- Property Sales: 3 Homes, 8 Lots



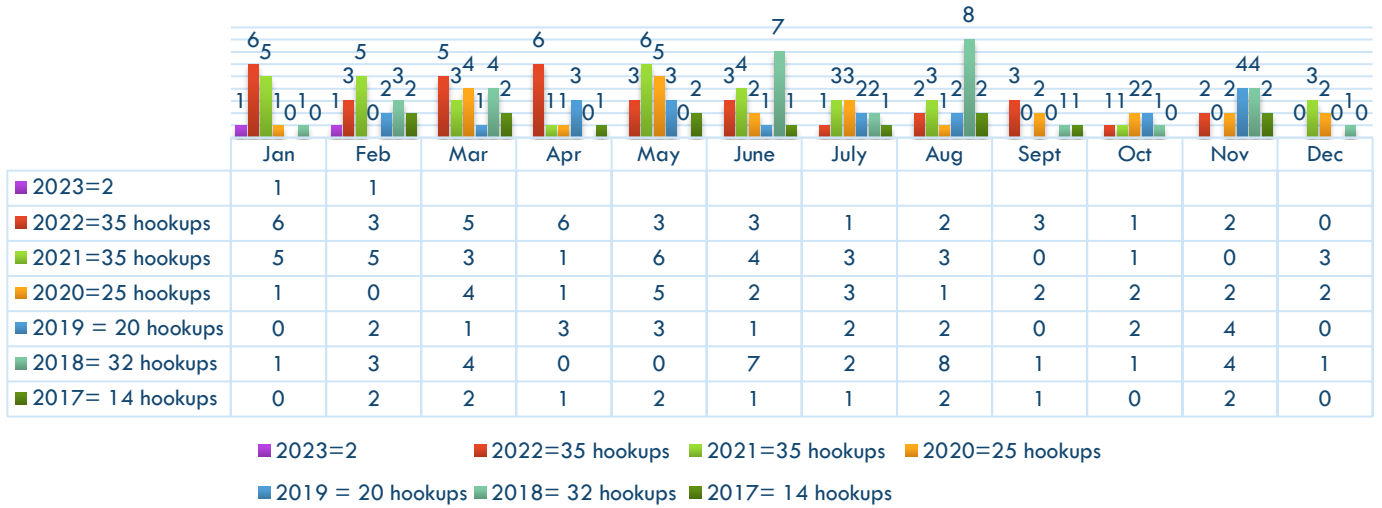
February - 2023 - Person to Person and Quit Claim Deeds Property Sales:

0 - Homes, 2 – lot (s)

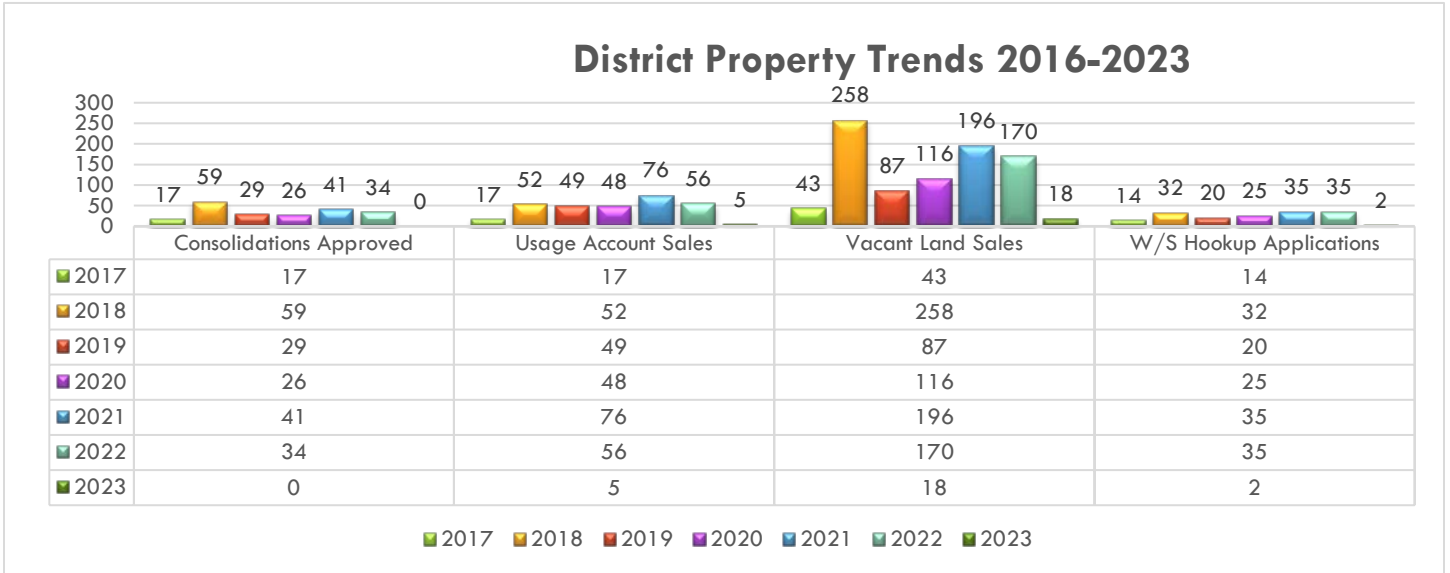
2023 WATER-SEWER HOOKUP APPLICATIONS

1 – APPLICATION (S) RECEIVED IN FEBRUARY

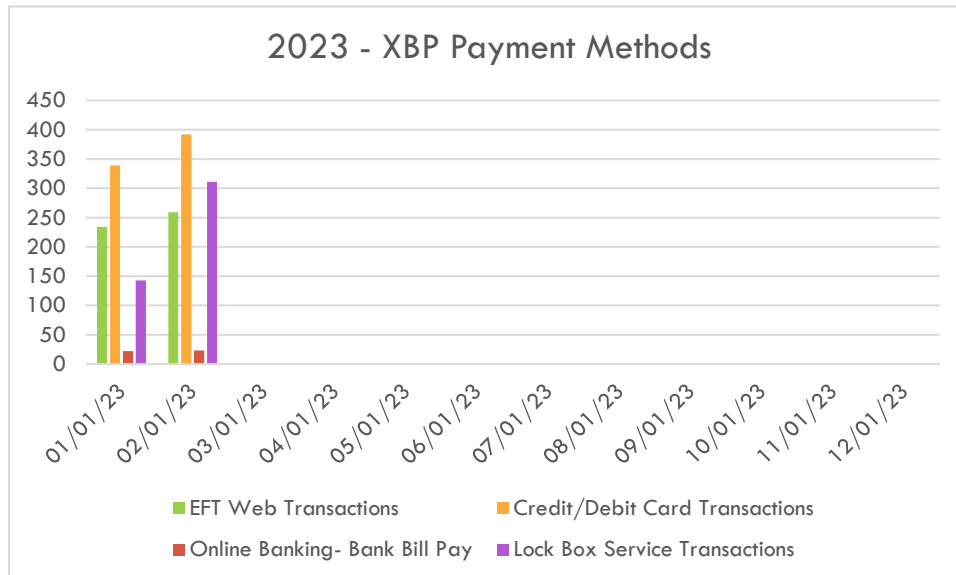
Water-Sewer Hookups 2016-2023



2016-2023 PROPERTY TRENDS



2023 XBP PAYMENT METHODS



Office & Administrative Activities:

LIHWAP:

In February we received a payment from LIHWAP that was applied to two of our customers. In March we received a report stating additional payments are coming for two more customers by the end of this month.

Grants:

Saguache County Tax Grant: Natalie DeBon, submitted application to Saguache County to request a Tax Grant on February 17th, 2023.

Training:

Notary: Jennifer Jenkins, Admin Assistant, has successfully completed the CO Notary Public training program and passed the required examination to receive her CO Notary certificate. We congratulate Jennifer Jenkins on her achievement and professional development. We believe that her Notary certification will benefit both her career and our District.

CGFOA: Natalie DeBon, Administrative Services Manager, attended a class on February 22nd and 23rd which focused on complex governmental accounting topics. The class aimed to provide participants with a deep understanding of governmental accounting.

Elections: On March 3rd, Admin employees attended DEO election training # 3. This training was a valuable opportunity to gain a deeper understanding of the election process.

SDA Leadership Academy: Natalie DeBon, attended the first leadership event on February 28th, it was a great opportunity for participants to meet and share their experiences with people from different districts. Each person had to introduce themselves and describe leadership in one word. Common words shared in this discussion included "inspirational," "motivating," "listening," "reflective," "trust" and many more. The key speaker discussed the Colorado River and its water rights, as well as the importance of using gray water resources, providing an insightful look into the importance of managing natural resources. For homework, participants were asked to read an interesting book on leadership which will be discussed during the next gathering. The event was a great success, providing an opportunity for participants to learn more about leadership and make connections with like-minded individuals. The next event is scheduled for April 12th.

Election preparations: Admin staff and DEO of the District worked hard together to get first steps ready for the upcoming May Election. We prepared all the necessary documents, including the Pollbook, and sent detailed instructions for printing and mailing to our vendor. The whole process and preparations is time-consuming and required a lot of attention to details and communication, but we managed to get it done in timely manner.

Thank you to Jennifer Jenkins for helping with Spanish translation of election documents.

The next steps will be to send out UOCAVA ballots and publish a legal election notice in the Crestone Eagle and Saguache Crescent newspapers.

AOS Verification Project: Administrative and Operation Staff continues to work on AOS verifications for properties with NO AOS, Water Only & Sewer Only Services. The Utility Director reviewed the spreadsheet and work orders were created for physical AOS verification. The Utility Director is also working on writing SOP (Standard Operating procedure) for AOS verification and will perform a site training for operators.

Employee's evaluation: On March 7th, the self-evaluation was given to employees as part of the annual performance evaluation process. Evaluation conversations will be conducted during the week of March 20th, 2023, where employees will have the opportunity to discuss their performance and professional development goals for the year.



Baca Grande Water and Sanitation District Monthly Operations Report

March 15th, 2023



Operations Staff excavating water main break on Moonlight Overlook



Repair of water main break on Camino Baca Grande.

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

- **Dump Trunk**
 - Had alternator and block heater replaced.
- **Truck 2**
 - Truck 2 is fully repaired and returned to service
- **Accidents**
 - Happy to report no accidents in February!!

Operations Updates

➤ 2023 the Year of Safety

- I have completed the Baca Water Operations Manuals that include: Employee Hand Book, Employee Safety Manual, Accident Reporting, Site/Job Specific Safety evaluation sheets and Emergency Response SOP's.
- This manual is intended to be a living document and continually updated.
- Working on updating safety equipment and creating a list of needed equipment

➤ 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

➤ Hillcrest Line Extension

- Design and cost estimate have been completed
- Sending a letter to the customer requesting a deposit for the cost of the line extension.
- Once deposit is received the project will be publicly bid.

➤ Water Breaks

- 2 main breaks in February one on Moonlight Overlook and one on Camino Baca Grande.

➤ Welcoming New Operations Staff Member

- We happy to announce and hiring Larry Lewis to the Baca Water Operation Staff Team.

➤ Unaccounted Water

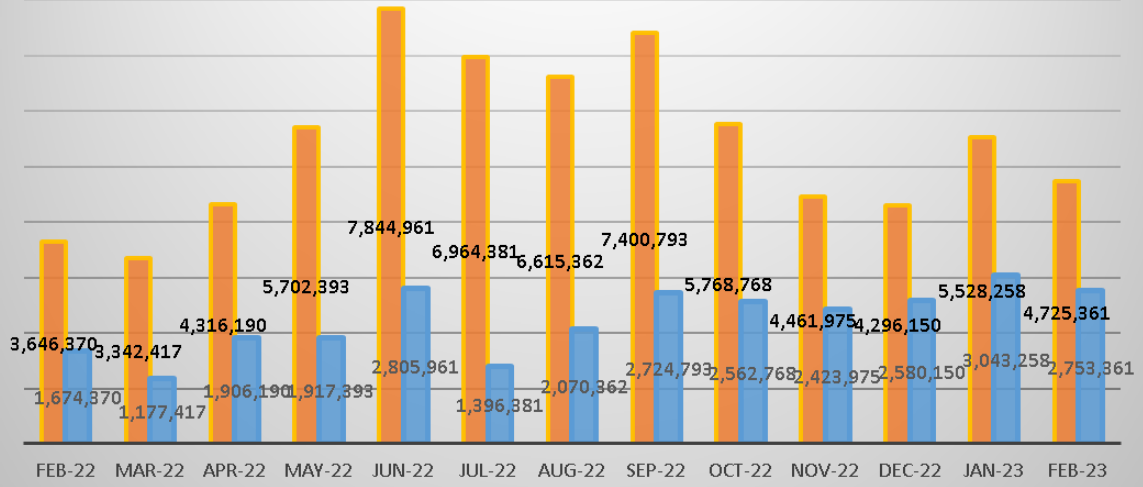
- Wells 17 and 18 produced 4,725,361 gallons of water in the month of February.
- The District sold its customers 1,972,000 gallons of water in the month of February, leaving 2,753,361 gallons unaccounted for.
- 58% of the water produced is unaccounted for in the month of February.

➤ Aspen WWTP and Town of Crestone Loading

- Aspen WWTP averaged 44% of hydraulic loading capacity in the month of February, the Town of Crestone contributed and average of 23% of the treatment plants hydraulic load.
- Aspen WWTP averaged 48% of organic loading capacity in the month of February. The Town of Crestone contributed an average of 45% of the treatment plants organic load.

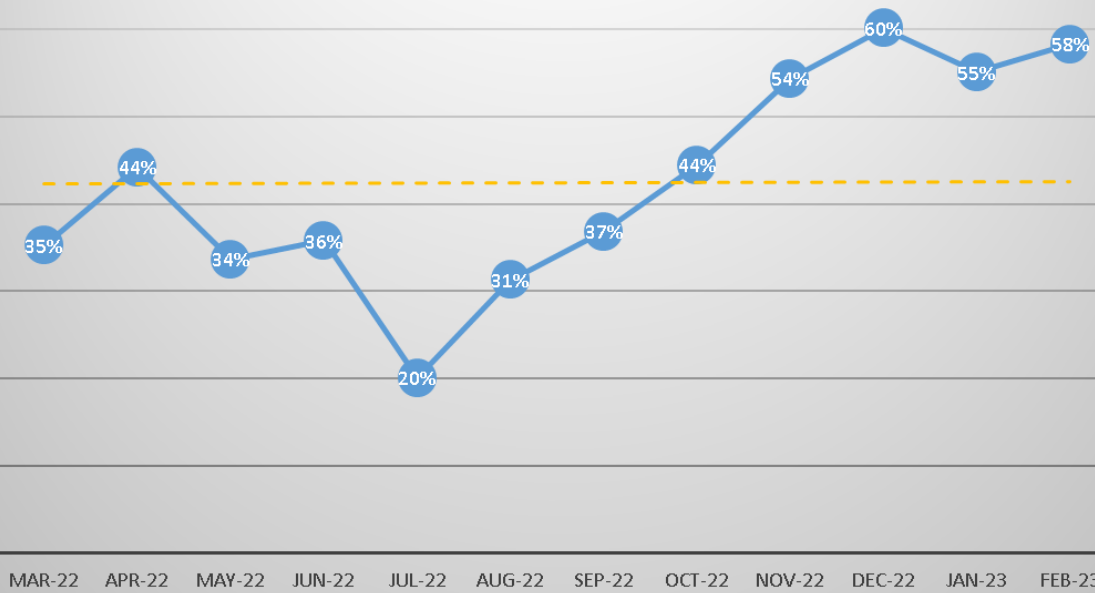
Total Unaccounted Water by Month

Well 17/18 Gallons Produced Gallons Unaccounted by Month

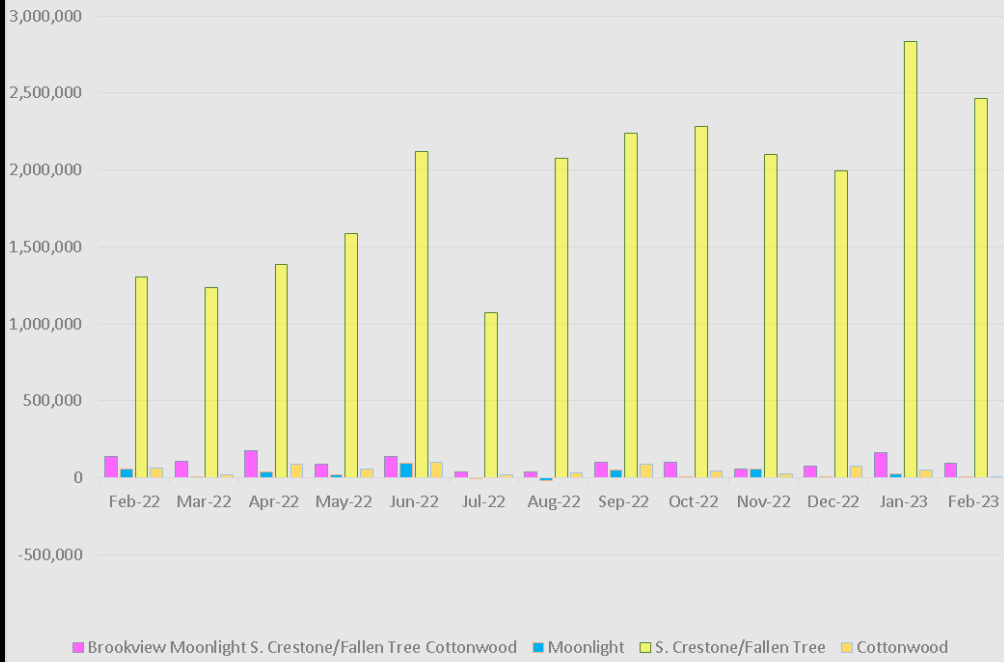


Total Unaccounted Water by Month

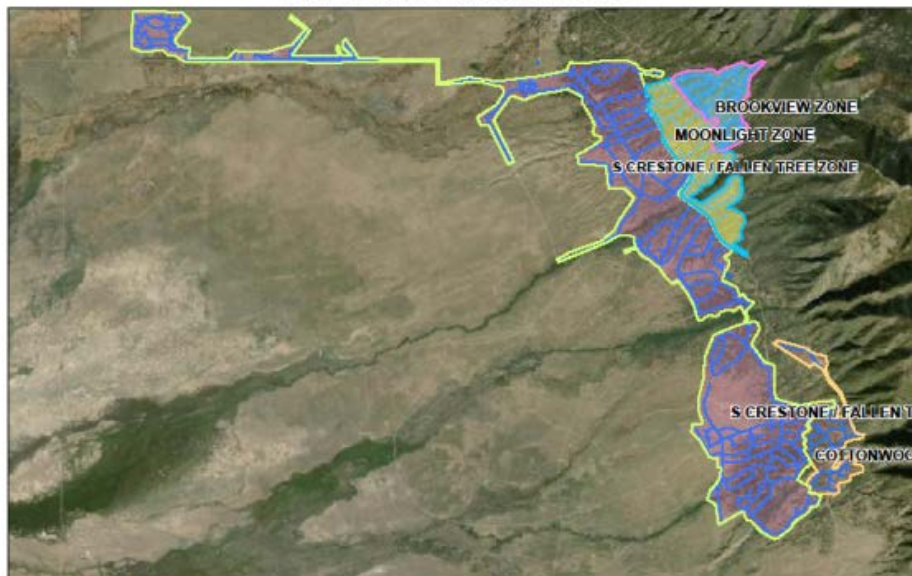
% Unaccounted Running Annual Average 42%



Total Monthly Unaccounted in Gallons by Pressure Zone

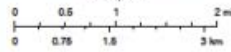


BGWS Unaccounted Water Zone's



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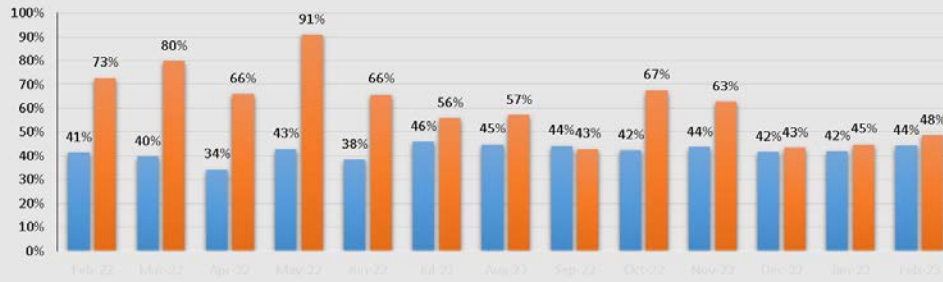
1:72,224



Earthstar Geographics

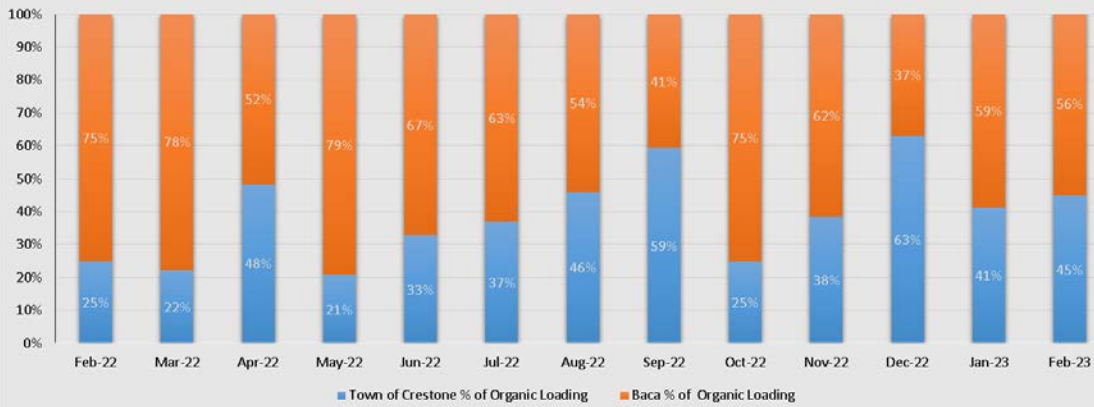
Base Census Water and Sanitation
Earthstar Geographics

Percentage of Plant Capacities by Month at Aspen Wastewater Treatment Plant



	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23
Plant % of Hydraulic Capacity	41%	40%	34%	43%	38%	46%	45%	44%	42%	44%	42%	42%	44%
Plant % of Organic Capacity	73%	80%	66%	91%	66%	56%	57%	43%	67%	63%	43%	45%	48%

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



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

