

# RECORD OF PROCEEDINGS

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## MINUTES OF A PLANNING AND BUDGET WORK SESSION OF THE BOARD OF DIRECTORS OF THE BACA GRANDE WATER AND SANITATION DISTRICT HELD OCTOBER 19, 2012

A Work Session of the Board of Directors of the Baca Grande Water and Sanitation District (referred to hereafter as "Board") was held on Friday, the 19<sup>th</sup> day of October, 2012, at 1:00 p.m. at the offices of the District, BGWS&D Shop, 57 Baca Grant Way South, Crestone, Colorado. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

Vicki Matthews  
Martin Macaulay  
Cindy Reinhardt  
Kyle Grote  
Parvin J. Johnson, Sr.

#### Also In Attendance Were:

AJ Beckman; Special District Management Services, Inc.

Jennifer Tanaka, Esq.; White, Bear & Ankele P.C.

Steve Harrell; District General Manager

### GOALS AND PROGRESS

Goals Achieved and Progress Made in 2012: Discussion was deferred.

### BUDGET REVIEW

2013 Budget: The Board reviewed the 2013 draft Budget.

### STAFFING AND WAGE SURVEY INFORMATION

Staffing and Wage Survey Information: Mr. Beckman discussed staffing and reviewed wage survey information with the Board.

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### CONSULTING SERVICES COST AND BENEFIT

**Consulting Services Cost and Benefit:** The Board discussed the following consulting services:

- Management Services
- Accounting Services
- Engineering Services (capital projects and operational support)
- Legal Services (general, water, litigation, employment)

Following discussion, the Board acknowledged that costs are largely driven by projects and issues that arise each year.

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### IMPROVE EFFICIENCIES AND REDUCE COSTS

#### **Ideas to Improve Efficiencies and Reduce Costs:**

**Board meetings:** The Board discussed the frequency of meetings. Following discussion, the Board determined not to reduce the frequency of Board meetings at this time.

**Division of between consultants and staff:** Following discussion, it was noted that the District consultants and staff will continually look for opportunities to improve efficiencies.

**Billing and online payment options:** Following discussion, the Board determined to research this matter further.

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### LONG TERM GOALS

#### **Long Term Goals:**

**Capital Improvements:** The Board discussed the proposed capital improvements and reviewed the budgeted costs.

**Capital and Operating Reserve Funds:** Following discussion, it was noted that the 2013 draft budget will include an operating reserve.

**Debt Structure/Reduction:** The Board discussed the possibility of restructuring the District's debt in the next few years if economic conditions allow for a savings to the District.

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### REVENUE STREAMS

#### **REVENUE STREAMS:**

**Rate and Fee Structure (AoS Fees, Service Rates, PILOT Agreements):** The Board reviewed the revenue streams and requested that the District's Accountant provide updated scenarios to include an increase in AoS Fees and Service Rates.

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### COMMUNITY OUTREACH

**Community Outreach:** The Board discussed the following forms of community outreach:

- Newsletter
  - Website
  - Social Media
  - Note Box on the Billing Invoice
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### ADJOURNMENT

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 19, 2012 WORK SESSION MINUTES OF THE BACA GRANDE WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:



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Vicki Matthews



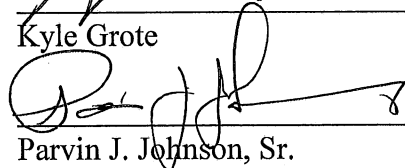
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