

BACA GRANDE WATER AND SANITATION DISTRICT

57 Baca Grant Way South
Crestone, Colorado 81131

NOTICE OF REGULAR MEETING AND AGENDA

Board of Directors:

Cindy Reinhardt
Martin Macaulay
Michael Scully
Kyle Grote
Judy DeLuca

Office:

President
Vice President
Treasurer
Secretary
Assistant Secretary

Term/Expiration:

2016/May 2016
2018/May 2018
2018/May 2018
2016/May 2016
2016/May 2016

DATE: January 15, 2016
TIME: 9:00 A.M.

PLACE: BGW&SD Shop
57 Baca Grant Way South
Crestone, Colorado 81131

I. ADMINISTRATIVE MATTERS

- A. Present disclosures and potential conflicts of interest.
- B. Approve Agenda.
- C. CONSENT AGENDA – These items are considered to be 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.
 - Approve Minutes from the November 20, 2015 Regular Meeting (enclosure – 002).
 - Review and accept unaudited financial statements for the period ending December 31, 2015, and current schedule of cash position (enclosure - 003).
 - Resolution 2016-01-01 Designating the District’s 24-Hour Posting Locations (enclosure –004).
 - Approval of 2016 Lease Agreement with Xerox (enclosure – 005).
- D. Board and Staff Reports
 - District Manager’s Report (enclosure - 006)
 - Operations Manager Report (enclosure – 007)
 - Operations Report (enclosure - 008)
 - Administrative Report (enclosure - 009)
 - Engineer’s Report (enclosure - 010)
- E. Discuss creation of Citizen’s Advisory Committee.
- F. 2016 Board of Director Goals
- G. Review and consider approval of the Second Amendment to February 1, 2013 Employee Handbook (enclosure – 011).

II. FINANCIAL MATTERS

- A. Ratify the approval of the check register for the period ending December 14, 2015, as follows (enclosure – 012):

General Fund:	\$		11,076.42
Debt Service Fund	\$	200.00	
Capital Projects Fund:	\$		5,559.16
Enterprise Fund:	\$		61,928.21
Total:	\$		78,763.79
- B. Review and consider approval of the check register for the period ending January 15, 2016, as follows (to be distributed):

General Fund:	\$		
Debt Service Fund	\$		
Capital Projects Fund:	\$		
Enterprise Fund:	\$		
Total:	\$		
- C. Financial summary.
- D. Review 2016 budget process and discuss potential changes in process for 2017 budget cycle.

III. PUBLIC COMMENT (ITEMS NOT ON THE AGENDA ONLY. COMMENTS LIMITED TO 3 MINUTES PER PERSON AND TAKEN IN ORDER LISTED ON SIGN UP SHEET).

IV. OFFICE ADMINISTRATION

- A. Discuss administrative follow-ups.

V. OPERATIONS

- A. Discuss operational follow-ups.

VI. CAPITAL IMPROVEMENTS

- A. Review Capital Funding Sources and Uses (to be distributed).
- B. Status of Casita Park Interconnect Project.
 1. Review and approve Change Order No. 3 to the RMS Utilities Agreement in the amount of \$9,499.50 (enclosure -013).
 2. Review and approve Pay Application No. 4 to the RMS Utilities Agreement in the amount of \$43,528.90 (enclosures – 014a, 014b and 014c).
- C. Discuss Stables Lift Station Improvements Project (enclosure included in Engineer’s Report).
- D. Discuss status of 2016 Equipment Procurement (enclosure – 015).

VII. LEGAL MATTERS

- A. Status of the finalization of Resolution No. 2015-11-04: Third Amended and Restated Resolution Establishing Guidelines for the Processing and Collection of Delinquent Fees and Charges.
- B. Consider approval of First Addendum to Independent Contractor Agreement with Lamp Rynearson & Associates for Public Water System Facilities Support Engineering (enclosure – 016).
- C. Consider approval of First Addendum to Independent Contractor Agreement with Lamp Rynearson & Associates for Domestic Wastewater Treatment Works Facilities Support Engineering (enclosure – 016).

VIII. EXECUTIVE SESSION MATTERS - §24-6-402(4)(b),(c) and (f), C.R.S.

- A. Water Matters.
- B. Personnel Matters.

IX. OTHER BUSINESS

X. ADJOURNMENT

THE NEXT REGULAR MEETING IS SCHEDULED FOR FEBRUARY 19, 2016