

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

October 16, 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

Rick Hart

David Karas

Mike Smith

Also in Attendance:

Marcus Lock, District Legal Counsel

Diego Martinez, District Manager

Natalie DeBon, Administrative Manager

Chad Tate, Director of Utilities

Nicholaus Marcotte, Element Engineering

Cathy Fromm, District Accountant (for a portion of the meeting)

Community Members and Guests:

Dan Gray

CALL TO ORDER

President Lawson called the meeting to order at 9:01AM

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 HART, SECONDED BY DIRECTOR SMITH 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 SEPTEMBER 30TH, 2024 AND CURRENT SCHEDULE OF CASH POSITION.
- APPROVE MINUTES FROM THE SEPTEMBER, 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.*

No Public comments.

FINANCIAL MATTERS

Check Register: The Board discussed and considered approval of the check register through the period ending October 16, 2024 as follows:

General	\$	20,871.67
Capital	\$	9,046.00
<u>Enterprise</u>	\$	<u>21,932.36</u>
	\$	51,850.03

President Lawson inquired about the administrative remodel. Ms. DeBon explained that the remodel became necessary after offering full-time employment to an administrative employee. Now, each admin employee has their own desk, monitor, and phone, eliminating shared workspaces and reducing the risk of spreading bacteria. This change also improves service availability for the community and customers.

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR KARAS AND, UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD APPROVED THE CHECK REGISTER FOR THE PERIOD ENDING OCTOBER 16, 2024.

BOARD MATTERS

President Lawson reminded the Board that Director Loll previously announced his resignation, effective in September 2024, and recently submitted his resignation in writing. The Board discussed the open seat, the notice of vacancy, and the possibility of appointing a new Director before the upcoming May 2025 Board elections.

ENGINEER & 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.

Hybrid Board of Directors Meetings: The Board continued its discussion on hybrid meetings and agreed to explore the topic further, with the possibility of implementing hybrid meetings starting in January 2025.

Designated Holidays: The Board and Staff discussed replacing the "Thanksgiving Friday" holiday with "Veterans Day" due to the staff's 4/10 work schedule, which makes "Thanksgiving Friday" unnecessary. After considering the pros and cons and reviewing the current schedule, no action was taken by the Board.

Operations Report: Director Hart reviewed the chart from the Aspen Wastewater Treatment Plant, noting that the plant's organic capacity is increasing and currently getting close to 70%.

Mr. Tate and Mr. Martinez explained that this increase is likely due to reduced testing. Previously, tests were done both in-house and sent to an external lab, but since the data became

consistent, they stopped sending additional samples to the lab. They also mentioned that seasonal changes could be affecting the numbers.

Mr. Martinez recommended budgeting extra funds to resume additional testing both in-house and with the lab to ensure more accurate data. Mr. Tate added that while we can expect some continual variance, as long as the plant doesn't consistently operate at 70% capacity, the plant has sufficient capacity for now.

LEGAL MATTERS

Certification of Delinquent Accounts: Mr. Lock reviewed the resolution and the process with Board, there were no public comments related to the certified accounts or customers present for the discussion.

MOTION: DIRECTOR HART MOVED, AND DIRECTOR SMITH SECONDED, THE BOARD UNANIMOUSLY APPROVED AND ADOPTED RESOLUTION NO. 2024-10-08, CERTIFYING DELINQUENT WATER, SEWER AND AVAILABILITY OF SERVICES FEES TO THE SAGUACHE COUNTY TREASURER FOR COLLECTION.

EXECUTIVE SESSION

MOTION: UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR KARAS AND, UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD ADJOURNED TO EXECUTIVE SESSION AT 10:15 A.M., 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.

MOTION: UPON MOTION DULY MADE BY DIRECTOR HART , SECONDED BY DIRECTOR SMITH AND UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD ADJOURNED FROM EXECUTIVE SESSION AT 10:40 A.M.

INTERGOVERNMENTAL AGREEMENT FOR THE TOWN OF CRESTONE

The Board, along with legal counsel, engaged in a brief discussion regarding the IGA, questions from the public were addressed, and their considerations were taken into account.

PRESIDENT LAWSON EXECUTED THE CURRENT IGA, AND SECRETARY KARAS ATTESTED. THE AGREEMENT WAS UNANIMOUSLY APPROVED BY THE BOARD.

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 10:57 A.M.

THE NEXT REGULAR MEETING IS SCHEDULED FOR

November 20, 2024

Drafted by Natalie DeBon

Natalie DeBon

Respectfully submitted,

Diego Martinez

Diego Martinez

THESE MINUTES ARE APPROVED AS THE OFFICIAL October 16th, 2024 MINUTES OF THE BACA GRANDE WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Vivia Lawson

Signed with DocuSign - 0ee55e5974a8

Vivia Lawson

Rick Hart

Signed with DocuSign - 741e1cfa589e

Rick Hart

Mike Smith

Mike Smith

David Karas

Signed with DocuSign - b279e8cf4f8

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 session on October 16th, 2024 and it is my opinion that any portion of the executive session that was not recorded constituted attorney-client privileged communications.

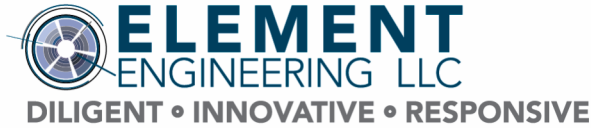
Marcus Lock

Signed with DocuSign - 80f97563a11a

Marcus Lock

General Counsel

Baca Grande Water and Sanitation District



MONTHLY ENGINEER'S REPORT

DATE OF MEETING: OCTOBER 15, 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.

No items to report.

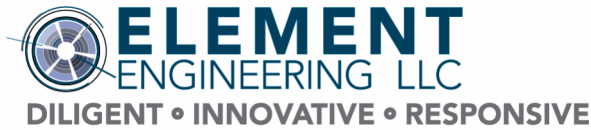
WATER AND WASTEWATER MASTER PLAN UPDATE (PROJECT NO. 0009)

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.

No items to report.



WASTEWATER TREATMENT PLANT IMPROVEMENTS (PROJECT NO. 0010)

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. This document was reviewed with the district at the board retreat. It was recommended that the WWTP should be put on hold based on the most recent influent loading data.

Element is conducting a search for a contractor/consultant to provide a structural and environmental analysis of the wastewater treatment plant building. It was determined that the facility may need structural and/or environmental (mold) remediation and an inspection and report should be generated.

Element has solicited a proposal from our subconsultant for a mechanical, electrical, and structural review of the existing WWTP building. This proposal was forwarded to district staff for review.

The district has retained a firm to provide an MEP analysis of the WWTP.

WATER TREATMENT SYSTEM IMPROVEMENTS (PROJECT NO. 0011)

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

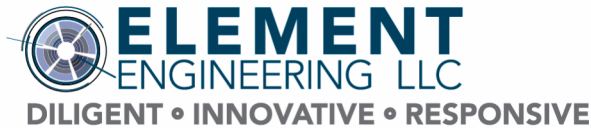
- Integrate the Motel Well and Booster Pump Station into the large BGWSD system.
- Increase Water Treatment Plant (WTP) Pumping Capacity
- Add Administrative Building for district.

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.

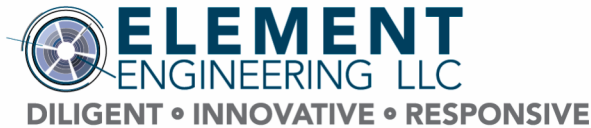
The PNA has been approved. See the attached approval letter.

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. This application has been submitted by the project team.

CDPHE has reached out to Element and indicated that funding for a design and engineering grant in the necessary amount is available. CDPHE is currently working on this grant paperwork with the district.

The district has approved Element to begin the design phase of the project. Our internal project kickoff meeting has been scheduled and we are starting survey coordination. Our goal is to have the survey work completed prior to significant snowfall. Our team will meet with district staff onsite and walk the project locations and review the project scope. A kickoff meeting with the client will be held prior to the surveyor being onsite.

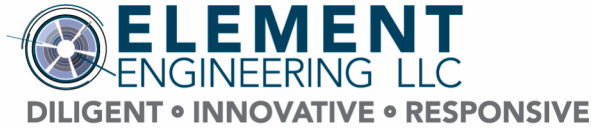
2023 WATER LOSS PREVENTION PROJECT (PROJECT NO. 0013)

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 22nd
- Plans/Specifications Available January 26th at 4:00 PM
- Bids Due (via email to Element) February 19th at 4:00 PM
- Review Bids at Board Meeting February 21st
- Notice of Award February 23rd (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.

Element is currently working with Cooley and Sons to nail down a delivery date for the equipment, specifically the water meters and determine a final installation date.

A pre-construction meeting was held Monday May 13th at 9:00 AM.

The vault and piping installation has been completed. We are currently awaiting delivery and installation of the flow meters.

Flow meters have been installed and a punch list provided to the contractor. This project has been closed out and the advertisement for final payment has been provided to the district.

No items to report.

STATE OF COLORADO }
COUNTY OF SAGUACHE } ss.

DEAN I. COOMBS, being duly sworn, says that he is PUBLISHER of THE SAGUACHE CRESCENT, a weekly newspaper, published and printed in Saguache in said County and State; that said newspaper has a general circulation in said County and has been continuously and uninterruptedly published therein, during a period of at least fifty-two consecutive weeks next prior to the first publication of the annexed notice; that said newspaper is a newspaper within the meaning of the act of the General Assembly of the State of Colorado, entitled "An Act to regulate the printing of legal notices and advertisements," and amendments thereto; that the notice of which the annexed is a printed copy taken from said newspaper, was published in said newspaper, and in the regular and entire issue

of every number thereof, once a week for one successive insertions; that said notice was so published in said newspaper proper and not in any supplement thereof, and that the first publication of said notice, as aforesaid, was on the 3rd day of Oct, A. D. 2024, and the last, on the _____ day of _____, A. D. _____
Dean I. Coombs, Publisher

Subscribed and sworn to before me, this 3rd day of Oct

JUDITH L. PAGE
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 19984000569
MY COMMISSION EXPIRES JANUARY 24, 2028

Judith

Notice of Final Settlement

NOTICE IS HEREBY GIVEN that the Baca Grande Water and Sanitation District, Saguache County, Colorado, will make final payment on October 16, 2024 to Cooley and Sons Excavation, Inc., 4469 Cty. Rd. 108, Mosca, CO 81146 for all work done by said contractor on the 2023 Water Loss Prevention Project.

This notice is provided pursuant to CRS 38-26-107(1). Any person, co-partnership, association of persons, company or corporation that has furnished labor, materials, term hire, sustenance, provisions, provender or other supplies used or consumed by such Contractor or his Subcontractors in or about the performance of the work contracted to be done and whose claim therefore has not been paid by the Contractor or Subcontractors, at any time up to and including the time of final settlement for the work contracted to be done is required to file a verified statement of the amount due and unpaid on account of such claim to the Baca Grande Water and Sanitation District at 57 Baca Grant Way, Crestone, CO 81131 at or before the time and date hereinabove shown. Failure on the part of any claimant to file such verified statement of claim prior to such final settlement will release said Baca Grande Water and Sanitation District, its District Board, Officers, Agents and Employees, of and from any and all liability for such claim.

Published: October 3, 2024

District Manager Report – October 16, 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
 - The \$180k meter project was awarded to Cooley & Sons
 - Parts were received on the week of 5/6
 - Pre-construction meeting scheduled for 5/13
- Majority of excavation and piping are complete
 - Meters are expected to be delivered and installed the week of 7/15
- Meters were turned on and pressure tested successfully the week of 8/5
 - Will be advertising for final payment
 - District Manager provided a project update to the Saguache BOCC on 8/13
- Advertisement for final payment has been posted
- Final \$9,000 has been paid
 - October will be the first full month of data

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

- Management will start defining “drought” conditions
 - Outline restrictions for irrigation and use of MHE Well in a drought
 - Draft presented for legal review
- USFWS approved a 1 year extension to our short-term agreement
- Rio Grande Chub & Rio Grande Sucker no longer listed under the Endangered Species Act
- Present draft drought restrictions to BOD for approval prior to submission to USFWS
 - USFWS liked the drought restrictions
- USFWS would like to discuss the possibility of the District purchasing water rights, or possibly being given credit for relinquishing certain wells
 - Attorney for USFWS will be retiring in May 2024
- No update for October

Town of Crestone (ToC) – Sewer Service Negotiations

- No update for April
 - The Discharge Permit was on the agenda of the last trustee meeting
- No update for May
 - ToC has been unresponsive
- ToC held an open meeting on 6/18 to discuss the IGA and Discharge permit
 - Instructed counsel to respond to the District
- A response to the draft IGA was received on 7/31
 - No response to draft discharge permit
 - Several compliance questions received from ToC
 - Our response will be reviewed and approved by BOD

- The District's updated IGA draft was transmitted to the ToC attorney in August, 2024
- No response has been received from the ToC as of 9/25/24

Aspen Wastewater Treatment Facility (AWWTF)

- Loading data suggests additional capacity may not be necessary – Averaging 40% capacity (have not exceeded 60% capacity since 11/2022)
 - More frequent sampling
 - EQ Basin cleaning program
 - Auto samplers
- Some issues are present – Health or Safety hazards prioritized
 - Structural engineer inspection of foundation
 - Industrial health & safety inspection
- Inspections are underway
 - An initial property inspection identified several deficiencies
 - Initial quote for structural, mechanical/plumbing, and electrical inspections were much higher than expected (\$9,000), will be reviewing other options.
 - Met with structural engineer – recommended laser measurements
- Met with BOCC at AWWTF to discuss widening the relief route.
 - Looking for copy - Will be getting a survey completed at AWWTF and Stables Lift Station to determine boundaries and easements
- Foundation and Structure are satisfactory – HVAC/mechanical and Electrical inspections are pending

Grant Opportunities

- Congresswoman Lauren Boebert – Community Project Funding
 - Status – Pending
 - Request was for \$1,450,000 to help with Water Loss Prevention and new residential meters
 - Requested up date with no response. Funding was for 2025.
- Colorado Water Resources & Power Development Authority – Drinking Water Revolving Fund
 - Status - Approved for Design and Engineering \$108,370
 - Principal forgiveness loan structure
 - Requires 20% match
 - Closed “loan” on 9/13/24
- USDA
 - Representatives recommended not withdrawing application
 - Submit new PER with chosen alternatives

OLD BUSINESS

Board Meetings

- Consider change to in person/hybrid meetings



NEW BUSINESS

2025 Budget

- Held initial meeting with the Budget Committee
 - The draft budget will be presented to the Board in early October
 - Draft sent to Board on October 15, 2024

Holiday Observance

- The Friday after Thanksgiving is a holiday that has been observed by the District
 - With the 4/10 schedule the holiday will no longer be applicable
 - Requesting to observe Veterans Day 11/11 instead

Administrative Monthly Report

October 16, 2024

Board of Directors Meeting

UTILITY BILLING ACTIVITY FOR THE MONTH OF SEPTEMBER

Customer Utility Billing		
Billing Category	Number of Accts	Amount Billed
Usage Customers Billed - SEWER	842	\$40,631.78
Usage Customers Billed - WATER	865	\$65,884.72
ON/OFF Service	12	\$450.00
LATE FEE	46	\$920.00
TRANSFER	11	\$3,850.00
EQR	27	\$785.75
WATER & SEWER HOOK UP	4	\$12,000.00
CONSOLIDATION	2	\$2,000.00
TAP	1	10,000.00

SEPTEMBER - XPRESS BILL PAY TRANSACTION AND CHARGES ACTIVITY

Product / Service Description	Qty	Unit Price	Line Total
EFT Web Transactions	263	\$0.64	\$168.32
EFT Return NSF or Account Closed	1	\$14.00	\$14.00
Credit/Debit Card Web Transactions	408	\$0.49	\$199.92
Online Banking - Bank Bill Pay Transactions	17	\$0.25	\$4.25
Lock Box Service Transactions	124	\$0.58	\$71.92
Toll Free Operator Assisted Transactions	4	\$1.25	\$5.00
Toll Free IVR Transactions	10	\$1.25	\$12.50
Support, Maintenance, Hosting - Fee	1	\$100.00	\$100.00

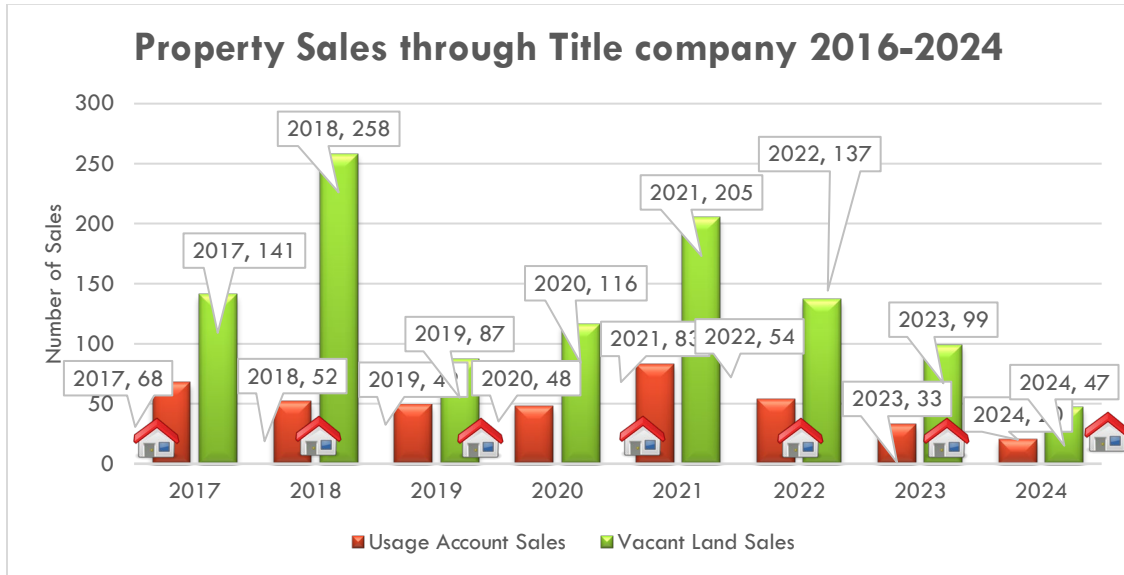
Town of Crestone Sewer 2024

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	Paid online	03/31/2024- \$4,127.46
March	351,472	2,776,628.80	\$2,776.63	72	2016	\$1997.86	Check #14046	04/30/2024- \$4,774.48
April	384,310	3,036,049.00	\$3,036.05	33	1099	\$1,089.11	Check #14104	5/31/2024- \$4125.16
May	413,178	3,264,106.20	\$3,264.11	34	1020	\$1,010.82	Check # 14104	4,274.93- 06/30/2024 + \$499.56 overpayment
June	374,378	2,957,586.20	\$2957.59	38	1064	\$1,054.42	Check #14183	3,512.45 - 07/31/2024
July	450,704	3,560,561.60	\$3,560.56	52	1716	\$1,700.56	Check #14202	5,261.12- 08/31/2024
August	410,448	3,242,539.20	\$3,242.54	40	1240	\$1,228.84	Check 14263	4,471.38 - 09/30/2024
September	443,555	3,504,084.50	\$3,504.08	31	930	\$921.63		\$4,425.71 - 10/31/2024
October								
November								
December								
2024 Totals	3,626.401		\$28,648.57	375	11446	\$11,342.99		

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

August - 2024- Property Sales: 6 - Homes, 5 - Lots

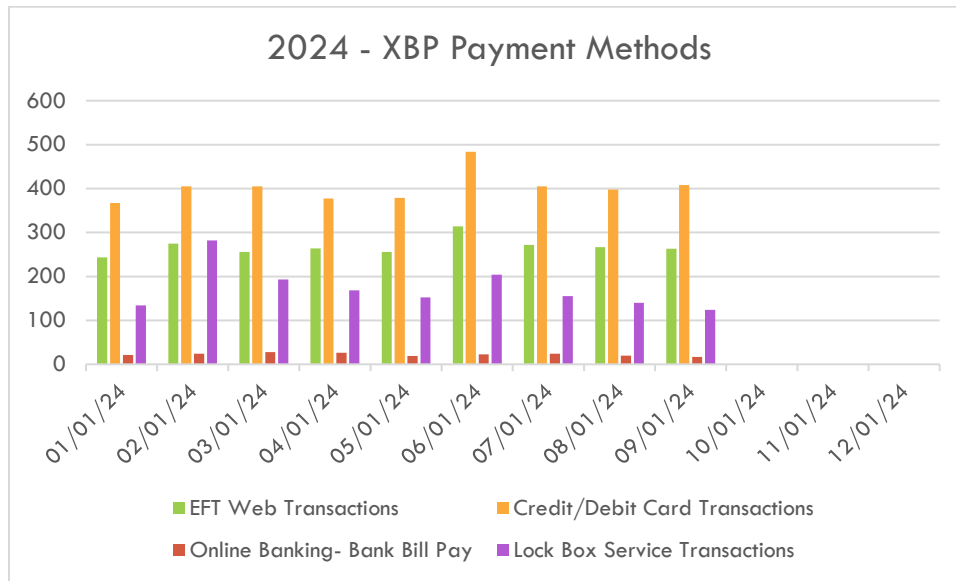


August - 2024 – Other Sales Statistic Including Name Changes Only

Prepared by Greg Hess

Type	Vacant Lot	House	Total Charges
Quit Claim Deed	1	0	\$0.00
Warranty Deed	2	4	\$0.00
Treasurer's Deed	0	0	\$0.00
Bargain & Sale Deed	0	0	\$0.00
Personal Representative's Deed	0	1	\$0.00
General Warranty Deed	2	0	\$0.00
			Total: \$0.00

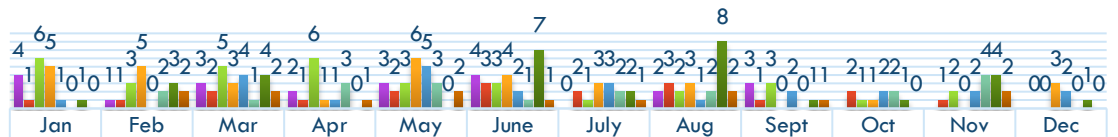
2024 - Xpress Bill Pay Customers Transactions Activity



2024 - Water and Sewer Hook up Applications

3- Application (s) received in August, 22 – Total application (s) received in 2024

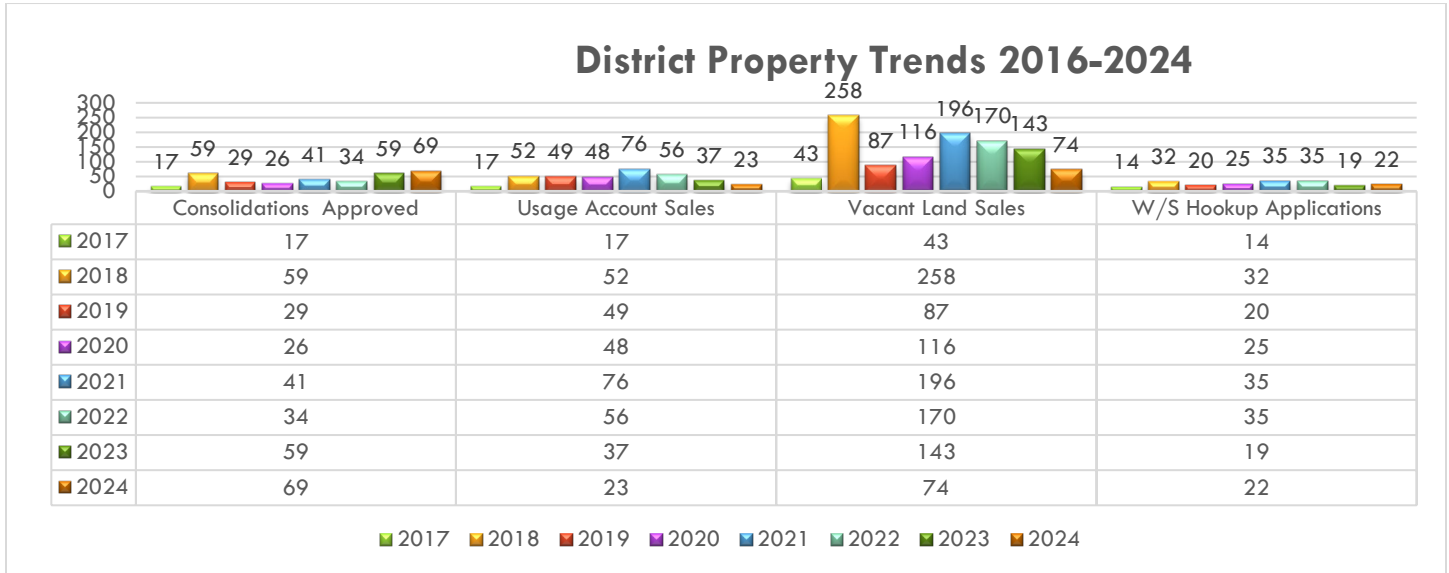
Water-Sewer Hookups 2016-2024



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2024 = 22 applications	4	1	3	2	3	4	0	2	3			
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 = 22 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



ADMINISTRATIVE UPDATES:

- **Consolidations:**

- District received multiple resolutions from the SC County and new requests for consolidations.
- In 2024, 30 consolidations completed, involving a total of 69 lots. Also one (1) subdivision happened in 2024

- **Certification of delinquent accounts**

Following is the tentative schedule for this project:

- September 1, 2024: Letters mailed to delinquent account holders
- August-October – working on pre certification drafts, checking for payments or change of ownership.
- October 16, 2024: Final date for Property Owner Response to the letter
- October 16, 2024: BOARD MEETING and Hearing date
- Resolution prepared with the list of identified delinquent accounts
- October 31, 2024: PACKET GETS MAILED TO THE COUNTY TREASURER
Packet includes the Final list of delinquent accounts along with the 2024 Executed Resolution
- November 1 through December 10, 2024: the Treasurer will accept certifications for inclusion on the tax rolls
- November 30, 2024: LAST DAY FOR CLOSING REQUESTS FROM TITLE COMPANIES
- December 9, 2024: LAST DAY TO NOTIFY COUNTY OF ANY CLOSINGS/CHANGES THAT OCCURED

- **Projects:**

- SOP updates – in progress
- Updating Pressure Zones Project in Caselle – completed
- Website Tap status and AOS verification project - in progress
- Certifications of Delinquent accounts – in progress
- Creation of District’s social media accounts – in progress

- **2025 Health Benefits:**
- Enrollment portal will be accessible to employees from October 1st through November 8th.
- The deadline for completing enrollment is November 15, 2024.
- All full-time employees have been informed about the enrollment process and provided with enrollment instructions.

- **Delinquent water shut off' s:**
 - No delinquent water shut off in the month of October.

- **October's billing message:** As winter approaches, it's time to winterize your home. Be sure to clear water lines and hoses before temperatures drop to avoid costly repairs from frozen or burst pipes. Protect your home by insulating pipes, faucets, and water meters in cold areas. If you have pipes in the attic, unheated garage, or crawl space, wrap them to prevent freezing. If you'll be away for an extended period, ask a trusted neighbor to check your home, or contact us to arrange a seasonal water shut-off at (719) 256-4310. Office hours: Mon - Thu, 8:00 AM - 5:30 PM (closed for lunch 12:00 PM - 1:00 PM). For questions about online bill payments, call (385) 218-0343 or email support@xpressbillpay.com. Wishing you a safe and happy Halloween!

Baca Grande Water and Sanitation District
Monthly Operations Report

October 16th, 2024



Confined Space Entry to Remove Roots from a manhole



The Removed Roots

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

- **No New Equipment or Vehicle Failures or updates to report**
 - Pump2 motor at Ridgeview TS is out of service. Motor is being quoted, will be ordered as soon as possible.

- **Accidents**
 - No Accidents to report on

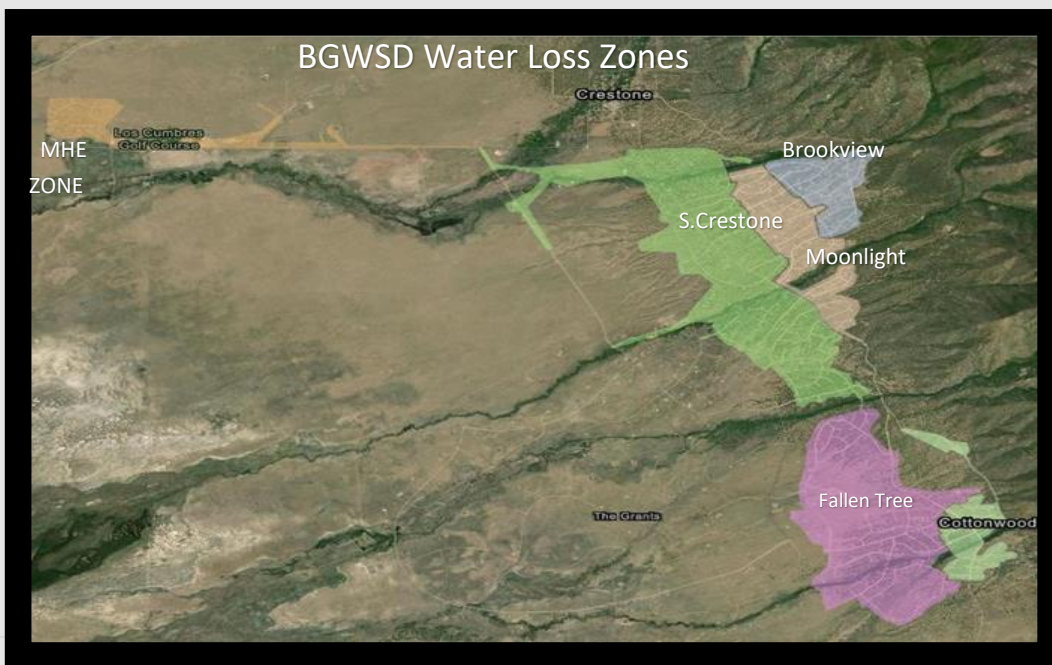
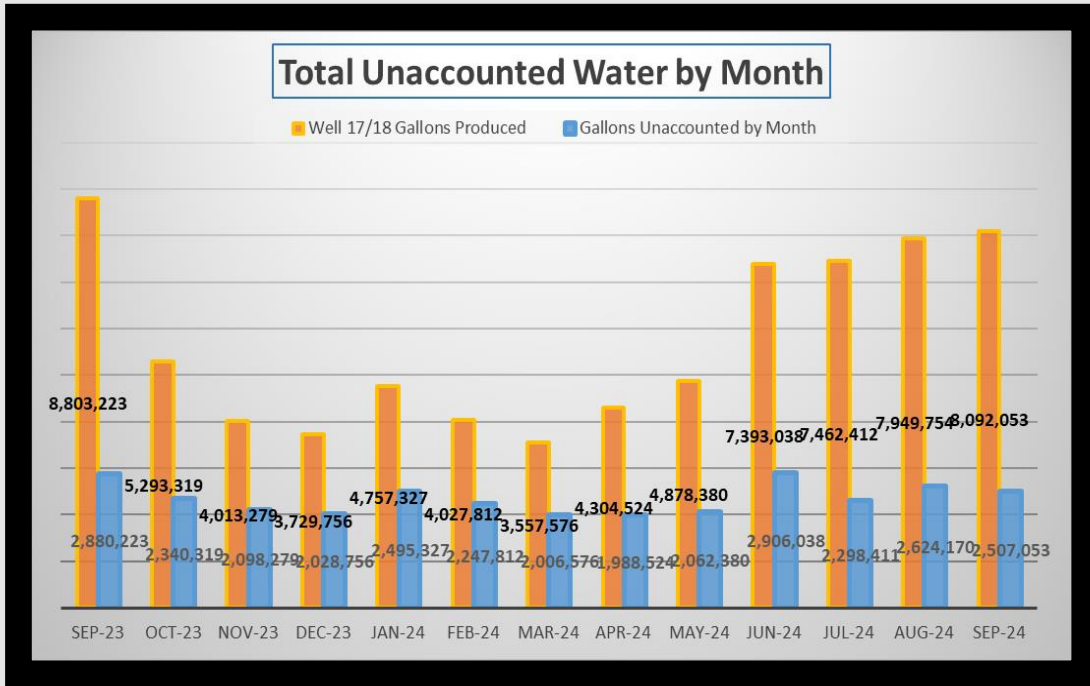
Operations Updates

- **Aspen Wastewater Treatment Plant**
 - Had Ev Studios Hvac and Electrical engineers come to do an evaluation on Aspen WWTP. Waiting on their report to continue work on the PER for the Dola Grant.
 - Waiting on Vendola Mechanical Contractors to supply Quotes for some repairs.

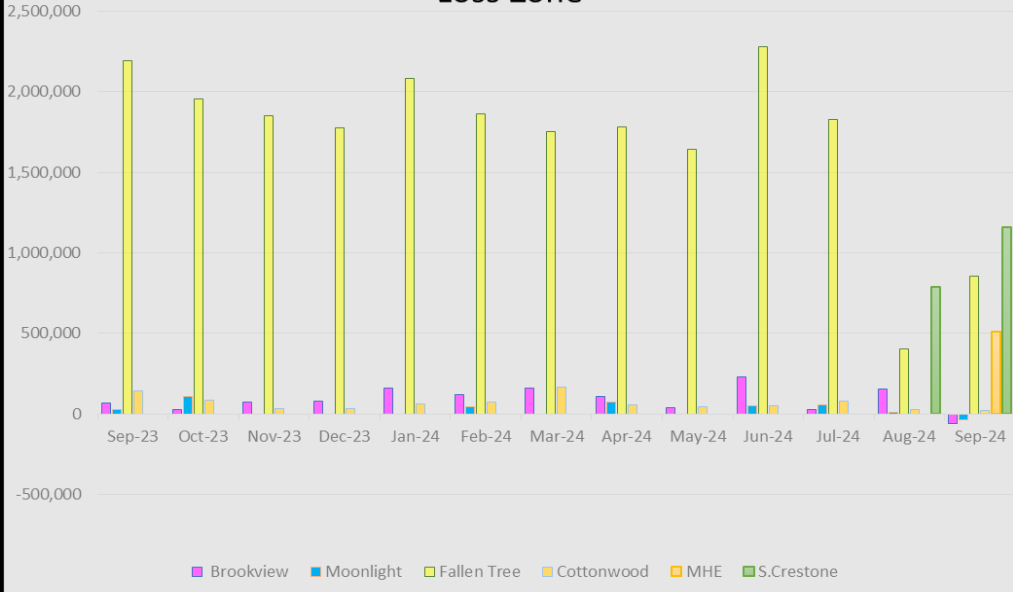
- **Lead and Copper Service Line inventory initial submission CDPHE completed**

- Will continue to maintain a service line inventory and update as the system grows.
- **Main Office Roof Inspection For Potential Roof Replacement**
 - Synergy Roofing and Solar Contractors and did an inspection to price potential new roofing.
- **One Leak Found in Fallen Tree**
 - One Leak found Thursday 10/10 and Repaired.
- **S. Crestone tank painting postponed**
 - Due to the temperature requirements of the paint and the lead times to acquire the paint we will need to postpone till mid to late spring.
- **Projects**
 - Distribution system meters had their first full read in September. The September read is in. The preliminary data we have is starting to show good information. So we are working on a plan to start addressing the loss. Will update as more data gets collected.
 - Summer annual maintenance projects are under Way
 - Valve Maintenance- In process
 - Collection System Cleaning- In Process
 - Collection System Inspections-In-Process
 - Fire Hydrant Maintenance- Completed
 - Dig List (various projects that require excavation)- In Process
 - Spanish creek manhole rehab moving towards a Structural Liner instead of replacement. Reduced cost and time out of service
 - Facility Weed Control-In Process
- **Unaccounted Water**
 - Wells 17 and 18 produced 8,092,053 gallons of water in the month of September
 - The District sold its customers 5,585,000 gallons of water in the month of September, leaving 2,507,053 gallons unaccounted for.
 - 31% of the water produced is unaccounted for in the month of September.
- **Aspen WWTP and Town of Crestone Loading**
 - Aspen WWTP averaged 50% of hydraulic loading capacity in the month of September, the Town of Crestone contributed an average of 17% of the treatment plants hydraulic load.

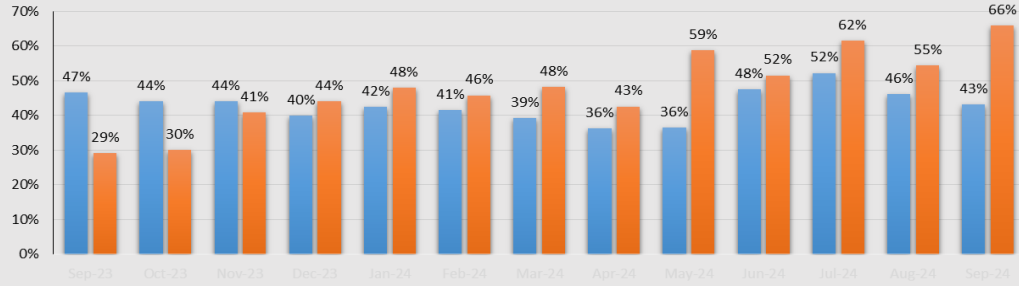
- Aspen WWTP averaged 66% of organic loading capacity in the month of September. The Town of Crestone contributed an average of 18% of the treatment plants organic load.



Total Monthly Unaccounted in Gallons by Water Loss Zone

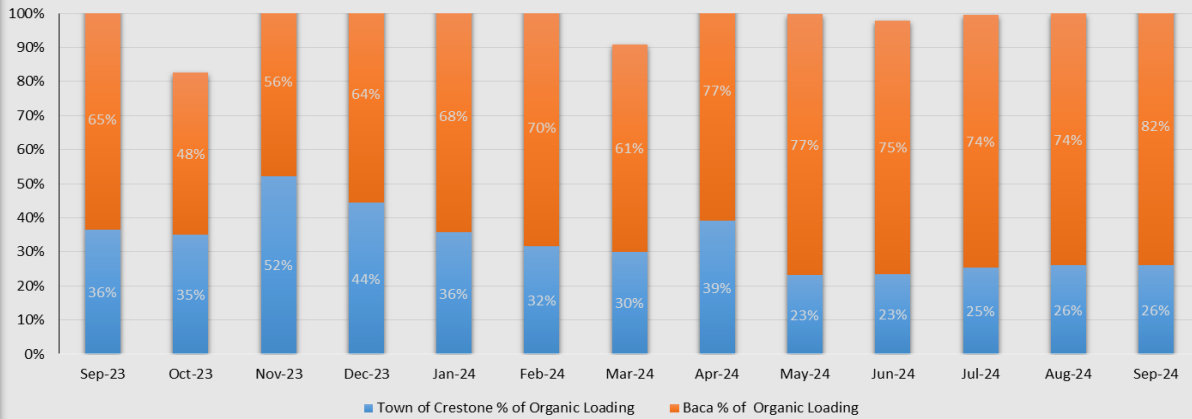


Percentage of Plant Capacities by Month at Aspen Wastewater Treatment Plant

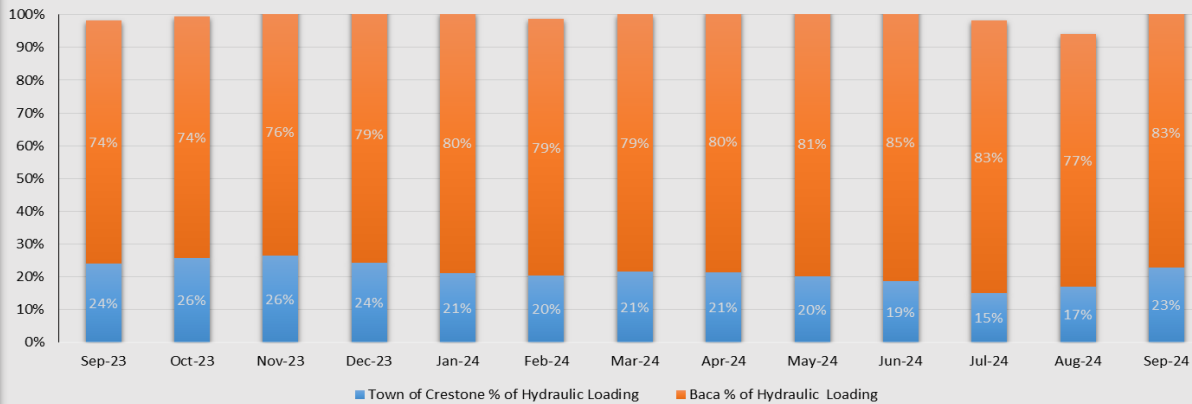


	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
Plant % of Hydraulic Capacity	47%	44%	44%	40%	42%	41%	39%	36%	36%	48%	52%	46%	43%
Plant % of Organic Capacity	29%	30%	41%	44%	48%	46%	48%	43%	59%	52%	62%	55%	66%

Average % of Total Organic Loading of Aspen Wastewater Treatment Plant by Month of 2023-2024



Average % of Total Hydraulic Loading of Aspen Wastewater Treatment Plant by Month 2023-2024



RESOLUTION NO. 2024-10-08

**RESOLUTION
OF THE BOARD OF DIRECTORS
OF THE
BACA GRANDE WATER AND SANITATION DISTRICT**

**CERTIFYING DELINQUENT WATER AND SANITARY SEWER FEES, TOLLS, PENALTIES,
AND CHARGES TO SAGUACHE COUNTY TREASURER FOR COLLECTION**

WHEREAS, the Baca Grande Water and Sanitation District (the “District”) was duly organized and validly exists pursuant to and in accordance with the Special District Act, §§ 32-1-101, *et seq.*, C.R.S.; and

WHEREAS, pursuant to § 32-1-1001(1)(j)(i), C.R.S., the Board of Directors of the District (the “Board”) is empowered to fix and from time to time increase or decrease certain fees, rates, tolls, penalties or charges for services, programs or facilities furnished by the District; and

WHEREAS, the District currently imposes various water and sanitary sewer fees, rates, tolls, penalties, and charges upon properties receiving services furnished by the District; and

WHEREAS, the District currently imposes availability of service fees on those properties where services are available from the District and where the property is located within 100 feet of the District’s infrastructure; and

WHEREAS, pursuant to §32-1-1101(1)(e), C.R.S., the District is permitted to have certain delinquent fees, rates, tolls, penalties, charges or assessments made or levied by the District certified to the County Treasurer for collection in the same manner as taxes are authorized to be collected and paid over pursuant to § 39-10-107, C.R.S.; and

WHEREAS, the properties reflected on **Exhibit A**, attached hereto and incorporated herein by this reference (the “Delinquent Properties”), are delinquent in their water and sewer fees by at least six (6) months and by more than One Hundred Fifty Dollars (\$150); and

WHEREAS, the District is not aware of any current or pending bankruptcy filings by owners of Delinquent Properties; and

WHEREAS, the Delinquent Properties have outstanding delinquent fees rates, tolls, penalties, charges or assessments in the amounts set forth in **Exhibit A** (the “Delinquent Fees”); and

WHEREAS, pursuant to §32-1101(1)(e), C.R.S., the District may elect, by resolution, at a public meeting held after receipt of notice by the Delinquent Properties, to certify the Delinquent Fees to the County Treasurer for collection; and

WHEREAS, the District has provided notice to the Delinquent Properties and considers adoption of this Resolution at a public meeting; and

WHEREAS, the District, by this Resolution, desires to certify the Delinquent Fees to the County Treasurer for collection.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BACA GRANDE WATER AND SANITATION DISTRICT AS FOLLOWS:

1. CERTIFICATION OF DELINQUENT FEES. The Board hereby elects to have the Delinquent Fees certified to the County Treasurer so that such Delinquent Fees can be collected by the County Treasurer in the same manner as taxes are authorized to be collected pursuant to § 39-10-107, C.R.S. The Board hereby directs the District's General Manager to certify to the County Treasurer the Delinquent Fees set forth in **Exhibit A**, attached hereto and incorporated herein by this reference (the "Certification"). Such Delinquent Fees shall be certified by no later than the deadline established by the County Treasurer in order to comply with State statutory and County certification deadlines.

[Remainder of Page Intentionally Left Blank].

APPROVED AND ADOPTED THIS 16th DAY OF OCTOBER, 2024.

BACA GRANDE WATER AND
SANITATION DISTRICT

Vivia Lawson

Vivia Lawson, President

ATTEST:



Baca Grande Water and Sanitation, Board Director

APPROVED AS TO FORM:



Marcus J. Lock,
Managing Member, Law of the Rockies