

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

July 17, 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

Mike Smith

Rick Hart

David Karas

John Loll

Also in Attendance:

Marcus Lock, District Legal Counsel (for a portion of the meeting)

Diego Martinez, District Manager

Natalie DeBon, Administrative Manager

Gary Potter, Director of Utilities

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

Community Members and Guests:

Dan Gray

Kevin Durkin

CALL TO ORDER

President Lawson called the meeting to order at 9:02 A.M.

Board Roll Call: All Directors were present.

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 LOLL 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 JUNE 30, 2024 AND CURRENT SCHEDULE OF CASH POSITION.
- APPROVE MINUTES FROM THE JUNE, 2024 REGULAR MEETING

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR LOLL, SECONDED BY DIRECTOR KARA 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 July 17, 2024 as follows:

General	\$	9,522.50
Capital	\$	435.04
<u>Enterprise</u>	\$	<u>29,640.16</u>
	\$	39,597.70

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR LOLL AND, UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD APPROVED THE CHECK REGISTERS FOR THE PERIODS ENDING JULY 17, 2024.

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.

District Manager:

Town of Crestone: The Board discussed the ongoing negotiations regarding the Intergovernmental Agreement (IGA) with the Town of Crestone. The District is currently awaiting a formal response to the proposed IGA. Mr. Lock will follow up with the town's legal counsel. If there is no progress by August, President Lawson intends to send a formal follow-up letter to the Town Board of Trustees.

Board of Directors Meeting: The Board discussed the possibilities of holding in-person and hybrid meetings and will continue this discussion at the next meeting.

Wastewater Treatment Plant and application with USDA: During June’s meeting, Mr. Marcotte recommended that the Board and management inform the USDA of the changes in the capacity and scope of the project and withdraw the funding request for the plant expansion. Mr. Martinez contacted two USDA representatives, who advised against withdrawing the application and instead suggested submitting an updated Preliminary Engineering Report (PER). Mr. Martinez has scheduled a meeting with the District Engineer, after which it will be beneficial to meet with the Planning Committee to decide on the best alternatives. The Board emphasized the importance of taking advantage of available funding and evaluating what needs to be done at the wastewater plant.

Operation Manager:

Backflow Prevention Program: Mr. Potter informed the Board about new legislation affecting the backflow prevention program. HB24-1344, which went into effect on July 1, 2024, and now requires that backflow devices be tested by a licensed plumber. He is currently working with the CDPHE to determine the implications and develop both long-term and short-term solutions for the District’s backflow program.

Wastewater Testing: The District personnel explored options for testing wastewater for COVID-19 but have decided not to pursue it at this time.

Resignation of Operations Manager: Mr. Potter announced his resignation from the position of Utilities Superintendent. Directors and Staff expressed their tremendous gratitude for Mr. Potter’s dedicated service and significant contributions to the District. They acknowledged his hard work, commitment, and the positive impact he has had during his tenure. The Board wished Mr. Potter the very best in his future endeavors and thanked him for his dedication and efforts.

LEGAL MATTERS (These documents are attached to the minutes as supporting documents)

Social Media Policy:

MOTION: FOLLOWING DISCUSSION, UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR LOLL AND, UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD APPROVED THE SOCIAL MEDIA POLICY, EFFECTIVE IMMEDIATELY.

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 10:26 AM, PURSUANT TO C.R.S. § 24-6- 402(4) (F)(I), FOR DISCUSSION OF PERSONNEL MATTERS INVOLVING THE DISTRICT MANAGER POSITION. THE DISTRICT MANAGER DID NOT REQUEST THAT THESE PROCEEDINGS OCCUR IN OPEN SESSION.

MOTION: UPON MOTION DULY MADE BY DIRECTOR HART, SECONDED BY DIRECTOR LOLL AND, UPON AND UPON VOTE, UNANIMOUSLY CARRIED, THE BOARD ADJOURNED FROM EXECUTIVE SESSION AT 11:07 AM.

ADJOURNMENT:

THERE BEING NO FURTHER BUSINESS TO DISCUSS, UPON MOTION DULY MADE DIRECTOR HART, SECONDED BY DIRECTOR LOLL AND UPON VOTE, UNANIMOUSLY CARRIED, THE MEETING WAS ADJOURNED AT 11:08 AM.

THE NEXT REGULAR MEETING IS SCHEDULED FOR

August 21, 2024

Drafted by Natalie DeBon



Respectfully submitted,


Diego Martinez

THESE MINUTES ARE APPROVED AS THE OFFICIAL July 17th, 2024 MINUTES OF THE BACA GRANDE WATER AND SANITATION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Vivia Lawson
Signed with Docubee — 5b7487cab74

Vivia Lawson

John Loll

Mike Smith

Mike Smith

Rick Hart
Signed with Docubee — 7aa4b55950cd

Rick Hart

David Karas
Signed with Docubee — 411bc9f479c1

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 July 17, 2024, and it is my opinion that any portion of the executive session that was not recorded constituted attorney-client privileged communications.

Marcus Lock

Marcus Lock

General Counsel

Baca Grande Water and Sanitation District

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

WHEN: Wednesday, July 17, 2024

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
Rick Hart	Vice-President	2025/May 2025
Mike Smith	Treasurer	2027/May 2027
David Karas	Secretary	2025/May 2027
John Loll	Director	2027/May 2025

****Requires Board Action***

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 June, 2024 Regular Meeting**

b. *** Review and accept unaudited financial statements for the period ending June 30, 2024 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

- a. * Review and approve the check register for the period ending July 17, 2024(enclosure)

General	\$ 9,522.50
Capital	\$ 435.04
Enterprise	<u>\$ 29,640.16</u>
Total	\$ 39,597.70

VI. BOARD AND STAFF REPORTS

- a. Board of Director Matters
- b. District Engineer Report (enclosure)
- c. District Manager Report (enclosure)
 - USDA Application
- d. Administrative Manager’s Report (enclosure)
- e. Director of Utilities Report (enclosure)

VII. LEGAL MATTERS

- a. *Social Media Policy
-

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 as well as negotiations related thereto, and C.R.S. § 24-6- 402(4) (f), for discussion of personnel matters involving the District Manager position.

IX. ADJOURN

****Requires Board Action***

**NEXT REGULAR MEETING IS SCHEDULED FOR
August 21, 2024**

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)

District Manager Report – July 17, 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
- Saguache BOCC requested a project update at the 8/13 work session
 - District Manager will attend meeting and provide a project & funding summary

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
- No update

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
- No update

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
- Schedule a meeting with Planning Committee to review and select alternative upgrades
 - 7/25

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
- 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
 - Currently working on providing the requested documentation
- Bureau of Reclamation – WaterSMART: Water and Energy Efficiency Grant
 - Status – Pending
 - Will be used to replace old or inaccurate water meters throughout the District.
- USDA
 - Representatives recommended not withdrawing application
 - Submit new PER with chosen alternatives

Personnel

- Staff milestones
 - Greg – 90 day probationary period
- Johann completed Excel training
- Diego and Natalie attended “Basics of Rate Setting for Water & Wastewater Utilities” hosted by Colorado Government Finance Officers Association
 - Presentation slides are available if interested
- Diego attended the State Revolving Fund Regional Workshop in Alamosa on 7/11

2025 Budget

- Staff is starting the budget process
 - Budget committee meeting next month

Cyber Security

- Cyber security threats are on the rise
 - Only official email addresses should be used for correspondence

Phone Service

- Currently undergoing a transfer to VOIP provided by Ciello

Board Meetings

- Change to in person meetings

Summer Team BBQ

- Reminder tomorrow 7/18

Administrative Monthly Report

July 17th, 2024

Board of Directors Meeting

UTILITY BILLING ACTIVITY FOR THE MONTH OF JUNE (BILLED IN JULY)

Customer Utility Billing		
Billing Category	Number of Accts	Amount Billed
Usage Customers Billed - SEWER	831	\$39,846.41
Usage Customers Billed - WATER	854	\$62,415.54
ON/OFF Service	4	\$100.00
LATE FEE	50	\$1000.00
TRANSFER	12	\$4200.00
EQR	27	\$785.75
NSF FEE	0	\$0.00
WATER & SEWER HOOK UP	4	12,000.00
NSF	4	\$120.00
CONSOLIDATION	8	\$4000.00

JUNE - XPRESS BILL PAY TRANSACTION AND CHARGES ACTIVITY

Product / Service Description	Qty	Unit Price	Line Total
EFT Web Transactions	314	\$0.64	\$200.96
EFT Returned Item Basic	1	\$7.00	\$7.00
EFT Return NSF or Account Closed	3	\$14.00	\$42.00
Credit/Debit Card Web Transactions	484	\$0.49	\$237.16
Online Banking - Bank Bill Pay Transactions	23	\$0.25	\$5.75
Lock Box Service Transactions	204	\$0.58	\$118.32
Toll Free Operator Assisted Transactions	15	\$1.25	\$18.75
Toll Free IVR Transactions	21	\$1.25	\$26.25
Support, Maintenance, Hosting - Fee	1	\$100.00	\$100.00

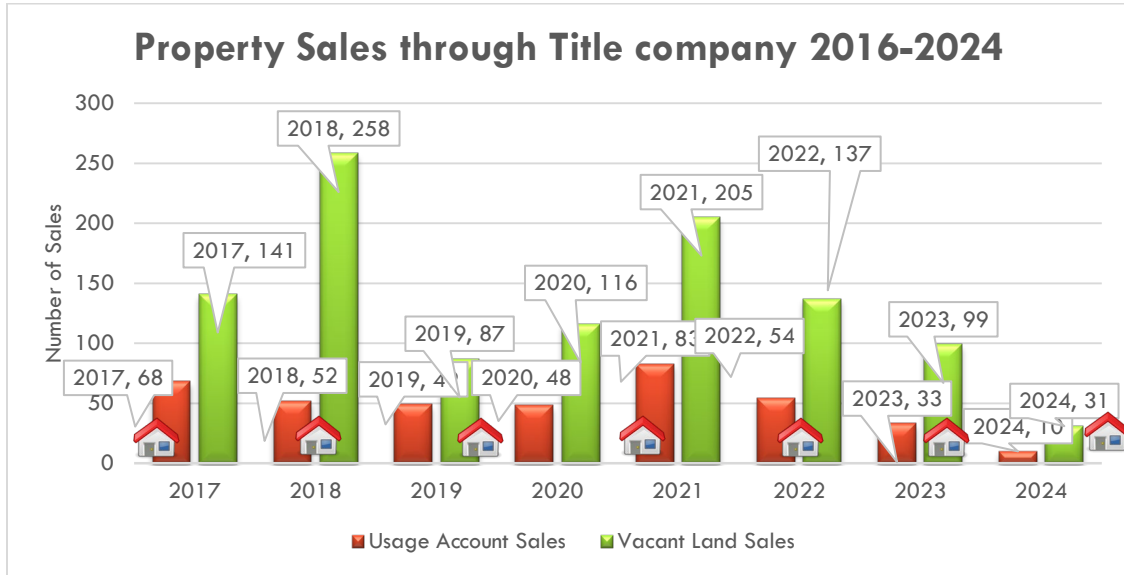
Town of Crestone Sewer 2024

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		3,512.45 - 07/31/2024
July								
August								
September								
October								
November								
December								
2024 Totals	2,321,694		\$18,341.38	252	7560	\$7491.96		

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

June - 2024- Property Sales: 4- Homes, 4- Lots

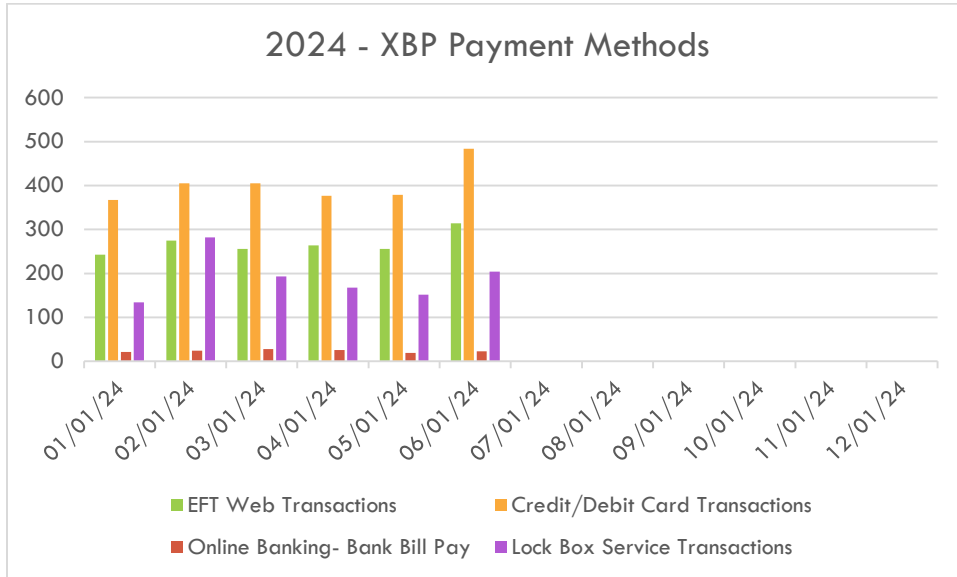


June - 2024 – Other Sales Statistic Including Name Changes Only

Prepared by Greg Hess

Type	Vacant Lot	House	Total Charges
Quit Claim Deed	3	0	\$700.00
Warranty Deed	3	0	\$1,050.00
Treasurer's Deed	0	0	\$0.00
Bargain & Sale Deed	0	0	\$0.00
			Total: \$1,750.00

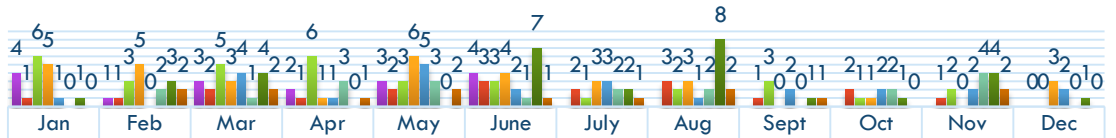
2024 - Xpress Bill Pay Customers Transactions Activity



2024 - Water and Sewer Hook up Applications

4 - Application (s) received in June. – 17 Total application (s) received in 2024

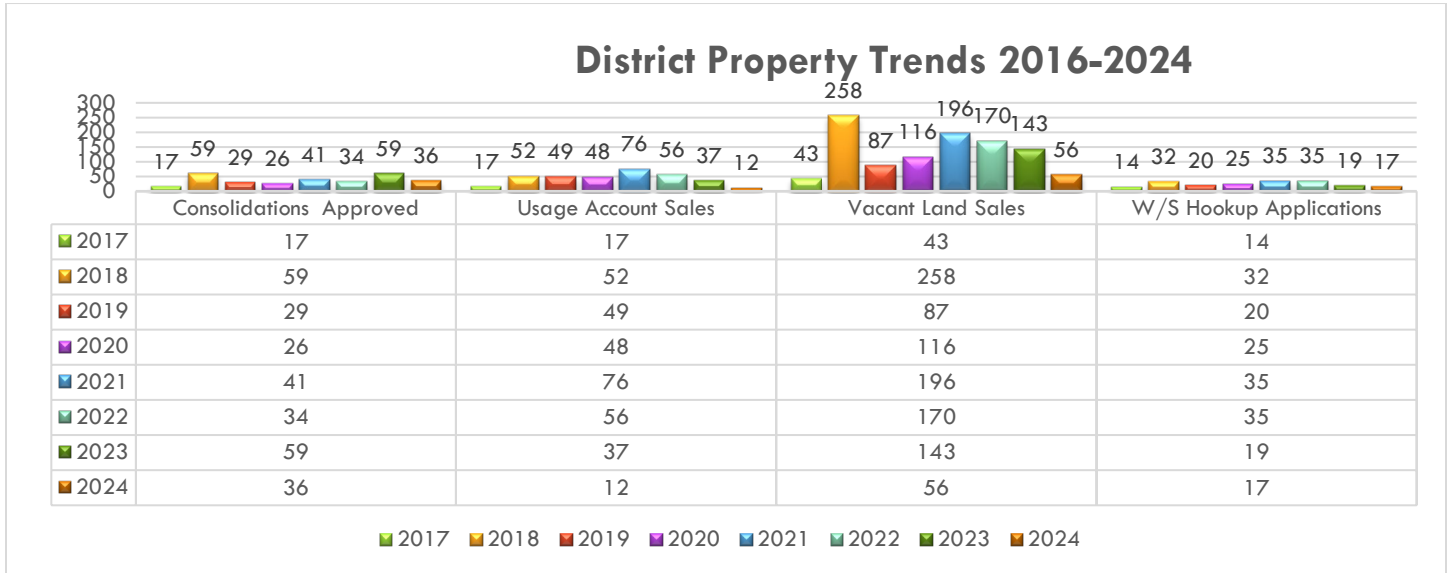
Water-Sewer Hookups 2016-2024



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2024 = 17 applications	4	1	3	2	3	4						
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 = 17 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:**

 - Received multiple resolutions from the SC County and new requests for subdivision and consolidations.
 - In 2024, 14 consolidations completed, involving a total of 36 lots. We also received more consolidation requests, including request from Saguache County for Saguache County owned property.

- Upcoming Certification of delinquent accounts**

 - Two drafts of pre certification is finished, more verification needed. Draft letter will be presented to the Board in August meeting.

- Training:**

 - Admin training is ongoing, utility Billing, consolidation process. Water & sewer hook up.
 - SOP was created foe w-s hook up application acceptance and other steps involved.
 - Vector training assigned to all employees, upon completion of the training the District will receive 10% discount for next year for Colorado Special District Property and Liability Pool (CSDPLP).

- Line Extensions:**

 - The District staff had an initial meeting with the owners of 1270-C Bear Grass Way.
 - Received initial Engineering Deposit.

- Pinnacol Workers Compensation:**

 - District received an audit credit of \$1,362.00.

- **SDA Annual Conference :**
 - Registration will open in early July, a three-day event planned in Keystone, September 10-12!
- **Delinquent water shut off' s:**
 - No delinquent water shut off in the month of July.
- **July's Billing message:**
 - Check out the 2024 BGWSD Summer Newsletter Issue for a variety of topics at bacawater.com.
Please note that our offices will be closed on Thursday, July 4th in observance of Independence Day.
In case of a water or sewer emergency, please call 719-256-4310.
New office hours effective June 17th, 2024: Monday - Thursday 8:00am - 5:30pm, closed for lunch: 12pm - 1:00pm. Questions about paying your bill online? Call (385) 218-0343 or email support@xpressbillpay.com.
- **Website verification project:**
 - Website tap status and AOS verification project in progress.
 - Admin staff working to ensure website information remains accurate and up-to-date.
 - Customers advised to contact the office to verify website information.

Did You Know that the SDA Annual Conference is Just Over Two Months Away?

Now is the Time to Start Making Your Plans to Join Us!

It's hard to believe, but the **2024 SDA Annual Conference, September 10-12**, will be here before we know it!

We are very excited to bring back our hybrid format, with both an in-person and livestreaming option. The entire Conference will be held in-person at the Keystone Conference Center, and just like the last two years, our keynote presentations and breakout sessions will be livestreamed to a convenient online platform that will provide access for those who would like to join us remotely. **What's more, all the breakout sessions will also be recorded and available to all attendees after Conference** to go back and watch the sessions again, either as a refresher or to catch up on anything they missed. We know this format provides huge benefits for all our attendees, and we are thrilled to offer it again this year.

Our lineup of breakout sessions this year is stellar, and the sessions start early on Tuesday morning. Altogether we have over 40 sessions planned, which will provide an opportunity for participants to hear from a variety of experts on pertinent issues for special districts. On top of all of this, our entertaining and informative keynote speakers will offer their unique insight and perspective into big picture ideas that affect all of us (please see pages 6-7 for all the details).

All three days of Conference are jam-packed, with a wide variety of universally applicable topics for all district types as well as sessions that are more technical in nature. We will have sessions on:

- » Cybersecurity
- » Website compliance

- » Going to the voters for funding
- » Creating a communications program that matches your mission
- » Navigating employment issues with civility
- » Funding options for water projects
- » Tips for compliance with Colorado's open records laws
- » Guide to a successful election in May 2025

This is just the tip of the iceberg so stay tuned for more details on all the sessions we have planned!

In addition, we are bringing back our **Discussion Forums on Tuesday afternoon!** We added this feature to the schedule last year, and the dedicated time for focused conversations on specific topics was very valuable. This will once again be a perfect opportunity for you to meet other attendees from your district type and/or who are facing similar challenges. We are finalizing the details of the topics and our discussion leaders so keep an eye out for more details to come!

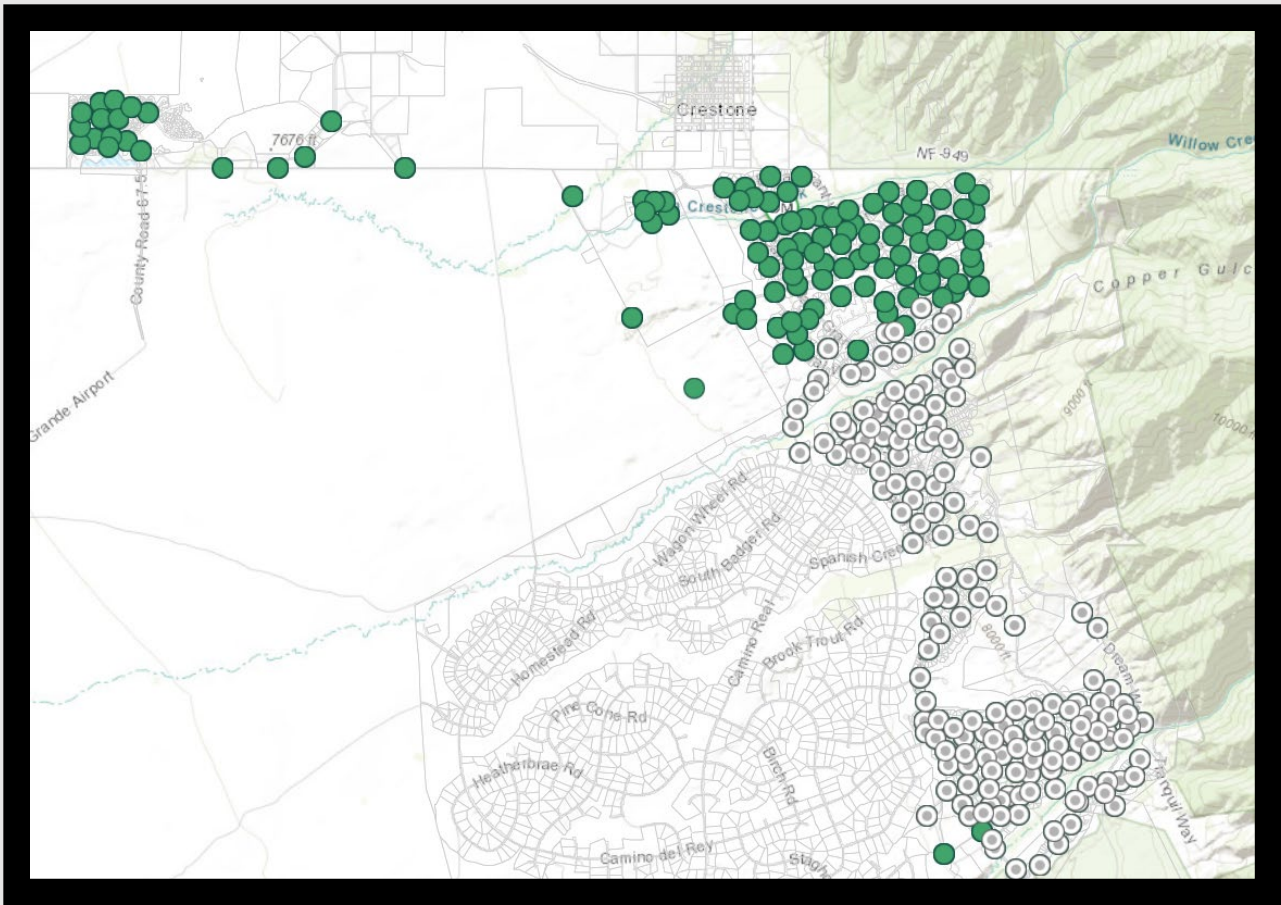
We are also bringing back **the outdoor event tent space that will be set up on the Conference Center patio.** This additional space will be a perfect place to relax during the breaks between sessions or even as a place to **set up your laptop and headphones to tune into any sessions that might fill up.** Since we will be livestreaming the presentations to our virtual platform, if you find a meeting room that's full, but you would still like to listen in, you will be able to access the livestream right on your laptop!

As you are making all your plans to join us, the following is a general outline of how each day of Conference is shaping up.

Continued on page 4

Baca Grande Water and Sanitation District Monthly Operations Report

July 17th, 2024



Map Illustrating 2024 Fire Hydrant Maintenance Progress (113 of 276 Completed)

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 Equipment or Vehicle Failures or updates to report

➤ Accidents

○ Happy to report no accidents in June!!

Operations Updates

➤ Aspen Wastewater Treatment Plant

- Application for the New Discharge permit has been submitted.
- Wastewater testing for COVID-19

➤ New legislation Effecting the Backflow Prevention Program

- HB24-1344 went into effect July 1, 2024.
- Require backflow devices be tested by a licensed plumber
- Currently working with CDPHE to sort out the implications and long and short term solutions for our backflow program.

➤ Fence for S. Crestone Tank

- Fence is nearly complete we are wait for the contractor to finish up a few remaining items.

➤ Projects

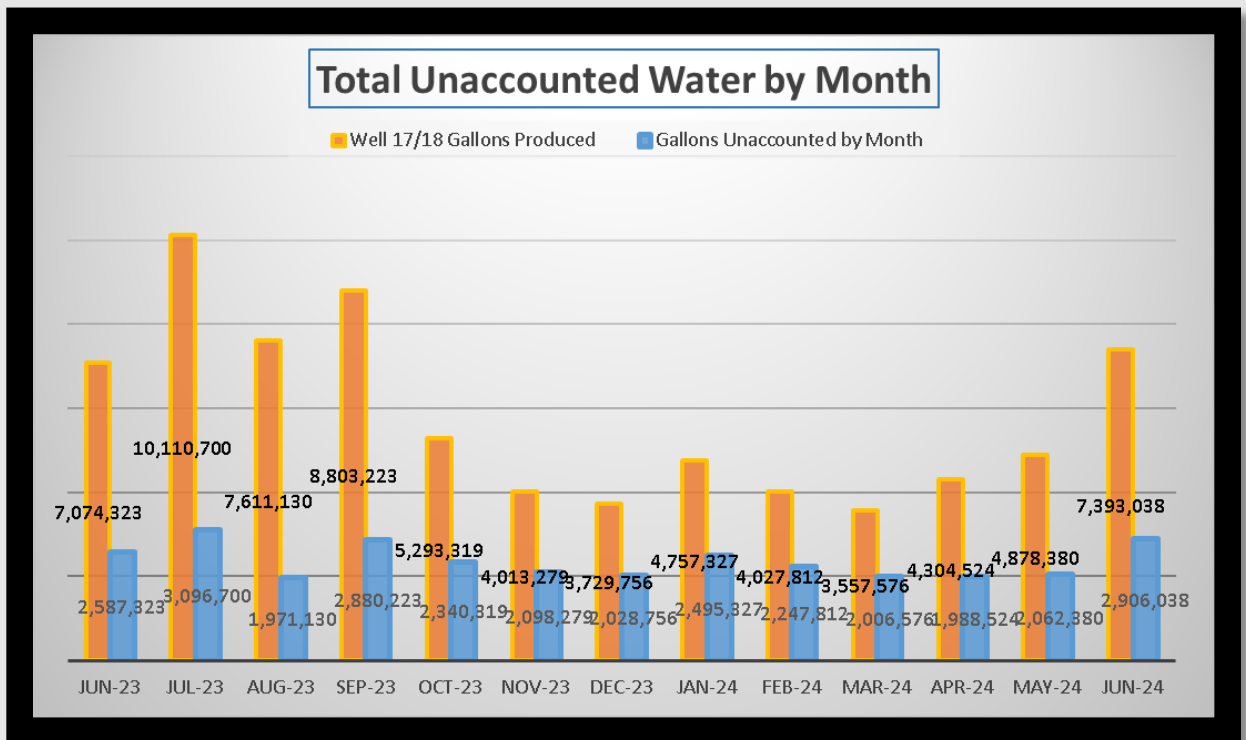
- Distribution system meter vaults have been installed. Meters are expected to arrive this week
- Summer annual maintenance projects are under Way
 - Valve Maintenance- In process
 - Approximately 30 new valves have been discovered
 - Collection System Cleaning- In Process
 - Collection System Inspections-In-Process
 - Fire Hydrant Maintenance- In Process
 - Dig List (various projects that require excavation)- In Process
 - Backflow device testing- In Process
 - Facility Weed Control-In Process

➤ Unaccounted Water

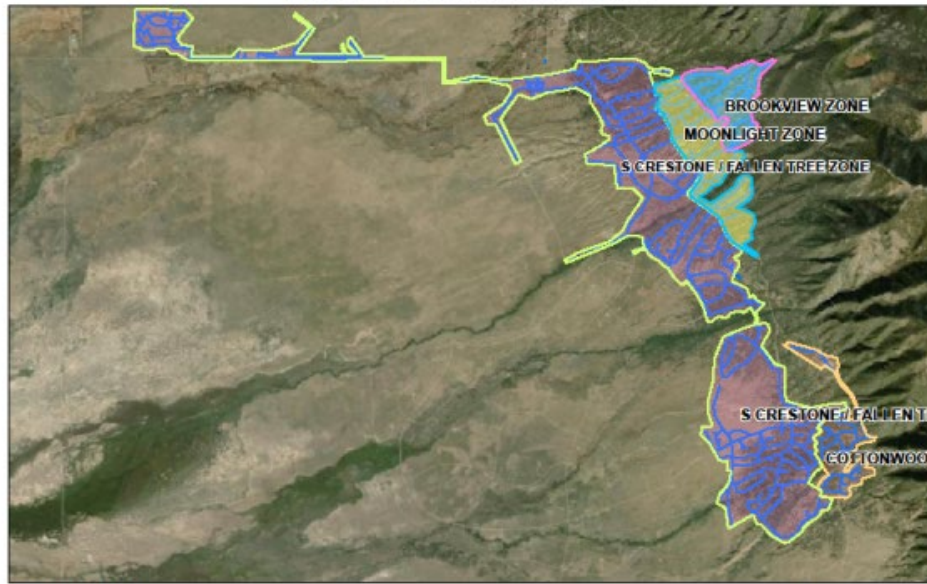
- Wells 17 and 18 produced 7,393,038 gallons of water in the month of June
- The District sold its customers 4,487,000 gallons of water in the month of June, leaving 2,906,038 gallons unaccounted for.
- 39% of the water produced is unaccounted for in the month of June.

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

- Aspen WWTP averaged 52% of hydraulic loading capacity in the month of June, the Town of Crestone contributed and average of 15% of the treatment plants hydraulic load.
- Aspen WWTP averaged 52% of organic loading capacity in the month of June. The Town of Crestone contributed an average of 25% of the treatment plants organic load.



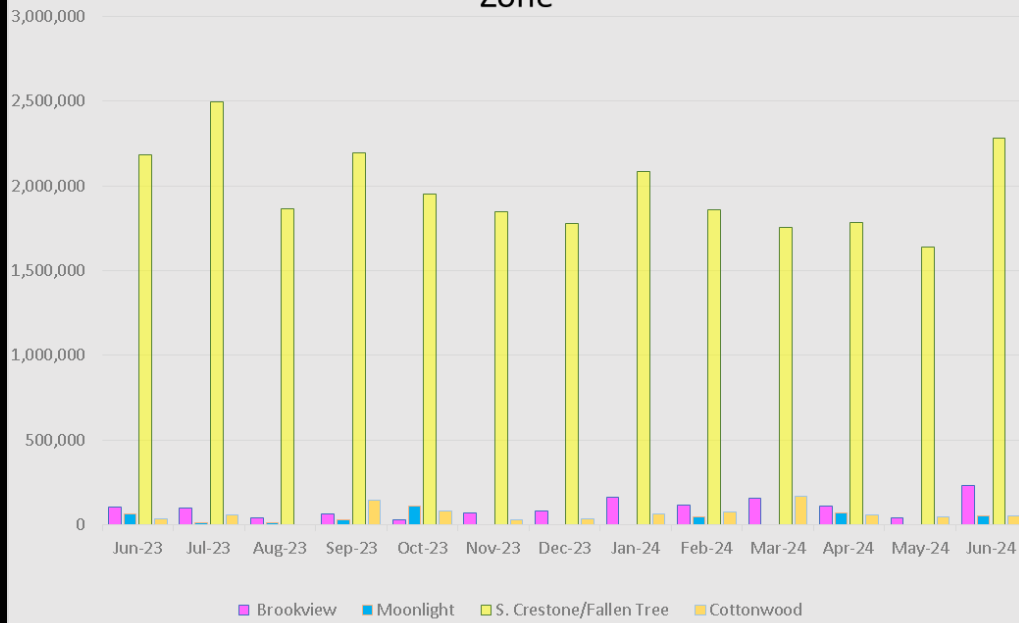
BGWS D Unaccounted Water Zone's



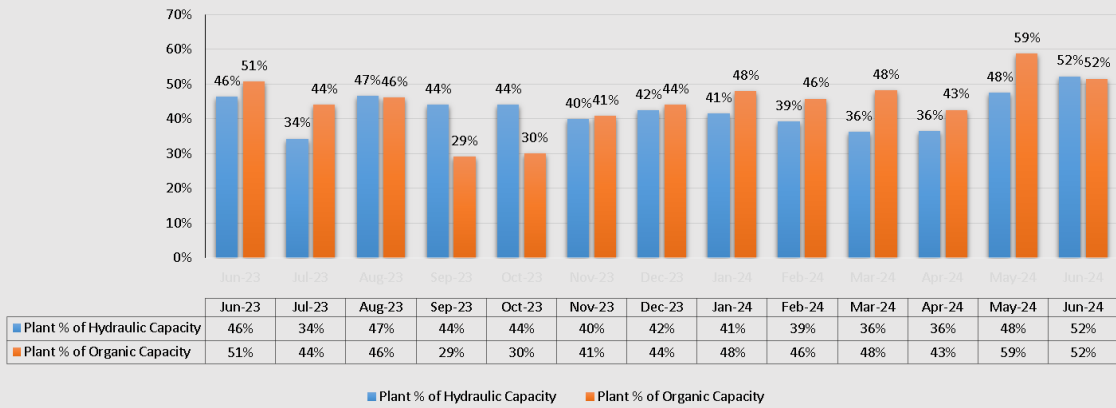
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1:72,224
 0 0.5 1 2 mi
 0 0.75 1.5 3 km
 Earthrise Geographics
 Base Oracle Water and Distribution
 Earthrise Geographics

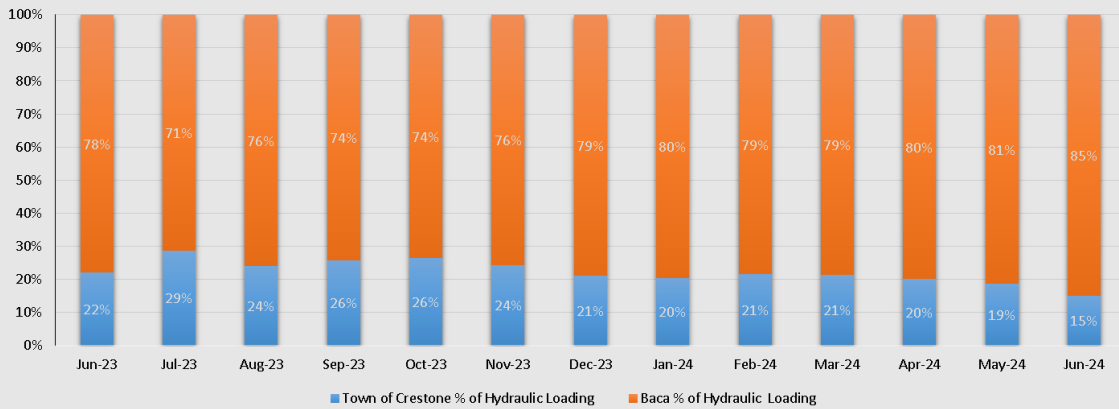
Total Monthly Unaccounted in Gallons by Pressure Zone



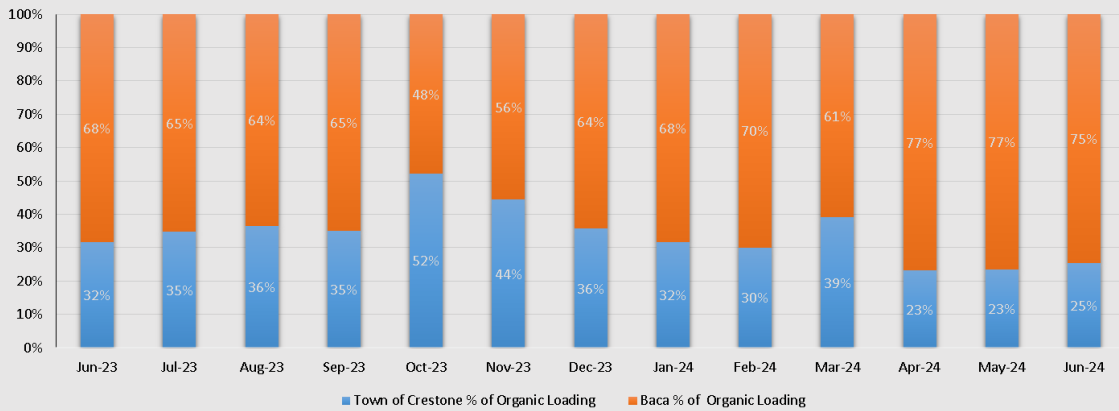
Percentage of Plant Capacities by Month at Aspen Wastewater Treatment Plant



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



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



BACA GRANDE WATER AND SANITATION DISTRICT SOCIAL MEDIA POLICY

EFFECTIVE DATE: XXX

SOCIAL MEDIA POLICY

The Baca Grande Water and Sanitation District (the District) will determine how its web-based social media resources are designed, implemented, and managed as part of its overall communication strategy. Because many District residents and stakeholders utilize social media for news and communications, the District has developed its own social media accounts to inform the public about the District's work and mission.

The District has an important interest in assuring the accuracy and consistency of information associated with its social media sites. The District will respect the First Amendment to the U.S. Constitution and the constitutional right to freedom of speech. These terms and conditions establish guidelines for both the District and the public's use of social media that balance these values.

DEFINITIONS

Social Media — The digital content created by the District and communicated on platforms that allow sharing, commenting, and engagement from the public. Examples of social media accounts the District may use include Facebook, X, Instagram, YouTube, Google and LinkedIn.

Post — The action by the District or a member of the public to provide content, including text, pictures, videos, or any other type of media on a social media account.

Comments — Any digital content, information, link, image, video, or any other form of communicative content posted in reply or response on a social media account operated by the District.

User — A member of the public who views or interacts with one or more of the District's social media accounts.

The District will initially participate in the following social media sites:

- District Facebook page
- District Google reviews page
- District Instagram page

POLICIES

1. **Terms and Conditions Accessibility:** These terms and conditions apply to all of the District's social media sites. Where possible, a link to these terms and conditions will be made available as a hyperlink or posted as text on the District's social media accounts. The District will also post these terms and conditions on its website.

2. **Compliance with Laws:** Where applicable, the use of District social media sites shall comply with Colorado's open meeting and open records laws. Users should know that social media posts, and any direct or private messages sent to the District may be public records and subject to disclosure.

3. Linking to Personal Accounts: The District will not link to elected officials' personal websites or social media accounts.

4. Emergency Services: Social media sites are not monitored 24/7 and should not be used when seeking emergency services. Anyone in need of emergency water or sewer help should call 719-256-4310. Anyone in need of other emergency services should call 911.

5. Response Guarantee: The District does not guarantee a response to messages sent to the District's social media accounts.

6. Account Identification: The District's accounts on social media sites shall clearly state they are maintained by the District and shall have District contact information prominently displayed. Sites will be consistently branded to communicate a clear association with the District. Branding must include the District logo. The naming and contact conventions used for social media accounts should be District-specific and must not contain individual employee names.

7. Official Website Reference: The District website, www.bacawater.com, is the official location for content regarding District business, services, and events. Whenever possible, links to more information should direct users back to the District's official website for more details, documents, forms, or online services necessary to conduct business with the District.

8. Staff Conduct: District staff representing the District via its social media accounts must be authorized to use such accounts by the District Manager and must conduct themselves in the use of the District's social media accounts appropriately, professionally, and as representatives of the District. Staff who fail to conduct themselves in such a manner shall be subject to the disciplinary procedures outlined in the Personnel Policies and Procedures Manual.

9. Prohibited Uses: District accounts on social media sites may not be used by any District employee for private or personal purposes, for expressing personal views on political or policy issues, or to express personal views or concerns pertaining to District employment or personnel matters. Information about confidential District business shall not be disclosed on either the District social media accounts or on any employee's personal social media account.

10. Reservation of Rights and Limitations: At all times, the District reserves the right to update, modify, or delete a post or comment by the District on its social media accounts. Comments on the District's social media accounts must relate to the official business of the District. The District reserves the right to block all comments on one or more of the District's social media accounts or on one or more posts by the District on its social media accounts so long as it is done in a content neutral manner. If comments are allowed, the District will not block comments based on the viewpoint of the commentator. However, the District reserves the right to block or delete comments that make a true and immediate threat to another person, incite others to imminently violate the law, contain obscene language as defined by the United States Supreme Court, or as otherwise consistent with the First Amendment to the United States Constitution.

11. Account Management Responsibility: The District Manager or a Social Media Coordinator designated by the District Manager is responsible for managing the District's social media accounts. This includes creating content, monitoring interactions, responding to messages, and enforcing this social media policy. The Social Media Coordinator will be trained on the relevant laws and guidelines to ensure compliance and effective communication.

12. Content Approval: All content posted on the District's social media accounts must be approved by the District Manager or the designated Social Media Coordinator. In cases where sensitive or critical information is being shared, additional approval may be required from the Board of Directors.

13. Crisis Communication: In the event of a crisis or emergency, the District Manager or designated crisis communication team will take control of all social media communications. This ensures that information disseminated is accurate, timely, and consistent.

14. Security Measures: Appropriate security measures, including strong passwords and two-factor authentication, must be utilized to protect the District's social media accounts from unauthorized access.

COMMENTING OFF

1. Public Comments: Public commenting will not be enabled on the District's official social media accounts, ensuring that communication platforms remain focused on providing accurate information and addressing inquiries through appropriate channels.