

WEST MONTROSE SANITATION DISTRICT  
RECORD OF PROCEEDINGS  
November 20, 2024

The Board of Directors of the West Montrose Sanitation District met at the WMSD office located at 239 Chipeta Road. Rick Dunlap, President called the meeting to order at 7:02 p.m. Members of the Board present were William Green, Kristi Harvey, and Michael Monell. William Merrel was excused. Also in attendance were Aaron Brooks and Andres Garcia.

**VISITORS :** None

**PUBLIC COMMENT :** None

**CORRESPONDENCE:**

**APPROVAL OF AGENDA:** Kristi Harvey made a motion to approve the agenda as presented. William Green seconded the motion. Motion carried.

**CONSENT AGENDA:** William Green made a motion to approve the Consent Agenda. Kristi Harvey seconded the motion. Motion carried.

**PUBLIC HEARINGS:**

**Board President Rick Dunlap opens the Public Hearing at 7:04 p.m. and asks for a discussion on the following topic, followed by Public Comment:**

**1) HEARING FOR 2025 BUDGET**

- i) Andres Garcia presented to the Board the updated Certifying Budget that will be sent in to Colorado Division of Local Government. There were no significant changes from the Budget Draft that was presented at the previous Board Meeting.
- ii) Andres Garcia presented to the Board the Notice of Proposed Budget that was published in the Montrose Press on October 23 and 30, 2024. Mr. Garcia noted that no one from the public stopped in the office to view the proposed budget.
- iii) Andres Garcia presented to the Board the Letter of Budget Transmittal which pertains to the mill levy information. This letter will be sent to Colorado Division of Local Government along with the budget packet.
- iv) Andres Garcia presented to the Board the Operation Statement that explains the accounting method that was used to arrive at our final budget numbers.
- v) Andres Garcia presented to the Board the Note to our file that explains how and to whom the budget documents should be submitted to.
- vi) Andres Garcia presented to the Board the current Certification of Tax Levies. The final Certification of Tax Levies should be received by the first of December.

**Following Public Comment and discussion, Mr. Dunlap closes the Public Hearing at 7:11 p.m.**

Michael Monell made a motion to approve Resolution #03-2024, Resolution to Adopt Budget, as presented. William Green seconded the motion. Motion passed.

Michael Monell made a motion to approve Resolution #04-2024, Resolution to Appropriate Sums of Money, as presented. William Green seconded the motion. Motion passed.

Kristi Harvey made a motion to approve Resolution #05-2024, Resolution to Set Mill Levies, as presented. William Green seconded the motion. Motion passed.

## REPORTS:

### 1) Financial & Office

#### A. Financial Reports

- i) Andres Garcia reviewed the bills to be paid for the current month and the petty cash report. Mr. Garcia pointed out Montrose Window Tinting and In Design Signs as expenses for the new door.
- ii) Mr. Garcia presented the Profit and Loss and Balance Sheets thru October 2024 or ten months of the year. Mr. Garcia also presented and discussed the Budget Comparison report through the first ten months of the year. Mr. Garcia also noted that total revenues are at 95% and total expenses are at 73% of the budgeted amounts. Mr. Garcia noted that all departments will be well under budget for the year.

Kristi Harvey made a motion to approve the financial reports through October 31, 2024. William Green seconded the motion. Motion carried.

### 2) Facility Report

#### A. Treatment Plant

- i) Andres Garcia presented the Board with the treatment plant section of the Facility report for the month of October, 2024. Mr. Garcia reported that the monthly average influent flow for October was 0.37 MGD, or approximately 52% of the facility's hydraulic capacity of 0.7 MGD, up 1% from last month and down 2% compared to same period last year. The facilities organic capacity was calculated at 27% of the permitted allowance, up 12% from last month and up 9% compared to same period last year. All lab analysis results for October were within compliance and well below the District's discharge permit limits.
- ii) Mr. Garcia gave an update on the Lakeside rotary screen in headworks building. Completely cleaned and flushed auger to check for debris that could be causing it to fault, but that did not fix the problem. Lakeside Tech Support was then called and their technicians diagnosed it as a motor fault. A new replacement 2HP motor was ordered from Lakeside for a total of \$1,490, which staff installed. Fault continued. Contracted Browns Hill Engineering to help diagnose issue, they were not able to pinpoint fault issue. Staff began checking electrical connections and Nathan found loose electrical connections to the HOA selector switches. Nathan cleaned and tightened connections and the problem resolved. Ordered inventory of replacement parts including bearing assembly, brushes, sensors, selector switched and reducer gear box, VFD with programming (current VFD is obsolete) totaling \$9,596 + freight.
- iii) Mr. Garcia presented the October septage totals to the Board. Loads – 40; Gallons – 45,736; Revenue - \$11,434.00. Loads came from Delta County (2), Ouray County (3), San Miguel County (1), and Montrose County (34).

### 3) Manager's Report

#### A. Compliance Enforcement Inspection

- i) Andres Garcia informed the Board that the Wastewater Treatment Plant had their State Compliance Enforcement Inspection last week and it went very well. The District should be receiving the official report the first week of December. The CEI inspection is done every 5 years.
- ii) Mr. Garcia reported to the Board that the District's insurance agent from Mountain West Insurance took a tour of the plant to make sure the buildings and equipment were adequately insured. Our agent found several things that had been categorized incorrectly and was able to save the District right around \$2,000 on this year's policy.

4) **Legal Counsel Report** - None

5) **Upcoming Meeting Dates**

A. Board Meeting	December 18, 2024	7:00 p.m.
B. Christmas Dinner – Shelter Distilling	December 19, 2024	6 - 8 p.m.

**OTHER:** Kristi Harvey will not be present for the December 18, 2024 Board Meeting. Michael Monell will be out of town from December 12 to 29 and will not be present for the December 18, 2024 Board Meeting or the Christmas Dinner on December 19, 2024.

Rick Dunlap announced to the Board that after talking with the Montrose County Attorney, he would not be resigning from the Board after being elected County Commissioner. Aaron Brooks said that he understood that to be correct. If any matter came up that created a conflict of interest, Mr. Dunlap would need to recuse himself and potentially send notice to the Secretary of State.

**ADJOURNMENT:** Having no other business to come before the Board, Rick Dunlap asked for a motion to adjourn the Board Meeting for Wednesday, November 20, 2024.

At 7:53 p.m., Michael Monell made a motion to adjourn the meeting. William Green seconded the motion. Motion carried.

Respectfully submitted,  
Andres L. Garcia