

WEST MONTROSE SANITATION DISTRICT  
RECORD OF PROCEEDINGS  
Wednesday, June 21, 2023

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 7:00 p.m. Members of the Board present were Rick Dunlap, Kristi Harvey, William Green, Michael Monell. William Merrel was excused. Also in attendance were John Brooks, Andres Garcia and Jeff Brady.

**VISITORS:** Don Moreland, CPA for the West Montrose Sanitation District

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** None

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

**CONSENT AGENDA:** Kristi Harvey made a motion to approve the Consent Agenda as presented. Michael Monell seconded the motion. Motion carried.

**REPORTS:**

1) **2022 Audit Review**

- a. Don Moreland, CPA for the West Montrose Sanitation District presented the December 31, 2022 and 2021 Audit. Mr. Moreland reviewed the audit contents with the Board of Directors in detail. Don Moreland, CPA advised the Board that he will be forwarding a copy of the audit statement to the State Auditor.
  - i) Michael Monell made a motion to approve the Audit for December 31, 2022 and 2021 as presented by Don Moreland, CPA. Kristi Harvey seconded the motion. Motion carried.

3) **Financial & Office**

- a. Andres Garcia reviewed the bills to be paid for the current month and the petty cash report. Mr. Garcia pointed out the EmTech expense for rebuilding 2 of the 3 aerators. Mr. Garcia also informed the Board that a new aerator for Lagoon #3 would need to be purchased in the near future. At this time Lagoon #3 is offline, so there is time to shop for the best price. Mr. Garcia also reviewed the bills that were paid between Board meetings and the Petty Cash expenditures. Mr. Garcia pointed out the expenditures for Nathan's class and upcoming Operator B exam.
- b. Mr. Garcia presented the Profit & Loss and Balance Sheet through May 2023, or 5 months of the year. Mr. Garcia pointed out that the District was averaging a little over \$8,000 a month in interest income through CSAFE investments, which totals \$40,084.66 for the first 5 months of the year, well over the budgeted \$10,000 for the year. Mr. Garcia also discussed the Budget Comparison report for the first 5 months of the year. Mr. Garcia reported that Operating Revenue is at 39%, Non-Operating Revenue is at 206%, noting that investment income is at 401%. Mr. Garcia also reported that total expenses for Administration, Treatment Plant, and Collections is at 29%. Mr. Garcia also pointed out that the budget for Capital Contributions has not been reached yet this year. Mr. Garcia contributed this to the slow down in the building of new homes and several projects that are pending; 13 taps for Riverstone Subdivision, 2 commercial taps, a workforce housing project that is in the preliminary phase. Mr. Garcia also reported that office and plant upgrades are in process and those expenses will come out of the budgeted Capital Outlay.
  - i) Michael Monell made a motion to approve the financial reports as presented. Kristi Harvey seconded the motion. Motion carried.

3) **Facility Report**

- a. Andres Garcia presented the treatment plant section of the Facility report for the month of May, 2023. Mr. Garcia reported that the monthly average influent flow for May was 0.27 MGD, or approximately 39% of the facility's hydraulic capacity of 0.7 MGD, up 6% from last month and down 5% from the same period last year. Mr. Garcia informed the Board that the plant is starting

to see a small amount of ground water infiltration and expects to see a steady increase through the summer months. Mr. Garcia informed the Board that that it is planned to inspect the pipes coming into the system from Northbrook Villas MHP to look areas that are contributing to the infiltration of ground water into the system. Mr. Garcia reported that all lab analysis results for May were within compliance and well below the District's discharge permit limits. Mr. Garcia reported on that two 15 horsepower aerator motors were rebuilt and delivered to the treatment plant by EmTech Rocky Mountain Electric Motors at the cost of \$9,547.84. The motors will be installed onto the lagoon floats and installed into the lagoon system. Mr. Garcia also reported the bi-annual service on SBR basin aerator motors (60 hp) and mixer motors (50 hp) was performed by floating out to the motors in the District boat. Mr. Garcia presented the May septage totals to the Board. Loads – 75; Gallons – 77,954; Revenue - \$15,590.80. Loads came from Delta, Montrose, Ouray, and San Miguel Counties. Mr. Garcia does not expect many loads from Gunnison County until the Little Blue Canyon construction is completed.

4) **Manager's Report**

- a. Andres Garcia informed the Board that Cheryl was working on the updates to the Bylaw and Policy Manual. A redline copy would be sent to each Board member before the July 19, 2023 meeting for their review. One of the updates pertains to how an employee may use their sick leave according to a new Colorado State Bill that Governor Polis signed into law last week.

5) **Legal Counsel Report:** None

6) **Upcoming Meeting Dates**

- a. Board Meeting July 19, 2023 7:00 p.m.

**OTHER:** Andres Garcia informed the Board the Special Districts Association's annual conference is September 12-14 and encouraged all the Board members attend if possible.

**ADJOURNMENT:** Having no other business to come before the Board, Rick Dunlap asked for a motion to adjourn the Board Meeting for Wednesday, June 21, 2023.

At 7:45 p.m., William Green made a motion to adjourn the meeting. Kristi Harvey seconded the motion. Motion carried.

Respectfully submitted, Andres L. Garcia