

WEST MONTROSE SANITATION DISTRICT
RECORD OF PROCEEDINGS
Wednesday, July 17, 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 7:00 p.m. Members of the Board present were Rick Dunlap, William Merrel, William Green, and Kristi Harvey. Michael Monell was excused. Also in attendance were Aaron Brooks, Andres Garcia, and Jeff Brady.

VISITORS: None

PUBLIC COMMENT: None

CORRESPONDENCE: None

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

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

REPORTS:

1) **Financial & Office**

a. Andres Garcia reviewed the bills to be paid for the current month and the petty cash report. Mr. Garcias pointed out the audit expense for Don Moreland, Misty Mountain Sprinkler System for backflow device testing at the Plant, Trojan Technologies expense for ballasts and UV lamps for the treatment plant and the Special District Association Conference registration for Jana, Cheryl, and Kristi. Mr. Garcia reviewed the Petty Cash expenditures noting the City of Montrose Hydrant Deposit of \$500, which the District should get refunded back once the line cleaning project is done, and the Summit County Mountain Retreat condo deposit for the SDA conference. Mr. Garcia presented the Profit & Loss and Balance Sheet through June 2024, or 6 months of the year. Mr. Garcia also presented the Budget Comparison report for the first 6 months of the year. Mr. Garcia noted that all revenues were at 58.5% of budget, with a large part of that coming from the investment income. Mr. Garcia pointed out that Repairs and Maintenance for the Office and Shop were at 126%, but \$2000 of that balance would be moved to Capital Outlay. Total Administration expenses were at 42%, Treatment Plant is at 39%, and Collections is at 40%.

i) William Green made a motion to approve the financial reports as presented. William Merrel seconded the motion. Motion carried.

2) **Facility Report**

- a. Andres Garcia presented the treatment plant section of the Facility report for the month of June, 2024. Mr. Garcia reported that the monthly average influent flow for June was 0.35 MGD, or approximately 50% of the facility's hydraulic capacity of 0.7 MGD, up 7% from last month and up 3% from the same period last year. Mr. Garcia stated that the plant has been consistent month to month. Mr. Garcia reported that all lab analysis results for June were within compliance and well below the District's discharge permit limits. Mr. Garcia then presented the June septage totals to the Board. Loads – 33; Gallons – 37,980; Revenue - \$9,495.00. Loads came from Montrose, and Ouray Counties.
- b. Jeff Brady reported on the District's line cleaning project; 14,000 linear feet of pipe have been cleaned so far. Mr. Brady noted that his goal is to clean 500 linear feet/day with cleaning days being Tuesday, Wednesday, and Thursday. All the equipment is running smoothly. Mr. Brady told the Board he plans on being done cleaning lines by the end of October. Mr. Brady also presented an issue staff is having with the Rancho Casias subdivision and access to the District's manholes to Aaron Brooks. The access to the manhole has become overgrown with weeds and a tree has fallen, blocking the path. There is also a locked gate that no one seems to have a key to. Staff has not

been able to locate a contact for the Rancho Casias HOA to remedy the situation. Mr. Brady noted that a homeowner along the access path has built their fence outside their property line that also hinders access. Mr. Brady also informed Mr. Brooks about an issue with the Northbrook trailer and having access to the District manholes located in the park. Mr. Brooks agreed that these were issues that he could address and he would work on obtaining more information and locating a contact for the Rancho Casias HOA and resolving the Northbrook issues with Ascentia, the corporation that owns the trailer park.

3) Manager’s Report

- a. Andres Garcia presented to the Board an update on the tabled John McKinnon account and proposal. The office has received a check from Livant in the amount of \$530 for Mr. McKinnon’s past due billings. Mr. Garcia also informed the Board that Mr. McKinnon had come into the office and paid the agreed upon amount of \$155 for late fees and lien fees, leaving \$100 in late fees. Mr. McKinnon also paid for 2 months of service. Mr. Garcia noted to the Board that the District would be receiving approximately \$400 from Montrose County sometime between August and November, depending on when Mr. McKinnon’s property taxes are paid. This amount will be applied to Mr. McKinnon’s account, giving him enough credit to cover services for more than a year. Mr. Garcia noted that the Lien would remain on the account for now. Mr. Garcia recommends to the Board that the District waive the \$100 in late fees for John McKinnon as long as the account is kept current for 6 consecutive months.
 - i) Kristi Harvey made a motion to waive \$100 of late fees for John McKinnon as long as the account is kept current for 6 consecutive months. William Green seconded the motion. Motion carried.
- b. Andres Garcia informed the Board that our current insurance provider, Western Insurance, has informed the District that their underwriter will no longer provide utility companies property and liability insurance after our current policy expires. Mr. Garcia will take this opportunity to take a look at what the Special District Association’s Liability Pool can offer. Mr. Garcia noted to the Board that the District would need to get a commercial appraisal done on the plant, the District Office, and the shop. Mr. Garcia asked the Board for recommendations on an appraiser.

4) Legal Counsel Report: No updates

6) Upcoming Meeting Dates

a. Board Meeting	August 21, 2024	7:00 p.m.
b. SDA Annual Conference	September 10-12, 2024	Keystone
c. Board Meeting	September 18, 2024	7:00 p.m.

OTHER: William Green informed the Board that he would not be present at the August 21,2024 Board Meeting.

ADJOURNMENT: Having no other business to come before the Board, Rick Dunlap asked for a motion to adjourn the Board Meeting for Wednesday, July 17, 2024.

At 7:36 p.m., William Green made a motion to adjourn the meeting. Kristi Harvey seconded the motion. Motion carried.

Respectfully submitted,