

**WEST MONTROSE SANITATION DISTRICT  
RECORD OF PROCEEDINGS  
November 15, 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 7:02 p.m. Members of the Board present were William Green, Kristi Harvey, and Michael Monell. William Merrel was excused. Also in attendance were John Brooks, Andres Garcia and Jeff Brady.

**VISITORS :** None

**PUBLIC COMMENT :** None

**CORRESPONDENCE:** Andres Garcia informed the Board of a letter and statements from Montrose Suburban Water Works District (MSWWD) stating that because of the expense of fixing a major water leak on Spring Creek, they were billing each customer \$120 Assessment Fee per tap and that the City of Montrose would be taking control of MSWWD in January 2024, dissolving MSWWD. Mr. Garcia proposed to only pay for our water usage for the shop and the administration building and not the \$120/tap as requested.

i) Michael Monell made a motion to pay only our normal water usage and to forego paying the \$120/tap Assessment Fee. William Green seconded the motion. Motion carried

**APPROVAL OF AGENDA:** Kristi Harvey made a motion to approve the agenda as presented. Michael Monell 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 7:09 p.m. and asks for a discussion on the following topic, followed by Public Comment:**

**1) HEARING FOR 2024 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 November 9 and 14, 2023. 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 7:15 p.m.**

Michael Monell made a motion to approve Resolution #05-2023, Resolution to Adopt Budget, as presented. William Green seconded the motion. Motion passed.

Kristi Harvey made a motion to approve Resolution #06-2023, Resolution to Appropriate Sums of Money, as presented. Michael Monell seconded the motion. Motion passed.

William Green made a motion to approve Resolution #07-2023, Resolution to Set Mill Levies, as presented. Kristi Harvey 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 that the petty cash account is still over due to the extra money deposited for training expenses, so there is no reimbursement for this month.
- ii) Mr. Garcia presented the Profit and Loss and Balance Sheets thru October 2023 or ten months of the year. Mr. Garcia also presented and discussed the Budget Comparison report through the first ten months of the year, noting that operating revenues are at 78% and non-operating revenues are at 298% of the budgeted amount. Mr. Garcia noted that all departments will be well under budget for the year.
- iii) Mr. Garcia presented to the Board a graph comparing Late Fee amounts over several years, pointing out that in 2020, due to COVID, late fees were suspended. Mr. Garcia also presented a Perpetual Liens Outstanding report, showing the amount of Liens that, if not paid December 15, 2023, would be certified as Tax Liens. Mr. Garcia also discussed our policy of not releasing a paid in full lien until the customer has kept their account current for 6 months.
- iv) Michael Monell made a motion to approve the financial reports through October 31, 2023. 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, 2023. Mr. Garcia reported that the monthly average influent flow for October was 0.38 MGD, or approximately 54% of the facility's hydraulic capacity of 0.7 MGD, no change from last month and up 2% compared to same period last year. The facilities organic capacity was calculated at 18% of the permitted allowance, up 1% from last month. All lab analysis results for October were within compliance and well below the District's discharge permit limits.
- ii) Mr. Garcia informed the Board that the CPDS Domestic Wastewater Treatment Plant Permit Application had been submitted to and accepted by the Colorado Dept of Public Health and Environment. Mr. Garcia anticipates that the District will be given an extension on their existing permit until a new permit can be issued by the State.
- iii) Mr. Garcia presented the October septage totals to the Board. Loads – 2; Gallons – 3,225; Revenue - \$645.00.
- iv) Jeff Brady updated the Board on River Stone subdivision. Mr. Brady informed the Board that all 13 taps and sewer lines have been installed and passed testing.

### **3) Manager's Report - None**

### **4) Legal Counsel Report - None**

### **5) Upcoming Meeting Dates**

A. Christmas Dinner – Remington's                      December 29, 2023                      5:00 p.m.

B. Board Meeting

December 20, 2023

7:00 p.m.

**OTHER:** None

**ADJOURNMENT:** Having no other business to come before the Board, Rick Dunlap asked for a motion to adjourn the Board Meeting for Wednesday, November 15, 2023.

At 7:57 p.m., Kristi Harvey made a motion to adjourn the meeting. William Green seconded the motion. Motion carried.

Respectfully submitted, Andres L. Garcia