

**WEST MONTROSE SANITATION DISTRICT
RECORD OF PROCEEDINGS
January 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 7:01 p.m. Members of the Board present were Rick Dunlap, Michael Monell, Kristi Harvey, and William Green. William Merrel was excused. Also in attendance were Aaron Brooks, Andres Garcia and Jeff Brady.

VISITORS: None

PUBLIC COMMENT: None

CORRESPONDENCE: Andres Garcia informed the Members of the Board that the District had received a letter from Del-Mont notifying the District of a proposed flood plain boundary change. The proposal does not affect the District in a negative way.

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

CONSENT AGENDA: Andres Garcia noted to the Board the Senate Bill 09-087 Transparency Notice and the 2024 Annual Meeting Schedule had to be posted by January 15, 2024. The notices had been posted in all the required locations. Kristi Harvey made a motion to approve the Consent Agenda. William Green seconded the motion. Motion carried.

ANNUAL MEETING:

1) Nomination and Election of Officers

- a) After a brief discussion, Michael Monell made the motion to keep the current selection of officers; Rick Dunlap – President, Michael Monell – Vice President, and Kristi Harvey – Secretary/Treasurer. William Green seconded the motion. Motion Carried.

2) Annual Posting Resolution #01-2023

- a) Andres Garcia presented to the Board for consideration Resolution #01-2024, West Montrose Sanitation District Annual Posting Resolution. This resolution designates the administrative office's outdoor bulletin board as the posting location for all official business of the Board of Directors. Additionally, all postings will be posted on the District website:
www.wmsd.specialdistrict.org
- b) Kristi Harvey motioned to approve Resolution #01-2024 as presented. Michael Monell seconded the motion. Motion carried.

3) Enterprise Resolution #02-2024

- a) Andres Garcia presented to the Board for consideration Resolution #02-2024, West Montrose Sanitation District Enterprise Resolution. This Resolution designates the District an "Enterprise" for the purposes of Article X, Section 20 of the Colorado Constitution.
- b) Kristi Harvey motioned to approve Resolution #02-2024 as presented. William Green seconded the motion. Motion carried.

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 noted the increase in payment to Itzcali for the shop project and explained that he had authorized the addition of fireproofing to the insulation install. Mr. Garcia shared photos of the finished project and voiced his approval of the work that was done. Mr. Garcia also explained the reimbursement to Jana for postage stamps and the SIPA payment and the relation to the new website that Streamline is building. Mr. Garcia also reviewed the bills that were paid between Board meetings.
- ii) Mr. Garcia presented the Profit & Loss and Balance Sheets thru December 2023 or twelve months of the year. Mr. Garcia also presented and discussed the Budget Comparison report for the year 2023, pointing out two transposed amounts; Investment Income should be \$105,126.35 and Property & Specific Ownership Tax should be \$87,412.82. The error was corrected for the final report for the official Board Book. Mr. Garcia noted that operating revenues for the year were at 92.6% and non-operating revenues, which includes Interest Income, were at 115.7% of the budgeted amount. Total for all revenues for the year were at 118.3%. Mr. Garcia noted that all departments were well under budget for the year, with Administration expenditures at 77.6%, Treatment Plant expenditures at 71.7%, and Collection expenditures at 67.3% for the 2023 budget year. Mr. Garcia noted that Capital Outlay expenditures were at 31.2% of budget.
 - a) William Green made a motion to approve the financial reports through December 31, 2023. Kristi Harvey 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 December, 2023. Mr. Garcia reported that the monthly average influent flow for December was 0.30 MGD, or approximately 44% of the facility's hydraulic capacity of 0.7 MGD, down 4% from last month and up 7% compared to same period last year. The facilities organic capacity was calculated at 18% of the permitted allowance, up 3% from last month, and the same as the same period the previous year. All lab analysis results for December were within compliance and well below the District's discharge permit limits.
- ii) Mr. Garcia presented the December septage totals to the Board. Loads – 19; Gallons – 23,586; Revenue - \$4,717.20. Mr. Garcia also presented to the board the septage totals for 2023. Loads – 405; Gallons – 423,881; Revenue - \$84,776.20, down from previous year. This loss is due to the steady decrease in loads from Delta County and decrease in loads from Professional Grade who installed a frack tank from All Valley Enterprises. Mr. Garcia also discussed the septage load distribution by County for the year, noting that Montrose County septic loads made up 73.09% of the loads received. Loads were received from Montrose, Delta, Gunnison, Ouray, and San Miguel counties.
- iii) Mr. Garcia also presented to the Board the 2023 Operational Summary. The total flow into West Montrose Sanitation District treatment facility for 2023 was 113,961,000 gallons, up 8,000 gallons from 2022. Total flow discharge from the West Montrose Treatment facility to the Uncompahgre River was 114,544,000 gallons, up 1,460,000 gallons from 2022. Influent/Effluent imbalance for 2023 was -0.51%, 2022 was +0.76%. State regulations requires no more that $\pm 10\%$, so the plant was well with-in that allowance. Total sludge wasted to the storage lagoons for 2023 was 6,384,043 gallons, down 142,891 gallons from

2022. Total non-potable water used for 2023 was 58,476 gallons, which was down 132,659 gallons from 2022. There was 1 SCADA alarm after hours callout in 2023, which was in December, down from 2 callouts in 2022.

B. Collection System Report

- i) Jeff Brady presented to the Board an issue that arose with Montrose County and their culvert replacement plans on Marine Rd. Mr. Brady reported that the District staff was contacted by the County that the Marine Rd bridge near Beaver Lakes Nursery was going to be replaced with a concrete box culvert. The size and the weight of the culvert does not allow adequate bedding, spacing or protection thus compromising the existing 12-inch sewer mainline. The box culvert would also be a hindrance to the District if the mainline would need to be repaired or replaced with a larger diameter pipe. District staff spoke with Brandyn Bair, the District's engineer with SGM, and he agreed that the box culvert, as designed would not be acceptable. The District staff also spoke with Montrose County Public Works Director Keith Laube to discuss other options and it was agreed that the County would look to redesign the culvert and will update the District staff when options are available.
- ii) Mr. Brady presented to the Board the Collection System summary for 2023. Mr. Brady summed up the completed Collection Capacity Study with SGM and the overall outcome was that the WMSD collection system was deemed to be in good condition with no capital improvements needed in the immediate future. The total cost for the study was \$52,539.10. Mr. Brady reported that the total tap sales for 2023 totaled 16. Thirteen of the taps were sold to Integrity Homes for the River Stone Subdivision and 3 taps were sold to Wayne Ballantyne for the Ballantyne Minor Subdivision. Mr. Brady reported that there were 2 sewer call outs within the District, one at 1098 Alpine Rd for a service line issue and the other at Northbrook for a District mainline issue where a ball was discovered to be plugging the line. Mr. Brady also reported that there were 781 total line locates from UNCC in 2023. The 781 locates consisted of; 734 Regular hours line locates, 35 Emergency line locates, 8 Emergency After Hours line locate, and 4 non-compliant line locates. Non-compliant line locates are calls that don't allow 3 working days to complete.

3) Manager's Report

A. Septage Rate Increase

- i) Andres Garcia presented to the Board a Memorandum outlining a proposed increase in the septage disposal rate from \$0.20 per gallon to \$0.25 per gallon, a 25% increase. This increase would ensure that the receiving station continues to pay for itself, without being supported or supplemented by the District's regular sewer system customers. Mr. Garcia added that proposed increase would go into effect on February 1, 2024.
 - a) Michael Monell made a motion for the District to increase their septage receiving rate from \$0.20 per gallon to \$0.25 per gallon, a 25% increase to go into effect on February 1, 2024. William Green seconded the motion. Motion passed.
- ii) Andres Garcia presented to the Board the new District website being designed by Streamline. Streamline will also be monitoring the new website to make sure we are in compliance with HB21-1110 accessibility standards. HB21-1110 requires all governmental entities to be in compliance by July 1, 2024.

4) **Legal Counsel Report**

- A. Aaron Brooks reported to the Board that he and John were working together to get the Petitions for Inclusion ready for the May 1, 2024 filing. Mr. Brooks noted that the filing should be ready to present to the Board at the February meeting.

5) **Upcoming Meeting Dates**

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| A. Board Meeting | February 21, 2024 | 7:00 p.m. |
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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, January 17, 2024.

At 8:25 p.m., William Green made a motion to adjourn the meeting. Michael Monell seconded the motion. Motion carried.

Respectfully submitted, Andres L. Garcia