

WEST MONTROSE SANITATION DISTRICT
RECORD OF PROCEEDINGS
October 18, 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 Michael Monell, William Green, Kristi Harvey, and William Merrel. Also in attendance were John Brooks, Andres Garcia and Jeff Brady.

VISITORS: None

PUBLIC COMMENT: None

CORRESPONDENCE: None

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

CONSENT AGENDA: William Merrel made a motion to approve the Consent Agenda. Michael Monell 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 pointed out that there was zero dollars for petty cash reimbursement due to there being extra money in the account left over from the projected training expenses and the District needs to get the account back to the \$2000.
- ii) Mr. Garcia presented the Profit and Loss and Balance Sheets thru September 2023 or nine months of the year. Michael Monell asked about the late fees and if they were more than previous years. Mr. Garcia looked up the late fees for the same period in 2022 and the amount was similar. Mr. Garcia also presented and discussed the Budget Comparison report through the first nine months of the year, noting that operating revenues are at 71% and non-operating revenues are at 285% of the budgeted amount due to the investment income interest earned.
 - (1) Michael Monell made a motion to approve the financial reports through September 30, 2023. Kristi Harvey seconded the motion. Motion carried.
- iii) Andres Garcia presented the Board with the Proposed 2024 Budget. Mr. Garcia informed the Board that a copy of the proposed 2024 budget would be emailed to them for review and that a copy was available at the District Office for the public to view. Mr. Garcia mentioned that the budgeted amount for the engineer's report on the rate study had been removed from the 2024 budget.
- iv) Andres Garcia discussed the Certification of Values from Montrose County for 2024. Looking at the Draft of the 2024 Mill Levy, the District is expected to receive \$82,000 from property tax and estimates receiving \$6,000 to \$8,000 from the Specific Ownership Tax portion.
- v) Mr. Garcia presented the budget calendar and noted November 9 and 14, 2023 the Notice of Budget Meeting will be published in the Montrose Daily Press and that the Public Budget Hearing for the 2024 Budget would be November 15, 2023 at the Board Meeting. Mr. Garcia noted that the Resolutions to adopt the 2024 Budget, to appropriate sums of money, and to set mill levies would be presented at the November 15, 2023 meeting also.

2) Treatment Facility Report

- i) Andres Garcia presented the Board with the treatment plant section of the Facility report for the month of September, 2023. Mr. Garcia reported that the monthly average influent flow for September was 0.38 MGD, or approximately 54% of the facility's hydraulic capacity of 0.7 MGD, up 2% from last month and up 6% for the same period last year. Mr. Garcia noted that influent flows have decreased due to irrigation ditches being closed down. The facilities organic capacity was calculated at 17% of the permitted allowance, down 9% from last month. All lab analysis results for September were within compliance and well below the District's discharge permit limits.
- ii) Mr. Garcia presented the third quarter septage receiving totals to the Board. Total number of loads was 94 and of those loads, 63% were from Montrose County. Mr. Garcia pointed out that there was only one load for the month of September and 2 loads so far for October. John Brooks asked about maintenance of the septage receiving equipment as the septage loads are decreasing. Andres Garcia mentioned that the staff was looking at developing a policy on the number of septage loads that would be received so that bacteria levels in the system could be maintained consistently.

3) Collection System Report

- i) Jeff Brady presented to the Board a Tap Application that was submitted by Wayne Ballantyne for the purchase of 3 taps for 3 lots adjacent to the Kneese Minor Subdivision/Waterfront Way Subdivision off of Marine Road/Lake Shore Drive. The addresses are TBD 6360 Court. Mr. Brady informed the board that the 3 taps will be installed into a private force main with 3 privately owned lift stations and that the District would not be responsible for the maintenance of said lift stations. The Staff recommends to approve the sale of the 3 taps. John Brooks advised that a document be drawn up to be included in the closing documents that must be signed by the new owners making them aware that the owner is responsible for the maintenance of the lift station on their property. The Board was in agreement with this and Andres Garcia committed to constructing the document.
 - (1) William Green made a motion to approve the sale of 3 (three) residential taps to Wayne Ballantyne, for TBD 6360 Court, Ballantyne Minor Subdivision, Montrose, CO 81403. Michael Monell seconded the motion. Motion carried.

4) Legal Counsel Report

- i) John Brooks reported that he would have a total of 9 Petitions for Inclusion, including the 3 Kneese Minor Subdivision lots and the 3 Ballantyne Minor Subdivision lots, to present to the Board at the November meeting.

5) Upcoming Meeting Dates

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| A. Board Meeting | November 15, 2023 | 7:00 p.m. |
| B. Public Hearing for the 2024 Budget | November 15, 2023 | 7:00 p.m. |
| C. Christmas Luncheon | December 2023 | TBD |

OTHER: Andres Garcia informed the Board that the West Slope Water Summit was being held on November 9 at the Montrose County Even Center and that sign up for the meeting could be done online. If any Board member needed, Mr. Garcia offered to email the information to them.

ADJOURNMENT: Having no other business to come before the Board, Rick Dunlap asked for a motion to adjourn the Board meeting for Wednesday, October 18, 2023.

At 7:41 p.m., Kristi Harvey made a motion to adjourn the meeting. William Green seconded the motion. Motion carried. Respectfully submitted