

WEST MONTROSE SANITATION DISTRICT
RECORD OF PROCEEDINGS
January 15, 2025

The Board of Directors of the West Montrose Sanitation District met at the WMSD office located at 239 Chipeta Road. Michael Monell, Vice President called the meeting to order at 7:00 p.m. Members of the Board present were Michael Monell, Kristi Harvey, William Merrel and William Green. Rick Dunlap 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 the Compliance Inspection Report from CDPHE. The Compliance Inspection at the treatment facility was given by the Field Services Section of the Water Quality Control Division. Mr. Garcia pointed out that the report noted no major findings. The Board congratulated the staff for the excellent report.

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. William Merrel seconded the motion. Motion carried.

ANNUAL MEETING: At 7:05 p.m., Michael Monell opened the Annual Meeting.

1) Nomination and Election of Officers

- a) Michael Monell opened up the discussion for nomination of officers for the Board. After a brief discussion, Rick Dunlap was nominated for Secretary, Michael Monell was nominated for Vice President and Kristi Harvey was nominated for President.
- b) A motion was made to elect Kristi Harvey as Board President, Michael Monell as Vice President and Rick Dunlap as Secretary. The motion was seconded. Motion carried.
- c) As newly appointed Board President, Kristi Harvey resumed directing the meeting.

2) Annual Posting Resolution #01-2025

- a) Andres Garcia presented to the Board for consideration Resolution #01-2025, 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) Michael Monell motioned to approve Resolution #01-2025 as presented. William Green seconded the motion. Motion carried.

3) Enterprise Resolution #02-2025

- a) Andres Garcia presented to the Board for consideration Resolution #02-2025, 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) William Green motioned to approve Resolution #02-2025 as presented. Michael Monell seconded the motion. Motion carried.

REPORTS:

1) Financial & Office

A. Financial Reports

- a) Andres Garcia reviewed the bills to be paid for the current month and the petty cash report. Mr. Garcia noted that the expense for Elemech was an annual subscription to keep the software up to date and also pays for replacement parts if needed for the septage receiving station equipment.
- b) Mr. Garcia presented the Profit & Loss and Balance Sheets thru December 2024 or twelve months of the year. Mr. Garcia also presented and discussed the Budget Comparison report for the year 2024. Mr. Garcia noted that the year-end financial reports are un-audited, and that the annual total revenue exceeded the annual expenses. Mr. Garcia indicated the 2024 Budget looked great and credited the staff for keeping the expenses under budget for the year. Mr. Garcia noted that operating revenues for the year were at 106.6% and non-operating revenues, which includes Interest Income, were at 167.4% of the budgeted amount. Total for all revenues for the year were at 112.5% of the budgeted amount. Mr. Garcia noted that all departments were well under budget for the year, with Administration expenditures at 87.6%, Treatment Plant expenditures at 88.6%, and Collection expenditures at 91.6% for the 2024 budget year. Mr. Garcia pointed out that the Collection System Repairs & Maintenance expenditures include \$25,650 for the Beaver Lakes Marine Rd. bridge repair, that was reimbursed by Montrose County. Mr. Garcia noted that Capital Outlay expenditures were at 73% of budget.
 - a) William Green made a motion to approve the financial reports through December 31, 2024. William Merrel seconded the motion. Motion carried.

2) 2025 Election

- a) Resolution Appointing a Designated Election Official and Authorizing Designated Election Official to Cancel Election #3-2025
 - a) Michael Monell made a motion to approve Resolution #3-2025 appointing Andres L. Garcia as Designated Election Official and Authorizing Designated Election Official to Cancel Election. William Merrel seconded the motion. Motion carried.
- b) Andres Garcia presented to the Board the Election Calendar for 2025.
- c) Mr. Garcia informed the Board that Self-Nomination and Acceptance Forms are due by end of business on February 28, 2025.

3) Facility Report- Andres Garcia / Jeff Brady

A. Treatment Plant

- a) Andres Garcia presented the Board with the treatment plant section of the Facility report for the month of December, 2024. Mr. Garcia reported that the monthly average influent flow for December was 0.31 MGD, or approximately 44% of the facility's hydraulic capacity of 0.7 MGD, down 5% from last month and 0% compared to same period last year. The facilities organic capacity was calculated at 38% of the permitted allowance, up 11% from last month, and up 19% for the same period the previous year. All lab analysis results for December were within compliance and well below the District's discharge permit limits.
- b) Mr. Garcia presented the December septage totals to the Board. Loads – 17; Gallons – 20,597; Revenue - \$5,149.25. Mr. Garcia also presented to the board the septage totals for

2024. Loads – 266, down 138 from previous year; Gallons – 303,819, down 119,073 from previous year; Revenue - \$73,774.955, down \$10,823.70 from previous year. Mr. Garcia noted that 92% of all loads taken at the facility were brought in from A Rooter Man. Mr. Garcia also discussed the septage load distribution by County for the year, noting that Montrose County septic loads made up 80.83% of the loads received. Loads were received from Montrose, Delta, Ouray, and San Miguel counties.

- c) Mr. Garcia also presented to the Board the 2024 Operational Summary. The total flow into West Montrose Sanitation District treatment facility for 2024 was 118,877,000 gallons, up 4,916,000 gallons from 2023. Total flow discharge from the West Montrose Treatment facility to the Uncompahgre River was 116,825,000 gallons, up 2,281,000 gallons from 2023. Influent/Effluent imbalance for 2024 was +1.73%, 2023 was -0.51%. 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 2024 was 7,198,102 gallons, up 814,059 gallons from 2023. Total non-potable water used for 2024 was 58,476 gallons, which was down 13,774 gallons from 2023. Graphs showing the annual flow totals compared with preceding years were also shown and discussed.

B. Collection System Report

- a) Jeff Brady presented to the Board the Collection System summary for 2024. Mr. Brady reported that the total tap sales for 2024 totaled two. One of the taps was sold to Juan Felipe Magallanes at 13671 Carefree Drive and 1 tap was sold to Kevin Krauklis at 13653 Carefree Drive. Mr. Brady reported that there was one sewer call out during regular business hours within the District, at 1065 Chipeta Rd for a homeowner service line issue. Mr. Brady also reported that there were 739 total line locates from UNCC in 2024. The 739 locates consisted of; 739 Regular hours line locates, 42 Emergency line locates, 7 Emergency After Hours line locate, and 10 non-compliant line locates. Non-compliant line locates are calls that don't allow 3 working days to complete.
- b) Mr. Brady also reported on the 2024 Collection System Cleaning Project. The cleaning project commenced on July 9, 2024 and concluded on October 16, 2024. Mr. Brady noted that the following subdivisions were hydro jetted by District staff – Waterfall Canyon – 10,130 Linear Feet (L/F); West Meadows – 4,160 L/F; Ponderosa Ranch – 1,952 L/F; Riverwood Estates – 601 L/F; Waterfront Way – 769 L/F; Northbrook Villas – 9,338 L/F; Heritage Estates – 6,790 L/F; Woodland Ponds – 2,473 L/F; River Meadows -n 8, 134 L/F; Folsom – 1,689 L/F; and Sunrise MHP – 1,324 L/F. For a total of 47,360 L/F cleaned.

4) Manager's Report- Andres Garcia

- a) Andres Garcia presented to the Board the Transparency Notice, that will need to be Updated now that Kristi Harvey is President, that is required per Senate Bill 09-087, and the 2025 Annual Meeting Schedule. Both notices are posted on our outside bulletin board, on the District website, and at the Montrose County Clerk & Recorder's office.
- b) Andres Garcia presented to the Board a Position Wage COLA increase of 5% for all staff positions. Mr. Garcia noted that the cost-of-living adjustment (COLA) was discussed and included in the 2025 Budget for consideration.
- a) Michael Monell made a motion to approve a 5% COLA wage increase for District staff. William Merrel seconded the motion. Motion carried.

5) Legal Counsel Report – Aaron Brooks

- a) Mr. Brooks had no new updates for the legal report.

6) Upcoming Meeting Dates

a) Board Meeting

February 19, 2025

7:00 p.m.

EXECUTIVE SESSION:

Kristi Harvey made a motion to move into Executive Session Pursuant to C.R.S. §24-6-402(4)(f): The Board will meet in executive session for discussion of a personnel matter involving the District Manager, who was previously informed of the meeting. Michael Monell seconded the motion. Motion carried. Executive Session convened at 7:50 p.m.

Kristi Harvey made a motion to exit Executive Session and reconvene into regular session at 8:32 p.m. The purpose and matters reviewed in Executive Session pursuant to and in accordance with the following Colorado Revised Statute; Personnel matter not involving employee action / §24-6-402(4)(f)(1) CRS. Michael Monell seconded the motion. Motion carried.

OTHER:

1. A discussion was held regarding employee benefits, specifically the use of a company vehicle for the District Manager position, who now resides in Grand Junction and commutes to the office/treatment plant in Montrose. President Kristi Harvey asked for a motion to approve the District Manager, Andres Garcia, use of the company Jeep Cherokee, for commute from home to office along with fuel for the company vehicle, plus lodging expenses when performing weekend on-call duties. And also, to add an additional benefit of a fuel stipend of \$75 per pay period to employees not using a company vehicle to commute from home to office, but using personal vehicles to perform District business.
 - a. Michael Monell a motion to approve the added benefits to the District's personnel policy. William Merrel seconded the motion. Motion carried.

ADJOURNMENT: Having no other business to come before the Board, Kristi Harvey asked for a motion to adjourn the Board Meeting for Wednesday, January 15, 2025.

At 8:37 p.m., William Merrel made a motion to adjourn the meeting. William Green seconded the motion. Motion carried.

Respectfully submitted, Andres L. Garcia