# WEST MONTROSE SANITATION DISTRICT RECORD OF PROCEEDINGS

Wednesday, June 19, 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, Kristi Harvey, William Green, Michael Monell, and William Merrel. Also in attendance were Aaron Brooks, Andres Garcia and Jeff Brady.

VISITORS: Don Moreland, CPA for the West Montrose Sanitation District

**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 Green made a motion to approve the Consent Agenda as presented. Kristi Harvey seconded the motion. Motion carried.

#### **REPORTS:**

#### 1) 2023 Audit Review

- a. Don Moreland, CPA for the West Montrose Sanitation District presented the December 31, 2023 and 2022 Audit. Mr. Moreland reviewed the audit contents with the Board of Directors in detail. Don Moreland, CPA advised the Board that he will be forwarding a copy of the audit statement to the State Auditor. In summary, Mr. Moreland stated that the District was in very good financial shape.
  - i) Michael Monell made a motion to approve the Audit for December 31, 2023 and 2022 as presented by Don Moreland, CPA. Kristi Harvey seconded the motion. Motion carried.

#### 3) Financial & Office

- a. Andres Garcia reviewed the bills to be paid for the current month and the petty cash report. Mr. Garcia pointed out the expense for the aerial imagery of the District. Jeff Brady explained that every two years several entities pool together with Montrose County to have an updated aerial view done of the area to show any growth of the District. Kristi Harvey asked about the expense for the jetter trailer. Mr. Garcia explained that it was for maintenance on the jetter that needs to be done periodically. Mr. Garcia also reviewed the bills that were paid between Board meetings and the Petty Cash expenditures. Mr. Garcia highlighted the Top Edge expenditure for the installation of the safety lights on the new truck and shared a video of the lights in action. Another expense Mr. Garcia pointed out was the deposit made to Fine Line Painting/Brian Ramirez for the installation of the new front and back doors. Mr. Garcia pointed out the extra money in the Petty Cash was deposited for the upcoming Special District Association Conference expenditures.
- o. Mr. Garcia presented the Profit & Loss and Balance Sheet through May 2024, or 5 months of the year. Mr. Garcia also discussed the Budget Comparison report for the first 5 months of the year. Mr. Garcia pointed out that the District was at \$55,180 of the \$70,000 budgeted for interest income through CSAFE investments and there are no indications that interest rates will be cut any time soon. Mr. Garcia also pointed out the Other Income in the amount of \$25,955.55, which \$25,650 is from the reimbursement from Montrose County for the sewer main repair on Marine Road. Mr. Garcia reported that Operating Revenue is at 41%, Non-Operating Revenue is at 90%, and all revenues are at 49%. Mr. Garcia also reported that total expenses for Administration, Treatment Plant, and Collections is at 33%. Mr. Garcia also pointed out the Contingency in the amount of \$25,650 was to help keep track internally of that expense as it was taken out of the Collections budget.
  - i) William Green made a motion to approve the financial reports as presented. William Merrel seconded the motion. Motion carried.

### 3) Facility Report

Andres Garcia presented the treatment plant section of the Facility report for the month of May, 2024. Mr. Garcia reported that the monthly average influent flow for May was 0.30 MGD, or approximately 43% of the facility's hydraulic capacity of 0.7 MGD, up 6% from last month and down 4% from the same period last year. Mr. Garcia informed the Board that the ground water infiltration has stayed steady and contributes the increase to District growth. The organic capacity for May was at 19%, well below the facility's organic capacity limit of 1968 lb./d of BOD, down 1% from last month and down 3% from the same period last year. Mr. Garcia reported that all lab analysis results for May were within compliance and well below the District's discharge permit limits. Mr. Garcia informed the Board that staff had ordered and received a set of QA/QC samples from NC Labs to analyze and test against the District's laboratory techniques and practices. The QA/QC program is not required as part of the District's current permit, but may be a requirement in future permit cycles. Mr. Garcia reported that Nathan had taken 10 samples to test and 9 out of the 10 were right on target and one was slightly out of compliance. Mr. Garcia noted that the tests would be performed quarterly and will be beneficial to the lab staff for improving techniques and practices. Mr. Garcia presented the May septage totals to the Board. Loads – 36; Gallons – 41,408; Revenue - \$10,352. Loads came from Delta, Montrose, and Ouray Counties. Mr. Garcia noted that Haynes Excavation is a new septage hauler and brought in their first load in May. Mr. Garcia also informed the Board that he expected A Rooter Man would be starting land application soon and would not be bringing as many loads into the plant in the coming months.

## 4) Manager's Report

- a. Andres Garcia reported to the Board that Western Colorado Health Network (WCHN) had contacted the office about the past due account of John McKinnon. WCHN is working with Mr. McKinnon in getting his utility bills caught up. WCHN has arranged for a payment of \$530.00 to be paid on the McKinnon account for services, but they cannot pay for the lien fee or any of the late fees. Mr. McKinnon has relayed to WCHN that he can pay \$155 of the fees and is asking if the District could waive the remainder of the late fees. After discussion of payment history, the Board was undecided.
  - Rick Dunlap made the motion to table the decision on the waiving of fees for customer, John McKinnon until the July 17, 2024 Board meeting. Kristi Harvey seconded the motion. Motion carried.
- 5) <u>Legal Counsel Report:</u> None

#### 6) Upcoming Meeting Dates

a. Board Meeting July 17, 2024

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, June 19, 2024.

At 7:55 p.m., Michael Monell made a motion to adjourn the meeting. William Merrel seconded the motion. Motion carried.

Respectfully submitted, Andres L. Garcia