

WEST MONTROSE SANITATION DISTRICT
RECORD OF PROCEEDINGS
May 17, 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 Kristi Harvey, William Green, Michael Monell, and William Merrel. Also in attendance were John Brooks, Andres Garcia and Jeff Brady.

VISITORS: None

BUSINESS OF THE BOARD:

- 1) Oath of Office have been administered and signed by Rick Dunlap, Michael J. Monell, William B. Green, and William R. Merrel prior to the Board meeting and were emailed to the Montrose County Clerk for their records.
- 2) Nominate directors to fill the Officers roles of President, Vice-President, and Secretary-Treasurer. The nominated Officers shall hold office for the remainder of the year and until their successors are appointed or elected at the annual meeting of the Board of Directors.
 - a. **President:** William Merrel made a motion to nominate Rick Dunlap as President. Michael Monell seconded the motion. Motion carried.
 - b. **Vice President:** Kristi Harvey made a motion to nominate Michael Monell as Vice President. William Merrel seconded the motion. Motion carried.
 - c. **Secretary-Treasurer:** William Green made a motion to nominate Kristi Harvey as Secretary-Treasurer. Michael Monell seconded the motion. Motion carried.
- 3) Andres Garcia informed the Board that the required submittals for Colorado Division of Local Government was being prepped and would be submitted by the end of the week. Mr. Garcia also reported the John Brooks was working on the submittals for Montrose County Court. Mr. Brooks informed the Board that everything would be completed within the allowed 30 days of the Election.

PUBLIC COMMENT: None

CORRESPONDENCE: Andres Garcia informed the Board that the District had received a check from Montrose Suburban Water Works District in the amount of \$19,541.00. This was the portion they were billed for the repairs on Chipeta and Spring Creek. Suburban Water Works District had requested that Tri-State Generation pay this portion for them and Tri-State's insurance company, Federal Rural Insurance, did send them a check. Mr. Garcia reported that the District was able to recoup all but \$3,072.58 of the expenditures for the repairs. Of that, \$2,700 was for 1/3 of the cost of the asphalt to repair the highway and \$335 in overtime pay for Nathan.

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

CONSENT AGENDA: Kristi Harvey made a motion to approve the Consent Agenda as presented. William Green seconded the motion. Motion carried.

REPORTS:

1) **Financial & Office**

- a. Andres Garcia reviewed the bills to be paid for the current month and the petty cash report. Mr. Garcia reported that all the expenditures were standard, except the annual weed control performed by Pest Away Spraying at both the Treatment Plant and the Administration Office and Tru Management for computer upgrades. Mr. Garcia also informed the Board that Tru Management would be doing upgrades to our network and moving the T.V. monitor to a better location before the next Board meeting. Mr. Garcia also reviewed the bills that were paid between Board meetings and the Petty Cash expenditures.
- b. Mr. Garcia presented the Profit & Loss and Balance Sheet through April 2023, or 4 months of the year. Mr. Garcia pointed out that the District was averaging a little over \$8,000 a month in interest income through CSAFE investments, which totals \$31,355.73 for the first 4 months of the year, well over the budgeted \$10,000 for the year. Mr. Garcia also discussed the Budget Comparison report for the first 4 months of the year. Mr. Garcia reported that Operating Revenue is at 31%,

Non-Operating Revenue is at 151%, noting that investment income is at 314%. Mr. Garcia also reported that total expenses for Administration, Treatment Plant, and Collections is at 23%. Mr. Garcia also pointed out that the Collection System Study in Capital Outlay, came in just over 50% of the amount that was budgeted. The remainder of that budget will be used to work with SGM on engineering services needed for Lagoon #3 repairs.

- i) William Green made a motion to approve the financial reports as presented. Kristi Harvey seconded the motion. Motion carried.

2) Facility Report

- a. Andres Garcia presented the treatment plant section of the Facility report for the month of April, 2023. Mr. Garcia reported that the monthly average influent flow for April was 0.23 MGD, or approximately 33% of the facility's hydraulic capacity of 0.7 MGD, down 4% from last month and down 4% from the same period last year. Mr. Garcia informed the Board that the plant is starting to see a small amount of groundwater infiltration and expects to see a steady increase through the summer months. Mr. Garcia reported that all lab analysis results for April were within compliance and well below the District's discharge permit limits. Mr. Garcia presented the April septage totals to the Board. Loads – 29; Gallons – 32,995; Revenue - \$6,599.00.

3) Collection System Report

- a. Jeff Brady reported that Integrity Homes – 6429 Circle, River Stone Subdivision had not made payment on the 13 taps they had applied for and were passed the extension date of May 17, 2023 that had been approved at the April 19th Board meeting. When Integrity Homes is ready to proceed, they will have to reapply for approval.
 - i) Kristi Harvey made the motion to rescind the 13 taps for Integrity Homes. Michael Monell seconded the motion. Motion carried.
- b. Jeff Brady also reported that the U.S. Forest Service contacted him about installing their new tap. Mr. Brady is scheduled to install the tap on May 18, 2023.
- c. Mr. Brady also reported that One Stop Shop, new convenience store on Spring Creek, is expected to start construction soon and should be contacting the District to inspect their tap and sewer line installation sometime this summer. The owner of the Pour House and the new convenience store, Kan Sophano, also has future plans to build 13 duplex units and a 7- bay carwash on neighboring lots. Only one commercial tap has been purchased at this time.

4) Legal Counsel Report

- a. John Brooks presented an update on the annexations to the board. Mr. Brooks reported that he and Jana were double checking to see if the 13 taps for Integrity Homes may have previously been annexed when the subdivision had been approved. Mr. Brooks mentioned that there were just a few outlying properties that still needed annexation.

6) Upcoming Meeting Dates

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| a. SDA Regional Workshop-Montrose | June 13, 2023 | 8:00 a.m. – 12:30 p.m. |
| b. Board Meeting | June 21, 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, May 17, 2023.

At 7:39 p.m., Kristi Harvey made a motion to adjourn the meeting. William Green seconded the motion. Motion carried.

Respectfully submitted, Andres L. Garcia