

WEST MONTROSE SANITATION DISTRICT
RECORD OF PROCEEDINGS
April 19, 2023

The Board of Directors of the West Montrose Sanitation District met at the WMSD office located at 239 Chipeta Road. Kent Kinsey, Vice President called the meeting to order at 7:03 p.m. Members of the Board present were Kent Kinsey, Kristi Harvey, William Green and William Merrel. Member Rick Dunlap was excused. 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. William Green 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.

Board Vice President, Kent Kinsey opens the Public Hearing at 7:04 p.m. and asks for a discussion on the following topic, followed by Public Comment:

1) CONSIDERATION AND POSSIBLE ACTION ON PETITIONS FOR ANNEXATION TO THE WEST MONTROSE SANITATION DISTRICT

- a. John Brooks reported to the Board that 9 Annexation Petitions had been signed and returned to the District. As per regulations, the Petitions were published in the Montrose Daily Press on April 12, 2023 and April 14, 2023. Mr. Brooks also presented to the Board the Notice of Publication. Mr. Brooks noted that these properties would be added to the 2024 tax roll. Andres Garcia mentioned that the District had received two more signed petitions this week. No other discussion or Public Comment.
 - i) Kristi Harvey made a motion to approve the Order of Annexation as set in the Annexation Order. William Merrel 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 pointed out a typo for Pinnacol Assurance, the amount should be zero and corrected the balance. 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 March 2023, or 3 months of the year. Mr. Garcia was happy to point out the increase of interest income, which was \$23,126.00 for the first 3 months of the year. Mr. Garcia also discussed the Budget Comparison report for the first quarter of the year. Mr. Garcia reported that Operating Revenue is at 23.7%, Non-Operating Revenue is at 132.2%, noting that investment income is at 231% and that Other Income is from the 2 payments from Tri-State for the Chipeta/Spring Creek repairs last year. Mr. Garcia also reported that total expenses for Administration, Treatment Plant, and Collections is at 17.5%.
 - i) Kristi Harvey made a motion to approve the financial reports as presented. William Merrel seconded the motion. Motion carried.
- c. Mr. Garcia presented to the Board Resolution 04-2023, **Resolution of the Board for Change in Authorized Signatories in Banks. Resolution States:** following the May 2, 2023, ("Election") date and upon the Oath of Office being administered, Rick Dunlap, President; Kristi Harvey, Secretary-Treasurer; William Green, William Merrel, and Michael Monell will be the authorized signers on the District's financial accounts at Bank of Colorado and Vectra Bank; and all other signers shall be removed.

- i) William Green made a motion to approve Resolution 04-202, Resolution of the Board for Change in Authorized Signatories in Banks. Kristi Harvey seconded the motion. Motion carried.

2) **Facility Report**

- a. Andres Garcia presented the Board with the Regulation 85-2022 Nutrient monitoring data yearly submittal and the report came back well within allowable limits. Mr. Garcia then presented the treatment plant section of the Facility report for the month of March, 2023. Mr. Garcia reported that the monthly average influent flow for March was 0.26 MGD, or approximately 37% of the facility's hydraulic capacity of 0.7 MGD, down 2% from last month and down 1% from the same period last year. Mr. Garcia informed the Board that the flows will steadily come up now that the irrigation water is turned on and saturating the ground. The monthly average for organic capacity for March was recorded at 21% of the facility's capacity of 1968 lb/d of BOD, up 1% from last month and up 1% from the same period last year. All lab analysis results for March were within compliance and well below the District's discharge permit limits. Mr. Garcia also reported that an excess of ground water appears to be entering the system from Northbrook mobile home park. To be able to prove this, lab samples were taken from the line before Northbrook entered the system and from a line after Northbrook. The ammonia levels in the samples should remain at steady levels unless groundwater is entering the system in between the two sample sites and then you would see a dilution in the ammonia levels. The staff will be televising the lines in Northbrook this year to determine where the groundwater is coming from. Mr. Garcia discussed the possibility of purchasing a conductivity meter that can detect groundwater. Mr. Garcia informed the Board that the samples had been collected and submitted for the first quarter metal analysis. Analysis was performed by Colorado Analytical Laboratories. Mr. Garcia presented the March septage totals to the Board. Loads – 37; Gallons – 37,980; Revenue - \$7,596.00. Mr. Garcia also discussed the probability of a decline in sewage from Septic Haulers, especially from Professional Grade as he is installing a frac tank that another company will collect the septage from and turn into marketable fertilizer. Mr. Garcia also met with Forrest Fulker of All Valley Resources to discuss septage receiving and future biosolids disposal at the Treatment Plant. Mr. Garcia reported that Brandyn Bair with SGM, Inc made a visit to the Treatment Plant to view lagoon #3 liner damage and to discuss ways to repair it. Brandyn will be providing quotes on different options to repair in the near future.

3) **Collection System Report**

- a. Jeff Brady reported that Integrity Homes – 6429 Circle, River Stone Subdivision had asked for an extension on the purchase of the 13 taps they had been approved for. The tap application expired on April 16, 2023. William Green proposed that Integrity Homes could have one 30-day extension and If they went past the May 17, 2023 deadline, then they would have to re-submit a new tap application.
 - i) Kristi Harvey made the motion to give Integrity Homes one 30-day extension on the original tap application, making the deadline May 17, 2023. William Green seconded the motion. Kent Kinsey opposed. Motion carried.

4) **Manager's Report**

- a. Andres Garcia reported that the staff is working on updates to the Bylaw and Policy Manual. A redline copy of the policy changes would be sent out to the Board members when completed for their input.
- b.

5) **Legal Counsel Report**

- a. See Public Hearing section on Annexations

6) **Upcoming Meeting Dates**

- a. Board Meeting May 17, 2023 7:00 p.m.
- b. SDA Regional Workshop-Montrose June 13, 2023 8:00 a.m. – 12:30 p.m.

OTHER: Andres Garcia presented outgoing Vice President Kent Kinsey with a card and gift certificate for his service and dedication to the District. Mr. Kinsey's multiple years of service are appreciated greatly.

ADJOURNMENT: Having no other business to come before the Board, Kent Kinsey asked for a motion to adjourn the Board Meeting for Wednesday, April 19, 2023.

At 7:35 p.m., Kristi Harvey made a motion to adjourn the meeting. William Green seconded the motion. Motion carried.

Respectfully submitted, Andres L. Garcia