

WEST MONTROSE SANITATION DISTRICT  
RECORD OF PROCEEDINGS  
Wednesday, August 16, 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 Rick Dunlap, William Merrel, William Green, Michael Monell, and Kristi Harvey. Also in attendance were 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:** 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.
- b. Mr. Garcia presented the Profit & Loss and Balance Sheet through July 2023, or 7 months of the year. Mr. Garcia also presented the Budget Comparison report for the first 7 months of the year. Mr. Garcia reported that the Operating Revenue was at 56% and Non-Operating Revenue was at 260%, noting that Investment Income was at 577%. Mr. Garcia also explained that the Property & Specific Ownership Tax was \$6350 for ownership tax and \$74,003 for property tax collected. Other Income consisted of the reimbursement from Tri-State & Suburban Water District and also included dividends from CEBT and Pinnacol. Mr. Garcia also pointed out the Accounting & Audit Fees under Administration Expenses included \$10,625 for Don Moreland and \$2,205 for Integrity Books, which put the total over the budgeted amount. However, total expenses for Administration, Treatment Plant and Collections are at 41% overall. Mr. Garcia also mentioned that work that is planned for this year at the office and plant will show up in the Capital Outlay as the year progresses.
  - i) Kristi Harvey made a motion to approve the financial reports as presented. William Green seconded the motion. Motion carried.

2) **Facility Report**

- a. Andres Garcia presented the treatment plant section of the Facility report for the month of July, 2023. Mr. Garcia reported that the monthly average influent flow for July was 0.36 MGD, or approximately 52% of the facility's hydraulic capacity of 0.7 MGD, up 5% from last month and up 5% from the same period last year. Mr. Garcia reported that all lab analysis results for July were within compliance and well below the District's discharge permit limits. Mr. Garcia also reported that the facility's organic capacity is at 17% of the permitted allowance, down 5% from last month. Mr. Garcia then presented the July septage totals to the Board. Loads – 52; Gallons – 52,368; Revenue - \$10,473.60. Loads came from Delta, Montrose, Ouray, and San Miguel Counties, with Montrose County having 69.23% of the load totals.
- b. Andres Garcia reported on the maintenance items that had been done at the plant. This included UV wiper system start-up and testing and septage lift station confined space entry, cleaning, and inspection. Mr. Garcia also informed the Board that he met with Browns Hill Engineering to discuss the upgrade of flow charts, sluice valve replacement and Lakeside fine screen electrical wiring upgrade. Mr. Garcia informed the Board that if time permitted, these projects would be done this year, if not, the projects will be added to the 2024 budget.

- c. Andres Garcia informed the Board that the staff had been invited to attend personalized training sessions at the Aqua-Aerobic, Inc. facility located in Rockford, IL in October, along with the Colorado Aqua-Aerobic, Inc. representatives from Goble Sampson out of Arvada, CO. On the way to Denver, they will be touring the newly updated Aqua-Aerobic treatment plant in Idaho Springs. Mr. Garcia informed the Board that expenses from the District will include travel to Denver. All other expenses will be covered by Aqua-Aerobic, Inc.: Flight from Denver to Milwaukee, vehicle rental, and hotel accommodations. Trip will include a tour of the pilot and testing facility in Rockford, introduction of new technology and process upgrades for existing Aqua facilities to meet compliance regulations. Mr. Garcia informed the Board that he and Nathan will leave on September 27th and return October 2<sup>nd</sup>.

**3) Collection System Report**

- a. Jeff Brady presented to the Board the re-submitted Integrity Homes Tap Application for 13 taps at River Stone Subdivision. The initial application had been presented at the March 2023 Board meeting, but the tap funds were never submitted. At the April 2023 Board meeting, the Board approved putting the 13 taps back into inventory. This will be Phase 3 of the River Stone Subdivision at Chipeta and West Oak Grove. Mr. Brady informed the Board that the sewer project will consist of 2 new manholes and 526 linear feet of 8-inch SDR 35 sewer pipe. The new line will tie into existing manhole B17B2 at the east intersection of Opal and 6429 Rd. Mr. Brady reported that monthly payments will begin upon approval of Final Plat from Montrose County. The staff recommends to approve the sale of 13 taps.
  - i) Michael Monell made a motion to approve the sale of 13 (thirteen) residential taps to Integrity Homes for 6429 Circle, River Stone Subdivision, Montrose, CO 81403. William Green seconded the motion. Motion carried.
- b. Jeff Brady reported on a sewer overflow at Northbrook Villas. The Northbrook Villas maintenance crew noticed sewer coming out of the manhole near their boat/RV storage area on Sunday, but didn't call it in to WMSD until Monday morning. The cause of the line blockage was a few roots, some grease, and a small ball. It was estimated that 300 – 500 gallons of raw sewage had leaked out. A bleach solution was applied to the area twice. All necessary reports were completed and sent in to the State.

**4) Managers Report**

- a. Andres Garcia reported that Bank of Colorado is in need of signatures from the Board members. Each Board member needs to stop by Bank of Colorado, North Townsend Branch, ask for Shania Garcia and she will take you to the appropriate teller to sign the signature card.

**5) Legal Counsel Report: None**

**6) Upcoming Meeting Dates**

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|--|-------------------------|-----------|
| a. Board Meeting   | September 20, 2023      | 7:00 p.m. |
| b. SDA Annual Conference<br>Jana, Cheryl, & Kristi will be attending | September 12-14, 2023   | Keystone  |
| c. Company Picnic  | Some Time Early October | 6:00 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, August 16, 2023.

At 7:46 p.m., Kristi Harvey made a motion to adjourn the meeting. William Green seconded the motion. Motion carried.

Respectfully submitted,