

**WEST MONTROSE SANITATION DISTRICT  
RECORD OF PROCEEDINGS  
January 18, 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, Kent Kinsey, Kristi Harvey, William Green and William Merrel. Also in attendance were John 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 a check in the amount of \$38,356.49 from Tri-State Generation's insurance company in response to a second invoice for the Spring Creek repairs and the accompanying letter that was sent on December 19, 2022. Mr. Garcia also reviewed the expenses that are still outstanding for the Spring Creek repairs; \$2737.00 for asphalt, \$335.03 for personnel overtime, and \$19,541.00 from Montrose Suburban Water Works District.

**APPROVAL OF AGENDA:** Kent Kinsey 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. Kristi Harvey seconded the motion. Motion carried.

**ANNUAL MEETING:**

**1) Nomination and Election of Officers**

a) Kent Kinsey made the motion to leave the current officers as they are. William Green seconded the motion. Motion carried.

**2) Annual Posting Resolution #01-2023**

- a) Andres Garcia presented to the Board for consideration Resolution #01-2023, West Montrose Sanitation District Annual Posting Resolution. This resolution designates the administrative office's outdoor bulletin board as the posting location for all notices.
- b) Kristi Harvey motioned to approve Resolution #01-2023 as presented. William Green seconded the motion. Motion carried.

**3) Enterprise Resolution #02-2023**

- a) Andres Garcia presented to the Board for consideration Resolution #02-2023, West Montrose Sanitation District Enterprise Resolution. This resolution designates West Montrose Sanitation District as an "Enterprise" and exempts them from limitations set by TABOR.
- b) Kent Kinsey motioned to approve Resolution #02-2023 as presented. Kristi Harvey seconded the motion. Motion carried.

**REPORTS:**

**1) Financial & Office**

**A. Financial Reports**

- i) Andres Garcia reviewed the bills to be paid for the current month and the petty cash report. Mr. Garcia also reviewed the bills that were paid between Board meetings.
- ii) Mr. Garcia presented the Profit & Loss and Balance Sheets thru December 2022 or twelve months of the year. Mr. Garcia also presented and discussed the Budget Comparison report for the year 2022, noting that operating revenues for the year were at 97.6% and

non-operating revenues, which includes Interest Income, were at 151.3% of the budgeted amount. Mr. Garcia noted that all departments were well with-in budget for the year, with all revenues being at 145.1%. Mr. Garcia also pointed out that the total for all revenues does not include the Tri-State reimbursement for the Spring Creek repairs. Mr. Garcia pointed out that Administration expenditures were at 74.6%, Treatment Plant expenditures were at 84.2%, and Collection expenditures were at 89.5% for the 2022 budget year. Mr. Garcia also discussed the expenditures from the Contingency line item, paid to Haynes Excavation for the Spring Creek repairs, would be moved from contingency into the Collections Repairs and Maintenance account for end of year reconciliation.

- a) William Green made a motion to approve the financial reports through December 31, 2022. Kristi Harvey seconded the motion. Motion carried.

## 2) **2023 Election**

### A) **Election Resolution #03-2023**

- i) Andres Garcia presented to the Board for consideration Resolution #03-2023, West Montrose Sanitation District Resolution Calling for the 2023 Regular District Election and Appointing a Designated Election Official. The resolution states that the District will hold a Mail in Ballot Election and that Andres Garcia was appointed as the Designated Election Official. John Brooks voiced his concern of a mail in ballot election versus an in-person election. Andres Garcia said he will prepare a presentation on the pros and cons of each type of election and present it at the February Board meeting.
  - (1) William Green made a motion to approve Resolution #03-2023 as presented. Kristi Harvey seconded the motion. Motion carried.
- ii) Andres Garcia presented the Board with the **Election Calendar for 2023**, noting there are different deadlines for the mail-in election versus the in-person election. Mr. Garcia also pointed out the deadline to provide the call for nominations is February 16, 2023.
  - (1) Andres Garcia informed the Board that Self-Nomination and Acceptance Forms are due February 24, 2023 and that the openings for the Board are three (3) – 4-year positions and one (1) – 2-year position.

## 3) **Facility Report**

### A. **Treatment Plant**

- i) Andres Garcia presented the Board with the treatment plant section of the Facility report for the month of December, 2022. Mr. Garcia reported that the monthly average influent flow for November was 0.26 MGD, or approximately 37% of the facility's hydraulic capacity of 0.7 MGD, down 7% from last month and down 6% compared to same period last year. The facilities organic capacity was calculated at 18% of the permitted allowance, down 1% from last month. All lab analysis results for December were within compliance and well below the District's discharge permit limits.
- ii) Mr. Garcia presented the December septage totals to the Board. Loads – 49; Gallons – 48,723; Revenue - \$9,744.60 a slight increase from last month. Mr. Garcia also presented to the board the septage totals for 2022. Loads – 736; Gallons – 774,986; Revenue - \$154,997.20, down from previous year. This loss is due to the steady decrease in loads from Delta County. Mr. Garcia also discussed the septage load distribution by County for the year, noting that Montrose County septic loads made up 70.79% of the loads received. Loads were received from Montrose, Delta, Gunnison, Mesa, Ouray, and San Miguel counties.
- iii) Mr. Garcia also presented to the Board the 2022 Operational Summary. The total flow into West Montrose Sanitation District treatment facility for 2022 was 113,953,000 gallons, up 749,000 gallons from 2021. Total flow discharge from the West Montrose Treatment facility to the Uncompahgre River was 113,084,000 gallons, up 45,000 gallons from 2021. Influent/Effluent imbalance for 2022 was +0.76%, 2021 was +0.15%. State regulations

requires no more than  $\pm 10\%$ , so the plant was well within that allowance. Total sludge wasted to the storage lagoons was 6,526,934 gallons, down 1,117,372 gallons from 2021. Total non-potable water used for 2022 was 191,135 gallons, which was up 86,581 gallons from 2021 due to the system cleaning that was performed in 2022. There were 2 SCADA alarm after hours callouts in 2022, one in January and one in November compared to 0 callouts in 2021.

#### **4) Collection System Report**

- i) Jeff Brady presented the Board with a summary of 2022. Mr. Brady discussed the 2022 collection system pipe cleaning and inspection project. This project entailed hydraulically cleaning approximately 25,700 linear feet of 6, 8, and 12-inch Truss pipe mainline by the District staff, and approximately 10,900 linear feet of 12-inch Truss pipe mainline that was hydraulically cleaned by Southwestern Systems. Mr. Brady explained that Southwestern Systems was contracted to clean this portion of pipe due to the size of rock and debris in the pipes that required bigger equipment than what the District has. Mr. Brady discussed all the areas that were cleaned. Southwestern Systems was also contracted to televise 36,600 linear feet of the District's 6, 8, and 12 inch Truss pipe. Mr. Brady informed the Board that the report prepared by Southwestern Systems showed that the system and pipes are in good shape. Mr. Brady also discussed the Flow/Capacity study of the District collection system that was performed by SGM Engineering. Data was collected during high flow and low flow periods. SGM Engineering is currently entering all the gathered information from the high/low flow monitoring and will be presenting their assessment at either the February or March Board meeting. Mr. Brady also discussed with the Board that the information from the study was shared with Pangaea Geospatial, LLC who will use the information to update the District's GIS map. Mr. Brady reported that there were 2 After Hour sewer callouts for 2022, neither were sewer mainline issues. Mr. Brady also noted that the District contracted Haynes Excavation for the Spring Creek/Hwy 90 and Chipeta Road emergency repair and to repair a manhole at Marine Road and Sequoia Way that had been hit by a Montrose County snowplow. Mr. Brady also reported that there were 651 total line locates from UNCC in 2022. The 651 locates consisted of; 624 Regular hours line locates, 23 Emergency line locates, 1 Emergency After Hours line locate, and 3 non-compliant line locates. Non-compliant line locates are calls that don't allow 3 working days to complete.

#### **5) Manager's Report**

##### **A. Senate Bill 09-087 Transparency Notice**

- i) Andres Garcia presented the 2023 Transparency Notice to the Board. Mr. Garcia informed the Board that the Transparency Notice is posted on the District's bulletin board, the District's website and on the Special District Association's website. Mr. Garcia also presented to the Board the 2023 Annual Meeting Schedule that is also posted on the bulletin board, the District's website, and will be posted at the office of the Montrose County Clerk and Recorder.

##### **B. Position Wage COLA**

- i) Andres Garcia presented the Board with two proposals for COLA (cost of living adjustment) for staff and a current wage report. After discussion, the Board made the decision to proceed with the 10% raise for all staff that was discussed and approved at the 2023 Budget Meeting. The COLA will take effect with the pay period beginning 01/16/2023.

#### **6) Legal Counsel Report**

None

7) **Upcoming Meeting Dates**

A. Board Meeting

February 15, 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, January 18, 2023.

At 7:59 p.m., William Green made a motion to adjourn the meeting. Kristy Harvey seconded the motion. Motion carried.

Respectfully submitted, Andres L. Garcia