

WEST MONTROSE SANITATION DISTRICT
RECORD OF PROCEEDINGS
December 18, 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 7:02 p.m. Members of the Board present were Rick Dunlap, William Green, and William Merrel. Michael Monell and Kristi Harvey were excused. Also in attendance were Aaron Brooks, Andres Garcia and Jeff Brady.

VISITORS: None

PUBLIC COMMENT: None

CORRESPONDENCE: Andres Garcia notified the Board of a Capital Credit refund issued by the Delta-Montrose Electric Association in the amount of \$2,335.24 for the year of 1995. The refund was deposited into the District's bank account and will appear under "other income" in the financial statements.

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

CONSENT AGENDA: William Merrel made a motion to approve the Consent Agenda. William Green 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 noted the \$9,596.00 to Lakeside Equipment Corp that he had reported on at the November meeting and the \$7,900.00 payment to OJ Watson Equipment for a new crane to replace the worn-out crane for the back of the F250 truck. Mr. Garcia presented the Profit & Loss and Balance Sheets thru November 2024 or eleven months of the year. Mr. Garcia also presented and discussed the Budget Comparison report through the first eleven months of the year, noting that all revenues are at 104.1% of the budgeted amount, noting that Interest Income was well over what was projected. Mr. Garcia noted that all departments are well with-in budget for the year, with all expenditures being at 79.5% and Capital Outlay at 72.2%. Mr. Garcia did point out that Office Upgrades was up a little bit from last month due to the purchase of a new table.
 - (1) William Green made a motion to approve the financial reports through November 30, 2024. William Merrel seconded the motion. Motion carried.
- ii) Mr. Garcia presented to the Board for consideration Resolution #06-2024, Health FSA Plan Adoption and Schedule. This is a Flexible Spending Account that is provided for the WMSD Staff for Medical and Medical-Related Expenses.
 - (1) William Green made a motion to approve Resolution #06-2024, Health FSA Plan Adoption and Schedule as presented. William Merrel seconded the motion. Motion carried.
- iii) Mr. Garcia presented to the Board that the maximum allowable contribution to the Health FSA Plan has increased by \$100/person, from \$3,200.00 last year to \$3,300.00/employee. Mr. Garcia noted that the maximum is set by the IRS and is adjusted for inflation.
 - (1) William Merrel made a motion to approve the District contribution to the individual employee Medical FSA account in the total amount of \$3,300.00/employee. William Green seconded the motion. Motion carried

2) Facility Report

A. Treatment Plant

- i) Andres Garcia presented the Board with the treatment plant section of the Facility report for the month of November, 2024. Mr. Garcia reported that the monthly average influent flow for November was 0.34 MGD, or approximately 49% of the facility's hydraulic capacity of 0.7 MGD, down 3% from last month and down 1% compared to same period last year. All lab analysis results for November were within compliance and well below the District's discharge permit limits.
- ii) Mr. Garcia presented the November septage totals to the Board. Loads – 24; Gallons – 27,755; Revenue - \$6,938.75. Of those loads, 20 were from Montrose County and 4 were from Ouray County.
- iii) Jeff Brady presented to the Board the plans of Montrose County Road Bridge to shut down Marine Road and install a box culvert in the same area that the County had previously hit the District's main line back in March of this year. District staff has requested meetings with Montrose County Road & Bridge staff and their engineer to discuss the impact that this project will have on the District's main line. A meeting has been scheduled with Montrose County for Thursday, December 19, 2024. The District has also requested that a contractor of the District's preference would perform the sewer line construction and Montrose County has verbally agreed to cover the costs of construction.

3) Manager's Report

A. Engagement Agreement, Donald R. Moreland & Associates, P.C.

- i) Andres Garcia presented to the Board the Engagement Agreement from Donald Moreland & Associates, P.C. that outlines the audit details and methods used for the annual audit. The audit fee will increase slightly for the 2024 audit with a not to exceed limit of \$11,350.
- ii) William Green made a motion to approve the Engagement Agreement for Donald R. Moreland & Associates, P.C., as presented. William Merrel seconded the motion. Motion carried.

B. Employee Accrued Vacation Time

- i) Andres Garcia presented to the Board the vacation accrual overages that Mr. Garcia and Jeff Brady have accumulated this year. The District's Policy is that no more than 160 hours of vacation time may be carried over per year. Due to circumstances beyond Mr. Garcia's and Mr. Brady's control, they have not been able to take the time off to get below the 160 hours without causing hardship to District operations. Mr. Garcia asked the Board to consider and authorize a one-time payout for the overage to bring the accrued totals to 160 hours, the District maximum for carry over. The amounts would be as follows; Andres Garcia – 44.85 hours @ \$54.42/hr. = total distribution \$2,440.74 and Jeff Brady – 42.98 hours @ \$41.97/hr. = total distribution \$1,803.87.
- ii) William Green made a motion to approve the payment of Accrued Vacation Time Overage for employees exceeding the 160 hours carryover maximum. William Merrel seconded the motion. Motion carried.

4) Legal Counsel Report

A. None

5) Upcoming Meeting Dates

A. Holiday Dinner – Shelter Distilling	December 19, 2024	6:00 – 8:00p.m.
B. Annual Board Meeting	January 15, 2025	7:00 p.m.

6) **Other**

Rick Dunlap mentioned that he may not be at the January 15, 2025 Board Meeting

A. Employee Christmas Bonus

- i) William Merrel opened the discussion concerning staff Christmas Bonus. Following a brief discussion, William Green made a motion to give a bonus of \$1,750 to each employee. William Merrel seconded the motion. Motion carried.

ADJOURNMENT: Having no other business to come before the Board, Rick Dunlap asked for a motion to adjourn the Board Meeting for Wednesday, December 18, 2024.

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

Respectfully submitted, Andres L. Garcia