

WEST MONTROSE SANITATION DISTRICT
RECORD OF PROCEEDINGS
December 20, 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 Green, Michael Monell, William Merrel, and Kristi Harvey. 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. Michael Monell seconded the motion. Motion carried.

CONSENT AGENDA: William Green made a motion to approve the Consent Agenda. William Merrel 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 presented the Profit & Loss and Balance Sheets thru November 2023 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 operating revenues are at 85.4% and non-operating revenues, which includes Interest Income, are at 310.9% of the budgeted amount. Mr. Garcia noted that all departments are well with-in budget for the year, with all revenues being at 110.7%.
 - (1) Michael Monell made a motion to approve the financial reports through November 30, 2023. Kristi Harvey seconded the motion. Motion carried.
- ii) Mr. Garcia presented to the Board for consideration Resolution #08-2023, 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) Michael Monell made a motion to approve Resolution #08-2023, 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 historically risen approximately \$50 a year/employee, but this year the maximum increased by \$150/person, from \$3,050.00 to \$3,200.00/employee. Mr. Garcia noted that the maximum is set by the IRS and is adjusted for inflation.
 - (1) Kristi Harvey made a motion to approve the District contribution to the individual employee Medical FSA account in the total amount of \$3,200.00/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, 2023. Mr. Garcia reported that the monthly average influent flow for November was 0.34 MGD, or approximately 48% of the facility's hydraulic capacity of 0.7 MGD, down 6% from last month and up 4% compared to same period last year. The facilities organic capacity was calculated at 15% of the permitted allowance, down 3% from last month. 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 – 20; Gallons – 21,875; Revenue - \$4,375.00.

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 how Donald R. Moreland & Associates, P.C. will perform the annual audit for the District. The audit fee will not increase for the 2023 audit with a not to exceed limit of \$11,000.00.
- ii) Michael Monell made a motion to approve the Engagement Agreement for Donald R. Moreland & Associates, P.C., as presented. Kristi Harvey seconded the motion. Motion carried.

B. Itzacali Construction, LLC

- i) Andres Garcia presented to the Board a bid from Itzacali Construction, LLC to insulate the Willow Road building. The bid includes materials and labor for \$16,300. 50% of the cost is due upon acceptance of the bid and the other 50% due upon completion of the project.
- ii) William Merrel made a motion to approve the bid for the Willow Road Building Insulation Project as presented. William Green seconded the motion. Motion carried.

4) Legal Counsel Report

A. Heming Easement

5) Other

A. Employee Christmas Bonus

- i) Kristi Harvey opened discussion concerning staff Christmas Bonus. Michael Monell made a motion to give a bonus of \$1,500 per employee. William Merrel seconded the motion. Motion carried.

6) Upcoming Meeting Dates

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| A. Holiday Dinner – Remington's | December 29, 2023 | 5:00 p.m. |
| B. Annual Board Meeting | January 17, 2024 | 7:00 p.m. |

ADJOURNMENT: Having no other business to come before the Board, Rick Dunlap asked for a motion to adjourn the Board Meeting for Wednesday, December 20, 2023.

At 7:38 p.m., Kristi Harvey made a motion to adjourn the meeting. Michael Monell seconded the motion. Motion carried.

Respectfully submitted, Andres L. Garcia