

Edward Farrar Utility District
Commissioners Meeting
Wednesday, January 9, 2025
Steele Community Room, 28 North Main St, Waterbury VT

Attendance: P.H. "Skip" Flanders, Bob Finucane, Rick Weston, Natalie Sherman, Cindy Parks
Staff: Tom Leitz, Bill Woodruff
Zoom: Kenny Ryan
Public: David Rugh, Stitzel Page & Fletcher

"If any individual or organization requests a recording of this meeting, please contact the District Manager at (802) 244-4300 or via email at tleitz@waterburyvt.com."

AGENDA

This evening's agenda amended to include an executive session at the end of the agenda. Also, to include an update on the UDAG loan fund during the department reports.

A motion to approve the amended agenda was made by R. Weston ... seconded by N. Sherman. The motion passed unanimously.

MINUTES OF THE MEETING(S) from November 12 and December 11, 2024

A motion to approve the minutes of the November 12 and December 11, 2024 meetings as presented was made by R. Weston ... seconded by N. Sherman. The motion passed unanimously.

TRANSFER OF LOT 51 SOUTH MAIN STREET

David Rugh of Stitzel, Page and Fletcher introduced himself and identified himself as the District's attorney who is handling the sale and closing of 51 South Main Street. Attorney Rugh described the closing process and noted the closing was scheduled for tomorrow (1/9/2025). Attorney Rugh needed to confirm the minutes of November 12th were approved because at that meeting the Municipal Manager was authorized to sign the closing documents. It was noted the Pagan encroachment was not resolved, but Downstreet was comfortable proceeding with the closing. Mr. Leitz noted some basic site work would occur over the winter, and a celebratory event was scheduled for February.

BEN & JERRY'S WASTEWATER COMPLIANCE ISSUES

Mr. Woodruff noted that Ben and Jerry's has been advertising for a new wastewater operator, but there is no new news from the prior update.

PROPOSED 2025 WATER & WASTE-WATER BUDGETS*

Mr. Leitz discussed the proposed water and wastewater budgets for 2025 with the Board. He did not request the budgets be adopted at this meeting because there was not a pressing need to raise rates.

*** Water Budget**

For the water department budget Mr. Leitz recommended a 2% rate adjustment, but not to occur with the August billing. He also noted that Water Operations Revenue is where allocation fees are booked, and while 2024 revenues were high, he recommended budgeting a lower figure for 2025. That is because we don't have any large, pending projects, and several large developments paid their fees in 2024. Downstreet Housing paid the allocation fee for 51 South Main Street in November of 2024. Mr. Leitz also noted the revenue from the sale of 51 South Main Street was proposed to be split 50/50 between the water and sewer departments. Commissioner Weston questions if other methodologies had been considered, and a discussion was held regarding that. Mr. Leitz suggested keeping the matter simple and keeping the original allocation.

Mr. Leitz also discussed the payment structures wherein funds are transferred between the Town and EFUD, and between the water and sewer departments. These are based on staff time spent working for the various departments.

Mr. Leitz discussed that pay for the water department is increased because a new hire is now full time and his pay is 100% budgeted in the water department, but the sewer department pays for a portion of his time.

Mr. Leitz discussed the large increase in professional service costs, and that was related to concerns about engineering expenses related to the Route 100 waterline project. The concern was noted that some expenses might be required, but not eligible for grant reimbursement. A discussion was held regarding the strategy for completing the project, and if the District could finish by the end of 2026. Mr. Woodruff and Mr. Leitz suggested this timeline was reasonable.

Mr. Leitz noted that legal fees are level funded, and much of our 2024 expenses were driven by the sale of 51 South Main Street.

Mr. Leitz noted that electricity costs are budgeted based on the 2024 actual, which was a large increase from prior years.

Mr. Leitz discussed the need to replace the roof at the main water plant, and the budget proposed to use reserve funds for that work. This was planned for 2024, but ultimately the work was not begun.

Mr. Leitz reviewed the department request to purchase an excavator, with an estimate cost of \$92,500. This expense would be split 50/50 between the water and sewer departments, and the water department would issue internal debt for its portion of the cost. Mr. Leitz proposed borrowing over five years from our reserve funds.

*** Wastewater Budget**

Mr. Leitz noted that wastewater revenues are projected to be consistent with both 2023 and 2024 ... and again noted the sale of real property was split between the water and sewer departments.

On the expense side, Mr. Leitz noted that payroll expenses were decreased because of changes in staff allocations, but wastewater is making a larger payment to the water department in 2025. It was noted part of this was due to the work by Alec Tuscany in trying to improve our sludge management.

As with the water department Mr. Leitz noted the increase in electricity costs.

Mr. Leitz noted the large appropriation for sewer main repairs/replacements. This was to correct the ground water infiltration occurring in the main line that goes underneath Main Street near the railroad bridge and roundabout.

The mini excavator was discussed and Mr. Leitz proposed that, because the sewer budget did not require a rate increase, the departments share of the cost could be paid with cash. Finally, Mr. Leitz noted the budget contained a net overall savings, and that would improve our cash position and fund balance.

Mr. Flanders asked about our debt schedule, and it was agreed this would be an agenda item at the next meeting.

WORDING FOR WATERSHED SIGNAGE

Mr. Leitz proposed language for signage. Commissioner Parks also showed examples from Barre and Montpelier. A board discussion was held at length. Commissioners noted the language proposed by staff was explanatory, but did not cite statutes and note penalties for infractions. The Commissioners suggested this item be added to the next agenda, and staff bring forth a two sign solution. One would contain explanatory language, and another would cite statutes similar to the Montpelier example.

SECTION 105 HRA HEALTH PLAN

Mr. Leitz explained this document was a necessary legal document to ensure that District employees were not subject to taxes on health savings account contributions, or employer contributions towards their deductible expenses. Commissioner Weston asked what action was required, and Mr. Leitz noted a proposed resolution was in the packet of materials and he was seeking permission to sign the resolution. Mr. Weston made a motion for the District to adopt the Section 105 HRA Health Plan resolution. Seconded by Commissioner Sherman. The motion passed unanimously.

POSSIBLE PROJECTION WITH UVM STUDENT

Mr. Leitz explained that Amy Marshall Carney, the Chair of the Town's Conservation Committee, had engaged with UVM on a student project led by Professor Laura Edling. The class has a focus on environmental and natural resources management, and there is some expertise in mapping. Mr. Leitz noted the problem statement, as presented to the Board, would be presented to the class. If there was sufficient student interest a subset of interested students would study the problem statement and identify solutions. Mr. Leitz noted the students have freedom to identify their own course of study, and may take an approach that differs from our preferred approach. He also noted that some level of staff interaction and guidance was required and suggest that might include himself and Commissioner Parks. The Commissioners expressed their support for the partnership. Mr. Weston suggested the mentorship we could provide to the students would be valuable for all of us.

DEPARTMENT REPORTS

Department reports were reviewed, and a lengthy discussion was held regarding the high production at the water plant. Mr. Woodruff explained the department was aware of a leak but have not been able to identify the location. He noted the leak has been present for some time, but until the leak presents itself on the surface it will be difficult to locate and repair. A further discussion was held regarding the work at the Kneeland Flats Trailer Park, and some decline in usage was observed. Mr. Woodruff noted that decline was expected due to the new system.

EXECUTIVE SESSION

At 6:15pm, Commissioner Finucane motioned that a specific finding that premature general public knowledge would clearly place the public body involved at a substantial disadvantage. Commissioner Weston seconded the motion. All Commissioners voted in favor.

Commissioner Finucane then made a motion to enter into executive session for the purposes of discussing a labor relations agreement with employees. Commissioner Weston seconded the motion. All Commissioners voted in favor.

At 6:49pm, Commissioner Weston made a motion to exit executive session. Commissioner Finucane seconded the motion. All Commissioners voted in favor.

At 6:50pm, Commissioner Weston made a motion to adjourn. Commissioner Finucane seconded the motion. All Commissioners voted in favor, and the meeting was adjourned.

* Next Meeting of the Edward Farrar Utility District: February 12, 2025

tl

Edward Farrar Utility District Commissioners Meeting

Wednesday Jan 8, 2025

4:30 pm in person at Steele Room
28 North Main St, Waterbury VT

Join Zoom Meeting

<https://www.zoom.us/join>

Meeting ID: 875 7036 7496

Passcode: 103485

Dial by your location

• +1 646 931 3860 US

• +1 929 205 6099 US (New York)

AGENDA

- | | |
|----------|--|
| 4:30 pm | Call to Order/Approve Agenda |
| 4:30 pm | Public |
| 4:35 pm | Consider Minutes of Nov 12 and Dec 11 meetings |
| 4:40 pm | Transfer Lot 51 South Main Street |
| 4:50 pm | Update on Ben & Jerry's wastewater compliance issues |
| 5:00 pm | Proposed Water and Sewer budgets for 2025 |
| 5:25 pm | Review wording for sign in the Watershed. |
| 5: 35 pm | Consider action on section 105 HRA Health Plan |
| 5:40 pm | Possible project with UVM Student |
| 5:50 pm | Department Reports. |
| 6: 00 pm | Adjourn |

**Edward Farrar Utility District
Commissioners Meeting**

Wednesday, November 13, 2024

Steele Community Room, 28 North Main St, Waterbury VT

Attendance: P.H. "Skip" Flanders, Bob Finucane, Rick Weston, Natalie Sherman, Cindy Parks

Staff: Tom Leitz, Bill Woodruff, Kia Winchell Nealy

Zoom: Kenny Ryan, Michelle Ryan, David Rugh

The monthly meeting of the Edward Farrar Utility District was called to order at 4:34pm.

AGENDA

K. Nealy asked for the consideration of the One Leak Rule request from Heidi Hartwell ... along with a review of the One Leak Rule policy.

B. Woodruff offers discussion on Phase 1 of the Thatcher Brook Sewer Line (Tannery Flats).

T. Leitz has requested an Executive Session to discuss a loan application.

C. Parks has requested an Executive Session to discuss health benefits.

R. Weston moved to approve the agenda as presented along with the four additional topics.

N. Sherman seconded the motion.

A vote was taken and passed unanimously.

PUBLIC

No comments from audience members on Zoom.

UDAG LOAN COMMITTEE

Rich Hayes joined the meeting as an applicant for the UDAG Loan Committee. R. Hayes lives in Waterbury and is retired from Keurig as a Capital Planner.

After R. Hayes left the meeting, N. Sherman asked if it was possible to appoint more than one volunteer to the UDAG Loan Committee ... as both applicants were vested in the Waterbury community and would bring different strengths to the committee.

R. Weston made the motion to appoint both Anne Imhoff and Rich Hayes to the UDAG Loan Committee for one year terms ... effectively immediately.

N. Sherman seconded the motion.

A vote was taken and passed unanimously.

WATERSHED ACTIVITIES

T. Leitz has inquired about language on signage posted in the "Water Works" ... and has informed the EFUD board appropriate wording would be along the lines of; "This land is owned by the Edward Farrar Utility District. Multiple uses are permitted". Recreational users of the land (regardless of activity) within the "Water Works" would then be notified that there is hunting and shooting on the land. Also acknowledge that activities are not policed.

T. Leitz also mentioned he has spoken with members from the Waterbury Trails Association and the Stowe Trails Association as they are working on GPS mapping of the trail system within the "Water Works". Some of the trails have encroached on the water sources.

C. Parks also mentioned there are plans for a north/south mountain bike trail systems within the "Water Works".

T. Leitz has also been informed by the State that approximately 600 acres of the "Water Works" lies in Stowe ... and not all that land is necessary for protection of EFUD's water resources. The State has advised the Town and EFUD that they should be proactive in letting interested parties know some of the land might be available for other uses. (An example given; a parking lot for recreational users.)

BEN & JERRY'S WASTEWATER

During the October meeting of the Edward Farrar Utility District, B. Woodruff informed the board there were compliance issues with Ben & Jerry's and the State of Vermont. Woodruff has not received any more information from Unilever's lawyers.

KNEELAND FLATS TRAILER PARK UPDATE

- * 2,700 feet of eight-inch pipe has been installed.
- * Hydrants have been installed.
- * Water has been chlorinated and tested.
- * The contractor is moving forward with 67 connections (mobile homes) to the new system. Once all 67 homes have been connected, the new system will be operational.
- * Most problems with plumbing inside the homes have been resolved.
- * Phase 1 is nearly complete with the exception of mulching and repairing the road.

51 SOUTH MAIN STREET UPDATE

David Rugh from SP&F Attorneys, PC informed the Edward Farrar Utility District that the closing on EFUD's sale of 51 South Main Street to Downstreet Housing and Community Development Inc. is scheduled for December 12th or thereabouts.

In order to be prepared for closing, Downstreet has asked that existing encroachments on the property resulting from activities of neighbors that were discovered as part of the ALTA property survey be resolved. As a result, Downstreet has prepared two licenses and one easement deed. Downstreet is taking the lead in getting these documents signed by the neighbors ... but EFUD will need to approve them. In addition, the ALTA survey identified the need to correct a description of a utility easement that the Village conveyed to the Town as part of the Main Street reconstruction project. Lastly, EFUD will need to approve the draft deed from EFUD to Downstreet.

R. Weston made the motion "to approve sale of the 51 Main Street property to Downstreet Housing and Community Development, Inc., including all deeds and license agreements related to this conveyance being a Warranty Deed to Downstreet a Correct Quitclaim Deed to the Town of Waterbury, an Easement Deed to CPP Investments for electric service and License Agreements with McHugh and Pagan for fence encroachments, and any tax returns, closing statements or any other document necessary to close the transaction subject for final review and approval of EFUD's attorney, and to authorize the Municipal Manager, Thomas Leitz, to sign any deeds, easements, licenses or other instruments and closing documents."

B. Finucane seconded the motion.

A vote was taken and passed unanimously.

TAX SALE

A spring that is part of EFUD's water system is located near land owned by Glen Anderson of Sweet Road. Previous mediation with Mr. Anderson offers a clearly defined easement and process for access to that spring.

Mr. Anderson has failed to pay his 2023 property taxes ... and is now late on his 2024 taxes. He has filed for abatement of property taxes based on religious exemption. The Waterbury Board of Abatement rejected the exemption.

T. Leitz informed the EFUD board that a tax sale letter has been sent to Mr. Anderson ... and a request made for an agreement to a reasonable payment plan of the past due taxes.

BREAKFAST

The Edward Farrar Utility District pancake breakfast is scheduled for Friday, November 16th.

WORCESTER RANGE MANAGEMENT PLAN

Jim Duncan, on behalf of the Vermont Forest and Parks is scheduled to be at the next Waterbury Selectboard meeting on Monday, November 19th.

ONE LEAK RULE REQUEST

Heidi Hartwell from Oakwood Estates requested the One Leak Rule for a leak in her home. Ms. Hartwell provided the requested documentation of the repairs. After much discussion on the One Leak Rule policy, the wording of the policy, and whether a leaking toilet is catastrophic, S. Flanders made the motion to authorize the town manager, the public works director, and the billing clerk to evaluate the data from the two billing cycles and adjust the bill according to the One Leak Rule.

C. Parks seconded the motion.

A vote was taken and passed unanimously.

K. Nealy has been directed to replace the work "catastrophic" with "noteworthy". (The \$50.00 administrative fee was also be removed from the March 2016 policy ... as directed in an EFUD meeting on June 11, 2024.

DEPARTMENT REPORTS

See attached reports.

B. Woodruff also presented a map of Phase 1 of the Concept Design of the Thatcher Brook Sewer Line (Tannery Flats). This map shows the lay of land and the flood zone area from Moran's property on Stowe Street to the I89 overpass and west of Wissell Mountain to the Armory. The concern; in the event of an environmental disaster (i.e.; flooding), how does the town protect the sewer lines that runs along Stowe Street and across the field to the Armory.

The map identifies multiple items to help reduce the velocity of Thatcher Brook and removing some of the pressure on the system.

* Phase 1 of the Thatcher Brook Sewer Line is planning and design.

* Phase 2 would be construction ... which would mostly likely be FEMA funded.

MINUTES OF THE MEETINGS FROM OCTOBER 10 AND NOVEMBER 4, 2024

R. Weston made the motion to approve the minutes from the meeting held on October 10, 2024 and the joint meeting with the Waterbury Selectboard on November 4, 2024

B. Finucane seconded the motion.

A vote was taken and passed unanimously.

EXECUTIVE SESSION

B. Finucane made the motion that "specified finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage".

C. Parks seconded the motion.

A vote was taken and passed unanimously.

R. Weston made the motion to "enter into Executive Session for the purpose of contracts".

N. Sherman seconded the motion.

A vote was taken and passed unanimously.

The Edward Farrar Utility District went into Executive Session at 6:47pm.

Executive Session ended at 7:43pm.

The meeting of the Edward Farrar Utility District concluded at 7:45pm. No action was taken.

* Next Meeting of the Edward Farrar Utility District: December 10, 2024

kia

APPROVED

Edward Farrar Utility District

Commissioners Meeting

Wednesday, December 11, 2024

Steele Community Room, 28 North Main Street, Waterbury, VT

Attendance: P.H. "Skip" Flanders, Natalie Sherman, Bob Finucane, Cindy Parks, Rick Weston

Staff: Town Leitz, Bill Woodruff, Kia Winchell Nealy

Zoom: Kenneth Ryan, Anne Imhoff, Sandy Sabin

The monthly meeting of the Edward Farrar Utility District was called to order at 4:38pm.

AGENDA

S. Flanders asked the Town Manager for an update on the Town's health insurance proposal.

K. Nealy asked for consideration of waiving a second base charge for Sandy Sabin.

N. Sherman moved to approve the agenda as presented along with the two additional topics.

B. Finucane seconded the motion.

A vote was taken and passed unanimously.

HUNTING IN THE WATERSHED

B. Woodruff reported that there has been some hunting traffic in the Watershed ... but it has been quiet. There have been no reports of deer taken at this time.

REQUEST FOR REMOVAL OF BASE CHARGES

Ms. Sabin received a permit for an ADU on her property. This triggered an additional base charge to her EFUD account. She questions why she is being charged the additional base rate when the ADU is not ready for occupancy.

After much discussion, it was decided a much larger discussion of fees and policies and how other departments within the town effect the Edward Farrar Utility District.

C. Parks made the motion to grant Ms. Sabin's request to remove the second base charge until the ADU is occupied.

R. Weston seconded the motion.

A vote was taken and passed unanimously.

BEN & JERRY'S WASTEWATER COMPLIANCE

B. Woodruff reports Ben & Jerry's has had some problems with their waste-water operator ... and presented a spreadsheet showing some of the deficiencies in their reporting. As a result there was a surprise EPA inspection at the facility in Waterbury. Woodruff will forward the full deficiency report to the EFUD board members.

REGIONAL PROJECT PRIORITY LIST

According to T. Leitz, the Central Vermont Economic Development Corporation and Central Vermont Regional Planning Commission have listed the top 20 +/- list of projects in the region:

* #6 Woody Avenue (behind Brookside Elementary School). This project entails a new sewer line to serve new housing units along Woody Avenue.

* #13 Route 100 Extention. This project is for water to be provided to property owners along Route 100 (north of Guptil Road) up towards Howard Avenue in Waterbury Center.

Factors in determining priority? Housing development.

PROPOSED WATER AND SEWER BUDGETS

The attached spreadsheets are a comparison of 2023 and 2024. Draft budgets for 2025 will be presented and discussed during the January EFUD meeting.

51 SOUTH MAIN STREET CLOSING

Downstreet housing has notified the Town of Waterbury the closing for 51 South Main Street has been delayed and is now planned for January 9, 2025. The parking lot at 51 South Main can now be open to parking during the holidays.

ANNUAL SOLAR PANEL RESULTS

S. Flanders is working on the Annual Solar Panel Results Report. This is in regards to the solar panel leasing.

NEW WATER AND WASTE-WATER INVOICES

EFUD invoices now include a barcode on the payment stub. The barcode is aimed to reduce keystrokes when entering payments ... and help speed up the input process.

K. Nealy was notified of several typos on the new invoices. Those have been addressed and will be fixed in time for next run of EFUD invoices.

WATER AND WASTE-WATER DEPARTMENT REPORTS

B. Woodruff noted the water department is producing more water than normal ... but is unable to determine why. Staff believe there is a leak somewhere in the system ... but are unable to locate where, as no water is surfacing anywhere in the system.

HEALTH INSURANCE

* The Waterbury Selectboard approved the Town Manager's proposal for the town to cover the premiums of those employees that take the health insurance benefit.

* Employees will have a deductible of \$1,650 or \$3,300 (depending upon single or family plans).

* The selectboard elected to pay half the employee's deductible ... with a total of \$825 going into their HSAs (split into quarterly payments).

* It should be noted this is a one year transition for health insurance.

* There are three EFUD employees that take the health insurance benefit ... and the desire is to have the same health insurance benefits for both Town and EFUD employees.

When asked if employees were agreeable with the proposal, it was reported that approximately two-thirds of the staff liked the change. A couple did not like it. And a couple of staff members would not comment.

APPROVED

B. Finucane made the motion to accept EFUD's employee health benefits plan as approved by the Town for town employees.
R. Weston seconded the motion.
A vote was taken and passed unanimously.

MINUTES OF THE MEETINGS

Minutes from November's Edward Farrar Utility District meeting were not available.

R. Weston made the motion that the minutes from November's meeting be reviewed at the next EFUD meeting.

B. Finucane seconded the motion.
A vote was taken and approved unanimously.

The meeting of Edward Farrar Utility District concluded at 6:34pm.

* Next meeting of the Edward Farrar Utility District: January 8, 2025

kia

Subject: EFUD signage at the waterworks

All:

Thoughts on the following for signage at the waterworks?

For signs at common parking areas/road entrances:

“This land is owned by the Edward Farrar Utility District and its purpose is to protect the drinking water for several thousand residents of Waterbury, Duxbury and Moretown. While we allow public use of the land, please be mindful this land is part of a protected watershed. No trail building or cutting of trees whatsoever is allowed. The land is open to public hunting, but we do not allow discharge of firearms for purposes other than hunting. The District reserves the right to close the land to public use in the event the stated rules are not followed. Any violations should be reported to the District Manager at (802) 244-4300.”

For signs in the woods around streams/intake areas, what if we went with the simple “Please Protect Our Watershed.”

I did check with Stowe and I don’t believe we need any permits prior to installing signs.

Thoughts?

Tom Leitz

CoreDocuments Inc.

TO: EDWARD FARRAR UTILITY DISTRICT

RE: SECTION 105 HEALTH REIMBURSEMENT ARRANGEMENT PLAN DOCUMENT

To follow please find the contents for your Section 105 Health Reimbursement Arrangement Plan Document notebook. We recommend that you use a one-inch ring-bound notebook with five tabs. This document has five sections. Each new section is divided by a page showing the Section/Tab number (i.e. Section 1 – Resolution, Section 2 – Plan Document, etc.).

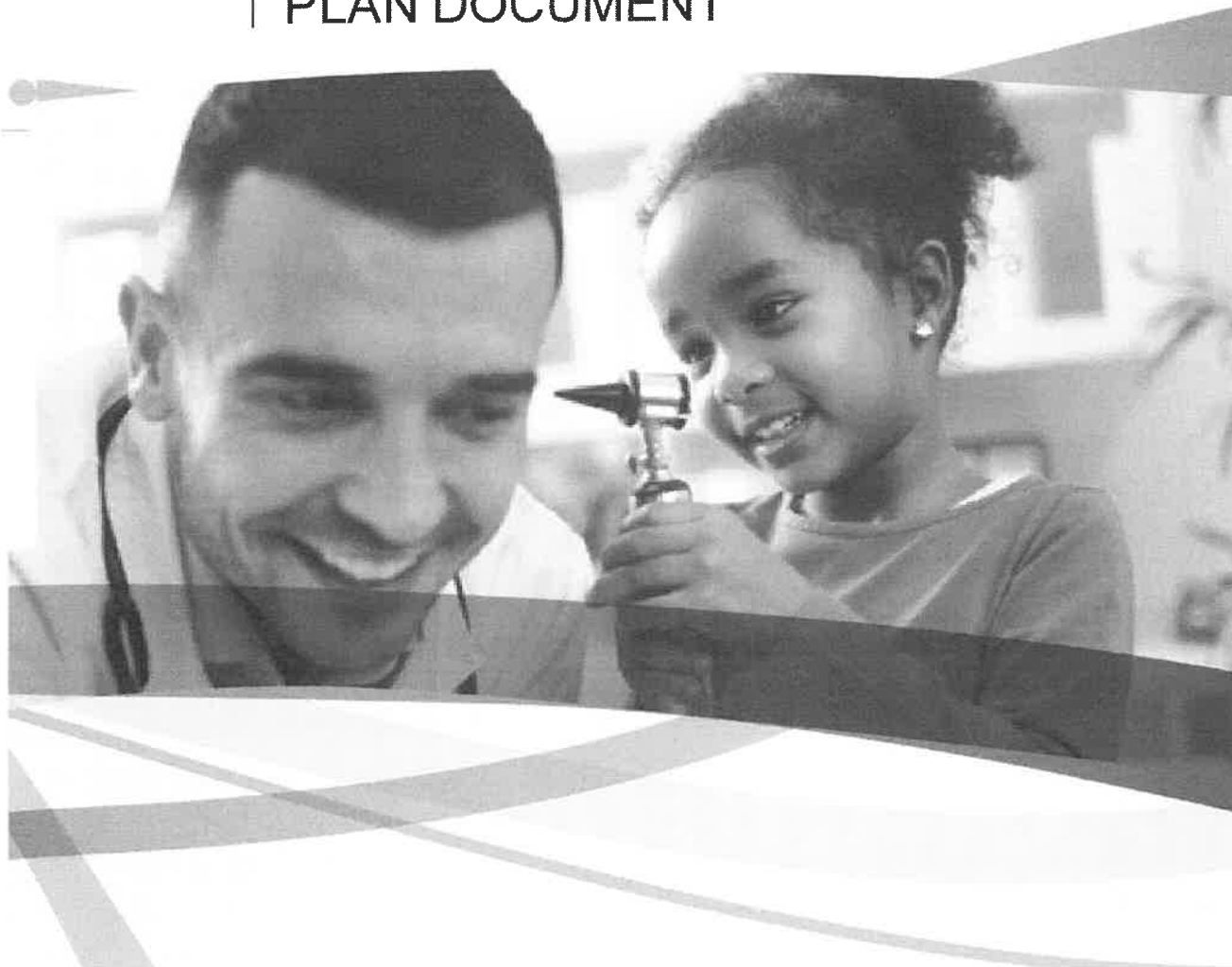
Instructions ONLY if you did not ALSO order a printed, mailed document:

- 1) We recommend that you print the Cover Page in color on cardstock.
- 2) We recommend that you print Index/Table of Contents on card stock or item # AVE12171.
- 3) Print the rest of the document on three-hole punched paper (or three-hole punch after the document is printed).
- 4) Place all pages from Sections 1, 2, 3, 4 and 5 in your Section 105 one-inch ring- bound notebook. Section 1, the Resolution to Adopt, should be executed by the authorized person and then placed in Section 1.
- 5) Section 2 is your new Plan Document. Place all pages of the Plan Document in Section 2. The authorized person should execute the signature page at the end of the Plan Document and have someone witness the signing.
- 6) Section 3 is your Summary Plan Description. This entire Section should be copied and distributed to all employees.
- 7) Section 4 is your Enrollment/Change/Termination Form and your Reimbursement Request Form.
- 8) Section 5 is an Administration Guide for your HRA. Keep a blank copy of all non-discrimination testing forms. Place the Administration Guide and Non-Discrimination Testing Forms after Tab 5.

2025

CORE HRA

PLAN DOCUMENT



Core Documents

**Resolution To Adopt 1
Section 105 HRA**

**Section 105 HRA 2
Plan Document**

**Section 105 HRA 3
Summary Plan
Description**

HRA Forms 4

**Administering 5
HRA Plans**

SUMMARY OF PLAN SPONSOR RESPONSIBILITIES

As the Plan Sponsor/Administrator, you will have sole responsibility to comply with all plan administration, implementation, amendments, filing, reporting, disclosure and plan compliance requirements imposed by the plan, ERISA, PHSA, the Internal Revenue Code or any other applicable law, specifically including, but not limited to:

- Reviewing the sample documents (plan, summary plan description, and nondiscrimination information) with legal counsel, executing the Plan Adoption Agreement before the first day of the plan year, and distributing the summary plan description to employees on or before their enrollment date.
- Ensuring that only common law employees participate in the plan.
- Conducting initial and annual enrollments, and collecting executed enrollment forms from employees prior to their effective date of participation. (In the absence of a valid change in status, currently eligible employees should be enrolled *prior to* the plan effective date.)
- Employers with 20 or more employees may be required to provide COBRA continuation of the HRA benefits to those employees with a positive HRA Account balance on the date of the COBRA qualifying event.
- File a Form 5500 Annual Return for your HRA, if required. Every group health and pension plan that is subject to ERISA is required to file a Form 5500, with some exceptions. Welfare plans with less than 100 participants which are unfunded, insured or a combination of unfunded and insured are not required to file a Form 5500.
- Performing nondiscrimination testing required by the Internal Revenue Code
- Determining whether election changes are permissible in accordance with the provisions of the plan and Internal Revenue Code requirements.
- Retaining documentation relating to plan operations that may be requested in an IRS or Department of Labor audit of plan operations.
- Register your HRA with Medicare - if your HRA overlaps Medicare coverage, has more than 20 employees, gives a benefit of \$5,000.00 or more per year, and if any participants in your HRA meet certain criteria, you must register with CMS.

If you have a technical question, and if you are unable to contact your Electronic Data Interchange (EDI) Representative, for any reason, call the EDI Hotline at (646) 458-6740.
<https://www.cms.gov/Medicare/Coordination-of-Benefits-and-Recovery/Mandatory-Insurer-Reporting-For-Group-Health-Plans/Overview.html>

- Pay fees to fund Patient-Centered Outcomes Research (PCOR) - You must pay and report the fee on IRS Form 720, "Quarterly Federal Excise Tax Return." The Form 720 can be filed and paid electronically or submitted on-line using an approved transmitter software. The fee is due once a

year (not quarterly), which will be due by July 31 of each year. Your payment and return will cover the plan year that ended during the preceding calendar year.

EXCEPTED BENEFITS

Coverage that consists solely of “excepted benefits” under HIPAA is not subject to the PCOR or Reinsurance Fees. This includes, for example, stand-alone dental and vision plans, accident-only coverage, disability income coverage, liability insurance, workers’ compensation coverage, credit-only insurance or coverage for on-site medical clinics. Thus, HRAs will not be required to pay PCORI or Reinsurance Fees if substantially all of the coverage is considered excepted benefits.

- ***Review current Summary of Benefits and Coverage (SBC) and Uniform Glossary requirements found at <http://www.dol.gov/ebsa/healthreform> or <http://cciio.cms.gov/programs/consumer/summaryandglossary/index.html> and prepare SBC for your HRA to distribute to all eligible Employees.***

For current information regarding Health Reform and requirements for your HRA, visit <http://www.dol.gov/ebsa/healthreform/>.

W-2 Reporting

Where do I report Section 105 Plan HRA benefits on my employees' Form W-2s?

When reporting commences, the aggregate cost of coverage will be reported in Box 12 of Form W-2 using Code DD. The IRS has issued transition relief that exempts all HRAs from the W-2 reporting requirement under health care reform. This relief will apply until it is ended by future guidance. When the transition relief ends, the reporting requirement will be prospective only, and it will not apply earlier than January 1 of the calendar year beginning at least six months after issuance of the guidance that revokes the transition relief.

The Federal and Social Security wages are not increased by HRA reimbursements.

SECTION 1
RESOLUTION TO ADOPT

PLACE THIS PAGE AFTER TAB 1
SECTION 1 SHOULD CONSIST OF
THE FOLLOWING RESOLUTION TO ADOPT

**EDWARD FARRAR UTILITY
DISTRICT RESOLUTION
HEALTH REIMBURSEMENT ARRANGEMENT**

WHEREAS, Edward Farrar Utility District has determined that it would be in the best interests of its Employees to adopt a "Health Reimbursement Arrangement" allowing Edward Farrar Utility District Employees to receive reimbursement of medical benefits, so-called; be it known that a vote was taken, and all were in favor.

RESOLVED, that Edward Farrar Utility District adopt a so-called "Health Reimbursement Arrangement" all in accordance with the specifications annexed hereto; and, be it known that the Edward Farrar Utility District "Health Reimbursement Arrangement" Plan Document was executed January 1, 2025.

RESOLVED FURTHER, that the Company undertake all actions necessary to implement and administer said plan.

IN WITNESS WHEREOF, I have executed my name for the above named Company on January 1, 2025.

A True Record

ATTEST:

_____ By: _____
Witness Thomas Leitz

Waterbury Water Monthly Report December 2024

Items of Interest

Sampling

Maintenance

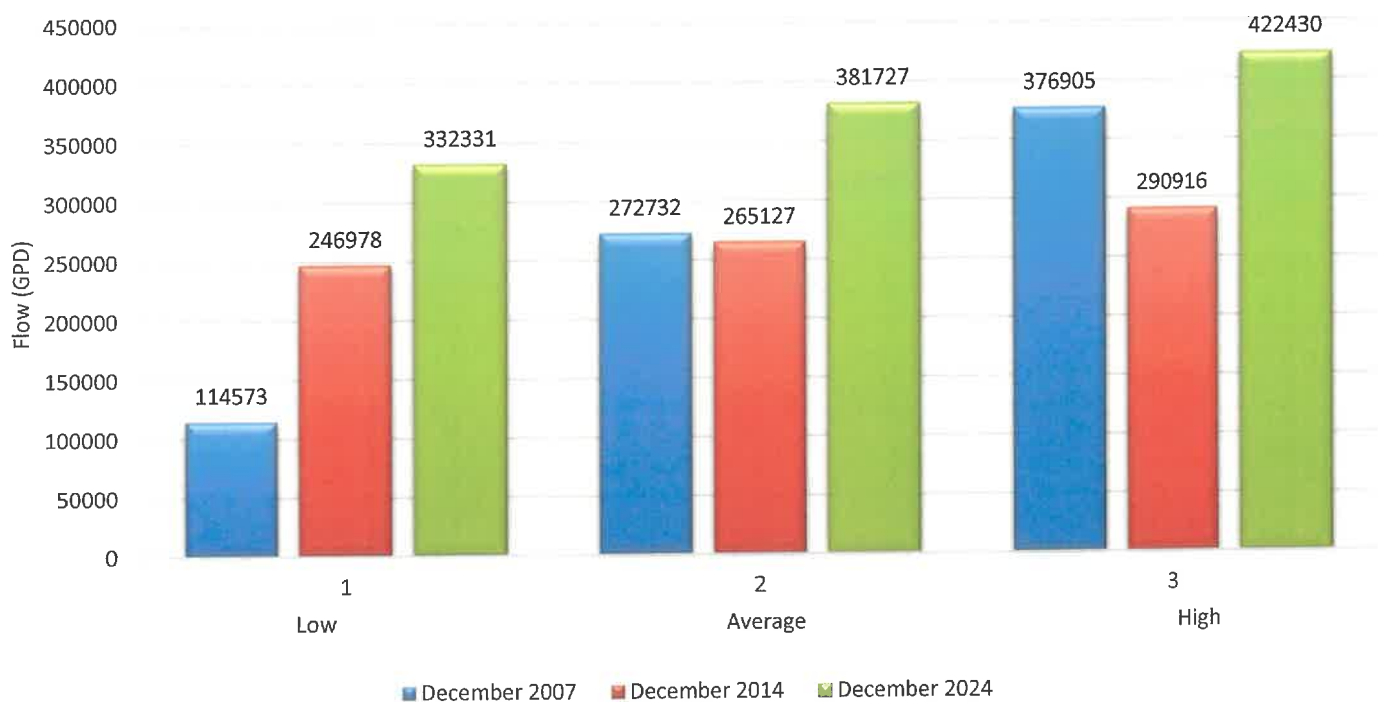
Personnel

Weather

Flow Data

High Day	Low Day	Average Day	Peak Flow
12/09/2024	12/25/2024		12/2/2024
422430 Gallons	332331 Gallons	381727 Gallons	1107 GPM

Low, Average and High Flow (GPD) for December 2007, 2014 and 2024



Sampling

All Seven monthly coliform samples were submitted and came back favorable. The weekly fluoride samples were sent to the state lab and although waiting on some results, so far all have come back favorable.

Maintenance

On December 30th the final customers within Kneeland Flats Trailer Park had their water meters installed and were transitioned over to the new water system. The old water system was shut down at the master meter house. Before the old system was shut down but after the last resident was hooked up the parks old system was losing around 40,000 gallons per day. The water operators have seen an overall drop in the amount of water entering the system at the main water plant which correlates with that old system no longer being used.

David Harris from Ti-Sales will be onsite next month to set up the software needed to enable the water operators to use the new drive-by water meter system that has been installed at the Kneeland Flats Trailer Park.

Personnel

Kenny and Grant took a traffic control certification course that was offered through Vermont Rural Water. Both of them passed the final exam and received their certifications that are good for 2 years.

Weather

During the month of December there was 1.87 inches of rain fall. We will be adding snowfall numbers to the Weather section in the new year. The temperatures ranged from -8.7°F as the low and 51°F as the high. Our average temperature for the month was 24.6°F. Humidity high was 96% and the low was 46% with an average of 81%.

Wastewater Progress Report

December 2024

- **Process and Operations:**

- Process running well and meeting permit limits.
- Cleaned out PAC 58 tank and made switch to PAC 70 for the winter.
- Heavy rain on 12/11 caused a slight increase in flows. All influent was fully treated and did not require bypassing.
- 2024 total influent flow was 79.581MG. Discharge occurred for 184 days at an average of .371MGD. 68.257MG of fully treated effluent sent to the river. July flooding caused 3.676MG partially treated effluent to be bypassed from the lagoons.

- December 2024 Flows:
 - Influent average: .186 MGD
 - Influent total: 5.754MG
 - Effluent average: .340 MGD
 - Effluent total: 5.435 MG
 - Precipitation: 5.56 inches/month
 - Maximum daily precipitation: 1.45 inches
 - Discharging days/month = 16

- **Collection System:**

- Removed clog in service line at a house on East St.

- **Office & Personnel**

- **2024 Projects List**

- Manhole infiltration repairs-
- Park Row West- new manholes and change to PVC line
- Union St N Main St line repair MH 122-121
- Union St manhole replacement/repair #123, 124, 126- Completed
- Stream bank stabilization around MH 116-27 Dac Rowe Field
- Repair washout and road behind cemetery – Completed
- Install manhole and plug valve leaving ball field bathrooms