

## WINNIPESAUKEE RIVER BASIN PROGRAM

### ADVISORY BOARD MEETING MINUTES

**October 19, 2017 – Belmont Corner Meeting House**

**Members Present:** The meeting was called to order by Brian Sullivan (Franklin, chairperson) at 10:08am. Sharon McMillin (NHDES), Katie Ambrose (Sanbornton), Johanna Ames (Tilton), Wes Anderson (Laconia), Jeanne Beaudin (Belmont), Glen Brown (Northfield), Steve Dolloff (Meredith), Scott Dunn (Gilford), and Ray Korber (Bay District) were present at that time.

**Minutes:** Glen moved, seconded by Ray, to approve the meeting minutes for September 21, 2017, as written. The motion passed.

**Monthly Summary Report:** Sharon provided the following updates. They were based upon the *Monthly Summary Report* for September 2017.

- Flow metering services – Preliminary flow metering study data from the trial meters should be received shortly.
- Asset Management/Collection System Evaluations Initiative – The asset management software implementation phase has begun and will include training for WRBP staff.
- WRBP infrastructure ownership – There were no status changes to report.
- Governance Work Plan – Please see the Authority Update section below.
- The CIP Subcommittee met on October 4, 2017 to finalize the draft 2017 CIP update. The CIP Subcommittee has recommended the final draft version for the Advisory Board's approval. Please see the CIP Subcommittee Update section below.

**CIP Subcommittee Update:** Wes confirmed that the CIP subcommittee recommends the final draft version of the 2017 CIP update for the Advisory Board's approval. A cover letter from Wes (CIP chairperson) will serve as the transmittal cover letter. Sharon provided a brief overview on the updates, as follows.

Two new projects have been added. Neither is expected to incur long-term debt. The first new project is the replacement of the backup generators at the WWTP. The second was an alternatives analysis for the pump station PLCs and telemetry. Both projects are expected to be absorbed into the O&M budget.

When the upgrades for the switchgear project were installed, new infrastructure was concurrently installed to more easily facilitate the replacement of the original, backup generators when it became necessary. These installations included new conduits and a hand-hole. Moving forward, the WRBP will need to procure the new generator, pour a pad, pull the wire, and connect the new generator to the switchgear. The replacement of the generator has been prioritized because of the only local service technician's recent retirement and because a common point of failure in the combined control system for both generators has been identified. The common point of failure involves a control panel that is an irreplaceable part. The service technician who recently retired helped install these original backup generators 38 years ago and had been maintaining them since that time. The WRBP would like Tony

Brown (WRBP's master electrician) and his team to replace the old backup generators before Tony retires in a few years. He is the only WRBP employee with institutional knowledge pertaining to both the old backup generators and the WWTP's electrical needs. Included in the CIP budget for this project is a contingency to hire outside help to assist with the replacement, if necessary.

The Pump Station PLCs communicate via the radio telemetry system. The existing PLCs are obsolete and no longer supported by the manufacturer. PLCs cannot be replaced independently of one another without adversely affecting the telemetry interface allowing the PLCs at each pump station to seamlessly communicate with the SCADA system. The radio telemetry system continues to experience communication issues at some locations and an alternatives analysis was conducted as part of the proposed flow meter construction project. To augment this previous study, additional analysis will look at different radio frequencies and different pathways, including bouncing off other pump stations or locations structures such a franklin's water tank.

The Laconia shop energy audit and energy modifications project was removed from the CIP. Originally, this effort was believed to be a capital project expected to exceed the \$50,000.00 threshold, WRBP staff has completed various parts of the necessary work in-house during their regular maintenance and repair efforts. The garage doors have been re-sealed, and WRBP staff is currently working on window sealing or retrofits.

The rest of the projects were reprioritized and/or rescheduled. As previously discussed, the asset management software implementation phase under the asset management/collection system evaluations initiative has begun. The \$90,000.00 benefit from the SRF program has been included for this initiative in three phases, each for \$30,000.00 respectively. This project is not considered a long-term debt since only the amount of the principal forgiveness will be included in the loan requests.

Ken Noyes (Chief Operator) has been working with Brian Sullivan on the River Street project to improve the access roadway conditions, including phased tree cutting and pavement work. For example, some trees have been removed in certain areas to prevent the road from icing up during the winter months and create a better sightline for vehicles. More tree cutting via logging is planned along the road. Reconstruction, crack sealing, paving and other options will be used to address deteriorated areas of the road in a phased approach. What is planned will cost a lot less than what CDM had forecast.

The WRBP staff is planning to develop a task order scope in order to engage Brown & Caldwell and/or Wright-Pierce to evaluate solids handling processes and alternatives. Doing so will help determine whether to retrofit existing equipment or possibly replace or augment existing equipment with newer technology. The study will also help to determine whether the WRBP should continue with creating Class B biosolids. There is a contract in place with RMI until 2020 for biosolids recycling.

The Winnisquam pump station compound and emergency power analysis projects will help the WRBP evaluate the infrastructure needs serving the pumping station and the surrounding buildings.

The individual project worksheets follow the summary table and include more detailed descriptions and priority rankings. The only example of a project that might potentially become a capital project (under the replacement fund) was the Winnisquam pump station compound because of potential unknown factors that an evaluation should help to identify.

Wes moved, seconded by Jeanne, to approve the final draft version of the 2017 CIP update as recommended by the CIP Subcommittee. The motion carried. Scott Dunn thanked the WRBP staff and the CIP Subcommittee for their hard work on the update. The approved 2017 CIP update will be posted on the NHHDES-WRBP website.

**MOU Update:** For the newer members, Brian explained that the MOU was first adopted in 2012. The annual updates, which Sharon and the WRBP staff put together for the Advisory Board to review, are a handy tool for the member communities to track the progress being made on items listed in the MOU. Each year a text version and a tabular version with the same information are prepared. Sharon suggested reviewing the table at the end of the document since it provides the same summary as the text and was a bit easier to follow since changes are in bold text. Several items have been completed. There was a new goal date for item 7.5 and some of the subsequent items would change since their completion dates are contingent on this first date shown in item 7.5 for the Advisory Board to reach consensus on a rate formula. These proposed dates could be changed by the Advisory Board. No member proposed any alternative goal dates, so the dates proposed in the draft remained unchanged in the final version.

Scott asked if item 7.4 was related to the flow metering study. Sharon said that it had more to do with determining the best method or methods for evaluating rates in the assessment formula. At prior meetings, Gene Forbes presented the Advisory Board with the various methods and considerations that could be incorporated into an assessment formula. Flow is one factor but strength could also be included. How to handle member community capacity allocations (and growth) was another issue that was a consideration when evaluating parameters in the assessment formula. Brian suggested that Gene could give another presentation if the newer Advisory Board members were interested in having him do so.

Scott asked if any surprises have come out of the flow metering study so far. Jeanne said that Belmont was surprised by some of the strength issues that were discovered. The issues were being resolved. Sharon said that this was one reason member communities needed to understand the necessity of permitting commercial discharges. By law, permitted commercial entities are required to submit 3-year reports but few have been received this year. Microbreweries are becoming popular and, because they were defined as an "industry," they should be permitted accordingly. Microbreweries typically discharged high-strength (high BOD) wastewater that is potentially acidic. The WRBP recently analyzed a microbrewery's proposed wastewater discharge. Although a small facility with a low-volume batch discharge, its wastewater is high strength and it's untreated, unmixed pH was below WRBP's local limits. The brewery was planning to comingle, adjust the pH, etc. prior to its permitted discharge in order to be compliant. Ray asked if it had an industrial discharge permit. Sharon said that one would be issued shortly; before the firm opened for business.

Jeanne asked if the WRBP could provide each member community with a list of the commercial and industrial entities with permitted discharges that should be more thoroughly evaluated. Sharon thought it might be easier for each member community to provide a list of its commercial and industrial entities so the WRBP could see if any needed a permit. The WRBP staff could then make recommendations after reviewing such a list. Wes asked if OneStop offered such a list. Sharon said that it did not. Brian asked if Sharon could provide the Advisory Board with such a list, so that it could be

compared to the ones the communities would be generating. Sharon agreed to provide such a list of current commercial and industrial permit holders.

Brian asked if a workshop could be put together for officials from the member communities interested in developing a better understanding of their commercial and industrial discharges and permitting processes. He planned to attend and to bring along any of the other officials from the City of Franklin interested in attending. Sharon agreed to help facilitate such a workshop.

Items 7.6 through item 7.8 are contingent upon that date established in item 7.5. Item 11 was related to the governance feasibility study and associated status reports. The MOM study was completed, but there is some ongoing work by the member communities to determine the steps that would be required to arrive at a decision relating to alternative governance options.

Scott, seconded by Wes, moved to accept the 2017 MOU update as written. The motion carried. Sharon announced that it and the CIP update will be posted on the WRBP Advisory Board website. It will also be distributed via email to Advisory Board members for distribution within their member communities.

**Replacement Fund Draft Legislation Update:** Sharon indicated that the legislative subcommittee had found the proposed bill "ITL" (i.e. "inexpedient to legislate"). This effectively killed the bill for this session. It had been retained last year based upon the Advisory Board's recommendation and the subcommittee chose not to table it again. Thus, there were no deadlines moving forward as far as the legislative calendar was concerned.

Sharon distributed copies of the proposed bill language for Advisory Board members to review. It was entitled *HB 393-FN: An Act Relative to the Winnepesaukee River Basin Control Program Reserve Account*. She reminded everybody that the NHDES had worked with the AG's Office to provide some of the language, such as that pertaining to "the proportional use of facilities." This language was added because the Advisory Board had agreed that past billing practices were in the past; and that moving forward a new practice would be used. The new practice would proportionally assess the individual communities using the fund for the specific facilities that they respectively use. It would still use a base assessment using the replacement cost of depreciable assets, with 5 percent of the value of the depreciable assets collected over a 10-year period. Historically, the value of the depreciable assets did not include the underground infrastructure. The valuation was last reset in 2015 and will be reset again in 2020. The language in the proposed bill did not change this schedule. There have been a number of discussions regarding the replacement value of the underground infrastructure which is currently not included in the base valuation for this assessment. The AG's Office also recommended changing "replacement fund" to "reserve account." This name change and the accompanying additional language would allow the member communities to establish a true reserve account to prospectively collect funds for future projects. The statute, as it was currently written, does not allow NHDES to collect or use funds from this account for new construction.

Brian announced that he would add a discussion about the bill to future meeting agendas. Meanwhile, the Advisory Board members agreed to review the language in the proposed bill.

**Authority Subcommittee Update:** Wes announced that Laconia's finance director approved the draft escrow municipal agreement that the Authority Subcommittee had put together. He has not heard

back from his City attorney yet. He indicated that the member communities have also approved both it and the invoicing system, except for DAS. He planned to issue invoices shortly. Jeanne and Scott asked if they could be sent out prior to January 1<sup>st</sup>. Both planned to pay their contributions from surplus 2017 budgeted funds. Wes agreed to send them out in early November and suggested for budgetary planning purposes to put in the same amount for next year - \$50K for this year and \$50K for next year. Jeanne asked if she could pay both shares this year. Wes did not see why not since this was going into an escrow account.

**Other Business:** The meeting was adjourned at 11:10am. The minutes were prepared by Pro-Temp Staffing. There will be no November meeting. The next meeting will be held at the Corner Meeting House in Belmont on December 14, 2017, at 1:00pm. **PLEASE NOTE THE DATE AND TIME CHANGE.**