

**WINNIPESAUKEE RIVER BASIN PROGRAM
ADVISORY BOARD MEETING MINUTES**

December 20, 2018 – Belmont Corner Meeting House

Members Present: The meeting was called to order by Wes Anderson (Laconia), assistant chair, at 10:05 am. Sharon McMillin (NHDES), Katie Ambrose (Sanbornton), Johanna Ames (Tilton), Jeanne Beaudin (Belmont), Glen Brown (Northfield), Steve Dolloff (Meredith), and Ray Korber (Bay District) were present at that time.

Minutes: Ray moved, seconded by Jeanne, to approve the November 13, 2018, meeting minutes as amended. The motion passed.

Monthly Summary Report: Sharon provided the following updates. They were based on the *Monthly Summary Report* for November 2018.

- Flow Metering Services Study – There are no updates at this time.
- Asset Management/Collection System Evaluations Initiative – There are no updates at this time.
- WRBP Infrastructure Ownership – There are no updates at this time.
- Governance Work Plan – The DES' response regarding the Phase I Roadmap presentation held in September, dated November 8, 2011, has been distributed by email. See the Governance Work Plan (Authority) Update section below for further discussion.
- Rate Assessment Formula – A scope of work was drafted by the Rate Assessment Workgroup for the four member communities whose measured flow data is not accurate enough for billing purposes. See the Rate Assessment Workgroup Update section below for further discussion.
- Replacement Fund (Reserve Account) Legislation – There are no updates at this time.
- Commercial Discharge Permit (CDP) – There are no updates at this time.
- WRBP Rules Update – A public hearing was held on Friday, November 16th. Comments from the OLS have been received. No other comments were received.

Rate Assessment Workgroup Update: Ray announced that the workgroup sent the scope of work back to Wright-Pierce (W-P) with comments. It has since been revised and now includes both the proposed scope and an estimated fee. Sharon handed out copies of these documents.

There are three key elements in the scope of work. The first will be data collection from the four member communities and W-P's review of that information. The second element will be to assess options to improve flow metering in the four communities and determine whether actual metering can be done cost-effectively to a billing level of accuracy.

If this cannot be done, then the third element will be to evaluate a hybrid approach which would determine the maximum amount of each sub-basin that can be metered; and, for those areas that cannot be metered, recommend a formula that is acceptable to all of the member communities for billing purposes. An example of such a formula may use water meter data from water companies or other connection information.

A spreadsheet was provided with a fee breakdown by labor category. The total fee estimate is \$44,200.00. Wes noted that the fee would not come out of the escrow account. It would come out of the normal operation budget so no additional money would be required from communities.

Sharon noted that the fee would come out of the as-needed task order contract. She noted that the as-needed engineering contracts can be extended. The W-P contract expired June 30, 2019. The Advisory Board member concurred that it was expedient to extend the two contract rather than going through the lengthy solicitation process again. This will require an amendment to the contracts approved by G&C.

Katie moved, seconded by Glen, to approve the task order with W-P for the purposes of conducting an analysis of how to obtain flow data for the four communities where it has been difficult to achieve accuracy with the meters. The motion passed.

Ray noted that if member communities help W-P collect data, then the total fee would likely decrease in the end. He asked if each member community could appoint a contact person so that W-P can reach out to him or her. The respective Advisory Board members from the four communities indicated that they should be that contact. Sharon agreed to pass their contact information along to W-P when the task order was executed.

Governance Work Plan (Authority) Update: Wes requested and received a depreciated value from DES of \$7.5M; and of that, \$152K was spent on acquiring the land which doesn't depreciate. He posited that difference has been paid for by the member communities. Following GASB accounting rules, the effective value of the assets would be \$152K. This value is just for the land.

He drafted a letter to Commissioner Scott which has been circulated via email to members for comments. The letter explains how the effective value of the assets was determined, and the AB's position on the current value of the assets. The State's valuation is \$152K for the land; and, assets set upon that which are necessary for the WRBP to function. For this reason, the AB will ask the State legislature to consider a nominal value when it goes through the process, and the letter asks for the Commissioner's support toward that end.

The letter also addresses some of the Commissioner's critical points which were stated during the September meeting. For example, he requested a thorough resource transition plan be put together. In the roadmap, this step would not come until after the initial decision process steps have been completed. He also wanted to ensure that the economy and environment were protected. This is not a significant concern since each member community is already running a sanitary sewer operation. The Commissioner also asked the Advisory Board if they would take into consideration the current human assets at the WRBP. Wes concurred that this will be a priority.

Wes asked if there was any feedback on the letter. Glen thought it was written well. Katie noted that she has already sent him some comments via email. Wes indicated that he had incorporated Katie's comments in the final letter. Steve moved, seconded by Ray, to approve the letter. The motion passed.

Other Business: Sharon reported that the EPA's (CMOM) audit report for the collection system has been received. A team comprised of EPA staff, their consultant, and DES employees conducted the audit. She handed out copies of the report, Appendix 1 documenting the field inspections, and the table of contents. This was the first collection system audit involving WRBP and co-permittees. Sharon

noted that the other appendices and photograph log are available upon request since they are very large files or just background information. She will provide the report, Appendix 1 and the table of contents via email to members.

Responses to the audit report are due to EPA and DES when the next CMOM report is due on April 15th. Sharon noted that she identified a couple of errors in the audit report; which can be corrected in the submitted responses. Tilton questioned the reporting requirements for SSOs on private property that auditors relayed to her during the audit and noted as findings in the report. Sharon agreed to follow up with DES for clarification of this reporting requirement. The WRBP would like more information regarding the City of Franklin I/I study (reported on page 3) to validate the numbers reported in the audit report. Such data will help determine the significance of peaking factors in a future rate assessment formula.

Teresa Ptak (NHDES wastewater compliance) reached out to Sharon to let her know that reports will be due in January for the two new co-permittees – Sanbornton and DAS. Reports from the remaining members are due on April 15th. Co-permittees can reach out to Teresa for assistance.

The meeting was adjourned at 10:40 am. The next meeting will be held at the Corner Meeting House in Belmont on Thursday, January 17, 2018, at 10:00 am. The minutes were prepared by Pro-Temp Staffing.