

WINNIPESAUKEE RIVER BASIN PROGRAM

ADVISORY BOARD MEETING MINUTES

April 16, 2020 – Conducted Electronically

Members Present: The meeting was called to order by Wes Anderson (Laconia), assistant chair, at 10:03 am. Sharon McMillin (NHDES), Rene Pelletier (NHDES), Jeanne Beaudin (Belmont), Glen Brown (Northfield), Scott Dunn (Gilford), Ray Korber (Bay District), Brian Sullivan (Franklin), Trish Stafford (Sanbornton), and Phil Warren (Meredith), were present at that time.

Wes announced that due to the COVID-19 crisis and in accordance with Governor Sununu's Emergency Order No. 12 and Executive Order 2020-04, that the meeting would be conducted electronically, and was being hosted via Laconia's Zoom Video Communications account.

Minutes: Glen moved, seconded by Brian, to approve the February 20, 2020, meeting minutes. The motion passed.

Monthly Summary Report: Sharon provided the following updates. They were based on the *Monthly Summary Report* for March 2020.

- Flow Metering Services Study – There were no updates.
- Asset Management/Collection System Evaluations Initiative – There were no updates.
- WRBP Infrastructure Ownership/Responsibilities – MOAs for Bay District, Sanbornton, Meredith, Franklin, and Laconia were resent in February and are under review by decision makers in these member communities. Discussions are ongoing.
- Governance Work Plan – The AG's Office provided preliminary observations to members on January 15, 2020. The scope and budget for the next due diligence phase was to be presented at the April 2020 meeting. See the Authority Workgroup Update section below.
- Rate Assessment Formula – DES provided a draft hybrid model in March 2020. The March 2020 meeting was canceled due to the COVID-19 crisis and discussions were planned for the April 2020 meeting. See the Rate Assessment Workgroup Update section below.
- Replacement Fund Legislation – Discussions continue with regard to the current methodology and proposed revisions from the January meeting. See the Replacement Fund Legislation Update section below.
- Commercial Discharge Permit (CDP) – Current priorities have been dental offices, food service establishments, and facilities with regulated waste disposal. Changes in use or expansion may trigger permitting or permit modifications.

Scott asked how the MOA process was going. Sharon explained that the COVID-19 crisis has slowed down the process although she and Ray Gordon have been in contact with the remaining five member communities to set up electronic meetings. Brian wished to clarify that the MOAs deal with maintenance obligations rather than actual property ownership transfers. Sharon affirmed that this was the case, adding that the MOAs would ensure that there were no gaps in coverage for operations and maintenance. Brian asked if municipalities were allowed to access easement properties in order to perform required operations and maintenance under the MOAs. Sharon affirmed that they were and

recommended municipal sewer ordinances further affirm this “right of entry.”

Rate Assessment Workgroup Update: Sharon distributed spreadsheets by email entitled *Proposed Hybrid Model for Determining Flow Contribution from Unmetered Locations in Belmont, Franklin, Tilton, and Northfield* (page 1); *Sewer Flow Volumes* (page 2); and *Hybrid Flow-Based Model for Determining Assets for Each Member* (page 3). She explained that the process and assumptions were the most important aspect at this stage for the proposed model and that data for the four southernmost member communities would continue to be gathered and validated and added to update the model.

During the first step in the proposed model, sewer flow metering was used where accurate; as reflected on page 2. The second column (page 2) also listed the flow meters that were being used in the proposed model. Some of Belmont was captured through flow metering at Belmont pump station. In Franklin, the WRBP staff was able to use data from the River Street pump station to capture the downtown and northern areas. In Tilton, data from three meters was used.

During the second step in the proposed model, water use data was used where sewer flow meters alone were not accurate enough to use for modeling purposes. Information was obtained from the member communities, either from the municipality or a third party water supplier. The assumptions used at this step was – clean water in equals sewer water out.

The third step in the proposed model used standard reference documents and known demographics supplied by the municipalities. On behalf of the WRBP staff, Sharon again thanked the four southernmost member communities for their assistance collecting this data. During this step, known property use was taken into consideration. For example, if a property was a bank, a restaurant, a hospital, a grocery store, or a campground, and no sewer or water use flow data was available, then the reference documents were used to estimate sewer volume discharged. If water or sewer use was known for an area but not for individual units, then individual units were assigned a percentage of total estimated use based upon the reference documents and known property use.

Again, the process and assumptions were the most important aspect at this stage for the proposed model. Data will be added continuously to the model as it becomes available. For example, the model may be able to incorporate I/I data as it becomes available for a specific area. Members will have input into the use of number of years used for rolling averages and the phase in period.

Scott asked with regard to the four-year phase-in plan as one of the member communities that was the hardest hit, whether this was a beneficial approach for Gilford and Belmont. Sharon acknowledged that she had used a four-year phase-in, because she had data for four years and that a 4 or 5-year phase in period had previously been discussed. Using 4 year would have the phase in period end in the same year as the next replacement fund revaluations reset. After the initial phase-in, time periods for rolling averages could be readjusted. Jeanne was concerned with the billing data that Laconia had given her and that she in turn had given to the WRBP staff for modeling purposes. She was not comfortable with using Laconia’s data for billing purposes because Belmont has been using data from its own meters for use to bill its users. Belmont put in a new 2-inch meter recently and she was unsure how much of Belmont’s water use was discharged directly to the sewer after use. Sharon reiterated that adjustments could be made to accommodate Belmont’s data. Jeanne noted that Belmont’s consulting engineering firm was reviewing the data, and that it should be getting back to her next week. She had a

concern about campground property use in Belmont which Sharon said could also be adjusted to the number of standard units times 50% as was done consistently for other known seasonal properties in the model.

Wes asked if the four southernmost member communities could provide their positions by early May regarding the base numbers in the proposed model. Franklin and Northfield indicated that they were satisfied with the model and the presented calculations. Wes will touch base with Tilton regarding this request as Tilton was not present at today's meeting.

Authority Workgroup Update: Wes announced that the attorney was attempting to set up a meeting between the workgroup and various state agencies and that it would hopefully take place within the next two weeks. The municipal agreement should be ready to distribute shortly. The attorney estimated his costs to be between \$60K and \$90K. There was \$94K remaining in the escrow account. The scope and budget for the due diligence phase should be distributed within the next week or two. He apologized for the delay, which was caused by the COVID-19 crisis. He said that the funds in the escrow account should be sufficient to cover both the attorney and the due diligence phase.

Brian expressed concerns about the overall cost and cost per share. He asked what the additional cost to the member communities would be. He asked if it was \$300K or if it would be more than that. Wes explained that the additional costs would be determined by the pending due diligence phase scope of work. Brian asked Wes to keep him updated because Franklin had a lot of projects going on and may not be willing to invest over a certain amount for cost per share. Wes agreed that he would.

Replacement Fund Legislation Update: Wes posited that once the proposed model for the rate assessment formula was finalized, it would be easier to complete this project. Scott disagreed. Brian asked how voting shares would play in. Wes suggested that voting shares could be discussed as an authority workgroup-related issue and that there were various ways to select voting shares if anybody was concerned about voting shares giving Laconia the ability to out-vote other members.

Scott moved, seconded by Phil, to recommend that the replacement fund reimbursement formula set forth in RSA 485-A:51 be amended so that paragraph IV of RSA 485-A:51 referenced the allocation formula in RSA 485-A:50 as the basis for such reimbursements; and furthermore, to have DES convey this recommendation to the NH Legislature in the form of an LSR as soon as was practical.

Scott said that it was his belief that the motion would implement the resolution, as adopted by the Gilford Board of Selectmen in July of 2019, and as also similarly adopted by the other member communities. Ray moved, seconded by Brian, to table Scott's motion until next month's meeting in order to allow the decision makers in each of the member communities an opportunity to review the motion prior to the vote.

Nomination and Election of AB Officers: Brian moved, seconded by Ray, to nominate Wes as chair. The motion passed. Jeanne moved, seconded by Brian, to nominate Phil as assistant chair. The motion passed. Brian thanked Wes for his hard work on behalf of the AB over the past year.

Other Business: The next meeting will be held on Thursday, May 21, 2019, at 10:00 am. The venue is to be determined; however, hosting it via Laconia's Zoom Video Communications account was a viable option. The minutes were prepared by Pro-Temp Staffing.