

## Summary Report to the WRBP Advisory Board September 2020

Projects	Status & Schedule	Budget	Other info
Energy Efficiency Upgrades at WRBP Facilities	In order to qualify for a CWSRF loan and Eversource incentive requirements, the project is proposed to be substantially complete on or about Dec 31, 2020. <b>A task order for engineering support was executed.</b>	The estimated project budget is \$400K with 50% principal forgiveness from the CWSRF and a \$100K Eversource incentive making the overall budget \$100K and a <3-year simple payback based on estimated electricity savings.	This equipment upgrade was recommended by the energy audit of all WRBP facilities completed in early 2020. Project includes a smaller aeration blower, 2 RAS pumps and staff-installed facility lighting.
Program Initiatives	Status & Schedule	Budget	Other info
Asset Management (AM)/ Collection System Evaluations initiative	The WRBP purchased software & implementation support for \$105,100. The Keene site visit on 1/17/18 provided lessons learned.	\$125K budget for W-P the combined asset management and collection system assessment task orders. An SRF loan for \$30K/phase for 3 phases was approved.	Data gathering and work order utilization is on-going. Assets, conditions, tasks, and work orders are being input. <b>An AM presentation to the Advisory Board to finalize the loan is planned.</b>
WRBP Infrastructure O&M Responsibilities - Memoranda of Agreement	Belmont, Northfield, DAS, Gilford and Tilton Executed MOAs with DES. MOAs for Bay District, Sanbornton, Meredith, Franklin and Laconia were re-sent in February and are under review by members.	The AG's office developed language for MOAs to clarify the O&M responsibilities of properties, facilities or components that are indeterminate.	Discussion continues with the 5 members.
Replacement Fund	Replacement fund valuation reset to include pipelines pending in FY20. The pipeline lining repair and plant water repair funded from the replacement fund were completed. Legislation will be required to change the current Replacement Fund reimbursement methodology. DES has requested the AG's opinion on the proposed statutory changes.	Legislation to modify the Replacement Fund statute was proposed by Gilford at the meeting in July. Discussions continued regarding the current assessment methodology and proposed revisions.	Laconia and Gilford are reimbursing the Replacement Fund for the Pendleton Forcemain repairs. The replacement fund reimbursement methodology vote that failed on 5/21/2020 was reversed on July 16 to reflect 50% reimbursement by all members based on the current percent allocation and 50% collected from only those members using the fund for the expenses.

<p>Governance Work Plan</p>	<p>The work plan to evaluate alternative governance structures for the WRBP was approved at the 10/2/2016 Advisory Board meeting. The legal firm presented their roadmap at the July 2018 meeting; and members approved starting the Phase I efforts. The AG's office documented DES' and DOT's cooperation with the Advisory Board to perform due diligence. DES presented a scope of work for completing some due diligence items on 4/27/2020. DES responded on 6/9/2020 to Laconia's letter dated 5/3/2020.</p>	<p>DES responded to the Gifford letter requesting clarification regarding ownership transfer of assets on 1/25/2017. Laconia escrow agreement will collect funds for the study with an initial budget of \$50K in 2018 and \$50K in 2019. Additional escrow funds will be collected for the pending due diligence phase using the same formula. Scope and budget for the due diligence phase was presented at the May 2020 meeting. Members voted not to proceed or expend additional funds until public meetings were held with stakeholders, elected officials, and legislators.</p>	<p>The Governance group engaged legal assistance to evaluate next steps to get to a decision point on governance options. DES' 11/8/18 response to the Phase I Roadmap presentation held at DES on 9/28/18 was discussed at the November 2018 meeting. A draft WRBC District Cooperative Agreement table of contents and draft legislation was discussed at the 9/11/19 meeting. The AG's office provided preliminary observations on 1/15/2020.</p>
<p>Rate Assessment Formula</p>	<p>DES' preliminary analysis of the relative contribution of flow, strength and capacity (shared) costs on 5/5/2016. The Advisory Board resolved to have a draft formula by 1/1/2019; workgroup met on 7/25/18 and 8/16/18. Draft Phase I reports were provided to the workgroup and W-P revised the report based on comments. W-P presented Phase I information at the December 2019 meeting. The 4 southern member communities provided the requested information for the proposed hybrid rate assessment model.</p>	<p>The full Advisory Board has expressed interest in participating in this discussion with DES regarding a draft rate formula. Updated flow and capacity information prepared by DES was presented to the rate assessment workgroup on 8/16/18. A Flow Metering Rate Allocation study task order was finalized on 1/22/19 for the four southern members where current measured flow data is not accurate enough for billing. DES provided a draft hybrid model in March 2020; that was discussed at the April 2020 meeting. Franklin and Northfield agreed with the model; Tilton was absent and Belmont is reviewing. At the June 2020 meeting, Laconia presented an alternate model for assessing unmeasured flows and allocating I/I to all members equally.</p>	<p>DES presented preliminary flow and capacity findings from the 3<sup>rd</sup> party flow metering evaluations in March 2017. DES presented WRBP Franklin WWTP Capacity Status in July 2017. Consultant is gathering GIS and connection data from the southern 4 communities as part of the study. Members chose not to engage W-P in data collection for the hybrid analyses, but to use WRBP and member resources. At the May 2020 meeting, Belmont did not agree with the data or method used for their assessment or I/I contributions from the 4 southern communities.  <b>Additional information from the 4 southern members is being evaluated by the WRBP and DES with the assistance of Franklin's and Belmont's consultant.</b></p>

Changes from previous report are shown in bold italics.

**Dates to Remember:**

1. The next Advisory Board meeting will be held on **Thursday October 15, 2020** via conference call at 10am; public venue is the City of Laconia DPW office.

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Respectfully submitted on: 10/7/2020