

WINNIPESAUKEE RIVER BASIN PROGRAM

ADVISORY BOARD MEETING AGENDA

January 28, 2021

10:00 am

Due to the COVID-19 crisis and in accordance with Governor Sununu's Emergency Order #12 and Executive Order 2020-04 this meeting is to be conducted electronically.

The public has access to listen to and participate in this meeting by using the following link:

<https://us02web.zoom.us/j/89092334352?pwd=d1NCTFJiZEhDdmV5UzVmaHRiNGMwUT09>

Meeting and entering the password: 834090

Listen only: Call 1-646-558-8656 and enter Webinar ID: 890 9233 4352

For problems, please call 603-528-6379

1. November 19, 2020 Meeting Minutes for review and approval
2. WRBP Monthly Summary Report – December 2020 (November 2020 – FYI)
3. Citizen Comments for items on the agenda
4. Governance Guidelines, MOA and possible By-Laws
5. Rate Assessment Update:

Draft reports Belmont's & Franklin's consultant on I & I study

Updated on Northfield's, and Tilton's position on the model
7. Authority –

Discussion on creating a WRBP Commission as a State "agency"

Update on the status of municipalities that support the new concept

Review of the escrow account
8. Replacement Fund
9. Other Business:
 - a. Next Advisory Board Meeting Thursday February 18, 2021
 - b. Decision on method to meet.

10. Adjournment

Item #1

WINNIPESAUKEE RIVER BASIN PROGRAM

ADVISORY BOARD MEETING MINUTES

November 19, 2020 – Conducted Electronically

Members Present: The meeting was called to order by Wes Anderson (Laconia), chair, at 10:15 am. Luis Adorno (DES), Mark Corliss (DES-WRBP), Ray Gordon (DES-WRBP), Daniel Lewis (DES), Sharon McMillin (DES-WRBP), Sharon Nall (DES), Rene Pelletier (DES), Tracy Wood (DES), Johanna Ames (Tilton), Ron White (DAS), Jeanne Beaudin (Belmont), Scott Dunn (Gilford), and Ray Korber (Bay District) were present at that time.

Wes announced that due to the ongoing 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: Ray moved, seconded by Wes, to approve the October 15, 2020 meeting minutes as written. A roll call vote was taken and the motion carried.

Monthly Summary Report: Sharon distributed the *Monthly Summary Report* for October 2020 by email prior to the meeting.

- Energy Efficiency Upgrades – The equipment upgrades were recommended by the energy audit completed earlier in 2020 at all of the WRBP facilities. The Advisory Board approved the upgrades during their August and September meetings. A smaller aeration blower will be replaced during the upgrade. Two RAS pumps will also be replaced. The WRBP staff will be installing the new lighting, which will result in a significant cost savings for the program.
- Asset Management (AM)/Collection System Evaluations Incentive – Ray Gordon will provide an AM presentation to the Advisory Board this morning to finalize the loan.
- WRBP Infrastructure O&M Responsibilities – Discussion continues among the five member communities. There are no additional updates at this time.
- Replacement Fund – To be discussed below.
- Governance Work Plan – There are no updates at this time.
- Rate Assessment Formula – On October 27, 2020, the City of Franklin's consultant reviewed its draft efforts with the WRBP and the City of Franklin

Sharon was pleased to announce that to date, none of the WRBP staff members have contracted Covid-19. They will continue to safe distance, to wear masks, and to adhere to the other State and DES mandated policies, including the travel policies.

Citizens Comments for Agenda Items: Wes asked if there were any guests from the member communities participating on the call and if they had any questions, comments, or concerns regarding the agenda items. As there were no guests participating, he moved on to the next agenda item.

Asset Management Program Initiative Status Update: Ray Gordon gave a presentation entitled "WRBP Asset Management Program Initiative Status Update." He invited the members to refer to the PDF copy of his PowerPoint slides which were included in the handouts distributed prior to the meeting (see Item 4).

The initiative will make the program eligible for a clean water state revolving fund principal forgiveness of approximately \$90K once the appropriate milestones have been reached. He was hired last February to help spearhead the initiative. He drew attention to slide two; which recognized that the initiative is an initiative and not a project and that the idea was to create a positive philosophy and culture change that included everyone. Goals had been established before he came on board.

The goals included developing capabilities and a schedule that: were driven by end users and not just management or consultants; were not overwhelming to implement and maintain and thus part of the daily operation – especially considering that it was ongoing in an effort to change the philosophy and culture. It is not a project with a “end date” and the realization that it does not need to be done all at once; had consistent terminology and a consistent hierarchy of assets; would be user-friendly, so far as staff access and data entry and management’s ability to generate reports; and would allow mobile field devices to synch (in real time).

Before he came on board, tools were selected to accomplish these goals. They included ArcGIS Online software to perform basic mapping functions and Cartegraph software, to perform asset management and work order functions. These tools were selected in September 2017 and first became available to WRBP staff members in 2018. When he first came onboard in February 2020, he discovered that the electrical section was the leader since they had been using the Cartegraph asset management system the most. That functional section was also helping to set the standards and train the other sections. His first action was to facilitate all four sections moving forward together, so that the effort would be more effectively deployed bureau-wide. Toward that end, he implemented two teams of five staff to focus on specific initiative goals. The first team was focused on GIS-related activities; the second team was focused on Cartegraph-related activities.

The GIS team was most active in the summer of 2020 and initially relied on the past work of WRBP staff members and interns that had gone out in the field and had captured the basic data required to create a map layer and an inventory of the collection system (i.e. “the horizontal assets”). It has been determined that 90-95 percent of the mapping has been completed. A distinct naming convention was established over the summer so that every manhole and pipe has a distinct name in the asset management database system. Changes in ArcGIS result in real-time (synched) changes in Cartegraph and visa-versa. The GIS team has definitive actions it wished to take moving forward, and a new WRBP staff member with GIS skills has been hired to help facilitate the actions. Right now, that new staffer is ramping up since he’s only been with the WRBP about a month. There are also a few segments that still need to be physically mapped in the GIS layer. In the summer of 2021, field data will be verified for quality.

The Cartegraph team has been focusing on the Cartegraph software and inherent database. Initially, the team focused on the identification of barriers preventing institutional use. Training, consistent naming, and availability of the proper tools (devices) were identified as barriers. Wi-Fi is being added in Franklin during an upgrade to the telecommunications network to enable devices to upload data directly using a new, Cartegraph mobile application (app). The team conducted a study of already-deployed laptops, iPads, and iPhones to determine which device worked best with the Cartegraph app for current needs. The study determined that iPhones were the best choice for most field activities with PCs and 4 dedicated laptops available for desktop work. iPhones have been ordered, and the iPhones and the Wi-Fi will enable WRBP staff to upload data far more easily, field data especially. The next step will be to work on the condition and criticality of both the horizontal (subsurface) and vertical (equipment and buildings) assets.

Once the iPhones were in more general use, additional staff assignment for discrete tasks and work orders (more complex inspections or projects requiring multiple tasks) and a malfunction tracking system be available on those devices. The scheduling system functionality can be used in conjunction with the system that tracks malfunctions, so other repairs and maintenance at a particular location can often be performed concurrently. WRBP staff is currently being trained to use the new Cartegraph devices and functionality and is excited about the upcoming changes, especially the operations and maintenance groups. The group has had to track malfunctions using paper reports printed from emails, and simply cannot wait for the completion of the upgrades, and for the systems to deploy.

The Cartegraph team recently informed Ray that the electrical selection has 85 percent of its vertical assets entered into the asset management system; the mechanical section, 70 percent; and the operations section, 80 percent. This being an initiative, the goal was not to hire extra staff to perform inventory checks as doing so would not be cost-effective or efficient. With efficiency in mind, the sections have been entering assets when assets are handled, as repairs and maintenance (i.e. inspection) activities are being performed. This manner of efficiency will continue until 100 percent of the assets have been entered.

Beginning in 2015, the WRBP staff has been providing a Balanced Score Sheet on an annual basis and it has been posted on the DES website. Under the Asset Management Program, the Balanced Score Sheet is referred to as a “defined level of service,” and it provides an annual snapshot of the Asset Management Program. It states goals and objectives, and the progress made to meet these goals. There are sections for customer service, operational performance, effective resource management, and employee development. The asset management program will become a more heavily utilized tool as time goes on. Condition, criticality, and remaining useful life are key components that will be featured in an SOP for Cartegraph that W-P was helping the WRBP staff to design. Cartegraph has been assisting with the process on their end.

The draft SOP will be finalized shortly, and ready for review, after which it will be tested in Cartegraph to ensure that it works for the staff properly before being fully deployed. Everybody has worked very hard, and is very excited about the upcoming test. Recommendations from manufacturer are being used to set remaining useful life values, and W-P was assisting in this regard when the manufacture’s recommendations were not useful or recommendations cannot be made. Eventually values from the asset management plan will be plugged into management and planning documents such as the 20-Year CIP Plan, which will be incredibly useful.

Funding was set by legislative mandate under RSA 485A 45-54, utilizing three funding tools – the biennial budget which was set by the DES; the Replacement Fund to cover that which was not covered by the biennial budget; and the capital budget, which was used for long-term planning. The Clean Water State Revolving Fund was also a useful funding tool. Other funding tools include principal forgiveness, incentives, grants, and rebate programs. Right now an Eversource rebate program gives back a certain percent used on lighting upgrades. Funding tool data will also be utilized by Cartegraph as time goes on. In short, the initiative was like a snow ball rolling down a hill, in that it gets bigger and bigger and rolls faster and faster. As time goes on, the asset management system will improve communication both in-house and between the WRBP staff and the Advisory Board and the community, and the WRBP staff was just as excited about this aspect of the asset management system as they were about the other aspects.

Ray Korber asked where the conditions assessments stand on the horizontal assets. Ray Gordon reiterated that mapping had to be completed first although some of the horizontal assets had already been assessed prior to his start date. Sharon McMillin explained that an analysis was completed prior to Ray Gordon's start date, and that the results had indicated that approximately 80 percent of the collection system assets have already undergone a condition assessment. The WRBP staff has been populating Cartegraph with the data. The discreet naming convention had to come first, along with the mapping. Data for a couple of areas in Gilford was missing, as was data from areas with suspended pipelines. CCTV work has been performed during maintenance and repairs, both to provide a better idea of condition, and to improve efficiency as Ray Gordon indicated earlier.

Ray Korber asked if Ray Gordon and Sharon McMillin planned to issue a report regarding the analysis. Sharon explained that the assets had been found to be in good condition, and that repairs were performed immediately when that was not the case. As a reminder, she noted that CCTV work can only be performed (successfully) in the gravity portions, and not in force mains. The remaining assets that require a condition assessment are not on the wastewater side – they are culverts, air reliefs, and the like. While important, these assets are not a high priority. Some of these secondary (accessory) assets are extensions. Some of them are located on private or municipal property. Earth work will be required to repair many of them. Reporting will eventually be provided by the asset management system for these assets, and it will indicate what type of repairs will be required which can be tied in to scheduling and forecasting systems within the asset management system.

Wes asked if using the mapping and Cartegraph would allow a user to look at the color of a pipe and know its color automatically. Ray Gordon explained that doing so was definitely in the realm of possibility once the asset management system was up and running and when it was feasible to do so. Work on other aspects of the system would take higher priority initially. Right now a pipe can be clicked on, and information for the pipe comes up. This is of benefit to field staff that uses the asset management system on a daily basis, because they can see what they need to see, and add notes regarding the condition or repair work. The field staff was simply ecstatic about having this capability. Now that Cory was on board, GIS bells and whistles will be added as time goes on. Sharon noted that color coding was currently being used in most of the member communities to represent pipe size, and that Cartegraph can export to GIS, PDF, and Excel. There were so many ways to format using Cartegraph – the sky may be the limit in that regard, due to Cartegraph's data-sorting and presentation capabilities. For now, the priority was populating the data, so that Cartegraph has data to sort and present.

Wes asked with regard to internal controls, if Ray Gordon was planning to use reporting features to keep track of repair time and to use that type of data in any way. Ray affirmed that the two teams were planning to track that type of data; and, additional types of internal control data. For example, the asset management system would help with scheduling-related efficiency. Right now, staff was being trained by Cartegraph to build and run reports. As more data is populated, the reporting mechanisms will be more heavily utilized. The WRBP staff was incredibly ecstatic about the reporting mechanism, and for that reason has been incredibly dedicated to the population of useful data into the asset management system.

Ray Korber asked if it was safe to say that we are still in the development stage. Ray Gordon concurred, noting that the system was ready to deploy for testing. He reiterated that some sections (i.e. electrical system) have already been actively using the data asset management system, and that other sections will become active users shortly. The WRBP staff has been ecstatic about the new tools they will be receiving

(i.e. iPhones) to become active users. Ray Korber asked what the timeline looked like for full deployment. Ray Gordon explained that the iPhones would be arriving later this week or next week. That will be a game changer. The phones require configuration (by the State) prior to release. WRBP staff will likely have them in hand by the end of December, after which iPhone training would begin. Ray Korber asked when the criticality analysis and the evaluation would be completed. Ray reiterated that field staff was already collecting a lot of that data when they were out in the field performing their day-to-day activities, and that having iPhones would allow them to capture more of that data moving forward.

Ray Korber asked Sharon McMillin if the CIP Sub-Committee would be able to leverage the asset management program initiative within the next year. Sharon McMillin reiterated that the data asset management already had some capability, and that additional capabilities would be coming online within the next year. She also reiterated that the WRBP staff, W-P and Cartegraph were dedicated to the full deployment of the data asset management system, and that populating it with solid data was crucial toward its success. Having access to iPhones (and iPads) in the field will be a game-changer. The State performed a cyber-security review for the iPhones, and they passed the review. High speed internet will be another game-changer. The WRBP staff is excited about being able to use iPhones in the field.

Sharon Nall asked whether there was a schedule for uploading condition-related data. Ray Gordon explained that there will be; however, his first priority had been to obtain the necessary tools (iPhone, high-speed internet) and training. Upgrading to high-speed internet has been no small task. Sharon McMillin reiterated that having a GIS expert onboard will also be a game-changer. She noted that Cory Clark was now occupying a back-filled position in the Industrial Pre-Treatment and Permitting System division that was created during Nick Fontaine's promotion. Cory comes from USGS, and has skills that will continue to be heavily utilized. The WRBP staff is glad to have him onboard.

Sharon Nall asked whether contractors were being fully-utilized, as doing so might result in the asset management system's full deployment more quickly. Sharon McMillin acknowledged what a wonderful asset W-P and other consultants have been. She reiterated that the staff has the institutional knowledge, and that the staff was expected to utilize the asset management system after it becomes fully deployed – thus the staff must be involved, to ensure that the system becomes a useful one. The goal was not to meet deadlines for the sake of meeting deadlines. W-P was helping toward this end, to ensure that the asset management system would become a useful one. For example, the condition, criticality, and remaining useful life ranking system that W-P first devised was not adequate enough to meet the WRBP staff's needs and to ensure that the asset management system would be useful. The end goal was to have useful (and consistent) forecasting tools. That was the goal which the WRBP staff was diligently working toward. W-P has been fully committed toward helping the WRBP staff accomplish the goal, and she wished to acknowledge the wonderful working relationship between W-P and the WRBP staff.

Ray Korber expressed his frustration as it was his belief that the WRBP staff was doing heavy-lifting, and that W-P should be doing the heavy-lifting. He expressed his frustration because it has taken five years to get to this point whereas he had hoped it would take less than two years to get to this point. He suggested that if WRBP was short-staffed, it might consider leveraging asset management money from DES to push this thing along, as he was more interested in developing a robust CIP program at this point. He also suggested approaching W-P for more customized solutions. Luis wished to acknowledge that WRBP staff buy-in was already there and thus wished to support his coworker Sharon Nall's opinions. He also wished

to thank both his coworker and Ray Korber for their excellent questions, and everybody else for letting him attend the presentation.

Rate Assessment Formula Update: Jeanne announced that she had a conversation with Underwood yesterday afternoon regarding their work in the Belmont. Underwood is currently analyzing the data that it has been collecting. One of Jeanne's chief concerns was to better define the properties that were connected to the sewer and that do not have metered water service. Toward that end, she plans to provide additional data to Underwood, so that these properties could be better understood. In lieu of using assessment data, they plan to use billing data. She was pleased to report that Underwood did not feel as though there was a significant I/I issue in Belmont's system at this point in time. Underwood planned to update Belmont's 2011 report and will be adding the new data to the updated report after it is analyzed. The report will probably be issued at the end of November.

Jeanne said that she received a letter Tilton indicating that they will not be doing any I/I work in the foreseeable future. She wondered how the other Advisory Board members felt about the I/I issue. Wes acknowledged that he spoke with Brian a week ago, and that Brian hoped to have information from Underwood to share during the first two weeks of December. While Brian did not have details to share at that time because Underwood was still analyzing Franklin's data, it appeared as though Franklin may still have a significant I/I issue.

Jeanne was not sure at this juncture how to allocate assessments for the 4 southern communities because of the I/I issue. Wes acknowledged that it may become necessary to utilize data from Belmont and Franklin; then, extrapolate allocations for Northfield and Tilton. Jeanne expressed concern with regard to Tilton, as she wondered if Tilton would agree with an allocation that was based upon an extrapolation instead of data. She expressed further concern with regard to Underwood's upcoming presentation and DES's potential disagreement with Underwood's findings.

Johanna concurred with Jeanne regarding Tilton's concerns relating to the accuracy of the data. She acknowledged that it was unfortunate that the Town of Tilton could not move forward with its I/I study at this time. She greatly appreciated the amount of work that Franklin and Belmont were putting into this effort to resolve the issues.

Authority Workgroup Update: Wes announced that three member communities, Franklin, Tilton, and Northfield, had voted against a transition for the WRBP to a separate state agency. There will be another meeting of decision-makers from each member community in the upcoming month or so to discuss where to go to from here. A schedule will be issued by Scott Meyers as soon as it is possible to do so. Wes asked the members to refer to the PDF copy of the handouts that were distributed by email prior to the meeting, specifically to Item 7, which provided a summary report for the escrow account.

Replacement Fund: Wes announced that because a consensus has not been reached regarding whether the WRBP should transition to a separate state agency, it may not be feasible to submit a new LSR to the state legislature for consideration at this time.

Wes asked Rene what the process was for submitting LSRs. Rene explained that any budget-related LSRs should be presented to the NH House by November 20th and Wes noted that the 20th was the next day. Sharon noted that AG's office has not yet rendered a legal opinion regarding the proposed language. Wes

asked if the member communities wished to table the LSR for the present time, and those present concurred that they wished to do so.

Other Business: The meeting adjourned at 11:45 am. The next meeting will be held on Thursday, December 17, 2020 at 10:00 am via Laconia's Zoom Video Communications account. The minutes were prepared by Pro-Temp Staffing.

Item 2

Summary Report to the WRBP Advisory Board December 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. A task order for engineering support was executed. <i>The aeration blower and 2 RAS pumps were purchased and plans and specifications for WRBP installation have been approved. Blower delivered late December; custom pumps delivery expected in March.</i>	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. The AB expressed support of the project at their August and Sept meetings.

Program Initiatives	Status & Schedule	Budget	Other info
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 2020 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. <i>DES forwarded the AG's opinion on these proposed statutory changes to the Advisory Board chairman on 1/4/2021.</i>	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 changes to the replacement fund reimbursement methodology vote that failed on 5/21/2020 was revisited on July 16 to reflect a preference for 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. Three members are not in favor of governance changes, six members have voted in favor of proceeding, DAS has abstained.</p>	<p>DES responded to the Gilford 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. On 10/27, Franklin's consultant reviewed their draft efforts with WRBP and Franklin staff. Belmont expects an I/I report from their consultant in January.</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 unmetered flows and allocating I/I to all members equally.</p>	<p>DES presented preliminary flow and capacity findings from the 3rd party flow metering evaluations in March 2017 and WRBP Franklin WWTP Capacity Status in July 2017. W-P gathered 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. 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.</p>

Changes from previous report are shown in bold italics.

Dates to Remember:

1. The next Advisory Board meeting will be postponed to **Thursday January 28, 2020** via conference call at 10am; public venue is the City of Laconia DPW office.

Prepared by: Sharon McMillin
Sharon McMillin - DES, WRBP Administrator

Respectfully submitted on: 1/20/2021


Reviewed and in concurrence: _____
Rene Pelletier - DES, Assistant Director, Water Division

**Summary Report to the WRBP Advisory Board
November 2020**

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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 requests 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 changes to the replacement fund reimbursement methodology vote that failed on 5/21/2020 was revisited on July 16 to reflect a preference for 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. Three members are not in favor of governance changes, six members have voted in favor of proceeding, DAS has abstained.</p>	<p>DES responded to the Gilford 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. On 10/27, Franklin's consultant reviewed their draft efforts with WRBP and Franklin staff. Belmont expects a report from their consultant in November.</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 unmetered flows and allocating I/I to all members equally.</p>	<p>DES presented preliminary flow and capacity findings from the 3rd party flow metering evaluations in March 2017 and WRBP Franklin WWTP Capacity Status in July 2017. W-P gathered 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. 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.</p>

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Prepared by: 
Sharon McMillin - DES, WRBP Administrator


Reviewed and in concurrence: _____
Rene Pelletier - DES, Assistant Director, Water Division

Respectfully submitted on: 12/8/2020

Item #5

Topic: Review the draft rate allocation model based on Belmont and Franklin's consultant's comments

Background:

The current rate allocation model dates to the creation of the WRBP in the 1980s which were based on the 1972 Maguire and Associates Basin Study on water quality control for the Winnepesaukee River Basin.

The State law on the WRBP rate allocation method states that cost allocation will be based on volume, strength and proportional costs for transportation of raw and treated sewage.

Federal Grants in the 1980s paid most of the costs associated with constructing the regional interceptors and the treatment plant.

Federal Grants are no longer available. They are now low-cost loans. Cost of replacing failing systems is now the responsibility of the systems users.

Since the 1980's member communities' demographics have changed and have experienced growth thus impacting the flow from each communities' system. Water consumption has been reducing as more water efficient fixtures and machines are installed in homes and commercial property.

Some communities may have decreased flows others may have increased flows.

April 21, 2020, WRBP presented a draft of the model based on sewer metering, water metering and design sewer flows from non-metered areas.

July 7, 2020 WRBP presented an updated draft of the model. (Attachment 1).

Belmont and Franklin, as well as other communities were concerned on how the April and July versions of the WRBP draft rate allocation model accounted for unknown flow, and I & I for the 4 southern communities. In particular, the members analysis believed that all of the unknown flow was divided between only 2 municipalities, Belmont and Tilton.

All meters that are presently being used have an accuracy tolerance.

The unknown flow in the system comes from meter measurement tolerances, I & I from the 4 unmetered areas of the systems and I and I in the Interceptor from the Winnisquam Pump Station to the Treatment plant influent meter.

All four southern communities even those with PVC pipes have some amount of I and I in their system.

Belmont and Franklin hired Underwood Engineers to update their I & I studies, to develop a planning factor for I & I in their systems, and both included tasks in their scope of work to review the draft WRBP rate allocation model focusing on their concerns over how the model allocated I & I among the 4 southern communities. Underwood has submitted a draft for review to Belmont and is in the final stages of completing Franklin's draft report.

Tilton has not updated its I & I study.

Tolerance of the last meter that goes into the plant is +/- 5% per the Nov 28, 2016 Wright Pierce report (FMA-1).

A large meter that is accurate to +/- 3% with a with a high volume of flow will still have a large volume of unaccounted for flow but it may not be significant. The Advisory Board will have to determine if the flow is significant for distribution of costs.

The Advisory Board will have to consider what level of accuracy is acceptable to the member communities recognizing that it is possible to be closer to 100% accurate it becomes cost prohibitive.

Issue: Obtaining Advisory Board approval on Belmont's and Franklin's proposed changes to WRBP's rate allocation model as outlined in Underwood Engineer report to the two communities

Discussion:

Due the facts listed above. The Advisory Board will have to adopt a rate allocation model that is a reasonable representation of communities use of the system.

Underwood after reviewing the WRBP's model proposed some recommended changes and include in their draft modifications (attachment 2) to the rate allocation model. These modifications include:

Consideration that I & I studies tend to overestimate the amount of I & I as they are based on measurements taken over a short period of time.

Using water consumption to determine flow rates in unmetered (sewer and water) areas in lieu of design numbers as sewer flow design numbers for houses tend to be conservative (i.e. larger) to ensure there is sufficient capacity in extreme short term use situations.

Underwood assumed that sewer use is 80% of water consumption as water gets used for other purposes such as watering lawns, irrigating gardens and washing cars.

Underwood determined that Belmont's average daily household water consumption in the areas of the town with water meters is 126 gallon per day. Based on size and uses of houses being similar in the areas without water meters, Underwood assumed the same water consumption rate for the unmetered areas.

Underwood estimated sewer flow from Belmont's commercial properties based on the town's sewer unit charge system. Underwood stated that this is consistent with the approach used by other downstream WRBP communities.

Underwood Engineers after reviewing the model determined that the model placed all unaccounted-for flows in the system on two communities Belmont and Tilton. Underwood has proposed changes to the WRBP model on how to distribute the unaccounted flows.

- Underwood's proposal is that it is reasonable to distribute the unaccounted-for flows to the four communities based on their percentage of the total inch diameter miles of pipe in the unmetered areas of the four communities' system.

Recommendations:

Review the proposed changes to the model and provide comments by the Feb 18, 2021 meeting in order to do the following at the March 18, 2021 meeting:

- Adopt Belmont's and Franklin's recommendation that the Board use water consumption in unmetered areas instead of design flow from a property.
- Adopted Belmont's and Franklin's concept of using sewer unit charge system to estimate sewer flow in commercial properties in areas that do not have water meters.
- Adopt Belmont's and Franklin's recommendation that the Board should assume that sewer flows should be 80% of water consumption.
- For Tilton, like Belmont use the average household water consumption in the areas with water meters for areas without water meters to determine sewer flow.
- Adopt some method of distributing the unaccounted flow to the member communities.

Attachment 1 is a flow diagram of the system.

Attachment 2 is copy of the WRBP 7/7/2020 model.

Attachment 3 is a copy of the Proposed modifications to the WRBP model.

WRBP FLOW SCHEMATIC
AND HYBRID FLOW MODEL INFORMATION
UNDERWOOD ENGINEERS
SEPTEMBER 2020

COMMUNITY
FORMULA FOR
FLOW ESTIMATION

COMMUNITY	FRANKLIN	NORTHFIELD	TILTON	BELMONT	SANDBORTON	LACONIA	GILFORD	STATE SCHOOL/ NHMAS	MERIDEN	BAY DISTRICT
FORMULA FOR FLOW ESTIMATION	RIVER ST P.S. + WATER DATA	WATER DATA (TN AQUADUCT + SODA BROOK)	[TILTON MAIN ST. + TFI + TSI] + WATER DATA + DEMOGRAPHIC DATA	[BELMONT P.S. - SODA BROOK - LPTAM - QUALITY CONTROL] + WATER DATA + DEMOGRAPHIC DATA	LOWER BAY P.S. + TS1	BELMONT BEACH - OXBOW - MLI	OXBOW + MCINTIRE + GL1	STATE SCHOOL P.S. + OPECHEE	ML1 - BAY DISTRICT P.S.	BAY DISTRICT P.S.

WWTF
WWTP INFLUENT - PARSHALL FLUME
ACCURACY UNKNOWN
STP1 - AV SENSOR ± 5%

LEGEND

SEWER BASIN
WITH WASTEWATER
FLOW DATA

SEWER BASIN
WITH WATER DATA
FOR ALL SEWER
CONNECTIONS AND NO
SEWER DATA

SEWER BASIN WITH
WATER DATA FOR
SOME SEWER CONNECTIONS
AND NO SEWER DATA

SEWER FLOW METER
LOCATION

RIVER ST. P.S.
ULTRASONIC DOPPLER
± 1% ± 3%

SODA BROOK
AV SENSOR ± 15%

TF1
60' TRAPEZOIDAL FLUME
± 10%

TS1
10' PALMER-BOWLES
FLUME ± 6%

BELMONT P.S.
MAGMETER ± 0.5%

LOWER BAY P.S.
MAGMETER ± 0.5%

BELMONT BEACH
NOT EVALUATED IN
WRP FLOW METER
ASSESSMENT

WINNISQUAM P.S.
MAGMETER (3/10%) ± 8%

OXBOW
3" INCH PARSHALL ± 8%

MCINTIRE
10' PALMER-BOWLES ± 5%

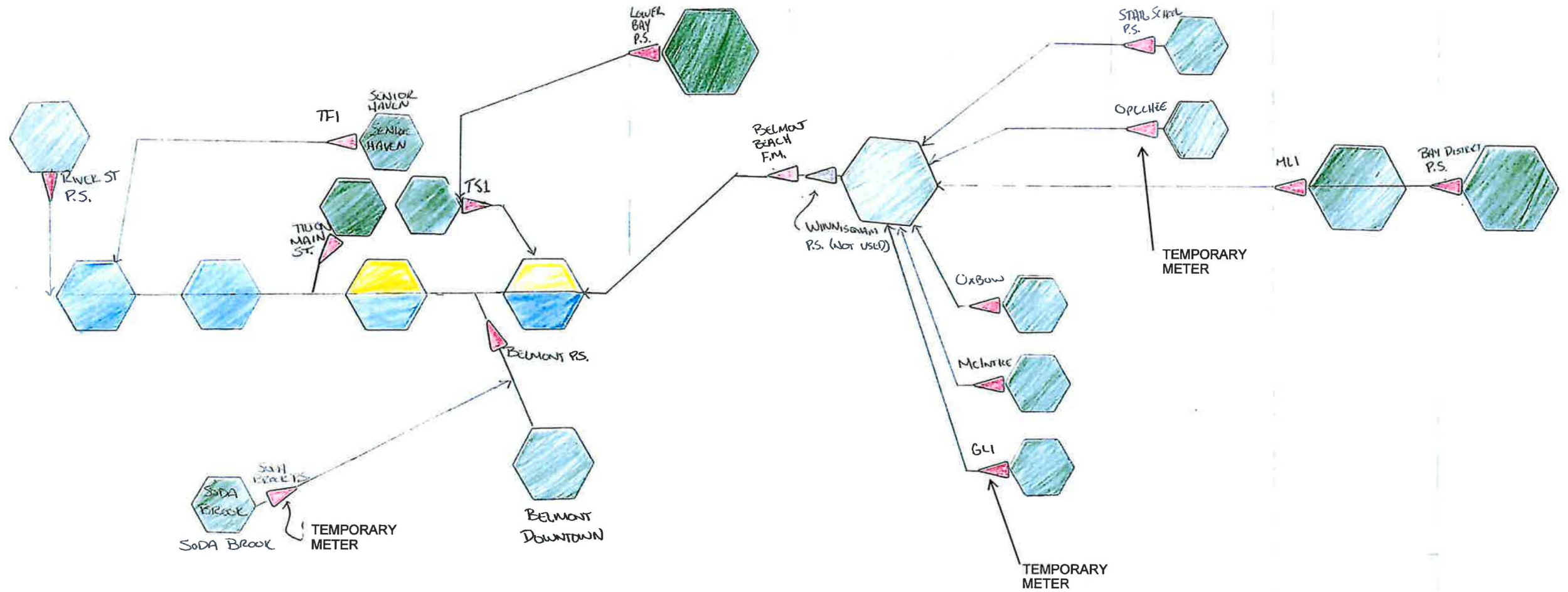
GL1
10" AV SENSOR ± 15%

STATE SCHOOL P.S.
CALCULATED WITH
DRAWDOWN ± 20%

OPECHEE
10" AV SENSOR ± 10%

ML1
36" AV SENSOR ± 8%

BAY DISTRICT P.S.
MAGMETER 10.5% ± 3%



Sewer Flow Volumes

Metered + Unmetered Flows in 4 Members	Baseline metered sewer flows (4 yr MG total) includes I/I since sewer metered	Water Use Flow (4 yr MG Total)	Subtotal: metered + water use	Demographic Units (4 yr Totals based on current year)	% of total MG for areas using demographics %	MG of remaining WWTP flows based on demographic %	Total Sewer Flows = Metered + Water Use + Demographic (MG)	Total flow % = metered + unmetered w/o I/I factor	current O&M %	Change w/ DES model
Belmont	Belmont PS - Soda Brook - Eptam - Quality Control 150.51	4 yrs water use - Sunlake 8.14 4 yrs water use - Cates 7.95 4 yrs water use - Westview 5.10 4 yrs w/ avg as yr 4 water use - Solar 7.11 4 yr water use - Court St. 15.38 Totals: 43.68	194.19	residential 320.06 commercial 44.45 Totals: 364.51	87%	310.67	504.85	6.43%	3.80%	2.63%
Franklin	River St PS 955.63 Totals: 955.63	Water Use 2016-2019 4 yr. 134.23 Totals: 134.23	1089.86				1089.86	13.89%	15.75%	-1.86%
Northfield		T-N Aqueduct Northfield only Water Use + Soda Brook (4 yrs) 145.50 Totals: 145.50	145.50				145.50	1.85%	2.60%	-0.75%
Tilton	Tilton Main + TF1 + TS1 392.84 Totals: 392.84	water use 4 yrs. - Pennichuck 3.07 water use Lochmere - flat rate 34.16 water use T/N Aqueduct 95.13 Totals: 132.36	525.20	flat rate 55.20 Totals: 55.20	13%	47.05	572.25	7.29%	4.25%	3.04%
Other communities	Bay District PS 142.42 Gifford Oxbow + McIntire + GL1 1128.82 Laconia Belmont Beach - Oxbow - ML1 - GL1 - Opechee 3329.93 Meredith ML1 - Bay District PS 696.72 Sanbornton Lower Bay PS + TS1 117.93 NHDAS State School PS + Opechee 117.45						142.42 1128.82 3329.93 696.72 117.93 117.45	1.82% 14.39% 42.44% 8.88% 1.50% 1.50%	1.15% 0.117 49.87% 9.25% 0.68% 0.95%	0.67% 2.69% -7.43% -0.37% 0.82% 0.55%
Totals: 7032.25		455.77	7488.02	419.71		357.71	7845.73	100.00%		
% flows accounted for by these methods: 89.63%		5.81%	95.44%			4.56%	100.00%			

For water use and demographic flows, could add a factor for I/I based on existing I/I studies or pipe age, size and material using available standard design/construction references (significant additional work for each pipe segment and/or collector sewer shed).

Temporary meters used in analysis include GL1, Opechee and Soda Brook.

Used 135 gpd per unit per Belmont's request - value used for Tilton and Belmont to be consistent.

Added sewershed to Franklin water meter total.

Corrected entry for Belmont - Solar and Court st. water use.

Wes' version: 135 gpd/connection regardless of # bedrooms or baths or residential vs commercial*365d/yr*4 yrs		gal 4 yrs	MG 4 yrs	MG 4 yrs	assumes 300gpd/idm	MG 4 yrs
uses 135gpd for 1065 connections from Belmont		209,911,500	209.91	357.71	Belmont	
used 135 gpd for 64 connections from Tilton		12,614,400	12.61	222.53	Tilton I/I per 2015 CMOM idm - entire town	39.83
		222,525,900	222.53	135.19	Northfield	
					Franklin - from 4 unmetered areas from I/I study	32.78

Attachment 2

Proposed Hybrid Model for Determining Flow Contributions from unmetered locations in Belmont, Franklin, Tilton and Northfield

Info used in Model:

Franklin	<p>Water Use data from Franklin DPW ID all sewer users that DO NOT go through River St. PS - completed 12/17/19 Confirmed all but 1 sewer users are on City water (1 not on water has a sewer flow meter installed) 100% water use = 80% sewer volume/year I/I distributed purely by IDM</p>
Northfield	<p>Annual Water Use from Tilton-Northfield Aqueduct 100% water use = 80% sewer volume/year Subtract businesses (currently 2) on Route 140 in Belmont billed by T-N Aqueduct IDM information provided by WRBP was used to estimate a placeholder I/I flow. Community specific I/I information could be used to refine I/I flow estimates.</p>
Belmont	<p>Water use and/or determine Units from property records for unmetered areas ID all sewer customers that DO NOT go into Belmont PS (from sewer user list already provided or updated version) <i>ID what unit entries on this spreadsheet are based on (looks like historic flow based units or similar)</i> Get water use data for all Belmont sewer customers billed by water companies; 100% water use = 80% sewer volume/year Property records of non-Belmont PS customers (in lieu of water or sewer flow data) Use property records and TR 16 or M&E 5th ed. Or Env Wq definitions of units * GPD per unit to determine property unit and then total number of units (Env Wq 704.03). Town of Belmont water data used to estimate water use to be approximately 125 gpd/connection. Use property records and unit flows to estimate water use from unmetered areas without water meters at 125 gpd/connection. Wastewater flows estimated to be 125 gpd * 80% = 100 GPD/EDU</p>
Tilton	<p>Water use and/or determine Units from property records for unmetered areas ID all sewer users that DO NOT go through TS-1 and TF-1 and Tilton Main St. flow meters <i>W-P determined that these 3 meters are accurate for billing purposes</i> Get water use data for all Tilton sewer customers billed by T-N Aqueduct & Lochmere; 100% waste use = 80% sewer volume/year Use property records and unit flows to estimate sanitary wastewater flows from unmetered areas without water meters at 100 gpd/connection. Use property records and TR 16 or M&E 5th ed. Or Env Wq definitions of units * GPD per unit to determine property unit and then total number of units (Env Wq 704.03). IDM information provided by WRBP was used to estimate a placeholder I/I flow. Community specific I/I information is needed</p>
<p>Total all units and assign reference guidance GPD flows for these 2 communities without complete water use info Normalize units to account for the % total flows being addressed (% changes with rolling average) Assessment % based on metered baseline % + normalized unit % in each community</p>	

	MG	MGD	%	
WWTP Influent flows (MG) (2015-2018)	7845.73	5.37		
sewer metered 4 yr totals	7032.25	4.82	89.63%	Metered flows include I/I since total flows through each metering location or pump stations was metered over at least 4 years.
unmetered 4 yr total	813.48	0.56	10.37%	These unmetered flows were evaluated using the methods above.
			100.00%	

Attachment 2

Sewer Flow Volumes

Metered + Unmetered Flows in 4 Memb	Sewer Metered Areas		Un-Metered Areas				Total Sewer Flows = Metered + Water Use + Demographic (MG) + I/I Estimate	Total Sewer Flows = Metered + Water Use + Demographic (MGD) + I/I Estimate	Total flow % = metered + unmetered + I/I	
	Baseline metered sewer flows (4 yr MG total) includes I/I since sewer metered (Note 1) (2015-2018)		Water Use Flow (4 yr MG Total) 80% Water to Sewer Ratio	Property Data Flow (4 yr Totals based on current year) (Note 2)	Un-assigned Flows distributed as I/I evenly by IDM (4 yr MG Total)					
Belmont	Belmont PS - Soda Brook - Eptam - Quality Control	150.51	4 yrs water use - Sunlake 4 yrs water use - Cates 4 yrs water use - Westview 4 yrs w/ avg as yr 4 water use - Solar 4 yr water use - Court St.	6.51 6.36 4.08 5.69 12.30	residential commercial	91.76 12.70	Note 3 Percentage of IDM for unmetered areas of Belmont, Franklin, Northfield, and Tilton 41.4%			
	Totals (4 yr MG total): Annual Average (MGD)	150.51 0.103		34.94 0.024		104.46 0.072	Adjusted Community I/I Flow 127.72 0.087	417.64	0.286	5.32%
Franklin	River St PS	955.63	Water Use 2016-2019 4 yr.	107.38			Note 4 Percentage of IDM for unmetered areas of Belmont, Franklin, Northfield, and Tilton 25.1%			
	Totals: Annual Average (MGD)	955.63 0.655		107.38 0.074			Adjusted Community I/I Flow 77.44 0.053	1140.45	0.781	14.54%
Northfield			T-N Aqueduct Northfield only Water Use +	116.40			Note 5 Percentage of IDM for unmetered areas of Belmont, Franklin, Northfield, and Tilton 11.3%			
	Totals: Annual Average (MGD)			116.40 0.080			Adjusted Community I/I Flow 34.86 0.024	151.26	0.104	1.93%
Tilton	Tilton Main + TF1 + TS1	392.84	water use 4 yrs. - Pennichuck water use Lochmere - flat rate water use T/N Aqueduct	3.07 34.16 95.13	64 @ 100 gpd	9.34	Note 6 Percentage of IDM for unmetered areas of Belmont, Franklin, Northfield, and Tilton 22.2%			
	Totals: Annual Average (MGD)	392.84 0.269		132.44 0.091		9.34 0.006	Adjusted Community I/I Flow 68.49 0.047	603.11	0.413	7.69%
Other communities	Bay District PS	142.42						142.42	0.098	1.82%
	Gilford	1128.82						1128.82	0.773	14.39%
	Laconia									
	GL1 - Opechee	3329.93						3329.93	2.281	42.44%
	Meredith	696.72						696.72	0.477	8.88%
	Sanbornton	117.93						117.93	0.081	1.50%
	NHDAS	117.45						117.45	0.080	1.50%
	Totals:	7032.25		391.16		113.81	308.51	7845.73	5.374	100.00%
	% flows accounted for by these methods compared to WWTF Influent:	89.63%		4.99%		1.45%	3.93%	100.00%		

Assumptions/Data Sources:

1. Temporary meters (3 months of data) used in analysis include GL1, Opechee and Soda Brook.
2. Sewer estimates from demographic units for Belmont and Tilton assumes 100 GPD per connection (125 GPD x 80%) for residential users and 50 GPD per connection for seasonal properties. Commercial properties are estimated using the Town of Belmont EDU based billing system and 100 GPD per EDU.
3. Belmont IDM for the Rte. 3 Area (known as sewer subbasins F, G, H, I, J, K, L, M, N, O, and P on the Town of Belmont's sewer maps) is 108.29
4. The IDM for these areas of Franklin is approximately 65.85
5. Northfield was estimated using the total municipal IDMs provided by WRBP (29.46 idm)
6. IDM data provided by WRBP for Tilton gravity sewers in the area designated TN1 (58.19 idm)

I/I Adjustment for unmetered areas

WWTF Influent Flow (4 yr MG total)	7845.73
less sewer metered flow (4 yr MG total)	-7032.25
less water use flow (4 yr MG total)	-391.16
less property data flow (4 yr MG total)	-113.81
Un-assigned flows (4 yr MG total)	308.51

Attachment 3

Item #7

As of Jan 2, 2021

Rath, Young & Pignatelli Road Map Study

Budget Tracking sheets

Funds Available

\$ 51,900.00

Invoice #	Date of Invoice		Invoice Amount	Funds remaining
Road Map Development				
Invoice # 1	5/22/2018		\$ 2,858.00	\$ 49,042.00
Invoice # 2	6/20/2018		\$ 6,890.18	\$ 42,151.82
Invoice #3	6/30//2018		\$ 6,958.00	\$ 35,193.82
Invoice #4	8/20/2018		\$ 2,656.00	\$ 32,537.82
Road Map Phase 1				
<i>Carry Over from Previous Phase</i>				\$ 32,537.82
<i>Escrow for this phase</i>				\$ 65,000.00
Total Available				\$ 97,537.82
Invoice #1-1	20-Sep-18	79111	\$ 800.00	\$ 96,737.82
Invoice# 1-2	18-Oct-18	79407	\$ 896.00	\$ 95,841.82
Invoice #1-3	15-Feb-19	80548	\$ 924.00	\$ 94,917.82
Invoice #1-4	15-Mar-19	80800	\$ 759.00	\$ 94,158.82
Invoice #1-5	6/10/2019	81583	\$ 396.00	\$ 93,762.82
Invoice #1-6	7/18/2019	82002	\$ 330.00	\$ 93,432.82
Invoice #1-7	8/15/2019	82241	\$ 66.00	\$ 93,366.82
Invoice #1-8	9/17/2019	82524	\$ 1,584.00	\$ 91,782.82
Invoice 1-9	10/28/2019	82912	\$ 396.00	\$ 91,386.82

Invoice #	Date of Invoice		Invoice Amount	Funds remaining
Invoice 1-10	5/11/2020	84667	\$ 1,224.00	\$ 90,162.82
Invoice 1-11	6/19/2020	85172	\$ 782.00	\$ 89,380.82
Invoice 1-12	9/23/2020	85982	\$ 2,550.00	\$ 86,830.82
Invoice 1-13	10/23/2020	86266	\$ 1,394.00	\$ 85,436.82
Invoice 1-14	11/13/2020	86449	\$ 525.00	\$ 84,911.82
Invoice 1-15	11/30/2020	86722	\$ 1,480.00	\$ 83,431.82