

WINNIPESAUKEE RIVER BASIN PROGRAM

ADVISORY BOARD MEETING MINUTES

February 18, 2021 – Conducted Electronically

Members Present: The meeting was called to order by Wes Anderson (Laconia), chair, at 10:02 am. Sharon McMillin (NHDES), Rene Pelletier (NHDES), Jeanne Beaudin (Belmont), Glen Brown (Northfield), Trish Stafford (Sanbornton), Brian Sullivan (Franklin), and Meghan Theriault (Gilford) 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.

Wes introduced guest, Justin Hanscom (Deputy Director of Franklin Municipal Services Department), and thanked him for attending.

Minutes: Glen moved, seconded by Jeanne, to approve the January 28, 2021, meeting minutes. A roll call vote was taken, and the motion carried.

Monthly Summary Report: Sharon distributed the *Monthly Summary Report* for January 2021 by email prior to the meeting.

- Energy Efficiency Upgrades – The installation work for the aeration blower and two RAS pumps by WRBP staff is ongoing. The custom pumps are expected to be delivered in March.
- WRBP Infrastructure O&M Responsibilities – No updates at this time.
- Replacement Fund – DES forwarded the AG Office's opinion on the proposed statutory changes to the Advisory Board chairman on January 4, 2021. The opinion indicated that the AG Office did not foresee any difficulty with changing the reimbursement scheme as discussed by the Advisory Board last July.
- Governance Work Plan – No updates at this time.
- Rate Assessment Formula – Belmont's I/I report is under review and Franklin's is pending. Related discussion will take place at next month's Advisory Board meeting.

Wes asked when the Energy Efficiency upgrades would be completed. Sharon expected them to be completed in May or June. The custom pumps will arrive next month. Glen congratulated the WRBP for the outstanding payback for this project.

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.

Governance Guidelines, MOA, and By-Laws Update: Wes announced that there were no updates at this time. He will continue to work on these documents.

Rate Assessment Formula Update: Wes asked the members to refer to the handouts that were distributed by email prior to the meeting, specifically to Item 5 that contained background information for the draft rate allocation discussion, Attachment 1 – Flow Diagram of the System, Attachment 2 – WRBP 7/7/2020 Model, and Attachment 3 – Proposed Modification to the WRBP Model.

Wes explained that the discussion today will center on two pieces. The first piece is the mathematical formula that represents the flow in the system. The second piece is the selection of variables which would be plugged into the formula including I/I; recognizing the tolerance of the metering devices as an issue.

The variables are known, measurable inputs taking into account the tolerance of the measuring devices. The unknown inputs included unmetered areas and I/I. Assumptions can be based off of known inputs from metered areas to help develop inputs for the unmetered areas.

The goal is for the Advisory Board to recommend a new rate allocation methodology at next month's meeting. The model will be based upon the formula and will include assumed numbers for the unknown variables. When the draft rate allocation model was first presented by the WRBP, Belmont and Tilton had two issues. The first was that the model assigned the remaining unknown flows to Belmont and Tilton only. The second was the assumptions made in the model for the unknown variables in the unmetered areas. Since that time, Belmont and Franklin's consultant have recommended some proposed changes to the model, which are included in Item 5.

Wes asked Jeanne if she could discuss some of the proposed changes. Jeanne felt that they addressed the remaining unknown flow; however, she was concerned that Tilton has not been available to discuss them. Underwood has done a lot of work on Belmont's behalf, and Jeanne was more comfortable with Underwood's work than with the information originally submitted with the draft rate allocation model. However, there will still be winners and losers, and no one knew where Tilton stood. Jeanne wanted to know if Tilton agreed with the proposed changes and whether Tilton planned to do an I/I study. Wes concurred, noting that at the meeting before last, Tilton had confirmed that it was not planning to do an I/I study.

Wes asked Brian if he could update the membership on Underwood's work in Franklin. Brian has been in touch with Cole, and Underwood is still working in Franklin. Wes expressed a concern about the I/I coming from the interceptor system that is coming to the treatment plant. He felt that it should be divided up equally between the ten member communities. Wes noted that some I/I would have to be divided up only between the four southernmost member communities.

Wes asked Meghan and Trish how they felt about the proposed changes. Meghan felt that the changes were an improvement because they used known data instead of design data. She had no issue with sharing the upstream I/I. For the most part she agreed with Underwood's reporting so far. Trish did not have a comment at this time.

Sharon had a question regarding water use. She asked why 80 percent water use was used instead of the 90 percent recommended by Underwood. Wes affirmed that Attachment 3 used 80 percent and that he had plugged the number for the sake of discussion. It could be changed.

Wes acknowledged that Underwood has made a suggestion regarding the RSA regarding flow (length of pipe) and strength. Sharon noted that the Advisory Board had already voted to proceed with a flow-based formula and to possibly consider strength later. She was not sure that there was a need to change the RSA at this point in time. Wes concurred. He just wanted to affirm that the membership still felt that way; given that Underwood raised the issue.

Wes offered to call Tilton and set up a meeting with the four southernmost member communities so that they could talk. Brian offered to extend an invitation to Underwood, if there was an interest in having them attend.

Authority Workgroup Update: Wes indicated that the Laconia City Manager was talking to others in the Governance Group and would be able to provide possible next steps in the next 1-2 weeks. An update of the escrow account was included in the handout package sent to members.

Replacement Fund: Wes announced that there were no updates at this time due to the timing of the next N.H. legislative session. Sharon asked if Wes planned to share the AG's letter and findings. Wes noted that he may have already sent the letter out by email already and agreed to redistribute it.

Other Business: The meeting adjourned at 10:27 am. The next meeting will be held on Thursday, March 18, 2021, at 10:00 am via Laconia's Zoom Video Communications account. The minutes were prepared by Pro-Temp Staffing.