

WINNIPESAUKEE RIVER BASIN PROGRAM

ADVISORY BOARD MEETING AGENDA

December 1, 2021

10:00 am

Belmont Mill 4th Floor -14 Mill Street

Due to the expiration of the Governor's Emergency Order, the WRBP Advisory Board must have a physical quorum at a meeting site that is open to the public.

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

<https://us02web.zoom.us/j/87520751687?pwd=RDR1WWJWNFZQRkJOEJIVU1xMGw1dz09>

Meeting ID: 875 2075 1687

Passcode: 267612

1. October 21, 2021 Meeting Minutes for review and approval
2. WRBP Monthly Summary Report – October 2021
3. Citizen Comments for items on the agenda
4. Governance Guidelines, MOA and possible By-Laws
5. Rate Assessment Update:

Update on the implementation of the approved rate allocation model

Status of Underwood's proposal on developing operating procedure for future updates of the model

6. Review of the escrow account, No change from last month
7. Replacement Fund

LSR 2022 – 2557 submitted by Rep Dawn Johnson is now HB 1339: Sponsors; Dawn Johnson, Jeb Bradley, Norman Silber

8. Other Business:
 - a. Next Advisory Board Meeting Thursday, January 20, 2022
10. Adjournment

Item # /

Minutes

WINNIPESAUKEE RIVER BASIN PROGRAM

ADVISORY BOARD MEETING MINUTES

October 21, 2021

Members Present: The meeting was called to order by Wes Anderson (Laconia), chair, at 10:08 am. Sharon McMillin (DES), Rene Pelletier (DES), Johanna Ames (Tilton), Jeanne Beaudin (Belmont), Glen Brown (Northfield), Ray Korber (Bay District), Justin Hanscom (Franklin), Trish Stafford (Sanbornton), and Meghan Theriault (Gilford) were present at that time either in person or via Zoom. An in-person quorum was present to the meeting could proceed.

Minutes: Jeanne moved, seconded by Justin, to approve the September 15, 2021 meeting minutes. A roll call vote was taken and the motion carried.

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

Monthly Summary Report: Sharon distributed the *Monthly Summary Report* for September 2021, which was distributed by email prior to the meeting.

- Energy Efficiency Upgrades – Installation work by WRBP staff and contractors is ongoing with an estimated completion of 12-14 weeks. Programming assistance for the new RAS pumps' flow pacing control is anticipated. WP may provide the programming assistance via the as-needed engineering contract. Confirmation has been received by the WRBP from Eversource indicating that the energy efficiency funding is still available despite the delays.
- Solids Handling Process Upgrades – Alternative analyses are underway for sludge thickening with site visits and an onsite 3D survey of WWTF solids area was performed in September. WRBP staff members recently visited a facility in Saco, Maine to look at a rotary drum thickener that is the same size as that which had been recommended by B&C for thickening at the WWTF in Franklin. The WRBP staff members were greatly impressed with the technology; which will be a good fit for the WWTF's process.
- WRBP Infrastructure O&M Responsibilities –MOAs for Bay District, Sanbornton, Meredith, and Laconia were resent in February 2020 and are under review by these member communities.
- Replacement Fund – To be discussed at today's meeting.
- Rate Assessment Formula – The recommended implementation plan was approved at the September 2021 Advisory Board meeting. Changes will be incorporated into accounting SOPs for the next fiscal year. Underwood Engineering's (UE) proposed Scope of Work will be discussed at today's meeting.
- WRBP CIP Update – An updated CIP will be discussed by the CIP Sub-Committee at some point in the foreseeable future.

Governance Guidelines, MOA, and By-Laws Update: There were no updates at this time.

Rate Assessment Formula Update: Wes distributed the proposed Scope of Work for UE ahead of the meeting and asked if everybody had received it. He drew attention to Task 1 on page 1, the third bullet of which stated that UE would provide tools to the member communities to reduce the level of effort for

future data collection. Wes explained that the Scope of Work would require editing and noted that his chief concern at the present was to determine whether Tasks 1 and 2 in the Scope of Work generally met the Advisory Board's expectations.

Sharon asked Wes to modify the Scope of Work to indicate that the WRBP staff would ultimately be responsible for the input of the data into the rate assessment formula model since the draft did not contain language to that effect. Therefore, she requested that the WRBP also be included in the work with UE and members to develop the protocols and tools. Ray suggested providing more detail with regard to end products because, while spreadsheets would be helpful, a summary of the backgrounds and processes to use the spreadsheets would also be tremendously helpful. He also suggested adding a fee schedule. Sharon concurred. She further suggested adding a schedule for the completion of milestones within each task and noted that the Holiday season was quickly approaching and staff and member commitments needed to be taken into account. Some suggestions were that a first deliverable could be the text background document since that work had already been completed while the second deliverable would be the spreadsheets and how to use them. The members felt that the first document could be prepared by Jan 31st; with the subsequent document deliverable date negotiated with UE.

Wes asked if everybody approved of the Scope of Work (Tasks 1 and 2) in general; outside of the edits suggested thus far. Johanna moved, seconded by Jeanne to approve the general concept. A roll call vote was taken and the motion carried.

Review of the Escrow Account: There are no updates at this time.

Replacement Fund: Wes announced that Rep. Dawn Johnson is sponsoring LSR #2557 on behalf of the member communities. Wes noted that he forwarded the LSR to Senator French and asked if anyone in the other member communities has been in touch with their legislators. He asked everybody to keep him updated with regard to legislator correspondence or communications so that he can keep the Advisory Board updated.

Wes asked Rene what would happen next in the legislative process and calendar. Rene explained that the NH House had until November 5th to review and sign off on LSRs before they became public. Wes asked if co-sponsors would be required. Rene confirmed that they are not required.

Sharon indicated that the Replacement Fund was rapidly dwindling due to recent incidents (i.e. the Pendleton forcemain repair and the two Belmont forcemain repairs) and reminded members that draft Reserve Account language incorporated into the proposed Replacement Fund legislation had been stricken from the current draft at the request of members. She asked if there was any interest in revisiting the language to create a prospectively funded Reserve Account to help fund future projects. Wes asked if a capital expense could have a 20-year payback as opposed to the Replacement Fund's 10-year payback. Sharon acknowledged that this might be considered another advantage of using capital budgets or CWRSF loans versus the Replacement Fund as it's statute is currently written. A discussion ensued regarding the recent Pendleton force main repairs and the potential pros and cons of creating a Reserve Account. Members choose not to recommend such additional legislative changes at this time.

Other Business: The meeting adjourned at 11:05 am. The next meeting will be held on **Wednesday, December 1, 2021** at 10:00 am at Belmont Mill (4th floor) which is located at 14 Mill Street in Belmont. The minutes were prepared by Pro-Temp Staffing.

Item #2

Summary Report

**Summary Report to the WRBP Advisory Board
October 2021**

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. 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 delayed until June. Installation work by WRBP staff and contractor(s) is on-going with completion estimated in 12-14 weeks.	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 <1-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. 2020 meetings. Programming assistance from W-P through a task order for the new SCADA screens and RAS pumps' flow pacing control is being negotiated.
Solids Handling Process Upgrades	Phased projects included in the Solids Handling Master Plan developed for the Franklin WWTP are being identified for completion of the alternative analyses (10% design) to move forward to a 30% design. Kick-off meeting held virtually on 7/29/21. A 3D survey of WWTF solids area performed in September 2021. Alternative analyses are underway for sludge mixing and thickening with another site visit planned for December.	Phase I budget is currently estimated at \$3.875M and a CWSRF loan application is pending; with 10% principal forgiveness. This also allows the project to be eligible for potential Federal infrastructure funding distributed through the NH CWSRF program. Budgetary estimates will be refined during the design. The WRBP Capital Budget was approved and is sufficient to fund Phase I followed by CWSRF reimbursements to the WRBP.	The Solids Handling Process Upgrade Project has been forecast in the WRBP CIP since FY18. Phase I includes new primary digester mixers, gas management and heating systems, and an activated sludge thickening system.

Program Initiatives	Status & Schedule	Budget	Other info
WRBP Infrastructure O&M Responsibilities - Memoranda of Agreement	Belmont, Northfield, DAS, Gilford Tilton, and Franklin Executed MOAs with DES. MOAs for Bay District, Sanbornton, Meredith 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 remaining 4 members.
Replacement Fund	Replacement fund valuation reset to include pipelines in FY20. The pipeline lining repair and plant water repair funded from the replacement fund were completed. Legislation is required to change the current Replacement Fund reimbursement methodology. DES forwarded the AG's opinion on these proposed statutory changes to the Advisory Board chairman on 1/4/2021. Draft legislation reviewed by the AG's office to be discussed at the August 2021 meeting. LSR #2557 was submitted to the legislature sponsored by D. Johnson (Laconia). Additional sponsors are being sought for the proposed legislation.	Legislation to modify the Replacement Fund statute was proposed by Gilford at the meeting in July 2020. 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. Legislation to propose this change in the reimbursement formula is expected in the next session in late 2021. At the October 2021 meeting, the Advisory Board did not support adding additional language in the proposed legislation to create a Capital Reserve Account.
Rate Assessment Formula – O&M	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	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	DES presented preliminary flow and capacity findings from the 3 rd 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

	<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 10/27/2019, Franklin’s consultant reviewed their draft efforts with WRBP and Franklin staff. Belmont’s I/I report under review and Franklin’s pending; with discussion at the March, April and the May 2021 meeting that was postponed until June 2nd. The basis of the new rate assessment formula with a 3-year phase in period was approved by the Advisory Board on 7/15/21. The recommended implementation plan was approved at the September 2021 Advisory Board meeting.</p>	<p>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. <i>A draft scope of work for Underwood Engineering to assist with development of SOPs and tools to be able to consistently update the O&M rate formula in the future was discussed at the October 2021 meeting with a final scope and schedule under negotiations with the Advisory Board. Costs for this work will be paid from the existing escrow account.</i></p>	<p>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>
<p>WRBP Capital Improvements Plan (CIP) Update</p>	<p>The CIP Subcommittee met on 7/29/21 to discuss the update of the WRBP CIP. A draft version prepared by WRBP staff was discussed; with recommended changes to be incorporated for the next CIP subcommittee meeting scheduled for 8/19/21. <i>An updated CIP was sent to the CIP subcommittee on 10/21/2021 with review and approval dates TBD.</i></p>	<p>Nine (9) CWSRF pre-applications and SAG applications were submitted for WRBP equipment and infrastructure projects. Priority projects will be selected to move forward based on CWSRF funding rankings, principal forgiveness percentage, potential, additional federal funding, and ability to execute within any completion time restrictions.</p>	<p>SAG applications were submitted for new projects but availability of this funding for either these new projects or previously submitted applications will require future legislative approval.</p>

Changes from previous report are shown in bold italics.

Dates to Remember:

1. The next Advisory Board meeting will be held on December 1, 2021 at 10am at the Belmont Mill, 14 Mill St., 4th floor, Tioga meeting room with accommodation for virtual attendance once an in-person quorum is met.

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

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

Respectfully submitted on: 11/17/2021

Item # 5

Rate Assessment

**ENGINEERING SERVICES REQUEST
AUTHORIZATION TO PROCEED**

To: Underwood Engineers
25 Vaughan Mall
Portsmouth, New Hampshire 03801

Date: **October 15, 2021**
File No.: TBD
ESR No.: **Eight (8)**
Description: **WRBP Rate Model
Assistance**

From: City of Laconia
45 Beacon Street East
Laconia, NH 03246

City of Laconia Contact(s): Wes Anderson, DPW Director/WRBP Chair
Underwood Engineers Contact(s) (this project): Cole Melendy, P.E., Project Manager

Under agreement for Professional Services as Consulting Engineer for the City of Laconia, NH, you are authorized to proceed with the following work:

Background & Purpose:

The Winnepesaukee River Basin Program (WRBP) Advisory Board has requested that Underwood Engineers, Inc. (UE) provide report phase engineering services to assist the WRBP Advisory Board efforts to refine O&M cost allocations between member communities. This work will build on the spreadsheet model UE previously helped develop during our work with the City of Franklin and the Town of Belmont (Hybrid Flow Model, letter pending). The purpose of this scope of work is to refine the model to create a more 'user friendly' tool for the WRBP advisory board. The City of Laconia is a WRBP Advisory Board member (and Chair) and has agreed to serve as the contracting agent between the WRBP Advisory Board and UE. However, UE understands that all WRBP communities have contributed to an escrow account that will be drawn on for UE efforts for this work.

SCOPE OF WORK

The following services will be provided:

Task 1 –Technical Assistance Allowance

UE will provide technical assistance to assist the City of Laconia (City) and WRBP Advisory Board to update the Hybrid Flow Model spreadsheet. Technical assistance will be provided at the direction of the City and WRBP Advisory Board and is expected to include the following tasks:

- Kickoff meeting with WRBP members and 1 worksession.
- One (1) site visit (or online) to each of the City of Franklin, Town of Belmont, Town of Northfield, and Town of Tilton to review existing data sources and discuss possible changes to simplify data collection in the future.
- Providing suggestions and tools to the member communities to reduce the level of effort for future data collection.
- Providing suggested WRBP assessment formula modifications.

- Providing suggested improvements to the spreadsheet format used to implement the WRBP Hybrid Flow Model. Improvements are expected to focus on reducing the level of effort for future data input.
- Providing a summary memo with updated spreadsheet

Task 2 – WRBP Flow Model Update

After completion of Task 1, UE will provide technical assistance to assist the City of Laconia (City) and WRBP Advisory Board to update the model with current data (2021) provided by the WRBP and WRBP member communities and compare cost allocations to historical allocations (up to 3 years previous).

Information to be provided by the City/WRBP:

- Sewer flow meter data.
- Water use records for accounts where sewer flows will be estimated from water use (Franklin, Northfield, Tilton, and Belmont).
- Property records/sewer billing accounts for areas where sewer flows will be estimated from property records (Tilton and Belmont).
- Confirmation of wastewater collection system length and diameter data for Franklin, Northfield, Tilton, Belmont, and the WRBP.

Summary of Deliverables:

- Excel WRBP Hybrid Flow Model with recommended edits (PDF copy and Excel copy)
- Letter report and/or technical memorandum with recommendations

Items Not Included:

- Wastewater collection system metering, evaluations or designs
- Sewer mapping, survey, GPS, or GIS
- User rate study or cost of service evaluation
- Public presentations
- Any services not expressly included in the scope of work

Budget Cost:

Budget estimates for the tasks outlined in the scope of work are:

Task 1 – Technical Assistance Allowance	\$ 15,000
<u>Task 2 – Annual WRBP Flow Model Update</u>	<u>\$ 5,500</u>
Total	\$ 20,500

Fees for engineering services will be on an hourly basis for the personnel involved. Such hourly fees will be based on the Engineer's technical payroll plus an allowance to cover overhead and profit. Fees also include reimbursement for transportation expenses (per mile), out-of-pocket

travel expenses (tolls), prints, telephone calls and miscellaneous materials that may be required to complete the work.

Suggested budgets, as used herein, are best estimates by Underwood Engineers. The budgets are based on available information and prior to a detailed research on the Project. Budgets are not intended to be fixed prices but are reasonable estimates of average costs to complete projects of similar size. Budget will not be exceeded without written authorization.

Schedule:

The proposed schedule for this work is as follows:

Task 1:


- Contract Authorization October 2021
- Kickoff meetings and site visits for data collection November 2021
- Draft Model/report to City/WRBP March 2022

Task 2 will be coordinated with the end of the WRBP fiscal year.

Approval:

Approval and authorization to proceed with the work:

Jonathan Gardner Date
Purchasing Agent
City of Laconia



Keith A. Pratt, P.E. 10/15/21
President Date
Underwood Engineers, Inc.

Wesley Anderson Date
Laconia Public Works Director/WRBP Chairman (Contracting Agent)

Other WRBP Member Signatures (Approved as to form):

Item # 6

Escrow Account

As of August 1, 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
<i>Total Available</i>				\$ 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	12/15/2020	86722	\$ 1,480.00	\$ 83,431.82