

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING NOVEMBER 18, 2020

Board Members: Remote Participation: Mike Gitten and Doug Levine

Board Members: Absent: Rick Greene

Other Attendees: Remote Participation: Jane Capasso, Account Specialist; Louise Miller, Town Administrator; Paul Brinkman, Town Engineer; Cherry Karlson, Board of Selectmen; and Jason Adams, Management Analyst-
Selectmen's Office:

Meeting Location: Zoom Call.

Minutes

Note: Items may not be discussed in the order listed or at the specific time. Times are approximate.

- 7:48 1. Call to order and reading of Zoom information.

The Chair was not in attendance. Mike Gitten acted as Chair for the meeting.
Mike: Read the Zoom Information and the Agenda items.

- 7:51 2. Public comment – None.

- 7:51 3. Monthly Operating Report(s) – October 2020

Paul: Nothing remarkable in the October report, which will be sent out after the meeting. The flow at the plant over the last month has reduced to around 15,000 gallons per day (gpd) over the last few days. It was near 20,000 gpd. We are losing about 6-7% of our revenue due to the reduced flows to the facility. We are conscious of this in our expenditures and are managing as such.

- 7:54 4. Alta at River's Edge Wastewater Management Status – Paul Brinkman, Town Engineer

Paul: Showed the WWMDDC FY20 Budget Schedule, which was based on old flow and rates with Alta added, to compare to the FY22 Level Funded and FY22 with Alta schedule. Lines have been added for this and we are tweaking the numbers. Due to Alta, the following line items were increased: \$15,000 for Operating Contract for two additional pump stations and groundwater monitoring, WhiteWater facility labor \$2,000, sludge \$16,200 based on proportional increase in flows, chemicals \$7,200 with a linear proportionality, electricity half of the linear increase because about half of electricity use is fixed \$17,280, a new line for electricity at the pump stations \$7,500, telephone increase for new phone lines. All other line items are the same except Transfer to General Fund for indirect costs increased a little because the budget increased. With Alta, we are looking at an actual cost increase of approximately \$70,000.

Paul: The facility currently has a Title V flow of approximately 70,203 gpd, unconnected flow of 8,359 gpd and with Alta's 38,540 gpd a total Title V flow of 117,102 gpd. The actual anticipated flow would be approximately 43,000 gpd.

Paul: Rate analysis schedule – There are two scenarios 1) Projected rates for FY22 without Alta based on current rate charges from FY21, which would be about a 7.1% increase in rates and 2) With Alta at 18,000 gpd, the revenue is split between more users across the board and the rates go down 14.9%. We will need to work out with Alta the value of the leaching field and the value of the services we provide. Under this scenario, assuming the numbers stay the same, you are looking at an annual bill of \$137,000 from Alta. With the lower scenario using 13,083 gpd

the rates for all users would drop approximately 14%. Their bill is reduced because their flow is less. We will most likely never reach a Tier 2 Rate because the Tier 1 Rate is set at half of their Title V flow of approximately 38,000 gpd and Paul estimates we will be at 13,000-18,000 gpd of actual flow. We have to own the leaching field and the effluent pump station. The raw wastewater pump station may be owned/controlled by Alta. This is part of the discussions we are having with Alta. Mike: This shows the current users there will be savings, even with, sharing Alta's costs. The MassDEP is requiring the Town to control the effluent disposal facilities, so we will be responsible for operation and maintenance on the effluent pump station and the leaching field. This would include capital costs. We don't anticipate any significant costs in the next few decades associated with the leaching field as the treatment plant effluent is much cleaner than what is typically discharged from a septic system. Mike asked if there was a reserve. Paul: There will be a reserve system as part of the primary.

Paul: We are looking for an affirmation to tie pieces up. The Rate Schedule presented is a model and the numbers don't tie exactly to the budget. It shows the board the affect Alta has on the rate payers. We expect to see a small impact from Alta in late FY22 and a significant impact to FY23. Over the long-term this will prevent the rates from increasing as fast as they have been. Doug: It will take Alta time to reach capacity as they rent out the units. The flow numbers will be low and not shared by as many units, which will result in FY22 rates being higher. Paul: The rates will only be going down as they connect and I expect minimal impact in FY22. Alta is talking about bringing the buildings on one-at-a-time. We will have to set up a schedule to reflect this.

Cherry: The numbers shown by Paul are for discussion and what he estimates the project might do to the WWMDC budget. The Rate Analysis slide is a projection, which will be mainly reflected in FY23. WWMDC should be looking at the effect to users with Alta in a full budget year and the effect on the plant. The numbers do not show the cost to WWMDC if we have to pay for our own leaching field as directed by the Administrative Consent Order. The MassWorks grant will most likely be announced tomorrow morning, which will address this.

Cherry: Wood Partners is looking at closing on the property in December 2020. The documents have not been signed and they are in Executive Session. You will be presented with a document. We are working with Town Counsel on the Land Disposition Agreement. Paul there are many pieces on the connections that we need to work through. If we don't get the grant, we will work with Wood Partners and Town Counsel. This may be a gift and the funds are there.

Louise: The WWMDC will vote when the application is presented to you. A statement of where you are, based on Paul's presentation, is what's needed tonight. Mike: Based on the Motion from our last meeting, he supports the statement. Doug: Supports this with the additional data provided today, regarding the figures presented by Paul, if Alta was to connect.

Mike: Motion to support the statement from last month's meeting. Doug: Seconds the support of the Commission's statement from the October 18, 2020 meeting with the additional data that was provided to us today, regarding the budget related Excel spreadsheet numerical figures, if Alta were to connect. Mike: yes, Doug yes. Approved 2-0.

8:28 5. FY22 Budget – Review and Approval

Paul: FY22 Budget schedule. The Town requested that a Level Funded and Level Service budget be developed. The Level Service budget is lower than the FY21

budget due to expense efficiencies.

Both of these budgets do not contain cost of living adjustment or merit raises. Level Funded is essentially the FY21 budget. Typically WWMD uses operating retained earnings to control rates and they do not use contingency money. For FY22 we allocated \$31,000 from retained earnings. The FY22 Budget must have enough money to cover the operating expenses. Any use of retained earnings will need to be identified now for incorporation into the budget that is presented at Town Meeting. The line items have a small contingency in them as a buffer. If we don't spend the contingency, we won't spend the retained earnings. This is the first time we are doing this. We lowered Equipment Repairs and Maintenance and added a Small Equipment account funded with this money. Small equipment will be used to purchase equipment that will be installed by us. We reduced the sludge budget amounts. We now thicken the sludge by decanting and have far less that needs to be hauled. The Transfer from General Fund account (Indirects) is the Town's allocation for other departments that support the WWMD. Since the FY22 Budget is lower, the amount for this account should be reduced as a ratio to the town's budget.

Paul: The Old Debt was created in 1990 when the pipe went into the ground for the low pressure sewer. The New Debt is for three borrowings when the plant was built about 7 years ago. The Old Debt was retired this year and the New Debt will be retired in 13 to 14 years.

Paul: Recommends the Level Funded budget since revenue is tight. Mike: Comfortable that the sludge numbers might go down and he agrees that in case the flows do not pickup, we should be cognizant of the budget. Jane: Debt numbers are set. Paul: The Indirects will change when the numbers are provided to us. You need to vote the budget and the use of operating and betterment retained earnings.

Louise: Your motion is submitting a request for a level service and a level funded budget to the Finance Committee for review. They will then come back to you with questions. We will be reviewing the available retained earnings for future betterments. Contracts for salaries and other areas are being adjusted and there will be changes.

Doug: Motion to request the level service and level funded budgets for FY22. Mike second. Mike yes, Doug yes. Approved 2-0.

8:50 6. Approve minutes from previous meeting(s): October 19 and October 28, 2020

Doug: Motion that the WWMDC approves the minutes from October 19 and October 28, 2020. Mike second. Doug yes, Mike yes. Approved 2-0.

8:51 7. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

None

8:51 8. A) Calendar: Upcoming meetings, events and hearings.

Cherry: There is nothing for WWMDC to do regarding Alta until an application is before you. Paul: Expects the application in about 4 weeks.

The next Board meeting will be December 16, 2020 at 7:30 pm. Cherry: At the next meeting the WWMDC will vote the FY22 Budget. Paul: We would prefer the level funded budget.

B) Review topics for future discussion – None.

8:58 9. Adjourn –

Mike: Motion to adjourn. Doug second. Mike yes, Doug yes. Approved 2-0.

Attachments:

WWMDC FY20 Budget – With and without Alta.

Alta Rate Analysis – With and without Alta

Proposed FY22 Budget – 11/16/20

Agenda

WWMDC FY20 Budget	FY20 Budget	FY20 with A@RE	
INCOME			
Receipts (User Charges)	334,653	389,799	
Interest Earned on Savings	5,000	5,000	
Total O&M Revenue:	339,653	394,799	
EXPENSES			
Personal Services			
Salaries (Operations Manager / Account Spec)	82,600	82,600	
Salaries (Part-time)	5,000	5,000	
Training & Education	350	350	
Uniforms	350	350	
Indirect/Admin & Fringe Ben's	34,913	38,546	Increase associated with overall budget increase
Professional Services			
Facility Operating Contract	50,000	65,000	Increase associated with A@RE groundwater monitoring and PS monitoring
Facility Labor & Other Prof. Serv.	12,500	12,500	
Legal Services	5,000	5,000	
Total Pers. & Prof. Expenses	190,713	209,346	
Repairs & Maint. Expenses			
Surface Water Testing (OARS)	7,800	7,800	
Building Repair & Improvements	5,900	5,900	
Equipment Repairs & Maint.	30,000	39,000	slight increase associated with increase in the use of the equipment
Pipeline Maintenance	10,000	10,000	
Supplies	5,000	6,000	slight increase associated with minor increase in the supplies
Vehicle Gasoline	500	500	
Vehicle Repairs	500	500	
Total Repairs & Maint. Exp.	59,700	69,700	
Operating Expenses			
Disposal (Trash Removal)	1,240	1,860	increase for screenings management
Sludge Disposal	25,000	38,083	linear increase associated with increase in flow
Chemicals	7,500	11,425	linear increase associated with increase in flow
Natural Gas-Ntl Grid & Dir. En.	4,100	4,100	No change in plant heating requirements
Electricity -Eversource	33,000	41,635	one half linear increase associated with increase in flow (majority of electricity is base load)
Telephone -Verizon	1,900	1,900	
Water -Town of Wayland	1,000	1,250	Slight increase
Admin Serv's & Other	500	500	
Contingency	15,000	15,000	
Total Operating Expenses	89,240	115,753	
RATES			
Total Expenses	339,653	394,799	
Required User Charges	334,653	389,799	
Total Current Allocated Capacity	78,562	115,942	
Total Current Connected	70,203	107,583	
Total Assumed Flow from users	25,000	38,083	
Capacity Rate (\$/gpd/year)	3.41	2.69	
Tier 1 up to half Title V flow (\$/gpd/year)	2.68	2.05	
Tier 2 >1/2 Title V flow (\$/gpd/year)	8.03	6.14	

Title V estimate for A@RE	37,380 gpd	36%
Estimated Actual Flow for A@RE	13,083 gpd	35% of Title V flow. Compares well to current user group
% Increase in actual flow	52%	

<u>A@RE Estimated Annual Bill</u>	100,537.76	Base Charge
	26,782.24	Tier I Charge
	<u>127,320.00</u>	Total O&M Charge

TITLE V	Actual/Anticipated
Current flow (gpd) (connected)	70,203
Current unconnected capacity	8,359
Alta@RE flow (gpd)	18,000
TOTAL	117,102
Revenue Required \$	327,529
	\$ 397,556

Current Rates	Current FY21	FY21	Projected Rates		FY22 w/ A@RE
			FY22	FY22 with A@RE	
Base Charge per HCF/YR	\$ 6.35	\$ 243,399.38	\$ 6.80	\$ 260,680.74	\$ 5.40
Tier 1 Charge per HCF (quarterly)	\$ 4.77	\$ 58,182.40	\$ 5.11	\$ 62,313.35	\$ 4.06
Tier 2 Charge per HCF (quarterly)	\$ 14.30	\$ 4,290.00	\$ 15.32	\$ 4,594.59	\$ 12.17
		\$ 305,871.77		\$ 327,588.67	\$ 397,559.15

7.1%

-14.9%

Alta at River's Edge Annual Bill (18000 gpc)	
Base Charge	\$ 101,612.75
Tier 1 Charge	\$ 35,649.52
Tier 2 Charge	\$ -
Total	\$ 137,262.27

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
PROPOSED FY22 BUDGET - 11/16/20**

Account #	EXPENSES	Actual FY19	Actual FY20 (1)	FY21 Budget	FY22 Level Service	% Change		FY22 Level Funded	% Change FY22 Level Fund-Serv	Comments (Level Service)
						FY21 Budget	FY22 Level Service			
63443001	51001	29,531	81,461	85,830	85,830	0%	0%	85,830	0%	No COLA and no step changes
63443001	51003	-	-	2,500	2,500	0%	0%	2,500	0%	Support from DPW staff
	Total Personnel Services	29,531	81,461	88,330	88,330	0%	0%	88,330	0%	
63443002	52100	46,800	46,800	50,000	50,000	0%	0%	50,000	0%	No increase anticipated at current level of service provided
63443002	52101	15,984	1,299	12,500	10,000	-20%	-20%	10,000	-20%	Reduced as WOM currently provides a majority of this effort
63443002	52103	7,325	7,671	7,800	8,100	4%	4%	8,100	4%	Increase in anticipated cost
63443002	52107	-	249	500	-	-100%	-100%	-	-100%	Moved to office supplies FY22
63443002	52108	-	-	2,500	2,500	0%	0%	2,500	0%	Budget for potential need (easement, permit or other)
63443002	52112	243	278	350	1,200	243%	243%	1,200	243%	Increase for WOM licenses, training for Acct Spec.
63443002	52115	1,225	1,270	5,000	4,000	-20%	-20%	4,000	-20%	Reduction related to prior budgets (facility is aging)
63443002	52116	19,581	41,231	15,000	20,000	33%	33%	15,072	0%	Age of Equipment
63443002	52117	-	-	500	1,000	100%	100%	500	0%	Older vehicle
63443002	52121	1,105	1,144	1,500	1,500	0%	0%	1,500	0%	No change
63443002	52122	28,852	14,823	25,000	22,500	-10%	-10%	22,500	-10%	Reduction due to sludge management by WOM
63443002	52125	8,824	6,576	10,000	10,000	0%	0%	10,000	0%	Increase costs and usage for phosphorus removal
63443002	52126	-	8,700	10,000	10,000	0%	0%	8,500	-15%	No change
63443002	52151	2,998	62	-	-	-	-	-	-	
63443002	53102	4,522	4,796	5,000	5,500	10%	10%	5,000	0%	Anticipated increase in cost
63443002	53103	38,672	36,536	45,000	40,000	-11%	-11%	40,000	-11%	Reduction related to prior charges
63443002	53104	2,635	2,224	3,750	3,000	-20%	-20%	3,000	-20%	Reduction related to prior charges
63443002	53105	897	314	1,000	1,000	0%	0%	1,000	0%	No change
63443002	59710	94,965	34,913	36,472	34,650	-5%	-5%	34,650	-5%	Reduced due to retirement of debt (total budget FY21/FY22)
	Total Services	274,627	208,886	231,872	224,950	-3%	-3%	217,522	-6%	
63443002	54100	1,255	3,267	2,500	3,500	40%	40%	3,500	40%	Increase due to projected need
63443002	54111	230	530	500	750	50%	50%	750	50%	Actual Usage and projected cost
63443002	54115	150	-	355	355	0%	0%	355	0%	No change
63443002	54118	-	-	-	250	100%	100%	250	100%	New account. Moved from Admin Service
63443002	54500	-	-	25,000	25,000	0%	0%	25,000	0%	No change
63443002	54599	-	-	10,000	20,000	100%	100%	20,000	100%	FY20 allocated \$3,889.10 to line items \$3,889.10
	Total Goods	1,635	3,797	38,355	49,855	30%	30%	49,855	30%	
	Total Operating Expenses	305,794	294,143	358,557	363,135	1%	1%	355,707	-1%	
	CAPITAL EXPENSES									
63443002	47501	31,862	31,308	43,247	-	-100%	-100%	-	-100%	FY21 Retired
63443002	47502	478	-	1,135	-	-100%	-100%	-	-100%	FY21 Retired
63443002	47501	260,258	248,000	253,000	263,000	4%	4%	263,000	4%	
63443002	47502	165,506	149,865	138,065	126,015	-9%	-9%	126,015	-9%	
	Total Capital	458,105	429,173	435,447	389,015	-11%	-11%	389,015	-11%	
	Total Operating & Capital Exp's	763,898	723,316	794,004	752,150	-5%	-5%	744,722	-6%	

WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

PROPOSED FY22 BUDGET - 11/16/20

Account #	REVENUE	Actual FY19	Actual FY20 (1)	FY21 Budget	FY22 Level Service	% Change		FY22 Level Funded	% Change Fund-Serv	Comments (Level Service)
						FY21 Budget	FY22 Level Service			
63410500	42105 Receipts (User Charges)	263,080	279,143	317,557	333,135		5%	325,707	3%	Required revenue with Int Earned and Retained Earnings
63410500	48210 Interest Earned on Savings	11,144	38,830	10,000	10,000		0%	10,000	0%	
63410500	Other-Unbudgeted	65,511	104,262	-	-		-	-	-	
63410500	47501 Old Betterment-Principal	22,384	20,126	-	-		-	-	-	FY21 Retired
63410500	47502 Old Betterment-Interest	2,238	1,006	-	-		-	-	-	FY21 Retired
63410500	47503 New Betterment-Principal	187,945	178,714	186,303	179,536		-4%	179,536	-4%	
63410500	47504 New Betterment-Interest	145,406	132,122	128,872	115,158		-11%	115,158	-11%	
63410500	48600 Undes Ret'd Earn s/Betterment	-	-	120,272	94,321		-22%	94,321	-22%	
63410500	48600 Undes Ret'd Earn s/Operations	-	-	31,000	20,000		-35%	20,000	-35%	Set at amount to offset contingency
	Total Revenue:	697,708	754,203	794,004	752,150		-5%	744,722	-6%	

Notes:

FY20 (1) Contingency account used to fund Eversource \$3,535.51, Verizon \$324.04 and Wex \$29.55 accounts. Adjusted accounts to show actual expense.

FY22:

- Added 54118 Office Supplies. MUNIS Budget shows Office Supplies with Supplies since there is no Office Supplies account.
- Removed 52107 Admin Serv's & Other, 52151 Markup and 52152 Engineering Fees.
- Level Funded Budget total is equal to the FY21 Budget.
- Total use of Undesignated Retained Earnings \$114,321.

TOWN OF WAYLAND - TOWN CLERK'S OFFICE
NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS
Posted in accordance with the provisions of the Open Meeting Law

*In compliance with the revised Open Meeting Law requirements, we will be holding the meeting on Zoom and will simultaneously live stream the meeting on WayCAM. Those wishing to join the meeting directly via Zoom may do so using the following link:

<https://zoom.us/j/91934163916?pwd=dXhBVFRQMS9RdFRzcWhZVmRoY09OZz09>

PW: 106057. Public Comment will be received via Zoom. Zoom participants can "raise their hand" in Zoom during the public comment portion of the meeting to indicate their desire to comment. Instructions for participating via Zoom can be found here: <https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-In-a-webinar>. Thank you in advance for your patience; we intend to address all requests that come in during the Public Comment period.

NAME OF BOARD/COMM: Wayland Wastewater Management District Commission
FILED BY: Jane Capasso
DATE OF MEETING: Wednesday, November 18, 2020
TIME OF MEETING: 7:45 PM
PLACE OF MEETING: Zoom Call

PROPOSED AGENDA

Note: Items may not be discussed in the order listed or at the specific time. Times are approximate.

- 7:45 1. Call to order and reading of Zoom information.
- 7:47 2. Public comment
- 7:50 3. Monthly Operating Report(s) – October 2020
- 7:55 4. Alta at River's Edge Wastewater Management Status – Paul Brinkman, Town Engineer
- 8:20 5. FY22 Budget – Review and Approval
- 8:45 6. Approve minutes from previous meeting(s): October 19 and October 28, 2020.
- 8:50 7. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.
- 8:55 8. A) Calendar: Upcoming meetings, events and hearings.
B) Review topics for future discussion.
- 9:00 9. Adjourn