

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF SEPTEMBER 11, 2019**

In Attendance: Rick Greene, Uday Virkud and Jane Capasso
Absent: All Present
Guests: Paul Brinkman, Town Engineer
Meeting Location: 7:30 pm Wayland Town Building

Minutes

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

- 7:31 1. Call to order
- 7:31 2. Public comment - None
- 7:32 3. FY21-25 Capital Plan review and approval.

Paul: On last year's Capital Plan we included odor control. This was removed for the FY21-25 Capital Plan based on Pezz researching the cost, which is well under the \$50,000 requirement for capital items. For FY25 we have a place holder for approximately \$150,000 membrane replacement. The membranes are not showing wear and it depends on how hard they are worked. We need to reserve for this. FY25 will be 12 years of wear on the membranes. Rick: If we need replacement at the 10 year mark (FY23), we will need to be saving \$30,000 per year now. Plus some of our operational retained earnings, that is currently at approximately \$100,000. In future meetings, Paul will talk to the WWMDC about his ideas to reserve for these expenditures.

Paul: A new account called Small Equipment has been added to the budget for small capital items that are \$10,000 or less. We are planning expenditures to keep the plant in as high a level as service as it is now.

Rick: When he reviewed the Annual Report, the treatment plant flow was up 7.3%. Demand was down and we have more vacancies. Whole Foods is closed and they used a lot of capacity. Where is the capacity increase coming from? Paul: The 7.3% increase in flow is an average for the year. The largest impact was the fire station incident where we increased flow for a few days. We also had a toilet that was running for three weeks and rainwater leaking into the system at the Hastings Way manhole. Incrementally, this can raise the capacity. Rick: Motion to approve the FY21-25 Capital Plan as presented by Paul for items greater than \$50,000. Uday second. Approved 2-0.

- 7:46 4. FY21 Budget review.

Jane: The FY21 Budget is based on FY19 actuals. All expenses have been recorded, but the Town has not closed the books. She expects little to no impact to the FY19 actuals.

Paul: The FY21 Budget is based on the rates approved at the rate hearing and the use of undesignated retained earnings (URE) of \$31,000 to offset user fees. Paul: You would need to increase your rates to reduce the use of URE. The \$31,000 is a place holder that you can adjust at the year-end rate hearing. Uday: Can we add a line for capital purchases? Paul: Until we reduce the use of URE to zero, this doesn't make a difference. Paul: We added \$10,000 for a new Small Equipment account to be used for capital purchases. This was funded partly from Equipment

Repair and Maintenance.

Paul: Electricity costs have increased due to several things not running such as Odor Control (which reduces moisture) and the HVAC system belts not working properly. We need to replace an air flow meter, which would reduce the electricity use a small amount. The SCADA system has increased our phone bills. We added a line for this at \$110 per month. Jane: In FY21 the old betterment will have one debt payment and there will be no revenue received from apportionments (amount billed the users). This and the new betterment deficit will result in approximately \$124,000 of URE being used to pay off debt. Uday: Will there be a change in benefits and Jane's salary for FY21? Jane: Per Tom Holder we are not budgeting for a change.

Rick: Motion to approve the FY21 Draft Budget to be used by the Town for their budget planning process. Uday second. Approved 2-0.

8:03 6. Future of the WWMDC and Board membership.

Rick: Spoke with Cherry Karlson, Board of Selectmen, on the WWMDC open position. The position has been posted on the Town website for openings on boards. No one has stepped forward that will bring the expertise needed to serve on the board.

Rick: Discussed the future of the WWMDC with Cherry and she said it is running well and they have put this on the back burner. Rick: Informed Cherry that the board membership may be changing soon. Cherry will talk to Louise. He also discussed the option that there may be a change to a Water/Wastewater Board and this might make joining the board more appealing. Cherry indicated that they are doing a road show about the boards and Town Manager position. Jane will invite Cherry to the October 10, 2019 meeting.

8:08 7. FY2021 Budget & Capital Planning at Board meetings:

- September – Board approves 5 year Capital Plan due to Finance 9/21/19 - Approved 2-0. See item 3 above.
- September – Board reviews draft FY21 Budget. Finance and BOS Liaison will review starting 10/11/19 - Approved 2-0. See item 4 above.
- November – Review Finance and Liaison questions/changes. Board can make changes before 12/17/19.
- December – Final Board approval of the total dollars for the FY21 Budget. Due to Finance on 12/17/19.
- January & February – The total dollars cannot be changed, but the amounts may be moved between line items.
- February 24, 2019 – Finance Committee adopts final FY21 Budget.

8:10 8. Long-term Finances-Review FY19 Monthly Operating Report focusing on long-term financing needs and the possibility of increasing rates above a nominal amount each year to meet bond payment deficits in 2027-2032.

Paul: We need to talk about operating and maintenance costs, bonds and the effect on undesignated retained earnings. Jane: Keeps track of who has paid off their

betterments. We are waiting for Finance to send us a Certified Retained Earnings number for FY19 before the analysis can be run. We can use an estimate based on the FY19 final balance sheet number. Paul: Jane and I will look closely at this in the beginning of next year.

8:16 9. FY19 Annual Report Preparation.

Rick: We are reviewing the second draft which Paul edited for the meeting. The word "activating" was added by Rick. Paul: Talked with the DEP/EPA about WWMD's permit that expired and there is no issue for us. They don't usually ask for a renewal until there is a reason for a new permit. Paul: The Annual Report shows approximately \$40,000 in savings. This savings is being used for repairs and to purchase equipment to ensure the system is running efficiently. Rick: Motion to approve the Annual Report, Draft 3, with a few minor changes. Uday second. Approved 2-0. Rick will send the final to Jane for distribution.

8:26 10. Report - Paul Brinkman, Town Engineer & Richard Pezzolesi, Wastewater Operations Manager. Paul Brinkman attending.

Paul: Starting next month, Pezz is going to put together a report on the treatment plant activities for the prior month. Paul will review it and Jane will send it to the Board for review.

Paul: Over the last month, we worked on the programming of an air flow meter. Pezz called the company and it is now working.

8:28 11. Administrative Items – None.

Jane: Worked on the Annual Report, Capital Plan, Budgets, Minutes, September MOR, Design Flow, Demand Bills and FY19 MOR.

8:28 12. Wastewater Rules and Regulations - No discussion. Rick: Remove from future Agendas.

8:29 13. Approve minutes from previous meetings – August 19, 2019.

Jane: Paul reviewed the minutes. Rick: Motion to approve August 19, 2019 minutes as written. Uday second. Approved 2-0.

8:30 14. Review Monthly Operating Report.

A. FY19 MOR

Jane: The FY19 actuals have not been finalized. At this point, all expenses incurred have been recorded and the numbers should not change. Paul: Sludge is being decanted, which reduces how much wastewater is hauled away. This allows us to haul one truck instead of two. Uday: User charges are down, Jane: FY19 is a combination of revenue received from FY18 Q4 plus FY19 Q1-Q3. This creates a lower amount received based on FY18 Q4 billing, which is at a lower user rate. Paul: Water usage is down due to vacancies. We should be able to get a better understanding of water usage when the AMR meters are installed. Paul: With the new Munis system we will have water reading history, but no dollars. Jane: We will be using Vadar to reference historical billing.

Paul: User charges for FY21 are based on 20% available revenue and 80% for expenses. Uday: Are we over budgeting? Paul: We would need to review the budget in detail, over several years, before he could say revenue could be

\$20,000 less. He will do this. Rick: We could analyze how many gallons are billed for revenue year-over-year.

B. FY20 August MOR

Jane: Treasury is working on booking the payments received from the FY19 Q4 billing. Treasury and Finance working on two numbers booked to WWMD in error totaling approximately \$38,000.

8:48 15. Website status: Recent postings and organization - No discussion. Rick: Remove from future Agendas.

8:48 16. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

Demand bills sent September 11, 2019 to 12 users totaling \$12,338.61. Lien letter will be signed at the November Board Meeting.

8:50 17. Calendar: Upcoming meetings, events and hearings

Thursday, October 10, 2019 and November 13, 2019. Uday will be traveling in December.

8:51 18. Public Comment. None.

8:52 19. Adjourn

Attachments:

Capital Plan

FY21 Budget

Annual Report

August, 2019 Draft Minutes

FY19 YTD MOR

FY20 August, 2019 MOR

Agenda

[illegible]

* Existing Appropriation \$285,000 is deducted from total project cost

WWMDC FY21 Budget #1 9/6/19			Actual FY19	FY20 Final Budget	FY21 Draft Budget	Blue = New Account FY21, FY20 Notes	Change: FY21-FY20 Budget	%
	Account #			6/5/19	9/3/19	FY20 Notes		
INCOME								
Receipts (User Charges)	63410500	42105	263,080	311,653	316,880	Undes. Retained Earnings from Operations reduces user charges. Rates will be determined at the rate hearing. Note 1.	5,227	2%
Interest Earned on Savings	63410500	48210	11,144	5,000	10,000	Note 2.	5,000	N/A
Old Betterment-Principal	63410500	47501	22,384	22,885	-	Betterment dissolved FY20.	(22,885)	N/A
Old Betterment-Interest	63410500	47502	2,238	1,144	-	Betterment dissolved FY20.	(1,144)	N/A
New Betterment-Principal	63410500	47503	187,945	189,830	186,303	Based on Apportionment Schedules	(3,527)	N/A
New Betterment-Interest	63410500	47504	145,408	140,832	128,872	Based on Apportionment Schedules	(11,960)	N/A
Undes Ret'd Eam's/Betterment	63410500	48600	-	93,596	123,667	Note 3	30,071	N/A
Current Year Transfer			-	-	-	N/A	-	N/A
Undes Ret'd Eam's/Operations			-	23,000	31,000	Reduces User Charges. Amt. Finalized at May/June, 2020 Rate Hearing.	8,000	35%
Total Revenue:			632,196	787,940	796,722	Net of unbudgeted amounts: Penalties & Int. Misc (Privilege Fees/Betterments Paid in Advance).	8,782	1%
EXPENSES								
Personal Services								
Salaries (Account Specialist)	63443001	51001	29,531	82,600	85,830	Account Specialist @ 1,030 hours and WOM salaries.	3,230	4%
Salaries (Part-time)	63443001	51003	-	5,000	2,500	DPW Employee (no benefits charges).	(2,500)	-50%
Training & Education	63443002	52112	243	350	350		-	0%
Uniforms	63443002	54115	150	350	350	Taxable reimbursable payroll item.	-	0%
Indirect/Admin & Fringe Ben's	63443002	59710	94,965	34,913	35,800	Estimate of town allocations.	887	3%
Professional Services								
Facility Operating Contract	63443002	52100	46,800	50,000	50,000	Contract ended 9/18/18 @ \$3,900/month. RFP in process.	-	0%
Facility Labor & Other Prof. Serv.	63443002	52101	15,984	12,500	12,500	WhiteWater assistance beyond the operating contract.	-	0%
Legal Services	63443002	52108	-	5,000	2,500	No legal services anticipated.	(2,500)	-50%
Engineering Fees	63443002	52152	N/A	-	-	No engineering costs anticipated.	-	N/A
Total Pers. & Prof. Expenses			187,673	190,713	189,830		(883)	0%
Repairs & Maint. Expenses								
Surface Water Testing (OARS)	63443002	52103	7,325	7,800	7,800	OARS forecasted \$7,691.	-	0%
Building Repair & Improvements	63443002	52115	1,225	5,900	5,000	Outside of services covered by the Facilities Dept.	(900)	-15%
Equipment Repairs & Maint.	63443002	52116	19,581	30,000	15,000	FY21 Costs allocated to new Small Equipment account.	(15,000)	-50%
Small Equipment	63443002	54500	-	-	25,000	New FY21 - Replace small capital equipment.	25,000	100%
Pipeline Maintenance	63443002	52126	-	10,000	10,000	WOM handling dig safe calls.	-	0%
Markup & Other	63443002	52151	2,998	-	-	Markup is expensed with related invoice	-	N/A
Supplies	63443002	54100	1,255	5,000	2,500	Ace Hardware & Home Depot	(2,500)	-50%
Vehicle Gasoline	63443002	54111	230	500	500		-	0%
Vehicle Repairs	63443002	52117	-	500	500		-	0%
Total Repairs & Maint. Exp.			32,614	59,700	66,300		6,600	11%
Operating Expenses								
Disposal (Trash Removal)	63443002	52121	1,105	1,240	1,500	Contract until FY21 @ 3%/yr increase.	260	21%
Sludge Disposal	63443002	52122	28,852	25,000	25,000		-	0%
Chemicals	63443002	52125	8,824	7,500	10,000	Three loads at \$3,000 each plus 3%/yr increase	2,500	33%
Natural Gas-Nit Grid & Dir. En.	63443002	53102	4,522	4,100	5,000	FY19 furnace not working for 3 months. Adjusted FY19 with 3%/year increase.	900	22%
Electricity -Eversource	63443002	53103	38,672	33,000	45,000	All system online Feb-Jul, 2019. Average online plus 3%/yr increase.	12,000	36%
Telephone -Verizon	63443002	53104	2,635	1,900	3,750	FY19 partial year of SCADA Invoices. Frst SCADA and increased 3%/yr	1,850	97%
Water -Town of Wayland	63443002	53105	897	1,000	1,000	Charges for Backflow. Administrative and water use. 3%/year increase.	-	0%
Admin Serv's & Other	63443002	52107	-	500	500		-	0%
Contingency	63443002	54599	-	15,000	10,000	Reduced \$5,000 due to WOM overseeing.	(5,000)	-33%
Total Operating Expenses			85,506	89,240	101,750		12,510	14%
Total Expenses			305,794	339,653	357,880		18,227	5%
CAPITAL EXPENSES								
Old Debt-Principal	63443002	47501	31,862	43,247	43,247	From Debt Schedules. Full amount, subsidy not included. Final Pmt	(0)	0%
Old Debt-Interest	63443002	47502	478	3,268	1,135	From Debt Schedules. Full amount, subsidy not included. Final Pmt	(2,133)	-65%
New Debt -Principal	63443002	47501	238,076	248,077	253,077	From Bank Debt Schedules.	5,000	2%
New Debt -Interest	63443002	47502	165,506	153,695	141,383	From Bank Debt Schedules.	(12,312)	-8%
Total Capital Expenses:			435,923	448,287	438,842		(9,445)	-2%
Total:			741,717	787,940	796,722		8,782	1%
ADJUSTED USER CHARGES						INCOME		
Total Expenses			305,794	339,653	357,880		18,227	5%
Less Interest Earned on Savings				5,000	10,000	New FY20: Based on FY18 actual. Note 1		
Less Undes Ret'd Eam's/Opera's				23,000	31,000	Reduces User Charges. Amt. Finalized at May/June, 2020 Rate Hearing.	8,000	35%
Adjusted User Charges				311,653	316,880		5,227	2%

FY20 Note: Undesignated Retained Earnings Operations - \$23,000 approved by the WWMDC on June 5, 2019.

WWMDC FY21 Budget #1 9/6/19

1) User Charges - Are based on water readings in hundreds of cubic feet rather than gallons per day starting in FY20.

2) Interest Earned on Savings - Beginning FY20, budgeting for interest earned on \$483,606 (July 31, 2018) located in a separate account controlled by Treasury. The remainder of WWMDC's retained earnings is in the Town's General Fund. FY19 actual increased 6.6%. FY21 used a conservative number.

3) Undesignated Retained Earnings/Betterment: FY20 the Old Betterment will be dissolved. One payment remains in FY21. Undesignated Retained Earnings/Betterment account is used to make up the difference between the billed and debt payment each year.

Wayland Wastewater Management District Commission

FY 2019 Annual Report –Draft 9/10/19

The Wayland Wastewater Management District Commission (WWMDC) operates a sewer system that serves business and residential properties along Route 20 from Route 27 to the Town Center development. Wastewater discharged into the system flows to a treatment plant located on Town-owned property within the Town Center development. The treated wastewater is discharged to the Sudbury River. In FY2019, the WWMDC also agreed to share resources with the Wayland School Department, which sought assistance in overseeing the wastewater treatment plant at Wayland High School.

Managerial Oversight of the WWMDC and High School Wastewater System: On October 1, 2018, Richard Pezzolesi (Pezz) started work as the WWMDC's Wastewater Operations Manager (WOM). In this role, he is responsible for overseeing the contractor that manages day to day operations of the WWMDC's Wastewater Treatment Facility (WWTF), and performs preventive maintenance and repair work that previously was done on an ad hoc basis by Whitewater. Additionally, he manages emergency response to alarm calls, and will look for opportunities to increase plant efficiency and effectiveness, and to optimize the cost of maintaining and operating the system.

In the last nine months of the fiscal year, Pezz identified a number of cost saving opportunities in plant repairs and operations. These include repairing a fire alarm panel for \$500 instead of the \$16,100 quoted by the fire alarm maintenance company, getting remote SCADA monitoring to allow more effective emergency response, and putting in place operational practices reducing the volume (and cost) of sludge that has to be hauled away. Additionally he has performed a comprehensive assessment of the condition of the WWTF and how it is routinely operated; preventive repairs and changes in operational practices, potentially saving tens of thousands of dollars in avoided costs down the road. In the time Pezz has overseen the plant (October, 2018-June, 2019), the charges for Whitewater, non-basic services, fell to \$15,700 from \$57,100 for the same period in FY2018.

The WOM is also tasked with overseeing the operation of the High School wastewater plant (WHS-WWTP); in late 2018, however, due to the level of challenges in running the WHS-WWTP it was decided that the WOM's first efforts would focus on the WWMDC facility.

Operation of the WWTF: In November 2018, the WWTF had two significant inflow situations. One originated in the basement of the Public Safety building. It was remediated in short order, and plant settings were adjusted to be able to handle the increased flow. The second source of inflow was though damaged pavement surrounding a privately owned pumping station. The owners were notified, and repairs were scheduled for early in FY2020.

Discharge Permits and System Usage: The WWTF continues to operate under permits issued jointly by the Federal Environmental Protection Agency (EPA) and the State Department of Environmental Protection (DEP). The permits allow discharge of an annualized average limit of 52,000 gallons per day (GPD) into the Sudbury River. An application for renewal submitted on time in June 2013 seeks an increase in discharge capacity to 80,000 GPD. As of the end of FY2019, the renewal application remains pending with the EPA.

The Town Engineer met with representatives of the Massachusetts Department of Environmental Protection to explore lifting the Administrative Consent Order under which the WWMDC currently operates. At this time, no change is anticipated.

During FY2019, the WWMDC met with representatives of the owner of the Town Center development to explore the possibility of building a leaching field on private property to which the WWMDC could discharge processed wastewater. An engineer hired by the Town Center development concluded that the plan was not feasible.

The WWMDC performed a comprehensive review of all assigned discharge capacity (including non-connected users and vacant property) to evaluate potential for assigning additional design flow to users. After extensive discussion, the board concluded that there is an actual discharge of approximately 26,000 GPD with an additional 6,000 GPD of unconnected, potential use. The WWMDC has determined that 10,000 GPD of Title V design flow is available for new/or expanded discharge from users. This would result in an approximate total permitted design flow of 37,000 GPD.

In FY2019, the average discharge from the plant was approximately \$25,386 GPD, up about 7.3% from 23,661 GPD in FY2018. This is partially attributable to changes in customer demand and inflow events.

Administration and Finances: Income for FY2019 was \$697,708. Of this amount \$420,207 was earmarked for paying off outstanding bonds (\$415,326 betterment principal and interest payments, \$4,880 for privilege fees for increased discharge allocations). Operating income was \$263,080, and operating expenses were \$305,794. A share of current year operating expenses was paid out of retained earnings from the prior fiscal year.

The Commission's undesignated fund balance at the end of FY2019 was \$1,321,062, including money collected in prior years for bond payments.

The WWMDC developed a budget for FY2020 of \$787,940. This includes \$339,653 operating income and expenses, and \$448,287 bond and interest payments. The FY20 Wastewater Rates are:

WWMDC FY20 Rates			
Category	Cost	Units	Allocation
Capacity	\$6.05	\$/ccf	80% of Charges
Tier 1	\$4.54	\$/ccf	20% of Charges
Tier 2	\$13.62	\$/ccf	
Billed Quarterly (four times per year)			

Tiers are calculated based upon specific design flow allocation assigned to each user. Tier 1 is charged for usage up to one half of the design flow allocation in Hundred Cubic Feet (ccf). Tier 2 is for usage in excess of one half of the of the design flow allocation. Values are rounded to the nearest ccf.

Commission Membership and Staffing: The Wastewater Management District Commission members for FY2019 were Fred Knight, Chair, Rick Greene, and Uday Virkud. Fred Knight's term expired at the end of FY2019, at which time; he chose not to seek reappointment after 12 years of service. Jane Capasso continued as the WWMDC's part-time Account Specialist, working on administrative issues, communicating with other town departments, and managing the Board's financial reporting.

In FY2019, the WWMDC partnered with the Board of Public Works to explore options for the future oversight of the WWMDC. Options discussed included maintaining the status quo, having the Board of Public Works take over responsibility for the WWMDC, or creating a new board to oversee both the Water Department and Wastewater enterprise funds. As of the end of FY2019, the short-term and long-term approach to WWMDC governance had yet to be determined.

**WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION
MEETING OF AUGUST 19, 2019**

In Attendance: Rick Greene, Uday Virkud and Jane Capasso
Absent: All Present
Guests: Paul Brinkman, Town Engineer; Lea Anderson, BOS; Regina Marino, AP Derm and Carole Plum
Meeting Location: 7:30 pm Wayland Town Building
Prepared By: Jane Capasso & Paul Brinkman

Draft Minutes

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

- 7:33 1. Call to order
- 7:33 2. Public comment
- 7:33 3. System Costs

Paul: I would like to discuss the process of managing design flow approvals, the available capacity at the Town Center and look at the \$65.07 capital cost buy-in charge. There is the need to obtain revenue sources to help with the forecasted revenue dip and any new users through additional capacity would benefit the District. Nothing would be done to jeopardize the NPDES permitted flow and all final decisions would still be approved by the Board.

Rick: Are people not getting capacity because of the buy-in charge? Paul: National Development has mentioned this makes leasing space challenging. Rick: Does not agree that there is 10,000 gpd of available flow. In prior Board meetings we concluded that there was 5,000 gpd of flow that we felt comfortable allocating. Paul: My memo clearly showed the ability of the District to expand the capacity sales by 10,000 gallons per day, which would also help with revenue – both capital and O&M charges.

Rick: We have a responsibility to all users who are paying their betterment at the \$65.07 rate. Paul: Looked at neighboring communities and all have similar expenses with a lower rate. Rick: The Town Center has come in and asked for cheaper capacity. He has not seen any instances where someone has walked away because the cost is prohibitive.

Uday: Agrees we should review the design flow process and make it efficient. Analysis is needed on the capital cost buy-in in order to be consistent with what people have paid. Rick: Retail spaces are not renting and we are seeing more service related industries, which may require more water use. Paul: Is asking permission to look at the design flow process and the capital cost numbers. Uday: We will add this on as an agenda item for our next meeting.

- 7:47 4. Changes to Town Center
 - A. Adult & Pediatric Dermatology (AP Derm), 19 Elissa Ave– Connection Application.

Regina introduced herself. Paul: AP Derm is taking over the vacant Petco space. This will be a dermatology office with no specific wet process(es).

There is no specific Title V classification for dermatology. The 615 gpd of design flow was determined by the Health Department based on one comparable. Paul is comfortable with this flow. There will be a sink in each room for hand washing, an employee bathroom and one for patient use. Rick: Prefers a greater data set.

Paul: Tom Holder, Jane and I met with the Health Department to discuss my providing more assistance to the Health Dept. Rick: We need to have a review mechanism when there is no Title V classification. It is expected the user will have flow at half this amount to allow for fluctuations. How can we go back and review if someone exceeds their design flow? Paul: It benefits the district financially to have people in Tier 2. Femiluxe was assigned dry flow and now they are a wet business and the flows need to be reviewed.

Regina: Water bills were provided for 3 doctors, which will be the maximum at this space in two to three years. Rick: We need to keep track of water use by user so we know when assigned design flow is being exceeded. Jane: The 615 gpd of design flow for AP Derm is based on 184 gpd from the existing space, 218 gpd of Town Center unassigned, 200 gpd from vacant 2F (4,000 sqft space) and 13 out of 121 gpd from vacant 2F (2,688 sqft space).

Uday and Rick agree to the Town Center reallocating design flow from vacant spaces as long as the Town Center and the Health Department agree and we keep track of the spaces with no flow. Rick: The WWMDC should approve all changes in allocation. Uday: Would like to see all changes go through Paul as he is reorganizing the process.

B. Femiluxe, 71 Andrew Ave – Design flow changes.

Jane: The WWMDC approved a connection application to expand into the adjacent space and build a wall. Phase 2 will add 5 manicure and 5 pedicure stations. The master water meter for this building has 1,080 gpd of assigned design flow. Water use from October, 2018 to March, 2019 averaged 1,963 gpd and water use for 5 quarters averaged 1,496 gpd. Femiluxe was assigned 65 gpd as retail space many years ago since there was no Title V classification for a nail salon and it was considered a dry space. Paul will talk with National Development about the plan for this space? Jane: The Health Department is looking at revaluing the design flow for Femiluxe. Darren, Health Department, contacted the DEP and they suggested using 100 gpd for each nail station and 100 for each pedicure station (1,000 gpd of design flow for the addition). The existing stations need to be determined. National Development was contacted and we are awaiting a response. Rick: Should sub meters be added for wet processes? Paul: The Town Center can do this if they want.

8:11 5. River Edge – Wastewater.

Rick: Would like more explanation on all agenda items. Specifically items 3 and 5. He received a call about Rivers Edge that he couldn't answer. Items 3 and 5 were Paul's agenda items.

Paul: The Town has a contract with regards to the land sale – Land Disposition Agreement. The agreement sets forth a number of cost offsets, which includes the cost to build a wastewater facility on the property. Currently, the WWMD treatment

plant is underutilized. Rivers Edge would send flow to our plant for processing and we would send effluent from the treatment plant back to be disposed of in the leaching field on their site. This process would help with the District's Administrative Consent Order issued by the Massachusetts Department of Environmental Protection and spread operating costs across more users. Paul proposes we have four lines in one casing (two active lines and two spares) that attach to the bridge, over the river. Two to carry untreated wastewater from the project and two to return the effluent. The carrier line would be suspended from the bridge, which is commonly done. The existing bridge already has a natural gas line and telecommunication lines on it. Two new carrier pipes are proposed for the Phase III water main project.

Paul: The Town has a MassWorks utility Grant to pay for a significant portion of the Phase II water main project and they are willing to consider an increase in the Grant to provide funding for the piping in combination with the developer at no cost to WWMD. The developer is analyzing the cost for the two options. One to be entirely on-site wastewater facility and the other for connecting to the District. Paul: Has done an O&M analysis that resulted in a reduction in cost to all WWMD users. This project is in the permitting process and we should know the direction within the next 4 to 5 months and Paul wanted the WWMD to be informed. An amendment request is being prepared for the MassWorks grant.

8:27 6. Future of the WWMD and Board membership.

Lea filling in for Cherry Karlson, BOS: There is someone who has expressed interest in joining the Commission. The BOS needs to interview the person.

Rick: We need to look at whether 1) We continue as we are 2) The WWMD is taken over by the DPW, or 3) The Water and WWMD are joined together. Option 2 and 3 would require potential changes to the enabling legislation. Louise Miller was going to appoint a board to review this but it was put on hold. Lea: Will talk with Louise about this. Uday: How can we move forward? A decision needs to be made. Rick: When considering candidates, would it be possible to have a member of the BoPW appointed as a member of our commission now, since there is a high learning curve on municipal law and wastewater regulations.

8:34 7. FY2021 Budget & Capital Planning at Board meetings:

- August – Paul, Pezz and Jane will prepare a 5 year Capital Plan & start the FY21 Budget to be presented at the September 11, 2019 meeting.

Paul: Last year we identified a carbon air scrubber unit, for the five-year plan, to be purchased in 2022 for approximately \$50,000. We need to price this out. Pezz and I made a list of all the mechanical equip in the plant and what would need to be replaced in the future. The equipment is all considered small capital – i.e. not inexpensive but well below the threshold for capital items in the municipal budgeting process. We suggest the small capital item in the budget needs to be gradually increased to proactively begin the replacement of this equipment. We are looking to replace old technology with modern equipment, but it costs money and we don't want to be using retained earnings. Rick: We need to have a reserve for capital items and emergencies. Paul: Retained earnings from operations are less than \$100,000. Rick: Concerned with whether we should be using retained earnings to reduce user fees instead of reserving for future repairs. Paul: DEP says your capital budget should be between 20-40% of your operations budget. With regards to the Water Department there

was some consideration for 25% of the O&M budget plus the value of the largest expense associated with a critical failure. Rick: Each year when we budget for capital items we should consider 1) small capital and 2) budget an amount for the longer term. Paul: We should consider creating a reserve to cover these costs.

WWMDC read through the following schedule for the budget process for Fiscal Year 2021:

- September – Board approves 5 year Capital Plan due to Finance 9/21/19.
- September – Board reviews draft FY21 Budget. Finance and BOS Liaison will review starting 10/11/19.
- October – Board review of FY21 Budget before 10/11/19 submission to Finance.
- November – Review Finance and Liaison questions/changes. Board can make changes before 12/17/19.
- December – Final Board approval of the total dollars for the FY21 Budget. Due to Finance on 12/17/19.
- January & February – The total dollars cannot be changed, but the amounts may be moved between line items.
- February 24, 2019 – Finance Committee adopts final FY21 Budget.

- 8:48 8. Long-term Finances-Review FY19 Monthly Operating Report focusing on long-term financing needs and the possibility of increasing rates above a nominal amount each year to meet bond payment deficits in 2027-2032.

See item 7

- 8:49 9. FY19 Annual Report Preparation.

- August – Draft for review.

Rick: Yellow is where we need numbers. Added information about the savings from the WOM and his overview of the high school wastewater plant, remote SCADA operation and review of all discharge capacity. Additional information to add on rates changes and revenue received from the Wayland Fire Department for a flow situation in their building, which has temporarily been fixed. Jane will obtain information on WhiteWater alarm and other costs from October, 2018 to June, 2019 compared to the savings of having the WOM overseeing the plant.

- September – Board approval. No discussion.

- 9:00 10. Account Specialist Change in Job Description: Potential salary and benefit changes when this position starts financial analysis and invoice processing for the operations piece of the High School Treatment Plant.

Rick: Changing the job to include benefits is spending money and the board should be consulted. As an enterprise fund, this will affect our users. Jane: Tom has asked for an outline of how her job has changed. With the increased time to create and process purchase orders, Connection Application issues and meetings Jane has not had time to do this. Rick: Since the Water department is doing the billing, don't you have more time? Jane: No, this is only approximately 6 hours of work at the end of the quarter.

9:08 11. Report - Paul Brinkman, Town Engineer & Richard Pezzolesi, Wastewater Operations Manager. Paul Brinkman attending.

WWMDC reviewed the following information. Comments are as indicated.

- A. Recent failure of critical flow meter has required an evaluation of the plant with an eye on equipment that there is not a good secondary or alternate operating plan in place. Items of critical nature will be identified and itemized. Back up equipment and parts will be identified and purchased as funding allows.
- B. The management of hauled sludge volumes still continues to provide a positive cost benefit to the District. Decanting of sludge supernatant continues and a 4+ week interval between sludge hauling continues to be realized.
- C. The conversion to polyaluminum chloride for phosphorus removal is complete. Dosing rates are lower than when using the aluminum sulfate (alum) and the effluent pH continues to be in compliance and effluent phosphorus remain low. Costs for chemical purchases are anticipated to be similar to previous.
- D. RFP for Contracting a Contract Operations and Maintenance company for the Wayland High School and the Wastewater Management District is still ongoing. The startup of the WHS plant is important to ensure that the facility can be properly represented in the RFP.

Paul: We have been waiting for a decision on rebuilding the high school treatment plant. He was informed not to wait for the high school and to create the RFP within the month. The RFP will be menu based. He expects to complete this in September.

- E. Route 20 Water Main replacement project recommenced April 4, 2019. Project is virtually complete. No further disturbance of the system has occurred. Will watch for information from construction observer (Tata & Howard) for additional information on the actual location of the sewer system to add to our understanding of the piping system.

Paul: This is just about done. No cost to the WWMDC.

- F. Treatment Plant Capital Items:

SCADA System. Tighe & Bond completed two additional visits to the plant to troubleshoot and implement improvements to the SCADA system. Remote system access has been confirmed which will allow for some future SCADA system improvements to occur remotely.

Paul: Improvements have been made and little things need to be investigated and tweaked. The remote SCADA system allowed Paul to make adjustments from home when the flow meter was not working.

- G. Hastings Way manhole/pavement repairs were completed. Extraneous flows from precipitation events appear to have been reduced.

Paul: There is possibly a toilet running based on flow fluctuations. Paul reviews the flow patterns after rain.

9:14 12. Administrative Items: See item 4 above.

9:14 13. Wastewater Rules and Regulations.

9:14 14. Approve minutes from previous meetings – July 23, 2019.

Rick: Moved to approve the July 23, 2019 minutes as written. Uday second.
Passed 2-0.

9:15 15. Review Monthly Operating Report.

A. FY19 year closes on August 20, 2019. Final numbers will be presented at the September Board Meeting.

B. FY20 July MOR.

Jane: Handed out a list of changes to the FY20 MOR: Betterment income is now shown, new line for retained earnings to show the annual betterment deficit, we are now showing interested earned from savings and WOM salary is shown instead of an Indirect Charge from the Town. July: User charges have not been entered into MUNIS and a correction to betterment principal interest charged to WWMD in error will be made.

9:19 16. Website status: Recent postings and organization. Rick listed as Chair. No discussion.

9:19 17. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

None

9:19 18. Calendar: Upcoming meetings, events and hearings

Scheduled meetings: - Wednesday, September, 11, 2019 and Thursday, October 10, 2019.

9:22 19. Public Comment. None

9:22 20. Adjourn

Attachments:
AP Derm Connection Application
Femiluxe Nails email
Draft Annual Report
July 23, 2019 Minutes
July, 2019 MOR Changes
July, 2019 MOR
Agenda

WWMDC-FY19 MONTHLY OPERATING REPORT
Current Period: 5/7/19-6/30/19
09/06/19 Preliminary FY June 30, 2019
YTD ACTUAL
Beginning of Year: 7/1/18
User Charges-YTD
\$ 263,080
FY End Date: 6/30/19
Total Operating Expenses-YTD
\$ 305,794
MUNIS Date:
Net Operating Income:
\$ (42,714)
100% of Year Complete

ACCOUNT #	INCOME DETAILS	FY19 BUDGET	YTD ACTUAL	YTD ACT	ENCUMB BAL	BUDGET BAL	TOTAL	COMMENTS
	OPERATING INCOME			% REC'D			% REC'D	
63410500	42105 User Charges	\$ 283,063	\$ 263,080	92.9%	N/A	\$ (19,983)	N/A	(6) User Charges and (8) Betterment Notes
63410500	47501 Old Betterment - Principal	\$ 43,247	\$ 22,384	51.8%	N/A	\$ (20,863)	N/A	Betterment Exp = Income. Pmts rec'd Feb/May
63410500	47502 Old Betterment - Interest	\$ 5,256	\$ 2,238	42.6%	N/A	\$ (3,018)	N/A	Betterment Exp = Income. Pmts rec'd Feb/May
63410500	47503 New Betterment - Principal	\$ 238,077	\$ 187,945	78.9%	N/A	\$ (50,132)	N/A	Betterment Exp = Income. Pmts rec'd Feb/May
63410500	47504 New Betterment - Interest	\$ 165,506	\$ 145,406	87.9%	N/A	\$ (20,100)	N/A	Betterment Exp = Income. Pmts rec'd Feb/May
63410500	48600 Retained Earnings-Applied at YE	\$ 60,000	\$ -	0.0%	N/A	\$ (60,000)	N/A	* \$60,000 to supplement User Charges
	Total Operating Income	\$ 795,149	\$ 621,053	78.1%	N/A	\$ (174,096)	78.1%	
	UNBUDGETED INCOME							
63410500	Other	\$ -	\$ 19,302	N/A	N/A	\$ 19,302	N/A	(1) Pen & Int. Liens. Misc Rev. Int Emrd on Sav's
63410500	47505 Unapp WW Better TC Rev	\$ -	\$ 54,998	N/A	N/A	\$ 54,998	N/A	(2) Unbudgeted Betterments Paid in Advance
63410500	47506 Unapp WW Better TC Int	\$ -	\$ 2,355	N/A	N/A	\$ 2,355	N/A	(2) Unbudgeted Betterments Paid in Advance
63410500	49740 Transfers from Capital-Town	\$ -	\$ -	N/A	N/A	\$ -	N/A	
	Total Unbudgeted Income	\$ -	\$ 76,656	N/A	N/A	\$ 76,656	N/A	
	Total Income/MUNIS:	\$ 795,149	\$ 697,708	N/A	N/A	\$ (97,441)	N/A	
	EXPENSE DETAILS							
	PERSONAL SERVICES			% SPENT			% SPENT	
63443001	51001 Salaries (Account Specialist)	\$ 26,500	\$ 29,531	111.4%	N/A	\$ (3,031)	N/A	
63443001	51003 Salaries (Part-time)	\$ 2,000	\$ -	0.0%	N/A	\$ 2,000	N/A	New Account February, 2019
63443002	52112 Training & Education	\$ 200	\$ 243	121.5%	N/A	\$ (43)	N/A	New Account February, 2019
63443002	54115 Uniforms	\$ 350	\$ 150	42.9%	N/A	\$ 200	N/A	New Account February, 2019
63443002	59710 Indirect/Admin (Town Services)	\$ 94,965	\$ 94,965	100.0%	N/A	\$ -	N/A	June, 2019
	PROFESSIONAL SERVICES							
63443002	52100 Facility Operating Contract	\$ 50,000	\$ 46,800	93.6%	\$ -	\$ 3,200	93.6%	
63443002	52101 Fac. Labor & Other Prof. Serv.	\$ 14,750	\$ 15,984	108.4%	\$ -	\$ (1,234)	108.4%	Ovivo Consultant \$3,381
63443002	52108 Legal Services	\$ 5,000	\$ -	0.0%	\$ -	\$ 5,000	0.0%	
63443002	52152 Engineering Fees	N/A	N/A	N/A	N/A	N/A	N/A	
	Total Pers. & Prof. Expenses	\$ 193,765	\$ 187,673	96.9%	\$ -	\$ 6,092	96.9%	
	REPAIRS & MAINT EXP.							
63443002	52103 Surface Water Testing (Cars)	\$ 7,325	\$ 7,325	100.0%	\$ -	\$ -	100.0%	
63443002	52115 Building Repair & Improvement	\$ 5,700	\$ 1,225	21.5%	\$ -	\$ 4,475	21.5%	Tmt Plant Fire Alarm & Dry Drip Test
63443002	52116 Equipment Repairs & Maint.	\$ 25,000	\$ 19,581	78.3%	\$ -	\$ 5,419	78.3%	
63443002	52126 Pipeline Maint/Emergency	\$ 10,000	\$ -	0.0%	\$ -	\$ 10,000	0.0%	
63443002	52151 Markup & Other	\$ 6,500	\$ 2,998	46.1%	\$ -	\$ 3,502	46.1%	
63443002	54100 Supplies	\$ 10,000	\$ 1,255	12.6%	\$ -	\$ 8,745	12.6%	New Account February, 2019
63443002	54111 Vehicle Gasoline	\$ 500	\$ 230	45.9%	\$ -	\$ 270	45.9%	New Account February, 2019
63443002	52117 Vehicle Repair	\$ 500	\$ -	0.0%	\$ -	\$ 500	0.0%	New Account February, 2019
	Total Repairs & Maint Exp.	\$ 65,525	\$ 32,614	49.8%	\$ -	\$ 32,911	49.8%	
	OPERATING EXPENSES							
63443002	52121 Disposal (BP Trucking/Trash)	\$ 1,101	\$ 1,105	100.4%	\$ -	\$ (4)	100.4%	(7)
63443002	52122 Sludge Disposal	\$ 25,000	\$ 28,852	115.4%	\$ -	\$ (3,852)	115.4%	WOM took over. New decanting process.
63443002	52125 Chemicals	\$ 7,500	\$ 8,824	117.6%	\$ -	\$ (1,324)	117.6%	Changed chemicals
63443002	53102 Natural Gas-Ntl Grid & Dir. En.	\$ 4,100	\$ 4,522	110.3%	\$ -	\$ (422)	110.3%	Furnace fully operational Oct. 2019
63443002	53103 Electricity -Eversource	\$ 33,100	\$ 38,672	116.8%	\$ -	\$ (5,572)	116.8%	Partially on-line Dec. 2018. On-line Feb-Jul 2019
63443002	53104 Telephone -Verizon	\$ 1,800	\$ 2,635	146.4%	\$ -	\$ (835)	146.4%	Fios line added for SCADA System
63443002	53105 Water -TOW	\$ 972	\$ 897	92.2%	\$ -	\$ 75	92.2%	
63443002	52107 Admin Serv's (Other)	\$ 200	\$ -	0.0%	N/A	\$ 200	0.0%	
63443002	54599 Contingency	\$ 10,000	\$ -	0.0%	\$ -	\$ 10,000	0.0%	
	Total Operating Expenses	\$ 83,773	\$ 85,506	102.1%	\$ -	\$ (1,733)	102.1%	
	TOTAL EXPENSES	\$ 343,063	\$ 305,794	89.1%	\$ -	\$ 37,269	89.1%	
	CAPITAL EXPENSES							
63443002	47501 Old Debt-Principal	\$ 43,247	\$ 31,862	73.7%	N/A	\$ 11,385	73.7%	(5) Paid in August & February. Subsidy bal.
63443002	47502 Old Debt-Interest	\$ 5,256	\$ 478	9.1%	N/A	\$ 4,778	9.1%	Subsidy pays Aug int. WWMDC pays Feb
63443002	47501 New Debt -Principal	\$ 238,077	\$ 238,076	100.0%	N/A	\$ 1	100.0%	Paid in August and February (Treas Adj in Feb)
63443002	47502 New Debt -Interest	\$ 165,506	\$ 165,506	100.0%	N/A	\$ (0)	100.0%	Paid in August and February (Treas Adj in Feb)
	Total Capital Expenses:	\$ 452,086	\$ 435,923	96.4%	\$ -	\$ 16,163	96.4%	
	TOTAL BUDGET EXP & CAP	\$ 795,149	\$ 741,717	93.3%	\$ -	\$ 53,433	93.3%	

Notes:

- Miscellaneous Revenue: \$4,880.25 privilege fee for 234 BPR new connection. \$1,270 reimbursement from Safety Bldg emergency from November, 2018.
- Unapportioned Principal/Interest (Paid in Full): 277 BPR (\$22,072.07/\$1,155), 29 Lillian (\$11,452.48/\$589.88) and 31 Lillian \$10,736.70/\$273.57.
- January, 2019 reallocated expenses for the six new accounts. No change to total expenses.
- February, 2019 Allocation to new accounts began.
- Treasury Adjustments: \$16,259 incorrectly booked to WWMDC (March). April: Principal & Interest on \$200k loan booked by Treasury \$10,000/\$3,050. \$2,629.50 betterment subsidy removed. \$478.26 of interest booked as principal.
- FY19 Billing: Q4=\$70,755.38 (6/28/19), Q3=\$73,473.25 (3/27/19), Q2=\$74,192.84, Q1=\$73,718.94
- April BP Trucking bill was paid by Facilities. Journal Entry done transferring expense to WWMDC.
- June 5, 2019 Format change: Current Period column removed, Encumbrance Balance column added. Until June 30, 2019 all expenses require a purchase order. FY20 all expenses over \$500 require a purchase order. % Spent column is YTD Actual plus Encumbered Balance divided by FY19 Budget.
- Variance due to Betterment revenue numbers are the expense numbers not the apportioned (billed) amount.
- MUNIS incorrectly has a \$22,181.53 Long Term Debt Principal payment belonging to the Town. The MOR does not. This will be adjusted in FY20.

1

Notes: _____

- Other for Budget Reporting
Miscellaneous Revenue: \$4,880.25 privilege fee for 234 BPR new connection. \$1,270 Reimbursement from Facilities for emergency response at Safety-Police/Fire Building November, 2031.
Lillian (\$511,452.48/5589.88) and 31 Lillian (\$10736.70/\$173.57

Note: Difference in total billed versus budget is the billed number includes FY18 Qtr revenue and not the budgeted amount for FY19 and lower actual water use due to vacant properties.

WhiteWater Invoices
Fiscal Year 2019

Equip Repairs													
			Month	Contract Fee	Labor	& Maint	Sludge	Chemicals	Mark Up				
Invoice #	Invoice Date	Amount	Processed	52100	#52101	52116	52122	52125	#52151	Total			
70036071	6/30/2018	\$ 2,587.50	Jul (1)				\$ 2,250.00		\$ 337.50	\$ 2,587.50			
70035445	7/2/2018	\$ 3,900.00	Aug(Jul)	\$ 3,900.00						\$ 3,900.00			
70036175	8/1/2018	\$ 3,900.00	Aug	\$ 3,900.00						\$ 3,900.00			
70036854	9/4/2018	\$ 3,900.00	Sep	\$ 3,900.00						\$ 3,900.00			
70037553	10/1/2018	\$ 3,900.00	Oct	\$ 3,900.00						\$ 3,900.00			
70037408	9/14/2018	\$ 5,022.07	Oct	\$ -	\$ 1,045.00	\$ 298.32	\$ 2,250.00	\$ 910.00	\$ 518.75	\$ 5,022.07			
70037800	10/8/2018	\$ (2,587.50)	Oct (2)				\$ (2,250.00)		\$ (337.50)	\$ (2,587.50)			
70038112	10/12/2018	\$ 8,613.94	Nov		\$ 4,841.00	\$ 545.82	\$ 1,725.00	\$ 1,010.00	\$ 492.12	\$ 8,613.94			
70038252	11/1/2018	\$ 3,900.00	Nov	\$ 3,900.00						\$ 3,900.00			
70038132	10/17/2018	\$ (440.46)	Nov (3)		\$ (275.00)	\$ (143.88)			\$ (21.58)	\$ (440.46)			
70038875	12/3/2018	\$ 3,900.00	Dec (4)	\$ 3,900.00						\$ 3,900.00			
70038694	11/15/2018	\$ 5,496.51	Dec		\$ 285.00	\$ 31.75	\$ 4,500.00		\$ 679.76	\$ 5,496.51			
70039440	1/4/2019	\$ 3,900.00	Jan	\$ 3,900.00						\$ 3,900.00			
70039629	1/4/2019				\$ 2,905.00					\$ 2,905.00			
70040030	2/1/2019	\$ 3,900.00	Feb	\$ 3,900.00						\$ 3,900.00			
70039844	1/17/2019	\$ 2,813.83	Feb		\$ 630.50		\$ 1,875.00		\$ 308.33	\$ 2,813.83			
70039265	12/14/2018	\$ 7,124.00	Feb		\$ 1,937.50		\$ 3,600.00	\$ 910.00	\$ 676.50	\$ 7,124.00			
70039918	1/18/2019	\$ (685.00)	Feb (5)		\$ (685.00)					\$ (685.00)			
70040596	3/1/2019	\$ 3,900.00	Mar	\$ 3,900.00						\$ 3,900.00			
70040436	2/13/2019	\$ 1,342.70	Mar		\$ 95.00			\$ 1,084.96	\$ 162.74	\$ 1,342.70			
70041115	4/1/2019	\$ 3,900.00	Apr	\$ 3,900.00						\$ 3,900.00			
70041765	5/1/2019	\$ 3,900.00	May	\$ 3,900.00						\$ 3,900.00			
70041572	4/15/2019	\$ 2,701.95	May		\$ 1,560.00			\$ 993.00	\$ 148.95	\$ 2,701.95			
7004247	6/3/2019	\$ 3,900.00	Jun	\$ 3,900.00						\$ 3,900.00			
										\$ -			
Totals		\$ 78,789.54		\$ 46,800.00	\$ 12,339.00	\$ 732.01	\$ 13,950.00	\$ 4,907.96	\$ 2,965.57	\$ 81,694.54			

Notes:

- 1) PO for \$5,817.50 to encumber funds for June bills not received by FY18 close. PO closed 7/27/18, but was recorded in FY19 for \$2,587.50.
- 2) 70037800 credit for duplicate charge for sludge and markup that was already paid on invoice 70036071.
- 3) 70038132 - Credit for labor, delivery of sugar which is not used at the plant and markup.
- 4) Wastewater Services Inc (WSI) took over sludge hauling on December 1, 2018.
- 5) 70039918 - Credit for labor on invoice 70039265.

FY20 August, 2019

WWMDC-FY2020 MONTHLY OPERATING REPORT

Current Period: 8/13/19-8/11/19

August, 2019

Beginning of Year: 7/1/19

MUNIS Date: 8/9/19

User Charges-YTD

YTD ACTUAL

\$ 387

Total Operating Expenses-YTD

\$ 36,836

Net Operating Income:

\$ (36,449)

19% of Year Complete

ACCOUNT #	INCOME DETAILS	FY20 BUDGET	YTD ACTUAL	YTD ACT % REC'D	ENCUMB BAL	BUDGET BAL	TOTAL % REC'D	COMMENTS
OPERATING INCOME								
63410500	42105 User Charges	\$ 274,653	\$ 387	0.1%	N/A	\$ (274,266)	0.1%	(1) Treasury has revenue to input.
63410500	48210 Interest Earned on Savings	\$ 5,000	\$ 988	19.8%	N/A	\$ (4,012)	19.8%	(2) New for FY20
63410500	47501 Old Betterment - Principal	\$ 22,885	\$ -	0.0%	N/A	\$ (22,885)	0.0%	(3) Pmts due Feb/May
63410500	47502 Old Betterment - Interest	\$ 1,144	\$ -	0.0%	N/A	\$ (1,144)	0.0%	(3) Pmts due Feb/May
63410500	47503 New Betterment - Principal	\$ 189,830	\$ 358	0.2%	N/A	\$ (189,472)	0.2%	(3) Pmts due Feb/May
63410500	47504 New Betterment - Interest	\$ 140,832	\$ 914	0.6%	N/A	\$ (139,918)	0.6%	(3) Pmts due Feb/May
63410500	48600 Retained Earn's-Betterment	\$ 93,596	\$ -	0.0%	N/A	\$ (93,596)	0.0%	(3) Pmts due Feb/May
63410500	48600 Retained Earn's-Operations	\$ 60,000	\$ -	0.0%	N/A	\$ (60,000)	0.0%	Supplement for User Charges.
	Total Operating Income	\$ 787,940	\$ 2,647	0.3%	N/A	\$ (785,293)	0.3%	
UNBUDGETED INCOME								
63410500	Other	\$ -	\$ 1,320	N/A	N/A	\$ 1,320	N/A	(4) Pen & Int. Liens. Misc Rev. Int Ernd on Sav's
63410500	47505 Unapp WW Better TC Rev	\$ -	\$ -	N/A	N/A	\$ -	N/A	(5) Unbudgeted Betterments Paid in Advance
63410500	47506 Unapp WW Better TC Int	\$ -	\$ -	N/A	N/A	\$ -	N/A	(5) Unbudgeted Betterments Paid in Advance
63410500	49740 Transfers from Capital-Town	\$ -	\$ -	N/A	N/A	\$ -	N/A	
	Total Unbudgeted Income	\$ -	\$ 1,320	N/A	N/A	\$ 1,320	N/A	
	Total Income/MUNIS:	\$ 787,940	\$ 3,967	N/A	N/A	\$ (783,973)	0.5%	
EXPENSE DETAILS								
PERSONAL SERVICES								
63443001	51001 Salaries (Acct Spec/WOM)	\$ 82,600	\$ 11,882	14.4%	N/A	\$ 70,718	14.4%	New FY20 - 60% WOM Salary
63443001	51003 Salaries (Part-time)	\$ 5,000	\$ -	0.0%	N/A	\$ 5,000	0.0%	
63443002	52112 Training & Education	\$ 350	\$ -	0.0%	N/A	\$ 350	0.0%	
63443002	54115 Uniforms	\$ 350	\$ -	0.0%	N/A	\$ 350	0.0%	
63443002	59710 Indirect/Admin (Town Services)	\$ 34,913	\$ -	0.0%	N/A	\$ 34,913	0.0%	(6) Expensed June, 2020
PROFESSIONAL SERVICES								
63443002	52100 Facility Operating Contract	\$ 50,000	\$ 7,800	15.6%	\$ 5,600	\$ 36,600	26.8%	No contract until RFP is finalized.
63443002	52101 Fac. Labor & Other Prof. Serv.	\$ 12,500	\$ 65	0.5%	\$ -	\$ 12,435	0.5%	
63443002	52108 Legal Services	\$ 5,000	\$ -	0.0%	\$ -	\$ 5,000	0.0%	
63443002	52152 Engineering Fees	N/A	N/A	N/A	N/A	N/A	N/A	
	Total Pers. & Prof. Expenses	\$ 190,713	\$ 19,747	10.4%	\$ 5,600	\$ 185,366	10.4%	
REPAIRS & MAINT EXP.								
63443002	52103 Surface Water Testing (Oars)	\$ 7,800	\$ -	0.0%	\$ 38,948	\$ (31,148)	499.3%	
63443002	52115 Building Repair & Improvement	\$ 5,900	\$ -	0.0%	\$ 770	\$ 5,130	13.1%	
63443002	52116 Equipment Repairs & Maint.	\$ 30,000	\$ 3,777	12.6%	\$ 12,697	\$ 13,526	54.9%	FY19 expense \$1,176.12 booked by Finance
63443002	52126 Pipeline Maint/Emergency	\$ 10,000	\$ -	0.0%	\$ -	\$ 10,000	0.0%	
63443002	52151 Markup & Other	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
63443002	54100 Supplies	\$ 5,000	\$ 273	5.5%	\$ 4,840	\$ (113)	102.3%	
63443002	54111 Vehicle Gasoline	\$ 500	\$ 88	17.6%	\$ 412	\$ -	100.0%	
63443002	52117 Vehicle Repair	\$ 500	\$ -	0.0%	\$ -	\$ 500	0.0%	
	Total Repairs & Maint Exp.	\$ 59,700	\$ 4,138	6.9%	\$ 57,666	\$ (2,104)	103.5%	
OPERATING EXPENSES								
63443002	52121 Disposal (BP Trucking Trash)	\$ 1,240	\$ 191	15.4%	\$ 1,049	\$ -	100.0%	
63443002	52122 Sludge Disposal	\$ 25,000	\$ 2,295	9.2%	\$ 3,700	\$ 19,005	24.0%	
63443002	52125 Chemicals	\$ 7,500	\$ 3,013	40.2%	\$ 4,487	\$ -	100.0%	
63443002	53102 Natural Gas-Nit Grid & Dir En.	\$ 4,100	\$ 136	3.3%	\$ 3,964	\$ (0.04)	100.0%	
63443002	53103 Electricity -Eversource	\$ 33,000	\$ 6,852	20.8%	\$ 26,148	\$ -	100.0%	
63443002	53104 Telephone -Verizon	\$ 1,900	\$ 403	21.2%	\$ 1,497	\$ 0	100.0%	
63443002	53105 Water -TOW	\$ 1,000	\$ -	0.0%	\$ -	\$ 1,000	0.0%	
63443002	52107 Admin Serv's (Other)	\$ 500	\$ 62	12.5%	N/A	\$ 438	12.5%	
63443002	54599 Contingency	\$ 15,000	\$ -	0.0%	\$ -	\$ 15,000	0.0%	
	Total Operating Expenses	\$ 89,240	\$ 12,952	14.5%	\$ 40,846	\$ 35,443	60.3%	
	TOTAL EXPENSES	\$ 339,653	\$ 36,836	10.8%	\$ 104,112	\$ 198,705	41.5%	
CAPITAL EXPENSES								
63443002	47501 Old Debt-Principal	\$ 43,247	\$ 31,308	72.4%	N/A	\$ 11,939	72.4%	Paid in August & February
63443002	47502 Old Debt-Interest	\$ 3,268	\$ 2,460	75.3%	N/A	\$ 808	75.3%	7) Subsidy pays Aug int. WWMDC pays Feb
63443002	47501 New Debt -Principal	\$ 248,077	\$ 16,259	6.6%	N/A	\$ 231,818	6.6%	7) Paid in August & February
63443002	47502 New Debt -Interest	\$ 153,695	\$ 76,847	50.0%	N/A	\$ 76,848	50.0%	Paid in August & February
	Total Capital Expenses:	\$ 448,287	\$ 126,874	28.3%	N/A	\$ 321,413	28.3%	
	TOTAL BUDGET EXP & CAP	\$ 787,940	\$ 183,710	20.8%	\$ 104,112	\$ 520,118	34.0%	

Notes:

1) FY20 Billing: Q4= \$70,755.38 (6/28/19). Treasury has revenue to input.

2) Interest Earned on Savings - Beginning FY20, budgeting for interest earned on \$483,606 (July 31, 2018) located in a separate account controlled by Treasury. The remainder of WWMDC's retained earnings is in the Town's General Fund. We are working for WWMDC to receive interest on this.

3) Betterment Income & Retained Earnings/Betterment: Beginning FY20, the betterment income will be budgeted. In prior years, debt expense numbers were used to balance the budget. Added Retained Earnings/Betterment account, which reflects the net of the billed amount and debt expense paid.

4) Miscellaneous Revenue:

5) Unapportioned Principal/Interest (Paid in Full):

6) Indirect Admin: FY20 WOM Salary moved to Salaries account.

7) \$16,259 Principal and \$2,460 Interest booked in error to WWMDC.

8) Finance to remove \$22,181.53 of LTD Principal charged to WWMDC in FY19.

8/13/19-9/11/19

June Preliminary

FY2019 Cash Receipts YTD

Revenue Codes	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020
6302 WW User Charges	\$ 352.89	\$ 34.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/42105												\$ 387.16
6308 Penalties & Interest *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/41750												\$ -
6303 Miscellaneous Rev *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/43299												\$ -
6304 Betterments (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47501												\$ -
6305 Betterment Interest (Old)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47502												\$ -
6306 Betterments Pd In Adv	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47599												\$ 987.87
6307 Int. Earned on Savings *	\$ -	\$ 987.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/48210												\$ 1,319.99
6309 Wastewater Liens *	\$ 1,319.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/42111												\$ 357.89
6311 WW Better TC Rev	\$ 357.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47503												\$ 913.63
6312 WW Better TC Int	\$ 286.31	\$ 627.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47504												\$ -
6313 UNAPP WW Better TC Rev	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47505												\$ -
6314 UNAPP WW Better TC Int	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/47506												\$ -
63 Wastewater Retained Earm's	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/48600												\$ -
63 Transfers from Capital-Town	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63105000/49740												\$ 3,966.54
Total Revenue	\$ 2,317.08	\$ 1,649.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Notes:

* Other for Budget Reporting
Miscellaneous Revenue
Unapportioned Principals/Interest:

8/13/19-9/11/19

1920 Monthly Bills

ID	Vendor	Name	Address	Inv #/Contract	Invoice	Date	Amount	Aug	YTD	WWMDC	Act #	Org	Object	Description/Notes	Number	Amount	Encumbrances (Purchase Orders)	YTD Balance
2494	B-P Trucking Inc.		P.O. Box 386, Ashland, MA 01721	189070		8/31/19	\$ 95.26	\$ 95.26	\$ 190.52	8670		63443002	52121	Trash Disposal 185 Elissa Ave	2000184	\$ 1,240.00		\$ 1,049.48
10656	Direct Line Inc.		(2) P.O. Box 32179, New York, NY	H591404922		8/21/19	\$ 16.78	\$ 16.44	\$ 33.22	452224/56098		63443002	53102	Gas-185 Elissa Ave (1)	2000122	\$ 2,000.04		\$ 1,966.82
18133	Endress & Hauser		PO Box 78000, Dept 78795, Detroit	6020086448		8/27/19	\$ -	\$ 821.88	\$ 821.88	46189127		63443002	52116	ERM-Air System Replace Part	2000192	\$ 821.88		\$ -
18133	Endress & Hauser		PO Box 78000, Dept 78795, Detroit	6751049052		8/14/19	\$ -	\$ 758.59	\$ 758.59	46189127		63443002	52116	ERM-Computer Board EQ Flow Met	2000159	\$ 758.59		\$ -
3027	EVERSOURCE		247 Station Dr, NW 200, Westwood	28704030031		8/27/19	\$ 145.04	\$ 135.11	\$ 280.15	28704030031		63443002	53103	Electricity-185 Elissa Ave	2000238	\$ 33,000.00		\$ 26,147.52
3027	EVERSOURCE		247 Station Dr, NW 200, Westwood	28704030031		8/27/19	\$ 3,374.96	\$ 6,572.33	\$ 6,572.33	28704030031		63443002	53103	Electricity-185 Elissa Ave	2000185	\$ 1,000.00		\$ 1,000.00
13720	F W Webb		160 Middlesex Turnpike, Bedford	28871560010		8/27/19	\$ -	\$ -	\$ -	141702		63443002	52116	ERM-Plumbing Supplies	2000187	\$ 5,000.00		\$ 5,000.00
3087	Hayes Pump, Inc.		PO Box 0351, Brattleboro, VT 05302-0351			9/10/19	\$ -	\$ 3,013.01	\$ 3,013.01	1031		63443002	52125	Chemicals	2000187	\$ 5,000.00		\$ 2,486.99
9698	Holland Co., Inc.		153 Howland Ave, Adams, MA 011	20444		9/10/19	\$ -	\$ -	\$ -	6035327538829538		63443002	54100	Equip Repairs & Maint.	2000101	\$ 500.00		\$ 500.00
4017	Home Depot		(3) PO Box 9001030, Dept 32-200				\$ -	\$ -	\$ -			63443002	52116	ERM-Blower Repair	2000191	\$ 5,000.00		\$ 5,000.00
18052	Hope Group		PO Box 840, 70 Bearfoot Rd, Northborough, MA 01531				\$ -	\$ -	\$ -			63443002	52116	ERM-Blower Repair	2000191	\$ 5,000.00		\$ 5,000.00
18052	Hope Group		PO Box 840, 70 Bearfoot Rd, Northborough, MA 01531				\$ -	\$ -	\$ -			63443002	52116	ERM-Blower Repair	2000191	\$ 5,000.00		\$ 5,000.00
2129	Keyes North Atlantic, Inc.		439 Watertown Street, Newton, MA 0246C				\$ -	\$ -	\$ -			63443002	53102	1mt Plant Fire Alarm Inspection	2000182	\$ 770.00		\$ 770.00
2759	National Grid		PO Box 11735, Newark, NJ 07101	50412-10350		8/20/19	\$ 40.10	\$ 38.07	\$ 78.17	50412-10350		63443002	53102	Gas-185 Elissa Ave	2000189	\$ 2,500.00		\$ 2,500.00
2759	National Grid		PO Box 11735, Newark, NJ 07101	50412-10370		8/20/19	\$ 11.97	\$ 12.37	\$ 24.34	50440		63443002	54100	Supplies-Eyewash Station	2000189	\$ 2,000.00		\$ 7,800.00
17663	NCL of Wisconsin		PO Box 8, Birmahwood, WI 54414				\$ -	\$ -	\$ -	144		63443002	52103	2015 Surface Water Testing	2000190	\$ 2,000.00		\$ 2,000.00
11776	OARS Inc.		23 Bradford St, Concord, MA 017				\$ -	\$ -	\$ -			63443002	52125	Chemicals	2000190	\$ 2,000.00		\$ 2,000.00
17786	RHP Environmental		210 Park Avenue, Suite 350, Wor				\$ 525.00	\$ -	\$ 525.00	WAY1-C		63443002	52125	Chemicals	2000190	\$ 2,000.00		\$ 2,000.00
2226	South Shore Generator		PO Box 567, East Wrentham, MA 0253E				\$ -	\$ -	\$ -	Capital Account		63443002	58201	185 Elissa Backup Gen. Ann Maint.	2000251	\$ 1,020.00		\$ -
7749	Tighe & Bond		53 Southhampton Rd, Westfield, MA 0108E	2601700			\$ -	\$ -	\$ -	2601700		63443002	53105	Water Dept Admin Fee-185 Elissa	2000183	\$ 1,000.00		\$ -
2771	TOW-Water		66 River Road, Wayland, MA 017				\$ 43.48	\$ 42.87	\$ 86.35	5083582801		63443002	53104	Phone - Pump @ 2 Elissa Ave	2000237	\$ 1,899.96		\$ 1,497.36
2569	VERIZON		PO Box 15124, Albany, NY 12212	5083582801		8/18/19	\$ 44.22	\$ 52.05	\$ 96.27	5083582801		63443002	53104	Phone - 185 Elissa Ave		\$ -		\$ -
2569	VERIZON		PO Box 15124, Albany, NY 12212	5083582801		8/18/19	\$ 109.99	\$ 109.99	\$ 219.98	2548353300014C		63443002	53104	Office Supplies	N/A	\$ -		\$ -
2058	WB MASON		59 Centre St, Brockton, MA, Attn: Gail Menzies	2558353300014C		8/20/19	\$ 62.42	\$ 62.42	\$ 62.42	C2380305		63443002	52107	Sludge Hauling	2000191	\$ 3,700.00		\$ 3,700.00
17669	Waste Water Services, Inc.		1997 Bedford St, Bridgewater, MA 02324				\$ 1,147.50	\$ -	\$ 1,147.50	0		63443002	52122	Sludge Hauling	2000191	\$ -		\$ -
17669	Waste Water Services, Inc.		1997 Bedford St, Bridgewater, MA 02324				\$ 1,147.50	\$ -	\$ 1,147.50	0		63443002	52122	Sludge Hauling	2000191	\$ -		\$ -
15256	Wayland Home & Design		21 Cornwell St, Provincetown, MA 02657				\$ 12.07	\$ 12.07	\$ 12.07	60204		63443002	54100	Supplies-Way Home Design	2000158	\$ 1,500.00		\$ 1,487.93
1666	WPEX Inc.		PO Box 6293, Carol Stream, IL 601	61009757		8/30/19	\$ 43.51	\$ 44.70	\$ 88.21	496005652045		63443002	54111	Vehicle Fuel	2000256	\$ 500.00		\$ 411.79
6693	Whitewater		C/O RHW Construc, 41 Central St	70043727		8/1/19	\$ 3,900.00	\$ 3,900.00	\$ 7,800.00	WAY002		63443002	52100	Fac Oper Contract	2000239	\$ 4,500.00		\$ 5,600.00
6693	Whitewater		C/O RHW Construc, 41 Central St	70043727		8/1/19	\$ 3,900.00	\$ 3,900.00	\$ 7,800.00	WAY002		63443002	52101	Facility Labor (Prof Serv.)	2000186	\$ 4,000.00		\$ -
Total																\$ 11,438.37	\$ 12,275.30	\$ 23,713.67
																\$ 404.50		\$ -
																\$ 7,675.36		\$ -
																\$ 1063.51		\$ -
																\$ 2,295.00		\$ -
																\$ 11,438.37		\$ -
																\$ 91,307.47	\$ 11,195.00	\$ 74,964.38

YTD Balance includes Purchase Orders
for accounts in hidden cells

WhiteWater Invoices
Fiscal Year 2020

Equip Repairs													
Invoice #	Invoice Date	Amount	Month Processed	Contract Fee	Labor #52101	& Maint 52116	Sludge 52122	Chemicals 52125	Mark Up #52151	Total			
70043028	7/1/2019	\$ 3,900.00		\$ 3,900.00						\$ 3,900.00			
70043727	8/1/2019	\$ 3,900.00		\$ 3,900.00						\$ 3,900.00			
										\$ -			
										\$ -			
										\$ -			
Totals		\$ 7,800.00		\$ 7,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,800.00			

Notes:

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

NAME OF BOARD/COMM: Wayland Wastewater Management District Commission

FILED By: Jane Capasso

DATE OF MEETING: Wednesday, September 11, 2019

TIME OF MEETING: 7:30 PM

PLACE OF MEETING: Town Building

PROPOSED AGENDA

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

- 7:30 1. Call to order
- 7:31 2. Public comment
- 7:32 3. FY21-25 Capital Plan review and approval.
- 7:50 4. FY21 Budget review.
- 8:25 6. Future of the WWMDC and Board membership.
- 8:30 7. FY2021 Budget & Capital Planning at Board meetings:
 - September – Board approves 5 year Capital Plan due to Finance 9/21/19.
 - September – Board reviews draft FY21 Budget. Finance and BOS Liaison will review starting 10/11/19.
 - October – Board review of FY21 Budget before 10/11/19 submission to Finance.
 - November – Review Finance and Liaison questions/changes. Board can make changes before 12/17/19.
 - December – Final Board approval of the total dollars for the FY21 Budget. Due to Finance on 12/17/19.
 - January & February – The total dollars cannot be changed, but the amounts may be moved between line items.
 - February 24, 2019 – Finance Committee adopts final FY21 Budget.
- 8:35 8. Long-term Finances-Review FY19 Monthly Operating Report focusing on long-term financing needs and the possibility of increasing rates above a nominal amount each year to meet bond payment deficits in 2027-2032.
- 8:38 9. FY19 Annual Report Preparation.
 - September – Board approval.
- 8:58 10. Report - Paul Brinkman, Town Engineer & Richard Pezzolesi, Wastewater Operations Manager. Paul Brinkman attending.
- 9:05 11. Administrative Items – None.
- 9:05 12. Wastewater Rules and Regulations.
- 9:06 13. Approve minutes from previous meetings – August 19, 2019.
- 9:10 14. Review Monthly Operating Report.
 - A. FY19 MOR
 - B. FY20 August MOR
- 9:20 15. Website status: Recent postings and organization.
- 9:20 16. Topics not reasonably anticipated by Chair 48 hours in advance of meeting.

9:25 17. Calendar: Upcoming meetings, events and hearings – Thursday, October 10, 2019.

9:28 18. Public Comment.

9:30 19. Adjourn