1	DRAFT	
2	PUBLIC UTILITIES COMMISSION	
3	WALLINGFORD ELECTRIC DIVISION	
4	100 JOHN STREET	
5	WALLINGFORD, CT	
6	Tuesday, March 3, 2020	
7	6:30 P.M.	
8	MINUTES	
9 10 11 12	and Joel Rinebold; Director Richard Hendershot; Electric Division General Manager Ton Buccheri, Office Manager Tom Sullivan; Water and Sewer Divisions General Manager New	
13	Members of the public – Adelheid Koepfer	
14 15	Mr. Beaumont called the meeting to order at 6:30 P.M., and the pledge of Allegiance was recited.	
16 17 18 19 20 21 22 23 24	 Pledge of Allegiance Consent Agenda Consider and approve Minutes of February 13, 2020 Consider and approve Minutes of February 18, 2020 Consider and approve Budget Transfer – Electric – A/C #562 – Transmission Operations Station Expenses Consider and approve Budget Transfer – Electric – A/C #570 – Transmission Maintenance Station Equipment 	
25 26 27 28 29 30 31	Motion to approve the Consent Agenda. Made by: Mr. Rinebold Seconded by: Mr. Beaumont Votes: 2 ayes 3. Items Removed from Consent Agenda – None	
32 33 34 35 36 37 38	Public Question and Answer Period No members of the public present at this time. Public question and answer period closed.	

4. Discussion and Action: Electric Division – Budget Amendment – A/C #392 – Transportation Equipment

Mr. Buccheri reviewed the Memo dated February 27, 2020 regarding the Fiscal 2019-2020 Budget Appropriation Account 392 – General Plant – Transportation Equipment. He stated that the oldest of the WED line trucks had been taken off of the road due to an inspection failure in the boom. The estimated replacement cost for the boom is in excess of the present value of the truck. WED has obtained bid pricing for a new line truck and the evaluated low bid is \$236,000.00. A third party did another inspection today, March 3, 2020, and the initial information obtained showed that the truck did not have a structural issue, it was more cosmetic. Mr. Buccheri plans on utilizing this vehicle until the replacement arrives.. He recommended that he would like to move forward with the replacement if possible. Mr. Buccheri commented that utilizing the old truck would eliminate the need to rental truck until the new truck arrives.

Mr. Rinebold questioned if the WED is looking to trade in the old vehicle? Mr. Buccheri confirmed that the WED will be trading the old truck in.

57 Mr. Hendershot questioned if the line truck in question is included in the bid price and is the \$236,000.00 the net of trade in? Mr. Buccheri responded, yes.

Mr. Hendershot questioned is it fully depreciated? Mr. Buccheri confirmed that the truck is fully depreciated and that the truck is a 2007.

Mr. Beaumont questioned if the previous repair from Altec had a failure? Mr. Buccheri responded that Altec did not do the repair and that it was a local body shop. Altec quoted us more than the truck was worth to repair it. We brought it to a local shop that is not in the business of selling line trucks. They did the fiber glass gel coat repair.

Mr. Beaumont questioned what is failing on the truck? Mr. Buccheri stated that it failed Altec's inspection and they won't certify the truck. Mr. Beaumont questioned if it failed in use. Mr. Buccheri indicated that no one got hung up or stuck.

Mr. Buccheri reiterated the information to Mr. Birney as he arrived later in the discussion.

Motion to approve the Budget appropriation for the purpose stated in the memo dated February 27, 2020.

- 77 Made by: Mr. Birney
- **Seconded by: Mr. Rinebold**
- 79 Votes: 3 ayes

5. Discussion: Sewer Rate Workshop

Mr. Hendershot stated that Mr. Amwake had prepared a PowerPoint presentation or the meeting. The hard copies of the presentation will be sent out via email on March 4, 2020. Mr. Amwake passed out a rate card with the current water and sewer use charges. A copy of the memo regarding items and services that the Water and Sewer Divisions do not directly charge for was also passed out.

In addition to those materials, Mr. Phelan passed out the corrected error that was located in the summary pages. The error read total annual costs and has now been corrected to read total quarterly costs.

Mr. Amwake presented a PowerPoint for the proposed Water and Sewer User Charges.

- The workshop agenda included:
 - Cost of Service Study Approach
 - Historical Water Division Billable Consumption and Sewer Division Billable Usage
 - Historical Sewer Division Rates
 - Number of Sewer Customers by Meter Size and Class
 - Sewer Division Current Commitments (what is driving the proposed rate option model)
 - Proposed Rate Option Model
 - Skipping the Rock Rate Option Model
 - Proposed Sewer Division Basic Service Fee (BSF) for the next four years
 - Proposed Sewer Division Usage Rate (ccf.) for the next four years
 - Projected Quarterly Increase by Meter Size and Class for the years 2020-2021
 - Recommended Changes to Water Division Miscellaneous Charges
 - Recommended Changes to Sewer Division Miscellaneous Charges
- Next Steps
 - Discussion and Questions

Mr. Amwake presented a graph that was borrowed from New Gen for the Cost of Service Study. He stated that we looked at our revenue requirements for the full costs of providing the Sanitary Sewer Collection and Treatment Service, Operating & Maintenance Budget, Existing Debt Service, Capital Improvement Plans for the current fiscal year as well as the 5 year CIP and Future Debt Services. When we put all of these together this makes our revenue requirements. In Wallingford we just have a sewer demand. We do not have any line items for peak demands or sewer strength surcharges. The next step is to look at our financial plan. This includes what the revenue increases need to be and if we stay on the current rates what will be the forecasted revenue vs what our revenue requirements are. The last step is the utility pricing which is the proposed final rates, fees and charges.

Mr. Amwake reviewed the Historical Water Billable Consumption for the Fiscal Year 2001-2020 and stated that this continues to decline.

- Mr. Hendershot commented that the qualitative guesses that they have made so far have been
- correct in that homes have gotten more efficient in their use of water. People are watering lawns
- less or washing their cars less. The efforts to use less water are real.

Mr. Amwake reviewed the Historical Sewer Billable Usage for the Fiscal Year 2001-2020 and stated that this is declining. We calculate billable sewer based on 75% of our billable water.

135

- Mr. Amwake reviewed the Historical Sewer Division Rates. He advised that in the years 2001-
- 2005 we stayed at a flat rate. In 2006 we started to have some increases particularly on the usage
- rate. Highlighting the usage rates, we have not increased the unit costs per 100 cubic feet since
- June 1, 2013 and we have not increased our Basic Service Fee particularly for a 5/8-inch meter
- since June 2012. The statistics show there were seven years without a change to usage rate and 8
- 141 years without a change to the base service fees.

142

- Mr. Amwake reviewed the number of sewer customers to each particular sized meter. He then
- broke the customers down into different classes. These included Single Family Residential, Flat
- Sewer Single Family, Multi-Family, Commercial, Industrial and Institutional. When looking at
- all of those classes, 95.7323% of the customers fell into the 5/8-inch meter size. There were only
- 245 total sewer customers with the 1 1/2-inch, 2-inch, 3-inch and 4-inch meter, which constituted
- less than 2% of all our sewer customers.

149 150

Mr. Amwake reviewed the Sewer Division Current Commitments. These financial commitments included:

151152153

154

155

156

157

158

159

160

161

162

163

164

165

166

167

168

169

170

171

- 1. WPCF Upgrades Project Active Construction. We do have a \$55,799,506 Interim Funding Obligation with the State.
- 2. Planned Capital Projects (5-year CIP).
 - I-91 Pump Station, Force Main and Durham Road Sewer
 - Fine Screens at the WPCF Headworks
 - Solids Handling
 - o Dewatering Presses
 - o Digester Conversion
 - Electrical Upgrades
 - Collection System Lining
 - North and South Turnpike Sanitary Sewer Upgrades
 - Vehicles and Trucks
 - Annual Operating Expenses
 - o Labor Wages and Salaries
 - o Overhead, including benefits
 - o Materials, parts and equipment
 - o Utilities (Electric)
 - o Nitrogen credit purchases
 - o RBC (Rotating Biological Contactor) Repairs
 - o Inflow and Infiltration

Mr. Amwake reviewed the proposed Rate Model for fiscal year 2021-2024. The left graph shows all of our expenses. These are as follows:

- Red Operating Expenses (Excluding Depreciation, Pension Liability Adj. & OPEB Liability Adj.)
- Green Cash Funded Capital Projects
- Black Current Debt Service & Non-Operating Expenses (very small)
- Yellow Phosphorus Debt Service
 - Purple WPCF Phase II Debt Service (within Phase II there are 6 or 7 sub projects)

The right graph shows the Projected End of Year Cash Position. These are as follows:

- Green Ending Cash Reserves
- Red Dotted Line Minimum Cash Reserve Balance, as calculated and agreed to by the Director of Public Utilities Commission and Sewer Division.

Mr. Amwake noted that the left column is for the fiscal year 2020, which is the current fiscal year that we are in. The rates that we are looking at for fiscal year 2021-2024 are shown in the dark green. Beyond that are shown in the lighter green at least 5 years out for the 10-year model.

Mr. Amwake reviewed the usage rates or the costs per ccf. for the Fiscal Year 2021-2024 that are shown in the red boxes. The utility rate (\$/ccf) increase for FY 2020 is 0.0%. There is a proposed 7.5% increase for 2021, 8.0% increase for FY 2022, 11.0% increase for FY 2023 and 13.0% increase for 2024. Fiscal Year 2025-2029 are shown in the model but not presented here. Mr. Amwake advised that the Basic Service Fee also increases at this time. But the Base Service Fee goes to items that are needed to just open the doors every morning. A lot of this is being driven by the wage and salaries per the collective bargaining agreements and the benefits. They are modest. The model calculates the Basic Service Fee first and then the usage rate (\$/ccf). charge.

Mr. Amwake reviewed the graph in regards to Skipping the Rock Model. It is called this because this model is like you skimming a rock along a pond. This model depicts what happens if we match our Ending Cash Reserves to our Minimum Cash Reserve Balance. The utility rate increases 0.0% in Fiscal Years 2020 to 2022. In order to meet our particular debt obligations, we will have a 10.0% increase in FY 2023 and followed by a 36.0% increase in year 2024. Mr. Rinebold commented that rate shock would worry us. Mr. Amwake advised that in this case you can see even right now our ending cash reserve is above our minimum cash balance. We have been able to use cash on hand in order to pay our current obligations. These are year over year increases.

Mr. Amwake spoke on the Basic Service Fee. It is something New Gen recommended and the Sewer Division supports. Currently we allocate our Basic Service Fee using the 5/8-inch meter as the base unit of 1. The Sewer Division allocates the Basic Service Fee as to how much each meter costs us to purchase.

METER SIZE	CURRENT BSF
5/8" meter	1.00
3/4" meter	1.33
1" meter	1.6 7
1 1/2" meter	3.70
2" meter	5.35
3" meter	7.76
4" meter	15.93

One of the recommendations that came out of the New Gen study was to use AWWA flow factors based on the relative flow capacity through the different meter sizes. A 2-inch meter can move 8 times more water than a 5/8-inch meter. For comparison, the Basic Service Fee is shown in non-bold and the proposed Basic Service Fee is shown in bold. The non-bold is the existing and the bold is the proposed so you can see the comparison. Focusing in on the 5/8-inch meter we are moving from \$22.28 in FY 2020 to \$23.34 for FY 2021 for the BSF. It is a modest overall increase between fiscal year 2020-2024. A lot of the increase is being driven on bigger meters. This is from the application of the AWWA flow factor. The usage rate shown in ccf. for fiscal rate 2021 to 2024 is \$5.25, \$5.64, \$6.09, \$6.76 and \$7.64. Mr. Birney commented that this is close to a 40% increase over time.

Mr. Amwake reviewed the projected quarterly increase per meter size per customer class. He focused on the 5/8-inch meter customers particularly the single family residential, flat sewer single family, multi-family residential and commercial customers. These calculations were only taken for the next fiscal year. Looking at the single family residential the number of customers are 9,847. The median increase will be \$5.16 per quarter which is less than \$21.00 per year for fiscal year 2020-2021. There is a decrease being shown in the flat sewer single family. The weighted average median quarterly increase for all 5/8-inch meter customers was \$3.66. What is really driving the average down is the \$17.89 decrease for the flat sewer single family customers. Mr. Amwake pointed out that the one 4-inch meter being shown in the graph is the Wallingford Water Divisions. The 1-1/2, 2 and 3-inch meters are not single family customers. There are a few multi-family customers but really these customers are commercial, industrial and institutional customers. These customers have a need to have meters this big. They have other operating and capital expenses associated with them.

Mr. Amwake discussed the Sewer Flat Rate Customers. There are 904 customers that account for 7.09% of all of our sewer customers. They can only be a single family residential dwelling, on their own private well but utilize the sanitary sewer collections and treatment systems. If you are commercial, industrial or institutional customer, you cannot be a sewer flat rate customer. We currently charge the BSF plus 1,650 cf. of usage per quarter. This is based on the previous median for 5/8-inch residential customer of 2,200 cf. multiplied by 75%. Based on an analysis conducted as part of the sewer rate study, the current mean water usage for a single family 5/8-inch residential customer with at least 4 quarters of billable data if 1,600 cf..

Mr. Amwake included in his discussion the Water Miscellaneous Charges. The charges have been updated to reflect current labor, overheard (including benefits), material and equipment costs. If you examine the water installation fee and cost for water service installation (no excavation) on the rate chart we would be losing money. Mr. Amwake advised that the Water Division will no longer excavate and backfill for water services, including temporary and permanent pavement repairs as per the current charges the Water Division does not cover the costs, which benefits only a single, specific customer. The Water Division will now install the tap, run the water service and curb box with the customer responsible for the excavation, backfill and pavement installation.

Mr. Birney questioned if we will lose revenue on this? Mr. Awake responded that as of now we are losing revenue. Mr. Hendershot responded that fewer dollars will cross our account but there will be fewer expenses behind it. This is an improvement to the bottom line.

Mr. Amwake advised that currently there are no penalties for tampering with a water meter. As a deterrent we are looking to establish a charge for tampering with a water meter. The Water Division is also recommending the establishment of a protocol and cost for removing and resetting a water meter or turning a water service off and on more than once per calendar year. Please note that there is no consequence (aka charge) for turning water off and on once per year due to lack of payment. What this will diminish is the need to turn water off and on in vacant commercial buildings and residential homes during real estate showings. Other water companies will charge to turn off service and for restitution for lack of payment. Regarding the updated construction permit fees there will be a \$75.00 charge for installation or repair of water services, or repair of water mains and a \$300.00 charge for installation of water main(s) or fire service lines. The internal cost (labor and overhead) currently is \$150.00 minimum to review and execute a permit for the installation or repair of a water services or water mains and to install a water main line that is 300 feet the approximate internal cost is \$3,262.50. We are not looking to capture a 100% percent of our costs but as of now our two fee structures are \$20.00 and \$20.00 respectively.

Mr. Amwake discussed the Sewer Miscellaneous Charges. He recommended an increase to the Septage disposal fee. This is a reflection of the current labor, overheard (including benefits), material and equipment costs. The updated construction permit fees were updated to match permit fees on the water side. There will be a charge of \$75.00 for the installation or repair of sewer laterals and a charge of \$300.00 for installation of sewer main(s).

The other payment terms and conditions included a \$35.00 fee per transaction for checks returned for insufficient funds. This charge is for the staff time (labor and overhead) to process. When a check bounces there is a lot involved to rectify the situation. The Electric Division and the Town charges for insufficient funds. Mr. Beaumont commented that to his knowledge this charge is not higher than other companies. There is also an \$80.00 charge for conducting a final meter read and/or inspection and the issuance of a final water and/or sewer bill. This is due to staff time (labor and overhead) and equipment (vehicle) to process and prepare this special request. Mr. Amwake wanted to remind everyone that the payments are due on the last calendar day of each month. If the last day of the months falls on a weekend or holiday customers have by the end of the next business day.

Mr. Amwake thanked and acknowledged William Phelan, Larry Regan, Jay Pawlowski, Erik Krueger and Pat Crabtree.

Mr. Phelan circled back on the question in regards to revenue loss. He advised that he did an analysis over the last three years and we have averaged approximately \$17,000 in revenues for service installations. He did not do the calculation on the expense side but he determined that the Water Division will generate revenue as we will still install service taps and the accompanying water services. It won't be at \$17,000 it may be \$8,000 or \$9,000 and there will be a revenue loss in that particular area.

Mr. Amwake advised the PUC on the next steps of the rate process. On March 17, 2020 at 6:30 p.m. we will present the Final (Updated) Proposed Rates to the PUC. At this meeting the PUC will set the date for the Public Hearing. The suggested date is April 7, 2020, 6:30 p.m. at the HUBCAP. Then on April 21, 2020 the PUC meets to take a formal vote to approve, modify or disapprove the charges as put forward. From this date (March 3, 2020) we will still have seven to nine weeks to massage these rates if there are any questions at the March 17th meeting as well as the April 7th meeting. July 1, 2020 will be the effective date of New Rates and Charges for Bills Rendered on or after July 1, 2020 following the Town's 21-day Appeal Period. The Department of Law has already reviewed our public hearing notice that needs to get put into the paper twice.

Mr. Rinebold questioned on the customer charges for repair to our equipment. On page 6 there is a charge shown for replacement repair damage to our meters. What is the theory behind the customer if we own the meters and it breaks? Mr. Amwake replied most of the damaged meters are frozen meters. The customer has the responsibility to protect that meter, either with minimal heat in a basement, heat tape, ect. Mr. Rinebold commented that he was thinking mechanically frozen but Mr. Amwake is speaking on thermal freezing. Mr. Amwake advised that if you think you have a frozen meter the meter men will go out and inspect the meter. If the meter has not burst and you possibly have a frozen pipe upstream or downstream of the water meter, the approach of the Water Division is to provide guidance and instructions to the homeowner on how they can thaw it. We don't charge for this service. If the meter is thermally broken, we will charge the customer for this because it wasn't properly cared for. Mr. Rinebold questioned what if the meter just fails out of no fault of the customer? Mr. Phelan responded we would replace it as this absolutely happens. We have had two meters fail over the last 8 months that were not frozen meters. When this happens it would be at no cost to the customers to replace the meter.

Mr. Rinebold questioned again on page 6 regarding the construction permit fees. Does this mean installation or repair, specifically repairs? Mr. Amwake responded that there is a cost to issue the permit, inspect the work and do sketches for the files maintained at the Water and Sewer Divisions.. Mr. Rinbold questioned what was meant by repairs? Mr. Phelan responded for any repair that is made on a water lateral or a sewer lateral a permit is issued because we want to know what the customer is doing. When the repair is being done we then send an inspector out to make sure this is done correctly and according to our standards. With that being said we are also drawing some sketches to come back to the office with so that we have some knowledge of when the repair was made, what was done and who the repair company is. This is the efforts we

put in for a repair or installation. Mr. Rinebold questioned this is a customer or customer contractor who wants to repair a line and we want to charge to verify that this was undertaken properly within standards and specifications? Mr. Amwake confirmed that this is correct. Mr. Hendershot responded it is our version of a building permit.

352353354

355

356

357

358

359

360

361

362

363

364

365

366

367

368

369

370 371

372

373374

375

376377

378

379

380

381

349 350

351

There was a discussion on the graph and escalating quarterly uses over the next ten years. Mr. Phelan spoke on the model and rates. He advised that this should be looked at more than 10 years. Looking at it today this is our best guess of what we can expect over the next 10 years. All the capital improvement projects we are going to undertake, the I&I project and the operating expense increases. All of these things could change. This needs to be looked at every year to determine whether or not these rates are applicable at that point and time. This is simply a model of an estimate based on what we know now. The model is predicting this to show an increase in the Basic Service fee and usage rate. Mr. Phelan cannot confirm that this will happen but the model is predicting this to happen. As of now everything is staying the same. We may get relief in denitrification credit costs and labor costs. This model assumes a 2% labor increase year after year. We have made assumptions by what we know. The future capital projects were not included in the 2% interest rate; these were projected out at 3.5% increase per year. Mr. Rinebold stated that we will hear from the public on the concerns but he is concerned about the increase. It appears as though the majority of our customers are the 5/8-inch meter and is not And considering the commercial and industrial meters was higher but that represented a smaller portion of their bill. Mr. Rinebold is optimistic that the rate design presented will be met by the public as being reasonable. Mr. Hendershot commented on pages 5-14, 5-15 and 5-16. He stated that the charts created combined sewer costs with the associated water costs. The key point on page 5-15 in regards to the 5/8-inch customer, the quarterly change is \$5.74, \$6.44, \$9.00 and then \$12.31 for FY 21 to FY 24 respectively. Is this for the combined cost for both services? Mr. Phelan stated that this is correct. Mr. Rinebold requested that during the presentation to the public that Mr. Amwake be extra diligent in showing the costs rather than the percent's. He would like if they can show what a normal 5/8-inch regular customer pays now with combined water and sewer and why the rates are increasing. If he was a customer, he would question why are rates going up and what is going to be the size of my check? Mr. Phelan commented that he likes to leave percentages out when he is speaking to the public with respect to changes and rates. He explained that this is an undervalued commodity and it doesn't necessarily justify the public outcry regarding the rate increase. Mr. Hendershot commented that Mr. Phelan is correct in saying that this is an undervalued commodity.

382 383 384

385

386

387

388

389

390

391

The Commission had a conversation on the date April 7, 2020 for the Public Hearing. Mr. Birney stated that he will be out of town on the 7th and will be back on the 9th. He questioned if they could move this meeting to the 6th instead as he would like to attend. The Commission went through the calendar of dates to accommodate Mr. Birney's schedule. Mr. Amwake commented that we do have two weeks of float time built into the end of the rate adoption schedule. Mr. Rinebold questioned if we can change the date to the 14th instead? Ms. Koepfer stated that this is school vacation. They discussed moving the date to the 21st but noted that this would make for a tight schedule. The Committee agreed to change the new public hearing date to April 14, 2020. Mr. Amwake advised the dates will be as follows:

392 393 394

• April 9th will be the Towns Public Budget Hearing

- April 14th will be the proposed Public Hearing for Water and Sewer Rates
- April 16th will be the Public Utilities Budget Workshop with the Town Counsel

399

400

395

Mr. Birney questioned on the Public Question and Answer. Mr. Beaumont advised that the Public Question and Answer was opened up at 6:30 p.m. and was closed as at that time there was no public members present. He stated that if there are any questions at this time the public is welcomed to ask. Ms. Koepfer apologized as she did not see the time.

401 402 403

404

405

406

407

408 409

410

411 412

413

414 415

416

417

418

419

Ms. Koepfer questioned on the numbers for the Underground Electric Lines associated with Wallingford Pedestrian Connectivity Improvement Study on North and South Colony Road. She acknowledged that this is a costly effort but wanted to know if there will there be any savings regarding maintenance. Mr. Hendershot responded that there is not. This is not a treed area. Except for vehicles striking poles there is really no unusual costs for overhead line facilities therefore there would be no costs avoided by placing the lines underground other than the maintenance of the poles. The poles may not even be our poles; these poles may belong to the phone company. Ms. Koepfer stated that she lived in a treed area. Would it be different if they had to pay for the cost of tree trimming? Mr. Hendershot responded tree trimming is not free. The Electric Division budgets about \$500,000.00 a year for tree trimming but it does 25% of our system. The whole system can be trimmed for approximately \$2,000,000.00. This amount includes all of Wallingford and all of the roads on which our lines run into North Branford. Mr. Beaumont stated that we do a quarter of the system each year, so over the course of four years the whole system is completed. Mr. Hendershot commented that underground lines are more expensive and time consuming to work on when compared to overhead lines as these lines are difficult to get at. Underground lines would need to be dug out to fix a problem. Overhead lines you can see the issue and go up to fix the problem. Mr. Hendershot commented that he does not believe there will be appreciable improvement in reliability by placing the lines underground.

420 421

ADJOURNMENT

422 423

- 424 Motion to adjourn at approximately 8:14 p.m.
- 425 Made by: Mr. Birney
- 426 Seconded by: Mr. Rinebold
- 427 Votes: 3 ayes

428

430

429 Respectfully submitted,

Respectfully submitted,

431 432

433 Bernadette Sorbo434 Recording Secretary

Secretary

Joel Rinebold

436 437

435

438

439