

Edward Farrar Utility District
February 12, 2020
Minutes

Present: P.H. Flanders, L. Sayah, C. Parks, R. Finucane by phone, N. Sherman Commissioners;
B. Woodruff, W. Shepeluk, K. Petrovic staff; A. Imhoff, public

Chairperson Flanders called the meeting to order at 4:31 p.m.

Public: No comment

Consider Modification to the agenda: K. Petrovic asked for time to discuss a water/sewer customer with a high reading. This was added to the agenda before Department Reports. Agenda approved with modification.

Proposed Budgets for 2020 Water & Sewer: W. Shepeluk provided an overview of the Water Department and Sewer Department budgets. See memo

Inter-Municipal Borrowing & Updates: W. Shepeluk asked the Commissioners to consider a future discussion regarding term lending to the Town for expenses that require borrowing. For now, he asked the commissioners to approve current expense borrowing and lending between EFUD and the town. **N. Sherman made a motion to allow the Town of Waterbury to borrow money from EFUD in anticipation of taxes if needed at a rate TBD based on bank rates at the time of borrowing. L. Sayah seconded the motion; a vote was held and passed unanimously.**

Discussion on recommendations in DG Report on options for water system service to Blush Hill area: Discussion of options that have been detailed in the draft report from Dufresne Group. A meeting is scheduled on February 21st to discuss questions and ideas presented by several Commissioners. The final report will be delivered and discussed with the commissioners at a meeting in March or April.

High water metering reading / Application of One Leak Rule: K. Petrovic provided the Commissioners with details regarding a customer on Butler Street with an extremely high meter reading as a result of a leaking toilet. Customer has submitted receipts for the parts to repair the toilet and has completed the work himself. By consensus the One Leak Rule can be applied to 20 Butler Street; David Villeneuve by billing the customer for consumption based on the average of the last reading and the reading for the prior quarter. An additional \$50 will be added to that melded bill.

Department Reports and updates: No comments

Minutes: L. Sayah made a motion to approve the minutes of January 8, 2020 as written. N. Sherman seconded the motion; a vote was held and passed unanimously.

Topics for March Meeting:

Dog Park Annual Report

Designate EFUD property as a Burn Location

Dufresne Group Presentation

2020 Proposed Budgets for Water-Sewer Operations and Reserve Funds

P. Howard Flanders
March 15, 2020

**Edward Farrar Utility District
Commissioners Meeting**

Wednesday Feb 12, 2020

4:30 pm at Steele Community Room
28 North Main St
Waterbury VT

Agenda

- | | |
|---------|---|
| 4:30 pm | Opening |
| 4:31 pm | Public |
| 4:36 pm | Proposed Budgets for 2020 for Water, Sewer and other. |
| 5:05 pm | Inter-Municipal Borrowing and Lending |
| 5:15 pm | Discussion on recommendations in DG Report on options for water System service to Blush Hill area |
| 5:40 pm | Department Reports and updates. |
| 5:55 pm | Minutes |
| 6:00 pm | Adjourn |

To: EFUD Commissioners
From: W. Shepeluk, Manager
Date: February 12, 2020

RE: 2020 Budgets

This is the narrative to inform the discussion concerning the 2020 EFUD budgets. While there may be some discussion of the General Property Management Fund, the Utility Capital Reserve Fund, the YDAG Fund and the CDBG Fund, the operating budgets for the water and sewer department are the primary subjects.

Water Fund:

In 2019, the Water Fund revenues were \$1,149,253 and expenditures were \$1,052,207. The operating surplus for the year was \$97,046. Though \$200,000 in borrowing was authorized by the voters, no loans were taken in 2019. In 2019, \$236,149 in debt was paid down, including the payoff of the last \$29,800 of a \$149,000 loan taken in 2013 for the stand-by power (generator) at the well field. Total debt outstanding as of December 31, 2109 was \$2,881,322. Of that amount \$2,419,225 is still outstanding on the loans taken in 1993 for the construction of the treatment plant and much of the distribution system, including the upgrade and takeover of the Luce System.

Revenues from other governments and leases were right on budget at \$115,169. Water “rents” billed were \$870,967 and interest and penalties on late payments generated another \$8,623. Last year was the first year going all the way back to 2011 when “Water Operation Revenue” (allocation fees) did not exceed the amount anticipated. Between 2011 and 2019, inclusive, the water department billed \$316,166 in allocation fees, an average of \$35,130 over the 9 years. The high amount billed was \$88,540 in 2014. The low was \$9,161 on 2011, likely dampened by T.S. Irene that hit in late August. Interest and appreciation on investments generated \$137,387 in 2019.

As noted above, expenses totaled \$1,052,207 last year, slightly less than the \$1,137,950 of spending that was proposed. There was nothing really out of the ordinary that happened last year. The professional services line was overspent by about \$7,500 due to an unexpectedly high cost for the 2018 audits—the auditors had to close and audit 2 sets of financials in 2018, a six month budget for the Village and a six month budget for EFUD. Electricity was overspent by \$13,375, but I am confident it is the right amount as “true-ups” for electricity generated in Sweet’s Field are no longer necessary. Consideration should be given to transferring some money to the sewer department as it appears that department may have been overcharged since the solar array was installed. Of note, \$27,775 was paid from the “Water Main Maintenance-Distribution line item as the Water Fund’s share of the costs for the 2019 Main Street Reconstruction Project.

Two projects planned for 2019 were not completed and will be included in the 2020 spending plan. A budget of \$12,000 was carried last year in the Equipment Maintenance-Wells line to allow for the pumps to be pulled for cleaning/repair. It was not completed and the money will be

carried in the 2020 budget to do the work. Some additional money may be necessary in that line as it appears to make sense to install VFDs on the pump motors to save electricity. In last year's budget \$28,000 was carried in the Equipment, Computer, and Furniture line. A planned upgrade/replacement of the plant computer system was initiated late in 2019. The contractor purchased the components and started to build and program the machine. Installation has just recently commenced so the cost will be in 2020.

Except for the new mains being installed as part of the Main Street project, there are no plans to install new mains or initiate significant repair or replacement of mains in the 2020 budget. One of the water department pick-up trucks is due to be replaced this year. This budget includes a \$100,000 cost to replace the department's backhoe. A new machine is not an absolute necessity, but some consideration might be given to it as there is significant value in the machine purchased for \$89,000 in 2008. If a new backhoe is not purchased, the vehicle maintenance line should be raised to about \$20,000 from \$3,500.

Sewer:

In 2019, the Sewer Fund revenues were \$816,457 and expenditures were \$923,233. The operating deficit for the year was \$106,776. Though \$275,000 in borrowing was authorized by the voters, no loans were taken in 2019. In 2019, \$229,435 in debt was paid down. Two loans with a combined final payoff amount of \$48,000 were paid off. One of those loans was a 5 year note taken in 2014 for a general upgrade. The other was the final \$20,000 principal payment of a \$240,000 bond issued in 1999—perhaps to build the sewer main to the Ice Center. Total debt outstanding as of December 31, 2109 was \$1,056,607.

Sewer "rents" billed were \$769,500 and interest and penalties on late payments generated another \$7,235. Last year was the only year going all the way back to 2011 when "Sewer Operation Revenue" (allocation fees) did not exceed the amount anticipated. Between 2011 and 2019, inclusive, the sewer department billed \$269,336 in allocation fees, an average of \$29,926 over the 9 years. The high amount billed was \$72,940 in 2014. The low was \$4,872 in 2019. Interest and appreciation on investments generated \$8,017 in 2019. Finally, \$24,500 in revenue was generated through the settlement agreed to with Waterbury Commons when its sewer mains were taken over.

As with the water budget, there was nothing extraordinary about spending in the sewer fund in 2019. The sewer share of the Main Street Reconstruction Project in 2019 was \$26,385 and is shown in the Sewer Main Repair/Replacement line. The overspending in the Professional Services-Other line is the same issue with the auditor that I described for the water fund. The issue to discuss concerning past electric bills is highlighted.

For 2020, the sewer share of the Main Street Reconstruction Project is represented by \$35,000 in the Sewer Main Repair/Replacement line. An additional \$75,000 is in that line item and is for the replacement of a 200 foot section of 15 inch pipe between manholes 38-39 at the back of Hope Cemetery. The \$75,000 proposed for "Plant Upgrade" is for the construction of a new drying bed for organic sludge drying before transport to a certified disposal site. We will have a firmer budget amount for the next meeting.

Sewer Fund

Revenue

22-6-00-2-002.00 FROM TOWN HYW DEPT	935	2,110.00	1,175.00	1,425
22-6-00-2-003.00 GAS TAX REFUND	200	222.04	22.04	200
22-6-00-2-020.00 Federal Grants	-	-	-	-
22-6-00-2-020.01 State Grants	-	-	-	-
22-6-00-2-020.02 SWR-STATE GRANT CDBG-DR	-	-	-	-
22-6-00-3-001.00 SEWER RENT BILLING	770,000	769,499.56	(500.44)	770,000
22-6-00-3-002.00 SEWER RENT INTEREST	2,000	2,799.96	799.96	2,000
22-6-00-3-003.00 SEWER PENALTY	2,400	4,436.74	2,036.74	3,500
22-6-00-7-001.00 SEWER OPERATIONS REVENUE	15,000	4,871.55	(10,128.45)	5,000
22-6-00-7-002.00 Sales of Assets/Equipment	-	-	-	-
22-6-00-8-003.00 LOAN PROCEEDS	275,000	-	(275,000.00)	275,000
22-6-00-8-003.01 SW-ANR Batchelder	-	-	-	-
22-6-00-8-003.02 SW-ANR Randall	-	-	-	-
22-6-00-9-001.00 INTEREST	2,000	1,264.95	(735.05)	-
22-6-00-9-001.01 SECURITIES GAINS/LOSS	-	6,751.89	6,751.89	-
22-6-00-9-003.00 SPECIAL PROJECT INCOME	-	24,500.00	24,500.00	-
22-6-00-9-021.01 INSURANCE PROCEEDS	-	-	-	205
22-6-00-9-099.00 SEWER MISC INCOME	-	-	-	-
Total Revenue	1,067,535	816,456.69	(251,078.31)	1,057,330

Expenditures

22-7-32-1-110.00 SW-Regular Pay	100,460	114,273.57	13,813.57	116,710
22-7-32-1-115.00 SW-Commissioners Pay	3,500	3,125.00	(375.00)	3,125
22-7-32-1-120.00 SW-Part-time Pay	7,200	-	(7,200.00)	7,200
22-7-32-1-210.00 SW-Ins-Medical	29,510	21,135.44	(8,374.56)	27,875
22-7-32-1-210.02 SW-Life Disability LTC I	1,500	1,201.94	(298.06)	1,500
22-7-32-1-220.00 SW-Social Sec	8,505	8,930.45	425.45	9,540
22-7-32-1-230.00 SW-Retirement	5,715	6,502.49	787.49	6,750
22-7-32-1-250.00 SW-Ins-unemployment	315	313.00	(2.00)	35
22-7-32-1-260.00 SW-Ins-Workers Comp	8,970	9,883.60	913.60	9,985
22-7-32-1-290.00 SW-Clothing Allowance	1,100	1,155.69	55.69	1,200
22-7-32-2-330.00 SW-Engineering	5,000	306.06	(4,693.94)	5,000
22-7-32-2-330.01 SW-Testing Services/lab	5,500	4,955.80	(544.20)	5,500
22-7-32-2-333.00 SW-Legal Fees	500	1,350.00	850.00	500
22-7-32-2-340.00 SW-Clerical Services	300	325.00	25.00	400
22-7-32-2-340.01 SW-Profess Service-Other	3,000	18,152.43	15,152.43	15,000
22-7-32-2-441.00 SW-Railroad Leases	350	337.03	(12.97)	400
22-7-32-2-450.00 SW-Contractors	-	-	-	-
22-7-32-2-530.00 SW-Utilities-Tele	4,000	4,256.61	256.61	4,000
22-7-32-2-531.00 SW-Postage	1,250	1,322.09	72.09	1,400
22-7-32-2-535.00 SW-Public Relations	200	-	(200.00)	200
22-7-32-2-540.00 ADVERTISING	-	66.10	66.10	-
22-7-32-2-610.00 SW-Office Supplies	1,400	792.86	(607.14)	1,400
22-7-32-2-611.00 SW-Chemicals	50,000	43,002.83	(6,997.17)	48,000
22-7-32-2-611.01 SW-Lab Supplies & Maint	5,000	5,050.72	50.72	5,225
22-7-32-2-660.00 SW-State Fees	1,800	1,623.42	(176.58)	1,800
22-7-32-3-411.00 SW-Water	6,000	5,110.31	(889.69)	6,000
22-7-32-3-424.00 SW-Grounds	17,200	10,114.01	(7,085.99)	13,500
22-7-32-3-430.00 SW-Building Maintenance	17,500	8,852.38	(8,647.62)	13,500
22-7-32-3-622.00 SW-Utilities-Elect/Solar	98,000	77,617.33	(20,382.67)	79,950
22-7-32-3-623.00 SW-Fuel-Propane	2,500	2,499.76	(0.24)	2,750
22-7-32-3-624.00 SW-Fuel-heat	6,415	5,235.06	(1,179.94)	5,750
22-7-32-3-624.01 SW-Fuel-Equip & Service	300	404.72	104.72	500
22-7-32-4-432.00 SW-Vehicle Maintenance	5,000	2,157.10	(2,842.90)	2,200
22-7-32-4-626.00 SW-Fuel-Gas	3,370	2,448.84	(921.16)	2,700
22-7-32-4-627.00 SW-Fuel-Diesel	445	1,675.95	1,230.95	1,850
22-7-32-5-240.00 SW-Tuition	1,000	350.00	(650.00)	-
22-7-32-5-241.00 SW-Dues	800	796.00	(4.00)	800
22-7-32-5-310.00 SW-Admin Service Fee-Town	-	-	-	-
22-7-32-5-310.01 SW-Admin Service Fees-Vil	-	-	-	-
22-7-32-5-310.02 SW-Admin Service Fee-Wate	42,855	42,854.00	(1.00)	35,175
22-7-32-5-320.00 SW-Training	1,000	72.00	(928.00)	1,000
22-7-32-5-431.00 SW-Plant & Process Maint	52,000	43,704.46	(8,295.54)	60,000
22-7-32-5-431.01 SW-Equipment Maintenance	3,000	3,268.40	268.40	3,000
22-7-32-5-460.00 SW-Collection Sys Maint	55,000	50,077.71	(4,922.29)	55,000
22-7-32-5-460.01 SW-Coll Sys Emerg Rpr/Rpl	5,000	3,447.77	(1,552.23)	5,000
22-7-32-6-520.00 SW-Ins-Prop & Gnral Libil	18,880	18,737.00	(143.00)	18,290
22-7-32-6-520.01 SW-Ins-Deductibles	-	-	-	-
22-7-32-6-830.00 SW-Bank Charges	150	-	(150.00)	150
22-7-32-6-990.00 SW-Unclassified	-	-	-	-
22-7-32-7-450.00 SW-Bldg Remodel/Upgrade	-	-	-	-
22-7-32-7-460.00 SW-Lagoon Cleanout	5,000	-	(5,000.00)	5,000
22-7-32-7-460.01 SW-Phosphorus Removal	-	-	-	-
22-7-32-7-460.02 SW-Stowe St Bridge #36 Ma	-	-	-	-
22-7-32-7-460.03 SW-School Main	-	-	-	-
22-7-32-7-460.04 SW-Main Pump Station & Fo	-	-	-	-
22-7-32-7-460.05 SW-Sewer Main Repair/Repl	131,000	75,339.59	(55,660.41)	110,000
22-7-32-7-460.06 SW-Aeration System	11,000	2,961.46	(8,038.54)	7,000
22-7-32-7-460.07 SW-Plant Upgrade	20,000	16,430.00	(3,570.00)	75,000
22-7-32-7-460.08 SW-Upgrade/Phosphorus Eng	2,500	-	(2,500.00)	-
22-7-32-7-460.09 SW-Batchelder	-	-	-	-
22-7-32-7-460.10 SW-Randall	-	-	-	-
22-7-32-7-460.65 SW Flood 8/28 Main Pump S	-	-	-	-
22-7-32-7-741.00 SW-New Equipment	42,500	39,568.57	(2,931.43)	8,000
22-7-32-7-742.00 SW-2007 Chevrolet Truck	-	-	-	-
22-7-32-7-743.00 SW-Bldg Fixtures	-	-	-	-
22-7-32-7-743.01 DEPRECIATION EXPENSE	-	-	-	-
22-7-32-8-820.00 SW-Plant & Line Debt Serv	229,435	229,434.98	(0.02)	181,995
22-7-32-8-830.00 SW-Interest Expenses	31,940	32,012.99	72.99	24,695
Total Expenditures	1,054,865	923,232.52	(131,632.48)	991,548
Revenue minus Expenses	12,670	(106,776)		65,782

Water Fund

Revenues	Budget 2019	Actual 2019	+/- Budget	Budget 2020
21-6-00-2-001.00 FROM SEWER DEPT	42,855	42,854.00	(1.00)	35,180
21-6-00-2-002.00 FROM TOWN HYW DEPT	66,315	66,315.00	-	64,790
21-6-00-2-003.00 GAS TAX REFUND	500	500.00	-	500
21-6-00-2-011.02 SOLAR LEASE	5,500	5,500.00	-	5,500
21-6-00-2-020.01 STATE GRANT	-	-	-	-
21-6-00-3-001.00 WATER RENT BILLING	870,000	870,967.32	967.32	870,000
21-6-00-3-001.01 LABOR/EQUIPMENT/MATERIALS	1,500	854.10	(645.90)	1,000
21-6-00-3-002.00 WATER RENT INTEREST	2,000	3,582.58	1,582.58	3,200
21-6-00-3-003.00 WATER PENALTY	3,000	5,040.75	2,040.75	4,800
21-6-00-7-001.00 WATER OPERATIONS REVENUE	25,000	15,199.85	(9,800.15)	10,000
21-6-00-7-002.00 SALE OF ASSETS/EQUIP	-	-	-	-
21-6-00-8-003.00 LOAN PROCEEDS	200,000	-	(200,000.00)	-
21-6-00-9-001.00 INTEREST	32,000	49,329.55	17,329.55	22,500
21-6-00-9-001.01 SECURITIES GAINS/LOSS	-	88,056.88	88,056.88	-
21-6-00-9-003.00 SPECIAL PROJECT INCOME	-	-	-	-
21-6-00-9-021.01 INSURANCE PROCEEDS	-	1,052.54	1,052.54	470
21-6-00-9-099.00 WATER MISC INCOME	-	-	-	-
Total Revenue	1,248,670	1,149,252.57	(99,417.43)	1,017,940

Expenditures

21-7-31-1-110.00 WR-Regular Pay	224,615	227,125.23	2,510.23	226,050
21-7-31-1-115.00 WR-Commissioners Pay	3,500	3,125.00	(375.00)	3,125
21-7-31-1-120.00 WR-Part-time Pay	10,000	-	(10,000.00)	10,000
21-7-31-1-210.00 WR-Ins-Health	44,715	44,204.56	(510.44)	44,850
21-7-31-1-210.02 WR-Life, Disability LTC I	2,200	2,234.25	34.25	2,200
21-7-31-1-220.00 WR-Ins-Social Sec	18,214	17,490.27	(723.73)	18,300
21-7-31-1-230.00 WR-Retirement	9,635	10,436.57	801.57	10,645
21-7-31-1-250.00 WR-Ins-unemployment	640	639.00	(1.00)	520
21-7-31-1-260.00 WR-Ins-workers Comp	19,970	21,670.40	1,700.40	20,270
21-7-31-1-290.00 WR-Clothing Allowance	2,000	1,298.98	(701.02)	2,000
21-7-31-2-330.00 WR-Engineering & Prof Ser	25,000	24,855.06	(144.94)	25,000
21-7-31-2-330.01 WR-Lab Testing	5,000	5,390.00	390.00	5,660
21-7-31-2-333.00 WR-Legal Fees	3,500	300.00	(3,200.00)	3,500
21-7-31-2-340.00 WR-Clerical Services	300	325.00	25.00	400
21-7-31-2-340.01 WR-Professional Ser-Other	8,000	15,516.04	7,516.04	15,000
21-7-31-2-431.00 WR-Equip & Instru.Main Pl	12,000	9,221.47	(2,778.53)	15,000
21-7-31-2-431.01 WR-Equip Maint-Blush Hill	2,500	-	(2,500.00)	5,000
21-7-31-2-431.02 WR-Equip Maint-Old Plant	500	-	(500.00)	1,500
21-7-31-2-431.03 WR-Equip Maint-Wells	12,000	-	(12,000.00)	12,000
21-7-31-2-431.04 WR-Equip Maint-Other	5,000	7,994.57	2,994.57	10,000
21-7-31-2-431.05 WR-Meter Repair & Replace	5,000	4,485.70	(514.30)	5,000
21-7-31-2-441.00 WR-Lease Cv Railroad	350	385.04	35.04	400
21-7-31-2-490.00 WR-Property Taxes	16,575	15,849.96	(725.04)	16,960
21-7-31-2-530.00 WR-Utilities-Tele/Interne	6,000	4,234.40	(1,765.60)	6,000
21-7-31-2-531.00 WR-Postage	1,875	2,088.60	213.60	2,100
21-7-31-2-535.00 WR-Public Relations & Edu	500	100.00	(400.00)	500
21-7-31-2-540.00 WR-Advertising	200	33.97	(166.03)	700
21-7-31-2-610.00 WR-Office Supplies	1,500	687.16	(812.84)	2,800
21-7-31-2-611.00 WR-Chemicals & Purificati	16,000	9,915.03	(6,084.97)	16,000
21-7-31-2-611.01 WR-Lab Chemicals	3,500	3,011.38	(488.62)	3,500
21-7-31-2-660.00 WR-State Fees	7,500	4,156.08	(3,343.92)	7,500
21-7-31-2-741.00 WR-Small Tools	1,500	293.50	(1,206.50)	1,500
21-7-31-3-424.00 WR-Grounds Maintenance	5,000	1,040.77	(3,959.23)	5,000
21-7-31-3-430.00 WR-Building Maintenance	12,000	8,448.01	(3,551.99)	12,000
21-7-31-3-622.00 WR-Utilities-Elect	28,000	41,374.45	13,374.45	42,615
21-7-31-3-623.00 WR-Propane-Heat/Generator	7,500	5,485.68	(2,014.32)	6,035
21-7-31-3-623.01 WR-Propane-Well/Generator	1,000	-	(1,000.00)	-
21-7-31-4-432.00 WR-Vehicle Maintenance	3,500	2,269.25	(1,230.75)	3,500
21-7-31-4-626.00 WR-Fuel-Gas	8,285	8,249.21	(35.79)	8,875
21-7-31-5-240.00 WR-Training	2,000	1,036.00	(964.00)	2,000
21-7-31-5-241.00 WR-Dues	1,250	1,173.00	(77.00)	1,250
21-7-31-5-310.00 WR-Admin Fee-Town	98,000	98,000.00	-	90,000
21-7-31-5-460.00 WR-Water Main Maint-Sourc	1,000	-	(1,000.00)	1,000
21-7-31-5-460.01 WR-Water Main Maint-Distr	80,000	58,209.89	(21,790.11)	80,000
21-7-31-5-460.02 WR-Water Shed Management	2,500	5,002.00	2,502.00	2,500
21-7-31-5-460.03 WR-Dry Hydrants	-	-	-	-
21-7-31-5-580.00 WR-Mileage Reimb	800	903.64	103.64	950
21-7-31-6-520.00 WR-Ins-Building & Other	19,920	19,740.00	(180.00)	19,290
21-7-31-6-520.01 WR-Insurance-Deductible	-	-	-	-
21-7-31-6-830.00 WR-Bank Charges	150	-	(150.00)	150
21-7-31-6-990.00 WR-Unclassified	-	-	-	-
21-7-31-7-460.00 WR-Tank Repair	-	-	-	-
21-7-31-7-741.00 WR-New Equipment	3,500	944.10	(2,555.90)	3,500
21-7-31-7-741.01 WR-Pick-up #1	-	-	-	-
21-7-31-7-741.02 WR-Pick-up #2	-	-	-	-
21-7-31-7-741.03 WR-Pick-up #3	-	-	-	35,000
21-7-31-7-741.04 WR-ATV/Snowmobile/Trailer	-	-	-	-
21-7-31-7-741.05 WR-Backhoe	-	49.07	49.07	100,000
21-7-31-7-741.06 WR-Equip.Computers,Furnit	28,000	477.49	(27,522.51)	30,000
21-7-31-7-741.07 WR-Lawn Tractor	7,000	6,396.86	(603.14)	-
21-7-31-7-741.08 WR-Brush Mower	-	-	-	-
21-7-31-7-743.00 WR-Bldg Improvements	5,000	-	(5,000.00)	5,000
21-7-31-7-743.01 DEPRECIATION EXPENSE	-	-	-	-
21-7-31-8-820.00 WR-Construction Luce Bond	128,845	128,843.34	(1.66)	133,910
21-7-31-8-820.02 WR-Other Debt	107,305	107,305.76	0.76	80,180
21-7-31-8-830.00 WR-Interest Expenses	117,605	120,190.87	2,585.87	108,940
Total Expenses	1,137,949	1,052,206.61	(85,742.39)	1,265,675
Revenue minus Expenses	110,721	97,046		(247,735)

Wastewater Progress Report

January 2020

- **Process:**

- Continue with monitoring and adjustments to CoMag process to adapt to high influent TSS (50-60 mg/L); still meeting permit limits.
- High Lagoon 3 Alkalinity requiring use of slightly more NaOH for pH adjustment in order to meet permit requirements and optimize Comag process.
- Continued issues with Lagoon 1 aerators freezing. Intermittent warm weather allows them to thaw and work again, lagoons continue to freeze/thaw.
- Drained, cleaned and inspected Comag reaction tanks 1,2,3, as well as clarifier.
- Second Chlorine Chemical pump failure, electrician suggests may be a power surge issue. Plan to install surge protection and repair failed pumps.
- January Monthly Flows:
 - Influent: 6.073 MG
 - Effluent: 5.539 MG
 - Precipitation: 4.04 inches

- **Collection System:**

- Main St. Sewer upgrade suspended for winter.
- Met with Kingsbury to discuss replacement of Winooski Street community garden line.
- Average Daily Main Pump Station Flow: 0.196 MG.
- Report of sewer backup at 11 Swasey Ct into homeowner's basement; flow verified in main line on both sides of home and issue determined to be with homeowners' line.

- **Office & Personnel**

- Comcast change over 12/31. Concern with down time with the Comcast line for plant alarms. Hallam ICS recommends staying with Consolidated hard line for alarms. Continued issues with new phone system setup and comcast outage.
- Meeting with B. Shepeluk, B. Woodruff, B. Roy, P. Krolczyk to discuss 2020 budget.
- Plant maintenance and minor upgrade projects.
- B. Roy will sit for wastewater certification exam in March.
- P. Krolczyk in Florida Jan 30 to Mid-February.

- **2020 Projects List YTBD**

MONTHLY Report January 2020

Items of Interest

Budget Preparation

Meter Changes/Repairs

Laptop Hard Drive Failure and OS update

Discharge Reporting

PFAS Result

Sanitary Survey Remediation Continued

Matt Resignation

Chemical Deliveries

Chlorine

Fluoride

Maintenance

Regular

Water Sources Used

All Surface Water Sources Used

Springs

Sweet Wells

Flow Data

High Day

1/21/2020

271058 Gallons

Low Day

1/2/2020

227148 Gallons

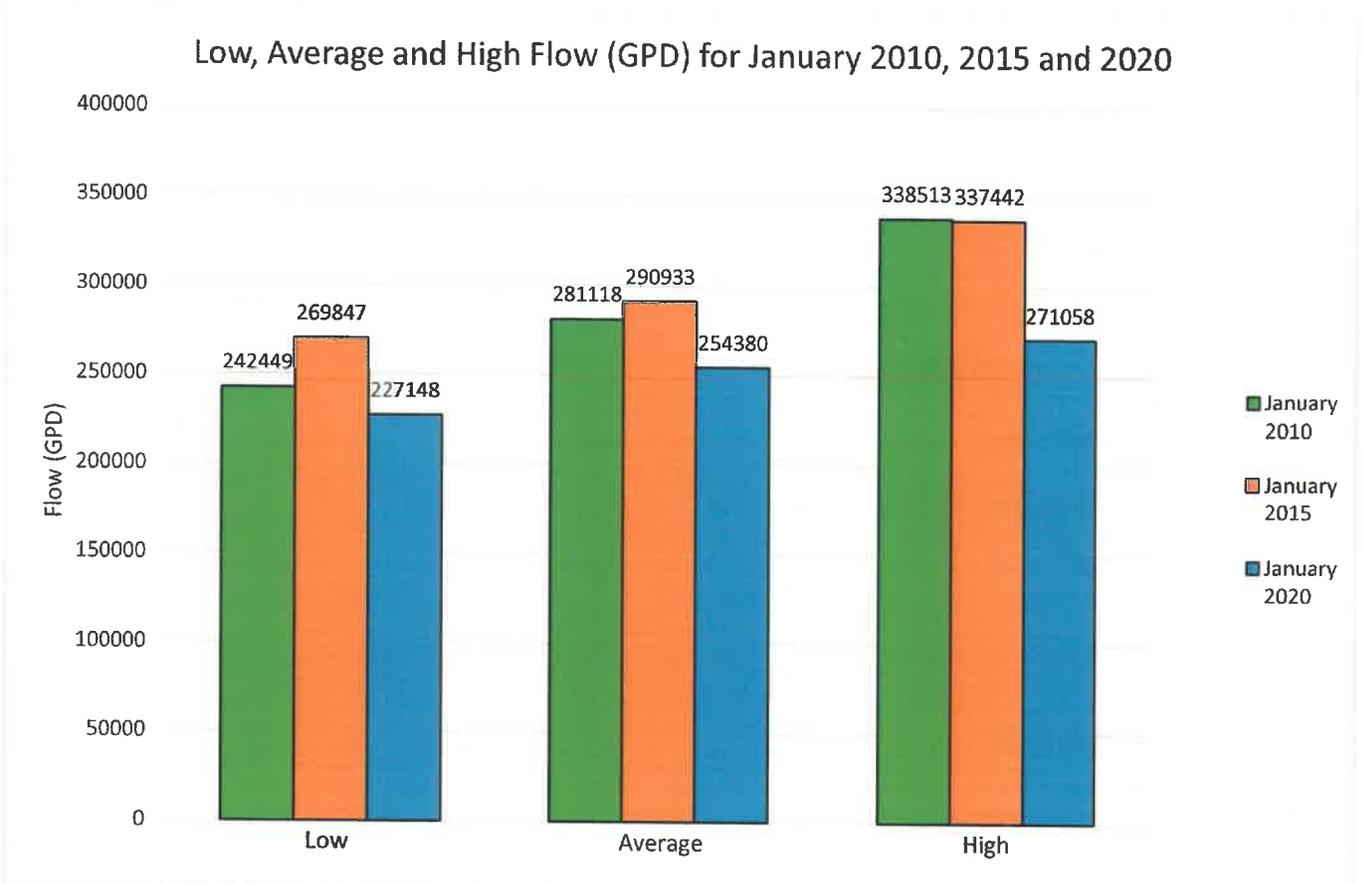
Average Day

254380 Gallons

Peak

1/26/2020

557 GPM



- Notes: Data collected from electronic records dating back to 2009

Summary

With the start of a new calendar year, we have begun the process of crafting the departmental budget for the upcoming fiscal year. While much of the budget is relatively consistent year-to-year, there are always some adjustments, including potential expenditures for upgrades or required equipment replacement. We look forward to continuing to work with Bill Shepeluk and others to put together the final draft on schedule.

We made excellent progress on meter repair/replacements over the course of 2019, and have been continuing that initiative into the new year. We performed several replacements on broken meters, and will continue to stay on top of these as the pop up. We do anticipate some more this year in the area around the main street construction, as impacts to the line have likely stirred up some sediment in the lines which can negatively impact nearby meters. We have begun to switch to a new meter where feasible. The new model has brass threads (a huge upgrade over the plastic threads!), which will significantly reduce costs of meters damaged during installation due to cross threading. The meters are otherwise the same for all practical purposes, and are of course compatible with current outside remotes, and are slightly cheaper than the iperl meters.

One of our 'daily use' computers (the one being used for this report in fact) experienced a hard drive failure around the middle of the month. After we diagnosed the problem, and confirmed with Bob Butler, we were able to simply order a replacement hard drive and install it in place of the failed one. Bob was able to recover much of the data from the failed hard drive. Additionally, we upgraded the operating system on both of the non-SCADA computers to Windows 10, providing a more user-friendly and modern platform, as well as increased security on the computers.

4th Quarter discharge monitoring reports for 2019 were submitted this month. All parameters laid out in the permit were easily met. As per usual, the discharge was due to a seasonal cleanout of the recycling tank performed in the fall.

Continuing work from the past several months, we and other department/village personnel continued to address the deficiencies referenced in the results of our recent sanitary survey. In January, this included tracking down permits for construction projects, right-of-way's to certain infrastructure, documentation related to permitting, population served, consecutive DMFD system, flushing program documentation, and submitting updates to the VT DEC.

We received back the second and final PFAS test from the initial round of state mandated testing. This sample was clean and contained no detectable PFAS. The two results together indicated no presence of PFAS contaminates in either our wells or surface water sources.

The Sweet Wells were used for 4.5 days in January, Well 1 was not used this month. The Sweet Wells averaged 180gpm over the total 4.5-day usage for a total estimated flow of ~1,166,000gal.

Finally, at the end of the month, Matt Hunt announced his resignation from EFUD. Matt will be leaving in February to take a position with the Vermont Agency of Natural Resources, Department of Environmental Conservation. A letter with more detail has been submitted to the commissioners.

January 2019

MONTHLY ALLOCATION/DUTIES REPORT FOR COMMISSIONERS

UTILITY BILLING CLERK

No new allocation requests in January

STILL PENDING:

***These customers have still NOT paid the allocation fees**

Cole Shea

Lot #1 The Knolls

Waterbury Center

We received an application for hook up of a 3 bedroom home in the development off Guptil Road.

Water Allocation Fee \$1,186.45

Meter Fee \$160.00

Total Fee: \$1,346.45

Jeffrey Atwood

3250 Waterbury-Stowe Road

Change to original application from 05/27/2016

Previous request to construct 2 x Duplex's and a single family home (along with existing single family home) all containing 14 bedrooms

New application request is for 3 living units with a total of 8 bedrooms

Water Allocation Fee \$2,531.25

Meter Fee \$320.00 (one existing meter)

***Mr. Atwood has requested we remove this allocation request from our records. He does not intend to develop the property at this time. If/When development happens he will re-request**

Grace Investment Properties, LLC

3579 Waterbury Stowe Road

Proposed 8 unit 3 bedroom condominium development

Previous: Water Allocation fee 3,240 gallons \$12,150.00 Adjusted: 2,880 gallons \$10,800.00

Meter Fee \$1,280.00

Previous Total to be billed \$13,430.00 Adjusted: \$12,080.00

Silas Power

212 Blush Hill Road

Connect to Municipal Water Service

Mr. Power's is working to get easements from Dean Salvias as well as his legal team to draft a letter stating responsibilities of the water line.

John Kirby, 43 Randall Street has completed an application to convert his carriage house to a one bedroom apartment. This was billed on 11/2/2018 - **no payment received at this time; a lien has been placed on the property.**

Other duties this month have included:

January was a slower collection month for Utility Billing as most of the non-payers will ignore my notices until I send pink paper this spring (Shut off notices). There are currently 81 overdue accounts, 41 Water and 21 Sewer with balances more than 120 days totaling \$12,718.83 - see attached report for details

Meter readings were completed by Wednesday February 5th - re reads are in process now. Billing should be ready well in advance of the 2/20 mailing deadline.

There are 7 new broken meters with 4 of them on South Main Street alone. The total number of broken meters is 14. An effective and motivating way to get the meters repaired is providing homeowners with three requests for access before I send a fourth request detailing the non-metered rates, provided non-metered rates exceed estimates, if they fail to respond to my request.

I have been helping out with Accounts Payable for EFUD and the Town in anticipation of the bookkeeper's vacation plans; I will cover A/P responsibilities and payroll in her absence and I needed to brush up on some things before she leaves.

EDWARD FARRAR UTILITY DISTRICT Utility Billing
Active Aged Receivables Report
All accounts by Account Number

Account	Name	Service	Current	Over 30	Over 60	Over 90	Over 120	Total	Credits
700-1307	GOULD, JUSTIN & SARAH	WATER	1.15	76.12	0.08	0.08	5.29	82.72	0.00
	Location: 1307 MAPLE ST-GOULD								
720-0371	DONOVAN, SHAWN & JENNIF	WATER	2.03	76.80	0.96	0.96	67.95	148.70	0.00
	Location: 371 BARNES HILL-DONOVAN								
900-0033-V	CHRISTIE, THERESA ANN &	WATER	7.03	170.99	4.68	4.68	339.50	526.88	0.00
	Location: 33 NORTH MAIN-CHRISTIE/FE	SEWER	8.62	209.84	5.75	5.75	416.68	646.64	0.00
		TOTAL	15.65	380.83	10.43	10.43	756.18	1173.52	0.00
902-0023-V	MARSHALL, JEFFREY & ROB	WATER	2.14	77.11	1.07	1.07	76.04	157.43	0.00
	Location: 23 WINOOSKI ST-MARSHALL	SEWER	2.43	87.32	1.21	1.21	86.10	178.27	0.00
		TOTAL	4.57	164.43	2.28	2.28	162.14	335.70	0.00
906-0009-V	MARSHALL ROBERT H &, RU	WATER	2.14	77.11	1.07	1.07	76.04	157.43	0.00
	Location: 36 N MAIN STREET - MARSHA	SEWER	2.43	87.32	1.21	1.21	86.10	178.27	0.00
		TOTAL	4.57	164.43	2.28	2.28	162.14	335.70	0.00
914-0011-V	CALKINS, FRANCES E	WATER	2.14	77.11	1.07	1.07	76.04	157.43	0.00
	Location: MOBILE HOME-CALKINS	SEWER	2.08	74.85	1.04	1.04	73.81	152.82	0.00
		TOTAL	4.22	151.96	2.11	2.11	149.85	310.25	0.00
914-0019-V	FORKEY, JAMES M	WATER	2.71	129.29	0.90	0.90	64.12	197.92	0.00
	Location: 19 WALLACE ST-FORKEY	SEWER	3.90	175.93	1.44	1.44	102.25	284.96	0.00
		TOTAL	6.61	305.22	2.34	2.34	166.37	482.88	0.00
920-0017-V	KRAVITZ, BRIAN	WATER	3.14	138.75	1.20	0.00	79.59	222.68	0.00
	Location: 15-17 RANDALL-KRAVITZ	SEWER	4.65	177.71	2.18	0.00	145.44	329.98	0.00
		TOTAL	7.79	316.46	3.38	0.00	225.03	552.66	0.00
920-0043-V	KIRBY, JOHN	WATER	4.59	58.14	3.83	3.83	294.64	365.03	0.00
	Location: 43 RANDALL STREET	SEWER	5.64	71.44	4.70	4.70	362.03	448.51	0.00
		TOTAL	10.23	129.58	8.53	8.53	656.67	813.54	0.00
922-0007-V	NOLES PROPERTIES L.I.C.	WATER	16.72	426.90	10.86	0.00	723.80	1178.28	0.00
	Location: 7 PARK ROW-NOLES PROPERTI	SEWER	21.35	521.75	14.20	0.00	946.75	1504.05	0.00
		TOTAL	38.07	948.65	25.06	0.00	1670.55	2682.33	0.00
932-0005-V	TEBEAU, DARREN	WATER	5.01	55.37	4.28	4.28	318.79	387.73	0.00
	Location: 5 MOODY CT-TEBEAU	SEWER	6.02	66.67	5.16	5.16	384.61	467.62	0.00
		TOTAL	11.03	122.04	9.44	9.44	703.40	855.35	0.00
938-0008-V	MORGAN, KEITH & CARMEN	WATER	0.00	99.85	0.00	0.00	91.55	191.40	0.00
	Location: 8 BATCHELDER-MORGAN	SEWER	0.00	134.77	0.00	0.00	150.92	285.69	0.00
		TOTAL	0.00	234.62	0.00	0.00	242.47	477.09	0.00
948-0096-V	BRADFORD, ROBERT	WATER	0.00	49.75	0.00	0.00	7.24	56.99	0.00
	Location: 96 STOWE ST-BRADFORD	SEWER	0.00	60.65	0.00	0.00	57.76	118.41	0.00
		TOTAL	0.00	110.40	0.00	0.00	65.00	175.40	0.00
958-0034-V	GERNAND, BENJAMIN	WATER	3.01	111.25	1.46	1.46	104.06	221.24	0.00
	Location: 34 UNION ST-GERNAND	SEWER	3.68	137.11	1.78	1.78	126.11	270.46	0.00
		TOTAL	6.69	248.36	3.24	3.24	230.17	491.70	0.00

02/07/20
01:04 pm

EDWARD FARRAR UTILITY DISTRICT Utility Billing
Active Aged Receivables Report
All accounts by Account Number

Page 3 of 3
karenadmin

Account	Name	Service	Current	Over 30	Over 60	Over 90	Over 120	Total	Credits
962-0006-V	MARTIN, MARK W	WATER	1.35	53.02	0.62	0.62	43.46	99.07	0.00
	Location: 6 O'HEAR CT-MARTIN	SEWER	1.59	64.36	0.69	0.69	49.20	116.53	0.00
		TOTAL	2.94	117.38	1.31	1.31	92.66	215.60	0.00
964-0020-V	BUMPS, SCOTT	WATER	4.26	56.50	3.52	3.52	270.71	338.51	0.00
	Location: 20 HUNTINGTON PL	SEWER	5.11	68.79	4.20	4.20	323.41	405.71	0.00
		TOTAL	9.37	125.29	7.72	7.72	594.12	744.22	0.00
964-0024-V	HALEY, SAMANTHA L	WATER	1.44	51.54	0.00	0.00	44.49	97.47	0.00
	Location: 24 HUNTINGTON PL-HALEY	SEWER	1.86	63.54	0.00	0.00	60.65	126.05	0.00
		TOTAL	3.30	115.08	0.00	0.00	105.14	223.52	0.00
982-0015-V	MAGNUS, JOHN & DEBRA	WATER	2.38	65.89	1.47	0.00	97.94	167.68	0.00
	Location: 15 EAST ST-MAGNUS	SEWER	3.64	85.53	2.47	0.00	164.65	256.29	0.00
		TOTAL	6.02	151.42	3.94	0.00	262.59	423.97	0.00
988-0003-V	BRONSON, RANDALL D & CI	WATER	0.72	51.08	0.00	0.00	0.00	51.80	0.00
	Location: 3 LINCOLN ST-BRONSON	SEWER	0.99	61.64	0.13	0.13	8.39	71.28	0.00
		TOTAL	1.71	112.72	0.13	0.13	8.39	123.08	0.00
SERVICES: # of Accounts									
	WATER	41	164.07	4082.72	110.27	96.08	8811.10	13264.24	0.00
	SEWER	21	84.37	2515.91	49.61	30.76	3907.73	6588.38	0.00
Total All Services:			248.44	6598.63	159.88	126.84	12718.83	19852.62	0.00