

**WATER BUREAU
REGULAR MEETING**
555 Main Street, Hartford
Wednesday, August 21, 2024

Present: Commissioners Andrew Adil, John Gale, Diane Lewis, Jackie Mandyck, Alvin Taylor and District Chairman Donald M. Currey (6)

Remote

Attendance: Commissioners Peter Gardow and Pasquale J Salemi (2)

Absent: Commissioners Kyle Anderson, Avery Buell, Esther Clarke, Dimple Desai, Georgiana Holloway, and New Britain Representative Michael Carrier (6)

Also

Present: Commissioner Richard Bush (Remote Attendance)
Commissioner William DiBella
Commissioner Dominic Pane
Commissioner David Steuber (Remote Attendance)
Scott W. Jellison, Chief Executive Officer
Christopher Stone, District Counsel
John S. Mirtle, District Clerk
Christopher Levesque, Chief Operating Officer
Kelly Shane, Chief Administrative Officer
Tom Tyler, Director of Facilities
David Banker, Senior Project Manager
Jason Waterbury, Assistant Manager of Engineering
Jen Ottalagana, Senior Project Manager
Michael Curley, Manager of Technical Services
Carrie Blardo, Assistant to the Chief Executive Officer (Remote Attendance)
Victoria Escoriza, Executive Assistant
Jacob Aviles, IT Consultant (Remote Attendance)
Matthew McAuliffe, IT Consultant (Remote Attendance)

CALL TO ORDER

The meeting was called to order by Chairman Andrew Adil at 5:42 PM

PUBLIC COMMENT RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Taylor and duly seconded, the meeting minutes of April 24, 2024 and June 26, 2024 were approved.

**BAKER HOLLOW ROAD, WINDSOR
CLASS 1 WATER MAIN EXTENSION AND REQUEST FOR
REIMBURSEMENT AGREEMENT**

To: Water Bureau

August 21, 2024

On December 19, 2022, your staff received a petition from the town of Windsor, through its Town Engineer, Robert Jarvis, P.E., for the town to construct, under a Developer's Permit-Agreement ("DPA"), approximately 2,280 feet of water main in a portion of Baker Hollow Road, Windsor, to serve future development along Baker Hollow Road as part of the Baker Hollow Road Reconstruction Project.

The Town of Windsor, the Developer of this project, will be responsible for all costs associated with the construction of the water main, which, and once completed, would likely be accepted by the District and incorporated into our water distribution system. The water main will be available to serve a number of privately-held properties along Baker Hollow Road. Any property owners that want to connect to the water main must pay the District a frontage charge, or Class I fee (presently \$95.00 per linear foot of frontage, but subject to change) intended to offset the costs incurred if the District constructed the water main. In this case, however, the District would not incur any such construction costs. As such, and as part of its application for a DPA, the Developer has requested that the District enter into a Reimbursement Agreement providing that any Class I payments received by the District within ten years of the completion of the water main be turned over to the Developer, the party which incurred the costs and arguably entitled to the reimbursement. The aggregate reimbursement amount would not exceed the certified cost of construction of said water main and appurtenances, as attested to in an affidavit submitted by the Town of Windsor.

This reimbursement process has been used in the past on Class I water mains built by and at the expense of others. Section W4h of the District Water Ordinances authorizes agreements with developers to construct Class I water mains subject to terms "...*mutually determined an agreed upon.*"

It should be noted that this reimbursement process is more specifically authorized for sewer mains constructed by developers under Section S7n of our Sewer Ordinances.

It is therefore RECOMMENDED that it be

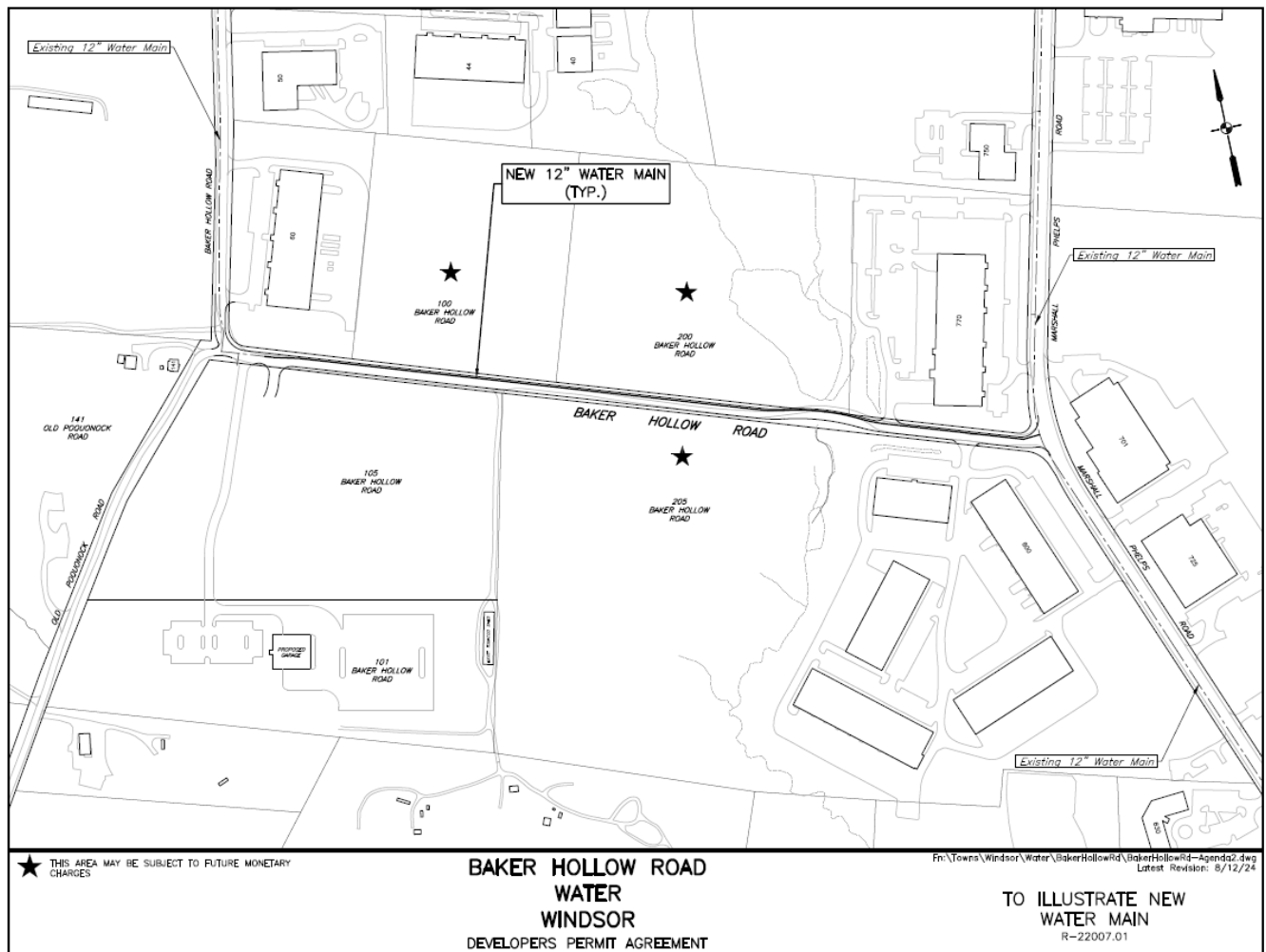
VOTED: To authorize the installation of about 2,280 feet of 12-inch ductile iron (Class 54) water main in a portion of Baker Hollow Road from 105 Baker Hollow Road east to Marshal Phelps Road, as a Class I Distribution Main.

AND

VOTED: To authorize the Chairman or Vice Chairman to execute a Reimbursement Agreement with The Town of Windsor, for the return of any Class I payments the District may receive within a ten-year period from the date of said agreement from land owned by others along this extension, to a maximum of the actual construction costs of this extension.

Respectfully submitted,

John S. Mirtle
District Clerk



On motion made by Commissioner Mandyck and duly seconded, the report was received and resolution adopted by unanimous vote of those present.

DISTRICT'S WATER SUPPLY SAFE YIELD

David Banker, Senior Project Manager, provided a presentation regarding the District's updated water supply safe yield. In 2024, the District submitted an updated safe yield calculation to its 1995 calculation to the CT Department of Public Health. The 2024 updated calculated safe yield is 75.12 million gallons per day compared to the 1995 calculated safe yield of 77.1 million gallons per day.

UPDATE ON EPA LEAD & COPPER RULE

David Banker, Senior Project Manager, provided a presentation regarding the District's inventory of water service lines under the EPA's Lead & Copper Rule.

PORTLAND AGREEMENT

Susan Negrelli, Director of Engineering, provided a presentation regarding the Portland Water Agreement which expires January 2026.

WATER METER PITS

Christopher Levesque, Chief Operating Officer, provided a presentation on District's installation of water meter pits.

Commissioner Mandyck exited the meeting at 7:11 PM

WHOLESALE WATER AGREEMENTS & RATES

The Water Bureau held a discussion on wholesale water agreements and rates. District Chairman Currey asked to direct the CEO to bring back potential alternative rates so the Water Bureau can begin a serious discussion on what alternative rates could potentially be, and how those rates would be determined.

SUMMARY OF WATER MAIN BREAKS

Christopher Levesque, Chief Operating Officer, reported that there were 15 water main breaks in July 2024.

YEAR-TO-DATE WATER REVENUE

Chief Administrative Officer Kelly Shane briefed the Bureau on year-to-date water revenue and stated the report is available in OpenText for Commissioners.

WATER UTILITY REVENUE REPORT
July 2024 YTD (new format)

(July YTD is 58.3% of the full year)

WATER UTILITY FUND 1120	July 2024			July 2023		
	Full Year Budget	YTD Actuals	% VAR	Full Year Budget	YTD Actuals	% VAR
TOTAL REVENUES	\$ 110,831,154	\$ 60,828,642	54.9%	\$ 107,490,817	\$ 65,586,615	61.0%
Sale of Water	\$ 91,388,900	\$ 50,511,751	55.3%	\$ 91,459,085	\$ 51,357,835	56.2%
416110 Water-Domestic	\$ 43,887,700	\$ 23,681,769	54.0%	\$ 43,887,685	\$ 24,344,187	55.5%
416120 Water-Domestic/Religious	\$ 156,000	\$ 46,101	29.6%	\$ 156,000	\$ 50,618	32.4%
416130 Water-Domestic/Agriculture	\$ 37,600	\$ 3,096	8.2%	\$ 37,600	\$ 437	1.2%
416210 Water-Commercial	\$ 13,332,500	\$ 7,875,895	59.1%	\$ 13,332,500	\$ 7,949,487	59.6%
416220 Water-Commercial/Religious	\$ 1,173,700	\$ 297,655	25.4%	\$ 1,173,700	\$ 297,673	25.4%
416230 Water-Commercial/Agriculture	\$ 32,600	\$ 16,329	50.1%	\$ 32,600	\$ 42,694	131.0%
416310 Water-Industrial	\$ 3,331,800	\$ 1,562,057	46.9%	\$ 3,331,800	\$ 1,547,336	46.4%
416410 Water-Municipal	\$ 2,668,600	\$ 895,538	33.6%	\$ 2,668,600	\$ 974,992	36.5%
416420 Water-Municipal/Housing	\$ 664,300	\$ 408,164	61.4%	\$ 664,300	\$ 408,808	61.5%
416810 Water-Resale Treated	\$ 1,840,700	\$ 1,063,786	57.8%	\$ 1,840,700	\$ 1,218,912	66.2%
416820 Water-Resale Raw	\$ 10,000	\$ -	0.0%	\$ 10,000	\$ -	0.0%
416900 Water-General Surcharge	\$ 2,113,000	\$ 1,275,157	60.3%	\$ 2,062,900	\$ 1,266,538	61.4%
416910 Water-Capital Improvement Surcharge	\$ 834,800	\$ 521,049	62.4%	\$ 933,000	\$ 509,792	54.6%
417110 Cust Service Charges-Domestic	\$ 17,618,600	\$ 10,581,722	60.1%	\$ 17,618,600	\$ 10,492,752	59.6%
417120 Cust Service Charges-Domestic/Religious	\$ 37,900	\$ 22,393	59.1%	\$ 60,000	\$ 22,925	38.2%
417130 Cust Service Charges-Domestic/Agriculture	\$ 3,600	\$ 1,762	48.9%	\$ 3,600	\$ 1,721	47.8%
417210 Cust Service Charges-Commercial	\$ 2,305,200	\$ 1,551,180	67.3%	\$ 2,305,200	\$ 1,519,075	65.9%
417220 Cust Service Charges-Commercial/Religious	\$ 234,100	\$ 88,871	38.0%	\$ 234,100	\$ 88,896	38.0%
417230 Cust Service Charges-Commercial/Agriculture	\$ 5,900	\$ 2,608	44.2%	\$ 5,900	\$ 2,608	44.2%
417310 Cust Service Charges-Industrial	\$ 327,100	\$ 162,975	49.8%	\$ 327,100	\$ 163,017	49.8%
417410 Cust Service Charges-Municipal	\$ 619,500	\$ 329,266	53.2%	\$ 619,500	\$ 328,362	53.0%
417420 Cust Service Charges-Municipal Housing	\$ 133,900	\$ 82,948	61.9%	\$ 133,900	\$ 80,886	60.4%
417810 Cust Service Charges-Resale Treated	\$ 14,800	\$ 28,155	190.2%	\$ 14,800	\$ 31,557	213.2%
417820 Cust Service Charges-Resale Raw	\$ 5,000	\$ 13,275	265.5%	\$ 5,000	\$ 14,559	291.2%
Other Operating Revenues	\$ 9,963,995	\$ 4,943,498	49.6%	\$ 9,215,297	\$ 5,430,294	58.9%
413040 Employer Fund Contributions	\$ 800,000	\$ -	0.0%	\$ 800,000	\$ -	0.0%
419110 Hydrant Maintenance-Private	\$ 162,750	\$ 155,817	95.7%	\$ 157,500	\$ 152,250	96.7%
419120 Hydrant Maintenance-Public	\$ 1,577,900	\$ 948,755	60.1%	\$ 1,527,000	\$ 1,521,150	99.6%
419130 Fire Protection Service	\$ 6,032,000	\$ 3,628,458	60.2%	\$ 6,032,000	\$ 3,580,981	59.4%
419400 Bill Jobs	\$ 217,220	\$ 119,112	54.8%	\$ 206,951	\$ 52,184	25.2%
419410 RRB-DOT Normal Labor	\$ 105,846	\$ -	0.0%	\$ 105,846	\$ 39,769	37.6%
419430 RRB - Materials/Material Handling	\$ 37,027	\$ 2,656	7.2%	\$ 10,000	\$ -	0.0%
419510 RRB-DPA Labor ST	\$ 467,844	\$ 4,435	0.9%	\$ 30,000	\$ -	0.0%
419540 RRB-DPA Equipment	\$ 6,522	\$ 6,979	107.0%	\$ 53,787	\$ -	0.0%
419550 RRB-DPA Contracts	\$ 363,602	\$ 8,829	2.4%	\$ 150,000	\$ 32,170	21.4%
419610 RRB-DPA Labor Additive Overhead	\$ 93,284	\$ 8,007	8.6%	\$ 42,213	\$ -	0.0%
419910 Fees: Water Tapping	\$ 100,000	\$ 60,450	60.5%	\$ 100,000	\$ 51,790	51.8%
Non-Operating Revenues	\$ 9,478,259	\$ 5,373,393	56.7%	\$ 6,816,435	\$ 8,798,486	129.1%
423100 Interest Income - Investment	\$ 5,600,000	\$ 2,643,778	47.2%	\$ 633,000	\$ 3,274,065	517.2%
423300 Rental Revenue	\$ 119,977	\$ 69,987	58.3%	\$ 151,200	\$ 68,595	45.4%
429200 Rebates & Reimbursements	\$ -	\$ 20,729	0.0%	\$ -	\$ -	0.0%
429210 Collections & Liens	\$ 220,000	\$ 135,789	61.7%	\$ 200,000	\$ 167,597	83.8%
429220 Late Payment Charge	\$ 1,275,862	\$ 459,125	36.0%	\$ 925,000	\$ 558,269	60.4%
429230 Returned Check Fees	\$ 60,000	\$ 1,800	3.0%	\$ 1,000	\$ 2,220	222.0%
429260 Legal Recovery	\$ 300,000	\$ 232,090	77.4%	\$ 200,000	\$ 284,217	142.1%
431010 Recreational Sales	\$ 20,000	\$ 14,840	74.2%	\$ 25,000	\$ 13,970	55.9%
431020 Forestry Sales	\$ 256,000	\$ 207,482	81.0%	\$ 200,000	\$ 112,233	56.1%
431210 Misc Revenue	\$ 100,000	\$ 119,031	119.0%	\$ 100,000	\$ 113,440	113.4%
431230 Vendor Discount Revenue	\$ 100	\$ 35	35.0%	\$ 500	\$ 41	8.2%
431240 Sale Of Material & Equipment	\$ 120,000	\$ 131,820	109.9%	\$ 120,000	\$ 31,884	26.6%
431280 Cross-Connection/BackWater Fee	\$ 230,400	\$ 201,218	87.3%	\$ 230,400	\$ 156,671	68.0%
453000 Main Pipe Assessments	\$ 55,000	\$ 14,750	26.8%	\$ 35,000	\$ 19,950	57.0%
440040 Fund Contributions	\$ 1,120,920	\$ 1,120,920	100.0%	\$ 3,995,335	\$ 3,995,335	100.0%

OPPORTUNITY FOR GENERAL PUBLIC COMMENT

No one from the public appeared to be heard.

COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS

District Chairman Currey made a request earlier in the meeting for wholesale water agreements and rates to be added to a future agenda.

ADJOURNMENT

The meeting was adjourned at 7:38 PM

ATTEST:

John S. Mirtle
District Clerk

Date of Approval