

TIVERTON WASTEWATER DISTRICT

TREASURER'S REPORT

August 17, 2015

Cash Position:

Balance 6/30/15	= \$168K
Administrative Fees	= 10K
Sewer Usage Fees Collected	= 23K
Payroll Expense	= (13K)
Insurance	= (8K)
Other Expenses	= (3K)
Balance 7/31/15	= <u>\$177K</u>

The balance of \$177K is \$23K better than projected due to revenue being \$20K above forecast and expenses being \$3K less than expected. Sewer Fee revenue in particular is \$16K better than the projection.

Budget Year to Date:

Revenue is 16% under budget primarily due to no Betterment/Assessment Fees or On-Site Service Fees collected. Expenses are 47% less than budget due to no sewer usage fees paid. The payment is scheduled to be made in September. Major variances from budget are:

- Betterment/Assessment Fees - \$3K under budget
- Sewer Usage Fee Expense - \$23K under budget

USDA PPG Agreement:

Awaiting approval of grant. All paperwork has been submitted.

Transfer of Fixed Assets:

Our attorney submitted all easements and pump station land evidence records to the Town Administrator on May 13, 2015, which has to be signed by the Town Council to be recorded. Apparently the Town Solicitor is close to doing the recording and obtaining the Town Council signatures.

Paul B. Northrup
Treasurer

TIVERTON WASTEWATER DISTRICT

GENERAL MANAGER'S REPORT

Prepared by: Lisa Andromalos

August 17, 2015

Revenue

- July billing: \$53,784
 - Admin fees \$17,300
 - Sewer Use: \$36,484
 - Includes quarterly NTFD billing; SB quarterly complete in Aug.

- July payments received: \$35,213
 - Admin fees: \$10,959
 - Penalties: \$200
 - Sewer Use: \$23,994
 - Collections/Balance Forward: \$60

- Collections:
 - Aging Report as of 7/31/2015: \$107,014.55
 - Current: \$48,159.56 (includes NTFD quarterly Billing)
 - 30-59 days: \$11,810.23 (\$8,749.77 Bourne Mill, net 60)
 - 60-89 days: \$0
 - 90-120 days: \$15,634.96 (\$4,286.70 Bourne Mill)
 - 120+ days: \$31,409.80
 - \$4,289.76 Bourne Mill
 - \$13,454.67 Currently on Tax Lien List
 - Will determine how much of \$13,665.37 would be eligible for water shut off notices. Accounts need to be two billing cycles behind (180+days)
 - Bourne Mill paid \$9,752.88 in July; Working to bring account current (net 60) by end of August. Check sent w/o 8/10 for \$8547.46.
 - Collections –
 - Balances within 6-18 months, enforce shut off policy along the following timeline;
 - Notice of shut off policy to be sent w/o 8/24 with advisement to set up payment plan with office by Sept. 30
 - Shut off policy and notification sent with 3rd Quarter bills in October to all customers

- Coordinate shut offs with NTFD if needed per the shut off policy
- Tax lien sale list sent to attorney

Account Number	Amount	Service Address	Notes/Aging
SU-0632-00	\$ 5,106.71	11 Songbird Lane	2,600+ days. No payments on record.
SU-0951-00	\$ 2,530.63	117 Lewis Street	1200+ days. Entered payment plan. Behind on plan.
SU-0010-00	\$ 1,147.93	301-303 State Ave	250+ days. Entered payment plan. Behind on plan.
SU-0924-00	\$ 986.51	21 Starlit Road	250+ days, no payments.
SU-0175-00	\$ 887.62	30 Rock Street	270+ days. Entered into payment plan last year, behind on plan.
SU-0455-00	\$ 716.45	26 Blue Jay Street	1050+ days, no payments
SU-0820-00	\$ 691.23	83 Blackbird Court	300+ days, no payments
SU-0081-00	\$ 936.65	8 Main Road	330+ days, no payments
SU-0081-00	\$ 450.94	283 State Ave	330+ days, no payments
	\$ 13,454.67		

Customer Billing Database Review – Latent Sewer Users

- 6 properties found to be tied into system but not being billed.
- Spoke to Terry Sullivan in Fall River to make him aware of the situation and steps being taken to resolve. He gave TWWD permission to make reasonable settlements with users. I will remit funds and supporting documentation with next payment.
- Steps taken:
 - All users sent notices on 7/7/15
 - LA has met with and set up payment programs with 4 users
 - 2 have not responded and will be sent second notices week of 9/7

2015 TWWD SOPs and Regulations

- Scheduling kick off meeting with S. Humphrey, N. Godet and S. Stearns to set strategy and process for review of town ordinance vs. TWWD rules and regs

- Continuing to document and define SOPs for the office.

Payroll

- Current payroll through Intuit (Quickbooks) does not support reporting for Section 457(b) plan
- Have contacted several other companies including Paychex and they also do not support this plan
- Received quote from Jim Towers and Associates for payroll services. Estimated cost \$1045/year is comparable to current fees (\$1025/year). Includes direct deposit, payroll tax reporting including making payments to state and federal agencies, and W2 preparation
- Switch would take place at quarter end (Sept. 30th)

USDA Projects

- Programming meeting with AECOM scheduled for 9/3
- Drafting abutters project timeline and communications strategy

District Engineer/Superintendent's Report for

August 17, 2015

Tiverton Wastewater District Board of Directors Meeting

I. On-Site Wastewater Disposal Systems:

- a. Community Septic System Loan Program Loan agreement -Per Town Solicitor at 8/11/2015 Town Council meeting, the CWFA/Town Agreement was to be complete & signed by 8/13/15.

II. Wastewater Collection Systems:

- a. Sewer Tie-In Activity
 - i. 1 pending and 1 completed in Watuppa Plantations
- b. City of Fall River Lake Avenue Water/Sewer Project
 - i. Applications for tie-in received from 3 Tiverton homeowners - 9 Willow, 585 Hancock, 33 Lake
 - ii. Change order for sewer service connections from City of Fall River- \$9,000 (estimated) for 4 connections - 9 Willow & 7, 11 (garage) & 33 Lake Ave
 1. CO missing 2 Hancock Street properties
 2. Cost is higher than anticipated @ \$2,250/service; Could be covered with betterment assessment if paid in full.
 - iii. TDPW recalled Fall River indicating in meetings that FR would provide connections to Tiverton properties. TWWD to check Town/City agreement if covered.
- c. Will be starting manhole checks on 8/19 with Tri-State.

III. Pump Stations O&M

Pump station run time reports emailed to Chris Nearpass on 8/13.

Blackbird Court Pump Station

- ⊗ Pump #2 set off alarm on 7/31. Pump pulled and cleared of debris and put back in service. Pump was still drawing 60 amps and very loud compared to pump #1. Pump #2 has been removed and sent to Industrial Pump for evaluation as of 8/7/15. Station running on pump #1 only at this time. (New pump cost approx. \$2,300)
- ⊗ Found that station does not have phone alarm to signal to operator that there is an issue. Will need to move Mission alarm install up to ASAP.
- ✓ Stainless steel davit base for pump removal was installed 8/6/2015 at a cost of \$230. Tri-State crane for hoisting pump used; crane load rating is borderline for 3 HP pumps.

Mill Street Pump Station

- ✓ Pump station is in good operating condition.
- ✓ Wet well and station building pressure washed this month.
- ✓ Tri-State to look into intrusion alarms (appear to be false).

Schooner Drive Pump Station

- ✓ Pump station is in good operating condition.
- ✓ Wet well grease and solids pumped on 8/10/15.
- ⊗ TWWD to work with Boathouse to address paper product switchover to prevent pump clogging.

Hurst Lane Pump Station

- ✓ Pump station is in good operating condition.
- ✓ Wet well grease and solids pumped on 8/10/15.
- ✓ Landscape cleanup done week of 8/3/15.
- ✓

Industrial Way Pump Station

- ✓ Pump station is in good operating condition.

IV. Design Projects

- a. USDA Phase 1 Project - Riverside/Robert Gray & Abutters

- i. AECOM Amendment 3 for Existing Conditions Evaluation – Survey, Borings, Cultural Resources, Cleaning and TV Inspection received and reviewed. AECOM looking for TWWD to approve and sign revised Amendment 3.
- b. USDA Phase 2 Project
 - i. TWWD meeting with AECOM on September 3rd to revisit area priorities and phasing. In addition to District-wide expansion phasing and programming, will discuss buildout adjacent to Phase 1 limits versus moving into new areas.
- c. CDBG Project – Shove/Hooper Street
 - i. RFQ developed for Design Services. Would like to advertise the RFQ late August/early September.
 - ii. Critical to start drawing down funds on the 2012 CDBG grant as 9/30/2016 sunset on funds will apply.
 - iii. Prepared draft application for 2015 CDBG grant for \$145,000 to go toward Hooper/Shove. Applications due 8/20/15.
- d. Private Developments
 - i. Industrial Park
 - 1. Long sports complex project - understand from Town Planner that closing on property needs to occur by 10/7/15 per investors and advance into construction thereafter. Project will need to run sewer line from Industrial Way to site. Have not had Technical Review Committee meeting through Town yet. Town Planner to reach out to DiPrete Engineering for status and to coordinate with TWWD.

Agenda Item 7.

2011 CDBG Grant

Request TWWD Board approve expending \$10,402 remaining funds to pave a portion of Shove Street utilizing TDPW contract for Town-wide paving. Per the State Office of Housing and Community Development, the 2011 CDBG funds remaining will be automatically deobligated if not expended by September 30, 2011. State has advised that the District cannot award design of CDBG project to AECOM since the procurement documents did not contain the required CDBG provisions, thus the funds cannot be used to design the project through AECOM Master Services Agreement. The District evaluated options for expending the funds and whether they are CDBG eligible activities:

	Approx. Cost	Steps/Estimated Time to Implement	Activity Type	CFR Eligible?
Camera Inspection of Existing Lines	\$10K	Solicit for quotes; Secure contract/PO, schedule and carry out requires 4-5 weeks	Maintenance	Per 24 CFR 570.207 (b)(2)(i)-generally ineligible
Adjustment of Sewer Manholes and incidental Pavement Patching	Unknown-would need to field review	Solicit for quotes; Secure contract/PO, schedule and carry out requires 6-8 weeks	Maintenance and Repair	Per 24 CFR 570.207 (b)(2)(i)-generally ineligible
Final Paving associated with the 2011 Shove Street Extension	\$10K+for 1-block section	1-2 weeks	Public Improvement	Per 24 CFR 570.201 (c)–generally eligible
Purchase of Davit Crane for Pump Removal at Mill Street	\$1000	Solicit for quotes; sign P.O. and carry out 3-4 Weeks	Purchasing Equipment	Per 24 CFR 570.207 (b)(1)-generally ineligible

Load Bank Testing of Generator at Mill Street	\$1000	Solicit for quotes; sign P.O. and carry out 4-6 weeks	Maintenance	Per 24 CFR 570.207 (b)(2)(i)-generally ineligible
Design of CDBG Project	\$20-30K	RFQ Advertise & responses – 3 wks; Review and Select Consultant and Board Approval-2 wks; Negotiate contract price and secure contract – 4 wks; Design work/review time-8 wks -Total 4 months+	Public Improvement	Per 24 CFR 570.205 (a)–generally eligible

Based on the approaching sunset, final paving of a portion of Shove Street disturbed under the recent sewerage project under the Town is the most viable option. Coordination with Public Works has taken place to confirm that the paving contract was competitively bid and awarded and contains the requirements for prevailing wage rates and thus should be eligible for reimbursement through CDBG. Coordination with Church Community Housing has also taken place to confirm eligibility and to get agreement in place between Town and District.

Paving costs developed based on TDPW Contract Pricing:

SHOVE STREET RESURFACING

CANONICUS TO HILTON STREET (NORTH OF CANONICUS TO SOUTH OF HILTON)

EXCLUDES PAVING BIT SIDEWALK OR BIT BERM

	Est.			
280' X 27.5'	Quantity		Contract Price	Total Price
MICROMILLING PAVEMENT	856 SY		\$ 3.50	\$ 2,996.00
ASPHALT EMULSION TACK COAT	856 SY		\$ 0.01	\$ 8.56

1.5" SURFACE COURSE OVERLAY	75 TON	\$ 73.00	\$ 5,475.00
			<hr/>
			\$ 8,479.56
15% CONTINGENCY			\$ 1,271.93
SUBTOTAL			<hr/>
			\$ 9,751.49
POLICE DETAILS	2 DAY	\$ 300.00	\$ 600.00
TOTAL ESTIMATED COST			<hr/>
			\$ 10,351.49
2011 CDBG FUNDS			\$ 10,402.00
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			\$ 50.51

Agenda Item 5.

TWWD Fees

Request to adopt the following fees for residential sewer connections:

Fees for Connections in Private Development

These fees will apply to connections made to sewer infrastructure that was constructed by private developers and not TWWD.

Residential Sewer Connection Fee

\$325.00

Fee would cover TWWD costs for administering connection application, application processing and review, completing service agreement with applicant, and coordination/processing fees (if applicable) with Fall River. Roughly 3.5 hours of engineering/general manager time plus mileage, parking, copying expenses are included in the fee.

Residential Sewer Connection Inspection Fee

\$275.00

Fee includes TWWD costs to conduct on-site inspection of sewer connection construction. A single site visit for a maximum of 3 hours on-site is covered. If connection requires an additional site visit to complete the inspection, applicant will be charged for an additional inspection. Roughly 3 hours of engineering time plus mileage.

Fee rate basis is hourly billable rate of \$95.00 hour (blended rate of engineering and administrative staff plus 100% markup).