

# WAYLAND WASTEWATER MANAGEMENT DISTRICT COMMISSION

MEETING December 13, 2023

**Board Members:** Remote Participation: Mike Gitten and Darrin Bock

**Absent:** All Present

**Other Attendees:** Remote Participation: Tom Holder, DPW Director; Jared Cotton, Wastewater Operations Manager; Abby Charest, Town Engineer and Sarah Pawluczzonek, Wastewater Administrator

**Public via Zoom:** None

**Meeting Location:** Zoom

## Minutes

7:32 Call to order and reading of Zoom information (Mike)

No Public Comment

### Monthly Financial Report (MFR)

Sarah: Made an attempt to add in the new columns as requested by Darrin. Darrin: Can come in next Thursday, 12/21/23 to meet and also sign off on the Wastewater Regulations. Sarah: We are at 42% of the year, and most expenses are at 40% or less. Long Term Debt is showing as overspent because the largest payment for the year has already been made. Revenue is at 50% which is on target as we have been expecting payments from the FY23 4<sup>th</sup> quarter billing and FY24 1<sup>st</sup> quarter billing. The liens are complete for FY24. They will not appear until the 3<sup>rd</sup> and 4<sup>th</sup> quarter tax bills, so revenue from those will not come in until those come due. The new columns added to the report are meant to show predictions for the end of FY24 based on what we know now. Personnel Services is on track. Contractual Services is mostly priced out and looks like we will use no more than 88% by year end. The SCADA contract with Tighe and Bond is included in this figure. Professional Services is for emergencies and so it is very hard to predict spending. The Sludge Disposal account is trending toward being overspent, with expected spending of \$5k per month for the remainder of the year and it could increase in the Spring. We are already at 46% spent for the year. Darrin: The contingency money looks to be available to fund any overages. Sarah: Yes, and 100% of it is remaining still. Overall the budget looks ok. Are there additional things that need to be added? Darrin: Would like a few ratios added at the bottom but will discuss on Thursday when he comes in. There was a 25% swing in revenues last fiscal year that affected spending decisions made at that time. The idea is to get better at predictions by making educated guesses allowing for better management.

### Wastewater Website

Abby: Mentioned the improvements to the site made by Sarah. Sarah: Mentioned that Abby had made that possible by providing the data needed and through reviewing the documentation to be posted.

### FY25 Capital and Operating Budget

Tom: Two items requested in the FY25 Capital Budget. The first is a replacement vehicle for Jared. In accordance with the Town's Climate Control Plan, we are requesting a hybrid or full electric option. A Ford Lighting, full electric, is not being supported as currently budgeted. We have a backup plan to repurpose a Police Department vehicle. The second item requested is the evaluation and potential design of the Route 20 Corridor wastewater system in conjunction with the Route 20 Redevelopment Project. All design for this project has to be paid for by the Town, while the construction will be funded by the State. We will likely be deferring our evaluation until we know what direction the Town is going to take on this project, once discussed at a public forum at the Planning Board Meeting on February 15, 2024. Mike: Why is the truck being deferred? Tom: We have submitted it again, but it has just not been supported by decision makers as of now. The costs associated with reparations of the vehicle are split 50/50 between the HSTP Budget and this WWMD budget. He is currently using a 2008 Ford Explorer, which spends a decent amount of time in the mechanics bay. Mike: So there could essentially end up being no capital spending in FY25. Tom: We are still hopeful we can work out some kind of vehicle

replacement. Charging stations for any electric vehicles are also not being supported. We may be able to afford a Hybrid vehicle not needing a charging station, out of the Wastewater Enterprise Fund.

Darrin: The Operating Budget looks to be level funded. Tom: We look at actuals and what we are anticipating in the future year to make a prediction. It is difficult to do considering it's almost a year away. Mike: I would look to increase the sludge disposal number considering we will likely go over budget this year. Tom: Unfortunately we have not been able to get a contract for sludge, although the effort was made with no response from vendors.

Abby: With issues we are seeing due to higher flows and opportunities to start an asset management program, are we able to pull out some of the assessment money for the Route 20 Corridor project to be used now to start this sooner? Tom: Possibly, and we can sit down to discuss this soon and put together a revised figure for this for Finance, as critical needs like this should be considered. Mike: Can the small capital funds support the collection system evaluation? Tom: No, that money has to be used for more tangible equipment and accessories. Abby: Jared and I have ordered a new computer and looked at the Water Treatment Plant to see their redundancy and security systems. We are currently having LCS work up a quote for a SCADA system and computer equipment upgrade using the small capital funds. With issues from increased flow and membrane issues Jared will get to later, we are considering a trash trap or different screen to help the membranes. We have noticed some FOG (fats, oils, grease) issues. We would like to look into regulations for connections to the low pressure system dealing with the type of connections and pumps needed.

Tom: Requested the Board make a motion to approve the FY25 Operating Budget conditional upon the increase to Sludge Disposal.

**8:03 Mike: Motion to approve the proposed FY25 Operating Budget contingent on adjusting sludge disposal to reflect current conditions and inflation. Darrin second. Approved 2-0.**

**Alta at River's Edge**

Jared: Alta is still at 88% capacity, no change from last month, we do not have great numbers due to the SCADA issues, but the numbers are about 11,000 gallons per day (gpd). Darrin: We estimated 12k gpd so things are essentially going as projected. Mike: Is the hardware replaced? Jared: We were unable to replace it because the computer is running on Windows 7. Mike: Isn't that a security issue? Abby: Yes, which is why we are also building in some backup redundancy and added security. The Water Treatment Plant updates their computer hardware every 3 years. We will build a replacement plan like this into the small capital schedule. Jared: We have to wait on the new computer to arrive but it should be soon. Abby: We are anticipating 2 weeks. The FOG issues at Alta we hope to solve using that new set of rules and regulations they need to sign off on, which would include a grease trap at the location. Darrin: is the FOG definitely from Alta? Jared: Yes, with Alta being online for 1.5 years now, a pretty big concentration has built up. We are awaiting numbers from lab results.

**Monthly Operating Report**

Jared: Cranes have been inspected. I gave Abby and Sarah a tour of the facility. Met with Whitewater and went through the effluent dosing pump station in detail. They helped us discover a small issue there. We were concerned about the SCADA numbers for the membrane at the WWTF even though Kubota assured us it was fine. That ended up not being the case since Membrane #1 shut down repeatedly due to high TMP (Transmembrane Pressure). We then spoke with Whitewater, Tighe and Bond, and Kubota and got some recommendations for best practices. We started with a hypo cleaning, and had no recovery, and then a citric cleaning, which also yielded no recovery. Then we visually inspected membranes from the top by drawing down the tank. We could see that one quarter of the cassettes were not really getting any air. Going forward, we will be pulling them and cleaning them, hoping it will solve the issue. They are covered under warranty since they are only a year old. Abby: There will be some expenses from Tighe and Bond, Whitewater, and RH White. We are going to track all these separately, hoping that the warranty will cover it. Kubota is being very helpful so far. Darrin: Has Kubota approved that RH White do the inspection instead of their own people? Abby: Not yet, plus it could end up being an RH White installation error.

Mike: Will a cleaning fix the issue enough? Abby: The buildup has happened very quickly. Jared has performed many extensive cleanings and watched diffuser cycles, with no improvement. It could even be a different issue where a section is not getting aerated, or that sludge is getting through in that one area somehow. It does not feel like it is an operator error as it's not happening throughout the entire tank. We are staying on top of it.

Mike: Was there a pump issue? Jared: No issue with pumps related to the membranes. We did have a RAS (Return Activated Sludge) alarm due to a stuck valve which is acting that way because it is thinking it is still in mid-cycle. Whitewater came back in to pump it down, they could not fix the valve, but I managed to figure out how to convince it that the cycle had ended. A RAS pump is responsible for taking the sludge from the anoxic basin to the pre air basin. Also recirculates some sludge to keep the older organic bugs present with the new organic bugs.

Mike: What is the average daily flow throughout the month? Jared: 30,000 gpd, give or take 2,000 gpd.

Mike: Is the property at the intersection of route 27 and 20 asking for more flow? Tom: The Dentist Office has not informed us of their intent just yet but we are keeping an eye on it.

Mike: Is there an agreement on the new Council on Aging building yet? Tom: No, not yet, but we will review functionality to see if the 3,000 gpd they are currently assigned is enough.

Mike: Maybe add an agenda item in the Spring about whether we will be ready to release more design flow. Darrin: Do we have about 8,000 left? Mike: The public might appreciate the release of more so that we can share the resource and keep rates down. Abby: We can come up with an asset management projection as we increase flow.

Abby: Administrative Consent Order (ACO) #2 has been officially terminated. I am currently drafting a letter to request compliance and termination of ACO #1.

Tom: I would like to give a lot of credit to Abby and Jared for stepping up to manage things really well.

Approve Minutes for November 8, 2023

**8:28 Darrin: Motion to approve the meeting minutes from November 8, 2023 as written. Mike second. Approved 2-0.**

Topics not reasonably anticipated by Chair 48 hours in advance of meeting.  
None.

Calendar: Upcoming meetings, events and hearings.  
Next meeting is January 10, 2024 at 7:30pm

**8:32 Adjourn: Mike motion to adjourn. Darrin second. Approved 2-0.**

#### Attachments

FY25 Operating Budget  
November 2023 Monthly Financial Report  
November 8, 2023 Minutes