City of Biddeford
Wastewater Management Commission
October 14, 2020 4:30 PM VIA ZOOM

1. **Roll Call**
2. **Approval of Minutes - NONE**
3. **New Business**
   - 3.1. DEP Needs Study (Attachment 1)
     Attachment 1.pdf
   - 3.2. Sewer Bond Update (Attachment 2)
     Attachment 2.pdf
   - 3.3. DEP CSO Master Plan Update (Attachment 3)
     Attachment 3.pdf
   - 3.4. Update - Foss Street Separation Project

4. **Old Business**
   - 4.1. CSO Vault Project Update
   - 4.2. Lower Main Street Sewer Separation Project Update
   - 4.3. Saint Mary's Street Sewer
   - 4.4. Informational Discussion on IPP Program (Attachment 4)
     20201014 WWMC Review of IPP Fees - Packet.pdf
5. **Staff Update**
   - 5.1. Water Street Treatment Plant
   - 5.2. Biddeford Pool Treatment Plant
   - 5.3. Work Report Template

6. **Other Business**
   - 6.1. Continued Discussion on Roof Drains
   - 6.2. Other Items

7. **Unfinished Business**
8. **Adjournment**

Maine Department of Environmental Protection
2020 Clean Watershed Needs Survey

General Survey Instructions

Please complete this survey to the best of your ability. Instructions on to how to complete this survey have been provided for each section. Click on the tabs at the bottom of this workbook to navigate to each section. If you do not have any Acceptable Needs Supporting Documents (See "Needs Info Instructions"), please submit this survey with the Facility and User Rate Information for your facility/collection system filled in.

NOTE: If federal funding becomes available for wastewater and/or stormwater projects through **National Infrastructure Stimulus funding**, the Department will only be accepting applications for stimulus funded projects that have been reported to us in response to the 2020 Clean Watersheds Needs Survey.

Please fill out and submit all tables electronically via email to Brandy Piers at Brandy.M.Piers@maine.gov by **5 pm on or before July 31, 2020**.

ELECTRONIC SUBMISSION IS PREFERRED, but if it is not possible, please mail to:

Brandy Piers, P.E. CWNS Coordinator
Division of Water Quality Management
Department of Environmental Protection
17 State House Station
Augusta ME 04333-0017

If you have any questions, please contact the CWNS Coordinator, Brandy Piers at 207-287-6093 or Brandy.M.Piers@maine.gov.

Maine Department of Environmental Protection
2020 Clean Watershed Needs Survey

Line #	Facility Information		Instructions
1	Facility/Collection System Name	City of Biddeford WWTF	If your organization owns both the sewer collection system and treatment facility, enter the name of the treatment facility (For example: Chickadee Creek WWTF). If your organization only owns the sewer collection system, enter the name of your organization followed by sewer collection system (For example: Pineville Sewer Collection System).
2	Regional Treatment System Affiliation (name of treatment entity)		If you are part of a regional sewer collection and treatment system, enter the name of the entity that owns the wastewater treatment facility.
3	Owner/Utility Name	City of Biddeford	Enter the legal name of the owner/utility in charge of the facility/collection system entered in Line 1.
4	Point of Contact	Tom Milligan, PE City Engineer	Enter the full name of the responsible official who we may contact with questions about the information provided.
5	Mailing Address	PO Box 586, Biddeford, Maine 04005	Enter the mailing address for the owner/utility in charge that was entered in Line 3.
6	Municipality	Biddeford	Enter the name of the city or town associated with the mailing address entered in Line 5.
7	Zip code	4005	Enter the zip code associated with the mailing address entered in Line 5.
8	Phone #	207-284-9118	Enter the daytime phone number that we may use to call the Point of Contact entered in Line 4.
9	Email Address	tom.milligan@biddefordmaine.org	Enter the Point of Contact's email address we may use to contact them if we have follow-up questions.
10	Receiving Waters (list all)	Saco River, Saco Bay	Enter the receiving waters listed in the NPDES/MEPDES Permit/ WDL for the facility that treats your wastewater. For spray irrigation, snowmaking, or subsurface disposal systems, enter "Groundwater."
11a	Are you currently using an Asset Management Program for planning purposes? (Yes/No)	For WWTF Yes Developed by City staff; for Collection system using GASB 34	Enter "Yes" if you have a formal asset management program that you use for internal planning purposes. Enter "No" if you do not. EPA defines asset management as, "the practice of managing infrastructure capital assets to minimize the total cost of owning and operating these assets while delivering the desired service levels. A high-performing asset management program includes detailed asset inventories, operation and maintenance tasks, and long-range financial planning." Note that the needs you specify in the Needs information portion of this survey should be consistent with your asset management program.
11b	If yes, does your program include asset replacement costs (Yes/No/NA)	Not currently, develop costs needed for City CIP Plan, bidding or funding needs	Enter "Yes" if you have specifically identified costs associated with the maintenance, rehabilitation, and replacement of assets in your Asset Management Program. Enter "No" if you do not. Enter "NA" if you answered "No" in Line 11a.

12	**If you do not have any Documented Needs, please enter "No Documented Needs"**	Draft Phase 3 CSO Master Plan, Administrative order, CIP	**Refer to the "Needs Info Instructions" tab for instructions on Needs and what types of Needs Documents are acceptable. If you have no Needs that can be documented, please enter "No Documented Needs".**

Maine Department of Environmental Protection
2020 Clean Watershed Needs Survey

User Rate Information

Input cells are in yellow

Line	Section A (Equivalent Dwelling Units)			
	Type of User	Number of Users	Actual Usage Last 4 Qtrs. (gallons)	Current Equivalent Dwelling Units (EDUs)
1	Residential	3,868	548,610,958	3,868
2	Residential Seasonal			-
3	Commercial	392	186,339,016	1,314
4	Industrial	40	49,626,206	350
5	Governmental	21	11,123,206	78
6	Totals	4,321	795,699,386	5,610
7	Usage per EDU (gallons)		141,833	

	Section B (Current Annual Information)	
8	Median Household Income (MHI)	$50,327
9	Wastewater Budget - includes reserve account and debt service	$5,604,198
10	EDU User Rate	$999
11	Wastewater debt service and/or O&M on taxes, not included in budget (if applicable)	$414,665
12	Wastewater debt service and/or O&M on taxes assessed typical single family residence, i.e. mil rate times typical residential value (if applicable)	$36
13	**Total annual EDU sewer user rate (EDU User Rate + Wastewater Debt Service on Taxes)**	$1,035
14	User Rate as a % of MHI	2.06%

Line	Instructions
All	If filling out a printed survey, please enter calculated cells as well as input (yellow) cells.
Line 1	Enter current number of year round residential users and yearly water usage.
Line 2	Enter current number of seasonal residential users and yearly water usage.
Line 3	Enter current number of commercial users and yearly water usage.
Line 4	Enter current number of industrial users and yearly water usage.
Line 5	Enter current number of governmental users and yearly water usage.
Lines 1-5	*EDUs calculation: (Actual Usage last 4 qtrs. / Line 7) for each Type of User*
Line 6	*Calculation: (Sum of Lines 1 thru 5)*
Line 7	*Calculation from Line 1: (Actual Usage Last 4 qtrs. / Number of Users)*
Line 8	Enter Applicant's MHI. When available, income data shall be prioritized in this order: 1) State approved system-wide income survey, or the following data from the most current U.S. Census Bureau American Community Survey 5-year Estimates for 2) Census Designated Place (CDP) or 3) Town census data.
Line 9	Enter total wastewater budget including annual O&M costs, reserve account deposits, and debt service (loan payments).
Line 10	*Calculation: (Line 9 / (Line 6 / Line 7))*
Line 11	Enter current annual wastewater debt service and/or O&M placed on general taxation. (Informational only, not used in calculations.) *Line 11 will not apply to most systems.*
Line 12	Enter current annual wastewater debt service and/or O&M assessed through property taxes on a typical single family residence. This amount is not included in line 9. *Line 12 will not apply to most systems.* ***Calculation: (Annual Wastewater Debt on Taxes) / (Assessed Town Tax Revenue) X (Average Single Family Residential Property Tax)***
Line 13	*Calculation: (Line 10 + Line 12)*
Line 14	*Calculation: (Line 13 / Line 8)*

Maine Department of Environmental Protection
2020 Clean Watershed Needs Survey
Needs Information Instructions

Instructions:

A project is considered a "Need" if it was not funded as of **January 1, 2020.** A project is no longer considered a "Need" when money is committed to the project (e.g. signed commitment notice, vote to issue bond, etc.), even if construction has not yet started.

For each Need, please pick a Needs Category from the dropdown menu (or from the numbered "Needs Category Options" if filling out by hand) and give a brief description for the project requiring funds to satisfy the Need (Example: Foster St Pump Station Upgrade). Any Needs specified in this sheet shall be supported with an official document. Please see the list of "Acceptable Needs Supporting Document Types" below. For each document, please enter the author or engineering firm who produced it, the date it was published, and the Base Month & Year for which the Need dollar amount was calculated. Multiple Needs may be supported by the same document, and you may have both Short Term and Long Term Needs for the same Need Category. If you have a Needs Supporting Document Type that is not listed below, and you believe it qualifies as acceptable, please contact us to discuss. Each Need dollar amount specified in the table should exactly match the value in its corresponding Need Supporting Document, referenced from the Base Month & Year for Cost Estimates used in the document (**do not adjust them for present day values**).

If you do not have any Acceptable Needs Supporting Documents, please submit this survey with the Facility and User Rate Information for your facility/collection system filled in and note on Line 12 of the Facility Information sheet "No Documented Needs".

Acceptable Needs Supporting Document Types:

1 Asset Management Plan
2 Intended Use Plan
3 State and Federal Loan and Grant Applications
4 CWSRF Loan Applications
5 Capital Improvement Plan (CIP)
6 Facility Plan
7 Preliminary Engineer's Estimate/Report
8 Final Engineer's Estimate/Report
9 Sewer System Evaluation Documents
10 Administrative Orders,
11 NPDES/MEPDES
12 CSO Long-Term Control Plan (LTCP)
13 Approved CSO Long-Term Control Plan (LTCP)
14 Municipal Storm Water Management Plan
15 Owner/Utility Provided Cost
16 Other - DEP Approved Document

Needs Category Options:

1 Secondary Treatment
2 Advanced Treatment
3 Sewer/Pump Station Rehab/Replace
4 New Sewers & Appurtenances
5 CSO Abatement
6 Stormwater
7 Decentralized WW Treatment
8 Other

If there are not enough rows on this sheet to enter all your documents, please use tables on the additional sheets provided in the "Additional Needs" Tab.

Maine Department of Environmental Protection
2020 Clean Watershed Needs Survey

Wastewater Needs Documentation

Doc #	Needs Supporting Document Name	Author/Engineering Firm	Publish Date (mm/yyyy)	Base Month & Year for Cost Estimates	Brief Project Description (< 75 characters)	Needs Category	Short Term Needs ($) [1/1/2020-12/31/2024]	Long Term Needs ($) [1/1/2025-12/31/2029]
1	Owner/Utility Provided Cost, Capital Improvement Plan	BH2M	07/2020	07/2020	Foss Street 1, Main to King		$ 494,000	
					The Project is a sewer separation project			
					to reduce the volume and frequency of			
					CSO discharges into water bodies.			
					Approx. 575 feet of new storm drain will be			
					installed as part of the work.	5. CSO Abatement		
2	Owner/Utility Provided Cost, Capital Improvement Plan	BH2M	07/2020	07/2020	Alfred Street 1, Main to Pool		$ 1,110,000	
					The Project is a sewer separation project			
					to reduce the volume and frequency of			
					CSO discharges into water bodies.			
					Approx. 565 feet of new storm drain will be			
					installed as part of the work.	5. CSO Abatement		
3	Owner/Utility Provided Cost, Capital Improvement Plan	BH2M	07/2020	07/2020	Alfred Street 2, Pool to Summer		$ 595,000	
					The Project is a sewer separation project			
					to reduce the volume and frequency of			
					CSO discharges into water bodies.			
					Approx. 375 feet of new storm drain will be			
					installed as part of the work.	5. CSO Abatement		

***Needs Category Options:**

1. Secondary Treatment
2. Advanced Treatment
3. Sewer/Pump Station Rehab/Replace
4. New Sewers & Appurtenances
5. CSO Abatement
6. Stormwater
7. Decentralized WW Treatment
8. Other

Maine Department of Environmental Protection
2020 Clean Watershed Needs Survey

Wastewater Needs Documentation

Doc #	Needs Supporting Document Name	Author/Engineering Firm	Publish Date (mm/yyyy)	Base Month & Year for Cost Estimates	Brief Project Description (< 75 characters)	Needs Category	Short Term Needs ($) [1/1/2020-12/31/2024]	Long Term Needs ($) [1/1/2025-12/31/2029]
4	Owner/Utility Provided Cost, Capital Improvement Plan	BH2M	07/2020	07/2020	Summer Street, Alfred to Foss		$ 443,000	
					The Project is a sewer separation project			
					to reduce the volume and frequency of			
					CSO discharges into water bodies.			
					Approx. 380 feet of new storm drain will be			
					installed as part of the work.	5. CSO Abatement		
5	Owner/Utility Provided Cost, Capital Improvement Plan	City Engineering Department	07/2020	07/2020	St Mary Street 2 Cross Country Pipe		$ 160,000	
					The Project is a sewer separation project			
					to reduce the volume and frequency of			
					CSO discharges into water bodies.			
					Approx. 220 feet of new storm drain will be			
					installed and will allow closing of a CSO point.	5. CSO Abatement		
6	Owner/Utility Provided Cost, Capital Improvement Plan	Wright Pierce	04/2020	04/2020	Center Street Elm to Jefferson		$ 1,430,000	
					The Project is a sewer separation project			
					to reduce the volume and frequency of			
					CSO discharges into water bodies.			
					Approx. 900 feet of new storm drain will			
					be installed along with sewer lining as part of the work.	5. CSO Abatement		
7	Owner/Utility Provided Cost, Capital Improvement Plan	City Engineering Department	04/2020	04/2020	St Joseph Street		$ 150,000	
					The Project is a sewer separation project			
					to reduce the volume and frequency of			
					CSO discharges into water bodies.			
					Approx. 400 Feet of new storm drain will be			
					installed as part of the work.	5. CSO Abatement		

Maine Department of Environmental Protection
2020 Clean Watershed Needs Survey

Wastewater Needs Documentation

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8	Owner/Utility Provided Cost, Capital Improvement Plan	City Engineering Department	11/2019	11/2019	Diamond Street, Cross Country Sewer Elm to Horrigans The Project is a sewer replacement project to reduce infiltration the volume and frequency of CSO discharges into water bodies. Approx. 2200 feet of new storm drain will be installed as part of the work.	3. Sewer/Pump Station Rehab/Replace	$ 1,560,000	
9	Owner/Utility Provided Cost, Capital Improvement Plan	Wright Pierce	04/2020	04/2020	Horrigans Court Pump Station Upgrade The project will make improvements to this major pump station and will incorporate climate resiliency/protection elements.	3. Sewer/Pump Station Rehab/Replace	$ 4,747,000	
10	Owner/Utility Provided Cost, Capital Improvement Plan	City Engineering Department	07/2020	07/2020	Diamond Street Pump Station/ Interceptor Rehabilitation The Project will install a pump station and rehabilitate/install area sewers to reduce CSO discharges into water bodies.	5. CSO Abatement		$ 5,465,000
11	Owner/Utility Provided Cost, Capital Improvement Plan	City Engineering Department	07/2020	07/2020	Pearl/Lincoln Street Sewer The Project will replace and relocate the sewer and force main formerly serving the the old MERC site.	3. Sewer/Pump Station Rehab/Replace	$ 539,000	

Maine Department of Environmental Protection
2020 Clean Watershed Needs Survey

Wastewater Needs Documentation

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12	Owner/Utility Provided Cost, Capital Improvement Plan	City Engineering Department	07/2020	07/2020	Sewer rehabilitation of 48 inch storm drain on Western Avenue			$ 1,107,000
					The Project is a sewer rehabilitation project			
					to reduce infiltration and will reduce the volume and frequency of			
					CSO discharges into water bodies.			
					Approx. 1800 feet of storm drain will be			
					lined as part of the work.	3. Sewer/Pump Station Rehab/Replace		
13	Owner/Utility Provided Cost, Capital Improvement Plan	City Engineering Department	11/2019	11/2019	Elm Street 3 South St to Center		$ 374,000	
					The Project is a sewer rehabilitation project			
					to reduce the volume and frequency of			
					CSO discharges into water bodies.			
					Approx. 1000 feet of sewer and storm drain will be lined			
					as part of the work.	5. CSO Abatement		
14	Owner/Utility Provided Cost, Capital Improvement Plan	City Engineering Department	07/2020	07/2020	Alfred Street 3, Summer to Porter		$ 1,575,000	
					The Project is a sewer separation project			
					to reduce the volume and frequency of			
					CSO discharges into water bodies.			
					Approx. 950 feet of new storm drain will be			
					installed as part of the work.	5. CSO Abatement		
15	Owner/Utility Provided Cost, Capital Improvement Plan	City Engineering Department	07/2020	07/2020	Alfred Street 4, Porter to Myrtle		$ 493,000	
					The Project is a sewer separation project			
					to reduce the volume and frequency of			
					CSO discharges into water bodies.			
					Approx. 300 feet of new storm drain will be			
					installed as part of the work.	5. CSO Abatement		

Maine Department of Environmental Protection
2020 Clean Watershed Needs Survey

Wastewater Needs Documentation

Doc #	Needs Supporting Document Name	Author/Engineering Firm	Publish Date (mm/yyyy)	Base Month & Year for Cost Estimates	Brief Project Description (< 75 characters)	Needs Category	Short Term Needs ($) [1/1/2020-12/31/2024]	Long Term Needs ($) [1/1/2025-12/31/2029]
4	Owner/Utility Provided Cost, Capital Improvement Plan	City Engineering Department	07/2020	07/2020	South Street 3, Alfred to Wenworth		$ 310,000	
					The Project is a sewer separation project			
					to reduce the volume and frequency of			
					CSO discharges into water bodies.			
					Approx. 275 feet of new storm drain will be			
					installed as part of the work.	5. CSO Abatement		
5	Owner/Utility Provided Cost, Capital Improvement Plan	City Engineering Department	07/2020	07/2020	South Street 4, Wentworth to Adams Street			$ 1,229,000
					The Project is a sewer separation project			
					to reduce the volume and frequency of			
					CSO discharges into water bodies.			
					Approx. 1250 feet of new storm drain will			
					be installed as part of the work.	5. CSO Abatement		
6	Owner/Utility Provided Cost, Capital Improvement Plan	City Engineering Department	11/2019	11/2019	River Wall Repair		$ 1,200,000	
					The Project will repair the retaining wall			
					adjacent to the holding tank on Water St			
					The wall is in poor condition and is needed			
					to protect the holding tank.			
						3. Sewer/Pump Station Rehab/Replace		
7	Owner/Utility Provided Cost, Capital Improvement Plan	City Engineering Department	07/2020	07/2020	Outer South Street Sewer and Pump Station			$ 6,970,000
					The Project will provide a sewer and			
					pump station to remove CBDs from the			
					Saco river and to serve adjacent lots having			
					poor soil conditions.			
						4. New Sewers & Appurtenances		

Maine Department of Environmental Protection
2020 Clean Watershed Needs Survey

Wastewater Needs Documentation

Doc #	Needs Supporting Document Name	Author/Engineering Firm	Publish Date (mm/yyyy)	Base Month & Year for Cost Estimates	Brief Project Description (<75 characters)	Needs Category	Short Term Needs ($) [1/1/2020-12/31/2024]	Long Term Needs ($) [1/1/2025-12/31/2029]
8	Owner/Utility Provided Cost, Capital Improvement Plan, Asset Manangement Plan	City Wastewater Department	11/2019	11/2019	Rehabilitation of FMI,Bernard, Biddeford Textile Pump stations		$ 797,000	
					The Project will rehabilitate 3 pump			
					stations in order to increase flow volumes			
					pumped to reduce the volume			
					and frequency of CSO discharges			
					into water bodies.	3. Sewer/Pump Station Rehab/Replace		
9	Owner/Utility Provided Cost, Capital Improvement Plan	City Engineering Department	11/2019	11/2019	Elm Street Pump Station			$ 4,065,000
					This project will install a pump station near			
					Elm and Lincoln Streets to divert flow away			
					from CSO 7 in order to reduce CSO volumes			
					and number of events.			
						5. CSO Abatement		
10	Owner/Utility Provided Cost, Capital Improvement Plan, Asset Manangement Plan	City Wastewater Department	11/2019	11/2019	WWTF Upgrades			$ 440,000
					The Project will upgrade the WWTF			
					for future Nitrogen reduction/removal needs			
						2. Advanced Treatment		
11	Owner/Utility Provided Cost, Capital Improvement Plan, Asset Manangement Plan	City Wastewater Department	11/2019	11/2019	WWTF Upgrades			$ 1,530,000
					The Project will upgrade the WWTF			
					for dewatering needs and to replace older			
					clarifier.			
						1. Secondary Treatment		

Maine Department of Environmental Protection
2020 Clean Watershed Needs Survey

Wastewater Needs Documentation

Doc #	Needs Supporting Document Name	Author/Engineering Firm	Publish Date (mm/yyyy)	Base Month & Year for Cost Estimates	Brief Project Description (<75 characters)	Needs Category	Short Term Needs ($) [1/1/2020-12/31/2024]	Long Term Needs ($) [1/1/2025-12/31/2029]
12	Owner/Utility Provided Cost, CSO Master Planning	Wright Pierce	07/2020	07/2020	Sewer System Analysis To include flow measurement, flow modeling, system component verification, SSES activities	5. CSO Abatement	$ 1,000,000	
13	Owner/Utility Provided Cost	City Engineering Department	07/2020	07/2020	Cutts Street Elm to Bradbury The Project is a sewer separation project to reduce the volume and frequency of CSO discharges into water bodies. Approx. 950 feet of new storm drain will be installed as part of the work.	5. CSO Abatement	$ 815,000	
14	Owner/Utility Provided Cost	City Engineering Department	07/2020	07/2020	Graham Street Birch to South The Project is a sewer separation project to reduce the volume and frequency of CSO discharges into water bodies. Approx. 950 feet of new storm drain will be installed as part of the work.	5. CSO Abatement		$ 978,000
15	Owner/Utility Provided Cost, Capital Improvement Plan, Asset Manangement Plan	City Wastewater Department	07/2020	07/2020	WWTF Upgrades The Project will upgrade/replace ageing equipment and components at the WWTF.	1. Secondary Treatment	$ 1,084,000	$ 2,312,000

#2

SAMPLE BALLOT
CITY OF BIDDEFORD
MUNICIPAL REFERENDUM ELECTION
NOVEMBER 3, 2020

Instructions to Voters

- To vote: COMPLETELY FILL IN THE OVAL TO THE LEFT of your choice, like this: ●
- If you make a mistake, you may request a new ballot.
- DO NOT ERASE OR CROSS OUT.

QUESTION 1:

Shall the Mayor and Treasurer of the City of Biddeford be authorized to borrow, on behalf of the City, a sum not to exceed ten million dollars ($10,000,000) on such terms as the Mayor and Treasurer determine are necessary and proper pursuant to 30-A MRSA §5772, including the interest rate and the principal payment dates, the Mayor and Treasurer being authorized to execute and issue such bonds with or without provision to call such bonds for redemption, with or without premium, for the purpose of paying the costs of separation of storm and sanitary sewers and related improvements?

○ YES

○ NO

QUESTION 2:

Shall the Mayor and Treasurer of the City of Biddeford be authorized to borrow, on behalf of the City, a sum not to exceed seven million five hundred thousand dollars ($7,500,000) on such terms as the Mayor and Treasurer determine are necessary and proper pursuant to 30-A MRSA §5772, including the interest rate and the principal payment dates, the Mayor and Treasurer being authorized to execute and issue such bonds with or without provision to call such bonds for redemption, with or without premium, for the purpose of paying the costs up to $3,750,000 for improvements to roads, sidewalks and drainage systems; and for costs up to $3,750,000 for repairs and improvements to the City Hall Building and other City Buildings.

○ YES

○ NO

TREASURER'S STATEMENT

A. Total City Indebtedness

i.	Bond and other debt principal outstanding and unpaid:	$48,868,916
ii.	Bond principal authorized and unissued:	$ 844,439
iii.	Bond principal authorized to be issued if questions are approved (the "New Bonds"):	$17,500,000

B. Costs

At an estimated maximum interest rate of 4.23% and with an estimated maximum term of twenty (20) years, the estimated costs of the New Bonds will be:

Total Bond Principal	$17,500,000
Total Estimated Interest	$ 6,566,817
Total Estimated Debt Service	$24,066,817
Estimated Average Annual Payment	$ 1,203,340

Based on the City's assessed value of its taxable property as of April 1, 2020, it would be necessary to increase the City's mil rate by $0.48 per $1,000 assessed value to cover the cost of this debt, commencing no sooner than the City's fiscal year 2022-2023.

C. Validity

#3

City Council

Meeting Date:	October 6, 2020
Meeting Time:	6:00 PM
Agenda Item No:	Orders of Day
Item Description:	Collection System Evaluation
Submitted by:	Jeff Demers, Director Waste Water/Public Works Alex Buechner, Waste Water Superintendent, Tom Milligan, PE; City Engineer

Supporting Information/Documentation:

9-29-2020 Agreement between City and Wright-Pierce proposal.

Executive Summary:

Conduct field investigations including SSES (Sewer System Evaluation Study) work for all CSO (Combined Sewer Overflow) locations and the modeling of the entire sewer collection system over the next two years to support an update to the City's CSO Master Plan.
Flow monitoring will continue throughout the collection system where needed.

Detailed Review:

City staff has asked Wright-Pierce to quote the following work: Field investigations including SSES work for all CSO districts and modeling of the entire sewer collection system over the next two years to support an update to the City's CSO Master Plan.
The effort included in this scope of services will allow the City to answer the following four questions:

1. What streets would have to be abated in each CSO district area to control a 1-year, 24- hour storm (2.62 inches). How much would this cost (with detailed cost estimates included for each abatement project identified)?

2. What additional streets, beyond those identified under item 1, would have to be abated in each CSO district area to control a 2-year, 24-hour storm (3.24 inches)? How much would this cost (with detailed cost estimates included for each abatement project identified)?

3. What additional streets, beyond those identified under items 1 and 2, would have to be abated in each CSO district area to control a 5-year, 24-hour storm (4.26 inches)? How much would this cost (with detailed cost estimates included for each abatement project identified)?

4. Is there some combination of street separation and storage that achieves the three levels of control for a lower cost than full separation alone? Please include detailed cost estimates for each approach identified.

1. **Funding Source:**

   The total amount not to exceed $340,200 to be paid from Account CSO Fund 417 (31456-60300) with an estimated balance of $840,500

Staff Recommendation:

Staff is recommending that we continue our CSO Master Plan going forward with Wright-Pierce. They have been a great partner in prior planning and have good understanding of our collection system overall, as they have been involved with us for the past 15+ years.

Wastewater Management Commission

Meeting Date: October 14, 2020
Meeting Time: 6:30 pm

Agenda Item No: TBD
Item Description: Review of Industrial Pretreatment Fees

Submitted by: Brian S. Phinney, COO/Technology/IPP

Supporting Information/Documentation:

Fee review comparison sheets - $1,000, $750, $500, $250, $0

Key Terms:

"N/A"

Executive Summary:

A facility regulated under the Industrial Pretreatment Program requests review of the fee structure. The facility recommendation is to amend the fee schedule so that it is based entirely on usage (flow and strength) rather than an administration fee, prorated strength fee, and prorated flow fee.

A reduction or elimination of the administration fee results in a corresponding increase in the flow and strength fee. The increase will result in a fee increase for the largest three dischargers and a reduction for the remaining facilities based on FY19 data.

Detailed Review:

As a follow-up to the last wastewater commission meeting the Commission reviewed the basis for industrial pretreatment fees at the request of Round Turn Distilling. The facility is requesting that the fee structure be amended in favor of a program that is entirely based on usage.

The current program invoices regulated facilities two times per year – once in November and once in April. Each invoice includes a $1,000 administrative fee and a flow and strength fee. To calculate the invoices the annual budget is split in two representing each of the two invoice periods. The total administrative fees for the invoice period are deducted from the semi-annual billing total. The remaining balance is split in two again; one have for flow and the other half for strength. Flow and strength are calculated using each facility's prorated share of flow and strength.

There is an administrative component to management of the facilities, which includes but is not limited to, preparation and management of permits, review and coordination of discharge testing, violation investigations, DEP inspections of the City's program, review of

semi-annual reports, preparation of the annual IPP submittal to DEP, responding to questions and inquiries, budget review and management, etc.

The five attachments depict the impact of hypothetical adjustments to the $1,000 administrative fee in $250 increments. In summary, based on actual data from FY2019, a reduction in the administrative fee will result in redistribution of the reduction. The redistribution will increase the semi-annual flow and strength portion and will result in an increase in fees among the three largest dischargers with corresponding reductions for the remaining facilities. It should be noted that the actual impact will depend on the number of active facilities and respective flow and strength data.

Funding Source:

N/A. Fees are collected by the city in support of the Industrial Pretreatment Program.

Staff Recommendation:

The original fee structure was proposed and accepted by the regulated community at the implementation of the program. Staff is neutral on the fee structure as long as it is considered equitable by the regulated community and covers program costs.

Admin Fee Adjustment

$1,000.00 /half

$ - Reduction/yr

Differential Based on Admin Fee of $1000.00 per half (original fee of $1,000 per half)

Facility	Admin Fee	Flow Fee Cha	Strength Fee C	Total Fee Cha
SMHC (formerly SMMC)	$ -	$ -	$ -	$ -
Growers Express (Curran)	$ -	$ -	$ -	$ -
Volk	$ -	$ -	$ -	$ -
Banded Horn	$ -	$ -	$ -	$ -
FMI	$ -	$ -	$ -	$ -
AVX	$ -	$ -	$ -	$ -
Praxair	$ -	$ -	$ -	$ -
Valmet (Metso)	$ -	$ -	$ -	$ -
Dirigo Brewing Co	$ -	$ -	$ -	$ -
Intermat	$ -	$ -	$ -	$ -
Deep Water Buoyancy	$ -	$ -	$ -	$ -
Nuts & Bolts	$ -	$ -	$ -	$ -
DMC dba Round Turn Distilling	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -

**NOTE: fees are based on actuals for July -June (FY2019). Actual impact will depend on facility flow and strength values. For illustration purposes this shows that the three facilities will make up the difference if the admin fee is reduced.

Admin Fee Adjustment

$ 750.00 /half

$ 500.00 Reduction/yr

Differential Based on Admin Fee of $750.00 per half (original fee of $1,000 per half)

Facility	Admin Fee	Flow Fee Cha	Strength Fee C	Total Fee Cha
SMHC (formerly SMMC)	$ (500.00)	$ 1,378.76	$ 700.12	$ 1,578.89
Growers Express (Curran)	$ (500.00)	$ 1,291.79	$ 1,497.04	$ 2,288.82
Volk	$ (500.00)	$ 266.20	$ 50.81	$ (183.00)
Banded Horn	$ (500.00)	$ 167.84	$ 327.66	$ (4.50)
FMI	$ (500.00)	$ 68.99	$ 656.49	$ 225.48
AVX	$ (500.00)	$ 60.00	$ 6.07	$ (433.93)
Praxair	$ (500.00)	$ 11.81	$ 2.68	$ (485.51)
Valmet (Metso)	$ (500.00)	$ 1.50	$ 0.19	$ (498.30)
Dirigo Brewing Co	$ (500.00)	$ 1.32	$ 0.45	$ (498.22)
Intermat	$ (500.00)	$ 0.88	$ 0.53	$ (498.59)
Deep Water Buoyancy	$ (500.00)	$ 0.54	$ 0.23	$ (499.23)
Nuts & Bolts	$ (500.00)	$ 0.36	$ 7.72	$ (491.92)
DMC dba Round Turn Distilling	$ (500.00)	$ -	$ -	$ (500.00)
	$ (6,500.00)	$ 3,250.00	$ 3,250.00	$ -

**NOTE: fees are based on actuals for July -June (FY2019). Actual impact will depend on facility flow and strength values. For illustration purposes this shows that the three facilities will make up the difference if the admin fee is reduced.

Admin Fee Adjustment

$ 500.00 /half

$1,000.00 Reduction/yr

Differential Based on Admin Fee of $500.00 per half (original fee of $1,000 per half)

Facility	Admin Fee	Flow Fee Cha	Strength Fee C	Total Fee Cha
SMHC (formerly SMMC)	$ (1,000.00)	$ 2,757.53	$ 1,400.25	$ 3,157.77
Growers Express (Curran)	$ (1,000.00)	$ 2,583.57	$ 2,994.07	$ 4,577.65
Volk	$ (1,000.00)	$ 532.39	$ 101.62	$ (365.99)
Banded Horn	$ (1,000.00)	$ 335.68	$ 655.32	$ (9.00)
FMI	$ (1,000.00)	$ 137.98	$ 1,312.98	$ 450.96
AVX	$ (1,000.00)	$ 120.01	$ 12.14	$ (867.85)
Praxair	$ (1,000.00)	$ 23.62	$ 5.37	$ (971.01)
Valmet (Metso)	$ (1,000.00)	$ 3.01	$ 0.38	$ (996.61)
Dirigo Brewing Co	$ (1,000.00)	$ 2.65	$ 0.91	$ (996.44)
Intermat	$ (1,000.00)	$ 1.77	$ 1.05	$ (997.18)
Deep Water Buoyancy	$ (1,000.00)	$ 1.08	$ 0.47	$ (998.45)
Nuts & Bolts	$ (1,000.00)	$ 0.72	$ 15.44	$ (983.84)
DMC dba Round Turn Distilling	$ (1,000.00)	$ -	$ -	$ (1,000.00)
	$ (13,000.00)	$ 6,500.00	$ 6,500.00	$ -

**NOTE: fees are based on actuals for July -June (FY2019). Actual impact will depend on facility flow and strength values. For illustration purposes this shows that the three facilities will make up the difference if the admin fee is reduced.

Admin Fee Adjustment

$ 250.00 /half

$1,500.00 Reduction/yr

Differential Based on Admin Fee of $250.00 per half (original fee of $1,000 per half)

Facility	Admin Fee	Flow Fee Cha	Strength Fee C	Total Fee Cha
SMHC (formerly SMMC)	$ (1,500.00)	$ 4,136.29	$ 2,100.37	$ 4,736.66
Growers Express (Curran)	$ (1,500.00)	$ 3,875.36	$ 4,491.11	$ 6,866.47
Volk	$ (1,500.00)	$ 798.59	$ 152.43	$ (548.99)
Banded Horn	$ (1,500.00)	$ 503.51	$ 982.98	$ (13.51)
FMI	$ (1,500.00)	$ 206.98	$ 1,969.47	$ 676.44
AVX	$ (1,500.00)	$ 180.01	$ 18.21	$ (1,301.78)
Praxair	$ (1,500.00)	$ 35.43	$ 8.05	$ (1,456.52)
Valmet (Metso)	$ (1,500.00)	$ 4.51	$ 0.57	$ (1,494.91)
Dirigo Brewing Co	$ (1,500.00)	$ 3.97	$ 1.36	$ (1,494.66)
Intermat	$ (1,500.00)	$ 2.65	$ 1.58	$ (1,495.77)
Deep Water Buoyancy	$ (1,500.00)	$ 1.62	$ 0.70	$ (1,497.68)
Nuts & Bolts	$ (1,500.00)	$ 1.08	$ 23.17	$ (1,475.76)
DMC dba Round Turn Distilling	$ (1,500.00)	$ -	$ -	$ (1,500.00)
	$ (19,500.00)	$ 9,750.00	$ 9,750.00	$ -

**NOTE: fees are based on actuals for July -June (FY2019). Actual impact will depend on facility flow and strength values. For illustration purposes this shows that the three facilities will make up the difference if the admin fee is reduced.

Admin Fee Adjustment

$ - /half

$2,000.00 Reduction/yr

Differential Based on Admin Fee of $0.00 per half (original fee of $1,000 per half)

Facility	Admin Fee	Flow Fee Cha	Strength Fee C	Total Fee Cha
SMHC (formerly SMMC)	$ (2,000.00)	$ 5,515.05	$ 2,800.49	$ 6,315.55
Growers Express (Curran)	$ (2,000.00)	$ 5,167.14	$ 5,988.15	$ 9,155.29
Volk	$ (2,000.00)	$ 1,064.78	$ 203.24	$ (731.98)
Banded Horn	$ (2,000.00)	$ 671.35	$ 1,310.64	$ (18.01)
FMI	$ (2,000.00)	$ 275.97	$ 2,625.96	$ 901.93
AVX	$ (2,000.00)	$ 240.02	$ 24.28	$ (1,735.70)
Praxair	$ (2,000.00)	$ 47.23	$ 10.74	$ (1,942.03)
Valmet (Metso)	$ (2,000.00)	$ 6.02	$ 0.76	$ (1,993.22)
Dirigo Brewing Co	$ (2,000.00)	$ 5.30	$ 1.82	$ (1,992.89)
Intermat	$ (2,000.00)	$ 3.53	$ 2.10	$ (1,994.36)
Deep Water Buoyancy	$ (2,000.00)	$ 2.16	$ 0.94	$ (1,996.90)
Nuts & Bolts	$ (2,000.00)	$ 1.44	$ 30.89	$ (1,967.67)
DMC dba Round Turn Distilling	$ (2,000.00)	$ -	$ -	$ (2,000.00)
	$ (26,000.00)	$13,000.00	$ 13,000.00	$ -

**NOTE: fees are based on actuals for July -June (FY2019). Actual impact will depend on facility flow and strength values. For illustration purposes this shows that the three facilities will make up the difference if the admin fee is reduced.