

CHARLES RIVER POLLUTION CONTROL DISTRICT
66 Village Street, Medway, MA 02053

Minutes from December 14, 2023 Monthly Meeting – 3:00 p.m.

The meeting was held in the John McCahill Conference Room at the District's treatment facility. In attendance were, Chairman David C. Formato, District Commissioners Ted Kenney, Douglas M. Downing, Wolfgang Bauer and Mark Cataldo and Executive Director Elizabeth Taglieri. Executive Secretary Barbara W. Maffeo and Engineer Kristen Mucciarone were unable to attend. Also, in attendance were CRPCD's Evan Karsberg, Ellen Rosenfeld representing the Town of Millis Select Board and Peter Pelletier, Medway DPW Director.

The following attachments were presented during the monthly meeting and are on file at the District with the approved minutes.

- Year to Date O & M Budget versus Actual (July 2023 – November 2023);
- Prior Year Comparison of O & M Budget (July 2022 – November 2022 vs. July 2023 – November 2023);
- Septage Revenue – Prior Year Comparison (July 2022 – November 2022 vs. July 2023 – November 2023);
- Sewer connections (November 2023);
- Overview of FY 2024 Budget dated December 14, 2023;
- Handout dated December 14, 2023 reflecting Audit Fees;
- Portfolio Review from Bartholomew & Company related to the CRPCD OPEB Trust dated 27, 2023;
- Government Accounting Standards Board (GASB) Statements #74 and #75 Report for FY 2023 provided by Stone Consulting, Inc. dated October 18, 2023;
- Copy of Credit Card Expenses Statement for Harbor One Credit Card–Elan Financial dated November 7, 2023 – December 6, 2023;
- Copy of Draft November 16, 2023 Monthly Meeting Minutes;
- Copy of Warrant #24-06 dated December 14, 2023.

Item #1 –Discussion and Vote on CDM Smith and Boston Systems and Solutions (BSS) SCADA Server Upgrade Agreements.

The CDM Smith agreement was reviewed by the CRPCD lawyers and has been returned to CDM Smith for their comments. A motion was made by Commissioner Bauer and seconded by Commissioner Cataldo to approve the CDM Smith agreement pending final review by the attorney.

VOTED: That the District approves the preceding motion. The vote was unanimously approved.

The BSS agreement has not been finalized. The CRPCD lawyers have reviewed said document and are in agreement with the terms. The District will be adding a small clause related to a

time clause. A motion was made by Chairman Formato and seconded by Commissioner Kenney to approve the Boston Systems and Solutions SCADA Server Upgrade Agreement subject to finalization and subsequent signature by the Chairman.

VOTED: That the District approves the preceding motion. The vote was unanimously approved.

Item #2 – Discussion and Vote on Powers and Sullivan Financial Audit Agreement for Fiscal Years 2024, 2025 and 2026.

The Director spoke with representatives from Powers and Sullivan regarding the aforementioned. There will be changes made to the staff on the audit team and a new partner will also oversee the audit for this proposed fiscal audit agreement. The Director provided a handout for the Commissioners to review Power and Sullivan's Audit Fee schedule from FY 2018–FY 2023. Additional data on the sheet reflected proposed fees for FY 2024–FY 2026 for Powers and Sullivan and two other auditing firms.

A motion was made by Commissioner Kenney and seconded by Commissioner Downing to approve the Powers and Sullivan Financial Audit Agreement for Fiscal Years 2024, 2025 and 2026. The audit agreement should reflect the staff changes and partner overview for the audit.

VOTED: That the District approves the preceding motion. The vote was unanimously approved.

Item #3 – Update on Other Post-Employment Benefits (OPEB) Annual Evaluation Results and Trust Fund.

The Director referred the Board to page 3 of Bartholomew & Company, Inc's. portfolio review dated November 23, 2023. That page reflects the Historical Market Value and Performance Summary of the CRPCD OPEB Trust as of November 23, 2023. The Time Weighted Return(TWR) annualized reflected 4.18 percent.

Stone Consulting prepared a set of illustrative tables and other Required Supplementary Information based on the January 1, 2022 actuarial valuation of the CRPCD OPEB plan. The Commissioners reviewed the handout. The District's Net Liability for the OPEB plan is \$748,137. The service cost which reflects how much the District should contribute annually to the OPEB plan was reduced this past year. The District contribution is currently above the projected service cost. The District's OPEB Trust Fund is currently over a quarter of the total OPEB Liability.

Item #4 – Approval of Third Quarter O & M and Capital Projects Assessments for FY 2024.

These Third Quarter O & M and Capital Projects Assessments for FY 2024 numbers were communicated with the towns last March. The numbers have not changed. A motion was made by Commissioner Cataldo and seconded by Commissioner Kenney to approve the aforementioned as reflected in the agenda.

<u>TOWN</u>	<u>O & M</u>	<u>CAPITAL</u>	<u>TOTAL</u>
Bellingham	\$ 68,950	\$ 0	\$ 68,950
Franklin	\$500,440	\$ 85,000	\$585,440
Medway	\$153,050	\$ 19,600	\$172,650
<u>Millis</u>	<u>\$ 94,050</u>	<u>\$ 17,500</u>	<u>\$111,550</u>
TOTALS	\$816,490	\$122,100	\$938,590

VOTED: That the District approves the preceding motion. The vote was unanimously approved.

Item #5 – Approval of Warrant #24-06.

A motion was made by Commissioner Downing and seconded by Commissioner Cataldo to approve Warrant #24-06 as shown in the agenda.

- a. O & M \$271,639.74

VOTED: That the District approves the preceding motion. The vote was unanimously approved.

Item #6 – Executive Director’s Report.

- a. NPDES Compliance Report. The treatment facility was in compliance for the month of November 2023.
- b. Sewer Connection Approvals – November 2023. The following sewer connections were approved earlier on an individual basis. (gallons per day – gpd).

Millis	1 mixed used & 2 commercial	2,045 gpd
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- c. Update and Discussion on the Chemical Bids Pricing Structure. The Director will be putting the Chemical Bids out for the one-year time period versus multiple years.
- d. Update on Discussion with Uhrig: Extract Heat from Wastewater and on the Wastewater Energy Recovery Summit with Massachusetts Department of Environmental (MADEP) on December 8, 2023. Over the past year the Director has been in contact with representatives from a company named Uhrig. Their company has a product that extracts the heat from the wastewater and feeds it back into the system (boilers for hot water) for heating on-site. The Director was part of a round table panel during a summit with MADEP representatives, engineers and treatment facilities on December 8, 2023 to share information about the District’s progress on wastewater energy recovery. The MADEP is very interested in this process. There may be a pilot program with grant monies. This is one avenue to reduce carbon as it relates to climate goals.
- e. New Water Pollution Control Section Chief at MADEP Central Regional Office – Dan Kurpaska. The Director has been in contact with the new Section Chief and hope to be able to provide a tour in the Spring.

- f. Discussion on the May 8th and June 12th Board Meeting Dates and Times. The meeting times were modified. The meeting time on May 8th changed to 4:00. The June meeting will be on the 20th, starting at 4:00.
- g. New Credit Card. The Director noted the new credit card with rewards has been received. The old card will be cancelled.
- h. Passing. The Director recently was informed that the former Director Robert McRae recently passed away in November. Bob was the original Director at the treatment facility and served for over thirty years.

Item #7 – Open the Monthly Meeting to Public Comments.

Having completed all agenda items, Chairman Formato opened the meeting to public comments. There were no additional comments.

Item #8 – Approval of Minutes from November 16, 2023 Monthly Meeting.

A motion was made by Commissioner Downing and seconded by Commissioner Kenney to approve the monthly minutes as amended, and to forward a copy of the minutes to all attendees of the meeting. Commissioner Formato abstained from voting.

VOTED: That the District approves the preceding motion. The vote was unanimously approved.

Item #9 – Anticipated Topics for the Thursday, January 18, 2024 Monthly Board Meeting 3:00 p.m. in the John McCahill Conference Room at the Charles River Pollution Control District.

- a. Discussion and Vote to Authorize Treasurer to Sign Agreement with the Commonwealth of Massachusetts to Join the States's SMART Plan (Employee Deferred Compensation Plan).
- b. Discussion on Cost-of-Living Policy.

A motion was made by Commissioner Cataldo and seconded by Commissioner Kenney to adjourn the monthly meeting.

VOTED: That the District approves the preceding motion. The vote was unanimously approved.



Barbara W. Maffeo, Executive Secretary
Charles River Pollution Control District



Mark Cataldo, Clerk
Charles River Pollution Control District

January 18, 2024
Date

The preceding is presumed to be a complete and accurate account of the items discussed and agreements made unless the District is notified to the contrary within seven days of distribution.