



Date: March 26, 2024

To: Mayor Sherry Senis and Council Members

From: Adam Tobin, Manager of Public Works
R. Lane Vance, Manager of Financial Services

Subject: Woodland Acres Budget 2024

Status: For Direction.

Recommendation

That the report regarding the Woodland Acres Budget 2024 be received for information; and

That Council adopt the Budget Compliance Report for expenses excluded from the 2024 Woodland Acres budget as outlined in and as a requirement of Ontario Regulation 284/09; and

That the 2024 budget for Department # 32 Woodland Acres - Water and Sewer be approved as presented; and

That the respective 2024 flat rate water and sewer charges for the Woodland Acres Water and Sewer Area be included in the 2024 tax rate by-law.

Information

All revenues and expenses related to the Woodland Acres service area are included in department # 32. The majority of the expenses relate to either water and sewer utility charges or the operating and management fees paid to Peterborough Utilities Services as the accredited operating authority.

In addition, transfers to accumulated revenue and reserves ensure that the service area has sufficient funds to offset operational anomalies and approved capital projects.

The Township is required to follow the accounting standards established by the Public Sector Accounting Board (PSAB) and as such a PSAB Compliance report is also provided.

Strategic Plan Reference

Goal # 2 - Achieve excellence in governance and service delivery.

The annual budget process demonstrates *fiscal responsibility* and ensures that resources are managed responsibly and that taxpayers in the affected area continue to receive the best value for their service area charge.

Environmental Impact

There is no environmental impact associated with this budget.

Financial Impact

As this is a transition year away from the PUG contract, it is proposed that the existing approved rates would be maintained. As proposed, operating rates will maintain the new operating budget, base maintenance budget and reserve allocations for both sewer and water in the service area.

Sufficient accumulated revenues currently exist to fund any operational anomalies and reserves levels are being increased for future capital projects.

Attachments

- PSAB Compliance Report – Woodland Acres
- Budget Narrative and Worksheets – Department # 32
- Capital Worksheets and Attachments
- Reserve Summary for Woodland Acres

Prepared By: Adam Tobin
Manager of Public Works

R. Lane Vance

Prepared By: R. Lane Vance
Manager of Financial Services/Treasurer

Janice Lavalley

Approved By: Janice Lavalley
CAO

Township of Selwyn
2024 PSAB Budget Reconciliation
For Ontario Regulation 284/09

Description	Woodland
Non Water & Sewer Rates per water & sewer budgets	187,604
Water & Sewer Rates	435,707
Total Township revenues per budget	<u>623,311</u>
Less transfer from reserves - water & sewer budgets	-187,604
Total PSAB revenues	<u>435,707</u>
Total Township expenses per Water & Sewer budgets	623,311
Add Annual Amortization (2022 updated as initial estimate)	54,733
Less TCA costs in budget (from below)	-19,552
Less transfer to reserves - water & sewer budgets	-324,550
Total PSAB expenses	<u>333,942</u>
Annual surplus/(deficit) in PSAB format	<u>101,765</u>

2024 Budgeted TCA Costs

Woodland Acres - water & sewer	19,552
Total	<u>19,552</u>

Department 32 – Woodland Acres – Water and Sewer

Overview

This Department captures costs related to water and sewer in the Woodland Acres water and sewer service area, inclusive of residences on Summer Lane.

The Woodland Acres water distribution system obtains its water from the City of Peterborough's municipal water system. The Peterborough Utilities Commission owns and operates the Peterborough water system (Municipal Waterworks number: 220000497). The 2023 annual report for this system may be viewed on the Selwyn Township website at https://www.selwyntownship.ca/en/resident-services/resources/Water_Sewer/2023-Reports/2023--Annual-Report-for-Woodland-Acres-Water-Distribution-System--O.-Reg-170.pdf.

The Woodland Acres system receives water from a trunk watermain to the water booster pumping station at the intersection of Woodland Drive and Woodward Avenue. A recent extension of the watermain on Hetherington Avenue to Woodland Drive further supports, and creates redundancy, to this supply. The water distribution system consists of approximately 4,651 meters of watermain, 26 hydrants, and 334 individual water services.

The sewer collection system consists of approximately 4,520 meters of sewer main and 73 sewer manholes. All sewage collected in the service area flows via gravity through a trunk sewer main to the Peterborough sewer system.

Revenue

The ratepayers of Woodland Acres pay their respective costs related to water and sewer in their service area through their tax bill. These annual costs are charged as flat rate charges on the final bill and divided over two installments.

Expenditures

The primary operating expenses that the Township needs to recover are remaining costs paid to Peterborough Utilities (PUG) for the balance of the contract and bulk purchase of water, collection and disposal of wastewater. In July 2024, the Lakefield water and wastewater operations staff will assume oversight of the Woodland Acres system and these expenses are also included.

Operating Charge

In 2024, the base operating fee to PUG under the operating agreement will increase by 3%. This agreement is scheduled to terminate as of June 30, 2024, and the Township will assume responsibility as the operating authority as of July 1, 2024. Additional charges have been estimated related to transitional training, emergency calls and infrastructure maintenance.

Department 32 – Woodland Acres – Water and Sewer

Projected water consumption charges from PUG have been budgeted to include a 2.29% water rate increase effective January 1, 2024, as approved by the Peterborough Water Commission.

PUG collects a surcharge for sanitary sewer services on behalf of the City of Peterborough. This is effective January 1, 2024, is established at 106.13% of the water rate, and is included in the budget.

Overall service area reserve levels continue to build through annual reserve contributions. Funds in reserve are used for future distribution and collection system rehabilitation projects and/or capital maintenance.

Capital Projects

Capital improvement items related to the system are included in the 2024 budget. This includes:

- Booster Station – communication and monitoring upgrades
 - Establish secure link between station and Lakefield water treatment plant, including programming upgrades
 - Addition of chlorine residual monitoring capability

Please see the detailed capital worksheets for additional project specific information.

Department # 32 - Woodland Acres Water & Sewer

GL Account	Details	2022 Year End Actuals	2022 Approved Budget	2023 Year to Date Actuals	2023 Approved Budget	2024 Proposed Budget
<u>Revenues</u>						
<u>Transfers</u>						
1-3900-3970	From Accumulated Revenue	106,439	102,205	144,785	144,785	168,373
1-3900-3982	Area Rate - Woodland	426,545	422,970	437,312	435,707	435,707
1-3900-3990	From Reserves	16,086	81,265	55,292	63,371	19,231
Total Revenue		549,070	606,440	637,389	643,863	623,311
<u>Expenditures</u>						
<u>Operations & Overhead</u>						
1-4000-6280	Advertising	26	500	77	500	700
1-4000-6330	Insurance	10,970	10,970	12,919	12,794	13,092
1-4650-6265	Sewer Expenses - Sewage Disposal	80,145	92,628	80,574	88,791	89,826
1-4650-6320	Sewer Expenses - Consulting Fees	50	2,500	0.00	2,500	2,500
1-4650-6325	Sewer Expenses - PUS Operating Agreement/Lakefield Oversight	21,699	22,699	22,755	23,349	16,880
1-4654-6360	Sewer Mains - Sub-Contract	369	9,000	762	9,000	9,000
1-4750-6265	Water Expenses - Water Purchases	77,876	90,000	77,368	85,000	84,638
1-4750-6310	Water Expenses - Audit Fees	644	750	1,075	750	1,200
1-4750-6320	Water Expenses - Consulting Fees	0.00	2,500	0.00	2,500	2,500
1-4750-6321	Water Expenses - Consulting Fees - Lab	0	0	0	0	3,576
1-4750-6325	Water Expenses - PUS Operating Agreement/Lakefield Oversight	22,410	22,699	22,755	23,349	29,584
1-4750-6750	Water Expenses - Telephone	0	0	0	0	450
1-4750-6755	Water Expenses - Communications/Internet Connection	0	0	0	0	1,100
1-4750-6800	Water Expenses - Hydro	7,250	11,094	6,426	11,094	7,890
1-4750-6840	Water Expenses - Taxes/Easements/PILs	551	575	561	595	595
1-4754-6360	Watermains - Sub-Contract	9,502	16,000	3,452	17,207	16,000
<u>Capital Purchases</u>						
2-4752-6360	Woodland - Booster Station - Sub-Contract	14,382	81,265	55,292	63,371	19,231
2-4752-6370	Woodland - Booster Station - Engineering/Consulting	1,704	0.00	0.00	0.00	0
<u>Transfers</u>						
1-4900-6970	To Accumulated Revenue	144,785	83,000	168,373	145,200	149,550
1-4900-6990	To Reserves	156,707	160,260	185,000	157,863	175,000
Total Expenses		549,070	606,440	637,389	643,863	623,311
		0	0	0	0	0

Township of Selwyn
Water and Sewer Budget

Date: March 26, 2024

Capital Budget 2024

Department Name: **Woodland Acres** General Ledger Code(s): **2.32.4752.6360**

Capital Project Name: **Booster Station Upgrades**

Description:

The Woodland Acres booster station receives water from the City of Peterborough's municipal system, increases the system pressure, and discharges the water into the Woodland Acres water distribution system. Operations staff must visit the booster station to perform operational checks, inspect equipment, and perform sampling as required.

Attachments: Photo

Supporting Rationale: Sub-Committee Support: Not Applicable

As of July 1, 2024, the contract with PUG Services Corp. as the operating authority for the Woodland Acres distribution system will terminate. Establishing a communications link between the booster station and the Lakefield WTP will improve monitoring capability and will permit further upgrades that increase efficiency. One such upgrade would be the addition of a continuous free chlorine analyzer, which would monitor the level of free chlorine in water discharged to the Woodland Acres system and continuously record that value on SCADA. The level of free chlorine in water is a regulated parameter and is indicative of the safety of the water for human consumption. These upgrades are a continuation / finalization of the project brought forth for direction at the October 10, 2023 meeting.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost	<u>\$19,231</u>	Costs in Current Year's Budget	<u>\$19,231</u>
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Financial Plan:

This project is capital maintenance and as such is being funded from the Woodland Acres Water Reserve.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

Chlorine level is currently monitored via "grab" samples that must be taken by hand by an operator. Adding a continuous analyzer allows for generating reports and data trends that are informative, and can indicate water quality issues earlier than would be possible without continuous monitoring.

Woodland Acres – Booster Station Upgrades

2024



Pictured is a cabinet for IT equipment required to connect the onsite programmable logic controller (PLC) to the Supervisory Control and Data Acquisition (SCADA) system at the Lakefield WTP. Included in this cabinet are a firewall for cybersecurity purposes and an uninterruptible power supply (UPS) to ensure stability during interruptions to utility power.

Programming changes to the PLC and SCADA systems will allow for greater monitoring capability, data capture, and operational efficiency.

Township of Selwyn
Working Funds and Reserves
Water and Sewer - Woodland Acres

Dept. #	Details	Balance Jan. 1, 2024	Transfers Into Reserves	(revenue) Transfers from Reserves	(capital) Transfers from Reserves	Balance Before Interest	Interest Allocation	Budgeted Balance Dec. 31, 2024
<u>Working Funds:(Accumulated Revenue)</u>								
Dept. 32	Woodland Acres - Sewer	79,488	74,500	-79,488		74,500	---	74,500
Dept. 32	Woodland Acres - Water	88,885	75,050	-88,885		75,050	---	75,050
	Total Working Funds	168,373	149,550	-168,373	-----	149,550	0	149,550
<u>Specific Reserves:</u>								
Dept. 32	Woodland Acres Sewer	834,328	87,000			921,328	27,640	948,968
Dept. 32	Woodland Acres Water	1,005,959	88,000		-19,231	1,074,728	32,242	1,106,970
	Total Specific Reserves	1,840,287	175,000	0	-19,231	1,996,056	59,882	2,055,938
	Grand Total	2,008,660	324,550	-168,373	-19,231	2,145,606	59,882	2,205,488