

# Water Supply District of Acton

693 MASSACHUSETTS AVENUE  
P.O. BOX 953  
ACTON, MASSACHUSETTS 01720

TELEPHONE (978) 263-9107

FAX (978) 264-0148

## Joint Meeting of the Board of Water Commissioners and Finance Committee Meeting Agenda

**Monday, February 9, 2026 @ 7:00 PM**

**Due to the COVID-19 Pandemic, meetings are being held virtually via Zoom**

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- **Comments from the public**
- **Approve minutes from the meeting of 1/12 and 1/14**
- **Appoint one Commissioner to sign warrants while conducting meetings virtually**

### **NEW BUSINESS:**

- Appointment of Treasurer/Collector
- Swearing in of Treasurer/Collector
- School Street Redevelopment
- Discussion of Finance Committee
- Discuss Commissioners' Annual report
- Annual District Meeting Presentation

### **OLD BUSINESS:**

- Per- and Polyfluoroalkyl Substances (PFAS)
  - Current sample data, if available
  - Discussion of Additional PFAS Upgrades
- Review Draft Budget for FY '27 and proposed articles for 2026 Annual District Meeting Warrant
- Discussion of FY'27 Projected Debt Fee

***Any agenda item(s) which did not come to the attention of the Board of Water Commissioners 48 hours prior to this meeting and were not reasonably anticipated.***

Board of Water Commissioners & Finance Committee

Meeting Agenda

Monday, January 12, 2026 @ 7:00 PM

- Comments from the public
- Approve minutes from the meeting of 11/24, 12/8, 12/17, and 12/22
- Appoint one Commissioner to sign warrants while conducting meetings virtually

**OLD BUSINESS:**

- Per- and Polyfluoroalkyl Substances (PFAS)
  - Current sample data, if available
  - Discussion of Additional PFAS Upgrades
  - Bottled Water Rebate Update
- US EPA Lead & Copper Rule Improvements
- Review Draft Budget for FY '27 and proposed articles for 2026 Annual District Meeting Warrant
- Recruitment for Treasurer/Collector

**NEW BUSINESS:**

- Update on District's water conservation and efficiency programs
- 126 Massachusetts Avenue, Boxborough
- Discussion of FY'27 Projected Debt Fee

**Present at Tonight's Meeting:**

*Commissioners:* Stephen Stuntz (Chair), Erika Lin, Barry Rosen

*Finance Committee:* John Petersen

*District Manager:* Matthew Mostoller

*Environmental Analyst:* Shawn Case

*Members of the Public:* Brewster Conant Jr., Gill Watt, Ron Parenti, Bill Guthlein

## START OF MINUTES

Mr. Stuntz opened the meeting at 7:00 p.m. and ensured that everyone could hear and be heard.

### **Comments from the public**

During public comment, Mr. Conant asked for updates regarding the District's relationship with the Massachusetts Water Resources Authority (MWRA) and inquired about a Water Management Act grant referenced during a meeting of the SUASCO Climate Action Collaborative.

Mr. Mostoller responded that MWRA matters were not scheduled for discussion that evening and would likely be addressed at a future meeting. He explained that the District had applied for two grants through the Executive Office of Energy and Environmental Affairs, including a Water Management Act grant, and that staff were exploring regional partnership opportunities as an alternative approach to long-term water supply planning. He noted that grant determinations were expected later in January or February.

### **Approve minutes from the meeting of 11/24, 12/8, 12/17, and 12/22**

The Board proceeded to consider approval of meeting minutes from November 24, December 8, December 17, and December 22, 2025.

With respect to the November 24 minutes, Mr. Rosen noted two clarifications: that Mr. Watkins attended meetings of the *Water Resources Advisory Committee* but was not a committee member, and that a committee acronym required correction. Upon motion by Mr. Stuntz, seconded by Ms. Lin, the November 24, 2025 minutes were approved by unanimous roll call vote.

Minutes from December 8, December 17, and December 22, 2025 were each approved following motions by Mr. Stuntz, seconded by Ms. Lin, with all votes taken by roll call and passing unanimously.

### **Appoint one Commissioner to sign warrants while conducting meetings virtually**

Mr. Rosen motioned to appoint Ms. Lin to sign warrants until the next regularly scheduled meeting. Mr. Stuntz seconded, and it was unanimously approved via a roll call vote, Mr. Rosen, Ms. Lin, and Mr. Stuntz.

### **OLD BUSINESS:**

#### **Per- and Polyfluoroalkyl Substances (PFAS)**

**Current sample data, if available**

Mr. Mostoller reported that no new PFAS sampling data were available at the time of the meeting. January sampling had commenced, and December sampling results had been distributed earlier today via the District's PFAS email list, which includes approximately 400 recipients.

### **Discussion of Additional PFAS Upgrades**

Mr. Mostoller provided an update on PFAS treatment system progress at both plants. At the South Acton facility, conditioning of the final vessel had been completed, and testing was underway to ensure integration of the new PFAS treatment system with the existing plant. MassDEP had been notified to schedule a final inspection. At the Center Acton facility, backwashing has been completed and efforts to provide automated conditioning were underway, which would allow continuous operation resulting in a reduction of the time and water required for conditioning and a reduction in overtime costs.

Mr. Case and Mr. Mostoller responded to questions regarding monitoring protocols, confirming that pH is monitored in-house while arsenic and bacteria testing are conducted externally.

### **Bottled Water Rebate Update**

Mr. Mostoller reported that 155 participants remained enrolled in the bottled water rebate program. He stated that staff anticipated recommending discontinuation of the program after the first quarter of 2026, once PFAS treatment systems are fully approved and operational. He noted that participants would receive advance notice prior to the program's conclusion.

### **US EPA Lead & Copper Rule Improvements**

Mr. Mostoller and Mr. Case reviewed the District's recent compliance efforts under the updated Lead and Copper Rule. Approximately 3,015 consumer notification letters were distributed, categorized based on known and unknown service line material. They described a significant public response that required extensive staff outreach. The template letters were included the packet which include language required by MassDEP and the assumption that unknown service lines are lead. To date, no lead service lines have been identified in our water system.

Mr. Mostoller further reported that semiannual sampling at 60 homes and two schools continued to show low risk of lead exposure in Acton. Mr. Stuntz asked if we should rotate the 60 homes to get a better representation of geography. Mr. Mostoller and Mr. Case indicated that the site selection process is highly prescribed by regulation and is designed

to look for changes in our corrosion control program. Discussion included ongoing service line verification efforts, modeling work, and anticipated future reporting requirements, including twice-yearly Consumer Confidence Reports beginning in 2026.

### **Review Draft Budget for FY '27 and proposed articles for 2026 Annual District Meeting Warrant**

Mr. Mostoller stated that finalization of the FY27 budget and proposed warrant articles was pending free cash certification. He indicated that staff anticipated presenting finalized materials in February.

### **Recruitment for Treasurer/Collector**

Mr. Mostoller reported that an additional candidate interview was scheduled for January 14<sup>th</sup> following direction from the Board at the December 17<sup>th</sup> meeting.

### **NEW BUSINESS:**

#### **Update on District's water conservation and efficiency programs**

Mr. Case presented an annual update on the District's water conservation and efficiency programs. He reported that approximately \$5,400 in rebate credits had been issued during 2025, along with \$1,400 in rain barrel incentives. He also described continued public outreach and free conservation device giveaways at community events.

Following discussion, Ms. Lin moved to authorize up to \$10,000 for calendar year 2026 water efficiency rebates, and incentives. The motion was seconded by Mr. Rosen and approved unanimously by roll call vote.

#### **126 Massachusetts Avenue, Boxborough**

Mr. Mostoller reported that a 7.5-acre parcel at 126 Massachusetts Avenue in Boxborough had been successfully transferred to the Town of Boxborough Conservation Commission via donation, preserving the land without cost to the District. The District had been in discussions with the Town of Boxborough and the property owner to protect this land as it is in the Zone 2 of the Clapp/Whitcomb wells.

#### **Discussion of FY'27 Projected Debt Fee**

Mr. Mostoller explained that the projected increase in the FY27 debt fee reflects the transition from construction financing, which previously carried no cost, to permanent financing. He noted that despite the increase, the cost of the debt fee remains under one dollar per day per billing unit and emphasized that the District avoided earlier increases

through favorable state financing. The proposed FY 27 budget was also predicated on not increasing the volumetric rates in recognition of the increasing debt fee.

Mr. Petersen commented on equity considerations and fee structure, while Mr. Parenti observed that overall water service costs remain modest compared to other household expenses. The Board was not compelled to address this further pending a more finalized budget and warrants.

**There being no further business, Ms. Lin moved to adjourn. Mr. Rosen seconded the motion, which passed unanimously by roll call vote.**

**Meeting Closed at 7:54 p.m.**

DRAFT

Board of Water Commissioners

Meeting Minutes

Wednesday, January 14, 2026 @ 2:00 PM

693 Massachusetts Avenue, Acton, MA 01720

**Agenda**

**NEW BUSINESS:**

- Interview with Treasurer/Collector Candidate

**Present at Today's Meeting:**

Commissioners: Stephen Stuntz (Chair), Erika Lin, Barry Rosen

District Manager: Matt Mostoller

Finance Committee: Bill Guthlein

Members of the Public: Ashley Pinard

**START OF MINUTES**

Mr. Stuntz opened the meeting at 2:00 p.m.

**NEW BUSINESS:**

**Interview with Treasurer/Collector Candidate**

Mr. Mostoller introduced Ashley Pinard to the Board and reviewed the process of bringing her before the Board for an interview. Ms. Pinard introduced herself and provided an overview of her 20 years of public service, including 10 years in law enforcement. Upon moving into state and local government administration, she has demonstrated increasing skills relevant to the position. It was a clear trajectory of increasing responsibility and success that took her from the Littleton DPW to the Littleton Town Administrator's office and eventually to the Town of Stow. Her recent time at the Department of Fire Services provided understanding of computer system conversions, moving a backlog of projects through bidding and execution, as well as learning new skills for subordinates.

The Board thanked her for her time and proceeded to discuss their impressions. Mr. Stuntz already expressed his willingness to proceed with Ms. Pinard based on his recommendation to advance her to the full Board for an interview. Mr. Rosen acknowledged she will require a higher level of assistance from staff and outside resources but emphasized her willingness and readiness to grow in the role. Ms. Amir was

comfortable extending an offer to her based on the interview, application materials, and prior review of applicants. Mr. Guthlein agreed she had core skills but lacked the overall enterprise view of the position. Mr. Mostoller discussed his understanding of the path to achieving the Treasurer/Collector certification and how she has time to learn both budgeting and borrowing based on where the District is in the process of both facets of the position.

Mr. Stuntz motioned to have the District Manager offer the position to Ms. Pinard upon agreement of terms and conditions for the appointment and a successful background check. The motion was seconded by Ms. Lin and unanimously approved via a roll call vote, Mr. Rosen, Ms. Lin, Mr. Stuntz.

**Mr. Rosen motioned to adjourn the meeting. Ms. Lin seconded, and the motion was unanimously approved.**

**Meeting Closed at 3:19 p.m.**

## BY-LAWS

As (adopted and amended to March 20, 2024)

- i. The Annual Meeting of the Water Supply District of Acton will be held on the third Wednesday of March, of each year for the transaction of the necessary business connected with the District, and Election of Officers will be held on the date of the Town of Acton's Annual Town Election. The time and place of holding such election and vote shall be stated in the warrant for the Annual Meeting and such election and vote shall be deemed part of the Annual District Meeting.
- ii. All meetings may be called by a majority of the Board of Water Commissioners, directed to the Clerk, or as specified in Chapter 326 of the Acts of 1912, Section 8.
- iii. All warrants shall be posted at least fourteen (14) days before the time of the meeting.
- iv. The Clerk will preside at each meeting until a Moderator is chosen.
- v. At each Annual Election Day there will be elected by ballot, one Commissioner for a term of three years, a Clerk and a Moderator who will serve for one year.
- vi. If a vacancy should occur for any cause in the office of Clerk, Treasurer, or any other officer of the District except the Board of Water Commissioners, it may be filled for any such unexpired term by the Water Commissioners.
- vii. The Board of Commissioners will annually in the report of the District, give an estimated budget for the ensuing year.
- viii. a. The Moderator will appoint a Finance Committee to advise the Commissioners. The Committee will consist of three voters of the District and will initially be appointed in the following manner:

One member will be appointed for one year;  
One member will be appointed for two years; and  
One member will be appointed for a term of three years.

Thereafter, each appointment will be for a term of three years.
- b. No member of the Finance Committee may serve any other standing committee of the District or the Town of Acton having to do with expenditure of funds.
- c. The Finance Committee will review the budget for the Annual Meeting and will make recommendations to the Commissioners on any matters of a financial nature arising out of an Annual or Special Meeting, and will make recommendations as to the long range fiscal plans of the District.
- ix. The Commissioners will appoint annually a Treasurer/Collector, which office will have all the powers and duties conferred by law upon a Collector of Taxes and District Treasurer.
- x. Any person violating any order restricting water use imposed by vote of the Commissioners will be fined not more than \$200.00 for each offense, which will inure to the District for such uses as the Commissioners may direct. Fines will be recovered by indictment or on a complaint before a District Court, or by non-criminal disposition in accordance with section Twenty-one D of Chapter 40 of the General Laws. Every day that such violation continues will constitute a separate offense.
- xi. a. A five-member Water-Land Management Advisory Committee is hereby established. Two members shall be appointed by the Commissioners for a term of three years, two members shall be appointed by the Moderator of the District for a term of two years, one member shall be appointed by the Town of Acton Select Board for a term of one year. Thereafter, each appointment will be for a term of three years.

Acton Water District - PWS 2002000

Summary of Treated Water Per- and Polyfluoroalkyl Substances (PFAS) 2026

Sample Date	Sample Location			
	Clapp/Whitcomb WTP	Central Acton WTP	North Acton WTP	South Acton WTP
January 7, 2026	Not Sampled	Not Sampled	Not Sampled	15.2
January 13, 2026	Not Sampled	Not Sampled	3	Not Sampled
January 28, 2026	Not Sampled	11.6	Not Sampled	Not Sampled

Notes:

WTP = Water Treatment Plant

Units are in parts per trillion (ppt) or ng/L

ND = below method detection limit

Not Sampled = PFAS samples are not collected at each WTP on the same date or when a WTP is not producing water for consumption

Results provided are the sum of 6 PFAS Compounds - PFOA, PFOS, PFNA, PFHxS, PFHpA, and PFDA

Exceeds Massachusetts Department of Environmental Protection (MassDEP) Maximum Contaminant Level (MCL) of 20 ppt or ng/L

All treated water data is shared with consumers to be transparent. Not all of the data presented here will meet MassDEP data acceptance standards.

# Memorandum – Acton Water District Revenue

**To:** Matt Mostoller  
**From:** John Petersen  
**Subject:** AWD -- Fixed and Volumetric Revenue  
**Date:** 22Jan2026  
**cc:** Christine McCarthy

## Executive Summary

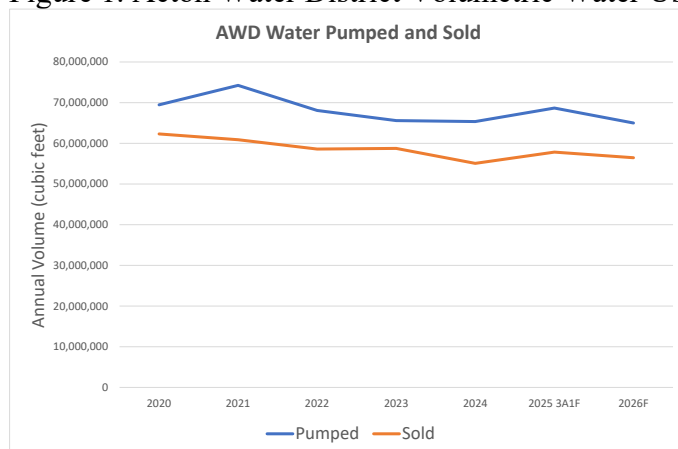
Acton Water District revenues are primarily derived from fixed fees (service & debt) and volumetric (usage) fees charged to AWD customers. The usage customer revenues for the period from FY24-26 have varied from 44% to 56% of the total water distribution related revenue. At the customer level for FY25-26, the usage portion of the bill has varied from 41-43% (for a low user ½ of avg), 58-60% (average user), and 73-75% (high user, twice average).

PFAS settlement funds are available to defer operational costs and/or debt servicing costs associated with PFAS remediation. The DRAFT FY27 budget applies a portion of the PFAS settlement funds only to operational costs with the result that the usage related revenue would be 51% of the total water distribution related revenue. This value is within the historical actual/budget range. However, at the customer level, the FY27 rates would increase the user bill by 34% (low users), 14% (average users) and 8% (high users). Modifying the budget to split the use of PFAS settlement funds between operational and debt costs would provide a more consistent bill increase across the customer base. To achieve the revenue target in the budget, water usage rates would need to be increased approximately 10%.

## Introduction

The Acton Water District (AWD) is a public water district supplying water to approximately 7000 customers in Acton. The primary source of revenue is charges to the customer base. The quarterly water charges consist of a service fee (\$15), a volumetric fee charged/gallon and a debt fee. The charge per gallon for the volume fee is progressive (lowest at <1500 gallons/qtr and highest at >6000 gallons/qtr) and is higher in the summer than the winter. The debt fee is calculated by dividing the debt service cost by the number of customers. The purpose of this memorandum is to discuss the shift from water bills dominated by volumetric use to water bills dominated by debt service at the customer level.

Figure 1. Acton Water District Volumetric Water Use



*AWD – Fixed and Volumetric Revenue*

**Revenue History**

The original revenue source for the water district was the volumetric charge. Volumetric revenue increases when more water is used and decreases when less water is used. For the past few years, usage has been consistent at about 60 million cubic feet (Figure 1).

Fifteen years ago (2010) in recognition that there are fixed costs for every service line (for example water meters even if no water is flowing through them), a fixed \$15 quarterly service fee was introduced. This fixed “line” fee has not been increased since its introduction. Subsequently in 2013, the AWD introduced a debt service fee in recognition both of the significant capital expenses of the district and the desire to provide a reliable revenue source for debt coverage.

**Current Revenues**

The usage fees for FY26 were an average increase of 2.89% from the fee in FY25. While usage varies from year to year, recent usage has been relatively stable at about 60 million cu ft per year. This variation is well within the ability to compensate through the use of free cash.

Table 1. Usage Rates \$/cubic foot

Usage cubic feet	bill of Jan 2026		bill of Jan 2025	
	Summer	Winter	Summer	Winter
<1500	0.076	0.064	0.074	0.062
1501-3000	0.096	0.082	0.093	0.080
3001-4500	0.113	0.101	0.110	0.098
4501-6000	0.132	0.119	0.128	0.116
>6000	0.150	0.138	0.146	0.134

The debt fee for FY26, \$254 was an increase of \$30 (13.4%) from FY25.

Table 2. Debt Fee (North Acton Water TP and PFAS combined)

Facility	bill of Jan 2026		bill of Jan 2025	
	Cost	Debt Fee	Cost	Debt Fee
	millions	\$/qtr	millions	\$/qtr
North Acton + PFAS	\$ 6.68	\$11.85	\$ 6.68	\$12.25
South Acton WTP	\$13.47	\$23.48	\$13.47	\$24.00
Center Acton WTP	\$11.80	\$19.57	\$11.80	\$19.75
Kelly's Corner	\$2.70	\$8.60	\$0.00	\$0.00
Total	\$ 34.65	\$63.50	\$ 31.95	\$56.00
<b>Annual debt fee</b>		<b>\$254.00</b>		<b>\$224.00</b>

The contribution of each charge to the water bill is shown in Table 3. In the current year FY26 for the average user, the service fee is \$60, the debt fee is \$254 and the usage fee is \$433 for a total bill of \$747 per year. In terms of relative contributions, for the average user, the contributions are service fee 8%, debt 34% and usage 58%. For the average user, the FY27 draft budget would increase the debt fee to \$361, and leave the usage fee and service fees unchanged. The consequence for the average user is that

**AWD – Fixed and Volumetric Revenue**

the debt fee would increase to 42% of the bill and the sum of the debt and service fees would become 49% of the bill.

Table 3. Water bills for average, high and low use customers

**Average User**

Year	Service	Debt	Usage	Total	Increase	% Fixed
FY25	\$60	\$224	\$420	\$704	--	40.3%
FY26	\$60	\$254	\$433	\$747	6.0%	42.0%
FY27	\$60	\$361	\$433	\$854	<b>14.3%</b>	49.3%

**Low User - 1/2 of average use**

FY25	\$60	\$224	\$210	\$494	--	57.5%
FY26	\$60	\$254	\$217	\$531	7.3%	59.2%
FY27	\$60	\$361	\$217	\$638	<b>20.2%</b>	66.0%

**High User - 2x average use**

FY25	\$60	\$224	\$841	\$1,125	--	25.2%
FY26	\$60	\$254	\$866	\$1,180	4.9%	26.6%
FY27	\$60	\$361	\$866	\$1,287	<b>9.1%</b>	32.7%

Table 4. Relative contributions of Service, Debt and Usage fees to Water Bills

Average User	Relative Contributions			
Year	Service	Debt	Usage	Total
FY25	8.5%	31.8%	59.7%	100.0%
FY26	8.0%	34.0%	58.0%	100.0%
FY27	7.0%	42.3%	50.7%	100.0%
<b>Low User - 1/2 of average use</b>				
FY25	12.1%	45.3%	42.5%	100.0%
FY26	11.3%	47.9%	40.8%	100.0%
FY27	9.4%	56.6%	34.0%	100.0%
<b>High User - 2x average use</b>				
FY25	5.3%	19.9%	74.8%	100.0%
FY26	5.1%	21.5%	73.4%	100.0%
FY27	4.7%	28.0%	67.3%	100.0%

The situation is very different for a low volume user (defined as ½ the usage of an average user). In this case the service fee is \$60, the debt fee is \$254 and the usage fee is \$217 for a total bill of \$531 per year. In terms of relative contributions, for the low volume user, the contributions are service fee 11%, debt 48% and usage 41%. For this low volume user, the FY27 draft budget would increase the debt fee to

***AWD – Fixed and Volumetric Revenue***

\$361 and leave the usage fee and service fees unchanged. The consequence for the low volume user is that the debt fee would increase to 57% of the bill and the sum of the debt and service fees would become 66% of the bill and usage fee would be only 34% of the bill.

High volume users (defined as twice average usage) would also experience a shift in the distribution of fixed and usage costs. In this case the FY26 service fee is \$60, the debt fee is \$254 and the usage fee is \$866 for a total bill of \$1180 per year. In terms of relative contributions, for the high volume user, the contributions are service fee 5%, debt 22% and usage 73%. For this high volume user, the FY27 draft budget would increase the debt fee to \$361 and leave the usage fee and service fees unchanged. The consequence for the high volume user is that the debt fee would increase to 28% of the bill and the sum of the debt and service fees would become 33% of the bill.

**Discussion**

AWD revenue history for FY24-FY27 is shown in Table 5. The draft budget holds usage fees unchanged by applying PFAS settlement funds to the operating expenses rather than debt service. The revenue from debt fees increases from 27% to 34% in the draft budget. As a consequence, the incentive to conserve water related to usage fees is reduced by general inflationary pressures.

Table 5. AWD Actual, Budgeted and Proposed Revenues for FY24-FY27

<b>Revenue</b>	Actual FY24	Actual FY25	Budget FY26	<i>Proposed</i> FY27	Change FY27/FY26	<i>Alternative</i> FY27	Change FY27/FY26
Water Usage	\$2.888	\$4.471	\$4.602	\$4.578	-0.5%	\$5.098	10.8%
Service Fee	\$0.538	\$0.538	\$0.534	\$0.534	0.0%	\$0.534	0.0%
Debt Fee	\$2.487	\$2.366	\$2.261	\$3.035	34.2%	\$2.515	11.2%
Other	\$0.713	\$1.099	\$0.862	\$0.762	-11.6%	\$0.762	-11.6%
Total	\$6.626	\$8.475	\$8.259	\$8.909	7.9%	\$8.909	7.9%
						\$0.52	Shift

However, as discussed by the PFAS working group and subsequently by the Commissioners and Fincom, PFAS settlement funds may be used for any PFAS related expense either operating expense or debt servicing costs. An alternative FY27 revenue scenario in which \$520K in settlement funds is shifted from defraying operating costs to subsidizing debt service is shown and usage fees are increased to hold total revenue constant. In this case, the increase in revenue is approximately the same for debt and usage fees so that all customers experience more comparable increases in their water bills (Table 5). Importantly this approach reduces the very high debt fees being charged to low volume users and avoids the large bill increases they would experience if the current draft budget is not revised.

An overview of the relative contributions of usage, service and debt fees is shown in Table 6. Again the draft budget significantly increases user charges for debt to much higher levels than the previous budget years. An alternative budget which uses PFAS settlement funds to subsidize debt service costs maintains the relative contribution of debt to revenue at 28%, near the 27% of the previous two years.

*AWD – Fixed and Volumetric Revenue*

Table 6. Relative Contributions

	<b>% of Revenue</b>				
	<i>FY24</i>	<i>FY25</i>	<i>FY26</i>	<i>FY27</i>	<i>FY27</i>
Water Usage	43.6%	52.8%	55.7%	51.4%	57.2%
Service Fee	8.1%	6.3%	6.5%	6.0%	6.0%
Debt Fee	37.5%	27.9%	27.4%	34.1%	28.2%
Other	10.8%	13.0%	10.4%	8.6%	8.6%
Total	100.0%	100.0%	100.0%	100.0%	100.0%

**Conclusion**

Increasing both the usage rate and the debt fee in the FY27 budget would result in a more equitable budget, low users would not see extraordinary increases in their bills. Increasing the usage fee is consistent with AWD long standing practice to incentivize water conservation.