

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
March 3, 2014**

The meeting was called to order by Chairman Jim Heisey at 6:30PM.

ROLL CALL

Roll call was taken by Secretary Lorrie Wright. Those in attendance were Jim Heisey, Rick Rudy, Dale Bevans, Tom Demler, Ron Thompson and Kevin Helms. Also in attendance were Tony Fitzgibbons, Paul Lutzkanin, Kevin Snader, Lorrie Wright and Jeff Steckbeck.

COMMENTS/COMPLAINTS

C. Gingrich, 201 John's Way Drive - Mr. Gingrich appeared before the board to address his concerns regarding the rate calculations for the S. Fredericksburg service area.

MEETING MINUTES

The February 17, 2014 meeting minutes were accepted as submitted.

TREASURER'S REPORT

Bills Payables - Dale Bevans made a motion to approve payment of the Fredericksburg Sewer Payables in the amount of \$26,362.72, the Fredericksburg Water Payables in the amount of \$13,992.88, the Monroe Valley Sewer Payables in the amount of \$924.20 and the S. Fredericksburg Sewer Payables in the amount of \$174,911.80. Tom Demler seconded the motion. All voted in favor and the motion carried.

Financial Statement – Rick Rudy made a motion to approve the financial statement as submitted. Ron Thompson seconded the motion. All voted in favor and the motion carried.

OFFICE MANAGER'S REPORT

Right to Know Request

A RTK Request was received from C. Gingrich on February 20th. The request was for the total gallons of water consumption for the 3rd and 4th quarters of the Fredericksburg service area plus the total number of meters represented. Information was provided with the 5 day response period. The request also included gallons used for specific commercial accounts. This request was denied.

Sprint/Nextel Decommission

Justin Corey contacted the office regarding the Nextel decommission. Nextel offered the following options for equipment ownership:

- Remove all Nextel equipment per the lease agreement.

- Remove the Nextel radio and battery racks from the shelter. FSWA keeps the antennas, coax, shelter and ice bridge. For this option, Nextel will pay a onetime incentive of \$5,000.
- Remove the Nextel radio and battery racks from the shelter, remove the antennas and coax and related hardware. FSWA keeps the shelter and ice bridge only. For this option, Nextel will pay a onetime incentive of \$2,000.

The Board tabled the matter so that the operator could look at the structure and decide if the equipment is useable. The solicitor is also going to do some research into finding another tenant that could possibly use the leftover equipment.

Online & ACH Billing Payments

Diversified was contacted to collect information regarding the setup for online and ACH payment options. ACH applications will be sent to all FSWA customers. Interested customers information will be loaded into our billing software program. A bill will be issued to the customer with an amount due and a message stating that the amount will be debited from their bank account on a date determined by the office staff. Payments will be directly deposited into the FSWA bank accounts. Online payments will require a copy of our data to be put on a web server. The customer will be able to review their bill and account history. They will also be able to pay online using a credit card or their bank account. Online payments will be charged a \$3.00 per transaction fee. This option will cost the Authority a one time fee of \$1,500. The fee includes the software, application fees, setup and training for staff. The Board tabled the online payment option until a later date but instructed the office staff to proceed with the ACH payment option.

OPERATION MANAGER'S REPORT

Fredericksburg Sewer

Operations are normal.

The oxidation ditch blower motor was replaced with the spare in stock. The blower was down for 2 days. DEP was notified and there could be the potential for violations for the last sample day in February.

All chemicals were delivered that are needed to start the new plant. The operations staff has been moving items into the new building. All phone lines are routed and equipment training is complete (with the exception of the screen)

Fredericksburg Water

Chapter 110 Primary Facility reports have been submitted to DEP.

DEP conducted an inspection on 2/18/14. A permit for the filter housing is required that was installed in September 2013. The required documents will be provided to SESI to meet the 120 day deadline. Secondary containment is also needed for all of our chemical containers. A unit will need to be purchased for Well #5. 55 gallon drums can be used at the other locations.

Monroe Valley Sewer

Operations are normal.

Walter's Services hauled sludge from the WWTP.

Miscellaneous

The Ford Ranger will need some repairs to pass the annual inspection. Brakes, a wheel bearing and brake cylinders are the major items. The driver side floor will also need to be replaced before next year.

C. Mengel received his certificates and his pay increase was discussed with the office staff to be effective beginning the new pay period.

ENGINEER'S REPORT

General Administrative

IT staff added Kevin Helms to the website and created his FSWA email account. IT staff also updated the website and the new version is now live. It cleaned up the code to make the website easier to maintain and improved some of the formatting.

The meeting minutes are being compiled into yearlong files and added to the website as completed.

Fredericksburg Plant Expansion / South Fredericksburg

Contract 1 - Joao & Bradley has been kept open in order to complete the low pressure sewer section on SR 343.

Contracts 2, 3 & 4 - Testing, certification and operator training of the new equipment has been conducted per the schedule distributed at a prior meeting. Startup is ready to occur after final inspection by DEP and PennVest.

PennVest Pay Request #11 was presented for approval as follows:

Total Amount	\$83,707.71
Retainage	<u>(1,501.60)</u>
Net Payable	\$82,206.11
Local Share	<u>0.00</u>
PV Share	\$82,206.11

Dale Bevans made a motion to approve PV Pay Request #11 in the amount of \$83,707.71. Tom Demler seconded the motion. All voted in favor and the motion carried.

The following Change Orders were presented for approval:

Change Order Proposal 3-14 - Generator Wiring - This Change Order was presented to the Board at the February 17th meeting and additional information was requested by the Board. Information was provided and the engineer believes this change order to be beneficial to the Authority and the operator and recommended approval. Ron Thompson made a motion to approve Change Order 3-14 in the amount of \$1,929.96. Rick Rudy seconded the motion. All voted in favor and the motion carried.

Contract 2/Lobar requested a No Cost Change Order for a 5 week time extension. This request is to include Contract 3/MBR. Dale Bevans made a motion to approve the No Cost Change Order for Lobar and MBR. Tom Demler seconded the motion. All voted in favor and the motion carried.

Proposed Startup Date - The proposed "startup" of the new WWTP has been altered and delayed to accommodate Aaron Barr from DEP. Mr. Barr is requiring two full sets of as-built drawings and 30 day advance notice for the final

inspection prior to authorizing the plant to be placed in service. The contractors have completed and submitted their as-built markups. Engineering is preparing the as-built drawings to be provided to DEP prior to their inspection visit. The inspection will probably occur during the week of March 24th. Official startup is anticipated to occur in late March.

Approval of the accessibility exemption has been received from the Dept. of Labor and Industry Accessibility Review Board. The final walk through with the Code Enforcement Officer will take place on Monday, March 10th.

Fredericksburg and Monroe Valley WWTP Operations Support

A DRAFT copy of the 2013 Chapter 94 Municipal Wasteload Management Report for the Fredericksburg and Monroe Valley WWTP's was provided to the Board for review. The report is due at DEP by March 31st.

Water System Improvements / New 1MG Tank; Water Source

Geologist C.J.Conapitski received verbal results from the laboratory. The results indicated that there were no pesticides detected, no herbicides detected, there were less than 1mg/l detected and the Manganese exceeds the EPA standard. Copies of the written report will be forwarded to the Board.

Engineering is assisting the operator with a DEP permit application for the Eaton proline 100 bag filter.

East Main Street Pump Station

The DEP permit application is complete and will be submitted to the regional office on Tuesday, March 4th.

Miscellaneous

Final details are being addressed regarding the DEP permit application for the new high flow water booster fire pump for the East water tank, along with a backup power generator. The application is expected to be filed with DEP by March 14th. Ron Thompson made a motion to authorize the issuance of a check to DEP for the booster permit in the East water tank, if necessary. Tom Demler seconded the motion. All voted in favor and the motion carried.

SOLICITOR'S REPORT

Rate Resolution 2014-1

The updated fee information was received from the Office Manager and incorporated into Rate Resolution 2014-1. This resolution ratifies and confirms the rates and charges for 2014. Rick Rudy made a motion to approve Resolution 2014-1 retroactive to January 1, 2014. Dale Bevans seconded the motion. All voted in favor and the motion carried.

OLD BUSINESS

There was no Old Business brought before the Board.

NEW BUSINESS

There was no New Business brought before the Board.

COMMITTEE REPORTS

Budget Committee - There was discussion relative to the Restrictive Escrow Account. Atty. Fitzgibbons recommended that the Board wait until Spring to initiate procedure to release the funds in the escrow account.

Operations Committee - There was nothing to report.

Building Committee - There was nothing to report.

COMMENTS/COMPLAINTS

There were no comments or complaints.

The Board recessed at 8:02PM to go into an Executive Session.

The meeting resumed at 8:38PM.

EXECUTIVE SESSION

There was no official action taken.

ADJOURNMENT

A motion to the adjourn the meeting was made by Rick Rudy and seconded by Ron Thompson. All voted in favor and the meeting was adjourned at 8:39PM.

**Respectfully submitted,
Lorrie Wright,
Secretary/Treasurer**