

**Washington Township Municipal Authority  
Business Meeting Agenda  
August 22, 2016**

1. Business from the Floor
2. Agenda
3. Minutes of August 2, 2016
4. July 2016 Water Report
5. July 2016 Wastewater Report
6. July 2016 Business Report
7. Ratification of the Bills
8. Appraisal Proposal
9. LesSantis Properties Tap Fee Deferral
10. Registered Plumbers Policy
11. Subdivision Update
12. Adjourn to Executive Session – Legal Matters
13. Reconvene to Regular Session
14. Miscellaneous
15. Adjourn

**Washington Township Municipal Authority  
Business Meeting Minutes  
August 22, 2016**

Chairman F. Eisenhart opened the meeting at 7:15 PM. Others present were A. Geesaman, G. Price, and S. McFarland. S. Trinh, E. Wilson and J. Garvin were also present.

**Business from the Floor**

There was no Business from the Floor.

**Agenda**

The Agenda was approved as presented on an A. Geesaman, G. Price motion (3-0).

**Minutes of August 2, 2016**

The Manager indicated that he made two minor changes and reviewed them with the Board. The Minutes of August 2, 2016 were approved as amended on an A. Geesaman, G. Price motion (3-0).

S. McCleaf arrived at the meeting.

**July 2016 Water Report**

The Manager presented the July 2016 Water Report, explaining that the Water Superintendent, J. Schorn, was repairing a water leak on Gates Lane. He reviewed the quarterly water report with the Board and reported the following:

- The water system was operating at 52% of its capacity during the month
- Water produced for the month was 19,512,000 gallons and was 55,846,000 gallons for the quarter.
- Unaccounted for water was 24%
- There were no new connections for the month of July
- Two leaks were discovered at the Greenridge and Washington Township pressure reducing vaults. The Manager explained that Aqua-tech would be returning at the end of August for two more days of leak detection.

The Manager discussed some of the additional maintenance and repair work, including a leak at Greenridge, and the staff will be replacing the faulty valve. He also informed the Board that the Water Superintendent had finished and submitted the missing Chapter 110 reports for 2011, 2012 and 2015. The Chairman asked when the Township would be digging to repair the leaks we

have identified. The Manager explained that it would be in the next several weeks. He explained that unless it was an emergency repair, the Township was focused on preparing the Boulevard for paving.

The Manager explained that the Water Department has been looking for alternatives to replace the Auto-con system at Brookdale, citing its extreme age, the unavailability of replacement components, and factors such as the display screen not functioning. He explained that he has contacted the Mission representative who has provided a proposal that would control, Greenridge, Brookdale, and Pinehill and allow the Auto-con to be disposed of. He and the Water Superintendent are reviewing it and may want to include it in the 2017 capital budget. The Water Report for July, 2016 was accepted as presented on a S. McCleaf, A. Geesaman motion (4-0).

### **July 2016 Wastewater Report**

E. Wilson, Wastewater Superintendent, presented the July 2016 Wastewater Report. The following items were discussed:

- Minimum flow for the month was 640,000 gallons per day
- Average flow for the month was 710,000 gallons per day
- Maximum flow for the month was 1,340,000 gallons per day
- There were two new connections, bringing the total for the year to 17.
- Total Hydraulic EDU's connected to the system to date are 5834.5
- For planning purposes, the Wastewater Treatment Plant remains at 72% of its capacity

The Superintendent pointed out that the biosolids inventory was at 12% of capacity and they hauled 469,350 gallons during the months of June and July. The hauling costs were offset by sludge that the Authority took from Quincy Township. He explained that most of the work during the month was painting the exterior surfaces at the Wastewater Treatment Plant. He explained that the staff was also finishing replacing all of the rusted walk-in doors at the plant.

He briefly reviewed some other work that was done in and around the plant during the past month. The Manager informed the Board and that he had received an email that morning from T. Boyd with HRI, stating that they would be installing erosion and sedimentation controls at the Blue Ridge Summit pump station and would begin the project on September 12<sup>th</sup>.

A. Geesaman inquired about the status of the forklift, explaining that he had noted that it was on the report for the last couple of months because of the repair work. The Superintendent explained that it was an older model and that parts were getting harder to find. E. Wilson explained that the Wastewater department uses the forklift more than almost any other single piece of equipment and wanted the Board to know that it may have to be replaced at some time, but there is no need at this time.

The Manager mentioned the two remaining grinder pumps that the Authority is responsible for maintaining, and the Superintendent explained the difficulty of replacing one of them on Charmian Road. He has discussed the alternative of using a replacement pump, but using the existing tank, and that the homeowner was very happy with that because the installation would have been extensive and would have damaged a large portion of his yard.

The Wastewater Report for the Month of July was accepted as presented on an S. McCleaf, G. Price motion (4-0).

### **July 2016 Business Report**

The Manager presented the July 2016 Business Report. The following items were reviewed:

- Statement of Revenues and Expenses
- Bank Balances / Capital Expenditures
- Actual vs. Budget analysis for Quarter 3
- Capital Disbursement Summaries
- Tap Fee Detail Report
- Business Updates

The Manager discussed the refinancing of the loan with the Board, explaining that he had discussed moving the closing date to September 8<sup>th</sup>, in order to allow enough time for the documents to be prepared and to get them to the WTMA for signature. After talking with BB&T, he explained that he had adjusted the amortization schedule slightly to make all of the numbers work out, pushing the repayment term from 117 payments to 118, which will also lower the monthly payments by approximately \$400 - \$500. The amount that will be refinanced will be an even \$6,300,000 and the amount that will be transferred from the Authority's reserves will be closer to \$900,000. He explained that he and S. Trinh had a conference call with the Authority's bond counsel, BB&T, and BB&T's attorney and the process is proceeding well.

The June 2016 Business Report was accepted on an S. McCleaf, A. Geesaman motion (4-0).

### **Ratification of the Bills**

The Board reviewed and approved the Ratification of the Bills for the month of July as presented on an S. McCleaf, A. Geesaman motion (4-0).

### **Appraisal Proposal**

The Manager explained that he was contacted by the Authority's insurance agent with a proposal to have a third party industrial appraisal company (IAC) appraise and prepare a report of all of

the WTMA's tanks, buildings and other equipment. The agent explained that it would assure that the Authority is properly covered in the event of a claim. He explained that the current carrier had simply used the values in the old policy when the WTMA switched carriers last year and he felt it was important enough to do that the agency, Craig Friedly Potter & Moore, were willing to share in half of the cost to perform the appraisal. The Manager explained that while he felt there was value in having an appraisal done, explaining that to his knowledge a comprehensive appraisal had never been performed, he had concerns about the impact it would have in the Authority's insurance premiums.

The Manager explained the portion of the total policy that was property was \$12,500, compared to the total policy cost of approximately \$60,000. The Board discussed the pros and cons of having such an appraisal done and the potential impact on the cost of the insurance policy. S. Trinh inquired about the values that were used to calculate the tapping fees. The Manager explained that GHD used numbers from contracts for the individual facilities, or actual values if they were known. After further discussion, the Board decided that the value of having a comprehensive appraisal done of all of the Authority's facilities was worth the potential increase in premium cost. The Board agreed to have IAC perform an appraisal for a total cost of \$9,850, half of which will be paid by the Authority, and authorized the Manager to proceed after he discussed the process with K. Shannon of GHD to assure there was no conflict with the tapping fee calculation process.

#### **LesSantis Property Tap Fee Deferral**

The Manager provided an update to the failure to pay water and sewer tapping fees by LesSantis Property under the deferral process. The Manager explained that he had received an email the prior Friday, and was told by S. Lesniak that a funding timeline should be in place by today or tomorrow, but that he hadn't heard anything as of tonight's meeting. The Board asked S. Trinh what the Authority's options were if he did not make arrangements and she answered that the WTMA could file a claim against him. After discussion, the Board decided that since its next meeting was not until September 6<sup>th</sup>, they authorized S. Trinh to send an email to S. Lesniak informing him that the Authority will proceed in filing a claim against if he has not contacted the WTMA by Tuesday, August 23<sup>rd</sup> on an S. McCleaf, A. Geesaman motion (4-0).

#### **Registered Plumbers Policy**

The Manager presented a revised Policy allowing him to make the necessary changes to the list of Registered Plumbers administratively based on the other requirements in the policy instead of bringing each change to the Board for approval. He explained that he had made one additional minor change and reviewed that change with the Board. The revised Policy was adopted on an S. McCleaf, A. Geesaman motion (4-0).

#### **Subdivision Update**

There was no Board action required for subdivision.

### **Adjourn to Executive Session**

The Board adjourned to Executive Session to discuss Legal matters at 8:18 PM on an S. McCleaf, G. Price motion (4-0).

### **Reconvene to Regular Session**

The Board reconvened to regular session at 9:30 PM.

### **Miscellaneous**

The Manager provided a copy of the Authority Magazine to the Board members, as well as a copy of the Waynesboro Borough Authority Minutes from their July 19<sup>th</sup> meeting.

He also presented the Board with a review of the leak credits that were issued following the May 2016 billing cycle. The Board reviewed the Leak credits that had been issued and made a few specific inquiries about the circumstances for one of the leaks.

S. Trinh said that she had received a call from J. Sulcove stating that they had several boxes of material from the time that he represented the Authority. He is purging his files and asked if the WTMA would like them back. The Board decided they will retrieve them.

F. Eisenhart told the Board that he will not be able to attend the September 20<sup>th</sup> Board meeting.

### **Adjourn**

The Board adjourned at 8:34 PM on an S. McCleaf, G. Price motion (4-0).

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 6<sup>th</sup> day of September, 2016.

  
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D. McCarney, Secretary/Treasurer