

Washington Township Municipal Authority
Business Meeting Agenda
January 19, 2021

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Washington Township Municipal Authority
Business Meeting Minutes
January 19, 2021

Chairman D. McCarney called the meeting to order at 7:15 PM. The meeting was held by Zoom, with the Manager explaining prior to the meeting that he had placed signs on the lower and upper entrances inviting people to call and get the information to join the meeting but had not received any calls from members of the public who wanted to attend.

Also present by Zoom were Board Members A. Geesaman, S. McCleaf, D. Parks and D. McLaughlin. Manager S. McFarland hosted the meeting.

The Manager confirmed all those in attendance and everyone confirmed that they could see and/or hear each other.

Business from the Floor

The Chairman confirmed there was no Business from the Floor so he moved on to the Agenda.

Agenda

The Agenda was approved as presented on an S. McCleaf, D. Parks motion (5-0).

Minutes of January 5, 2021

The Manager noted that in the section documenting the election of D. McCarney as Chairman in the meeting, he was changing the word 'appointed' to 'elected' in the Minutes and called the Board's attention to the change from what had previously been circulated. The Board reviewed and approved the Minutes of the January 5, 2021 meeting, as amended, on an S. McCleaf, D. McLaughlin motion (5-0).

December 2020 Water Report

The Manager presented, and the Board reviewed, the December 2020 Water Report. The Report states:

- Water produced for the month was 21,241,000 gallons.
- Estimated water loss from known leaks discovered during the month was 575,000 gallons and estimated monthly water lost from flushing, fire protection and blow-offs was 3,575,989 gallons.
- He noted there were 2 new water connections for the month, bring the 2020 annual total to 33, slightly surpassing last year's total of 31 connections.
- The Manager noted 2 leaks that were discovered and repaired by WTMA and WTS staff.

The Manager explained that staff in both Departments continue to ‘tread water’ while several of them are out with COVID or COVID-related issues noting that two Wastewater and one Water staff members are currently out. He also took a moment to recognize all of the staff for carrying the load while everyone recovers and returns to work.

D. McLaughlin inquired about the higher than usual number of gallons lost to flushing, fire protection and blow-offs. The Manager reviewed the calculation used to estimate that number and cited the recent fires in the Township and the fact that the blow-offs are now open at the end of lines to prevent freezing.

S. McCleaf asked whether the Authority’s water capability were able to recover from the events. The Manager replied that the impact was short term, but explained that the staff suspect another sizeable leak is occurring given the water production numbers recently compared to normal historical use for the season, and noted that nothing has surfaced, but in-house leak detection will continue as time and staff allows.

The December 2020 Water Report was accepted on an S. McCleaf, D. McLaughlin motion (5-0).

December 2020 Wastewater Report

The Manager presented, and the Board reviewed, the December 2020 Wastewater report.

- Minimum flow for the month was 500,000 gallons per day.
- Average flow for the month was 970,000 gallons per day.
- Maximum flow for the month was 3,170,000 gallons per day.
- Rainfall for the month at the plant was 3.82 inches.

D. Parks inquired about the source of the high flows, and the Manager explained that it was a combination of the large snowfall prior to Christmas, quickly warming temperatures and a rainfall. He explained that the data collected was valuable because it was almost exclusively an Inflow event as opposed to an Infiltration event. Because the groundwater table was not high, most of the additional water likely came from surface sources. He added that the flow meter data was also captured for several locations and downloaded for GHD to utilize in their ongoing analysis.

The Manager reviewed some of the work with performed with the hydro-excavation capabilities of the Jet-Vac, and commented that while staffing is reduced, both Departments continue to work well together and supplement each other’s capabilities.

- There were no new connections for the month, leaving the total for the year to 61, compared to 58.5 for 2019.
- Total Hydraulic EDU’s connected to the system to date are 6,042, and available hydraulic EDUs remaining for planning purposes are 2,050.

- For planning purposes, the Wastewater Treatment Plant remains at 74% of its capacity.

The Manager briefly noted some of the routine maintenance work performed during the month and noted there would be additional information in the Engineer's Report.

The Wastewater Report for the Month of December 2020 was accepted as presented on an S. McCleaf, A. Geesaman motion (5-0).

Engineer's Report

The Manager presented the Engineer's Report, explaining that there was not much to report on that was different than last month. He explained that the Wastewater Treatment Plant Valve Project is wrapping up and close-out paperwork and Payment Applications are being prepared now that the punch list items have been addressed.

He explained that P. Boggs and GHD are preparing an interim report on where they are to date on the Brookdale / Pine Hill transmission main and pump station project. He reported that their goal for presenting that interim report is the second meeting in February, which will be midway in the projected 6 month timeline for the full results.

The Manager explained that the Water Allocation Permit and the Interconnection Permits for Washington County and the Borough of Waynesboro were submitted and are awaiting responses from DEP. The Authority continues to operate under its most recent permits in the meantime.

The Engineer's Report was approved and accepted on an S. McCleaf, A. Geesaman motion (5-0).

December Business Report / Ratification of the Bills

The Manager explained that since the Director of Business and Finance, J. Garvin, has been out of the office, and given the timing of her expected return, he requested that she present both reports for December during her regularly scheduled quarterly meeting with the Board during the second meeting in February. He noted they were trying to coordinate with the SEK to have the Annual Financial Audit presentation at the same

The Board agreed and tabled both the Business Report and the Ratification of the Bills.

Tap Fee Waiver Requests

The Manager presented information and email correspondence he has been having with a representative of Horizon Goodwill Industries.

The Manager reviewed the repairs the store made, but explained to the Board that, as he wrote the Regional representative for Goodwill, that he could not recommend the Board grant a full waiver. He pointed to the fact that the reported repair was made very recently and there was not supporting data to confirm the repair was effective and that the usage had declined to allowable

levels. The Manager reported that he explained to the Regional representative the most he could support would be a temporary deferral of the assessed tap fees until additional meter data is collected and evaluated when the current review period is completed. He noted this has been done recently by the Board when repairs have been made in order to gather more information since the Authority is almost halfway through its current annual review period.

The Board discussed other similar situations. After reviewing the information, the Board agreed to grant a *temporary deferral* of the additionally assessed Tapping Fees for Horizon Goodwill resulting from the 2019-2020 review period, noting that their use in the current period already exceeds their allowable use and more meter data will be collected before the close of the current period and will be considered then. The action was approved on an S. McCleaf, D. McLaughlin motion (5-0).

Miscellaneous

The Manager presented a letter that was requested by SunTrust Investment Services, to be signed by the Board, assigning S. McFarland, Manager and J. Garvin, Director of Business and Finance, to be authorized to make and execute documents with SunTrust on behalf of the WTMA.

The Authority's Advisor had explained it was needed following the Merger between BB&T and Suntrust banks and was needed for things like the reinvestment of funds upon maturity. The Board reviewed the letter and authorized S. McCleaf, Secretary/Treasurer, to sign the letter on an A. Geesaman, S. McCleaf motion (5-0).

Adjourn

The Board adjourned at 7:41 PM on an S. McCleaf, A. Geesaman motion (5-0).

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 2nd day of February, 2021.



S. McCleaf, Secretary/Treasurer