

Washington Township Municipal Authority
Business Meeting Minutes
February 15, 2022

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Chairman D. McCarney called the meeting to order in the Public Meeting Room at 7:15 PM. Also in attendance were Board members D. Parks, A. Geesaman, S. McCleaf and D. McLaughlin. Staff members Manager S. McFarland, J. Garvin, Director of Business and Finance, and J. Schorn, Utility Director, were present. Also present were S. Trinh, Solicitor, and P. Boggs, Engineer.

Business from the Floor

Noting there was no Business from the Floor, the Chairman moved on to the Agenda.

Agenda

The Manager asked that a review of a draft 2022 Capital Budget, and a separate Executive Session to discuss upcoming Union negotiations, be added to the Meeting as items 10 and 12 respectively. The Board agreed and the Agenda was approved, as amended, on an A. Geesaman, S. McCleaf motion (5-0).

Minutes of February 1, 2022

The Board reviewed the Minutes of the February 1, 2022 meeting. D. McLaughlin inquired about the audit documents that were referred to in the Minutes, and the Manager explained they had been placed in the Board's Dropbox files for the last meeting and the Auditors rescheduled to be at the first meeting in March.

The Minutes were approved, as presented, on an S. McCleaf, A. Geesaman motion (5-0).

January 2022 Water Report

J. Schorn, Utility Director, presented the January 2022 Water Report. He reported that:

- Water produced for the month was 22,155,000 gallons for the month, and was a total of 63,824,000 gallons for the quarter.
- He reported that estimated loss from flushing, fire service and the Authority's blow-offs for the month was 4,984,000 gallons and was 6,771,950 gallons for the quarter.
- J. Schorn explained they did not find or repair any leaks in the month of January but described some of the problems that came from the cold weather, including freezing at the Tower Road tanks and related problems with the transducer that communicates tank levels, which resulted in some overflows at the tanks.

- He reported that water sold for the quarter was 28,419,000 gallons, and unaccounted for water dropped to 32%. He noted that several large leaks were discovered in February that were running through the meters, again noting the cold weather and its impact.
- He noted there was one new water connection for the month.

J. Schorn called out a few other items on the monthly report under additional maintenance and repair.

He noted that all of the winter blow-offs in the system were operating during the month. He also reported that all of the staff reviewed the training video for the Authority's self-contained breathing apparatus (SCBAs).

The January 2022 Water Report was approved on an S. McCleaf, D. McLaughlin motion (5-0).

January 2022 Wastewater Report

J. Schorn presented, and the Board reviewed, the January 2022 Wastewater report. He reported that:

- Minimum flow for the month was 720,000 gallons per day.
- Average flow for the month was 800,000 gallons per day.
- Maximum flow for the month was 960,000 gallons per day.
- J. Schorn noted that rainfall at the WWTP plant for the month was 1.51 inches. He added some comments about the work done by the staff to locate inflow and infiltration. He explained that during the most recent rainfall in February, which was on top of an existing snowpack, the Blue Ridge Summit Pump Station did not overflow. He noted that in previous years, that same scenario would have likely caused problems. He also described the impact on the flows at the treatment plant.
- There were three new connections for the month. J. Schorn noted that there had been a total of 92 connections during the previous year and building looks to continue.
- Total Hydraulic EDU's connected to the system to date remain at 6,144 and available hydraulic EDUs remaining for planning purposes are 1,951.
- For planning purposes, the Wastewater Treatment Plant remains at 76% of its maximum capacity.

J. Schorn described some of the maintenance work being done during the winter. He explained that staff are sorting and organizing all of the O&M manuals and other important documents so they are easily located. They are also inventorying all tools, parts, lab supplies, pumps and motors at the plant.

He reported that the LASS report and the Chapter 94 Report have both been submitted to DEP. He explained they are annual reports and they were submitted well in advance of the deadlines.

D. Parks inquired about steps that can be taken when high flows are expected at the Plant resulting from rain and snowpack. J. Schorn explained some of the steps that can be taken in advance of, and during, high flows.

The January 2022 Wastewater Report was approved on an S. McCleaf, D. Parks motion (5-0).

Engineer's Report

P. Boggs presented the Engineer's Report.

Noting that the update on the Pine Hill and transmission line is a separate agenda item, he skipped that section of his report. He reported that GHD is working on the NPDES permit, noting it must be renewed every 5 years. He covered some of the review work they are doing for Land Development and Subdivision plans, including for the Johnny Knepper subdivision, noting they had a few more minor comments to make. There was general discussion among the Board about future growth potential in the Tomstown Road / SR 997 area.

He then discussed the status of GHD's work on the Water System Tapping Fee update. He reviewed how tapping fees are calculated and discussed the relationship a system's capacity and system's value and cost have in developing the Tapping Fee. P. Boggs, the Solicitor, Manager and the Board reviewed and discussed how some of WTMA's individual water sources that are being evaluated to determine the capacity of the system. He presented a summary spreadsheet showing the differences between the State's permitted amounts for the Authority's sources and the reduced (actual) amount that can be realized from them and the reasons they are lower. He also discussed some of the difficulty they were having with aspects of the review, but confirmed work is continuing. The Board had a lengthy conversation and provided direction to GHD regarding the use of the 2005 Tapping Fee Study, asking GHD to continue building on that.

The Manager mentioned a problem at the Wastewater Treatment Plant concerning the Pista unit which removed grit and debris before the bar screen and the SBRs. J. Schorn explained that it is 26 years old and has ceased to work. He explained he cannot get parts and that it will need to be replaced. The Manager explained they had hoped that repair or replacement would wait until the plant needed to be upgraded, but it needs to be done now. J. Schorn explained he had talked with one distributor and gotten a ballpark price of \$100,000 for the equipment. The Manager explained that the project would need to be engineered, designed, bid, and installed and it will likely require plumbing and electrical contracts. He explained it was being considered while looking at the likely Capital budget and he would let them know more in the future.

The Board had several questions, and several members express interest in seeing the Pista unit. J. Schorn invited them to stop by the Plant to see the issue. There was also discussion about whether a new unit could be integrated into eventual upgrades, but the Manager explained that there are no plan or date for upgrades and the unit needs to be replaced now.

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

Pine Hill Transmission Line Report

P. Boggs presented half size and full size drawings to the Board of the proposed path of the new water supply line between the Brookdale filtration plant and Pine Hill tank. He also brought a set with the aerial image laid in so the Board could get a better idea of the impacted areas.

P. Boggs walked the Board through the proposed alignment of the line, and everyone spent significant time discussing various aspects of the project that could prove to be difficult and the reasons. They also discussed areas of the project that might be installed using directional drilling and why. He explained that they would bid it as an open cut dig, but would allow contractors the option to drill in certain areas. The Board was also able to see specific areas that could be impacted. The Manager explained that GHD would be in the area the next morning to begin their wetland delineation, and the Board discussed other issues, such as permitting and stream crossings.

The Board agreed on the proposed path of the water line and authorized GHD to continue moving forward and begin the necessary permitting. The Manager also noted that he and P. Boggs had discussed the possibility that GHD may have additional costs resulting from the original misunderstanding between GHD and the WTMA about the project's scope that may result in added permitting costs. P. Boggs explained that he would return to ask the Board later if additional funds were needed. He explained he was hopeful they could accomplish everything within their original budget.

No action by the Board was required. The Board extended their thanks to P. Boggs for the work GHD has done so far.

January 2022 Business Report

J. Garvin, Director of Business and Finance, presented the January 2022 Business Report. The following items were reviewed:

- Statement of Revenues and Expenses
- Bank Balances / Capital Expenditures
- Actual vs. Budget: Quarter 1
- Disbursement Summaries
- Tap Fee Detail Report
- Business Updates

J. Garvin reviewed the Report and commented on a few of the items throughout the Report, but spent most of her time reviewing the Budget to Actual analysis. She explained several of the differences that were seen on both the income and expense sides.

J. Garvin reported in some miscellaneous items, noting that all of the year-end payroll processes and filings were completed. She reported that new time clocks and card were installed at all three locations. She reported that the numbers for the Capital budget were compiled and the Manager added that a draft was next on the agenda. She also reported that 7 accounts had jumpers installed instead of meters, but the WTMA was able to purchase 11 meters in the last week and they have been replaced now and their billing adjusted.

She also updated the Board on how customers are accessing the Authority, noting that as of the February 2022 billing, approximately 50% of customers use the portal to view or pay their bill and that increased by 150 customers in the last quarter. She added that an additional 50 customers have signed up for e-billing in the last quarter, which now accounts for 14% of the customers. She added that number was in line with Muni-Link's projections when we converted to their billing system.

The Business Report for January 2022 was accepted on an S. McCleaf, A. Geesaman motion (5-0).

Ratification of the Bills

The Board reviewed the Ratification for January 2022 and had no questions about any specific expenses. The Board approved the Ratification of the Bills for the month of January 2022 as presented, on an S. McCleaf, A. Geesaman motion (5-0).

Draft 2022 Capital Budget

The Manager noted that the draft was a late addition to the packet, but wanted to take a few minutes to review it. He began by reviewing last year's budget for each department, the expenditures made during the year, and the remaining balances. He summarized the surplus revenue and tapping fees that are to be allocated in the Capital budget for the upcoming year, and went through it line by line, explaining his reasoning about which line items to fund and why.

On the Wastewater side, most of the funds will be allocated to replenishing several line items to restore them to the target amounts. He reminded the Board of the Pista unit and explained that was being considered. The balance of the available funds will be directed towards the fund accumulating for eventual upgrades of the Wastewater Treatment Plant in the future.

In the Water Department, he explained that most of the individual line items are at their target amounts, so he is proposing to direct most of the available funds to the Brookdale / Pine Hill water line project.

The Board had a few questions and some general discussion. The Manager explained that because it was a late addition, he hoped the Board could approve it at the next meeting. No other action was required.

Miscellaneous

No one had any items for Miscellaneous.

Executive Session – Legal Matters

The Board adjourned to Executive Session to discuss legal matters regarding anticipated Union discussions at 8:49 PM on and A. Geesaman, S. McCleaf motion (5-0).

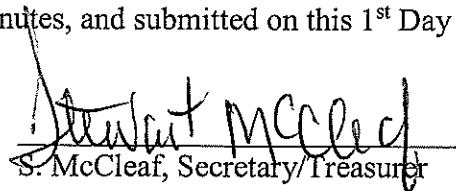
The Board reconvened to regular session at 9:12 PM.

The Board appointed D. McLaughlin and A. Geesaman to a committee to negotiate with the Teamsters Local Union no. 992 on the Authority's behalf on an S. McCleaf, D. Parks motion (5-0).

Adjourn

Having no other business, the Board adjourned at 9:12 PM on an S. McCleaf, D. Parks motion (5-0).

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 1st Day of March, 2022.


S. McCleaf, Secretary/Treasurer