

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – FEBRUARY 20, 2020

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly and annual reorganizational meeting on Thursday, February 20, 2020 at 6:00 P.M. in the Authority conference room, duly advertised, as required, and with the following persons in attendance:

1. Roll Call:

Board Members in Attendance:

Mr. Stanley Caroline, Jr.	Mr. Mike Faccenda	Mr. Charles Gilbert
Mr. Charles Konkus	Mr. Joseph Lapia	Mr. Dylan Mace
Mr. Kevin McHugh	Mr. Tim Watson	Mr. Mark Wolinsky

Absent: Mrs. Barbara McIntyre

Others in Attendance:

Mr. John M. Campfield, Solicitor  
Mr. Brad Boddy, Consulting Engineer  
Mr. Kevin Fisher, General Manager  
Stanley A. Gorski, Jr., Assistant Manager  
Mrs. Johanna Wtorkowski, Finance Director and Assistant Secretary-Treasurer/Recording Secretary

2. Mr. Caroline led the Pledge of Allegiance and moment of silence for troops overseas.

3. Public Comments: None. There were no visitors in attendance.

4. Communications:

- A. Mr. Caroline reported that Pennsylvania State Ethics Statement of Financial Interest forms for the year 2019 are due by May 1, 2020.
- B. Mr. Caroline reported that the Pennsylvania Municipal Authorities Association (PMAA) is offering Board Member training on Wednesday, March 25, 2020, at the Double Tree by Hilton, in Mars, PA. Mr. Caroline asked that anyone who is interested in attending contact Mr. Fisher, Mr. Gorski, or Mrs. Wtorkowski. Mr. Faccenda asked about the topics that are covered in this seminar. A brief discussion followed.

5. Annual Reorganization:

A. Appointment of Officers:

Mr. Caroline turned the meeting over to Authority Solicitor Mr. John Campfield for the annual reorganization.

1. Nomination of Chairman:

Mr. Campfield called for nominations for the office of Chairman. Mr. Konkus nominated Stanley J. Caroline, Jr., and Mr. Faccenda seconded the nomination. There were no other nominations. The motion to appoint Mr. Caroline as Chairman passed unanimously.

Mr. Caroline thanked the Board for the appointment.

Mr. Campfield then turned the meeting over to Chairman Caroline.

2. Nomination of Vice-Chairman:

Mr. Caroline called for nominations for the office of Vice-Chairman. Mr. Wolinsky nominated Charles T. Konkus, and Mr. Faccenda seconded the nomination. There were no other nominations. The motion to appoint Mr. Konkus as Vice-Chairman passed unanimously.

Mr. Konkus thanked the Board for the appointment.

3. Nomination of Secretary:

Mr. Caroline called for nominations for the office of Secretary. Mr. Watson nominated Barbara L. McIntyre, and Mr. Wolinsky seconded the nomination. There were no other nominations. The motion to appoint Mrs. McIntyre as Secretary passed unanimously.

4. Nomination of Treasurer:

Mr. Caroline called for nominations for the office of Treasurer. Mr. Konkus nominated Howard T. (Tim) Watson, and Mr. Mace seconded the nomination. There were no other nominations. The motion to appoint Mr. Watson as Treasurer passed unanimously.

Mr. Watson thanked the Board for the appointment.

5. Nomination of Assistant Secretary-Treasurer:

Mr. Caroline called for nominations for the office of Assistant Secretary-Treasurer. Mr. Wolinsky nominated Johanna Wtorkowski, and Mr. Faccenda seconded the nomination. There were no other nominations. The motion to appoint Johanna Wtorkowski as Assistant Secretary-Treasurer passed unanimously.

Mrs. Wtorkowski thanked the Board for the appointment.

B-I. Appointment of Solicitor, Consulting Engineer, Auditor, Trustee, Bond Counsel, Bond Servicing Agent/Financial Advisor, Depository Bank, and committee members:

Mr. Caroline called for nominations for reappointments of existing consultants and committee members, listed under agenda items B through I. A motion to reappoint current consultants and reappoint committee members to Authority committees was made by Mr. Faccenda, and seconded by Mr. Lapia. The motion passed unanimously. The reappointments are as follows:

Solicitor: Campfield & Ferraro

Reappoint Consulting Engineer and Authorize the General Manager to sign the Engineering Services Contract on behalf of the Authority : Wade Trim, Inc.

Auditor: Opst & Associates, LLC

Trustee: U.S. Bank

Bond Counsel: Clark Hill

Reappoint Bond Servicing Agent/Financial Advisor, and approve the financial services agreement in the annual amount of \$1,200.00: CIM Investment Management, Inc.

Depository Bank: First National Bank

The committee members are listed below:

Legal & Engineering Services Committee:

Mark Wolinsky  
Charles Gilbert  
Kevin McHugh

Finance & Budget Committee:

Dylan Mace  
Howard T. (Tim) Watson  
Charles Konkus

Personnel Committee:

Joseph Lapia  
Barbara McIntyre  
Mike Faccenda

Mr. Caroline stated that the committee members will elect the committee chairs at the first committee meeting following the Authority's annual reorganization.

6. Secretary's Report – Due to Mrs. McIntyre's absence, Mrs. Wtorkowski requested the approval of the minutes for the regular meeting of January 16, 2020, as presented. A motion to approve was made by Mr. Konkus, and seconded by Mr. Faccenda. The motion passed unanimously.

This concluded the Secretary's Report.



7. Treasurer's Report – Tim Watson:

Mr. Watson requested the approval of the following requisitions:

- A. Revenue Fund Requisition No. 336, Scott Electric Company, in the amount of \$720.41: A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Faccenda. The motion passed, 8-0, with an abstention by Mr. Konkus, who is an employee of Scott Electric. A memorandum, signed by Mr. Konkus, is attached to these minutes.
- B. Revenue Fund Requisition No. 337: \$261,795.15: A motion to approve was made by Mr. Konkus, and seconded by Mr. Faccenda. The motion passed unanimously.

This concluded the Treasurer's report.

8. General Manager's Report – Kevin Fisher:

- A. COA-Phase III Rights-of-Way: Mr. Fisher requested approval of the Earl and Doris McKeever right-of-way agreement, in the amount of \$500.00, for the COA-Phase III Project, and for the Paintertown Interceptor. A motion to approve was made by Mr. Konkus, and seconded by Mr. Lapia. The motion passed unanimously. The right-of-way is listed, below.

<u>Name</u>	<u>Tax Map No.</u>	<u>R/W No.</u>	<u>Interceptor</u>	<u>Amount</u>
Earl W. and Doris J. McKeever	54-05-00-0-010	PT-RW-18	Paintertown Interceptor	\$ 500.00
				\$ 500.00

- B. Since a right-of-way status report was not distributed, Mr. Fisher and Mr. Campfield provided an update of right-of-way acquisitions. A discussion followed.
- C. Mr. Fisher requested Board ratification of payment in the amount of \$7,356.00 to JLB Holding, Inc., for emergency repair of the Authority's potable water line. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Faccenda. The motion passed, 8-0, with an abstention by Mr. McHugh, who is an employee of JLB Holding, Inc. A memorandum, signed by Mr. McHugh, is attached to these minutes.
- D. Mr. Fisher requested Board approval to advertise for bids for the Switchgear Replacement Project, upon completion of the technical specifications. Mr. Fisher stated that the bids for the Primary Clarifier Replacement Project will be advertised on PennBids, next week, with a pre-bid meeting scheduled for March 12, 2020, and bid opening scheduled for March 26, 2020. Mr. Fisher stated that the up-front general conditions specifications regarding bonds and insurance requirements have been finalized, and the general conditions will be used for the Primary Clarifier Rehabilitation Project, the Switchgear Replacement Project, and the Digester Cleaning Project. A motion to approve was made by Mr. Faccenda, and seconded by Mr. Wolinsky. The motion passed unanimously.
- E. Mr. Fisher requested Board approval of the quote submitted by Mockenhaupt Benefits Group for the completion of the biennial Actuarial Report for Other Postemployment Benefits Other than Pension, as of January 1, 2020, at a cost of \$3,500.00. A motion to approve was made by Mr. Faccenda, and seconded by Mr. Gilbert. Mr. Lapia asked what the report included. Mrs. Wtorkowski explained that the report includes the \$125.00 per month that is paid to retirees, as well as the health care coverage that is provided to retirees aged 62-65. Mr. Lapia asked if there is someone else that the Authority could hire to do the work, at a lower price. Mrs. Wtorkowski stated that it is difficult to find actuaries. The motion passed unanimously.
- F. Mr. Fisher reported that he, Stanley Gorski, Jr., and Authority Foreman Michael Diana have been meeting to prioritize lighting replacements at the plant. Meetings were held with representatives from CED Mosebach Electric and Scott Electric. Mr. Fisher received quotes for replacement of all lights. Scott Electric and CED Mosebach provided pricing for the same fixtures. CED Mosebach submitted a quote in the amount of \$22,119.11 and Scott Electric submitted a quote in the amount of \$24,721.49. These prices include replacement lights for all required areas within the plant, and included wall packs, 80 watt, 4,000 K Wall Max fixtures, 110 volt fixtures, and 480 volt fixtures. All fixtures are rated at 4,000 K lumens. At this time, Mr. Konkus, who is an employee of Scott Electric, excused himself from the meeting. Mr. Fisher stated that he would like to purchase the wall packs for the buildings, and a few of the flood lights for the buildings and the aeration tanks, now. CED Mosebach submitted a quote in the amount of \$5,885.81, and Scott Electric submitted a quote in the amount of \$6,578.25. Authority employees will install the lighting fixtures. Mr. Fisher stated that the vendor would be submitting a rebate claim for the lighting fixtures, on behalf of the Authority. Mr. Lapia stated that the vendor will take a portion of the rebate, and he suggested that Mr. Fisher submit the claim, personally. Mr. Fisher stated that he had the vendors provide sizing suggestions for the lighting fixtures. A discussion followed. A motion to get the lighting fixtures (from CED Mosebach Electric) at a price of \$5,885.81, was made by Mr. Watson, and seconded by Mr. Lapia. The motion passed, 8-0. It is noted that Mr. Konkus, having excused himself from the meeting, did not vote on this motion. Mr. Konkus returned to the meeting, at this time.



This concluded the General Manager's report.

9. Assistant Manager's Report – Stanley Gorski, Jr.:

- A. Mr. Gorski reported that there were no NPDES plant violations, and no by-pass events during the month of January 2020. Average plant flow was 4.71 mgd. Maximum plant flow was 9.08 mg. Total rainfall for the month was 3.50”.
- B. All plant maintenance is up to date.
- C. Mr. Gorski reported that the centrifuge was out of service while several boards in the variable frequency drive (VFD) were replaced. Mr. Gorski stated that the Authority's electrician, Joseph Bell, did a good job in repairing the centrifuge.
- D. Authority employees completed the installation of new sump pumps in the final clarifier pipe gallery.
- E. Authority employees have completed the installation of new effluent water lines and new potable water lines in the Control Building, and they are nearing completion of the installation of new effluent and city water lines in the Sludge Processing Building. Mr. Gorski stated that Shawn Stitely and Jayson Arnold are doing a good job with the water line installations.
- F. A laboratory inspection will be conducted by the PaDEP on Thursday, March 26, 2020. This inspection is performed every three (3) years. The inspection covers all aspects of the lab.

This concluded the Assistant Manager's report.

10. Consulting Engineer – Brad Boddy, Wade Trim, Inc.:

Mr. Boddy reviewed his written report dated February 20, 2020.

- A. COA-Phase I – Pump Station and Equalization Tank Project, and COA-Phase II - Brush Creek Interceptor Improvements Project:
  1. Mr. Boddy reported that closeout has been requested of PENNVEST and the PaDEP. The Authority is waiting for final inspection by the PaDEP for both of the projects.
- B. COA-Phase III Project:
  1. Mr. Boddy reported that the Authority is continuing to work on revisions to permits. A meeting was held with the Westmoreland Conservation District, who asked for a number of things to be updated. Those revisions have been made.
  2. Final edits are being made to the Erosion and Sedimentation (E&S) plans, as the plans have changed, since the original design for the E&S controls was prepared.
  3. Mr. Boddy is addressing comments from the PaDEP regarding the Joint 105 Permit. This is tied to the E&S plans.
  4. Mr. Boddy stated that the wetland determination needs to be updated. The wetland delineations were originally completed by Collective Efforts. Collective Efforts has submitted a quote in the amount of \$20,900.00, assuming that delineation of the entire system will be required. Mr. Boddy stated that there are certain parts of the system that are not changing, so he has contacted the PaDEP for clarification on the requirements. It is possible that delineation of the entire system will not be required. Mr. Boddy requested that the Board authorize the General Manager to sign into a contract with Collective Efforts for an amount not to exceed \$20,900.00. A motion to approve was made by Mr. Faccenda, and seconded by Mr. Gilbert. The motion passed unanimously.
- C. Primary Clarifier Rehabilitation Project:
  1. Mr. Boddy stated that a productive meeting was held, this week, at which time the up-front language pertaining to insurance requirements was modified. Most of the insurance-related issues have been resolved, and Mr. Boddy is waiting for one response from Mr. Gary Meinen, of Willis of Pennsylvania Insurance Company.
- D. Switchgear Replacement Project:
  1. One final modification is being made to the drawings, based on comments that Wade Trim received from the Authority. Mr. Boddy stated that he is finishing work on the specifications.
- E. WWTP Modeling Project:
  1. Wade Trim is wrapping up the alternative evaluations, and preparing the final memorandum for the work. The evaluations are currently under internal review.
- F. Mr. Boddy reported that Wade Trim submitted the 4<sup>th</sup> quarter 2019 report to the PaDEP.

This concluded Mr. Boddy's report. The complete report is attached to these minutes.

Mr. Lapia asked if the Authority will be using an owner-controlled insurance program (OCIP) for the Primary Clarifier Rehabilitation Project, the Switchgear Replacement Project, the Digester Cleaning Project, and the COA-Phase III Project. Mr. Boddy stated that the Authority will not be using OCIP policies for these projects. Mr. Campfield stated that there may be an owner-contractor protection policy for each project. Mr. Fisher stated that



the Authority will not be purchasing insurance for the Primary Clarifier Rehabilitation Project, the Switchgear Replacement Project, the Digester Cleaning Project, or the COA-Phase III Project.

Mr. Caroline asked Mr. Boddy to provide the Board with the final cost for the COA-Phase III wetland delineation.

Mr. Boddy stated that Mr. Robert Fisher, of CIM Management Investments, Inc., met with Authority representatives and Mr. Boddy regarding the potential refunding of the Authority's existing bonds at a significant cost savings. The COA-Phase III Project was also discussed. The Authority's intent is to apply for PENNVEST funding, but the Authority needs to have a fallback plan for funding, which would most-likely be sewer revenue bonds. A five-year rate study will need to be completed, regardless of the funding option (PENNVEST or bonds).

11. Solicitor's Report – John Campfield:

A. Drug Policy

1. Mr. Campfield reported that the drug policy has been finalized to the degree that it has been put together. Mr. Eugene Miklaucic, of Spectrum Medical Corporation, LLC, has submitted the draft to Mr. Campfield and to Mr. Fisher for review. Mr. Fisher submitted comments, to which Mr. Campfield responded. Attorney Tim Hewitt needs to review the draft. A discussion followed. It was decided that the drug policy issue will be tabled, until Attorney Hewitt has reviewed the draft, and until Mr. Fisher's comments have been addressed, at which time the draft policy will be submitted to the Personnel Committee for review.

B. Cavettsville-Ardara System:

1. Mr. Campfield stated that the Authority has received the signed copies of the amended ALCOSAN Agreement. The agreements were mailed to the entities named in the agreement. Mr. Campfield stated that the agreement has been submitted for review to the Public Utilities Commission (PUC) and to the Pittsburgh Water and Sewer Authority (PWSA). Mr. Campfield provided the Board with an update on the status of this review.

This completed Mr. Campfield's Solicitor's report.

12. Reports of Committees:

A. Personnel Committee: Joseph Lapia:

Mr. Lapia requested that his report be tabled until after the executive session.

B. Finance and Budget Committee – Dylan Mace:

1. Mr. Mace requested approval of fund transfer listed under Agenda item 12B (1) (a), and investments listed under Agenda Items 12B (1) (b), and 12B (1) (c), as follows:  
Item 12B (1) (a): Transfer \$140,243.83 from the Revenue Fund to the PENNVEST Account, *and*  
Item 12B (1) (b): Purchase a 2015/2016 Capital Improvement Fund One-Month United States Treasury Bill, in the amount of \$4,592,000.00, *and*  
Item 12B (1) (c): Purchase a 2016 Construction Fund One-Month United States Treasury Bill, in the amount of \$2,016,000.00.

A motion to approve was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously.

This concluded the Finance and Budget Committee report.

C. Legal and Engineering Services Committee: Charles Gilbert: There was no report.

13. Requisitions and PENNVEST Payments:

A. Mr. Caroline requested Board approval of Agenda Items 13A (1) and 13A (2):

13A (1): Approve 2015/2016 Capital Improvement Fund Requisition No. 56: \$27,928.53, and authorize submission to PENNVEST, *and*

13A (2): Approve 2016 Construction Fund Requisition No. 54, and authorize submission to PENNVEST: \$203.50:

A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Gilbert. The motion passed unanimously.

14. Board Member Comments: Mr. Caroline reported that he will not be attending the March 5, 2020 Legal & Engineering Services Committee meeting, nor he will be attending the March 19, 2020 regular monthly meeting, as he will be out of town.

15. Executive Session: A motion was made by Mr. Faccenda, and seconded by Mr. Watson, to enter into an executive session to discuss personnel matters. The motion passed unanimously. The executive session began at 7:05 P.M.

A motion to return to the regular order of business was made by Mr. Konkus, and seconded by Mr. Faccenda. The motion passed unanimously. The Board returned to the regular meeting at 7:11 P.M.

11. B. Personnel Committee Report (Out of Order)

1. Mr. Lapia requested Board approval of the Employment Agreements for the General Manager, the Assistant Manager, and the Finance Director. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Faccenda. The motion passed unanimously.
2. Mr. Lapia requested Board approve a motion that the Administrative Assistant receive a 3.5% salary increase, and an additional 1.5% salary rate adjustment, for a total wage increase of 5%, for a period of one (1) year. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Faccenda. The motion passed unanimously. The wage increase will be effective April 22, 2020.

16. A motion to adjourn the meeting was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously. The meeting was adjourned at 7:12 P.M.

  
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Johanna Wtorkowski, Assistant Secretary-Treasurer

**MEMORANDUM**

TO: Secretary of the Board of Directors of  
Western Westmoreland Municipal Authority

FROM: Charles T. Konkus

DATE: February 20, 2020


I, the undersigned, Director of Board of the Western Westmoreland Municipal Authority do hereby publicly announce and disclose that due to the following conflict, or possible conflict of interest, I am abstaining from voting of the hereinafter set forth matter coming before the Board of the Western Westmoreland Municipal Authority.

Nature of Possible Conflict:

Employee of Scott Electric

Subject to be acted upon:

Revenue Fund Requisition No. 336, Scott Electric,  
in the amount of \$720.41.

  
Charles T. Konkus  
(Member's Signature)



**MEMORANDUM**

TO: Secretary of the Board of Directors of  
Western Westmoreland Municipal Authority

FROM: Kevin McHugh

DATE: February 20, 2020

I, the undersigned, Director of Board of the Western Westmoreland Municipal Authority do hereby publicly announce and disclose that due to the following conflict, or possible conflict of interest, I am abstaining from voting of the hereinafter set forth matter coming before the Board of the Western Westmoreland Municipal Authority.

Nature of Possible Conflict:

Employee of JLB Holding, Inc.

Subject to be acted upon:

Ratify payment in the amount of \$7,356.00 to JLB Holding, Inc., for emergency repair of potable water line.



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(Member's Signature)



# Western Westmoreland Municipal Authority

## Assistant Manager's Report

February 20, 2020 Board Meeting

Monthly Maintenance Report

January 2020

### Weekly Plant Maintenance: (Performed Every Week)

- Gas Purifier Inlet & Outlet H<sub>2</sub>S Readings
- Maintenance/Grease All 4 Digester Mixer Units
- Thickener - Oil and Torque Box Checks
- Clean Grit Pump Sight Glass
- Check Oil Levels in Both Final Clarifier Drives
- Clean RAW Sewage Level Control Transducers
- Pull and Pump Scum 2-3x week
- Broom/Hose Final Clarifiers
- Pump Final Scum Pits
- Remove Rags from Thickener Influent Box
- Dissolved Oxygen Sensor Maintenance
- Rotate and grease new RAW/Recycle Sewage Pumps
- Alternate Duperon Screening equipment/Washer Compactor

### Monthly Plant Maintenance: (Performed Every Month)

- Gas Purifier pH Testing
- Fill Digester Overflow P-Traps
- Clean Boiler Strainers
- Flush Digester Level Sensors
- Bump Test All 36 Gas Monitoring Units
- Clean Grit Pump Screw Conveyor
- Wash Down Serpentine Conveyor & Tray
- Test Emergency Shower/Eyewash Stations
- Check/Replace all MCC's, RTU's, Drives and Centrifuge Panel Filters

### General Plant Maintenance:

- Complete maintenance performed on air compressors
- Complete maintenance performed on entrance gates
- Complete maintenance performed on MUA Units
- Complete maintenance performed on all garage doors
- Hosed and cleaned out all sump pumps
- Complete maintenance performed on all HVAC equipment
- Complete maintenance performed on digester air supply units
- Troubleshoot Centrifuge faults
- Repaired centrifuge drive – installed several new boards/parts
- Complete maintenance performed on centrifuge
- Complete maintenance performed on Odor Control Units
- Complete maintenance performed on all plant sump pump units
- Completed Quarterly building & fire extinguisher safety inspections
- 2011 Tahoe Oil change
- Finished installation of new sump pump in pipe gallery
- Summer help painted effluent pump room
- Cleaning/organizing workshop – built new pipe/conduit racks
- Repaired exhaust on MACK Truck
- Working on installation of new effluent/city water lines in sludge processing building
- Finished running new wires for antenna and new repeater system from pump station to control bldg.



Western Westmoreland Municipal Authority  
**ENGINEERS REPORT**

February 20, 2020

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Major engineering activities for the month are summarized below:

**WET WEATHER ISSUES**

- COA / LTCP / CAP / TAPR:
  - Upcoming Critical Dates:
    - Quarterly Report due to PADEP on April 30, 2020

**COA IMPROVEMENT PROJECT PHASE 1**

- *Project Status:*
  - Requested project closeout from PENNVEST and DEP

**COA IMPROVEMENT PROJECT PHASE 2**

- Project Status
  - Requested project closeout from PENNVEST and DEP

**COA IMPROVEMENT PROJECT PHASE 3**

- E&S/NPDES Stormwater permit modifications submitted to Conservation District
  - Met with Conservation District to discuss application.
    - PNDI has been re-run
    - Updated to 2019 form
    - Updated Act 14 Municipal Land Use Letters distributed
- Received PADEP comments on Draft Joint 105 Permit Application.
  - Wetland determination needs to be updated.
  - E&S needs to be updated to new standards.
- Property Acquisition support.
- Met with PTSA regarding connection at upstream end of Bushy Run.

**PRIMARY CLARIFIER UPGRADES PROJECT**

- Final comments from WWMA received on specs and drawings
- Final versions of contract documents (specs and drawings) completed
- Continued coordination with solicitor/WWMA regarding "up front" specs
- Ongoing coordination with PennBid for advertisement of project

**Wade Trim, Inc.**  
Three Gateway Center  
401 Liberty Avenue.  
Suite 1600  
Pittsburgh, PA 15222

412.454.5566  
412.454.9001 fax  
[www.wadetrim.com](http://www.wadetrim.com)



### **SWITCHGEAR REPLACEMENT PROJECT**

- Modification/update of specifications
- Continued with drawings of Switchgear replacement
- Coordination with Joe Bell, Mark Reynolds, and Wade Trim regarding subfeeds and the main switchgear
- Development of detailed project schedule for project completion and bidding

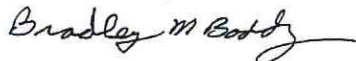
### **PLANT OPERATION MODELING**

- Development of rough cost estimates for various alternatives analyzed
- Development of preliminary model recommendations
- Working on draft of final model memo, currently under review by WT modeling team

### **MISC**

- Completed Quarterly report for 4<sup>th</sup> Quarter 2019

Respectfully Submitted,  
WADE TRIM, INC.



Bradley M. Boddy, PE  
Project Manager