

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – DECEMBER 17, 2020

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting via Microsoft Teams audio/video teleconferencing, on Thursday, December 17, 2020 at 6:00 P.M., duly advertised, as required, and with the following persons in attendance:

1. Roll Call:

Board Members in Attendance:

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

Absent:

Mr. Mike Faccenda	Mrs. Barbara L. McIntyre	Mr. Tim Watson
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Others in Attendance:

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

2. Mr. Caroline led the Pledge of Allegiance.

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

4. Communications:

- A. Mr. Caroline reported that Dylan Mace has been reappointed by Irwin Borough Council to serve as a representative on the Western Westmoreland Municipal Authority (WWMA) Board of Directors for a five-year term, expiring on December 31, 2025. Mr. Caroline congratulated Mr. Mace on his reappointment.
- B. Mr. Caroline referred to a letter from Campfield & Ferraro, announcing a generous donation to the Westmoreland County Food bank on behalf of Western Westmoreland Municipal Authority, its staff and consultants. The Board thanked Mr. Campfield for the donation.

5. Secretary's Report:

- A. Due to Mrs. McIntyre's absence, Mrs. Wtorkowski requested the approval of the minutes for the regular meeting of November 16, 2020, as presented. A motion to approve the minutes, as presented, was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously.

6. Treasurer's Report:

Due to Mr. Watson's absence, Mrs. Wtorkowski requested the approval of the following requisitions:

- A. Revenue Fund Requisition No. 354 Scott Electric: \$163.61: A motion to approve was made by Mr. Lapia, and seconded by Mr. McHugh. The motion passed, 6-0, 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. 355: \$203,286.99: A motion to approve was made by Mr. Konkus, and seconded by Mr. Wolinsky. The motion passed unanimously.

This concluded the Treasurer's report.

7. General Manager's Report – Kevin Fisher:

- A. Mr. Fisher requested that the Board adopt Resolution No. 2020-10, authorizing the refunding of the WWMA's Sewer Revenue Bonds, Series of 2015A, Series of 2015B, and Series of 2016, with Sewer Revenue Bond, Series of 2021. Attorney James H. Webster explained that the Resolution authorizes the issuance of the refunding Bond Series of 2021 pursuant to a preliminary and final official statement and a bond purchase agreement, to be entered into, subject to the approval of the Officers on the Finance and Budget Committee. Mr. Webster stated that the Authority is applying for rating with Standard & Poor's. Mr. Webster stated that Robert Fisher (Financial Adviser) will probably be recommending that the Authority purchase bond insurance. The proceeds from the 2021 Bond Issue will be deposited, and the three existing bond issues will be refunded. Mr. Webster stated that he has been working on a subordination agreement between WWMA and PENNVEST. Currently, the Authority's existing three bond issues have a prior lien on the revenues of the Authority to PENNVEST, and when the three bond issues are refunded, the two PENNVEST loans will then be superior to the bonds in terms of the lien against the revenues of the

Authority. The subordination agreement will subordinate the PENNVEST loans to the 2021 Sewer Revenue Bonds, and will enable the Authority to present to bondholders that their lien on the revenues is prior and superior to the PENNVEST loans. This subordination agreement has not yet been presented to PENNVEST. When this topic was discussed with PENNVEST previously, PENNVEST was sympathetic to WWMA's request, and the Authority is following up on that discussion. Mr. Webster explained that the Bonds are not really superior to PENNVEST in terms of their lien against revenues, because the Authority has pledged to impose rates and charges sufficient to pay the debt service on its bond issue and PENNVEST loans, but bondholders will want to know that they are, under the Indenture, superior in the liens against the revenues. Mr. Lapia asked how the Board should be expected to approve the Third Supplemental Trust Indenture when some of the language contains blanks. Mr. Webster explained that some of the language cannot be added until the bond issue occurs. The Bond Resolution provides a not to exceed amount of \$22,000,000.00" for the bond issue. A motion to approve was made by Mr. Konkus, and seconded by Mr. Mace. The motion passed unanimously. The Resolution also affects an approval of the Third Supplemental Trust Indenture. Mr. Webster left the meeting at this time. The time was 6:14 P.M.

- B. Mr. Fisher requested comments regarding the proposed Eighth Amendment to the Service Agreement and Mr. Fisher's review comments and recommendations. The proposed Eighth Amendment concerns a portion of the service area located in Penn Township, near the William Penn Care Center. Mr. Wolinsky asked if the Board could get a little more information before going deeply into this discussion. Mr. Wolinsky stated that he would like the Authority to come up with a template that would handle similar issues in the future. Mr. Gilbert asked if WWMA should consider selling this portion of the Service Area. Mr. Caroline stated that WWMA would never agree to sell this portion of the service area, because of the potential growth in that area. Mr. Gilbert stated that, if the agreement does not specify a time limit on reversal of flows, the Authority loses revenues. Mr. Caroline stated that he disagrees with Mr. Gilbert, and stated that WWMA will receive capacity fees, and know that the Authority will gain those customers down the road. Mr. Wolinsky stated that a time frame would be of interest to the Authority, stating that the current language specifies a capacity fee, with the Authority being required to reserve capacity for an unlimited amount of time (with no revenues being received until the flows are reversed). Mr. Lapia stated that he would never recommend to Manor Borough that WWMA give up any customers, now, or in the future, because that will have an impact on the rates of Manor Borough's customers. Mr. Wolinsky stated that WWMA can't keep giving away customers, because it impacts current rate payers. Mr. Caroline stated that Penn Township Sewage Authority's (PTSA's) Board will not agree to extend the lines, because they are only required to extend lines to serve existing customers at the time the original service agreement was executed. Mr. Wolinsky stated that he is in favor of development, but feels that a template should be designed that would address all of these situations, and he does not see that in the proposed Eighth Amendment. Mr. Caroline stated that PTSA will not agree to pay WWMA revenues when PTSA is not receiving revenues. Mr. Lapia stated that 20% of Manor Borough's rates cover debt service due to the WWMA system. Mr. Fisher stated that Mr. Lapia was incorrect, because Manor's debt service was related to separation of Manor's combined sewer and stormwater system, which was mandated by the EPA as part of a national program, and was not a requirement of WWMA. Mr. Fisher stated that he would not recommend that the Board adopt the proposed Eighth Amendment to the Service Agreement in its current form. Mr. Fisher stated that PTSA is asking WWMA to reserve capacity at the plant forever, without any guarantee of reversal of flows, and with no contribution to WWMA's debt service. Mr. Campfield stated that, if the amendment changes the service area, an opinion letter would be required of the Authority's Consulting Engineer, stating that the change in service area would be beneficial to the Authority. Mr. Campfield stated that he spoke with Attorney Webster regarding the amendments to the Service Agreement, and it was Mr. Webster's opinion that these types of amendments are agreements with developers, as opposed to having a large area that is removed from the service area. Mr. Campfield stated that it was Mr. Webster's opinion that small agreements with developers probably do not affect the Trust Indenture. A lengthy discussion followed, with expressed concerns including preserving WWMA's service area, providing service to properties, reserving capacity at the plant with no guarantee of revenues, stated date for reversal of flows, establishing dialogue with PTSA's Board and Penn Township Commissioners regarding the proposed Amendment, expansion requirements to accept future flows from Penn Township, the possibility of Penn Township moving forward with development without WWMA's approval, and WWMA's Act 537 Plan. No action was taken.

This completed the General Manager's report.

8. Assistant Manager's Report – Stanley Gorski, Jr.:
- A. Mr. Gorski reported that there were no plant NPDES violations in November 2020. There were no by-pass events at the plant in November.
 - B. Average plant flow was low, again, at 2.50 MGD per day. Total rainfall was low, at 2.36".
 - C. Plant employees are currently working on the renovation of the locker room. Work is approximately 50% completed, and employees are doing a good job.

- D. Mr. Gorski reported that he has been working with Wade Trim regarding the Phase I Toxic Reduction Evaluation (TRE), and the required quarterly Whole Effluent Toxicity (WET) testing that is required for 2021. The plant process was changed to a conventional treatment mode on December 14, 2020. Currently, the plant is building solids, and monitoring. As solids are built, chemicals will be added, and adjustments will be made, as needed.
- E. Mr. Gorski contacted several vendors regarding the additional requirements for magnesium hydroxide.
- F. Mr. Gorski reported that the Authority's Administrative Assistant, Karen Steiner, is currently working on converting all lab documentation to electronic format, using an on-line platform. This will enable employees to use a tablet for data input.
- G. Mr. Gorski reported that a WWMA employee tested positive for COVID-19 in mid-November. The Authority returned to split shifts on November 23, 2020. Plant employees were split into two teams, working one week on, and one week off. Administrative staff has been split into two teams, with each team working two days on-site and three days at home in the first week, and three days on-site and two days at home, in the alternate week. Mr. Gorski stated that this schedule will remain in effect until January 4, 2021, but he would like to extend the schedule through February 8, 2021. Increased disinfection procedures are in effect. Mr. Lapia stated that he agrees with Mr. Gorski's decision to maintain a mitigation schedule through mid-February 2021. Mr. Fisher stated that WWMA employees will be included in the second tier of essential employees, regarding distribution of the COVID-19 vaccine. Mr. Fisher stated that some of the plant employees are interested in receiving the vaccine, so Mr. Fisher and Mr. Gorski are looking into the availability of the vaccine.

Mr. Lapia stated that medical experts are recommending that people make appointments with medical facilities to receive the vaccine.

This concluded the Assistant Manager's report.

- 9. Mr. Boddy reviewed his written report dated December 17, 2020.
 - A. 2020 Sewer System Annual Report and 2021 Budget:
 - 1. Mr. Boddy requested Board approval of the 2020 Sewer System Annual Report and 2021 Budget, which was distributed electronically to the Board on December 11, 2020. Mr. Boddy stated that the budget was approved by the Board at the November 16, 2020 regular meeting. This report reflects the budget that was approved. Mr. Caroline asked Mr. Boddy if he had spoken with Wade Trim's administrators regarding Mr. Boddy's request for an increase in rates for 2021. Mr. Boddy stated the increase in engineering fees was included in the budget, because an increase was assumed. Mr. Boddy stated that, while Wade Trim feels that a rate increase was appropriate, they appreciate WWMA as a customer, and have agreed to hold their rates for 2021, as requested by the WWMA Board. Mr. Caroline thanked Mr. Boddy for agreeing to hold rates, and he asked that Mr. Boddy convey the Board's appreciation to Wade Trim's administrators. Mr. Lapia asked if the budget should be adjusted. Mr. Caroline stated that he did not feel that the budget should be adjusted, because the amount of work that is completed throughout the year by Wade Trim can go up or down in a given year. Mr. Boddy agreed with Mr. Caroline, stating that the requested increase was small. A motion to approve was made by Mr. Konkus, and seconded by Mr. Wolinsky. The motion passed unanimously.
 - B. Upcoming Critical Dates:
 - 1. The quarterly report is due to the PaDEP by January 30, 2021.
 - 2. The Authority requested a Third Amendment to the Consent Order and Agreement (COA). The terms of the proposed amendment stipulate that the advertisement of bids for the COA-Phase III Project be placed between December 7, 2020 and January 28, 2021. Mr. Boddy requested Board authorization to send the job out for bid, once the plans and specifications have been approved by Mr. Campfield and Mr. Fisher. A motion to approve was made by Mr. Mace, and seconded by Mr. Wolinsky. Mr. Caroline asked Mr. Boddy if the Authority has the right to reject bids, because the cost of materials is currently very high. Mr. Boddy stated that the Authority may reject bids. Mr. Lapia asked if there was any language in the specifications regarding COVID-19, stating that the contractor must follow state recommendations concerning COVID-19. Mr. Boddy stated that language that was included in the Primary Clarifier Rehabilitation Project and Switchgear Replacement Project specifications addresses COVID-19, and the language was included in the specifications for the COA-Phase III Project. Mr. Lapia asked if the contractor will be required to sign acknowledgment of the requirements, and Mr. Campfield stated that the contractor would be required to sign an acknowledgment. Mr. Fisher reported that he will be meeting tomorrow with Attorney Bradley Mellor to set the language. The motion passed unanimously.
 - C. COA-Phase I Project and COA-Phase II Project:
 - 1. Mr. Boddy reported that the Authority has submitted closeout documentation to the PaDEP. Mr. Dale Mills, of the PaDEP, performed a site inspection for the COA-Phase II Project on December 7, 2020, and he performed a site inspection for the COA-Phase I Project on December 10, 2020. Mr. Mills submitted one question regarding the COA-Phase II Project. The Authority is awaiting Mr. Mills' final review for

the two projects. Once the final reviews are completed, the Authority can closeout the two PENNVEST loans, and PENNVEST can release the remaining funds from the PENNVEST account to the Authority.

D. COA-Phase III Project:

1. Mr. Boddy reported that the Authority has received comments from PennDOT regarding the highway occupancy permit (HOP) application, and is currently developing responses. Wade Trim provided a full set of drawings to WWMA for review. Mr. Boddy will be meeting tomorrow with Mr. Fisher, Mr. Gorski, Mr. Campfield, and Attorney Bradley Mellor to review the specifications.

E. Switchgear Replacement Project:

1. Mr. Boddy reported that Wade Trim is providing comments related to the equipment submittals. Wade Trim approved miscellaneous submittals. Wade Trim has been coordinating with the contractor regarding revised submittals. Mr. Fisher stated that he and Mr. Dan Goodwin, of Wade Trim, Inc., submitted questions to the contractor and Eaton Corporation, and are awaiting responses, so the Authority can finalize approval of the switchgear. Mr. Fisher stated that the contractor has requested that, pending the time it takes to receive an answer to one of the questions, the Authority grant approval of the switchgear. Another issue is that a UPS will be part of the PLC and HMI control systems for backup power, in the event the Authority loses both power sources. This is similar to the power backup for the pump station. The UPS is basically a battery backup for the PLC. Mr. Fisher expects to receive a response from the contractor and from Eaton Corporation within the next two (2) days.

F. WWTP Modeling Project:

1. The Authority failed its last two WET tests for reproduction of one of the bugs, moving the Authority to a Phase I TRE Evaluation. A virtual meeting was held on November 5, 2020 with representatives of the PaDEP, regarding requirements. The quarterly WET testing will be on a calendar-year basis, beginning on January 1, 2021. The WET test failures are due to ammonia loadings at the plant. The Authority is working with representatives of Valley Landfill to address ammonia removal. A meeting was held with landfill representatives (landfill) on December 8, 2020, in order to obtain a better understanding of the landfill's pumping, where samples could be collected, and whether additional sampling could be taken at the landfill. Mr. Boddy stated that the landfill does not have any issues with WWMA's requests regarding additional sampling. Mr. Boddy provided an explanation of the ammonia study at the landfill, and the method of sampling that will be utilized. Mr. Boddy stated that the Authority notified the landfill that there are ammonia loadings at the plant that are resulting in violations. Various solutions were discussed with the landfill. Mr. Boddy stated that a processing plant at the landfill would require extensive permitting requirements, and it could take five (5) years or more to obtain approval. Mr. Boddy stated that the Authority is looking for short-term and long-term solutions to the ammonia limits. The Authority may need another clarifier and aeration tank at the plant. The Authority also needs to look at hydraulic limits. Mr. Boddy recommended that the Authority write to the landfill, putting them on notice regarding the ammonia issues, and informing them that they need to work with WWMA to resolve the issue. WWMA's alternatives include (1) shutting off the landfill, (2) putting pre-treatment limits (concentration and load) on the landfill, and (3) make improvements at the plant, and have the landfill share the costs. Mr. Boddy stated that WWMA can impose on the landfill new limits to reduce ammonia violations at the plant. Mr. Caroline stated that he believes that the landfill is sending more through WWMA's system than their permit allows. Mr. Caroline asked if the landfill would be participating in the Authority's increased chemical costs. Mr. Boddy stated that the landfill estimates that there are forty (40) more years of life at the Valley Landfill. The real cost to the Authority in the long-term will be additional tankage. Mr. Boddy stated that, in the short-term, the landfill should be contributing to the chemicals. Mr. Boddy stated that the notice to the landfill should be made in a polite manner, because the landfill has been working with the Authority. A lengthy discussion followed. Mr. Boddy requested Board approval to send a letter to the landfill, notifying them of the ammonia issues. Mr. Campfield stated that the agreement (with the landfill) provides for provisions when WWMA has unilateral standards and elements that it wants to change. Mr. Campfield stated that the changes must be made through Resolution and must be provided to the landfill. Mr. Campfield stated that a Resolution is not required at this time, but the Authority should prepare a new set of standards, which will be sent with the Resolution. Mr. Gorski provided the Board with an estimate of increased magnesium hydroxide (alkalinity adjustment chemical) usage that will be required to address the ammonia limits at the plant. Mr. Gorski stated that he has been contacting several vendors to obtain pricing. With the current storage system of 2,000 gallons, the Authority is paying \$3.03 per gallon. If the Authority keeps the current storage system, at a feed of 12 gallons per hour, the annual cost for magnesium would be \$303,000.00. Mr. Gorski stated that Mr. Boddy's operations guide is indicating that a feed of 24 gallons per hour would be required, increasing the cost to around \$500,000.00. Mr. Gorski stated that in previous plant models, feeds of 10-14 gallons per hour were required to maintain the pH and buffer the wastewater. Mr. Gorski met with representatives of W.K. Merriman, who have a combined unit (tank, mixer, and pump) that holds 3,500 gallons of magnesium hydroxide. The increased storage capacity would reduce the cost per gallon of magnesium hydroxide from \$3.03 to \$2.14, reducing the annual cost to \$209,000.00,

assuming a feed of 12 gallons per hour. If the feed increases to 15-20 gallons per hour, the cost would increase to \$300,000.00 to \$400,000.00 per year. Mr. Boddy stated that these estimates are based on models, but it won't be until we operate the plant with the model's recommendations, that we will know actual costs. Mr. Boddy stated that it is important to notify the landfill now regarding the magnesium hydroxide costs. A motion to authorize a letter (to the landfill) to be drawn up was made by Mr. Konkus, and seconded by Mr. Wolinsky. The motion passed unanimously.

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

10. Solicitor's Report – John Campfield:

- A. Mr. Campfield wished those in attendance a Merry Christmas, and asked everyone to be safe. Mr. Caroline wished Mr. Campfield a Merry Christmas, and asked him to be safe, as well.

This concluded Mr. Campfield's report.

11. Reports of Committees:

- A. Personnel Committee: Joseph Lapia: There was no report.

B. Finance and Budget Committee –Dylan Mace:

1. Mr. Mace presented the following fund transfer and investment for approval:

Approval of the fund transfer listed under Agenda item 11B (1) (a), and investment listed under Agenda Items 11B (1) (b), as follows:

Item 11B (1) (a): Transfer \$140,243.83 from the Revenue Fund to the PENNVEST Account, *and*
Item 11B (1) (b): Item 11B (1) (b): Purchase a 2015/2016 Capital Improvement Fund One-Month United States Treasury bill, in the amount of \$6,825,000.00

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

This concluded the Finance and Budget Committee report.

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

12. Requisitions and PENNVEST Payments:

- A. Mr. Caroline requested Board ratification of Agenda Item 12A (1):

12A (1): Approve 2015/2016 Capital Improvement Fund Requisition No. 67: \$45,806.46, and authorize submission to PENNVEST.

A motion to approve was made by Mr. Konkus, and seconded by Mr. McHugh. The motion passed unanimously.

13. Board Member Comments:

- A. Mr. Wolinsky wished everyone a happy holiday.
B. Mr. Konkus thanked Mr. Boddy for keeping Wade Trim's rates the same for 2021.
C. Mr. Caroline wished everyone in attendance a Merry Christmas, and a happy New Year, and asked everyone to be safe.

14. Executive Session: There was no executive session.

Mr. Fisher reported that the developer of Kistler Ridge is ready to begin the second phase of the development. The second phase is broken down into separate portions, A, B, and C. Phase 2A will go from the top of the hill, into the newly constructed sewer lines from Phase I. Phases 2B and 2C are located at the bottom of the hill, out of WWMA's service area. Flows will go to the Municipal Authority of Westmoreland County's (MAWC's) service area. The developer is requesting planning module approval for Phase 2A, which is the gravity portion of the development that will flow through Penn Township, to WWMA's plant. Planning module requests for Phase 2B and 2C, with flows going toward Jeannette, will follow. Mr. Caroline stated that this development should be treated the same as the extended service areas in North Huntingdon Township and Penn Township, with the exception that full payment should be made up front, and not financed over a period of thirty (30) years. A motion to authorize Mr. Fisher, Mr. Boddy, and Mr. Campfield to start the process to contact the MAWC about an amendment to the Service Agreement for the Village at Kistler Ridge, and if MAWC is in agreement, to start procedures to amend the Service Agreement, was made by Mr. Gilbert, and seconded by Mr. Konkus. The motion passed unanimously.

Mr. Fisher wished everyone a Merry Christmas and a happy New Year, and asked everyone to be safe.

15. A motion to adjourn the meeting was made by Mr. Konkus, and seconded by Mr. Wolinsky. The motion passed unanimously. The meeting was adjourned at 8:38 P.M.



Johanna Wtorkowski, Assistant Secretary-Treasurer

MEMORANDUM

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

FROM: Charles T. Konkus
DATE: December 17, 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, a supplier to electrical purchases made by the Authority

Subject to be acted upon:

Approve Revenue Fund Requisition No. 354, Scott Electric, in the amount of \$163.61.



(Member's Signature)

Western Westmoreland Municipal Authority
Assistant Manager's Report
December 17, 2020 Board Meeting
Monthly Maintenance Report
November 2020

Weekly Plant Maintenance: (Performed Every Week)

- Gas Purifier Inlet & Outlet H₂S 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:

- RAW sewage pump maintenance
- Recycle pump greasing, checks completed
- Complete maintenance performed on pipe gallery WAS pumps and motors
- Complete maintenance performed on all entrance gates
- Complete maintenance performed on all garage doors
- Greasing and operation performed on all Whipps gates
- Rebuilt wet end of Primary Sludge Pump #2
- Complete maintenance performed on Odor Control Units 1.2.3.4
- Replaced contact and relay on Odor Control #1
- Complete maintenance performed on Digester Flame Trap Assembly's
- Performed safety building inspections
- Performed building Fire Extinguisher inspections
- Complete maintenance performed on all Digester Drip Traps
- Complete maintenance performed on Digester Sediment Traps
- Complete maintenance performed on all Make-Up Air units
- Performed maintenance on all new Pump Station Storm Drains
- Troubleshoot Guardian key pad
- Renovation of Locker – room
- COVID-19 – cleaning, disinfection, shift changes
- Working on SPB indoor lighting project



Western Westmoreland Municipal Authority
ENGINEERS REPORT

December 17, 2020

Major engineering activities for the month are summarized below:

WET WEATHER ISSUES

- *COA / LTCP / CAP / TAPR:*
 - Upcoming Critical Dates:
 - Bidding of Phase III COA Improvement Project between December 7, 2020 and January 28, 2021.
 - Quarterly Report due to PADEP on January 30, 2021

COA IMPROVEMENT PROJECT PHASE 1

- *Project Status:*
 - Submitted closeout documentation to DEP
 - Held DEP Final Inspection on 12/10/2020
 - Awaiting project closeout from PENNVEST and DEP

COA IMPROVEMENT PROJECT PHASE 2

- Project Status
 - Submitted closeout documentation to DEP
 - Held DEP Final Inspection on 12/7/2020
 - Awaiting project closeout from PENNVEST and DEP

COA IMPROVEMENT PROJECT PHASE 3

- Submitted PennDOT permit application
 - Received comments from PennDOT on 11/30/2020
 - Developing responses to PennDOT comments
 - Updated specifications regarding Covid-19 and insurance
 - Provided full set of updated drawings to WWMA for final review
 - Provided updated specifications for final review by WWMA
- Request approval to advertise bids upon final approval of plans and specifications by Kevin Fisher and John Campfield.

SWITCHGEAR REPLACEMENT PROJECT

- Provided review comments on Switchgear equipment submittal
- Approved miscellaneous supplies submittal
- Coordination with contractor regarding revised submittals and schedule

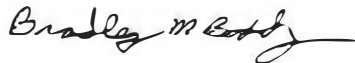
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TRANSFER OF FUNDS FROM REVENUE TO CAPITAL IMPROVEMENTS

In accordance with Section 4.06 of the Trust Indenture, the Authorities Consulting Engineer is to provide a written recommendation regarding the transfer of funds from the Revenue Fund to the Capital Improvements fund. This occurs on January 10th and July 10th of each fiscal year. Based on the information available, the Authority may consider transferring an amount not to exceed \$159,571.44. **(Board Action Required)**

Respectfully Submitted,
WADE TRIM, INC.



Bradley M. Boddy, PE
Project Manager