

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – APRIL 15, 2021

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting via Microsoft Teams audio/video teleconferencing on Thursday, April 15, 2021 at 6:00 P.M. and in the Authority conference room, duly advertised, as required, and with the following persons in attendance:

1. Roll Call 6:03 P.M.:

Board Members in Attendance, On-Site:

Mr. Stanley Caroline, Jr.	Mr. Charles Gilbert	Mr. Charles Konkus
Mr. Joseph Lapia	Mr. Kevin McHugh	Mrs. Barbara McIntyre
Mr. Tim Watson	Mr. Mark Wolinsky	

Others in Attendance, On-Site:

Mr. Kevin Fisher, General Manager
Mr. Stanley A. Gorski, Jr., Assistant Manager
Mrs. Johanna Wtorkowski, Finance Director and Assistant Secretary-Treasurer/Recording Secretary

In Attendance, Virtually:

Mr. Mike Faccenda Mr. Dylan Mace

Others in Attendance, Virtually:

Mr. John M. Campfield, Solicitor
Mr. Brad Boddy, Consulting Engineer
Mr. Edward P. Opst, CPA

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

3. Public Comments: None

4. 2020 Audit Report:

Mr. Edward P. Opst, CPA, presented a draft of the 2020 Audit Report.

Mr. Opst provided a brief review of the audit report.

- A. Mr. Opst stated that the Authority received an unmodified opinion, which means that the financial statements were presented in accordance with generally accepted accounting principles.
- B. Mr. Opst stated that Opst & Associates usually prepares the Management Discussion & Analysis (MD&A) for its clients, and he commended Mr. Fisher on the level of detail regarding his review of the status on construction projects, stating that readers gain so much more information from the MD&A, than with just the financial statements.
- C. Mr. Opst stated that the Statement of Net Position (Balance Sheet) is extremely consistent (cash, receivables, prepaid expenses), compared to 2019. The big change that he is expecting, is with the Pennsylvania Municipal Retirement System (PMRS) GASB 68 reports which have not yet been distributed. Mr. Opst referred to the software issues at PMRS that have resulted in a delay in reporting. Mr. Opst stated that the largest changes to the Statement of Net Position occurred in payables, due to debt payments.
- D. The pension note will change, once the GASB 68 report is received
- E. Mr. Opst stated that the Statement of Revenues, Expenses, and Changes in Net Financial Position is consistent with 2019. There was a slight decrease in operating revenues, and a slight increase in operating expenses, but activity is overall consistent with the prior year.
- F. The Cash Flow Statements provide a cash-basis standpoint of activities for 2020, while the financial statements are on an accrual-basis. Mr. Opst stated that part of the cash flow statement that most people look at is the cash flow from operating, stating that the higher the number, the better. Mr. Opst stated that the Authority has good numbers.
- G. Mr. Opst referred to the Notes to the Financial Report, stating that there is a lot of detail in the notes.

- H. Mr. Opst explained that the audit report must be submitted to the DCED by June 30, 2021, and the pension information will be submitted, when it is available.
- I. Mr. Opst asked if there were any questions. There were none.

This concluded Mr. Opst's presentation. Mr. Caroline thanked Mr. Opst for attending the meeting.

Mr. Caroline requested that the Board go into executive session at this time, to discuss a personnel matter and Board information. A motion to go into executive session was made by Mr. Faccenda, and seconded by Mrs. McIntyre. The motion passed unanimously. The executive session began at 6:13 P.M. Mr. Opst left the meeting at this time. At Mr. Caroline's request, Mr. Fisher, Mr. Gorski, Mr. Boddy, and Mrs. Wtorkowski were excluded from the executive session.

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 7:42 P.M.

5. Communications:

- A. Mr. Caroline reported that Pennsylvania State Ethics Statement of Financial Interest forms for the year 2020 are due by May 1, 2021.

4. 2020 Audit Report (Out of Order)

- B. A motion was made by Mr. Konkus, and seconded by Mr. McHugh, to approve the 2020 Annual Audit. The motion passed unanimously.

5. Communications:

- B. Mr. Caroline reported that the PMAA Board Member virtual training is scheduled for April 28, 2021 and April 29, 2021. Mr. Caroline instructed anyone who is interested in attending to contact Mr. Fisher, Mr. Gorski, or Mrs. Wtorkowski.
- C. Mr. Caroline referred to an e-mail that was received from Financial Advisor Robert W. Fisher, regarding the Board's March 18, 2021 action to provide equity contribution for the PENNVEST loan; COA-Phase III Project. A brief discussion followed.

6. Secretary's Report – Barbara L. McIntyre:

Mrs. McIntyre requested the approval of the minutes for the regular meeting of March 18, 2021, as presented. A motion to approve was made by Mr. Konkus, and seconded by Mr. Faccenda. The motion passed, 8-0, with abstentions by Mrs. McIntyre and Mr. Watson, who did not attend the meeting.

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. 361 Scott Electric: \$86.11: A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Lapia. The motion passed, 9-0, 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. 362: \$229,206.00: A motion to approve was made by Mr. Konkus, and seconded by Mr. Mace. The motion passed unanimously.

This concluded the Treasurer's report.

8. General Manager's Report – Kevin Fisher:

- A. Mr. Fisher requested that the Board adopt Resolution No. 2021-03 to accept the supplemental funding offer from PENNVEST, Loan No. 75375, for the COA-Phase III Project. A motion to approve was made by Mr. Gilbert, and seconded by Mr. McHugh. The motion passed unanimously.
- B. Mr. Fisher requested that the Board adopt Resolution No. 2021-04, PENNVEST SD 17 Resolution to Borrow for Loan No. 75375, COA-Phase III Project. A motion to approve was made by Mr. Konkus, and seconded by Mr. Wolinsky. Mr. Watson asked where PENNVEST gets their money. Mr. Fisher explained that PENNVEST has a revolving fund, and loan payments provide funding for future loans. PENNVEST also receives federal funding. Mr. Lapia asked why the date was blank on page two. Mr. Fisher stated that the offer date will be inserted, once PENNVEST has provided the supplemental funding offer. The motion passed unanimously.
- C. Mr. Fisher requested that the Board adopt Resolution No. 2021-05, Rate Resolution. The Resolution provides for a rate increase of \$1.50 per month, per EDU, effective June 1, 2022. Mr. Lapia stated that the Board discussed this rate increase, and wanted any rate increases to be effective January 1, so the rate increases will coincide with the quarterly billings. Mr. Fisher explained that the billing cycles for our Member Municipalities differ, with service dates being tied to water read dates. Mr. Lapia asked that the rate

increase be adjusted to reflect the additional five (5) months with the new rate. Mr. Boddy explained that the rates must cover operating expenses on an annual basis, and a reduction in the rate may result in a deficiency in year five (5). Mr. Boddy explained that the rate increase is primarily based on the need for year five (5). Mr. Boddy explained that the January 1, 2022 effective date would generate excess revenues that would be transferred to the Capital Improvement Fund, but revenues must meet expenses, every year. Mr. Watson stated that the rate increase should be \$1.835, and stated that the effective date (January 1 or June 1) did not matter to him. Mr. Lapia asked Mrs. Wtorkowski if she normally estimated expenses on the high side. Mrs. Wtorkowski stated that she typically budgets a 6% premium increase for health care. Salaries are based on agreements that are currently in place, with similar increases projected beyond the agreement expiration dates. Wherever possible, actual numbers are incorporated in the projections. Any extraordinary expenditures are deducted in subsequent years. Mrs. Wtorkowski stated that the surplus in year five (5) is tight, and she is concerned that price increases for products, due to COVID-19, may result in expenses being higher than the projections. If the rate is dropped, there will be no buffer for potential price increases due to COVID-19. Mr. Wolinsky stated that there could be two (2) rate increases, with the second increase covering year five (5). Mr. Gilbert stated that the \$1.50, effective January 1, 2022, would not be a problem, because it is likely that prices will increase, due to COVID-19. A motion to adopt Resolution No. 2021-05 with a rate increase of \$1.50 (per month, per EDU), starting on January 1, 2022, was made by Mr. Gilbert, and seconded by Mrs. McIntyre. Mr. Lapia asked if the Authority anticipated another rate increase in 2023. Mr. Boddy stated that the rate would carry the Authority through 2025, if the operating expense projections are accurate. Mr. Lapia asked if a plant expansion would result in an additional rate increase. Mr. Boddy stated that, if the Authority needs to undertake a large capital project and take additional debt, the rates would need to be reevaluated. This could occur within the next five (5) years. The motion passed 9-1, with Mr. Watson voting against the motion.

- D. Mr. Fisher provided an update on the digester cleaning and Dystor cover replacement. Mr. Fisher stated that final bid specifications should be completed by next week. Efforts are being made to coordinate the cleaning of the digester and replacement of the Dystor cover with the repairs to the centrifuge and rental of the belt filter press.
- E. Mr. Fisher reported that a plant shutdown is scheduled for May 18, 19, and 20, 2021 for installation of the new switchgear. Mr. Fisher stated that the May 20, 2021 meeting may need to be rescheduled. Mr. Fisher stated that he hopes that the switchgear installation will be complete, and the power at the plant will be on-line by May 20, 2021.
- F. Mr. Fisher stated that Evoqua will submit a final price quote by next week, regarding the replacement of the Dystor cover. Mr. Fisher stated that Digester No. 2 will be cleaned, first, which will provide time for the delivery of the new Dystor cover for Digester No. 1.
- G. Mr. Fisher reported that Ben Briston, of Wade Trim, Inc., is working on the specifications for the digester cleaning.
- H. Mr. Fisher stated that the meeting with the landfill was cancelled, due to two medical emergencies.
- I. Mr. Fisher reported that he received a telephone call from Mr. Connor Hagey, Director of Retirement Living, Concordia, regarding the status of negotiations with Penn Township Sewage Authority (PTSA). Mr. Fisher stated that he asked Mr. Hagey for a realistic timeframe for construction. Mr. Hagey told Mr. Fisher that their timeframe is approximately 24-26 months before building begins, and twelve to fifteen months for construction. Mr. Caroline stated that, if they don't have a decision by June or July 2021, they will move on to another project.
- J. Mr. Fisher reported that he received a call from Mr. Zach Flannigan, of the PaDEP. Mr. Fisher stated that Protect PT approached the PaDEP, who will be completing a stream survey on Tuesday, April 20, 2021. Mr. Fisher stated that the EPA is pushing the copper rule, regarding copper limits for stream discharge. A brief discussion followed.

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 March 2021. Average plant flow was 3.97 mgd. Maximum plant flow was almost 11 mg. Total rainfall for the month was 2.94", with a maximum rainfall of 1.25" on a single day.
- B. All plant maintenance is up to date.
- C. Plant employees did a nice job in setting up the rented belt filter press in the parking lot. Set-up included the installation of piping and a polymer line, and installation of a drain line to the far end of the plant, to allow discharge to go through the new pump station screen and be treated from the beginning of the plant process.
- D. The Authority's Electrician, Joe Bell, is doing a good job on finishing up the installation of new lighting fixtures in the Sludge Processing Building.

- E. Mr. Gorski reported that he is continuing to work with Wade Trim, Inc., regarding plant operations to handle ammonia treatment. A whole effluent toxicity (WET) test is scheduled for May 10, 2021, with an alternate testing date of May 31, 2021. This will be the second WET test for 2021.
- F. Mr. Gorski reported that he spoke with the administrator of the Central Westmoreland Vocational Technical School, who will get back to Mr. Gorski with names of students who are interested in summer work.
- G. Mr. Gorski requested that the Board adopt Resolution No. 2021-06, authorizing the Authority to enter into the Pennsylvania Mutual Aid Agreement for Waste/Wastewater Providers and authorizing and directing the proper officers of the Authority to carry out such Mutual Aid Agreement. A motion to approve was made by Mr. Konkus, and seconded by Mrs. McIntyre. Mr. Lapia asked if Authority employees will receive basic NIMS training. Mr. Fisher stated that there is a basic NIMS class, and four (4) additional classes. Mr. Fisher stated that all Authority plant employees have received basic NIMS training. Mr. Fisher stated that he received the training several years ago. Mr. Lapia asked Mr. Fisher if there were any additional riders on the Authority's liability insurance policy to handle coverage when Authority employees assist other municipalities. Mr. Campfield stated that the Authority is required to cover its employees. A rider is required when you send employees out, or when you bring employees in. Mr. Campfield stated that Mr. Ron Flick reached out to the underwriter, who sent an e-mail to the Authority regarding requirements for insurance coverage. The motion passed unanimously.

This concluded the Assistant Manager's report.

- 10. Consulting Engineer – Brad Boddy, Wade Trim, Inc.:
 - Mr. Boddy reviewed his written report dated April 15, 2021.
 - A. COA-Phase III Project: Bushy Run, Paintertown, and Manor Interceptor Improvements:
 - 1. Mr. Boddy reported that the Authority awarded the project to Kukurin Contracting, Inc. (Kukurin), at the March 18, 2021 meeting. Wade Trim has been coordinating with PennDOT to finalize the permit for work within the PennDOT right-of-way. Mr. Fisher obtained the blanket bond that was required by PennDOT.
 - 2. A meeting was held with PENNVEST on April 21, 2021, as well as a number of coordination calls with Mr. Dan Mikesic, of PENNVEST. Required documentation is being submitted, in anticipation of the loan closing.
 - 3. The Authority has received the contract bonds and insurance certificates. Kukurin submitted a pollution control insurance certificate with a limit of \$2,000,000.00. The contract documents require a \$10,000,000.00 bond. Kukurin has acknowledged the requirement of the bond, stating that their employees were currently receiving training in asbestos removal. Once the training is complete, Kukurin will submit a \$10,000,000.00 pollution control bond.
 - 4. Mr. Boddy reported that Kukurin notified the Authority that there is an extended timeframe for delivery of pipe. Recent hurricanes, along with the freezing temperatures in Texas that resulted in a resin shortage for the PVC pipe, has resulted in a shortage of piping material. Mr. Boddy stated that a meeting has been scheduled to discuss this timeframe. Kukurin has provided a listing of alternative piping materials. Mr. Boddy stated that the list has not yet been reviewed, because he wants to see what the timeline for delivery of the required pipe will be, before considering alternative piping material.
 - 5. Mr. Boddy reported that the Davis-Bacon wage rate schedule was updated just prior to WWMA's acceptance of the bids. The updated schedule is required, for this project. This information will be submitted to the PaDEP for approval. Once the schedule is approved by the PaDEP, it will be forwarded to Kukurin.
 - 6. Mr. Boddy requested Board approval of Wade Trim, Inc.'s submittal for construction management and construction observation services for the COA-Phase III Project. Construction management is for review of the submittals, responding to requests for information (RFIs) and pay applications, and coordinating work with PENNVEST. The construction observation is for the on-site inspectors. Mr. Boddy stated that the meetings have been moved from the construction management piece to the construction observation piece. Construction management is a lump sum amount, and construction observation is based on a time and materials basis, in an amount not to exceed, similar to the COA-Phase I and COA-Phase II projects. The construction observation is based on a level of effort. If the effort is less, Wade Trim will bill less. If the effort is increased, Wade Trim will come back for an amendment. The proposal is for construction management in a lump sum of \$288,245.00, and construction observation in an amount not to exceed \$442,399.00, for a total amount of \$730,644.00 (per Mr. Boddy's letter dated April 8, 2021). Mr. Caroline stated that he has spoken with some other engineering firms, who have stated that the average percentage is between 8% and 9%, while Wade Trim's proposal is for 14%. Mr. Boddy stated that the scale is typically between 8% and 9%. Mr. Boddy stated that the pure hours for the field observation work is 8% of the contract price. Mr. Boddy stated that the contract amount was an extremely low bid. Mr. Boddy stated that, if the actual bid was closer to the medium bid, or the second

or third lower bids, the amounts would be within the 9% - 10% range. Mr. Boddy stated that he would be happy to look at the construction observation times, and adjust the assumptions for the timeframe of construction. Mr. Caroline stated that, if the bid came in \$2,000,000.00 higher, the estimate would have been 14% of the higher amount. Mr. Boddy stated that this is not the case, as he calculates using a bottom-up estimate, based on labor. If the timeframe for observation would have been the same, the estimate would have been the same. A discussion followed. Mr. Lapia stated that the industry states a range of 8% to 9%. Mr. Konkus stated that Mr. Boddy needs to come back with a lower number, and asked what he could reduce the number to. Mr. Boddy stated that he could reduce the construction observation portion by reducing the timeframe assumptions, but, if the timeframe is more than the assumption, he would be requesting an amendment. Mr. Boddy stated that he could adjust for the number of days for observation. Mr. Boddy stated that Kukurin has not been clear about a construction schedule, but they wanted to have all of the pipe installed before the end of 2021. This would mean construction observation for fourteen months, total, versus one field observer for fourteen months, and one for eight months. Mr. Boddy's estimates allow for twenty-two months of field observation time, with fourteen months for construction. Kukurin is permitted to have a construction period of up to twenty-two months. Mr. Boddy stated that the original estimate for construction management services was over \$1,000,000.00. Mr. Boddy stated that the cost for meetings was moved from construction management to construction observation, because, if construction is going well, bi-weekly meetings may not be necessary, and Wade Trim won't have to bill for as many meetings. Mr. Boddy's estimates include 3,800 hours for field observer services, 140 hours for Ben Briston to attend construction meetings, and 100 hours for engineer Ellen Davis to participate virtually in the meetings. A discussion followed. If the construction period is longer, Wade Trim will request an amendment. Mr. Watson stated that the Authority is not going to be able to find an engineering firm overnight to complete this work. Mr. Konkus stated that any firm can provide inspection observation services. Mr. Boddy stated that the construction observation portion of the proposal was equal to 8% of the cost of construction, before he made his adjustments. Mr. Boddy stated that the construction management portion of the proposal includes the overall management coordination with the contractor, review of shop drawings, review of RFIs, development of the as-built drawings, coordination with PENNVEST, submittal of information to PENNVEST, review of Davis Bacon information, and any additional engineering field visits that are required for stream bank restoration. Mr. Konkus asked why meetings would not be a part of construction management. Mr. Boddy stated that historically, meetings are included in construction management, but due to the uncertainty of the construction period, it was more beneficial to the Authority to include meeting attendance in construction observation. Mr. Caroline stated that the project will be managed how Mr. Fisher wants it to be managed. Mr. Fisher stated that he works very closely with Mr. Boddy. Mr. Fisher stated that Ben Briston will actually be the construction manager for the COA-Phase III Project. Mr. Boddy stated that Mr. Briston was the construction manager for the COA-Phase II Project, so he has experience. Mr. Boddy stated that he can't reduce numbers, just to reduce numbers. Mr. Boddy stated that he can't lose money on the job. Mr. McHugh stated that time and materials billing is a fair way to do billing for construction observation. A lengthy discussion followed.

A motion to approve the construction management and construction observation contract with Wade Trim, Inc., for the COA-Phase III Project, in a lump sum amount of \$288,245.00 for construction management and an amount not to exceed \$442,399.00 for construction observation, per the letter distributed on April 9, 2021, was made by Mr. Konkus, and seconded by Mr. Wolinsky. A roll-call vote was requested.

Mr. Caroline – no	Mr. Faccenda – no	Mr. Gilbert – no
Mr. Konkus – no	Mr. Lapia – no	Mr. Mace – no
Mr. McHugh – yes	Mrs. McIntyre – no	Mr. Watson – yes
Mr. Wolinsky – yes		

The motion failed, 7-3.

The Board instructed Mr. Fisher to prepare requests for proposals (RFPs) that will be sent to Gibson-Thomas Engineering Company, Gannet Fleming Inc., Eades Group, Morris Knowles & Associates, Bove Engineering Company, and KLH Engineers, Inc. A motion was made by Mr. Faccenda, to allow Brad (Boddy) to go back to his company to see if he can negotiate us a better deal within a one (1) week period, and to not send anything (RFPs) out, until we hear from Brad. Mr. Wolinsky asked what the trigger was, to move forward with the RFPs. Mr. Faccenda amended his motion to state that if Brad comes back in a week with 10% of construction costs, then we would accept the proposal. If Mr. Boddy does not come in with the 10% of construction costs, RFPs will be sent to the firms listed, above, as well as to Wade Trim., Inc. Mr. Konkus seconded the amended motion. The motion passed unanimously.

- B. Switchgear Replacement Project:
 - 1. Mr. Boddy reported that there have been delays in the delivery of the switchgear equipment. An updated schedule should be available, next week.
- C. Toxic Reduction Evaluation (TRE):
 - 1. Mr. Boddy reported that he has been working with Mr. Fisher and Mr. Gorski on plant operations, suggesting modifications, and working through the impacts of those modifications.
 - 2. Mr. Boddy reviewed the response to the Valley Landfill letter, and prepared for a meeting with Landfill representatives.
- D. Mr. Boddy reported that he submitted the Chapter 94 report to the PaDEP.
- E. Mr. Boddy reported that he is working with Mr. Fisher and Mr. Gorski regarding the digester cleaning work.
- F. Mr. Boddy reported that he had discussions with the Legal & Engineering Services Committee regarding the proposed Eighth Amendment to the Service Agreement. Mr. Boddy reported that the committee members decided that the following technical issues should be included in a response to the Penn Township Sewage Authority (PTSA) regarding the agreement between PTSA and the Franklin Township Municipal Sanitary Authority (FTMSA). These issues were outlined in the e-mail that Mr. Boddy sent to the Board. One issue was that there should be an up-front fee paid in addition to the current capacity fee of \$1,500.00, with amounts ranging from \$1,000.00 to \$3,000.00 per equivalent dwelling unit (EDU). The consensus was that \$2,000.00 should be charged, in addition to the Authority's current capacity fee, which is currently \$1,500.00. The \$2,000.00 represents the Authority's debt service expenses, per EDU, for a ten-year period, without exceeding the limit of 60% of the amount of the capacity fee, for an additional fee. The ten-year period was based on the time it would take for future development to occur, and the time it would take for the sewer line to be extended (to allow for reversal of flows to WWMA). A discussion followed. Mr. Caroline stated that PTSA wants to know how much capacity WWMA has at the plant, before PTSA will agree to extend the sewer line. Mr. Konkus asked how many EDUs could be accepted by WWMA, right now. Mr. Fisher stated that WWMA has average flow of 3.2 million gallons per day. The plant's design capacity is 4.4 million gallons per day. The Authority has 1 million gallons capacity available. One thousand EDUs is equal to 400,000 gallons per day. There are also other hydraulic issues. The Authority could accept Concordia (100 EDUs, 40,000 gallons per day); Maronda (16,400 gallons per day), Fink Farm, Phase I (80,000 gallons per day), Fink Farm, Phase II (240,000 gallons per day, based on 600 EDUs); and Walton Estates (33,000 gallons per day (based on existing flows)). A discussion followed. A motion was made by Mr. Lapia, and seconded by Mr. Faccenda, to have the engineer draft the correspondence, with what he just referred to, back to PTSA, with a copy going to each Board member, by April 23, 2021. Mr. Fisher stated that the e-mail does not mention that the tap fees collected by PTSA should be used to construct a trunk line. Mr. Lapia amended his motion to include the provision that any tap fees collected by PTSA for this area would go into a separate account, to be used only to construct a trunk line. The motion passed unanimously.

Mr. Caroline asked Mr. Boddy for a copy of the calculations for WWMA's \$1,500.00 capacity fee (passed in 2005). Mr. Boddy will provide the calculations to Mr. Caroline.

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

II. Solicitor's Report – John Campfield:

- A. Mr. Campfield requested Board authorization to reach out to an environmental lawyer from the Pittsburgh firm of Buchanon, Ingersoll and Rooney, regarding the Valley Landfill. A motion to authorize the Solicitor to reach out to an environmental lawyer regarding the landfill issue was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously.
- B. 2021 Bond Issue:
 - 1. Mr. Campfield reported that the bond refunding will probably settle in May 2021. The last report that was submitted to the Authority indicates that the Authority will realize an annual debt service reduction of between \$166,000.00 and \$170,000.00 per year, for a total savings of \$3,372,912.38, although the savings could move in either direction, prior to the bond closing. Mr. Campfield stated that the financial advisors said that this is a good time for the Authority to do a refunding.
- C. COA-Phase III Project:
 - 1. Mr. Campfield stated that he was asked to review the Kukurin agreement, the insurance requirement, and the bonds. Mr. Campfield stated that he submitted e-mails to Mr. Boddy, Mr. Bristol, and Mr. Fisher, regarding these issues. Mr. Campfield stated that the specifications require a \$10,000,000.00 bond on pollution. Kukurin has come up with a bifurcated amount, breaking it down into installments that provide \$7,000,000.00 and \$2,000,000.00. Mr. Boddy stated that Kukurin will submit a \$10,000,000.00 bond, once they complete their asbestos training. Mr. Campfield stated that he didn't think that Mr. Fisher or Mr. Boddy had any problems with the information that Mr. Campfield suggested needed to be

adjusted with regard to the agreements and to the bonds. Mr. Fisher stated that he responded to Mr. Campfield's e-mail late, this afternoon. Mr. Fisher stated that he will insert the dates, and Mr. Briston will contact Kukurin to request the corporate certificate (certified resolution), and will inquire regarding the remainder of the insurance.

2. Mr. Campfield stated that there are several items that need to be done with PENNVEST.

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

12. Reports of Committees:

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

B. Finance and Budget Committee – Dylan Mace:

1. Mr. Mace requested approval of a 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 \$128,937.74 from the Revenue Fund to the PENNVEST Account, *and*

Item 12B (1) (b): Purchase a 2015/2016 Capital Improvement Fund United States

Treasury Bill, in the amount of \$6,850,000.00, with a maturity date of May 20,

2021 (preferred) or May 6, 2021, providing the interest rate is positive, *and*

Item 12B (1) (c): Purchase a 2015/2016 Debt Service Reserve Fund United States Treasury Bill, in the amount of \$250,000.00, with a maturity date of May 6, 2021, providing the interest rate is positive.

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

This concluded the Finance and Budget Committee report.

C. Legal and Engineering Services Committee: Kevin McHugh: Mr. McHugh stated that all issues have already been discussed, this evening, and there is no report.

13. Requisitions and PENNVEST Payments:

A. Mr. Caroline requested Board approval of Agenda Item 13A (1):

13A (1): Approve 2015/2016 Capital Improvement Fund Requisition No. 71: \$42,667.70, and authorize submission to PENNVEST.

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

13. Board Member Comments:

A. Mr. Caroline stated that the Board had a long meeting. Mr. Caroline stated that he thought the meeting was very productive and everyone participated, and he appreciated that.

15. Executive Session: None

16. A motion to adjourn the meeting was made by Mrs. McIntyre, and seconded by Mr. Watson. The motion passed unanimously. The meeting was adjourned at 9:42 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: April 15, 2021

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 of electrical purchases made by the Authority

Subject to be acted upon:

Approve Revenue Fund Requisition No. 361, Scott Electric, in the amount of \$86.11.



(Member's Signature)

Western Westmoreland Municipal Authority

Assistant Manager's Report

April 15, 2021 Board Meeting

Monthly Maintenance Report

March 2021

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 Serpentix 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 wet weather pumps and motors
- Check oil on final clarification drives #1 and #2
- Troubleshoot MUA #1
- Troubleshoot and repair digester drip traps #1 and #2 – clean, lube and replace O-rings
- Replace Draeger O₂ sensor
- Troubleshoot exhaust fan – tunnel
- Replaced all batteries in Guardian smoke, fire and gate panels
- Complete maintenance on all MUA units
- Complete maintenance completed on all air dampers
- Complete maintenance completed on final clarifier scrapers
- Complete maintenance completed on all plant Carter Scum Pumps
- Complete maintenance performed on effluent pumps and motors
- Complete maintenance performed on all odor control units
- Troubleshoot and maintain roto-cut grinder #1
- Cleaned and inspected new pump station storm drains
- Cleaned roof-top drains
- Working on installing new light fixtures in sludge process building
- Completed set-up of settling agent pump and piping
- Troubleshoot Centrifuge – set up of rented belt filter press, polymer, discharge and suction line



Western Westmoreland Municipal Authority
ENGINEERS REPORT

April 15, 2021

Major engineering activities for the month are summarized below:

WET WEATHER ISSUES

- *COA / LTCP / CAP / TAPR:*
 - Upcoming Critical Dates:
 - Start Construction by September 1, 2021

COA IMPROVEMENT PROJECT PHASE 3

- Coordination with PennDOT, Final submittal [Blanket Bond] provided 04/05.
- Meeting with PENNVEST 03/22.
- Davis Bacon Wage Rates submitted to DEP 04/01.
- Coordination with Kukurin Contracting for Schedule, Agreement, etc.

SWITCHGEAR REPLACEMENT PROJECT

- Contractor visited site to view laydown areas/discuss schedule
- Received schedule from contractor, coordinating with other plant activities (WET Testing, centrifuge repairs, digester cleaning)
- Slight delay in receiving Switchgear equipment due to COVID outbreak at factory
- Coordination meeting to be scheduled once firm date for Switchgear delivery is provided, important for plant shutdown.
- Current schedule shows anticipated shutdown around the middle/end of May (to last 3 days)

TRE

- Reviewed updated WWTP performance data
- Reviewed response letter from Valley Landfill
- Developing approaches to address denitrification within final clarifiers and sludge thickener.
- Evaluated reasons for foam formation within the WWTP

MISC

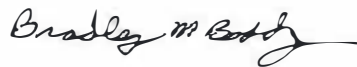
- Completed and submitted Chapter 94 Report to DEP
- Digester Cleaning
 - Coordination with Evoqua on cover removal, installation

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

412.454.5566
412.454.9001 fax
www.wadetrim.com

- Coordination with WWMA on schedule, bid specs and drawings.
- Held discussions with L&E Committee regarding proposed 8th Amendment to the service area.
 - Penn Township Extension Cost Estimate
 - Met with Kevin Fisher to discuss options for various components to include in proposed 8th Amendment to the service agreement

Respectfully Submitted,
WADE TRIM, INC.



Bradley M. Boddy, PE
Project Manager