

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – MAY 20, 2021

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting on Thursday, May 20, 2021 at 6:00 P.M. 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:

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

Late Arrival: Mr. Kevin McHugh, 6:09 P.M.

Absent: Mrs. Barbara McIntyre

Others in Attendance:

Mr. John M. Campfield, Solicitor
Mr. Brad Boddy, Consulting Engineer
Mr. Kevin Fisher, General Manager
Mr. Robert Fisher, CIM Investment Management, Inc., Financial Advisor
Mr. 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

4. Communications: None

5. Secretary's Report – Due to Mrs. McIntyre's absence, Mrs. Wtorkowski requested the approval of the minutes for the regular meeting of April 15, 2021, as presented. A motion to approve was made by Mr. Konkus, and seconded by Mr. Lapia. The motion passed, 8-0.

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. 363 Scott Electric: \$166,57: A motion to approve was made by Mr. Faccenda, and seconded by Mr. Wolinsky. The motion passed, 7-0, 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. 364: \$248,171.94: A motion to approve was made by Mr. Konkus, and seconded by Mr. Faccenda. The motion passed, 8-0.

This concluded the Treasurer's report.

Mr. Kevin McHugh joined the meeting, at this time. The time was 6:09 P.M.

8. General Manager's Report – Kevin Fisher:

A. Mr. Fisher deferred to Mr. Robert Fisher, who provided an update on the 2021A Bond Refunding (refunding of the Sewer Revenue Bonds, Series of 2015A, Series of 2015B, and Series of 2016). Mr. R. Fisher provided a review of the updated figures related to the Series of 2021 A Bond Refunding, which were distributed this evening. Projected savings over the twenty-year period are \$3.4 million. The debt service schedule provides for an even debt repayment schedule over the life of the bonds and PENNVEST loans. The Authority's bond rating was A+ for the last three bond issues. Mr. R. Fisher hopes, that in spite of the pandemic, the Authority's bond rating will be maintained. Mr. R. Fisher reported that his firm is in the process of sending invitations to various bond underwriters, inviting them to submit proposals for the Series of 2021 A Bonds. Invitations will be sent to Janney Montgomery Scott, LLC; Boenning and Scattergood, PNC, Raymond James Financial, which is a New York firm, and Stifel. Mr. R. Fisher also intends to invite First National Bank to submit a proposal as a bank, rather than as an underwriter. Within the next two weeks, the bond rating

process will be completed, and depending on the bond rating determination, one or two bond insurers will be invited to submit proposals. Mr. Fisher explained the process by which it is determined whether the purchase of bond insurance is cost-effective. The signing of the Bond closing documents and the revised Trust Indenture will take place, as well. Mr. Fisher reported that PENNVEST has agreed to take a second position to the Bonds. This goes a long way to attract investors for the bond issue.

- B. An Intercreditor Agreement will need to be adopted by the Board. Some of the language will need to be changed by the Authority's Solicitor or Bond Counsel. Mr. Campfield stated that the version of the agreement to be approved by the Board is the version that was unedited by Attorney James Webster. Mr. Robert Fisher explained that Mr. Webster would like to include language that would be beneficial to the Authority, but he is unsure whether PENNVEST will agree to the language. Mr. Campfield stated that the motion should include wording that permits the language of the agreement to be modified by Mr. Campfield or Mr. Webster. A motion was made by Mr. Wolinsky, and seconded by Mr. Mace, that it is hereby approved that the Intercreditor Agreement as presented to the Board at this meeting, shall subordinate the PENNVEST lien on the Authority's sewer revenues, to the lien of the Trustee for the 2021A Bonds; with such changes thereto as may be recommended by the Authority's Solicitor or Bond Counsel. The motion passed unanimously. Mr. Caroline thanked Mr. Robert Fisher for attending the meeting. Mr. Robert Fisher left the meeting at this time. The time was approximately 6:30 P.M.
- C. Mr. Fisher provided an update on the digester cleaning and Dystor cover replacement. Mr. Fisher stated that he received a price in the amount of \$180,354.00 from Evoqua Water Technologies, LLC. Mr. Fisher stated that he asked the vendor for a price reduction, and they reduced the price by \$5,000.00, to \$175,354.00.
- D. Mr. Fisher requested Board approval to proceed with the preparation of a bid package and advertisement for bids, for the CCTV sewer inspection of the COA-Phase II interceptor. Mr. Fisher stated that this work was discussed at the Legal & Engineering Services Committee meeting, and the committee recommended that the Board move forward with the work. Mr. Fisher reported that the maintenance bond for the COA-Phase II Project is scheduled to expire at the end of September 2021. Mr. Lapia asked if the inspection work was included with the contract. Mr. Fisher stated that the CCTV inspection was not included in the COA-Phase II contract. Mr. Fisher stated that the Board discussed the option of including the CCTV sewer inspection in the COA-Phase II contract, but opted to not include it, because the contract and PENNVEST loan could not have been closed out until the inspection was completed. Mr. Lapia asked if CCTV work was included in the COA-Phase III contract. Mr. Fisher stated that the contractor for the COA-Phase III Project will perform a CCTV inspection of the entire project, just prior to substantial completion. Then, the Board will have the option to conduct a second CCTV inspection prior to the expiration of the two-year maintenance bond. A motion to approve was made by Mr. Faccenda, and seconded by Mr. Konkus. Mr. Fisher stated that Mr. Boddy has a cost estimate for the bid preparation work. There was no vote on Mr. Faccenda's motion. Mr. Boddy stated that the scope of work would include preparing the bid specifications, administrating the bidding process, addressing questions through the bidding process, conducting the pre-bid meeting, accepting the bids, evaluating the bids, giving the notice to proceed to the contractor, reviewing the CCTV sewer inspection reports, identifying any defects, and notifying Greenland Construction of the defects. Mr. Boddy stated that the cost to complete this work is \$9,289.00. Mr. Lapia asked what the estimated cost of the CCTV sewer inspection was. Mr. Boddy stated that RedZone Robotics provided an estimate in the amount of \$158,000.00 for a detailed inspection. The CCTV sewer inspection would not be as detailed as the inspection for which RedZone Robotics provided a quote. The CCTV sewer inspection was included in the Capital Budget. A motion to approve (authorization for the preparation of the bid package at a cost of \$9,289.00, and advertisement for bids) was made by Mr. Lapia, and seconded by Mr. Faccenda. The motion passed unanimously.
- E. Mr. Fisher requested that the Board adopt Resolution No. 2021-07, authorizing the monthly disposition of audio and video recordings of meetings, once the minutes have been approved by the Board of Directors. This Resolution includes video recordings, pursuant to the COVID-19 pandemic. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Faccenda. The motion passed unanimously.
- F. Mr. Fisher reported that he has received from the PaDEP the Third Amendment to the Consent Order and Agreement. Mr. Fisher stated that he has not yet reviewed the Amendment. Mr. Fisher stated that he will forward the Third Amendment to Mr. Campfield, Mr. Boddy, and Mr. Gorski, and if there are no necessary changes, the Amendment will be presented to the Board for approval at the June 17, 2021 meeting.
- G. Mr. Fisher provided a summary of the lab and field data system that is being developed by the Authority's Administrative Assistant, Karen Steiner. Mr. Fisher stated that the lab data system is being computerized. Ms. Steiner is using Zoho's database, which is an open database, and is not restricted. Mr. Fisher commended Ms. Steiner on her work in developing the system.
- H. Mr. Fisher stated that Mrs. Wtorkowski was prepared to provide an overview of Microsoft Teams, if the Board had questions. The consensus was that an overview was not necessary. Mrs. Wtorkowski stated that there are two items that she wanted to mention. The first is that you are not required to log out of your work

Teams account to login to WWMA's account, as was originally thought. Mrs. Wtorkowski provided a brief explanation of how to select WWMA's team. Mrs. Wtorkowski reminded the Board that there are numerous files available to the Board through the Microsoft Teams account, including financial statements, budget reports (annual report and quarterly budget comparisons), union contracts, and personnel information. Mr. Faccenda asked if the tablets that were supplied by WWMA could be used to access Teams. Mrs. Wtorkowski stated that the tablets could be used to access Teams, and she stated that if Mr. Faccenda brought his tablet to the Authority office, she would set up Teams on the tablet. Mr. Fisher stated that the tablets that were issued to the Board are not managed by the Authority's IT consultant. Mr. Fisher stated that, if the Board wants to purchase more powerful tablets, the IT costs will increase, if the tablets are managed by the IT consultant. Mr. Konkus asked if the Board has the option to attend the meeting remotely, if they are unable to attend. Mrs. Wtorkowski stated that the Board has the option to attend meetings virtually, if they are unable to attend in person. Mr. Lapia stated that the Board did not allow this to occur, before. Mrs. Wtorkowski stated that the Board revised the by-laws to permit virtual attendance of meetings, in response to the COVID-19 pandemic, and Board Members are now able to attend the meetings virtually, if they cannot attend in person.

This concluded the General Manager's report.

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

- A. Mr. Gorski reported that the bid opening for the digester cleaning occurred on May 18, 2021. The apparent low bidder was ACV Environmental, located in New Jersey, at a cost of \$.69 per gallon. Based on estimated gallons, the bid came in at \$120,750.00, which is within the budgeted amount. Mr. Gorski stated that Romesberg Trucking, dba Mobile Solid Solutions came in second, at a cost of \$1.14 per gallon, or an estimated amount of \$199,000.00. Mr. Gorski stated that Mr. Fisher has been authorized to award the bid.
- B. Mr. Gorski reported that the 2010 Chevrolet pick-up truck was sold on Municibid for \$13,288.00. There was a reserve in the amount of \$10,000.00. The transfer of the vehicle was completed on May 6, 2021.
- C. Mr. Gorski reported that the agreement with PaWARN was submitted to PaWARN, and WWMA is now an active member.
- D. Mr. Gorski reported that two summer employees started working on May 17, 2021, and are doing a nice job.
- E. Mr. Gorski reported that the second quarter whole effluent toxicity (WET) test was conducted, last week, and results are expected within the next two weeks. Mr. Gorski stated that he expects favorable results.
- F. Mr. Gorski reported that there were no NPDES plant violations, and no by-pass events during the month of April 2021. Average plant flow was down, at 2.8 mgd. Rainfall was down, with a total of 2.0". Maximum plant flow was only 3.9 mg. During a rain event that occurred in April, 120,000 gallons of sewage were pumped to the equalization tank.

Mr. Gilbert asked if the PaDEP collected samples upstream and downstream from the plant. Mr. Fisher stated that the PaDEP collected samples upstream from the plant, as well as invertebrates, macros, micros, and chemistry samples. They intended to collect samples immediately downstream, but were unable to find ripples in the stream, and ended up collecting samples near the iron bridge. Mr. Fisher stated that the results will be available later, this year.

This concluded the Assistant Manager's report.

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

Mr. Boddy reviewed his written report dated May 20, 2021.

A. Switchgear Replacement Project:

1. Mr. Boddy requested Board approval of Switchgear Replacement Project Pay Estimate No. EC-0 1, Allegheny City Electric, Inc., in the amount of \$124,265.00. This amount includes payment of the equipment. The switchgear was installed, this week. Mr. Boddy stated that the final payment on the contract will most likely be presented to the Board for approval at the June 17, 2021 meeting. Mr. Konkus asked who the Authority will pay (contractor or electrical supply vendor). Mr. Boddy stated that the Authority will pay the contractor. 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 supplier to Allegheny City Electric. A memorandum, signed by Mr. Konkus, is attached to these minutes. Mr. Fisher stated that several Authority employees worked many overtime hours during the last two days during the switchgear installation, with several employees working double shifts to complete an orderly shut-down of equipment prior to the start-up of the switchgear, and to complete an orderly start-up of equipment, once the switchgear was operational. Mr. Fisher commended Mr. Gorski on his planning that included coordination of generator use, plant shut-down and start-up, and scheduling overtime.

B. Penn Township Sanitary Authority (PTSA) – Proposed Eighth Amendment to the Service Agreement:

1. Mr. Boddy referred to a letter that was received from PTSA and distributed to the Board, in which PTSA stated that they would not agree to any of the terms, except for the definition of the area of development and a reversal of flows, but with an undetermined time frame. PTSA has asked for consideration by the Board and a quick response to their letter. A discussion followed. Mr. Konkus stated that the PTSA Board held a lengthy discussion at their last meeting. Mr. Caroline stated that Franklin Township Municipal Sanitary Authority (FTMSA) is preparing for a \$15,000,000.00 plant upgrade, and wants PTSA to stay in the FTMSA system for twenty years. FTMSA would charge a buy-out fee, if PTSA reversed the flow before the twenty-year period ends. Mr. Caroline stated that he suggested a ten-year period before reversals would be permitted without a buy-out charge, but FTMSA wants a twenty-year period. Mr. Caroline provided an example in which PTSA completed their sewer line installation within ten (10) years, and a \$1,500.00 buy-out fee would be charged for every EDU that is reversed from FTMSA to WWMA prior to the end of the twenty-year period. Mr. Konkus stated that the PTSA Board requested justification for the \$2,000.00 additional fee that WWMA proposed. Mr. Boddy explained that the \$2,000.00 additional fee is a buy-out of costs that were incurred by WWMA for system upgrades, similar to the buy-out charge that FTMSA plans to charge to PTSA. Mr. Caroline stated that other customers (located within the WWMA service area) are not required to pay the additional fee, if they purchase a capacity fee and don't build a structure. Mr. Boddy stated that those customers are not requesting to leave the system. Mr. Watson stated that he didn't like the fact that the PTSA does not want WWMA to be a party to the agreement with FTMSA. Mr. Fisher stated that the calculations for the \$2,000.00 buy-out was explained to the entire WWMA Board, but Mr. Konkus (PTSA Board Member and Penn Township Commissioner) is implying that PTSA was not informed about the calculations for the \$2,000.00 buy-out fee. Mr. Fisher stated that, when WWMA's capacity fee was enacted, Mr. Fisher recommended that the Authority charge a debt and administration (D&A) fee if a connection was not made within one (1) year, but the Board decided to not charge a D&A fee. Mr. Faccenda stated that Penn Township is the hot spot for development, and PTSA is where North Huntingdon Township Municipal Authority (NHTMA) was, fifteen years ago. Mr. Faccenda asked how NHTMA handled things without conflict. Mr. Fisher stated that NHTMA financed their infrastructure through loans, grants, or bond issues, and put in sewer lines.
- C. COA-Phase III Project: Bushy Run, Paintertown, and Manor Interceptor Improvements:
 1. Mr. Boddy reported that the Authority received and reviewed the contract documents, bonds, and insurance.
 2. Mr. Boddy reported that the Authority resubmitted and received approval of the Davis Bacon rates.
 3. Wade Trim coordinated with PENNVEST and closed on the PENNVEST loan.
 4. Wade Trim held a coordination call with Kukurin Contracting, Inc. (Kukurin) on April 16, 2021, and held a follow-up call on April 29, 2021, regarding the pipe material. Kukurin is experiencing difficulty in getting the pipe that was spelled out in the contract documents, and has submitted an official request for material substitution, using an alternate pipe material. Wade Trim is currently reviewing the pipe material, and will report its findings to the Board. Mr. Konkus asked Mr. Boddy if the contract contains a clause that enables the contractor to file a claim under Acts of God, war, or force majeure. Mr. Boddy stated that they may be able to file a claim due to delay in receipt of materials. The Authority's special legal counsel stated that the contractor would not be successful in a claim for price increases. Mr. Campfield stated that the contract permits a substitution with equal materials (solid wall pipe with smooth interior and exterior), but the proposed alternate pipe (smooth interior, corrugated exterior) is not equal material. Mr. Campfield stated that there is a process that must be followed, to accept alternate materials. Mr. Boddy explained the process for accepting the alternate pipe, including fittings, backfill requirements, etc. The market for the alternate pipe is not big. The pipe shortage is partly due to a shortage of resin. More resin is used in the construction of SDR 35 pipe than in the construction of the alternate corrugated pipe. Mr. Boddy stated that the price break point for the alternate pipe is at the 15" diameter pipe, and there is not a market for the smaller diameter pipe. A discussion followed.
- D. Switchgear Replacement Project:
 1. Mr. Boddy reported that the installation of the new switchgear was completed, this week, and the switchgear is up and running. There are a few punch list items to be completed.
- E. Digester Cleaning: This was previously discussed.
- F. Proposed 8th Amendment to the Service Agreement: This was previously discussed.
- G. Quarterly Report:
 1. The 1st Quarter 2021 report was submitted to the PaDEP.

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

11. Solicitor's Report – John Campfield:

- A. Mr. Campfield requested Board approval of the proposal that was submitted by Houston Harbaugh for special counsel related to environmental issues, and authorization for the General Manager to sign the Letter of Engagement. Mr. Campfield stated that Attorney Alan S. Miller is very qualified. Mr. Campfield stated that Attorney James Webster, who used to work for Houston Harbaugh, spoke very highly of Attorney Miller. Mr. Caroline asked Mr. Campfield if he would show Mr. Miller how the Authority would like him to proceed. Mr. Campfield stated that, if the Board approves Houston Harbaugh's proposal, Mr. Fisher and Mr. Boddy should meet with Mr. Miller, since they have been dealing with the specifics of the landfill issue. The Letter of Engagement may need to be modified to include conflicts. Mr. Campfield stated that, once the Board approves the Engagement Letter, he will set up a meeting with Mr. Miller to discuss the issue. Mr. Campfield will provide Mr. Miller with the necessary documents. A motion was made by Mr. Lapia, and seconded by Mr. Wolinsky, to approve the proposal received from Houston Harbaugh and authorization for the General Manager to sign the Letter of Engagement, when it is received. The motion passed unanimously.

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

11. Reports of Committees:

A. Personnel Committee: Mike Faccenda:

1. Mr. Faccenda reported that the Personnel Committee met on May 5, 2021, the committee members met to review items that they would like to discuss with Mr. Fisher. On May 12, 2021, the committee members met with Mr. Fisher, and discussed the following items:
 - a. Revised Drug and Alcohol Policy: Mr. Fisher will resume communications with Mr. Eugene Miklausic, of Spectrum Medical Corporation, LLC, regarding the revised drug policy. Mr. Fisher stated that he will review the draft revised drug and alcohol policy, and contact Mr. Miklausic with his questions.
 - b. Employee Emergency Contact Information: Mr. Faccenda distributed an emergency contact sheet that is used by his wife's employer. Mr. Faccenda explained that the Personnel Committee discussed offering employees the ability to provide medical information that would be provided to emergency responders, in the event of a medical emergency. A discussion followed.
 - c. Mr. Faccenda reported that Mr. Fisher will post the employees' continuing education credit requirements for their operator's certification. Mr. Fisher stated that the employees are aware of their continuing education requirements.
 - d. Mr. Faccenda stated that the Personnel Committee would like to update the personnel policy manual.
 - e. Mr. Faccenda stated that the Board Members should call Mr. Fisher at any time, if they have questions.

B. Finance and Budget Committee – Dylan Mace:

1. Mr. Mace requested approval of a fund transfer listed under Agenda item 11B (1) (a), and investment listed under Agenda Item 11B (1) (b), as follows:

Item 11B (1) (a):	Transfer \$128,937.74 from the Revenue Fund to the PENNVEST Account, <i>and</i>
Item 11B (1) (b):	Purchase a 2015/2016 Capital Improvement Fund United States three-month Treasury Bill, in the amount of \$5,000,000.00, providing the interest rate is positive.

A motion to approve was made by Mr. Konkus, and seconded by Mr. Wolinsky. 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.

12. Requisitions and PENNVEST Payments:

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

- 12A (1): Approve 2015/2016 Capital Improvement Fund Requisition No. 72: \$150,366.33, and authorize submission to PENNVEST.

A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Konkus. Mr. Lapia asked for a description of the work that was included in Wade Trim's "Miscellaneous Support" charges for the COA-Phase III Project. Mr. Boddy stated that the charges included work related to the PENNVEST loan closing, review of insurance and contract documents, and a preliminary review of the pipe for the COA-Phase III Project. The motion passed unanimously.

14. Board Member Comments:

- A. Mr. Gilbert made a motion to send out a request for proposal (RFP) for engineering annual services and general consulting services. Mr. Gilbert stated that the engineering firms would need to be comparable to Wade Trim, Inc., and that Wade Trim would be invited to submit a proposal. The motion was seconded by Mr. Lapia. Mr. Fisher asked for clarification regarding what services the RFP should include. It was decided that the Legal & Engineering Services Committee will determine the scope of the RFP. The motion passed, 8-1, with Mr. Watson voting against the motion.

15. Executive Session:

A motion to go into executive session to discuss personnel issues and potential litigation was made by Mr. Konkus, and seconded by Mr. Lapia. The motion passed unanimously. The executive session began at 7:58 P.M. 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. Lapia. The motion passed unanimously. The Board returned to the regular meeting at 8:15 P.M.

The Board instructed Mr. Fisher to arrange for a breakfast or lunch for the Authority employees, in appreciation for the employees' efforts throughout the past year.

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 8:17 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: May 20, 2021

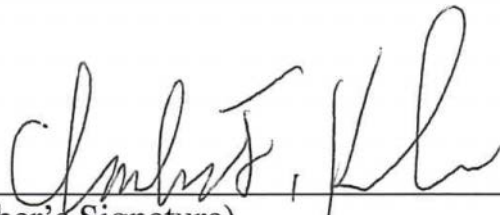
I, the undersigned, Director of Board of the Western Westmoreland Municipal Authority do hereby publicly announce and disclose that due to the following conflict, or possible conflict of interest, I am abstaining from voting of the hereinafter set forth matter coming before the Board of the Western Westmoreland 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. 363, Scott Electric, in the amount of \$166.57.



(Member's Signature)

MEMORANDUM

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

FROM: Charles T. Konk su

DATE: May 20, 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 to Allegheny City Electric, Inc., contractor for the Switchgear Replacement Project

Subject to be acted upon:

Approve Switchgear Replacement Project Pay Application No. EC-0 1, as submitted by Allegheny City Electric, Inc., for the period ending April 25, 2021, in the amount of \$124,165.00.



(Member's Signature)

Western Westmoreland Municipal Authority
Assistant Manager's Report
May 20, 2021 Board Meeting
Monthly Maintenance Report
April 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 thickener drive gear and motor
- Complete maintenance performed on final clarifier #1 and #2 drives and motors
- Complete maintenance performed on primary clarifier drives and motors
- Completed installation of new lights in sludge processing building and garage
- Working on installation of interior lighting in maintenance building
- Operation of belt filter press
- Preparation for switchgear project
- Complete maintenance performed on commercial pressure washer
- Drained, hosed, and pumped down final clarifier #1 and #2
- Replaced springs on swingarm of final clarifier #1 and #2
- Troubleshoot Guardian alarm system
- Complete maintenance performed on all MUA units
- Complete maintenance performed on all entrance gates
- Complete maintenance performed on Duperon screen system
- Complete maintenance performed on Toro, Exmark and Cub Cadet lawnmowers
- Complete maintenance performed on all plant exhaust fans and levers



Western Westmoreland Municipal Authority
ENGINEERS REPORT

May 20, 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

- Received and reviewed signed contracts, bonds and insurance from Kukurin.
- Resubmitted and received approval of Davis Bacon Rates.
- Coordinated PENNVEST loan closing.
 - Held coordination call with WWMA and John Campfield on April 20, 2021.
 - Held coordination call with PENNVEST on April 28, 2021.
 - Submittal of settlement documents.
 - Participated in loan closing on May 12, 2021.
 - Submitted Letter of No Prejudice.
- Held coordination call with Kukurin on April 16, 2021
- Participated in conference call with Kukurin and Contech regarding A-2000 sanitary sewer pipe on April 29, 2021.
- Investigated A-2000 sanitary sewer pipe history.
- Held discussions of A-2000 pipe with Kevin Fisher and Stan Gorski.

SWITCHGEAR REPLACEMENT PROJECT

- Contract Schedule modification coordination/clarifications with Contractor.
- Project preconstruction meeting held on April 26, 2021
- Coordination of installation of Switchgear items such as section placement, sizing, and location of conduits, etc.
- Review of Pay Application #1
- Installation scheduled for May 18th through 20th.

TRE

- Reviewed updated WWTP performance data.
- Discussions with Kevin Fisher and Stan Gorski related to WWTP operations.
- Evaluation of landfill and WWTP ammonia loading rates

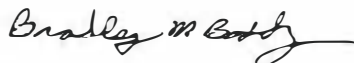
Wade Trim, Inc.
Three Gateway Center
401 Liberty Avenue.
Suite 1600
Pittsburgh, PA 15222

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412.454.9001 fax
www.wadetrim.com

MISC

- Digester Cleaning
 - Held coordination meeting with Kevin Fisher and Stan Gorski on April 23, 2021, April 28, 2021, and April 29, 2021.
 - Reviewed draft contract documents with Kevin Fisher and Stan Gorski.
 - Developed final contract documents for digester cleaning project.
 - Conducted pre-bid meeting on May 10, 2021.
 - Distributed contract documents to potential bidders.
 - Held coordination call on May 13, 2021 regarding draft Addendum #1.
 - Developed and distributed Addendum #1.
 - Bid opening scheduled for May 18, 2021.
- Response to PTSA's request for the 8th Amendment to the service area.
 - Reviewed draft response letter with Kevin Fisher and John Campfield on April 26 and 27, 2021.
 - Distributed draft response letter to Board for comment.
 - Finalized and distributed response letter to PTSA.
- PTSA's April 14, 2021 Letter
 - Reviewed draft letter with Kevin Fisher and John Campfield.
- Submitted Quarterly Report to DEP for 1st Quarter 2021

Respectfully Submitted,
WADE TRIM, INC.



Bradley M. Boddy, PE
Project Manager