

**North Wales Water Authority
Board of Directors Meeting
Minutes of 05/11/2016**

Call to order:

A regular business meeting of the NWWA Board of Directors was held at the NWWA Offices, 200 West Walnut Street, North Wales, PA., 19454, and was called to order at 5:05 p.m.

Pledge of Allegiance:

Mrs. Nagel led all in attendance in the Pledge of Allegiance.

Roll Call:

Roll call was taken and recorded as follows;

<u>Attendee Name</u>	<u>Organization</u>	<u>Title</u>	<u>Status</u>
Joan H. Nagel	NWWA	Chair	Present
Albert S. Tenney	NWWA	Vice Chair	Present
Donna L. Mengel	NWWA	Secretary	Present
Herbert W. Kavash	NWWA	Treasurer	Present
Gregory J. D'Angelo	NWWA	Asst. Sec/Treasurer	Absent
Robert C. Bender	NWWA	Executive Director	Present
Bradley S. Fisher, PE	NWWA	Dir of Engineering/Ops	Present
Christine Lezoche	NWWA	Director of Finance	Present
Michael Clarke, Esq.	Rudolph Clarke	Authority Solicitor	Present
Kenneth Heydt, PE	Carroll Engineering	Authority Engineer	Present
Melissa Fiala, Esq.	Rudolph Clarke	Authority Solicitor	Present

Executive Session Report

None at the last meeting

Approval of Minutes:

The Board considered the Minutes of April 13, 2016. Upon a motion of member Tenney, seconded by member Mengel, the minutes were approved as presented.

Vote Record

x Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney	Initiator	x			
	Ms. Mengel	Seconded	x			
	Mr. Kavash		x			
	Mr. D'Angelo					X

Public Comment: No Public Present

Resolutions:

The Board next considered adoption of Resolution 2016-02, in recognition of the 50th anniversary of the Montgomery County Public Works Association. Upon a motion by member Tenney, seconded by member Mengel all those present approved the resolution.

☑ Vote Record

x Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney	Initiator	x			
	Ms. Mengel	Seconded	x			
	Mr. Kavash		x			
	Mr. D'Angelo					X

Bids and Contracts:

Mr. Heydt presented the bid results for Bid Contract # 530-16-08, for the Virginia Drive Water Main Replacement Project. He noted that the bids were processed through the PennBID system and opened on April 27 2016, with two vendors responding. Mr. Heydt recommendation is that the contract be awarded to Vollers Excavating & Construction Company, as the apparent low bidder, in the amount of \$373,438.00. He also asked that Authority staff be authorized to execute all documents, subject to review by the professional staff. Mr. Heydt further explained that this project job will require directional drilling and that a sub-contractor; Impact Drilling LLC, will be completing this portion of the project and will be providing the required insurance. Upon a motion by member Mengel, seconded by member Kavash all those present approved the award of contract.

☑ Vote Record

x Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney		x			
	Ms. Mengel	Initiator	x			
	Mr. Kavash	Seconded	x			
	Mr. D'Angelo					X

NWWA Finance Director, Christine Lezoche, presented the list of vendors that responded to the RFP sent out for the Outsourcing of Bills and Printing Services, advising that staff is recommending that "Level One" is awarded the contract, in an estimated cost of \$67,238.11 per annum, subject to the final contract being reviewed and approved by the Authority Solicitor. Ms., Lezoche noted that outsourcing the bills and various custom printing services will save the Authority over \$30,000.00 per annum, as well as freeing up staff hours for our customer service related duties. Upon a motion by member Tenney, seconded by member Kavash, all those present approved the outsourcing vendor.

☑ Vote Record Outsource Vendor

x Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney	Initiator	x			
	Ms. Mengel		x			
	Mr. Kavash	Seconded	x			
	Mr. D'Angelo					X

Solicitors Report:

Ms. Fiala reported that settlement upon the sale of the property located at 201 West Walnut Street is scheduled to take place within the next 30 days, subject to final zoning and historical committee approvals and expiration of any appeal periods. Ms. Fiala requested Board approval to allow the Executive Director to execute any documents required for the sale of the property. Upon a motion by member Kavash, seconded by member Mengel, all those in attendance voted in favor.

Vote Record

x	Approved		Yes/Aye	No/Nay	Abstain	Absent
		Mrs. Nagel	x			
		Mr. Tenney	x			
		Ms. Mengel	Seconded	x		
		Mr. Kavash	Initiator	x		
		Mr. D'Angelo				X

Ms. Fiala next reported that she was working on revisions to the Forest Park/BCWSA agreement and that we should have the revised document in email form for review within the next week. Ms. Fiala also explained the Forest Park easement reassignments that are to be signed this evening.

Engineers Report:

Mr. Heydt requested Board approval of Payment Application #5 for Bid Contract 530-15-07 for the West Walnut Street project, in the amount \$105,059.74, payable to Doli Construction Corporation. Mr. Heydt noted that the letter of Substantial Completion will be signed after the meeting, and that the final payment will be required within 30 days of the notice. Upon a motion by member Mengel, seconded by member Tenney, all those present voted in favor.

Vote Record

x	Approved		Yes/Aye	No/Nay	Abstain	Absent
		Mrs. Nagel	x			
		Mr. Tenney	Seconded	x		
		Ms. Mengel	Initiator	x		
		Mr. Kavash		x		
		Mr. D'Angelo				X

Operations Report:

Mr. Fisher presented the monthly operations report, noting all water flows and operational activities were with the normal ranges. Mr. Fisher reported that the staff will be starting the next phase of I & I repairs and corrections within the next few weeks. He identified areas of concentration as determined by video inspections of the sewer mains within the streets, showing large amounts of water constantly flowing from sewer laterals within the 5th Street., 8th Street, Pennsylvania and Highland Avenue areas. Mr. Fisher next updated the Board on the Fixed Base meter reading antenna that has recently been out of commission. He advised that the antenna is no longer broadcasting and that we may not be able to replace or repair it due to its age and lack of availability of parts and service. We are working with Sensus for a solution, but if this system cannot be repaired, we may need to replace all MXU units in the Borough and may need to estimate usages for billing until a solution has been found.

Bills & Requisitions Approval:

Mrs. Lezoche noted that there were no payments or activities out of the ordinary upon the bills listings, recommending and requesting approval to pay all invoices, process all refunds, and to transfer and/or requisition funds, as presented.

- a. Ratification of Bills, Customer Refunds, Fund Transfers & Requisitions for list dated 04/08/2016
- b. Ratification of Bills, Customer Refunds, Fund Transfers & Requisitions for list dated 04/13/2016
- c. Ratification of Bills, Customer Refunds, Fund Transfers & Requisitions for list dated 04/20/2016
- d. Ratification of Bills, Customer Refunds, Fund Transfers & Requisitions for list dated 04/27/2016
- e. Ratification of Bills, Customer Refunds, Fund Transfers & Requisitions for list dated 05/04/2016

Payment of the bills presented was approved by the Board in accordance with the following roll call vote:

<input checked="" type="checkbox"/> Vote Record			Yes/Aye	No/Nay	Abstain	Absent
x	Approved					
		Mrs. Nagel	x			
		Mr. Tenney	x			
		Ms. Mengel	Seconded	x		
		Mr. Kavash	Initiator	x		
		Mr. D'Angelo				X

The Board acknowledged receipt of the 2015-2016 Audit report distributed by Mrs. Lezoche, specifically noting that there were no instances of negative findings, and that all accounts have been property reconciled and recorded. Mr. Bender and the Board commended Ms. Lezoche and her staff for another excellent performance throughout the past fiscal year.

Executive Directors Report:

Mr. Bender reviewed the Forest Park electric rate information, requesting Board to authorize the Manager at Forest Park to proceed with the 3 year contract. Upon a motion by member Tenney, seconded by member Mengel, all those present voted in favor.

<input checked="" type="checkbox"/> Vote Record			Yes/Aye	No/Nay	Abstain	Absent
x	Approved					
		Mrs. Nagel	x			
		Mr. Tenney	Initiator	x		
		Ms. Mengel	Seconded	x		
		Mr. Kavash		x		
		Mr. D'Angelo				X

Mr. Bender then asked the Board to Authorize execution of several revised easement documents associated with the North Penn/ North Wales combined water transmission line in Chalfont Borough and New Britain Township. He noted that the revisions include assigning all easements to both parties, as well as a correction to one of the deed descriptions.

Upon a motion by member Tenney, seconded by member Mengel, all those present voted in favor.

☑ Vote Record

x Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney	Initiator	x			
	Ms. Mengel	Seconded	x			
	Mr. Kavash		x			
	Mr. D'Angelo					X

The Board then went into a brief executive session at 5:30 pm to discuss a real estate matter and came out of the session at 5:40 pm. No action was taken as a result of the session.

Adjournment:

There being no further business before the Board, upon motion by member Kavash, seconded by member Tenney the meeting was adjourned at 5:45 pm.

All present voted in favor.

Respectfully Submitted



Donna L. Mengel, Secretary