

**North Wales Water Authority
Board of Directors Meeting
Minutes of 06/08/2016**

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	Present
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

Mr. Clarke reported that there was a brief executive session at the last meeting to update and discuss pending real estate matters, with no official action being taken.

Approval of Minutes:

The Board considered the Minutes of May 11, 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		x			
	Ms. Mengel	Initiator	x			
	Mr. Kavash	Seconded	x			
	Mr. D'Angelo				x	

Public Comment: No Public Present

Resolutions:

None This Meeting

Bids and Contracts:

Mr. Fisher presented the bid results for Traffic Control Services. He reported that there was only one bid received and that the bid was about 100% higher than the current contract. He recommended rejection of the bid, and asked that he is authorized to rebid for this service, intending additional clarity in the bid specifications, hoping to generate additional and more competitive bids.

Upon a motion by member Tenney, seconded by member Mengel all those present voted to reject the current bid, and to rebid for these services.

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			

Mr. Fisher next presented the results for the Well Maintenance bid. He pointed out that this was for as needed services and that A. C. Shultes was the low bidder, with prices similar to last year. He recommended Board approval to accept the 3 year term of the bid.

Upon a motion by member Kavash, seconded by member D'Angelo, the bid and contract 522-16-07 for Well Maintenance Services with A. C. Shultes for a 3 year term, commencing August 1, 2016.

Vote Record

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

Solicitors Report:

Ms. Fiala presented the Board with a proposed Third Amendment to the BCWSA Water Purchase Agreement, effectively eliminating the obligation of the BCWA to pay for a future expansion at the Forest Park Treatment Plant, and instead substituting requirements for a direct payment for capacity, of 8 million gallons per day, with 4 million coming from both the NWWA and NPWA reserved capacity. It was noted that the NPWA has already approved and signed the addendum.

Upon a motion by member Mengel, seconded by member D'Angelo, 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	Initiator	x			
	Mr. Kavash		x			
	Mr. D'Angelo	Seconded	x			

Mr. Clarke next presented the Board with a modified Extension Agreement for NWWA project E-1006 with Penn Florida Realty, Inc., at the Spring House Village Center. The primary change was the method of posting financial security, substituting a letter of credit for the previously approved tri-party escrow.

Upon a motion by member D'Angelo, seconded by member Tenney, with Ms. Mengel abstaining, all members present voted in favor. Ms. Mengel explained that she abstained due to a potential conflict of interest, as her husband has previously provided legal counsel to the property owner, noting that she will also recuse herself from any future discussion or action on this project.

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

Mr. Clarke next presented a standard Contract for Professional Services for NWWA project E-1014 Cottage Avenue for Realty L.P., with the project being located in Upper Gwynedd Twp.

Upon a motion by member Mengel, seconded by member Kavash, 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	Initiator	x			
	Mr. Kavash	Seconded	x			
	Mr. D'Angelo		x			

Engineers Report:

Mr. Heydt requested Board approval and processing of Payment Application #6 for Contract 530-15-07 for the West Walnut Street project, in the amount \$176,283.60, payable to Doli Construction Corporation.

Upon a motion by member D'Angelo, seconded by member Kavash, all those present voted in favor.

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

Mr. Heydt also reported that the previously approved contracts for the Virginia Drive project were received and signed by Mr. Bender. He distributed a list of the principals in the Vollers Company. He stated that he would be issuing a Notice to Proceed, noting that the required insurance certificate must be submitted as well as final Conservation District approval, prior to the actual start of work.

Operations Report:

Mr. Fisher presented the monthly operations report, noting all water flows and operational activities were with the normal ranges. Mr. Fisher updated the Board on the meter reading antenna issue that occurred, stating that repairs cannot be made as the system is no longer supported. We are working on installing new reading MXU devices in the Borough and that a few accounts may temporarily billed using estimated readings until the updated devices are fully installed, at which time the accounts will be reconciled.

Bills & Requisitions Approval:

Mrs. Lezoche presented the bills listings, noting that there were no payments or activities out of the ordinary, and 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 05/20/2016
- b. Ratification of Bills, Customer Refunds, Fund Transfers & Requisitions for list dated 05/26/2016
- c. Ratification of Bills, Customer Refunds, Fund Transfers & Requisitions for list dated 06/01/2016

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

☑ Roll Call Vote Record							
x	Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel			x			
	Mr. Tenney			x			
	Ms. Mengel			x			
	Mr. Kavash	Initiator		x			
	Mr. D'Angelo	Seconded		x			

Executive Directors Report:

Mr. Bender gave an update on the contamination issues in Warminster, Warrington, and Horsham Townships, also reporting upon a joint meeting of the parties at Forest Park to determine exactly how

much new FP capacity might be needed by these municipalities, and discussing both temporary and permanent means of providing additional water, if needed. He then updated and presented the Board with an updated Water Supply Agreement with the Warminster Municipal Authority.

Upon motion by member Tenney, seconded by member Kavash, the Board approved the revised Agreement, dated June, 2016, subject to a final review and edit by the NWWA Solicitor, and further, authorized the Board Chair to sign the Agreement, once presented in final form. All Board members voted in favor.

<input checked="" type="checkbox"/> Vote Record						
<input checked="" type="checkbox"/> 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			

Mr. Bender updated the Board on a property lien notice received by the Authority relation to the PMAA unemployment compensation program. He explained that according to PMAA, the third-party administrator; Equifax, had a reporting problem involving numerous accounts effectively causing a delay in crediting our payments to the state fund, and causing the erroneous filing of the lien. Mr. Bender advised the Board that as Equifax has not resolved the issue in a timely manner, he would be turning the issue and all documents to the Solicitors office for resolution.

Mr. Bender also reported that during the meetings at Forest Park, Jeff Pifer Manager of Forest Park mentioned the possibility of leasing mobile treatment units as a potential temporary fix for emergency flows and peak day capacity. According to preliminary information gathered to date, it appears that the units can be installed in series, and can each handle up to 1 MGD, costing approximately \$40k per month, each. He advised that Jeff will continue to investigate and refine the estimated cost of possibly pre-installing the piping and electrical service that would be needed for these units.

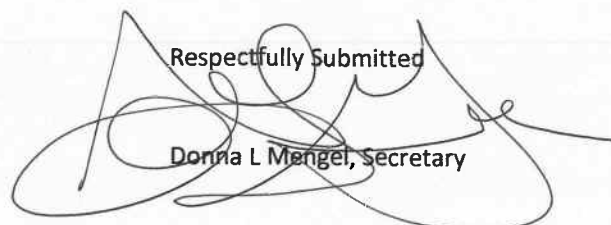
Mr. Bender gave an update on the proposed Montgomery Twp. 3 tank site. He advised the Board that he has requested our professional staff to commence preparation of the required legal documents and a proposal for the new tank design. .

Mr. Bender reported that a meeting was held at Forest Park with NPWA to discuss implementing an enhanced budget preparation and ongoing review process, as well as conversion to an enhanced bills listing and payment approval process. He noted that quarterly meetings will be held with Finance Directors from both NWWA and NPWA, and Forest Park staff in attendance. He pointed out that there are no issues of concern at this time, and that the changes are intended to reflect the growth within the organization and changes in our billing and payment processes.

Adjournment:

There being no further business before the Board, upon motion by member Mengel, seconded by member Kavash the meeting was adjourned at 5:50 pm.

All present voted in favor.

Respectfully Submitted

 Donna L. Mengel, Secretary