

**North Wales Water Authority  
Board of Directors Meeting  
Minutes of 07/10/2019**

**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 5:00 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;

<b><u>Attendee Name</u></b>	<b><u>Organization</u></b>	<b><u>Title</u></b>	<b><u>Status</u></b>
Joan H. Nagel	NWWA	Chair	Present
Albert S. Tenney	NWWA	Vice Chair	Present
Donna L. Mengel	NWWA	Secretary	Present
Neil J McDevitt	NWWA	Treasurer	Present
	NWWA	Asst./Sec Treasurer	Vacant
Robert C. Bender	NWWA	Executive Director	Present
Brad S. Fisher, P.E.	NWWA	Director of Eng. / Ops.	Present
Christine Lezoche	NWWA	Director of Finance	Present
Michael P Clarke, Esq.	Rudolph Clarke	Authority Solicitor	Present
Kenneth Heydt, P.E.	Carroll Engineering	Authority Engineer	Present
Lane Bodley, P.E.	Carroll Engineering	Authority Engineer	Present

Becca Suskin was present as the ASL interpreter for Mr. McDevitt.

**Executive Session Report**

None occurred at the last meeting

**Approval of Minutes:**

The Board next considered approval of the Minutes of 06/12/2019. Upon a motion of member Mengel, seconded by member McDevitt, the minutes were approved.

<b><u>Vote Record</u></b>						
			<b>Yes/Aye</b>	<b>No/Nay</b>	<b>Abstain</b>	<b>Absent</b>
x	Approved					
	Tabled	Mrs. Nagel	x			
	Failed	Mr. Tenney	x			
		Ms. Mengel	Initiated	x		
		Mr. McDevitt	Seconded	x		

**Public Comment:**

Mayor D'Angelo was present and had no comment.

Joseph Murphy, NWWA Operations Manager was present

Lisa Mayer, an intern at Rudolph Clarke was present to observe the meeting

Howard Woods of H. Woods & Associates. was in attendance at the meeting to make a scheduled presentation to the Board of Directors.

Mr. Bender summarized the purpose of the study is to provide the Authority with a cost-benefit analysis of continued operations and upgrading of the individual NWWA water wells. He reported that these wells are typically used to supplement Forest Park water during times of summer months peak flows, main breaks, emergencies such as major fire calls, and during periods prolonged drought. He reminded the Board of our longstanding policy of providing water from these wells at the highest quality possible. The study would help the Authority first determine how many of the wells should be retained to achieve the necessary amount of supplemental water, and then which wells would be the most efficient and cost effective to retain, and improve by advanced filtration and other long term upgrading.

Mr. Woods commenced his presentation by distributing a worksheet outlining the factors of importance used in the analysis. The same information was also presented in a PowerPoint presentation. He explained that the project included a comprehensive study of all 17 wells owned and used on an as needed basis to supplement the water we obtain from our Forest Park facility. Mr. Woods noted that approximately 97% of the water delivered to our customers comes from Forest Park, with the balance being well water. He said that this is essential during peak summer flow periods, during drought conditions, or during emergencies such as major fires or main breaks. He said that his study would evaluate each well on a weighted scale, considering items such as well yield, location in the system, zoning, and lot size, proximity to major distribution mains, all water quality and pH characteristics, and the need for any special filtration methods. He went on to note that increased water quality standards, daily well station monitoring, ongoing testing, reporting, flushing, and more stringent treatment processes are becoming increasingly expensive. He confirmed the longstanding objective to ensure that all water introduced into the distribution system from the wells is equal to or better than the water quality delivered from Forest Park, and at a comparable expense, to the greatest extent possible. He explained that once all well information is gathered, we will complete the cost/benefit analysis, ultimately resulting in a listing of which wells should be retained for our future use and upgrade, and which wells should be considered for placing in an out of service status, or final decommissioning.

Mr. Bender noted that in addition to the water quality and future cost issues, the study results would be beneficial for an upcoming DRBC permit renewal, as we need to include information providing evidence that we are using our wells to their fullest reasonable potential, before requesting additional water from the river. He noted that the NWWA did not have any wells with PFAS contamination issues in service, but that based upon the well study, and possible future costs, it would be likely that these wells would remain out of service and that they would likely be formally decommissioned and permanently out of service.

Upon conclusion of Mr. Woods presentation, and completion of a question and answer period, Mr. Bender advised the Board that once Mr. Woods has finalized this study, we would use the results and estimated future operational and capital improvement costs to assist in completing a 5 year budget update, and future rate study.

**Bids and Contracts:** None this meeting

**Resolutions:** None this meeting

**Solicitors Report:**

Mr. Clarke presented a motion approving a settlement of claims agreement with several cell carriers that had to remove their equipment from two NWWA water tanks during recent maintenance and repainting activities. The settlement grants a partial monthly rental relief to the carriers for the period that were unable to utilize the Authority facilities. The went on to authorize the Executive Director to execute all documents approved by the Solicitors office as needed to settle the claims made by mobile telephone carriers. Upon motion by member Tenney, seconded by member McDevitt the requested motion was approved.

<b><u>Vote Record</u></b>						
x	Approved		Yes/Aye	No/Nay	Abstain	Absent
	Tabled	Mrs. Nagel	x			
	Failed	Mr. Tenney	Initiator	x		
		Ms. Mengel		x		
		Mr. McDevitt	Seconded	x		

Mr. Clarke presented Professional Services Agreement for Concord Public Finance to serve as financial advisor and facilitate on an upcoming borrowing for future capital projects of the Authority. Upon a motion by member Tenney, seconded by member McDevitt the motion was approved.

<b><u>Vote Record</u></b>						
x	Approved		Yes/Aye	No/Nay	Abstain	Absent
	Tabled	Mrs. Nagel	x			
	Failed	Mr. Tenney	Initiator	x		
		Ms. Mengel		x		
		Mr. McDevitt	Seconded	x		

**Engineers Report:**

Mr. Heydt presented Change Order 3, in the amount of \$18,764.63 for Contract 530-18-14 Penllyn Area Water Replacement project.

Upon a motion by member Mengel, seconded by member McDevitt the change order was approved.

<b><u>Vote Record</u></b>						
x	Approved		Yes/Aye	No/Nay	Abstain	Absent
	Tabled	Mrs. Nagel	x			
	Failed	Mr. Tenney		x		
		Ms. Mengel	Initiator	x		
		Mr. McDevitt	Seconded	x		

Mr. Heydt presented Payment Application 6 to B. P. Paterson LLC., for Contract 530-18-14 Penllyn Area Water Replacement project, in the amount of \$3,611.62.

Upon a motion by member Mengel, seconded by member McDevitt the payment application was approved.

<b><u>Vote Record</u></b>						
x	Approved		Yes/Aye	No/Nay	Abstain	Absent
	Tabled	Mrs. Nagel	x			
	Failed	Mr. Tenney		x		
		Ms. Mengel	Initiator	x		
		Mr. McDevitt	Seconded	x		

Mr. Heydt presented Change Order 3 for Contract 530-18-15 Smith Oak & Spruce Streets project in the amount of \$16,033.64.

Upon a motion by member McDevitt, seconded by member Tenney the change order was approved.

**☑ Vote Record**

x	Approved			Yes/Aye	No/Nay	Abstain	Absent
	Tabled	Mrs. Nagel		x			
	Failed	Mr. Tenney	Seconded	x			
		Ms. Mengel		x			
		Mr. McDevitt	Initiator	x			

Mr. Heydt presented Final Payment Application 3 in the amount of \$114,944.62 for Contract 530-18-14. Upon a motion by member Tenney, seconded by member Mengel the payment was approved.

**☑ Vote Record**

x	Approved			Yes/Aye	No/Nay	Abstain	Absent
	Tabled	Mrs. Nagel		x			
	Failed	Mr. Tenney	Initiator	x			
		Ms. Mengel	Seconded	x			
		Mr. McDevitt		x			

The Board authorized the administrative staff to execute and process the approved change orders and payment requests.

**Operations Report:**

Mr. Fisher distributed and reviewed the monthly operations report and pointed out there were two main breaks during the month and we are waiting for the restoration invoices to be received before we can calculate final repair costs. Mr. Fisher also noted that a number of staff members were working diligently to complete the installation of the new customer service and billing software and that they were training and completing this work using the NWWA training facilities. He noted that the group is working a significant amount of hours to complete the project. All in attendance expressed appreciation for this effort.

**Bills & Requisitions Approval:**

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

- a. **Ratification of Bills, Refunds, Transfers and Requisitions List dated: 06/07/2019**
- b. **Ratification of Bills, Refunds, Transfers and Requisitions List dated: 06/12/2019**
- c. **Ratification of Bills, Refunds, Transfers and Requisitions List dated: 06/25/2019**

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

**☑ Roll Vote Record**

x	Approved			Yes/Aye	No/Nay	Abstain	Absent
	Tabled	Mrs. Nagel		x			
	Failed	Mr. Tenney		x			
		Ms. Mengel	Initiator	x			

	Mr. McDevitt	Seconded	x				
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Mrs. Lezoche asked for Acceptance of the 2018-2019 Fiscal Audit Report and once she has received the management letter she will forward it to all.

Upon a motion by member Mengel, seconded by member McDevitt the report was accepted.

**Vote Record**

		Yes/Aye	No/Nay	Abstain	Absent
x	Approved				
	Tabled				
	Failed				
	Mrs. Nagel	x			
	Mr. Tenney	x			
	Ms. Mengel	x			
	Mr. McDevitt	x			

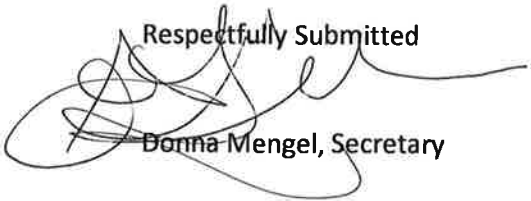
**Executive Directors Report:**

Mr. Bender noted the letter of appreciation received from North Wales Borough for NWWA support of the 150<sup>th</sup> Anniversary celebrations. He noted the continued reduction of I&I throughout the Borough sanitary sewer system. He reported that the Authority has made continued progress on the Warrington water system acquisition agreement, confirming the continued economic benefits and the inherent "economy of scale" benefits to the Authority and our customers as we add additional customers, and stated that a settlement date in late September on the system was anticipated. He updated the Board on discussions related to the Warminster water system, and he advised the Board that he was continuing to work with the Solicitors office to complete the Park Avenue Water Transmission line agreement as well as an update to the Forest Park Water Plant Operations Agreement.

**Adjournment:**

There being no further business to be brought before the Board, upon motion by member Mengel, seconded by member Tenney the meeting was adjourned at 6:12 pm.

All present voted in favor.

Respectfully Submitted  
  
 Donna Mengel, Secretary