

**EAWA WORK SESSION MEETING MINUTES**  
**February 3, 2016 - 6:30 PM**

**1. CALL TO ORDER:**

The EAWA Board meeting was held in the Meeting Room at 211 W. Hummelstown St. and was called to order at 6:30 P.M. by Dr. C. Dale Treese. Members present: John Buch, Keith Murphy, Jeff McCloud, Rick Erb and Chuck Brewer. Absent: Del Becker. Also present were George Alspach, Solicitor; Peter Lusardi, Engineer; Gene Haldeman, Operations Manager; Mike Skelly, Manager; Grace Miller, Business Manager; and Michele Powl, Administrative Clerk. **Other Attendees:** Rich Sheidy.

**2. PUBLIC COMMENT:** None.

**3. REPORTS:**

**Manager's Report:** Skelly stated he received a request from EAWA's insurer to reinstitute the annual driver record review. Skelly drafted a copy and provided to the Board to review. Treese noted Board will review and discuss at the Board meeting on 2/8/16. Once Board approves, Skelly will add to the Personnel Manual and implement the review for this year.

**Chemical Bid** - Skelly noted public notification was 1/15, receipt deadline was 1/29 and bids awarded 2/3/16. He distributed a handout to the Board listing the three bids. He said Univar had the lowest bid for all the chemicals. The other two companies each bid on one chemical. McCloud asked if Univar supplied all the chemicals currently. Skelly said no; last year Liquid Aqua Mag was awarded to Shannon and Sodium Hypochlorite was awarded to Aqua Chemical. Haldeman said Shannon is the manufacturer of the SLI 5230, and he was surprised that Shannon's bid was higher than Univar because Univar is the supply company of all the chemicals.

**Action:** "That the Board award the chemical bids as received."

**Motion:** K. Murphy

**Second:** J. Buch

**Approved**

**CRIM Capital Account Presentation** - Skelly said after the September pre-budget meeting the Board discussed different options of the best way to invest EAWA's Capital funds. The Board suggested having a representative from Fulton Financial Advisors provide a presentation of the CRIM accounts in 2016. Skelly provided two handouts (2015 CRIM and Budget vs. Actual) to the Board before introducing Bevan Kinney, Fulton Financial Advisors. Bevan stated the market was down due to low oil prices, China's slowing economy, and the Federal Reserve raising interest rates. She said the majority of EAWA's funds were invested in Certificate of Deposits, which are a safe investment. Bevan recommended leaving the investments as they are and as items mature, she will contact Skelly to discuss the best options for EAWA to invest within the municipal investment guidelines. Skelly requested that the Board authorize the consolidation of the four CRIM accounts into one. Skelly

said we have been transitioning towards this since the MJT merger. Board approved the consolidation of accounts. Bevan asked Skelly to provide an email authorizing the four accounts merged into one.

**SRBC Renewal Applications for Rheems** - Skelly said he provided to the Board a copy of an email from Steve Fisher. Fisher started working on the waiver request for Wells 6 & 7. The SRBC may propose the permitting of the two wells as a well-field. Skelly said if SRBC grants the waiver, the cost would be \$18-20K, not including the application fees of \$5-6K. If the SRBC requests a drawdown, it could cost approximately \$50K.

**Operations Succession Plan** - Skelly said he will provide paper or electronic copies to the Board to review.

**Board Appointment Guidelines** - Skelly stated he prepared and circulated a copy of the guidelines to Treese for review. He said the intent is to provide nonbinding guidelines to the three municipalities to assist in securing and selecting future Board members for EAWA. When the municipalities go through the exercise, they should provide us the courtesy of advising before making their final decision. It would enable EAWA to provide training and acclimate the new member. Treese reviewed the summary and suggested McCloud review the structure and wording before Skelly distributes the final draft to the Board. Treese advised Skelly to include for discussion at the WS meeting on 3/2/16.

**Operations Manager's Report:** Skelly noted Operations did a great job assisting with the snow storm. Treese asked Haldeman if the well houses were plowed? Haldeman said the staff was delayed clearing the snow from EAWA's facilities until Monday morning since they assisted the Borough. Murphy said EAWA's facilities should be the priority. Haldeman said it had not been a problem in the past with smaller snow accumulation. Haldeman said the Borough may need to provide their snow removal and hire subcontractors. Treese said EAWA would review lessons learned and discuss with the Borough for next year. Treese said we don't want to encounter a problem for EAWA facilities. Haldeman said one of the wells was not functioning, but it did not create any problems. Treese said the public expects to have water just like electricity and EAWA must provide for the customers.

Haldeman noted the following items: 1) water main break occurred on Friday; 2) fire hydrant damaged in blizzard; 3) cleaned the reserve filtration tanks on both skids and the hot water tank on the Clean in Place skid; 4) redesigned the chlorine supply line to the Clean in Place skid; 5) Pall conducted the annual service maintenance and said the modules are still performing like new after 5 years of use; 6) DEP approved the Chloroform Monitoring Plan; 7) modified flushing schedule starts in April. Haldeman said he and Bixler were updating the mappings from 2004 with a new program. Water flushings will occur once a month and completed in 16 sections. Treese asked if customers receive notification of the water flushings. Haldeman said yes, and he provided Powl with the schedule to add to the website. Powl noted she sent forms with customer bills in September that would allow EAWA to enter customer information into our software so they can receive notification of

any emergency. She noted she sends the contact forms in the new owner packets, and customers can update their contact information on EAWA's website. Treese recommended staff include another notification with the water bills.

**Public Works Director's and Engineer's Report:** None.

**4. UNFINISHED BUSINESS:** None.

**5. NEW BUSINESS:** None.

**6. BOARD MEMBER'S COMMENTS:** Brewer asked if EAWA conducted a drill based on a catastrophic situation. Haldeman said no; EAWA has the Operations and Admittance Manuals at both water plants that states who to contact and what to do. Skelly said the Health and Safety Committee meeting mentioned this particular topic. He noted EAWA has a Business Continuity Plan, Drought Plan and Operations updates the Emergency Plans and the Operations Maintenance Plan. Skelly said he examined the cost of hiring a third party to assist and troubleshoot such a plan. Skelly said he would discuss further with staff.

**7. EXECUTIVE SESSION:** None.

**8. ADJOURN: 7:58 PM**

**Action:** "That the Board adjourns the work session meeting."

**Motion:** J. Buch

**Second:** C. Brewer

**Approved**

Respectfully submitted,

M. Skelly, Authority Manager

***Approved at 3/14/16 Meeting***