

**EAWA SPECIAL BOARD MEETING MINUTES**  
**September 17, 2016 - 8:00 AM**

**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 8 am by Dr. C. Dale Treese. Members present: Chuck Brewer, Rick Erb, Jeff McCloud, and Rich Sheidy. Also present were M. Skelly, Outgoing Authority Manager; Del Becker, Incoming Authority Manager, and Steve Bixler, Operations Supervisor. Other Attendees: None. Absent: Keith Murphy.

**2. PUBLIC COMMENT:** None.

**3. REPORTS:**

Treese noted that legal notice appeared in 9/8/16 Elizabethtown Advocate. Skelly asked if there were any questions from the recently released August P&L Report, or related statements concerning the Operating of Capital Funds / associated account status? Members said there were none.

Becker provided a summary of the anticipated 2017 – 2019 Short-term Priorities & Goals listed on the documents distributed to Board Members. He noted that there would be an emphasis and focus on operational matters, including the continuation of asset management, energy audit, help desk software, leak detection, and associated distribution improvements. Personally, and for the administrative section he would like to spend time on customer service outreach, which has already occurred with a recent meeting with Ramon Escudero, Exec. Director of Elizabethtown Area Chamber of Commerce. There is opportunities to partner with the Chamber to help EAWA gauge our relations with non-residential customers and potentially look for new revenue through contacts with the Conewago Industrial Park, which is likely to continue growing. The Board believed that this was a good activity to pursue, and consistent with EAWA's Mission.

Becker also noted the activities that he and Skelly are doing with regard to the replacement of the business manager / bookkeeper. In the interim he is placing a temporary assistant to assist the remaining office staff as they approach the busy Sept. – Oct. billing and payment deadlines. Board appreciated Becker's efforts and noted that the current administrative staff should be acknowledged for their additional dedication and work during this difficult period. Brewer concurred, and Becker said he would provide an update next month.

Skelly noted that one of the key projects over the next few months will be the continuation of the full-cost recover billing adjustments affecting the two lowest tiers. Becker said this ties into outreach to our large business users and how to proceed with rate adjustments that are fair and reasonable – particularly, Mars, and Etown College. While staff does not have any detailed rate multiplier to offer now, staff

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expects this to be provided by November, with a draft resolution likely ready by December or January, with implementation ideally set for the March billing.

Becker noted that we should have Benecon's 2017 healthcare premiums by Oct. 6<sup>th</sup>. This will enable staff to determine its impact on the Operating Budget, and recommendation for the deposit of seed-money into staffs' associated Health Savings Accounts. Skelly noted the proposed move towards a High Deductible Plan was a motivating reason for a recent staff departure, and staff was very concerned about the need for having sufficient funds available when the new Plan begins in January. The Board acknowledged this concern and will wait for Becker's recommendation.

Bixler noted that staff is continuing with the Partnership for Safe Water Phase III (treatment) program. They are basically complete, but were asked to do some additional edits. He hopes this to be approved in the next couple of months. The Board inquired as to status of meter replacement. Bixler said we are nearing completion of the older manual meters, and have started with the upgrade to the newer radio reads. Next year monies will be requested for the replacement of the larger source water meters.

Becker said that he's still exploring the possibility of EAWA being in a position to manage stormwater for the adjacent municipalities; however, this is a long-term project and ultimately at the discretion and approval of the Borough and Townships'.

Skelly noted we have draft Bainbridge Water Authority (BWA) Agreement completed, which will be distributed shortly, along with proposed billing – fee schedule. EAWA should then meet with BWA Board Members.

Skelly expressed his pleasure for being provided with the opportunity to serve EAWA over these past 5 ½ years, and believes we are transitioning towards a bright and positive future.

**ADJOURN: 10:10 AM**

**Action:** "That the Board adjourns this meeting."  
**Motion:** J. McCloud **Second:** C. Brewer **Approved**

Respectfully submitted,

D. Becker, PE, Authority Manager

**Approved at 10/10/16 Meeting**