

**EAWA Special Meeting Agenda  
September 22, 2018 - 8:00 AM**

**1. CALL TO ORDER:**

**2. PUBLIC COMMENT:**

**3. REPORTS:**

a. **Manager's Report** – Legal notice for mtg. appeared in 9/13 Elizabethtown Advocate.

i. **Status of Operations Budget and Cash Flow** – Refer to:

- a. Monthly Cash Flow Summary (attached) and 2019 Draft Operations Budget with updated Revenue and Expenditures through September 19; 2018;
  - Increased inflation – consumer price increases of 3% anticipated
  - Projected expenses flat for 2019
  - Increased Fees for PADEP (estimated at \$23,000).
- b. Industry compensation and employment trends;
  - Continued industry “brain drain” as boomers retire
  - Increased competition for current and future employees
  - How EAWA compares to other local authorities – see the Attached Survey performed by Manheim Area Water and Sewer Authority

ii. **Capital Budget and Facilities Update** – Status and potential future projects

- a. Quarry property to H&K – funds received to date: \$123,580. Sales agreement - \$786,000. Previously extended twice. Extension expires 12/31/2018. H&K has initially made indication that willing to extend at \$25,000 / year.
- b. Mount Gretna Road Property – 0.31 acres, zoned residential, outside Urban Growth Areas. Refer to attached.
- c. Pipe Replacement Projects
  - Spruce Locust Street
  - 4-inch cast iron pipe
  - ACP in Rheems
- d. Distribution and Treatment Facilities:
  - Well No. 3 Chlorine Contact Tank.
  - VFD Implementation
  - Mt Joy Township pressure zone booster station
  - WTP Plant Improvements project: additional intake pipe, other plant improvements
  - Rheems WTP garage
  - Trailer mounted generator

iii. **Billing / Rates**

- a. 2019 Potential Rate Increase. See attached memo from Last Year outlining proposed 2019 rate adjustment.;
- b. E-payment fees
  - Customers pay convenience fee:
    - \$2.00 for amounts under \$80.00 and 2.50% for amounts over \$80.00.
    - Third party fee for electronic check payments are \$1.50 for any dollar amount.
    - Credit and Debit Card payments: \$2.00 for under \$85 and 2.5% for bills over \$85.

**iv. Healthcare**

- a. Benecon estimated increase for EAWA: 5%. Final rates obtained October 4;
- b. Good plan year in 2018 thus far – Distribution of \$61,748.47 YTD;
- c. Benecon has indicated this year's claims are tracking well.
- d. Benecon strongly recommends that employers require a % of income contribution instead of a fixed amount of contribution by employees. Allows for amount of contribution to automatically increase as salaries increase. Currently employees contribute \$50 per pay check for family coverage and \$15 per paycheck for single coverage. Based on anticipated projected rates, employees should contribute 2% for medical insurance and 0.5% for dental insurance. Likewise should the Board choose to contribute to Employee HSAs, the contribution should be based on Salary minus the Employee Contribution to Medical Insurance. Refer to attached Benefits survey conducted by our Actuary.

**v. Act 205 Pension;**

- a. Current balance: \$362,220.75
- b. YTD Return: 1.66%
- c. Transition to Employee Directed Investment – Employees prefer to keep plan management of investments as-is
- d. Current investment objective: Income, with medium risk tolerance and a 5 to 10 year timeline

**vi. CRIM Account Update;**

- a. Current Balance: refer to summary of Fulton accounts (attached);
- b. Propose transfer of all funds in excess of Operational Reserve of \$750,000 be transferred from Operating Fund to CRIM at year's end. Projected to be approximately \$1,000,000.

**vii. Short-term Priorities & Goals;**

Focus for 2019:

- Continued community outreach through new website;
- Spruce Street Line Replacement;
- Helpdesk Implementation with Operations; Deployment of GIS to field;
- Update to standard practices and all manuals.

**4. UNFINISHED BUSINESS:**

**5. NEW BUSINESS:**

**6. BOARD MEMBER'S REMARKS:**

**7. EXECUTIVE SESSION:**

**8. ADJOURN: \_\_\_\_\_ AM**