

**EAWA BOARD MEETING MINUTES**  
**July 10, 2017 - 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; Rich Sheidy, Jeff McCloud, Keith Murphy, and Rick Erb. Absent: Chuck Brewer. Also present were George Alspach, Solicitor; Del Becker, Authority Manager; Gene Haldeman, Operations Manager; Melissa Read, Temp; and Michele Powl, Business Manager. Members of public: none present.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG:**

**3. PUBLIC COMMENT:** None.

**4. APPROVAL OF PREVIOUS MINUTES:**

**Action:** "That the Board approves the WS Meeting Minutes of 6/7/17 and Board Minutes of 6/12/17, as presented."

**Motion:** K. Murphy      **Second:** R. Sheidy      **Approved**

**5. REPORTS:**

**a. Manager's Report:**

**Mid-Year Budget Update** - Becker stated that he included the mid-year budget update in the board packet. Becker remarked that the only item of concern is that water sales are running about 7% below the projected amount. EAWA is coming into the high usage typical of the summer months. There were also some properties added to the system, which may bring sales back where they should be. Becker stated that total expenses are 15% below the budget. This past winter, EAWA used the plant more because of the low water levels at the wells. The higher costs at the plant were offset by lower electric bills from the wells. Becker stated that, overall, both income and expenses are tracking as expected. Sheidy asked if EAWA has future anticipated water usage besides the developments going in. Becker answered the largest anticipated use is from new developments in Mount Joy Township.

Treese asked if EAWA is still part of the drought watch. Becker answered that the drought watch status has not changed. Haldeman stated that the drought watch has not affected the wells, and they are running at full potential.

**Customer, Production & Usage Report 2Q17** - Becker stated that he provided the report for information. Treese asked how this quarter's unaccounted water compares with the past. Becker answered that for this quarter, the amount of unaccounted water is down.

**Billing Software Update** - Becker stated that the office has been researching new billing software for a couple of years. The current software is dated. Upgrades to the software are a point of frustration to the office staff, especially during the period of generating the bills. The software does not work as it should, and it likely never will. He remarked that the software staff is pursuing is comparable in price to what EAWA pays now. There are better options to choose from within the new software program. EAWA's current software license expires at the end of October. Becker stated that he would like to generate the next bills on both sets of software to ensure they are producing the same output. Treese asked if our equipment is sufficient to run both software systems at the same time. Becker assured him that it would, and that each set of software runs on a different data base. Alspach asked if this new software company has a state contract. Because of the software's price, EAWA may need to submit a request for a proposal for bids. Otherwise, it would cause a problem for the auditors. Becker stated that he will ask for conditional approval tonight. If the software company has a state contract, then EAWA will move forward. If not, then EAWA will need to either choose something else, or create a bid package for the software. Conditions would be compliance with bidding statute. Becker stated that he will check with the software company.

**Action:** "That the Board approves the implementation of the Billing Software Replacement in the amount of \$24,850.00 on the condition that it is in compliance with the bidding statute."

**Motion:** K. Murphy **Second:** J. McCloud **Approved**

**Partnership for Safe Water Award** - Becker stated that, in June, Haldeman, Bixler, and Shaud traveled to Philadelphia to receive an award from AWWA. EAWA will receive a plaque from AWWA. When it comes, he wants the operational staff to be recognized by the board. McCloud asked the purpose of the award. Haldeman stated that the award was for taking the old plant and researching how they could fix its problems according to AWWA standards. It is considered Phase III. The next phase is called the President's award which includes one year of showing more readings. McCloud asked if this was a rare occurrence to receive this award. Becker answered in the affirmative.

**September Preliminary Budget Meeting Date** - Becker gave the options of either September 16<sup>th</sup> or September 23<sup>rd</sup> for the preliminary board budget meeting. Treese stated that the 23<sup>rd</sup> would work better because he will be away on the 16<sup>th</sup>. The board decided on the 23<sup>rd</sup> for the budget meeting.

b. **Operations Manager's Report** - Haldeman stated that Dave Litner, the manager for the DEP Lancaster district, called advising of a spill. There were some leaking drums at the 200 block of Cornwall Rd. He asked Haldeman not to pump from the quarry to the Conewago Creek. The DEP needs to determine how much leaked out of the drums. They simply wanted to advise EAWA of the investigation. There is no time limit on how long this will take. Haldeman stated that he asked Litner to keep him posted on when the watch is over.

c. **Engineer's Report:** None.

**d. Financial Reports:**

- i. Paid Bills Detail (*Operating Fund*) (6/26/17) distributed with package (\$26,220.00 for balance);
- ii. Statement of *Operating* Revenues & Expenditures for period of JUNE YTD, distributed with package. Income: \$2,340,171.97 (inc. fund balance), Expenditures: \$1,075,399.91 (inc. debt principal & int.);
- iii. Statement of *Capital* Revenues & Expenditures for period of JUNE YTD, distributed with package. Income: \$4,022,544.66 (inc. fund balance), Expenditures: \$245,629.27;

**Action:** "That the Board accepts the JUNE Statement of Operations Revenues & Expenditures (Actual vs. Budget)."

**Motion:** J. McCloud **Second:** K. Murphy **Approved**

**6. UNFINISHED BUSINESS:** None.

**7. NEW BUSINESS:** None.

**8. BILLS PAYBLE:** Refer to Unpaid Report;

**Action:** "That the Board pays bills listed on the statement of Unpaid *Operating* Fund Bills Detail totaling \$44,010.49 (7/10/17) and Unpaid *Capital* Fund Bills Detail totaling \$10,424.10 (7/10/17)."

**Motion:** R. Sheidy **Second:** K. Murphy **Approved**

**9. BOARD MEMBER'S REMARKS:** Becker noted this is Melissa's last meeting.

**10. EXECUTIVE SESSION:** None.

**11. ADJOURN:** 7:03 PM

**Action:** "That the Board adjourns the regular meeting."

**Motion:** K. Murphy **Second:** J. McCloud **Approved**

Respectfully submitted,

D. Becker, Authority Manager

***Approved at 8/14/17 Meeting***