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**Reading Area Water Authority  
Board Meeting  
Tuesday January 17, 2017**

The Stated Board Meeting of the Reading Area Water Authority was held on Tuesday January 17, 2017 at 815 Washington St, Reading PA 19601 at 4:30 PM. Present were: Board Members: Chairman Ralph Johnson, Vice Chairman Steve Symons, Ms. Julissa Espinal, Ms. Josephina Encarnacion, Mr. Steven McCracken, Interim Executive Director Mr. William Murray, Mr. Thomas Weld, Engineer, BCM Engineer, Mr. Carl Scott SSM Engineer and Mr. Ed Stock, Solicitor,

Meeting called to order at 4:15 pm.

No Public Comment

Chairman Johnson turned the meeting over to Attorney Ed Stock asked for a motion for the 2017 reorganization of the Board Members to continue as the organization is presently formed, Mr. Ralph Johnson as Chairman, Mr. Steve Symons as Vice Chairman, Ms. Julissa Espinal as Secretary, and Mr. Steve McCracken, Ms. Josephina Encarnacion and Interim Mr. Murray all as assistant Secretary. The motion was made by Mr. Symons and seconded by Mr. Steve McCracken.

- All in favor. Motion passed unanimously

Attorney Stock asked for a motion to move to continue with the current Contracted Engineering Firm SSM, and Contracted Solicitor Roland Stock, and Bingaman Hess as special Project Solicitor for the Authority. Mr. McCracken made a motion and was seconded by Mr. Symons.

- All in favor. Motion passed unanimously

Meeting was turned back over to Chairman Johnson.

A motion was made to approve the meeting minutes from December 13, 2016 by Mr. McCracken and seconded by Ms. Julissa Espinal.

- All in favor. Motion passed unanimously

A motion was made to approve the General Fund invoices in the amount of \$457,856.38 by Mr. McCracken and seconded by Ms. Espinal.

- All in favor. Motion passed unanimously

A motion was made to approve the Capital Fund Invoices in the amount of \$292,299.96 by Mr. McCracken and seconded by Ms. Espinal.

- All in favor. Motion passed unanimously

A motion was made to approve the Escrow Fund invoices in the amount of \$5,735.22 by Mr. McCracken and seconded by Mr. Symons.

- All in favor. Motion passed unanimously

**Executive Director Report:**

Mr. Murray met with the representatives from the Berks Park 78 new project and presented them with a Will Serve letter, pending an agreement.

Mr. Murray said that he and Mr. Stock met with the City over the lease negotiations and the terms are being worked on.

Mr. Murray said that the meter reading staff from Miller Environmental and he sat down and discussed the positions that are available starting February 1, 2017. This change will create a savings between \$175,000 and \$250,000 per year.

A motion was made by Mr. Steve McCracken to end the Miller Environmental Meter Reading contract as of January 31, 2017 and was seconded by Mr. Symons.

- All in favor. Motion passed unanimously

Mr. Murray said that the Workers compensation and commercial business insurance was put out to bid, and the current carrier came in with a bid \$60,000 lower than the previous year's contract. There was another bidder that came in at about \$70,000 lower and that carrier was picked by RAWA. The insurance coverage will be evaluated and adjustments could be made going forward. Mr. Murray asked for a motion to approve the insurance carrier changes.

A motion was made by Ms. Espinal to approve the change of insurance carrier for 2017 and seconded by Ms. Encarnacion.

- All in favor. Motion passed unanimously

Mr. Murray asked Chairman Johnson to create 2 committees, Personnel Committee and Finance Committee. Ms. Encarnacion and Mr. Symons volunteered for the Personnel Committee and Mr. McCracken and Ms. Espinal volunteered for the Finance Committee.

A motion was made to allow the Executive Director to advertise for the position of Production and Distribution Director upon the Personnel Committee's approval by Mr. Symons and seconded by Ms. Espinal.

- All in favor. Motion passed unanimously

Mr. Murray presented a list of chemical bids that were worked out with other facilities to create lower costs. A motion to accept the bids as received was made by Mr. McCracken and seconded by Mr. Symons.

- All in favor. Motion passed unanimously

### **Engineering Report**

Mr. Tom Weld from BCM reviewed the Birdsboro project. Mr. Weld said that all applications and permits are in and most have been accepted. He said that next week the temporary line will be going in over the county bridge. The first engineering meeting was held on January 12, 2017 and Emberclear has plenty of oversight on the project.

Work on the River Run Meadows project is underway and the water line extension line bond should be delivered to BCM on January 18, 2017. Once RAWA has reviewed the bond, work can proceed.

Mr. Carl from SSM said that the valves at the gate house project has been installed and are up and running.

Mr. Scott said they are working on the Water Allocation permit that will expire in July 2018 and also on the Water Emergency Action Plan at the lake which will expire in May 2017.

### **Solicitors Report**

Attorney Stock asked for a motion to accept the amendment to the River Run Meadows water line extension bond. A motion was made by Mr. Symons and seconded by Ms. Espinal to approve the amendment made in the River Run Meadows Bond agreement for the water line extension.

- All in favor. Motion passed unanimously

Mr. Murray stated that at the next Board meeting he will present the Capital Budget for 2017, but in the meantime is asking for approval on the purchase of a HURCO VAC type machine on the 2016 capital budget. It was originally on the 2016 budget and would like to have this ordered now because of the length of time it takes to receive the equipment. He asked for approval of not more than \$50,000 for the purchase.

A motion was made to approve the Executive Director to order the HURCO VAC machine for not more than \$50,000 through the Co-star program was made by Mr. Symons and seconded by Ms. Espinal.

- All in favor. Motion passed unanimously

Executive session was called at 5:20 PM

Meeting adjourned at 6:15 PM

The next Reading Area Water Authority Workshop Meeting will be held on Tuesday February 21, 2017 at 4:00 P.M. in the Penn Room at City Hall, 815 Washington St., Reading PA 19601