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**Reading Area Water Authority
Board Meeting
Tuesday December 19, 2017**

The Stated Board Meeting of the Reading Area Water Authority was held on Tuesday December 19, 2017 at 815 Washington St, Reading PA 19601 at 4:00 PM. Present were: Board Members: Chairman Ralph Johnson, Vice Chairman Steve Symons, Mr. Steven McCracken, Ms. Cecile Grimshaw, Executive Director Mr. Bill Murray, Director of Operations and Maintenance Mr. Kim Mazur, Mr. Carl Scott SSM Engineering, and Attorney Ed Stock, Solicitor. Absent was Ms. Julissa Espinal.

Meeting called to order at 4:00 pm.

A motion was made to approve the meeting minutes from November 21, 2017 by Mr. McCracken and seconded by Mr. Symons.

- All in favor. Motion passed unanimously

A motion was made to approve the invoices for December 19, 2017: The General Fund in the amount of \$213,954.01, the Capital Fund Invoices in the amount of \$87,046.76 and the Escrow Fund Invoices in the amount of \$33,011.80 by Mr. Symons and seconded by Mr. McCracken.

- All in favor. Motion passed unanimously

Executive Directors Report:

Mr. Murray presented the 2018 Capital Budget to the Board of Directors. There were some questions regarding the purchasing of chemicals and supplies from Mr. Symons. Mr. Murray went over how RAWA evaluates the purchasing of supplies. Mr. Murray also reviewed the savings that had been done over the course of 2017 which helped with RAWA not having to increase residential rates for the second year in a row.

A motion was made to approve the balanced RAWA 2018 Budget by Mr. McCracken. A discussion was had. Mr. Murray explained how the budget is obtained and put together. An error on the date of the report was pointed out and Sandra Kieffer, RAWA accountant explained she would have that corrected and sent out to the board members. Seconded by Mr. Symons.

- All in favor. Motion passed unanimously

Mr. Johnson asked that the revenue for North Heidelberg be listed on the budget "over view" and also have a comparison of years on the report. Mr. Johnson also asked Mr. Murray if he could prepare a preliminary 2019 budget in the first quarter of 2018. Mr. Murray said that it would be no problem to prepare.

Mr. Murray asked that a nominating committee be formed to appoint the officers for the Board of Directors for 2018. Mr. Johnson asked the board if they would like to have a committee or waive it to the next meeting and appoint the officers at the next meeting. The consensus was to have it done at the next meeting in January.

Mr. Murray presented the Insurance contract to the board and indicated there would not be an increase for 2018, and the hope is to get an agreement to have no increase for the next 2 or 3 years. He is working on this.

Mr. Murray showed the Board of Directors a letter from Western Berks Water Authority, thanking RAWA for the help that was given to them for a main break that happened in Mohrsville over the Thanksgiving Holiday weekend. WBWA reimbursed RAWA for man hours and would like to negotiate an intergovernmental agreement because RAWA has the man power and equipment to help. The help that was given to WBWA was done under the PAWARN, giving RAWA the right to help WBWA or any other Authority in need during an emergency situation.

Mr. Johnson and Mr. Murray wanted to commend the RAWA employees on the excellent job they did on the Holiday Parade. Both were very thankful for the great job that was done.

Director of Maintenance and Operations:

Mr. Mazur presented the Step down Resolution to the board for approval. The reason for this resolution was to help property owners with large metered services that were put into the properties in the past because of the demand for use. Over the years the property changed hands, and is not being used for that original purpose any longer and would like to reduce the size of the meter. Motion was made to pass resolution 2017-2, Amendment to Water Service Resolution (effective date July 1, 1994), Section 8-Services Pipes, Subparagraph (f), effective immediately by Mr. Symons and seconded by Mr. McCracken.

Mr. Mazur presented the chemical bids for 2018. Mr. Mazur said he was happy to say that 7 of the 9 chemicals came in lower than the 2017 costs. Mr. Murray told the board that RAWA is now working with surrounding authorities on cooperative chemical buying and this has resulted in the ability to purchase chemicals at lower prices.

Mr. Mazur presented to the Board for approval the Purchasing Policy. He explained all the steps from emergency purchasing to normal purchasing policies. A motion was made by Mr. Symons to approve the Purchasing policy and seconded by Mr. McCracken.

- *All in favor. Motion passed unanimously*

Mr. Mazur next presented the DEP Filter rehabilitation. The media was removed and now the tiles need to be replaced. Kim reviewed this with Scott Carl from SSM and it has been suggested that the Stainless Steel should be installed over the plastic type tiles. Mr. Symons asked for the price difference. Mr. Mazur said that the Stainless Steel is \$582,000 and the Plastic is \$508,000. Mr. Murray said that there was a meeting with DEP and they want this done immediately because of the Birdsboro project demanding so much water in the near future. Mr. Mazur said that the DEP requested the whole permit package be presented by the end of January.

A motion was made to allow SSM Engineering to provide the design and permit package at cost of \$17,000 for the Filter and media rehabilitation project as requested by the DEP and seconded by Mr. McCracken.

- *All in favor. Motion passed unanimously*

A motion was made to authorize SSM to start the bidding process for the Filter Rehabilitation project by Mr. Symons and seconded by Mr. McCracken.

- *All in favor. Motion passed unanimously*

A motion was made to replace the underdrain with Stainless Steel and install media at an estimated amount of \$600,000, based on the specifications SSM have come up with by Mr. Symons and seconded by Mr. McCracken.

- *All in favor. Motion passed unanimously*

Engineering Report:

Mr. Scott Carl gave an update on the outstanding projects on his engineering report. All design engineering was completed for Central Logistics Park and the Filter Rehab was already covered by Mr. Mazur. Mr. Carl said that he wanted the Board to know that SSM is holding there engineering rates at the same rate as 2017 in the spirit of what RAWA is doing.

Solicitors Report:

Attorney Stock recommended to the Board of Directors to prepare and execute By-Laws. He asked that 2 members of the board, along with Mr. Murray and himself work together on them and the subcommittee would then bring them back to the board to approve. Mr. Johnson asked Ms. Grimshaw and Mr. McCracken if they would be willing to be on this committee and they both agreed.

Attorney Stock explained to the Board of Directors that a settlement agreement had been proposed from the RAWA customer HydroJet to pay their outstanding balance of unbilled and unpaid for water and sewer bills over the course of 96 months. The terms were presented as a lump sum amount of 25% be paid at any point and the remaining 75% be paid along with their current monthly bill.

A motion was made by Ms. Grimshaw to allow the Executive Director and the Solicitor to negotiate the final terms of the agreement. Mr. McCracken seconded the motion.

- *All in favor. Motion passed unanimously*

A brief Executive session was called at 5:30 pm. No action would be taken after the session.

Meeting Adjourned

The next Reading Area Water Authority Board Meeting will be held on Tuesday January 16, 2018 at 4:00 P.M. at The RAWA Administration office, 1801 Kutztown Rd., Reading PA 19604