



1801 Kutztown Road
Reading, Pennsylvania 19604
Phone: 610-406-6300
Fax: 610-406-6307
TDD: 610-655-6442

**Reading Area Water Authority
Board Meeting
Tuesday January 16, 2018**

The Stated Board Meeting of the Reading Area Water Authority was held on Tuesday January 16, 2018 at 4:00 PM in the Board room of the RAWA Administration office, 1801 Kutztown Road, Reading PA 19604. 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.

Meeting called to order at 4:06 pm.

No Public comment

The meeting was turned over to Solicitor Ed Stock for the reorganization of the Board of Directors for 2018.

Attorney Stock asked for nominations for the position of Chairman. Mr. Steve McCracken nominated Mr. Ralph Johnson to remain the Chairman. This was seconded by Mr. Steve Symons. No other nominations were given. A roll call was done for the election of Mr. Johnson: Mr. Steve Symons: Yes, Ms. Cecile Grimshaw: Yes, Mr. Steve McCracken: Yes, Mr. Ralph Johnson: Yes. Mr. Johnson will remain Chairman of the Board with 4 Yes votes, 0 No votes.

Attorney Stock asked for nominations for the position of Vice Chairman. Mr. Ralph Johnson nominated Mr. Steve Symons to remain the Vice Chairman. Mr. Steve McCracken seconded the nomination. No other nominations were given. A roll call was done: Mr. Ralph Johnson: Yes, Ms. Cecile Grimshaw: Yes, Mr. Steve McCracken: Yes, Mr. Steve Symons: Yes. Mr. Symons will remain Vice Chairman of the Board with 4 Yes votes, 0 No votes.

Attorney Stock then elected that everyone be appointed as Secretary, Treasurer and Assistant Secretary. Roll call was taken, Mr. Ralph Johnson: Yes, Ms. Cecile Grimshaw: Yes, Mr. Steve McCracken: Yes. Mr. Steve Symons: Yes. 4 Yes Votes, 0 no Votes. All Board members are appointed as Secretary, Treasurer and Assistant Secretary.

The meeting was turned over to Chairman Johnson. Chairman Johnson made the move to take nominations for RAWA Solicitor. Mr. McCracken made the motion to appoint Attorney Stock. Mr. Symons seconded the nomination. Mr. Ralph Johnson: Yes, Ms. Cecile Grimshaw: Yes, Mr. Steve McCracken: Yes. Mr. Symons: Yes. 4 Yes Votes, 0 no Votes. Attorney Stock was appointed RAWA Solicitor.

Mr. Johnson made a motion to take nominations for RAWA Professional Engineering. Mr. McCracken Made the motion to retain SSM as the Professional Engineering firm. Mr. Symons Seconded the nomination. Mr. Ralph Johnson: Yes, Ms. Cecile Grimshaw: Yes, Mr. Steve McCracken: Yes. Mr. Symons: Yes. 4 Yes Votes, 0 no Votes. SSM was appointed RAWA Professional Engineering firm.

Chairman Johnson asked for the December 2017 board meeting minutes be approved. Mr. McCracken made the motion to approve the December 2017 Minutes, Mrs. Grimshaw seconded the motion. *All in Favor* Motion passed unanimously

Chairman Johnson asked for a motion to approve the January 16, 2018 invoices. Motion was made by Mr. McCracken and seconded by Mrs. Grimshaw. *All in favor* Motion passed unanimously

Board Member Report:

Mr. Symons stated that there were 5 review panel meetings that he attended and that they all were resolved favorably. Attorney Stock said that he has heard very favorable feedback on this process.

Executive Director Report:

Mr. Bill Murray stated that all Ethics forms must be turned in by May 1, 2018 to Suzanne Ruotolo and that if anyone had any questions on the completion of the forms to please ask Attorney Stock.

Mr. Murray commented on the amount of main breaks, service breaks and other emergency's that have happened just since the last board meeting. He told the Board that all repairs were done as quickly as possible with limited water shut down to customers. The Distribution staff has been very responsive and effective at getting these jobs done as fast as possible.

Mr. Murray asked the Board of Directors if he could put out a RFP for Auditing purposes. Mr. Johnson agreed that this should be done. Attorney Stock said no motion needed to be made.

Director of Maintenance and Operations:

Mr. Kim Mazur gave the Bid results for the chemical Activated Carbon. Cabot Corporation came in at the low bid over the current provider with a yearly savings of approximately \$20,000. A motion was made by Mr. Symons and seconded by Mr. McCracken to approve Chemical Bid for Power Activated Carbon contract be awarded to Cabot Corporation. *All in favor* Motion passed unanimously

Mr. Mazur asked for approval to advertise the bid of the Filter #1 Rehabilitation project. The construction part of this project will be estimated at about \$600,000. DEP has asked that this project be completed as soon as possible. A motion was made by Mr. McCracken and seconded by Mr. Symons to approve advertising of the Filter #1 Rehabilitation project. *All in favor* Motion passed unanimously

Mr. Mazur asked for a motion to approve the Birdsboro Power advertising of bids to move forward with the project. Mr. McCracken made the motion to advertise for the Birdsboro Power water extension line and was seconded by Mrs. Grimshaw. Mr. Johnson asked if this project was being reimbursed by Birdsboro Power. Mr. Mazur said that yes everything for this project is being reimbursed to RAWA. Mr. Johnson asked if the bids could go out before the permits were issued. Attorney Stock said that yes they could be. It is anticipated that all permits will be issued shortly. *All in favor* Motion passed unanimously

Mr. Mazur introduced the 2018 Capital Budget. He asked for a motion to approve the budget, and also pointed out that anything that is over the \$10,000 threshold would be again presented to the board for a second approving with bids and the award winner. Mr. McCracken moved to approve the 2018 Capital Budget and Mr. Symons seconded the motion. *All in favor* Motion passed unanimously

Mr. Mazur presented to the Board of Directors a summary of the department reviews. He highlighted the main breaks and the work that is being completed. He also pointed out the new technology that is being used to find the breaks.

Engineers Report:

Mr. Scott Carl presented his report to the Board of Directors and highlighted the projects he is working on. He said that the Annual Dam Inspection report was submitted to the DEP on November 18, 2017 and that the DEP will usually respond back around March or April.

Executive session was called at 4:45 pm. To discuss legal matters. No action would be taken after the session.

Motion to Adjourn meeting by Mr. Symons, Seconded by Mrs. Grimshaw. *All in favor* Meeting Adjourned at 5:39 pm

The next Reading Area Water Authority Board Meeting will be held on Tuesday February 20, 2018 at 4:00 P.M. at The RAWA Administration office, 1801 Kutztown Rd., Reading PA 19604