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Reading Area Water Authority
Board Meeting
Tuesday June 19, 2018

The Stated Board Meeting of the Reading Area Water Authority was held on Tuesday June 19, 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, Mr. Steven McCracken, Mrs. Cecile Grimshaw, Dr. Phillip Dougherty, 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 Vice Chairman Steve Symons.

Meeting called to order at 4:00 pm.

No Public comment

Mr. Mark Zettlemoyer and Ms. Kelly Godfrey from RKL presented to the Board of Directors the Draft 2017 Financial Audit. Mr. Zettlemoyer highlighted the audit, indicating that there is a clean opinion, meaning that RKL is not aware of any financial issues. Ms. Godfrey commented that she has been on the audit review team for the past 7 years and that she has noticed a vast the improvement on the processes, policies and procedures. Ms. Godfrey said she will get us some investment policies so that RAWA can get them in place. Ms. Godfrey also

Chairman Johnson asked for a motion to approve the 2017 RAWA Financial Audit and send to The City of Reading. Dr. Dougherty made a motion to approve and submit the 2017 RAWA Audit and Mr. McCracken seconded the motion. All in Favor, Motion passed.

Chairman Johnson asked for the stated Board minutes from May 15, 2018 to be approved. Mr. Steven McCracken made a motion to approve the stated Board minutes for May 15, 2018 and Mrs. Cecile Grimshaw seconded the motion. All in Favor, Motion passed.

Chairman Johnson asked for a motion to approve the invoices dated June 19, 2018. Mr. McCracken made a motion to approve the invoices as follows: General Fund payments in the amount of \$382,812.63, Capital Fund payments in the amount of \$186,777.73, the Escrow Fund payments for \$19,894.74 and the Birdsboro Power Escrow fund payment in the amount of \$37,170.31. The motion was seconded by Dr. Dougherty. All in Favor, Motion passed.

Executive Director Report:

Mr. Murray presented to the Board of Directors the copies of the monthly Cash and Financial reports.

Mr. Murray said the recent event held at the Filter Plant for the BCWSA meeting received a lot of praise on how the plant looks and is run. He said it was a job well done by all the staff.

Mr. Murray announced that Mr. Anthony Reynolds received his Plant Operations License. Also, Mr. Kim Mazur received his Plant Operators License along with subclasses.

Director of Maintenance and Operations Report:

Mr. Mazur asked for a motion to approve the purchase of the John Deere tractor in the amount of \$31,185.00 which is a Co-Stars price. This item had previously been approved through the annual Capital Budget but is being presented again for approval. A motion was made by Dr. Dougherty and seconded by Mr. McCracken. All in Favor, Motion passed.

Mr. Mazur asked for a motion to approve the purchase of a Propane Generator at the Pump house. The current Generator is gas powered and needs to be replaced. By replacing it with the propane powered one, it is much safer in case of a leak. The Co-stars bid is \$40,355.00. A motion was made by Mr. McCracken and seconded by Dr. Dougherty. All in Favor, Motion passed.

Mr. Mazur asked for a motion for the repair to the Sludge Transfer pump at a cost of \$19,300.00 to be paid from the Capital Budget. A motion was made by Mr. McCracken and seconded by Dr. Dougherty. All in Favor, Motion passed.

Mr. Mazur next presented a proposal for the Management and Observation contract for SSM for the Filter Rehab project at a cost of \$57,000 for 2 filters which is about 6% of the construction cost, and well below the standard. A motion was made by Mr. McCracken and seconded by Dr. Dougherty. All in Favor, Motion passed.

Mr. Mazur showed the Board of Directors the map he has put together of the RAWA system and pin pointed areas that need to be updated in the 5-year Capital plan. He gave the Board of Directors a copy of the drafted 5-year plan and let them know the map will remain posted so that the entire board can see what and where projects are being done. Chairman Johnson asked Mr. Mazur to pick a project that has been targeted for an upgrade or improvement and go over one each meeting to help educate the Board.

Engineers Report:

Mr. Carl let the board know that all the projects being worked on are in his monthly report and have been mostly covered by Mr. Mazur already.

Mr. Tom Weld from BCM made a presentation to the Board on the ongoing Birdsboro Power project. Mr. Weld has indicated that the pipe's being installed in the Birdsboro area are nearing completion. The contractor is ahead of schedule and, and Mr. Weld said they are hoping to be able to supply a small amount of water to the power plant once all is completed for testing.

Solicitors Report:

Attorney Stock asked the Board for a motion to approve the amended Board Bylaws. Attorney Stock made a small correction to gender that is mentioned in the Bylaws. It now will indicate both male or female. A motion was made by Dr. Dougherty and seconded by Mrs. Grimshaw to accept the change in the Bylaws as presented. All in Favor, Motion passed.

Attorney Stock asked for a motion to approve and forward to the City of Reading an amendment for the Lease agreement, indicating the amount of \$1,700,000.00 continue to be sent to the City of Reading for the Meter Surcharges in monthly installments. A motion was made by Mr. McCracken and seconded by Mrs. Grimshaw to accept the amendment as presented. Chairman Johnson asked if this was a fixed amount or would it escalate. Attorney Stock said this is a fixed amount. All in Favor, Motion passed.

Attorney Stock asked Chairman Johnson to appoint a Personnel Committee. Mr. McCracken and Mrs. Grimshaw volunteered to be on this committee.

An Executive Session was called at 5:30 pm. For Legal and personnel issues.

5:44 PM meeting called back to order.

A motion was made for a 3% increase for Non-Union employees by Mr. McCracken and seconded by Mrs. Grimshaw. All in Favor, Motion passed.

Motion to Adjourn meeting by Mr. McCracken, Seconded by Dr. Dougherty. *All in favor*
Meeting Adjourned at 5:46 pm

The next Reading Area Water Authority Board meeting will be held on July 19, 2018 at 4:00 pm at the RAWA Administration Building, 1801 Kutztown Road, Reading PA 19604