

MANHEIM AREA WATER & SEWER AUTHORITY

Minutes of January 9, 2020

Borough Hall: 15 East High Street, Manheim, PA 17545

- I. Call to Order: Chair: Robert Miller; Vice Chair: Paul Shaffer; Secretary: Charlie Heisey; Treasurer: Barbara Horst; Assistant Secretary/Treasurer: John Haldeman, and Bernard Reiley
- a. Absent: Andrew Nelson
 - b. Staff: Manager: Terry Shaffer; Financial Comptroller: Deb Tobias; Operations Manager: David Schreffler; Water Operator: Mark Tyson; Billing Administrator/Recording Secretary: Candace Hoover
 - c. Engineer: Carl Kline, Jr., LO - SSM
 - d. Mr. Miller convened the meeting at 7:02PM with the Pledge of Allegiance.
- II. Reorganization
- a. Board Officers
 - i. Mr. Miller opened the floor for nominations. He offered that he would be willing to serve in any capacity if another would like to serve as Chair.
 - Mr. P. Shaffer nominated Mr. Miller for the office of Chair; second by Mr. Reiley. Mr. Miller accepted the nomination. Mr. P. Shaffer moved to close nominations for the office of Chair; second by Mrs. Horst. Motion passed unanimously.
 - Mrs. Horst nominated Mr. Heisey for the office of Vice Chair. Mr. Heisey nominated Mr. P. Shaffer for the office of Vice Chair. Mrs. Horst withdrew her nomination for Mr. Heisey; second by Mr. P. Shaffer. Mrs. Horst seconded Mr. P. Shaffer's nomination for the office of Vice Chair. Mr. P. Shaffer accepted the nomination. Mr. Reiley moved to close nominations for the office of Vice Chair; second by Mrs. Horst. Motion passed unanimously.
 - Mr. P Shaffer nominated Mrs. Horst for the office of Treasurer; second by Mr. Heisey. Mrs. Horst accepted the nomination. Mr. P. Shaffer moved to close nominations for the office of Treasurer; second by Mr. Reiley. Motion passed unanimously.

- Mrs. Horst nominated Mr. Heisey for the office of Secretary; second by Mr. Haldeman. Mr. Heisey accepted the nomination. Mr. Reiley moved to close nominations for the office of Secretary; second by Mrs. Horst. Motion passed unanimously.
- Mr. Heisey moved to nominate Mr. Haldeman for the office of Assistant Secretary/Treasurer. Mr. Haldeman accepted the nomination. Mr. P. Shaffer moved to close nominations for the office of Assistant Secretary/Treasurer; second by Mr. Reiley. Motion passed unanimously.

b. Committees

- i. Finance: Mr. Miller asked Mrs. Horst to chair and asked Mr. Haldeman and Mr. P. Shaffer to serve.
 - ii. Personnel: Mr. Miller asked Mr. Heisey to chair and asked Mr. Reiley to serve along with himself.
 - iii. Property: Mr. Miller asked Mr. Haldeman to chair and appointed Mr. Nelson to serve with himself.
 - iv. Strategic: Mr. Miller asked Mr. P. Shaffer to chair and Mr. Reiley and Mr. Heisey to serve.
 - v. Source Water Protection: Mr. T. Shaffer attends a few of the meetings. Mr. Kline is presently serving. He will continue to do so while mentoring Mr. Nelson and Mr. Tyson for the role.
 - vi. Mr. Miller asked Mr. T. Shaffer to maintain a list of alternates willing to serve.
- Mr. Miller entertained a Motion to elect the slate of officers; moved by Mrs. Horst; second by Mr. P. Shaffer. Motion passed unanimously.

III. Minutes of December 12, 2019:

- a. Mr. Kline indicated that Mr. Dan Standish is not in the roll call for engineering.
- Mr. Miller entertained a Motion to approve the Minutes of December 12, 2019 as amended; moved by Mr. Heisey; second by Mr. P. Shaffer. Motion passed unanimously.

IV. Reports

a. Operations

- i. WTP¹ Filters: Mr. Schreffler reported that Filter C repairs are complete. All 3 filters are now available for service.
 - 1. A Filter Performance Review was conducted by DEP², where a few verbal recommendations were

¹ WTP: Water Treatment Plant

² DEP: Pennsylvania Department of Environmental Protection

made. Mr. Tyson met with them over a 3-day period, for which Mr. Schreffler commended his performance. Mr. Tyson is now the Responsible Operator in Charge for the Water Treatment Plant. The Board congratulated him.

- ii. WWTP³: Mr. Schreffler commended Mr. Eichelberger, Assistant Water/Wastewater Operator, on his management of the hauled waste program.
 - 1. The Forward Flow Pump is out for repair.
 - 2. Clarifier #3: Has been an ongoing issue. The CoStars vendors did not come back with a good price. Mr. Schreffler and Mr. T. Shaffer would like to pursue other options. Mr. Kline will be discussing options with them. In the interim staff will use warmer day to clean out and prepare the tank for coating.

b. Management

- i. WTP: DEP has not issued a repair permit for Well Pump #4 yet.
- ii. A main break was discovered and repaired at an impressive rate on New Year's Eve on North Laurel Street. Mr. T. Shaffer spoke to Mr. Bell's workmanship in leading the Collection & Distribution responsibilities and repairs.
 - 1. Even though there were a number of breaks, the system still experienced a 6% water loss. Mr. T. Shaffer stated that when he started, the water-loss was near 46%. As a result of the ongoing significantly low water loss rate, the system is no longer on watch with SRBC.
- iii. WWTP Processing is showing an excellent reduction of Nitrogen and Phosphorus. There are significantly reduced flows as a result of the lining, which will all pay dividends in the future as the combined results allow for additional hauled waste receiving and increase nutrient credits available for sale.
- iv. Hauled Waste finished 2019 with approximately one month in revenue over budget.

c. Engineering

- i. Mr. Kline congratulated Mr. Tyson on becoming Responsible Operator in Charge.
- ii. Mr. Kline will be in touch with staff regarding the upcoming Industrial Pretreatment Program revisions.
- iii. Mr. Kline will be compiling the Chapter 94 Report

³ WWTP: Wastewater Treatment Plant

- on MAWSA's behalf.
- iv. CFA Grants are typically awarded in July.
 - v. The 2020 General Engineering Service Proposal is being worked on by Mr. T. Shaffer and Mr. Kline.
 - vi. Mr. Kline has a new boss, Ralph Johnson, whom will be introduced at a future meeting.
- d. Finances
- i. Ms. Tobias reported that the Cash Available was very near 2018's final figures, even with all of the repairs that have taken place.
 - ii. Water O&M⁴ R&E⁵ is negative as a result of multiple months of engineering invoices as well as expenses in relation to WTP filter repairs.
 - iii. Wastewater O&M R&E had a lot of expenses, but the net income was still very positive.
 - iv. Water O&M R&E Budget vs. Actual shows Water Revenue Current ended as budgeted. Overall total income was 90.5% of expected revenue.
 - 1. Expenses were over in total yielding a year end net revenue of 4.3%. The expected development, Manheim Commons, did not come online as expected. It is rumored that their Penn Township permit has been extended to April 2020.
 - v. Wastewater O&M R&E Budget vs. Actual: Total income met the anticipated revenue for the year; however, expenses were over budget and the net income overall was over budget.
 - 1. Mrs. Horst noted that in the past wastewater struggled with revenue more frequently than water.
 - vi. Water O&M Profit & Loss Previous Year Comparison shows an overall revenue decrease of 15% compared to last year.
 - 1. Looking to 2020, a savings is anticipated on engineering with Mr. Tyson taking over as Water's Responsible Operator in Charge.
 - vii. Water Capital Budget has payables present in this month's invoices.
 - viii. Wastewater Capital Budget also has a payable in this month's invoices.
 - 1. There are additional calculations that need to be run to determine if there will be a rollover; however, it is anticipated that over \$100,000 will be rolled into the 2020 capital budget.
 - ix. Vouchers: The invoice for Mueller is being held as 132 transmitters were incorrectly programmed

⁴ O&M: Operation and Maintenance

⁵ R&E: Revenue and Expense

and sent to MAWSA. 55 of those were already installed. Mr. T. Shaffer is pursuing a letter from Mueller explaining to our customers why we must now repeat our appointment and replace our equipment again. Additionally, the contract they provided for signature has an appendix for pricing that is blank.

1. There are a lot of safety equipment items on the current voucher list.
 - x. The Finance Committee indicated that they have reviewed the financial reports and recommend accepting them.
- Mr. Miller entertained Motion to approve the Financial Reports as presented; moved by Mr. P. Shaffer; second by Mrs. Horst. Motion passed unanimously.
- Mr. Miller entertained a Motion to authorize payment of the vouchers for \$72,415.80; ratify payments made prior to the meeting for \$15,348.97; and authorize payment of invoices received after the reports were run for \$43,844.19, and withholding the payment to Mueller; moved by Mr. P. Shaffer; second Mrs. Horst. Motion passed unanimously.
- xi. The 2019 Audit is scheduled for the end of February.
- e. Utility Billing
- i. Mrs. Hoover offered to make changes to her monthly report as needed. No recommendations were provided at this time.
 - ii. The industry standard for DSO⁶ is 40 days or less. Mrs. Hoover would like to achieve 30 or less.
- f. Personnel
- i. Mr. Miller reported that staff reviews are completed and 2020's healthcare rolled out.
- g. Property Committee
- i. Mr. Miller reported that walkthroughs of all facilities were completed and considered as part of the budget. He would like for walkthroughs to be completed annually, perhaps in August over a few days.
 1. A draft list of committee duties and possible meeting times were provided to board members. Mr. Miller challenged the Committee Chairs to make the schedules their own so they can be used for the future.
- h. Source Water Protection
- i. No items to report.

⁶ DSO: Days of Sales Outstanding

i. Strategic Planning Committee

- i. Mr. P. Shaffer reported that the Committee met in December to discuss the proposal for the Vac Truck. He passed out a packet with information on the proposed equipment and highlighted the first two pages. The capital asset would provide hard and soft cost savings, and increase safety. The annual maintenance costs were calculated and included on page three. The proposed financing term is 6-years, and it has been included in the revised draft budget. Also taken into consideration was the CAT Loader payment that will be paid out in its entirety in 2020. The Vac Truck payments are proposed to be split 70% wastewater/30% water instead of 50%/50%. It would turn out to a wash expense-wise on the water budget after the CAT Loader is paid off. The Strategic Planning Committee recommends the purchase of the Vac Truck.

V. Old Business

- a. The Finance Committee has reviewed the budget revisions. Ms. Tobias highlighted features of the budget revision report for both the water and wastewater revenue and expenses. Mrs. Horst noted that the budget should be reasonable as far as expected revenue and expenses, and that the Board be mindful of repairs that are needed. In the past there was too much deferred maintenance for the purpose of balancing a budget and maintaining rates. She would like to caution that repairs be made within reason. Mr. Miller noted that there is a give and take, because repairs must be proactive.
- Mr. Miller entertained a Motion to approve the revised 2020 Water and Wastewater Operation and Maintenance Budgets as presented; moved by Mr. P. Shaffer; second by Mr. Heisey. Motion passed unanimously.
- i. Miller feels the approved budget is responsible and prudent.
 - b. Mr. T. Shaffer reviewed the 2 revisions made to the capital budgets. Ms. Tobias noted that if the grants are received, it would require some discussion mid-year.
- Mr. Miller entertained a Motion to approve the revised Water and Wastewater capital as presented; moved by Mr. P. Shaffer; second by Mr. Heisey. Motion passed unanimously.

- i. Mr. Miller thanked the staff and committees for their efforts.
- c. Owner Occupied Commercial Definition: Mr. T. Shaffer reported that the current rules and regulations were reviewed by the Solicitor. The clarification provided is that the Owner-Occupied Commercial revenue classes are 2 EDUs⁷ with 2 monthly base rate charges. Mr. T. Shaffer is recommending that the properties still be subject to EDU audits and tri-annual adjustments, and that the reservation of capacity for the second EDU be held by payment of the billing and payment of 2 monthly base rates as opposed to collecting the additional tapping fees. A determination will need to be made regarding the requirement in the Rules and Regulations for separate metering. The owner could appeal for a waiver of the additional meter requirement. Mr. T. Shaffer is to draft a language revision for approval at the February meeting.
- d. Mr. T. Shaffer reported that several misconceptions were cleared up with Realtors regarding the final request form. The draft form review will be tabled to the February meeting.
- e. Mr. Miller asked about the Pennsylvania Renaissance Faire and their wastewater needs. Mr. Haldeman noted that DEP is looking for the Township to expedite their decision for handling the Faire's wastewater plant. There has been rumored development activity in the Turnpike area, but it has been said that those developers are looking for existing utility facilities.
 - i. Discussion was held on DEP's reach and the implications that would be provided to whomever took over operation of the plant.

VI. Announcements

- a. Mr. Miller indicated that there is training available for board members, which is paid for by the Authority.

VII. Adjournment

- Hearing no further business, Mr. Miller entertained a Motion to adjourn at 8:55PM; moved by Mrs. Horst; second by Mr. Heisey. Motion passed unanimously.

Respectfully Submitted,

⁷ EDUs: Estimated Daily Uses (238 gallons per day for each water and wastewater per Resolution 1-2020)

Candace Hoover, Recording Secretary

MANHEIM AREA WATER & SEWER AUTHORITY

Minutes of February 13, 2020

Borough Hall: 15 East High Street, Manheim, PA 17545

- I. Call to Order: Chair- Robert Miller; Secretary- Charlie Heisey; Assistant Secretary/Treasurer & Rapho Township Representative John Haldeman; and Members Andrew Nelson and Bernard Reiley
 - a. Absent: Vice Chair- Paul Shaffer; Treasurer & Penn Township Representative- Barbara Horst
 - b. Staff: Manager- Terry Shaffer; Financial Comptroller- Deb Tobias; Operations Manager- David Schreffler; Billing Administrator/Recording Secretary- Candace Hoover
 - c. Engineering: Carl Kline, Jr., LO – Spotts, Stevens & McCoy (SSM)
 - d. Mr. Miller convened the meeting with the Pledge of Allegiance at 7:00PM.

- II. Minutes of January 9, 2020
 - a. Mr. Kline noted that he is not listed as present in the Minutes.

➤ Mr. Miller entertained a Motion to approve the Minutes of January 9, 2020 as amended; moved by Mr. Heisey, second by Mr. Haldeman. Motion passed unanimously.

- III. Registered Visitor Comment Period
 - a. Mr. Shawn Moore, property owner, was present to observe.

- IV. Reports
 - a. Water & Wastewater Operations Report
 - i. Water
 1. WTP¹ FPPE²: Staff reviewed the report with DEP³. Staff will be working through their suggestions and requirements with SSM.
 2. Sun Hill Pressure Zone Booster Station: The station's shut off valve is stuck, and staff is working with engineering to determine the best replacement method.
 - ii. Wastewater
 1. WWTP: The Forward Flow Pump replacement will be a rebuilt pump for 1/3 of the cost of a new pump.
 2. A diver will start the oxidation ditch mixer rail repairs on Monday.
 3. DEP Inspection: The facility inspection was completed. Staff is

¹ WTP: Water Treatment Plant

² FPPE: Filter Plant Performance Evaluation

³ DEP: Pennsylvania Department of Environmental Protection

awaiting DEP's report.

iii. Collection & Distribution

1. Vacuum Truck: Staff was not fully pleased with the jetter portion of the proposed vac truck. They are going to visit local municipalities that have similar style equipment to see it in operation.
2. The C&D⁴ team has been doing regular, weekly, jetting and cleared a sewer blockage on East Ferdinand Street. The clog was so big that a contractor had to be called in with a more high-powered machine to clear the remaining blockage.
3. Parkview Drive had a sewer main break repair this week.

b. Manager's Report

- i. There was a water NOV⁵ issued for a combined filter effluent spike during a DE⁶ filter change. The spike was for a few seconds and ultimately ends up in a Chlorine contact area that would assure customer safety. Strategic Planning is meeting this month to review the NOV, FPPE, and other large projects.
- ii. A water break repair took place on North Clay Street and another on North Main Street at Colebrook.
- iii. DEP will not allow any work on equipment without a permit that has been signed by an engineer, increasing overall repair and engineering costs.
- iv. Generator work is in the planning stage for the Charlotte Pressure Zone Booster Station.
- v. Some highlights of the work completed by the C&D team in January were shared. Mr. Shaffer commended their ability to complete appointments and still do maintenance and repairs.
- vi. Mr. Shaffer commended the facilities staff on their treatment processing and nutrient reduction success. Nitrogen was at its lowest during his tenure.
- vii. The Hauled Waste Budget is still on budget, even though a few days were lost due to various projects.
- viii. Mr. Shaffer and Mr. Kline met with Penn Township Representatives to discuss various projects and possible inter-municipal ventures.
- ix. Mr. Shaffer recommended that the Owner-Occupied Commercial accounts be considered 2 EDUs⁷ as per the Rules and Regulations. He further recommended that the additionally associated tapping fee be waived and that the monthly billing be corrected to reflect 2 base rates per month.
 1. A resolution will be presented at the March meeting.
 2. Discussion was held on tapping fees and tapping fee calculations.

⁴ C&D: Collection & Distribution

⁵ NOV: Notice of Violation

⁶ DE: Diatomaceous Earth

⁷ EDUs: Estimated Daily Use (for MAWSA 238 gallons per day for water or sewer)

- x. Final Form Update & New Customer Application: Mr. Shaffer recommends the approval of the documents provided.
 - 1. The board concurred with the use of the new form.

- c. Engineering
 - i. There are 2 permits required for the proposed Charlotte Pressure Zone Booster Station upgrades. The Sun Hill Pressure Zone Booster Station permit has a fee. This check was given to Mr. Kline to submit with the permit request.
 - ii. Mr. Kline is hoping to meet with staff on Tuesday to review properties that qualify for enforcement under the IPP⁸.
 - iii. A review will be held on the FPPE report next week as well.
 - iv. SSM has submitted a conditions assessment review proposal for all the facilities that would not exceed \$20K. The proposal will be reviewed during the Strategic Planning Committee meeting.
 - v. Mr. Kline spoke positively of the meeting he and Mr. Shaffer had with Penn Township.

- d. Financials
 - i. Financial Reports
 - 1. Cash Available: Overall cash is lower due to expenses paid out.
 - 2. Water O&M⁹ R&E¹⁰: January typically has a lot of membership and renewal fees, so net ordinary income is expectedly lower.
 - 3. Wastewater O&M R&E: January was a good month for hauled waste and overall.
 - 4. Water O&M R&E Budget vs. Actual: January is 8.3% of the year. Revenue is trailing slightly overall.
 - 5. Wastewater O&M R&E Budget vs. Actual: Overall revenue is at 8.0%.
 - 6. Water O&M Profit & Loss Prev¹¹ Year Comparison: The Health Insurance line item, 448,515, was thrown off by delayed billings received from the health insurance provider.
 - 7. Wastewater O&M Profit & Loss Prev Year Comparison: No significant items were reported.
 - ii. Capital Budget Reports
 - 1. Water: Payments are pending approval.
 - 2. Wastewater: PS2¹² was completed.
 - 3. Capital Budget Transfers: Water has a shortage and will need to roll back funds to O&M based on the reserve policy. Wastewater is poised to roll \$380,300 into its capital budget. The deficit on water would require a shift in anticipated project dates. The

⁸ IPP: Industrial Pretreatment Program

⁹ O&M: Operation & Maintenance

¹⁰ R&E: Revenue & Expense

¹¹ Prev: Previous

¹² PS2: Pump Station 2

rollover policy states that the transfer would occur in February.

- a. The suggested rollover will be under a 30-day review and voted upon in March.

iii. Voucher Reports

1. Checks Issued Prior: No significant items were presented.
2. Water Accounts Payable Detail: Air filter and alarm work were highlighted.
3. Wastewater Accounts Payable Detail: Security work was highlighted.

- a. Discussion was held on the new HVAC¹³ company. They have been doing great work for less cost.

iv. Voucher Approvals & Ratifications

1. Vouchers needing approval total \$205,790.36. Payments made prior to the meeting in need of ratification total \$49,764.49 and \$5,261.45 is the total for invoices received after the meeting reports were run.

- Mr. Miller entertained a Motion to approve the financial reports as presented; moved by Mr. Haldeman, second by Mr. Heisey. Motion passed unanimously.
- Mr. Miller entertained a Motion to approve, authorize, and ratify the vouchers as presented; moved by Mr. Haldeman; second by Mr. Nelson. Motion passed unanimously.
- Mr. Miller entertained a Motion to approve the rollover of funds from the Wastewater O&M to the Wastewater Capital as presented; moved by Mr. Haldeman; second by Mr. Heisey. Motion passed unanimously.

e. Utility Billing

- i. A report of any customer feedback received regarding the updated shut off schedule will be provided after the end of the first quarter.
- ii. Borough-wide address updates have been places on hold by the Borough.
- iii. Web site outsourcing quotes are being sought; however, the results have all been expensive.

f. Personnel

- i. Staff is actively seeking a replacement for a lab technician.

g. Property Committee

- i. No new items to report.

h. Source Water Protection

- i. Mr. Kline proposed cooperation between the conjoining tributary agencies.

i. Strategic Planning Committee

- i. A meeting will be had at the end of the month to review the water capital budget, FPPE, NOV, and other projects.

¹³ HVAC: Heating, ventilation and air conditioning

V. New Business

- a. House Bill 1069: The pending bill regarding agendas was reviewed. Mr. Shaffer recommends that the agenda be provided as noted therein.
- b. Ms. McComsey has earned water license subclasses 8 & 10. Mr. Schreffler has several subclasses pending due to his additional educational achievements.

VI. Old Business

- a. Chapter 94¹⁴ results show that the plant has a lot of available capacity to provide additional services.

VII. Adjournment

- Mr. Miller entertained a Motion to adjourn at 8:33PM; moved by Mr. Nelson; second by Mr. Haldeman. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary

¹⁴ Chapter 94: DEP required annual waste-load management report

MANHEIM AREA WATER & SEWER AUTHORITY
Minutes of March 12, 2020
Borough Hall: 15 East High Street, Manheim, PA 17545

- 1) Call to Order: Chair – Robert Miller; Vice Chair – Paul Shaffer; Secretary – Charlie Heisey; Treasurer & Penn Township Representative – Barbara Horst; Assistant Secretary/Treasurer & Rapho Township Representative – John Haldeman; and Member Andrew Nelson.
 - a) Absent: Member Bernard Reiley
 - b) Staff: Manager – Terry Shaffer; Financial Comptroller – Deb Tobias; Operations Manager David Schreffler; Water Operator – Mark Tyson; and Recording Secretary/Billing Administrator Candace Hoover
 - c) Engineering: Carl Kline, Jr., LO – Spotts, Stevens, & McCoy (SSM)
- 2) Approval of Minutes of February 13, 2020
 - Mr. Miller entertained a Motion to approve the February 13, 2020 Minutes as presented; moved by Mr. Nelson, second by Mr. Haldeman. Motion passed unanimously.
- 3) Registered Visitor Comment Period
 - a) No visitors were present.
- 4) Reports
 - a) Water & Wastewater Operations Report
 - i) Water
 - (1) Mr. Tyson reported on the FPPE¹ which is conducted by DEP² approximately every 3-years. The in-depth review of records and operations yielded several suggestions from the Department. The turbidity meters' electronic recorders were the largest items.
 - (a) A high-pressure service pump shut down will take place upon high or low chlorine alarms.
 - (b) The flock tank was painted.
 - (c) Mr. Kline noted that there will be a lift for the filter lids as part of the plant assessment. (The proposal is up for consideration this evening).
 - (i) In the past, filters were only opened as needed. DEP will be requiring them to be opened more often, so a safer opening mechanism will become more important moving forward.
 - (2) Mr. Tyson shared that the well heads are getting pipe revisions to better fit the electronic recording equipment.

¹ FPPE: Filter Plant Performance Evaluation conducted by the Pennsylvania Department of Environmental Protection

² DEP: Pennsylvania Department of Environmental Protection

Currently there is not enough space between the casing to provide easy access to the monitoring equipment.

- (3) The air stripping tower is going to undergo testing to see if VOCs³ can be tested for while it is offline.

ii) Wastewater

- (1) Mr. Schreffler reported that the Forward Flow Pump was repaired and placed in storage as a backup for a fraction of the cost of a new pump.
- (2) Anchors at the bottom of the ditch motor railings were sheared off. (Mr. T. Shaffer passed around photographs.) The motors were in good condition and the contractors were able to fit and repair the railings and bolts. The second ditch was reviewed and found to be in the same condition. He will be working with the contractor to have this side repaired as well.
- (3) The gear drives were repaired and Mr. T. Shaffer estimates that their life expectancy will be doubled as a result.
- (4) The DEP annual inspection was conducted. No violations were identified, but they would like revised preparedness plans.

iii) C&D

- (1) Mr. Schreffler has added a Collections & Distribution segment to his **report to highlight the team's progress**. Their vac truck review at Elizabethtown was positive. E-Town's maintenance team reported minimal need for repairs.
- (2) The C&D team is actively jetting sewer service mains. Televising the lines has allowed them to identify areas in need of repair, as they have found 3 areas of concern.
 - (a) One main in particular runs through a residential area where residents have put pools and decks on top of the main.

b) **Manager's Report**

i) Water

- (1) Mr. T. Shaffer reported that water loss has dropped significantly.
- (2) C&D completed 89 appointments and 51 PA 1 Calls. 1 Calls are expected to ramp up during the warm season.
- (3) Filter parts have been ordered. The last order took several months to receive.
- (4) Mr. T. Shaffer and Mr. Kline have met with Penn Township to have conversation on cooperative ventures.

ii) Wastewater

- (1) Nitrogen was higher over the past month.
- (2) A larger variety of sludges are being sought.

³ VOCs: Volatile Organic Compounds

- (3) The switch gear has arrived, but the transformer is not in yet. The project is anticipated to begin in May.
- (4) The conveyor had work done to extend its life expectancy. Mr. T. Shaffer is hoping that it will suffice for another 5 years.
- (5) The team has been reviewing laboratory technician applications.
- (6) The bid for the clarifier painting will go on Penn Bid tomorrow and in the paper on Tuesday.
- (7) There will potentially be a home built on South Oak Street in the future.

c) Engineering

- i) **Mr. Kline has been working with Mr. Tyson to address DEP's** concerns with the turbidity levels during a filter switch.
- ii) The Solicitor is reviewing **the Cedar Hollow Development's possible** liabilities with water service not having been dedicated to MAWSA.
- iii) Grants that are shovel ready are being favored over those that are not.
- iv) Mr. Kline reviewed recommendations provided by the World Health Organization regarding COVID-19.
 - (1) **Mr. T. Shaffer and Mr. Schreffler attended the County's press** conference this afternoon. Their basic instruction was to follow CDC Guidelines pertaining to safety practices and urged preparation over panic. As of this afternoon there were no confirmed cases in Lancaster County. He and Mr. Schreffler are looking for any deficiencies, cross-training, and other measures that can be taken as the situation progresses.
 - (2) **Mrs. Horst reported that the team's insurance is on top of** testing and coverage.

5) Financials

- a) Cash Available: The totals reflect debt payments having been made.
- b) Water O&M⁴ R&E⁵: The expenses include vouchers pending ratification payables such as the annual DEP fee. Overall, there is a negative net ordinary income⁶.
- c) Wastewater O&M R&E: There is a negative net ordinary income, which can be attributed to a decrease in haulers this February. Maintenance and repairs are ongoing.
 - i) The debt service payment is reflected in this report.
- d) Water O&M R&E Budget versus Actual: Water taps are slow to start in 2020; however, building season should start soon.
 - i) (February is 16.6% of the year.) Water revenue current is on track.
 - ii) Expenses overall are about where they should be as well.

⁴ O&M: Operations & Maintenance

⁵ R&E: Revenue & Expense

⁶ Negative net ordinary income: Current month's expenses exceeded current month's income

- e) Wastewater O&M R&E Budget versus Actual: Sewer revenue current is on track.
 - i) Hauled Waste is starting slow but is doing well.
 - ii) Healthcare appears higher due to a billing issue from Capital Blue Cross. The error makes the line look inflated, but it will average out as the months progress.
 - iii) Maintenance of Property is this month up due to a garage door repair.
 - f) Water O&M P&L⁷ Previous Year Comparison: Tapping fees were up last year highlighting the main difference between 2019 and 2020 as far as revenue.
 - i) Maintenance repair plan is the major difference between this year and the last year as far as expenses.
 - g) Staff is being trained to manage and be cognizant of specific budget line items regarding their departments.
 - h) Water Capital Projects: The pre-project draft was reviewed.
 - i) Wastewater Capital Projects: The invoice presented is only for the crane rental for the gear box project; the contractor performing the gear box change out has not submitted an invoice yet.
 - j) Vouchers: There is a Developer Tap Agreement reimbursement reflected. Ms. Tobias explained that some developer agreements allow the developer to receive a portion of paid tapping fees back once the Authority receives them, for service mains installed as part of their project.
- Mr. Miller entertained a Motion to approve the financial reports as presented; moved by Mr. P. Shaffer, second by Mr. Heisey. Motion passed unanimously.
 - Mr. Miller entertained a Motion to authorize payment of the vouchers needing approval for \$171,892.23, ratify payments made prior to the meeting for \$129,000.03, and approve payment of the vouchers for \$14,507.78; moved by Mr. P. Shaffer, second by Mrs. Horst. Motion passed unanimously.
 - i) Special Payment Voucher
 - Mr. Miller entertained a Motion to approve the special payment voucher to release the escrow funds of \$2083.50 to the Manheim Central School District in relation to the Gramby Street Elementary School; moved by Mr. P. Shaffer, second by Mr. Nelson. Motion passed unanimously.
 - k) Utility Billing: Ms. Hoover noted that a report on the service discontinuance temporary schedule revision will be provided in April.
 - i) The tap revocation letter, issued for non-payment for over 4 years, was not responded to. The customer was re-notified in writing and in person. A response was expected by this meeting and was not received. Staff will proceed **per the Solicitor's recommendations.**

⁷ P&L: Profit & Loss

- ii) GIS will be moving forward with approximately 50 pages this year. Logistics are being evaluated.
 - iii) IT has implemented security protocols on the new workstations. Backup solutions are in progress.
 - iv) Meter Warranty Returns are being delayed by the supplier.
 - v) Transmitter warranty returns are expiring. Staff will be navigating this issue.
 - l) Personnel Committee: No items to report.
 - m) Property Committee: No items to report.
 - n) Source Water Protection Committee: No items to report.
 - o) Strategic Planning Committee: The Committee met with staff on 2/27. Mr. Tyson had provided a detailed review of the DEP FPPE Report. The proposal for the condition assessment project from SSM was also reviewed. The Committee believes that the assessment will be a valuable tool to begin creating a future plan and recommends approval of the proposal, which is in the Capital Budget.
- Mr. Miller entertained a Motion to authorize moving forward with services for the condition assessment Mr. Heisey, second by Mr. Nelson.

6) New Business

- a) Inspections: Mr. Nelson noted his valve was seized approximately a year ago. He had the work done and had an appointment to shut the water off for the repairs. When the water was re-instated the re-inspection was not done at that time. It seemed inefficient to him to need to schedule a second inspection.
 - i) Mr. T. Shaffer reviewed the procedure regarding notification and inspection process.
 - ii) Mrs. Horst would like to know if the procedure could be reviewed to make it more efficient and effective.
 - iii) Mr. Miller indicated it should be considered that staff do inspections upon water service discontinuances or reinstatements to save trips. Mr. T. Shaffer noted that doing the inspection at the time is ideal. Discussion was held on evaluating the process and the **staff's new drive in** striving to be efficient. It will be a focus to be verbal with the customer that an inspection will be needed and to evaluate the procedures to see if additional efficiencies can be found.

7) Old Business

- a) Owner Occupied Commercial Businesses: Resolution 2-2020 was issued for review and approval in April. Concerns or questions regarding the documents are to be submitted to staff via email so that they may prepare a revised document to the next meeting.
- b) 2020 Capital Rollover: The 2019-2020 Cash Reserve Worksheet was provided to the Board.

- i) Mrs. Horst reported that the Finance Committee has reviewed the rollover, its policy, and the cash position. In order to be in a better financial position in the future, the committee would like to take a conservative approach and roll back into the O&M. (The policy is to maintain 4-months of operating expenses plus annual debt service in cash in the O&M budget. In order to meet that policy a rollover from Capital into O&M will be necessary.)
 - Mr. Miller entertained a Motion to uphold the Capital Reserve Policy by approving the 2020 rollover of \$285,800 from the Water Capital Reserve Fund to the Water Operation & Maintenance account; moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.
- 8) Adjournment
- Mr. Miller entertained a Motion to adjourn at 8:51PM; moved by Mr. P. Shaffer, second by Mr. Heisey. Motion passed unanimously.

Respectfully Submitted,

Candace Hoover, Recording Secretary



MANHEIM AREA WATER & SEWER AUTHORITY

Minutes of April 9, 2020 *as approved May 14, 2020*

Virtual Zoom Meeting

1. Call to Order: Chair – Robert Miller, Vice Chair – Paul Shaffer, Secretary Charles Heisey, Treasure & Penn Township Representative Barbara Horst, Assistant Secretary/Treasurer & Rapho Township Representative John Haldeman, and Members Andrew Nelson and Bernard Reiley
 - a. Administrative & Operations Personnel: Manager – Terry Shaffer, Operations Manager David Schreffler, Financial Comptroller – Deb Tobias, Recording Secretary & Billing Administrator Candace Hoover
 - b. Professional Services: Daniel Desmond – Barley Snyder, and Carl Kline, Jr. – Spotts, Stevens & McCoy
2. Call to Order: Meeting called to order with a moment of silence for the Nation and First Responders at 7:08PM.
3. Minutes of March 12, 2020
 - Mr. Miller entertained a Motion to approve the Minutes as presented; moved by Mr. Heisey, second by Mr. Nelson. The Motion passed with Mr. P. Shaffer, Mr. Heisey, Mr. Nelson, and Mr. Reiley voting in favor and no members voting against.
4. Registered Visitor Comment Period
 - a. No visitors were present.
5. New Business
 - a. Rescind Resolution 6-2019: CFA¹ Sanitary Sewer Rehabilitation and Water Valve Replacement Grant Application
 - Mr. Miller entertained a Motion to rescind Resolution 6-2019 in relation to the CFA Grant for Sanitary Sewer Rehabilitation and Water Valve Replacement Application in order to submit a revised application that separates the water project from the wastewater project; moved by Mr. P. Shaffer, second by Mr. Nelson. The Motion passed with Mr. P. Shaffer, Mr. Heisey, Mr. Nelson, and Mr. Reiley voting in favor and no members voting against.

Mr. Haldeman joined the meeting

- b. Resolution 3-2020: CFA Sanitary Sewer Rehabilitation Grant Application

¹ CFA: Commonwealth Financing Authority

- Mr. Miller entertained a Motion to approve Resolution 3-2020 for the resubmission of the CFA Sanitary Sewer Rehabilitation Grant Application; moved by Mr. P. Shaffer, second by Mr. Reiley. The Motion passed with Mr. P. Shaffer, Mr. Heisey, Mr. Haldeman, Mr. Nelson, and Mr. Reiley voting in favor and no members voting against.
 - c. Clarifier Number 3 Coating Bid Award
 - i. Mr. Desmond indicated that he received and reviewed the bid documents.
- Mr. Miller entertained a Motion to accept the lowest bid from J.P. Smith Contractors, Inc.; moved by Mr. Heisey, second by Mr. Reiley. The Motion passed with Mr. P. Shaffer, Mr. Heisey, Mr. Haldeman, Mr. Nelson, and Mr. Reiley voting in favor and no members voting against.
 - The board concurred that the Motion should included awarding the bid as well. The Motion was amended to state, “Mr. Miller entertained a Motion to accept the lowest bid and award the contract to J.P. Smith Contractors, Inc.; moved by Mr. Heisey, second by Mr. Reiley. The Motion passed with Mr. P. Shaffer, Mr. Heisey, Mr. Haldeman, Mr. Nelson, and Mr. Reiley voting in favor and no members voting against.”

Mrs. Horst joined the meeting

- d. Owner Occupied Commercial Business: Resolution 2-2020: Mr. T. Shaffer noted that the Resolution would amend the Rules and Regulations regarding Owner Occupied Commercial Businesses, which was issued last month for review. Mr. Desmond noted that the revision may grandfather any existing buildings as of today if the Resolution is re-dated and that is the Board’s desire.
- Mr. Miller entertained a Motion to approve Resolution 2-2020 with the grandfather date amended to today, April 8, 2020; moved by Mr. Nelson, second by Mr. Heisey. The Motion passed with Mr. P. Shaffer, Mr. Heisey, Mrs. Horst, Mr. Haldeman, Mr. Nelson, and Mr. Reiley voting in favor and no members voting against.

6. Reports

a. Operations

- i. WTP²: Plant chart replacement permit request submitted. Well #6 was put online and was a smooth transition.
- ii. WWTP³: The painting of the clarifier is an anxiously anticipated project.
- iii. Gen Set Switch Gear: Work is underway. Electrical conduit is in progress. Garden Spot Electrical is looking to schedule a plant shut down onto part-time generator power.

² WTP: Water Treatment Plant

³ WWTP: Wastewater Treatment Plant

- iv. Pandemic Plan⁴: Staff has been split into two groups. Each group has an Operator and rotates weekly between day shift and night shift.
 - v. C&D: Several locations were highlighted last month in relation to sewer relining. The contractor is not working during the Pandemic. Crews are still out on each shift to jet lines, etc.
- b. Management
- i. WTP Assessment: SSM is making progress.
 - ii. Water Sales: Sales are down with the closure of schools and some businesses. A good portion of the school district's students reside outside of the service area.
 - iii. Hauled Waste: Mr. T. Shaffer is anticipating the sale of credits. Trucked in waste is lower with the shut-down of businesses. Hours of operation have been increased to try to accommodate the haulers, without disrupting the residents that live near the facilities.
 - iv. Switch Gear: The transformer has not been received yet. It is anticipated that the project will be completed in May.
 - v. Lab Technician: Staff is still receiving resumes and interviews are being conducted on Zoom.
 - vi. Facilities: Scrap metal is being collected and the facilities are undergoing cleaning and maintenance.
- c. Engineering
- i. WTP Filter Evaluation: Preliminary testing shows that there appears to be air in the lines extending to the recording system causing a false spike in turbidity at the WTP during a filter change. The effluent turbidity has been low during the recent filter change.
 - 1. Wasting at the plant has also been under review. Mr. Kline feels that 200' of 4" sewer line will need to be replaced, which should be able to be completed in-house.
 - ii. CFA Grant Applications: If the grants are awarded would it greatly assist with upcoming projects.
 - iii. WTP Assessment: Minimal staff has been on-site taking photos for review and evaluation.
- d. Financials
- i. Ms. Tobias reported that the Finance Committee met prior to the meeting.
 - ii. Cash Available: The increase is due in part to a recovery of cash balance post-debt payment.
 - iii. O&M⁵ R&E⁶
 - 1. Water: Net income was \$7,193.64.
 - 2. Wastewater: Net income was \$92,165.11.
 - iv. O&M R&E Bdgt vs Act⁷:
 - 1. Water: The end of March is 25% through the fiscal year. Water revenue is close to budget. Revenue is being tracked daily and is sitting well with expenses.

⁴ Pandemic Plan: Team response to the COVID-19 virus pandemic

⁵ O&M: Operation & Maintenance

⁶ R&E: Revenue & Expense

⁷ O&M R&E Bdgt vs Act: Operation & Maintenance Revenue and Expense Budget versus Actual

2. Wastewater: Revenue is similarly represented near 25%. The Net Income has exceeded the overall annual projection.
- v. O&M P&L⁸
1. Water: The main highlight was tapping fee revenue. Overall expenses over budget by approximately \$31K.
 - a. These numbers are reflective of the projects mentioned in the management and engineering reports.
 - b. Wastewater: Tapping fees make up revenue shortfall through this period and expenses are on budget for the year.
 2. Pandemic Response: Mrs. Horst reported that the budget has not seen the impact of customers losing jobs, etc. or the effects on the economy caused by the Pandemic such as the closing of the schools and other businesses or the freeze of penalties and shut offs.
 - a. Ms. Tobias and Mr. T. Shaffer have looked at fixed costs and created a COVID-Revised Budget based on the terms noted by Mrs. Horst. The goal is to postpone certain projects and try not to dip into reserves. The revised budget is available for the Board.
 - i. The situation is changing rapidly, so the revised budget will not be enacted at this time. Mrs. Horst is pleased that it has already been created and is ready for review.
 - b. Mr. Nelson inquired if loans/grants are available for small utilities like the ones being offered to small businesses. Ms. Tobias has been notified that a line of credit with the Authority's financial institution or FEMA⁹ would be available as financing options depending on the level of emergency declared.
 - c. Mr. Reiley noted that users will not have income to stay current on their water/sewer statements. Ms. Tobias reminded the Board that PFM¹⁰ is a resource the Authority can use to help revise debt and debt payments.
 - d. Mr. T. Shaffer noted that the vac truck purchase has been be delayed along with any capital projects that have not been started yet in order to preserve capital.
 - i. At this time only critical expenditures are being released.
- vi. Capital Budget versus Actual
1. Water: Items from the engineering report are available for review in this report. The multi-year budget follows this

⁸ O&M P&L: Operation & Maintenance Profit & Loss (Previous Year Comparison Report)

⁹ FEMA: Federal Emergency Management Agency

¹⁰ PFM: Public Financial Management

report. It was reiterated that non-critical projects are not being pursued at this time.

- Mr. Miller entertained a Motion to approve the 2020 Water Capital Budget; moved by Mrs. Horst, second by Mr. Heisey. The Motion passed with Mr. P. Shaffer, Mr. Heisey, Mrs. Horst, Mr. Haldeman, Mr. Nelson, and Mr. Reiley voting in favor and no members voting against.

2. Wastewater: The current and multi-year budgets were reviewed.

vii. Payables

1. Water: All standard vouchers were present.
2. Wastewater: Notable payables were for the oxidation ditch and the contractor for ditch gear boxes. All projects presented were pre-planned.
3. Invoices Received After Meeting Reports were Run: The insert-a-valve installed on Hershey Drive was highlighted.

- Mr. Miller entertained a Motion to approve the Financial Reports as presented; moved by Mr. P. Shaffer, second by Mrs. Horst. The Motion passed with Mr. P. Shaffer, Mr. Heisey, Mrs. Horst, Mr. Haldeman, Mr. Nelson, and Mr. Reiley voting in favor and no members voting against.

viii. Vouchers

- Mr. Miller entertained a Motion to approve the vouchers for \$175,371.09, ratify payments made prior to the meeting for \$26,609.29, and authorize payment of invoices received after reports were run for \$25,332.44; moved by Mr. P. Shaffer, second by Mr. Heisey. The Motion passed with Mr. P. Shaffer, Mr. Heisey, Mrs. Horst, Mr. Haldeman, Mr. Nelson, and Mr. Reiley voting in favor and no members voting against.

- ix. Utility Billing: The March billed versus budgeted is not displayed on the utility billing report; whoever it is tracking on budget. The effects of the pandemic shut down would be reflected in the following billing cycle, March 20 through April 20.

1. Several projects have been placed on hold. The current focus will be the project related to the Cedar Hollow Deed of Dedication and other projects that will not require expenditures.

e. Personnel

- i. Interviews have taken place for the Lab Technician.

f. Property Committee

- i. No items to report.

g. Source Water Protection Committee

- i. No items to report.



MANHEIM AREA WATER & SEWER AUTHORITY

Minutes of May 14, 2020 *as approved June 11, 2020*

Virtual Zoom Meeting

1. Call to Order: Chair – Robert Miller, Secretary Charles Heisey, Treasurer & Penn Township Representative Barbara Horst, Assistant Secretary/Treasurer & Rapho Township Representative John Haldeman, and Member Andrew Nelson
 - a. Administrative & Operations Personnel: Manager – Terry Shaffer, Operations Manager David Schreffler, Financial Comptroller – Deb Tobias, Recording Secretary & Billing Administrator - Candace Hoover
 - b. Professional Services: Carl Kline, Jr., Sr. Ops. Specialist – Spotts, Stevens & McCoy
 - c. Absent: Vice Chair – Paul Shaffer, Member: Bernard Reiley
2. Call to Order: Meeting called to order with a moment of silence at 7:07PM.
3. Minutes of April 9, 2020
 - Mr. Miller entertained a Motion to approve the Minutes as presented; moved by Mr. Nelson, second by Mrs. Horst. The Motion passed unanimously.
4. Registered Visitor Comment Period
 - a. No visitors were present.
5. Reports
 - a. Operations
 - i. Well #6: In operation.
 - ii. Well #4: Post construction permit submission in progress.
 - iii. WTP¹: Painting in progress.
 - iv. Hydrant Flushing: Project was smooth. Notes were taken to enhance next year's program.
 - v. Clarifier #3: Painting is scheduled for this summer.
 - vi. Genset: The installation is tentatively scheduled for later this month.
 - vii. Pandemic Plan: Facilities staff is still split into two shifts.
 - viii. High Flow Event: Staff managed through a heavy rain event in a very short period.
 - ix. C&D: The 3 sewer lines of concern on Parkview, Graham, and Twilight, respectively, have been relined. There is a small sewer line collapse on East High Street that a contractor will be used to replace. North Linden/South Oak is a new area of concern being pursued.

Mr. Haldeman joined at 7:17PM

¹ WTP: Water Treatment Plant

b. Management

- i. Water break: Insert-a-Valve installed on Hershey Drive as part of the repair.**
- ii. WTP: Mr. Shaffer commended the staff's painting progress and the quality of the work that was done.**
- iii. WWTP² Processing: The facilities team is continuing to exceed expectations.**
- iv. Lab Technician: Mr. T. Shaffer announced that the position was offered and accepted by a highly qualified prospect.**
- v. Pandemic Plan: Mr. Miller inquired about the staff's management of the pandemic. Mr. Shaffer feels that staff has risen to the challenge. Though weary, they have excelled.**

c. Engineering

- i. Position Change: Mr. Kline has reduced his hours and changed his title to Senior Operations Specialist.**
- ii. WTP: The raw water turbidity alarm shut down the plant even though it was below the regulatory action level. We will look at adjusting the set point to avoid future issues. The finished water quality was excellent. He and Mr. Tyson will be looking into correcting that issue.**
- iii. North Linden Street Depression: Mr. Kline and Mr. T. Shaffer are working on compaction testing to see if the ground underneath is sound. Mr. Schreffler is working with him on scope. Mr. Nelson noted that it used to be a lime quarry. It was also used as a dump in the 1950's and 1960's.**
- iv. Clarifier #3: The work is currently scheduled to begin on June 1.**
- v. Grant Application: The permit for work was received and immediately issued to the grant review team to illustrate that the project is shovel ready. Work on the bid package is moving forward.**
- vi. NOV³: The treatment technique for turbidity was exceeded in January. The procedure for sampling is being revised. Mr. Kline stands behind the feeling that there is air in the line causing a false spike. Test runs conducted after bleeding the air out of the lines were done with great results. Results of the corrective action are due in May.**
- vii. WTP Operations Report: Mr. Kline noted that the report shows a flatline in average daily water production versus usage. He accredits this to the team's hard work. This has also resulted in a decrease in electric use.**
- viii. North Route 0072: Mr. Kline has reached out to the Rapho Township Manager regarding a possible cooperative venture in the north corridor of the route. Mr. Haldeman knows that plans were received from a convenience store. He is curious to know where their septic would go due to the wetland-like nature of the proposed construction area.**

² WWTP: Wastewater Treatment Plant

³ NOV: Notice of Violation

d. Financials

- i. Cash Available: Total cash is just over \$3.7 million ahead of August's debt service payment.
 1. North Charlotte Street had a subdivision that brought in tapping fees for both water and sewer.
- ii. O&M⁴ R&E⁵
 1. Water: Net income – \$29,898.58
 2. Wastewater: \$132,048.06
- iii. O&M R&E Bdgt vs Act⁶: Should be at 33%
 1. Water: Revenue is almost right on target. Customer are continuing to make payments as expected.
 2. Expenses are on target as well.
 3. Wastewater: Receivables are on target even though hauled waste is experiencing a loss due to the Pandemic.
- iv. O&M P&L⁷
 1. Water: No questions were raised.
 2. Wastewater: No questions were raised.
- v. Capital Budget versus Actual
 1. Water: Invoices for approval are present in the vouchers.
 2. Wastewater: Invoices for approval are present in the vouchers.
- vi. Payables
 1. Water: The paving contractor came to do paving for all patch work from break repairs and the DE⁸ filter parts are in the vouchers.
 2. Wastewater: The invoices for the sewer lining and repairs discussed above are included in the vouchers.
 3. Invoices Received After Meeting Reports were Run: A sewer relining projected, discussed above, is included in the vouchers.

- Mr. Miller entertained a Motion to approve the Financial Reports as presented; moved by Mr. Nelson, second by Mr. Haldeman. The Motion passed with Mr. Heisey, Mrs. Horst, Mr. Haldeman, and Mr. Nelson voting in favor and no members voting against.

vii. Vouchers

- Mr. Miller entertained a Motion to approve the vouchers for \$190,677.30, ratify payments made prior to the meeting for \$38,059.83, and authorize payment of invoices received after reports were run for \$120,572.14; moved by Mr. Heisey, second by Mr. Nelson. The Motion passed with Mr. Heisey, Mrs. Horst, Mr. Haldeman, and Mr. Nelson voting in favor and no members voting against.

⁴ O&M: Operation & Maintenance

⁵ R&E: Revenue & Expense

⁶ O&M R&E Bdgt vs Act: Operation & Maintenance Revenue and Expense Budget versus Actual

⁷ O&M P&L: Operation & Maintenance Profit & Loss (Previous Year Comparison Report)

⁸ DE: Diatomaceous Earth

viii. **Utility Billing:** The open balance as of today puts us approximately \$20,000 over March at the same point in the month, highlighting the numbers reflected on the balance sheets. Staff expressed their gratitude towards the customers continuing to pay during these unprecedented times.

1. Mrs. Hoover clarified that rental properties cannot have a rental license from the Borough on an inspection year if they are arrears on water/sewer. She will reach out to the Borough requesting that they do not issue a building permit without confirming that water and sewer service is in place.
2. Mr. Shaffer has a letter prepared for the next newsletter to reach out to the customers regarding assistance with their water/sewer. The newsletter will be issued with the May statement at the end of the month.

e. **Personnel**

- i. Mr. Heisey thanked Mr. Shaffer and Mr. Schreffler for their efforts in keeping the team moving forward during this crisis.
- ii. A brief meeting will be held after the board meeting.

f. **Property Committee**

- i. No items to report.

g. **Source Water Protection Committee**

- i. No items to report.

h. **Strategic Planning**

- i. No items to report.

6. **New Business**

- a. No new business was presented.

7. **Old Business**

- i. No old business was presented.

8. **Unregistered Visitor Comment Period**

- a. No visitors were present.

9. **Adjournment**

- Mr. Miller entertained a Motion to adjourn at 8:12PM; moved by Mrs. Horst second by Mr. Nelson. The Motion passed with Mr. Heisey, Mrs. Horst, Mr. Haldeman, and Mr. Nelson voting in favor and no members voting against

Respectfully Submitted,
Candace L. Hoover, Recording Secretary



MANHEIM AREA WATER & SEWER AUTHORITY

Minutes of June 11, 2020 *as approved July 9, 2020*

Virtual Zoom Meeting

1. Call to Order: Chair – Robert Miller, Vice Chair – Paul Shaffer, Secretary Charles Heisey, Treasure & Penn Township Representative Barbara Horst, Bernard Reiley
 - a. Absent: Assistant Secretary/Treasurer & Rapho Township Representative John Haldeman, and Member Andrew Nelson
 - b. Administrative & Operations Personnel: Manager – Terry Shaffer, Operations Manager David Schreffler, Financial Comptroller – Deb Tobias, Recording Secretary & Billing Administrator Candace Hoover
 - c. Professional Services: Michael Reiner, CPA – Sager, Swisher and Company, LLP, Dan Standish and Ralph Kline – Spotts, Stevens & McCoy
2. Call to Order: The Meeting was called to order with a moment of silence at 7:02PM.
3. Minutes of May 14, 2020
 - Mr. Miller entertained a Motion to approve the Minutes as presented; moved by Mr. Heisey, second by Mrs. Horst. Motion passed unanimously.
4. Registered Visitor Comment Period
 - a. Carl Kline, Jr.: Mr. Kline commended the MAWSA crew.
5. 2019 Audit Presentation
 - a. The first two pages show a clean opinion. There is an adverse audit opinion due to the pension funds not being available for the financial statements. The opinion does not have an impact as PMRS was not able to provide the documents in time for the report.
 - b. Mr. Reiner reviewed the remaining pages of the report, highlighting changes in liabilities and assets, net position, and operating revenues. Overall, with the freeze on rates and dependency on tapping fees, the water ended the year at a loss. He feels a rate adjustment evaluation would be pertinent. Sewer ended well.
 - c. Various highlights were provided on the notes sections of the audit, including supplementary information, which illustrates that the pension fund is adequately funded.
 - d. No control deficiencies were found.
 - e. The Finance Committee has reviewed the report and do not find any issues with it.

- Mr. Miller entertained a Motion to Mr. P. Shaffer, second by Mrs. Horst. The Motion passed with Mr. P. Shaffer Mr. Heisey, Mrs. Horst, and Mr. Reiley voting in favor and no members voting against.

6. Reports

a. Operations

- i. Mr. Schreffler commended Mr. Tyson's painting of the water plant. The work has been well done and compliments the WTP SOP.
- ii. DEP has approved the permits needed for the replacement of the turbidity meter and circle charts.
- iii. Hydrant flushing was completed. A few hydrants were identified for replacement for which repairs are starting next week.
- iv. Mr. Tyson is continuing to work on the recommendations received through the FPPE.

b. Wastewater

- i. The WWTP is being converted to generators as part of the Genset Project.
- ii. The split shift has been combined into a single-shift with additional physical distancing guidelines.
- iii. The new lab technician, Derek Ramp, is undergoing training and is working out well.
- iv. C&D: The team is working with SSM on designing a replacement solution for a sewer line on Linden Street. They are continuing to progress through outside projects such as jetting as well.

c. Financials

- i. Cash Available: Cash is down due to a large payment to DynaTech last month. Overall customers are paying, but billing is just under where we expected.
 1. February was the last time penalties were charged. Revenue there has suffered, but we want to work with the customers and not cause extra hardship. We will continue to hold penalties and not conduct shut offs. It will continue to be evaluated monthly.
 2. Revenue is only off by about 1.3% under the anticipated amount.
- ii. Water Capital Budget: Phase 1 Engineering for booster stations for water Capital
- iii. Water & Wastewater Accounts Payables: All are typical expenses except for the South Oak Street repair for the wastewater.
- iv. The Finance Committee finds all of the reports in good order.

- Mr. Miller entertained a Motion to approve the Financial Reports as presented; moved by Mr. P. Shaffer, second by Mr. Heisey. The Motion passed unanimously.

v. Vouchers

- Mr. Miller entertained a Motion to approve the vouchers for \$60,278.66, ratify payments made prior to the meeting for \$27,072.34, and authorize payment of

invoices received after reports were run for \$16,027.33; moved by Mr. P. Shaffer, second by Mr. Heisey. Motion passed unanimously.

- vi. **Utility Billing:** Billing is lower as anticipated with the high users such as the schools and pool being closed due to the pandemic. Overall the open balance before the bills run show a very recoverable amount due.

d. **Personnel**

- i. No items to report.

e. **Property Committee**

- i. Mr. Miller would like to start property walkthroughs in July. Mrs. Host would like to join the tours as it has been some time since she was on premise. She is retiring in July and was congratulated by the other attendees.

f. **Source Water Protection Committee**

- i. Mr. Kline has left SSM. As he was a representative for that committee, Mr. T. Shaffer is looking to have someone else fill in. The Committee meets several times a year.
- ii. Mr. Kline is offering consulting services for MAWSA.
- iii. SSM would like to continue providing services to MAWSA. Mr. T. Shaffer has been assured that MAWSA would continue to receive the same level of service.

g. **Strategic Planning**

- i. No items to report.

7. **New Business**

a. **Terms**

- i. Mr. Miller has asked any members choosing to not renew their term that they speak with Mr. T. Shaffer early on. Mrs. Horst reminded the board that the positions are appointed by the Townships and Borough.
- ii. Discussion was held on notifying the participating municipalities of service intentions in September.

8. **Old Business**

- a. No items to present.

9. **Unregistered Visitor Comment Period**

- a. No visitors were present.

10. **Adjournment**

- Mr. Miller entertained a Motion to adjourn at 7:57PM; moved by Mr. P. Shaffer, second by Mr. Heisey. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary

MANHEIM AREA WATER & SEWER AUTHORITY

Minutes of July 9, 2020 *as approved August 13, 2020*

Manheim Community Farm Show Complex; 502 East Adele Avenue, Manheim, PA – 7PM

1. Call to Order: Chair – Robert Miller, Vice Chair – Paul Shaffer, Treasure & Penn Township Representative Barbara Horst, Assistant Secretary/Treasurer John Haldeman, and Members Andrew Nelson and Bernard Reiley
 - a. Absent: Secretary – Charles Heisey
 - b. Administrative and Operations Personnel: Manager – Terry Shaffer, Operations Manager – David Schreffler, Financial Comptroller – Deb Tobias, Recording Secretary/Billing Administrator – Candace Hoover
 - c. Professional Services
 - i. Engineering: Dan Standish, PE – Spotts, Stevens, and McCoy (SSM)
 - ii. Solicitor: Dan Desmond – Barley Snyder

2. Executive Session

- Mr. Miller entertained a Motion to recess to Executive Session at 7:03PM by Mrs. Horst, second by Mr. Paul Shaffer.
- Mr. Desmond indicated that the purpose of the session must state a purpose.
- Mr. P. Shaffer moved to modify the Motion to “recess to Executive Session to discuss potential litigation at 7:03PM”, second by Mrs. Horst. Motion passed unanimously.

Mr. Kline was dismissed for the duration of the Executive Session.

- Mr. Miller entertained a Motion to return from Executive Session from discussing potential litigation at 7:36PM, moved by Mrs. Horst, second by Mr. P. Shaffer. Motion passed unanimously.

Mr. Kline rejoined the meeting.

- Mr. Miller entertained a Motion to authorize SSM to recalculate the water estimated daily use and tapping fees, moved by Mr. Reiley.
- Discussion was held on the pros and cons of conducting reviews of both water and wastewater at the same time.
- Mr. Reiley modified his Motion to “authorize SSM to recalculate the water and wastewater estimated daily use and tapping fees, second by Mr. Nelson. Motion passed unanimously.

Mr. Desmond excused himself at 7:41PM

3. Approval of Minutes of June 11, 2020

- Mr. Miller entertained a Motion to approve the June 11, 2020 Minutes as presented, moved by Mrs. Horst, second by Mr. Reiley. Motion passed unanimously.

4. Registered Visitor Comment Period

a. Carl Kline – Kline Water Solutions

- i. Mr. Kline was present to provide an update on his availability as a consultant for MAWSA, most specifically in relation to the potential Route 72 Corridor. He reported that a Certificate of Insurance and Terms of Service was delivered to Mr. T. Shaffer today. Mr. T. Shaffer will have the documents reviewed by Mr. Desmond. Once approved, proposals will be submitted by Mr. Kline.

5. Reports

a. Water and Wastewater Operations Report

- i. Mr. Schreffler reported on several projects moving in a positive direction, some of which were; Mr. Tyson's (Water Operator) handling of the water system, Phosphorus increases at the Wastewater Plant due to an increase in use of household cleaners, and the Collection & Distribution Team's successful hydrant replacement and system maintenance.
- ii. Mr. Schreffler is interested in Borough paving projects where MAWSA could coordinate utility work.

b. Manager's Report

- i. Mr. T. Shaffer discussed progress being made with the Sweetbriar Creek and Cedar Hollow Developments, and the encouraging effect the Water Treatment Plant's turbidity meter replacement has on the system.
- ii. The water assessment with SSM is progressing well and water loss is doing exceptionally.
- iii. Phosphorus levels are doing well with the low flows and increased in household cleaner use. Nitrogen levels are doing remarkably well.
- iv. Linden Street has a sewer line replacement scheduled.
- v. Hauled Waste is trending upwards, and DEP has received and approved the Chapter 94 Report.

c. Engineering

- i. Mr. Standish reported that SSM has a meeting scheduled with Cedar Hollow for July 20, 2020.
- ii. The Booster Station upgrades are on hold to await the decision of the Commonwealth Financing Authority Grant applications.
- iii. The Linden Street Sewer Repair Project went out to bid yesterday.
- iv. Mr. Standish commended Mr. Tyson on the amount of enhancements has made since his last visit to the Water Treatment Plant.

d. Finance Committee

i. Financial Reports

- 1. The reports are ½ a year. Cash is over \$3.8M, which is similar to 2018.

2. Water received a refund of expenses closing June positively.
 3. Large users for hauled waste paid 2 months in June, increasing the revenue line for wastewater.
 4. The water Budget vs. Actual revenue is just under the 50% mark, just over 47%. Penalties and miscellaneous revenues are lagging due to the grace being given for penalties and shut offs.
 - a. Mrs. Horst noted that the Finance Committee discussed the budget and feels the residents are paying in a timely manner. Receivables are down, but the grace should extend. Staff is planning to issue a courtesy letter to customers with unpaid statements. The letter reiterates that there are no penalties, and it is hoped that it will close the gap on delinquencies.
 5. Fixed expenses are falling in line as expected at 40.6% for water.
 6. Net income is well above year end anticipation at this point for water; however, there are 6 months remaining and a debt service payment in August.
 7. Wastewater revenue is only off by approximately 4% overall, and only about 1% off in sewer revenue current.
 8. Expenses are holding and projects are being postponed for wastewater.
 9. Net income is also well above year end projection for wastewater.
 10. Year-over-year is similar between water and wastewater comparing 2019 to 2020. Overall net income is down from last year.
- ii. Capital Projects & Budget Reports
 1. There are 5 Capital Projects, combined, on the vouchers. Projects will be reviewed by the Strategic Planning Committee before the August Board Meeting.
 2. The 5-year quarterly presentation of the Capital Budget has been included in the packet. No changes are present. The Board was encouraged to consider recommendations for projects based on this submission.
 3. Ms. Tobias reviewed completion and cash remaining for Capital Projects currently in progress.
 - iii. Voucher Reports
 1. Checks issued prior to the meeting for due date reasons for both water and wastewater are all normal. Water payables have several invoices for the hydrant replacement. Non-monthly vouchers were reviewed.
 2. Invoices received after reports were run were reviewed as well.
- e. Reports Approval

- Mr. Miller entertained a Motion to approve the Financial Reports as presented, moved by Mr. P. Shaffer, second by Mr. Haldeman. Motion passed unanimously.

i. Voucher Approvals & Ratifications

- Mr. Miller entertained a Motion to approve, authorize, and ratify the vouchers (vouchers \$206,514.88, payments prior \$50,977.70 and new invoices \$6,860.13) as presented, moved by Mr. P. Shaffer, second by Mrs. Horst. Motion passed unanimously.

f. Utility Billing

- i. June was the first month we have recognized ½ electronic statement delivery.
- ii. The courtesy balance reminder letter will be issued in the next week or so.
- iii. Cash payments will only be accepted at Ephrata National Bank at 1 N. Penryn Road, Manheim from now on. Customers will receive receipts for their payment, and it will benefit our audits and security measures. Mr. T. Shaffer is making a formal recommendation to support this policy change. The Board concurred with the policy change.

g. Personnel Committee

- i. Mrs. Hoover expressed her gratitude for the Board being flexible with telecommuting and their care and concern for the safety and well being of all the staff.
- ii. Derek Ramp, the new Lab Technician has demonstrated a cooperative spirit and has been performing well.

h. Property Committee

- i. Mr. Haldeman reported that a meeting is upcoming on July 22, 2020. Mr. T. Shaffer will have last year's property review results along.

i. Source Water Protection Committee

- i. Mr. Nelson reported that the Committee did not meet.

j. Strategic Planning Committee

- i. Mr. P. Shaffer would like to have the Committee meeting before the next board meeting. Mr. T. Shaffer noted the need to discuss putting projects on hold, the vehicle needs that have arisen, and some other projects that will need to be completed with the decrease in capital reserves.

6. New Business

- a. Ms. Tobias noted that every day that staff leaves work healthy is a win. Everyone has been extremely cautious with cleaning and managing self-quarantine to maintain that status. She is grateful for the Board's allowance of the social distancing and cleaning methods implemented.

7. Old Business

- a. Mr. Kline reported that the Rapho Township Manager, Sara Gibson, has resigned. He will follow up on the Route 72 Corridor once his proposals have been reviewed and approved, hopefully by the August meeting.

8. Unregistered Visitor Comment Period

- a. No Unregistered Visitors were present.

9. Announcements

- a. Mr. T. Shaffer has requested a certification list from SSM, which was handed out

to the Board.

- b. Mr. Miller thanked staff for being creative with the meeting space. The space has been reserved for August and September.
- c. Discussion was held on how the Authority could thank the Farm Show Committee for allowing us to use their space at no charge.

10. Adjournment

- Mr. Miller entertained a Motion to adjourn at 8:29PM, moved by Mr. Nelson, second by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover

MANHEIM AREA WATER & SEWER AUTHORITY

Minutes of August 13, 2020 *approved September 10, 2020*

Manheim Community Farm Show Complex; 502 East Adele Avenue, Manheim, PA – 7PM

1. Call to Order: Chair – Robert Miller, Vice Chair – Paul Shaffer, Secretary – Charles Heisey, Treasurer & Penn Township Representative - Barbara Horst, Assistant Secretary/Treasurer - John Haldeman, and Member - Andrew Nelson
 - a. Absent: Member – Bernard Reiley
 - b. Administrative and Operations Personnel: Authority Manager – Terry Shaffer, Operations Manager – David Schreffler, Financial Comptroller – Deb Tobias, Recording Secretary/Billing Administrator – Candace Hoover
 - c. Professional Services
 - i. Engineering: Dan Standish, PE and Ralph Johnson, PE– Spotts, Stevens, and McCoy (SSM)
 - d. Mr. Miller convened the meeting at 7:02PM with the Pledge of Allegiance
2. Approval of Minutes of July 9, 2020
 - Mr. Miller entertained a Motion to approve the Minutes as presented; moved by Mrs. Horst, second by Mr. Nelson. Motion passed unanimously.
3. Registered Visitors
 - a. Carl Kline of Kline Water Solutions, LLC
 - i. Mr. Kline was present to provide an update on his potential services in relation to the State Route 72 Corridor Proposal. Mr. Kline reported that his terms of service were submitted to Mr. T. Shaffer. Mr. T. Shaffer confirmed, stating that the terms were forwarded to the Solicitor for review, and that the Solicitor has been away for 2-weeks on vacation; however, he anticipates a response next week.
 - ii. Mr. Haldeman inquired about the Route 72 Corridor as he believes it is premature for MAWSA to incur expenses on the project in its current state. The Township has several decisions to make yet about what DEP is requesting of them.

Mr. Heisey arrived at 7:06PM

Mr. Miller would like for Kline Water Solutions, LLC to investigate the Route 72 Corridor to get background information, what DEP is anticipating, and investigate whether they would provide funding as a means of finding a way for MAWSA to support Rapho Township in their exploration and discussion regarding their sewer processing needs. Mr. Haldeman noted that Rapho Township has invested a significant amount

of money studying the area, and reiterated his concern regarding MAWSA spending any money on the effort until the Township has determined what direction they are going to go in.

Mr. Kline clarified that his understanding is that he is to facilitate coordination on the corridor to see if MAWSA is in a position to help. Mr. Miller believes that Mr. Kline's expertise and connections would be beneficial as things progress, but that no action would take place unless it was passed through Terry and subsequently approved by the Board. Mr. Nelson added that the decision would be Rapho's and not MAWSA's.

4. Reports

a. Operations

- i. The Water Treatment Plant (WTP) turbidity meters have been installed and the circle charts have been replaced with digital monitoring equipment.
- ii. The Wastewater Treatment Plant (WWTP) has received a Notice of Violation (NOV) from the Department of Environmental Protection (DEP) in relation to an overall Phosphorus limit exceedance for the month of July. Mr. Schreffler explained that July had record high temperatures, low rainfall, and low flow (about 400K gallons per day instead of 600K-800K gallons).

Hauler loads have been tested for Phosphorus levels, and those with higher concentrations have had their offloading limits minimalized. The efforts are causing a decline in Phosphorus levels.

His team is monitoring a lot of variables as well, as refining processes also affects other levels elsewhere. He has spoken with other plants experiencing similar level increases. Part of the cause is an increase in the number of people being home and washing hands more often, and businesses opening and using extra cleaners. On the positive side the operational staff has learned a lot and now understand a lot more about operating the plant.

- iii. Clarifier #3 repainting work is underway and looks great.
- iv. The ChemScan unit is in and the maintenance team has been trained on its servicing.
- v. Several manholes along the creek were discovered approximately 1' underground. They will be unearthed and elevated.

b. Management

- i. The effluent line at the WTP will be serviced in accordance with the FPPE Report, Mr. T. Shaffer reported.
- ii. Derek Ramp, the new laboratory technician, is working out very well.

c. Engineering

- i. Mr. Standish reported that SSM's team has been working with staff to confirm EDUs. They are about 15% into the project.

- ii. 5 bids were accepted regarding the N. Linden St. sewer repair project. He is recommending approval.
 1. Mr. Heisey would like to review and approve the project next month so that the Strategic Planning Committee has time to review the bids and provide a recommendation to the Board.
 2. Mr. Johnson and Mr. Standish explained their recommended revisions to the Industrial Pretreatment Program.

d. Finance

- i. Water Operation & Maintenance Revenue & Expense Report: net income was a near wash against expenses.
- ii. Wastewater Operation & Maintenance Revenue & Expense Report: There was a larger income in July, reflected in the high positive net income.
- iii. Water Operation & Maintenance Budget vs. Actual: Line 448.370 is high due to the repairs Mr. Mark Tyson, Water Operator, has been completing at the WTP. A re-evaluation of standing will be done after the debt service payment has been made.
- iv. Wastewater Operation & Maintenance Budget vs. Actual: Hauled Waste is running approximately 2 months behind anticipated revenue from March to July which may be due to the impact of the pandemic shutdown.
- v. Water Operation & Maintenance Profit & Loss Prev. Year Comparison: Expenses between years is -1.8%.
- vi. Wastewater Operation & Maintenance Profit & Loss Prev. Year Comparison: There is a -32.1% difference between last year.
- vii. Water Capital has charges pending approval.
- viii. Wastewater Capital has charges pending approval as well.
- ix. Wastewater Capital reserve funds are lower than desired and this will be evaluated at the Strategic Planning Committee Meeting.

e. Vouchers

- i. Ms. Tobias reviewed a few high-ticket payables on both water and wastewater. There are 2 payables for Environmental Products & Accessories, LLC regarding the jetter hose. A credit memo was received today for \$1096.20, which is not reflected in the reports as it was received just before the meeting.
- ii. Delta Dental issued a 1-month COVID Response Credit to MAWSA for both water and wastewater as an unexpected courtesy.
- iii. The Finance Committee has reviewed the financials and recommends the approval of the reports.

➤ Mr. Miller entertained a Motion to approve the financial reports presented including the acceptance of the Delta Dental credit memo for \$1,096.20; moved by Mrs. Horst, second by Mr. Heisey. Motion passed unanimously.

➤ Mr. Miller entertained a Motion to approve vouchers for \$157,635.29, authorize payment of vouchers received after meeting reports were run for \$12,971.23, and ratify submitted payments for \$39,820.22; moved by Mr. P. Shaffer, second by Mr. Heisey. Motion passed unanimously.

f. Utility Billing

- i. Customers paid faster in the month of July.

- ii. The courtesy letter discussed at the July meeting was issued on 7/22 to 139 customers. As of 8/10 there were 94 customers remaining with a balance on their May statement. Mrs. Horst feels we should continue our current pattern of no penalty/no shut off, and reach out to those customers. Mr. Heisey and Mr. Nelson agreed.
 - 1. Mrs. Hoover was tasked with preparing a report of accounts that were delinquent prior to March, and the COVID pandemic, for the Board to review in September.
- iii. IT reviewed all of the computer systems and server. Everything looks good. The report is available for the Board to review.
- iv. The web site overhaul to bring the site into ADA compliance is underway.
- v. The Core Management Team and Amy met to discuss appointments moving forward and will continue to evaluate how to accommodate more in-home appointments in the upcoming days.

g. Personnel Committee

- i. Mr. Heisey reported that the Committee did not meet.

h. Property Committee

- i. The Committee met and Mr. T. Shaffer did a report of their findings. Mr. Haldeman commended Mr. Shaffer on the thoroughness of the report. The report will be updated after the August tour.

i. Source Waster Protection

- i. Mr. Nelson reported that the Committee did not meet.

j. Strategic Planning

- i. The Committee will meet and review the bids for the North Linden Street sewer line replacement. In the interim staff will determine if a vote by email is allowed if the Committee finds that the project cannot wait until a September approval.

In the future, Mr. Miller reminded staff that projects should be reviewed and recommended by the Strategic Planning Committee, and then reviewed and recommended by the Finance Committee, before it is presented to the Board for final approval.

5. New Business

- a. See Section 4-j.

6. Old business

- a. No old business was presented.

7. Announcements:

- a. Mr. T. Shaffer will issue reminders for committee members for the upcoming August meetings.
- b. Mr. Ralph Johnson introduced himself to the Board. He is the Vice President of Water and & Wastewater Engineering and Operations at SSM. His background is in water and wastewater plants and has been for 50 years, 47 years of which were in municipal settings.

8. Adjournment

- Mr. Miller entertained a Motion to adjourn at 8:10PM; moved by Mr. Nelson, second by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Recording Secretary