

The regular monthly meeting of the Altoona Water Authority Board of Directors was held on Thursday, February 18, 2016 in the board room at the Administrative Office. Mr. Schirf called the meeting to order at 9:00 a.m.

Pledge of Allegiance

Roll Call:

Mr. Lawruk (by phone), Mr. Ake, Mr. Schirf, Mr. Neugebauer (by phone) and Ms. Marcinko (by phone) were present, constituting a quorum in accordance with AWA Bylaws. All AWA Board of Directors meetings are conducted in accordance with the PA Sunshine Laws. AWA Staff representatives attending were, Mark Perry, Gina DeRubeis, Mike Sinisi, Ron Becher, and Kathy Gabella

Nomination/Election of Officers

Mr. Schirf turned the meeting over to Jane Carothers, Esq. for the purpose of the election of officers. Attorney Carothers opened the floor for the election of officers for the calendar year of 2016.

Mr. Schirf asked for a motion to nominate

Mr. Maurice A. Lawruk, Chairman
Mr. William E. Schirf, Vice-Chairman
Mr. Frank C. Ake, Secretary
Mr. William Neugebauer, Treasurer
Ms. Marla Marcinko, Asst. Secretary/Asst. Treasurer

Mr. Neugebauer made the motion. Mr. Ake seconded the Motion. Mr. Schirf called the question. Motion passed with a unanimous vote of 5-0.

Attorney Carothers closed the nominations and turned the meeting back over to Mr. Schirf.

Mr. Schirf asked for a motion to reappoint the firm of Jubelirer, Carothers, Krier and Halpern as solicitors for 2016 under the same terms and conditions now in effect. Mr. Ake made the motion. Mr. Neugebauer seconded the motion. Mr. Schirf called the question. Motion passed with a unanimous vote of 5-0.

Mr. Schirf asked for a motion to reappoint the engineering firm of Gwin, Dobson & Foreman, Inc. for 2016 under the same terms and conditions now in effect. Mr. Ake made a motion. Mr. Neugebauer seconded the motion. Mr. Schirf called the question. Motion passed with a unanimous vote of 5-0.

Approval of the Minutes:

Mr. Neugebauer moved on the motion to approve the minutes as written for the January 21, 2016 meeting. Mr. Ake seconded the motion. Mr. Schirf called the question. The motion passed with a unanimous vote of 5-0.

Mr. Schirf then read the Authority's policy on the Open Session meetings.

I would like to re-affirm the board's longstanding position that only items on the meeting agenda will be discussed. Members of the general public may present concerns to the board only after notification and the issue/concern is placed on the meeting agenda. Of course, the general public is welcome to attend the open meetings.

Guests: Mayor Pacifico

Mr. Schirf welcomed the Mayor and the Authority's newest board member Marla Marcinko

Mr. Lawruk left the meeting at this time.

Unfinished Business:

1. Mr. Perry mentioned a preliminary meeting with Gwin, Dobson & Foreman concerning the design of the Bellwood Dam. Mr. Glenn added the meeting was held to review the scope of the project which included some features the Authority wanted that incorporated a new access to the top of the dam. The meeting also covered looking at potential sites for the deposition of silt taken from the reservoir. The Authority staff also requested a boat launch area which GD&F placed in the plans.

Mr. Schirf asked when the project would go out for bid. Mr. Glenn explained the plans have to be submitted to Dam Safety DEP in Harrisburg in September. It has been advised this process could take up to a year to get a permit from the review process. It looks as though late 2017 however secured funding has to be in place in order to proceed with the bid phase of the project. Mr. Glenn added the only outstanding item right now is the geotechnical report which should be received next month.

Mr. Schirf asked when Mill Run will begin. Mr. Glenn stated Mill Run was actually the priority however Bellwood took priority because of the spillway capacity. Mr. Glenn estimated it would be 2019 or 2020 until Mill Run would get started. Mr. Perry added the Authority would not want two (2) reservoirs down at the same time therefore it would be best to wait until Bellwood is complete before starting Mill Run.

2. Mr. Perry stated the board was copied on a letter to be sent to Bellwood Borough. The borough has requested a reduction in their flow allocation. Mr. Perry explained when the Bellwood Treatment Plant was originally in the design phase (approximately 1990), Bellwood Borough insisted on a larger water allocation. Mr. Glenn added the water was unmetered at that time. The borough has paid debt service based on the flow factors. Since Bellwood Borough has installed meters their consumption has gone down due to residents conserving water and upgrades to their system. Bellwood is using approximately 350,000 gallons per day as opposed to the 800,000 gallons per day allocation in the original Intermunicipal Agreement.

Bellwood Borough is now asking for a reduction in their allocated capacity under the terms of the Intermunicipal Agreement whereby they will be sharing the cost of the dam upgrade and the recommended improvements at the water treatment plant. Mr. Perry

and Mr. Glenn are both in agreement with this reduction in capacity request. Mr. Glenn added revenues would remain at current levels or slightly higher.

Mr. Schirf asked for a motion to send the letter to Bellwood Borough. Ms. Marcinko made the motion. Mr. Ake seconded the motion. Mr. Schirf called the question. Motion passed with a vote of 4-0.

3. Mr. Perry explained the billing department is losing a long term employee due to retirement. She has approximately twenty-seven (27) years of service and is a very dedicated and knowledgeable employee. The Billing department has experienced significant employee turn-over, over the past 5 years or so, which created a skillset and knowledge void within the department. He further explained by hiring her as a part-time employee they would use her to train the newer employees in their positions. The Authority would also be able to retain that leadership quality.

Mr. Becher mentioned there are a couple of employees with less than thirteen (13) months of employment. Usually a new employee is paired with another employee to train them. This results in a loss of production until the new employee is fully trained. If the Board is agreeable to hiring for the position of part-time Assistant to the Billing Supervisor this would eliminate tying up two (2) people during the training period. Mr. Becher also mentioned the department does cross-training between customer service and billing and this person would be able to do that training as well.

Ms. Marcinko asked if the current position is a union position. Mr. Perry explained that it is and was put up for bid. The position will be filled with a union member. The new position will be a non-bargaining unit position and is not to replace anyone in a union position. Mr. Schirf asked what the time frame would be for this position. Mr. Becher explained the position would be short term and then evaluated to see if it would become permanent position. Mr. Schirf asked for an update in a few months. Mr. Perry stated the board will be updated periodically. He added this position will have a rate of \$23.00 per hour and it is twenty (20) hours a week and not to exceed 28 hours per week. The calculation for the remainder of the year would be \$23,000.00 at twenty (20) hours per week. Ms. Marcinko asked if health care benefits are being provided. Mr. Perry stated there will be no benefits provided with this position. Mr. Schirf asked Mrs. DeRubeis if this is covered under the budget. Mrs. DeRubeis explained it would come out of the contingency.

4. Mr. Schirf asked Mr. Perry and Mr. Sinisi to explain the hand-out the board received in their packets concerning the Horseshoe Curve Mag-Meter installation. Mr. Perry explained the production metering is very important especially when trying to account for lost water. Production numbers are compared with the metered usage, system leaks, fire flows and flushing to calculate the unaccounted-for water loss. The old meters are Venturi meters which have been in place from the time the plant was originally constructed in 1972. There is reason to believe the meters were not positioned according to specification resulting in a skewed number. At this point it is not certain if the number is skewed higher or lower.

After some research it was decided to go with the Krohne Mag-Meter. The complete installation was done in-house. Mr. Sinisi explained the placement of the new meter was installed on both the high service and low service where there was enough pipe space on both sides of the new placement. He explained the old Venturi meters were butted up against an elbow and therefore would not have been very accurate. The new mag-meter induces a magnetic field into the pipe and as the water passed through the magnetic field it creates a voltage. That voltage is directly proportional to the flow. The new mag-meters will do a much better job at metering the flow. This process will be continued through the other water treatment plants with Mill Run Treatment Plant to be the next later this year.

Mr. Schirf invited Ms. Marcinko to tour the Horseshoe Curve Water Treatment Plant to observe the treatment process. Mr. Schirf asked that he and some of the other board members go along with Ms. Marcinko to also tour the Easterly Wastewater Facility.

5. Mr. Sinisi received an amendment to the T-Mobile Cellular Agreement. T-Mobile would like to add some small antennas to the Highland Park site. They needed a little more leeway to move in and out of the site to install the antennas.

Requisition Approval:

Mr. Schirf asked Mrs. DeRubeis for her Financial Report and the Requisitions/Authorizations. Mrs. DeRubeis then asked for approval of the following requisitions:

1. Requisition #46 Water Division Construction Fund totaling – \$88,000.00

Mrs. DeRubeis explained this is for the system wide meter replacement and is funded through a PennVest Loan.

2. Requisition #2015-13 Water Division Capital Project Fund totaling - \$6,575.25

This is all of the capital expenditures for 2015. It will start new for 2016 since some of the projects for 2015 were not completed.

3. Requisition #2016-1 Water Revenue Surplus Fund totaling - \$6,006.06

This fund is for all of the 2016 capital expenditures and is funded through the bond surplus fund.

4. Requisition #3 Sewer Indenture Construction Fund Capital Addition totaling \$111,835.99

This is for security upgrades and is funded through the remaining Easterly bond funds. This was for both the Easterly & Westerly security upgrades that were recently completed.

Mr. Ake made a motion to approve the requisitions. Mr. Neugebauer seconded the motion. Mr. Schirf called the question. Motion passed with a vote of 4-0.

Mrs. DeRubeis stated the financial statements for both December and January are in the packets.

The December report is unaudited and some adjustments may be made to the information that was presented. The auditors will be in sometime next month or early April to complete the audit. The reports will be finalized and a formal presentation will be made to the Board after the audit is complete. December's numbers look good, water revenues were exceeded by 1.69% and the expenses were about 2.66% less than projected for 2015. Sewer revenues were a little less than projected however the expenses were less as well.

Mrs. DeRubeis added there are surpluses in the revenue fund; there is a certain percentage that has to remain in the revenue fund and any additional goes to the surplus fund. The surplus fund is used to fund 2016 capital expenditures.

2016 January budget at one month in was projected at 8.33% of revenue and expenses and it is close. Typically January's expenses in the categories of energy, heating, overtime, (due to weather) can make the expenses higher than projected, however through the year they level out.

New Business:

1. Mr. Perry gave an explanation of the Penelec Easement which came from a property owner in Logan Township. The Authority gave an easement within this same area not long ago and came up with a unit price for the easement. The forester went to analyze the timber value on the property and found it was minimal. The linear foot price was based on the previous easement. With the administrative fees added to that, the total is \$1,014.50.
2. Resolution # 16-02-816 to authorize the Chairman or Vice-Chairman and the Secretary or Assistant Secretary or Treasurer to execute an Easement Agreement between Penelec and the Altoona Water Authority for lands located in Logan Township, Blair County tax parcel #14-21-10-1.

Ms. Marcinko made a motion to approve resolution #16-02-816. Mr. Neugebauer seconded the motion. Mr. Schirf called the question. Motion passed with a vote of 4-0.

3. Resolution # 16-02-817 to approve the creation of the new non-collective bargaining unit job of Part-time Assistant to the Billing & Collections Supervisor and adopt the new job description of same.

Ms. Marcinko made a motion to approve resolution #16-02-817. Mr. Ake seconded the motion. Mr. Schirf called the question. Motion passed with a vote of 4-0.

Other Business:

Mr. Schirf asked with technology constantly changing will the GIS system have state of the art technology and how will it be accessed. Mr. Perry explained there will always be necessary updates to keep the GIS program current and viable, including software programs upgrades and constant inputting of the feature additions, such as mainline valves, hydrants, manholes and new water and sewer pipeline. As far as accessing the GIS system for information, it's important for the crew foremen to locate isolation valves during a water main break or manholes for sewer back-ups, etc.

The vision is to equip the crew foremen with tablets or smart-phones, which will allow them to retrieve the necessary information, rather than running to the maintenance office to pull plans and intersection maps. He added this is just a portion of what the GIS system is used for. Mr. Perry added there will be a presentation at the March Board meeting. Ms. Marcinko asked if this is the City Works program. Mr. Perry explained that it is not but The Authority has the City Works program and runs all the work orders through that program within the system.

The Authority is doing the entire GPS mapping in-house. All manhole coordinates are nearly complete, the fire hydrants are complete and they are currently working on the line valves. Mr. Perry added that the field work is also done in-house by actually going to the locations and acquiring the coordinates. Ms. Marcinko then asked if the Authority was building the GIS system like an ARC View system. Mr. Perry explained that we are.

Mr. Schirf mentioned he met with Mayor Pacifico to try to resume negotiations. He then asked for Board approval to move forward with negotiations with the city. Mr. Schirf wants to move in a different direction. He stated the chairman was okay with this and Mr. Neugebauer agreed.

Media Questions:

The board and staff addressed questions from Bill Kibler from the Altoona Mirror.

Executive Session:

None

Adjournment:

No further business was brought before the Board. The meeting was adjourned at 10:22 a.m. The next meeting will be held on Thursday, March 24, 2016 at 9:00 a.m. in the Board Room at the Administrative Office Building located at 900 Chestnut Avenue.



Secretary/Assistant Secretary

/klg