

**MEETING OF THE BOARD
THE WILKINSBURG-PENN JOINT WATER AUTHORITY
October 24, 2023**

ORDER OF BUSINESS

I Roll Call

II Pledge of Allegiance

III Public Comment Period

IV Approval of Meeting Minutes

Workshop Meeting Minutes of September 26, 2023
Regular Meeting Minutes of September 26, 2023

V Bills and Communications

- Award Contract 21-014 – Sedimentation Tank Rehabilitation
- Award Contract 22-021 – East McKeesport Water Tank Replacement
- Award Contract 23-024 – Replacement of Two (2) Pumps at Reservoirs 5 and 8

VI Report of Officers:

- Chairman
- Vice Chairman
- Secretary
- Treasurer

Ratification of expenditures from September 16, 2023, through October 13, 2023, in the amount of \$ 2,312,836.40. Electronic transfers have been included but are not reflected in the total. In addition, we will need authorization of expenditures through November 28, 2023.

VII Report of Committees

- Executive Committee
- Finance Committee
- Labor Committee
- Policy Committee
- Engineering Committee

VIII Consultants' Reports - Comments

- Consulting Engineer
- Solicitor

IX Report of Management

X Unfinished Business

XI New Business

XII Adjournment

THE WILKINSBURG-PENN JOINT WATER AUTHORITY
REPORT OF MANAGEMENT

October 24, 2023

- Customer Advisory Committee is in the planning stages. We are working with Triad Strategies to lay the groundwork for the committee. We have a basic outline from Triad included in your packet.
- We are working on Customer Assistance Plan for payment of Customer water bills only. We will present an outline of the system to you at the November meeting.
- Authorization to award Contract 22-021 – East McKeesport Water Tank Replacement to the lowest responsible bidder. Bid opening was October 20, 2023. Bid tabulation is in your packet.
- Authorization to award Contract 21-014 – Sedimentation Tank Rehabilitation to DN Tanks in the amount of \$2,360,625. Bid opening was October 10, 2023. Bid tabulation is in your packet.
- Authorization to award Contract 23-024 – Replacement of two (2) Pumps at Reservoirs 5 and 8. Price to replace and install pumps is estimated to be \$95,562, with Pumpman Pittsburgh who is a Co-Star Vendor.
- Utility Billing System – Training has started on the new system. Go Live date now December 4, 2023. Still working on testing delinquent process and payment plans. Payment plans calculations are changing to outstanding balance instead of monthly amounts.
- Tyler Financials – Payables and General Ledger are being utilized. Payroll system has been paying employees since mid August. Still trying to workout historical information. Inventory is being implemented – Physical count last Saturday. Still working to implement Financial Statements, Fixed Assets, and Project Accounting.
- Phone system upgrades are in place with Ring Central. There are new initial phone menu options. Phone calls are being logged into system and there will be reports generated to monitor customer service. We are able to better monitor amount of time “Away From Phone”. Please let me know if your thoughts on new system.
- Authorization to purchase employee Christmas appreciation gifts.
- We have begun the 2024 budget process. We are reviewing Operating and Maintenance Expenses right now. Will begin review of Revenues soon. Reminder of the following meeting schedule:

Thursday October 26, 2023, Finance Committee Review
Thursday, November 9, 2023, Full Board Review
Tuesday, November 28, 2023, Final Approval

- There has been a total of 20 breaks since our September 26, 2023, meeting. Included in your packet is a breakdown by Municipality of all Distribution Work done during the last period.

WILKINSBURG PENN JOINT WATER AUTHORITY
OCTOBER 24, 2023

ms consultants – MONTHLY ENGINEER'S REPORT

PENNVEST LEAD SERVICE LINE PROJECT

JetJack continues working with three installation crews. Total work completed to date is approximately \$5,500,000. Through October 18, 2023, approximately 1,100 services have been replaced. Two installation crews will be pulled around November 1, 2023 and the remaining installation crew will continue through the end of the year. We have updated the outstanding restoration items and JetJack has a minimum of two restoration crews working to closeout outstanding restoration work.

The updated listing of completed work by municipality is attached. JetJack has been focusing on Pitcairn in the last 30 days. The attachment indicates that 112 service lines remain to be completed. We expect a majority of these to be complete by the end of October with the remainder being completed by the single installation crew by the end of the year. The vast majority of the 112 remaining were only recently added since additional money is available.

PENNVEST LEAD SERVICE LINE PROJECT – PHASE 2

PENNVEST settlement occurred on September 27th at 11 am. A preconstruction meeting occurred on October 9th with a start date of November 6, 2023. JetJack will move one crew from Phase 1 to Phase 2 starting in early November.

As of October 18th, we have received 866 agreements for Phase 2 (see attachment). This list does not include the agreements transferred to Phase 1. At this point we are strongly focused on getting inspections completed by Authority staff. This has been very slow going. We are focusing on the areas JetJack and Bova want to start.

RESERVOIR 5/8 PUMP REPLACEMENT (CHURCHILL)

In August, the existing pumps at Reservoir 5/8 failed and the Authority began use of a backup pump. The existing pumps could not be repaired. The Authority received a Co-Stars quote for the replacement of the two pumps and installation for \$95,562. Although the station is functioning satisfactorily at this point, any issue with the backup pump will result in reduced fire protection capabilities for a large portion of the system. We are recommending award of the Co-Stars contract to PumpMan.

ASPHALT PAVING CONTRACT

The four-year (1 year with 3-1 year extensions) contract for paving expires on March 31, 2024. We recommend advertising a new similar contract for award at the January 2024 meeting.

NADINE PUMP STATION – HEATING SYSTEM

Canfield has completed all asbestos remediation and insulation work at the Nadine Pump Station and the Authority is now able to turn on the station boiler for the heating system. CS&E has heating system work to complete and with the removal of the asbestos should be able to complete all outstanding work.

SERVICE LINE IDENTIFICATION PROJECT

Lawson Excavation has completed all work in Rankin and has completed over 100 verifications in East McKeesport. To date, Lawson has completed 291 verifications. Very few verifications in East McKeesport have identified lead. They should be able to complete another 150 verifications with the remaining funds.

NADINE PUMP STATION PERMANGANATE ISSUE

Permit required by DEP complete and being reviewed

BROADWAY BOULEVARD WATER LINE (PITCAIRN)

Lawson has begun clearing operations near Reservoir No. 4 and the first pipe delivery has arrived. Pipe installation is expected to begin before the end of October.

RAMSEY STORAGE BUILDING

Building has been ordered with delivery is still scheduled for end of October.

ALUM STORAGE TANKS AT WATER TREATMENT PLANT

We are working with groundwater expert to reply to DEP.

EAST MCKEESPORT TANK REPLACEMENT

Bids will be received on October 20th and we should have a recommendation to award to low bidder for the meeting.

SMALL WATER AND SEWER GRANTS

We received an email that decisions would be made public in November.

SEDIMENTATION BASIN REHABILITATION

Bids opened on October 17th. Two bids were received, \$2,360,625 and \$3,492,317. The low bid was from DN Tanks. We recommend award of the project to DN Tanks.

PUMP NO. 2 REBUILD

Project will be advertised for November meeting.