

**MEETING OF THE BOARD
THE WILKINSBURG-PENN JOINT WATER AUTHORITY
June 27, 2023**

ORDER OF BUSINESS

I Roll Call

II Pledge of Allegiance

III Public Comment Period

IV Approval of Meeting Minutes

Workshop Meeting Minutes of May 23, 2023
Regular Meeting Minutes of May 23, 2023

V Bills and Communications

- Amendment No. 001 – Construction Management and Construction Inspection Services for Lead Service Line Replacement Program

VI Report of Officers:

- Chairman
- Vice Chairman
- Secretary
- Treasurer

Ratification of expenditures from May 13, 2023, through June 16, 2023, in the amount of \$2,659,705.48. Electronic transfers have been included but are not reflected in the total. In addition, we will need authorization of expenditures through July 25, 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

June 27, 2023

- Approval of Agreement for Public Affairs Services with Triad Strategies LLC at a cost of \$5,000 per month. The Agreement is for a one year period but can be extended on a month to month basis after this.
- Updated Auto Pay, Paperless Billing and the ability to look at your Account Balance should go into effect within the next month. Final testing on the system is being completed currently. Customers will be required to make a new election to participate in the Auto Pay and Paperless Billing processes.
- Consumer Confidence Report is out on our Website and a copy was in your packet. This is a requirement of the Safe Drinking Water Act which provides all customers with information on their water. Each customer is able to access a copy of this report. The EPA is proposing changes to the reporting requirements that the report be sent out twice a year in the future.
- Approval of Amendment No. 001 to the Construction Management and Construction Inspection Service for Lead Service Line Replacement Program in the amount of \$300,000. This is necessary due to a third crew being added on the project.
- Computer System upgrades – General Ledger and Accounts Payable systems are scheduled to “Go Live” the week of July 17th. The Payroll System is scheduled to start on July 24th with the remainder of the Incode Accounting Software to start on August 7th.
- We are currently updating the website and the changes should be implemented by July 15. I am hoping this can coincide with the Auto Pay and Paperless Billing system update.
- Updated phone system implementation date is now closer to end of July. We were waiting on updated pricing from other vendors and we were not able to keep our place on the schedule to implement by end of June.
- PMAA Annual Conference & Trade Show – September 17 through September 20, 2023, at Kalahari Resorts & Convention Center
- Allegheny County & Western PA Assoc. of Townships and Authorities – Joint Fall Conference – October 19 through October 22, 2023, – Erie Bayfront Convention Center
- There has been a total of 23 breaks since our May 23, 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
JUNE 27, 2023**

ms consultants – MONTHLY ENGINEER’S REPORT

PENNVEST LEAD SERVICE LINE PROJECT

JetJack continues to increase progress. Third crew has resulted in more than a 50% increase in completed replacements and monthly billing for May increased to \$500,000. If JetJack can continue at this drawdown, available money should be used by end of year. As of the 20th of June, nearly 750 services have been replaced. This is 63 since the last report.

The updated listing of completed work by municipality is attached. Swissvale and North Braddock are now complete and work has shifted to Edgewood, Penn Hills and Pitcairn with Monroeville and Wilkins Township to follow.

The original allocation for construction management and inspection to ms consultants was expended at the end of May. This is primarily the result of a third crew for the last several months and the fact that work progress has been slow. We are requesting a change order in the amount of \$300,000. This money is available within the contingency line item and will be funded by the grant.

PENNVEST LEAD SERVICE LINE PROJECT – PHASE 2

Project is out to bid with mandatory pre-bid meeting June 30th and bid opening July 18th.

The first 1,000 letters has resulted in 467 positive responses. The daily number of signed agreements for the last 30 days is only 30. We have mailed a second list of 900 letters and are starting to get returned agreements. A summary by community is included as the attachment.

NADINE PUMP STATION – HEATING SYSTEM

Contracts for the asbestos removal have been sent and work is expected to begin in July.

SERVICE LINE IDENTIFICATION PROJECT

Contracts for Phase III have been executed and Lawson is expected to start work in mid-July.

NADINE PUMP STATION METER VAULT EXPANSION

Original work items complete. Lawson is assisting with the installation of the 30” magmeter.

MISCELLANEOUS SUBCONTRACTING SERVICES

Contracts for the project have been executed and the Authority has started to utilize the contract.

NADINE PUMP STATION PERMANGANATE ISSUE

Permit required by DEP complete and being reviewed

BROADWAY BOULEVARD WATER LINE (PITCAIRN)

Advertisement provided to Authority with bids to be opened before July meeting. Authority is ordering pipe and has been informed that a large percentage will be available in September.

RAMSEY STORAGE BUILDING

We are working with Borough of Wilkinsburg on building permit. Once building permit issued, we will proceed with obtaining the building and bidding installation.

RIDC CARRIE FURNACE DEVELOPMENT

Original approved work completed and tested. RIDC has indicated they may want to extend water line another 800 lf but has yet to submit plans for review.

CONE VALVES AT NADINE PUMP STATION

To be bid in July.

ALUM STORAGE TANKS AT WATER TREATMENT PLANT

We have located an expert in required studies, have visited the plant with the expert and had a call with DEP regarding the entire issue. Expert believes DEP is wrong on requiring study but that we may be able to provide DEP required information to close out tanks.

EAST MCKEESPORT TANK REPLACEMENT

Advertisement provided to Authority with bid opening before July meeting.

CARRIE FURNACE PHASE III PROJECT

Pipe has been installed and tested. Project complete.

WATER TREATMENT PLANT INSPECTION

Obtaining permit for new backwash equipment for filter as well as rehabilitation of back wall.

SMALL WATER AND SEWER GRANTS

Decision not expected until July.

FLUORODATION GRANT

Grant being processed and money expected by late June or early July. The Authority needs to provide information on training of operators on new equipment. We are reviewing grant requirements. Training may require operators to take a test on line.

NADINE PUMP STATION OFFICE REMODELING

Authority has found contractor willing to complete work.

SEDIMENTATION BASIN REHABILITATION

We found a contractor interested in the work and setup a site visit to review work. Waiting on their comments and willingness to bid work.