

**MEETING OF THE BOARD
THE WILKINSBURG-PENN JOINT WATER AUTHORITY
March 26, 2024**

ORDER OF BUSINESS

Roll Call

II Pledge of Allegiance

III Public Comment Period

IV Approval of Meeting Minutes

Workshop Meeting Minutes of February 27, 2024

Regular Meeting Minutes of February 27, 2024

V Bills and Communications

- Approve Contract 24-002 - Ductile Iron Pipe and Accessories

VI Report of Officers:

- Chairman
- Vice Chairman
- Secretary
- Treasurer

Ratification of expenditures from February 17, 2024, through March 15, 2024, in the amount of \$3,063,821.05. Electronic transfers have been included but are not reflected in the total. In addition, we will need authorization of expenditures through April 23, 2024.

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

March 26, 2024

- A meeting was held with the Pension Committee and Sarah Wilson from Marquette Associates on March 5, 2024, to discuss current status of pension plan funding. Sarah will be presenting information to the board at the May 28, 2024, meeting. The presentation will include consideration for changing the Pension Investment Policy in the future.
- Request authorization to prepare a Request for Proposal for actuarial services for the Management and Union Pension Plans.
- Request authorization to prepare a Request for Proposal for legal work for the Management and Union Pension Plans. Current attorney sent a letter saying that his firm would no longer be able to provide legal services after December 31, 2023.
- Authorization to prepare specifications and bid Contract 24-005 - Dalgate Rd Waterline Replacement. Project is for replacement of approximately 1,000 ft of waterline.
- Authorization to extend the current contract with Zelenkofske Axelrod LLC for an additional three (3) year period at the rate of \$15,840 for 2023, \$16,150 for 2024 and \$16,470 for 2025. This increase is only \$215 in 2023 from 2022 rate. This does not include cost of single audit (\$4,000 per year) that is now required due to the funding we are receiving from PENNVEST for the lead service line replacement program.
- Approval of Agreement with RIDC and RAAC for furnishing water at a reduced rate for a period of two years for flushing purposes. At the end of two years, the charge for water will revert back to regular Authority rates used for water customers. Agreement also stipulates what improvements RIDC can make to the waterlines that are currently in place.
- Authorization to approve Contract 24-002 - Ductile Iron Pipe and Accessories based on the attached matrix. There were three (3) bidders for the contract with each bidder receiving items within the contract.
- UMBS Software is up and running well. Still have some problems with billings, but no more than we did on the old system. Questions on the payment allocations which have to do with unapplied balances are causing minor problems with sewage transfers. Will begin delinquency process on April 1 with shutoffs beginning May 1.

- Tyler Software - Still working to get payroll processing to work more smoothly. New Accounts Receivable system to do miscellaneous billing has been implemented. Inventory, General Ledger, Bank Reconciliation, Fixed Assets and Project Accounting still in progress on being fully implemented.
- Neptune 360 is being installed this week. Provides the Authority with the ability to read every account on a daily basis which when fully operational will allow us the ability to monitor and notify customer accounts that have higher than normal consumption.
- Citizens Advisory Council on hold as no response has been received on the last proposal of the structure of the council.
- Still working on questionnaire provided by Dollar Energy. Will continue working with our consultant to get a preliminary agreement together for Customer Assistance Program.
- Authorization to enter into an agreement with Kunkel Water Efficiency Consulting to update the Water Loss Study completed in 2019. Part of the project cost is training the managers who will be participating in the process on the new water loss audit spreadsheets and reporting requirements.
- Request authorization to hire summer employees for the period May - September 2024.
- ALOM Spring Conference April 4 through April 7, 2024 at Seven Springs.
- PA AWWA State Conference May 13, 2024 through May 15, 2024
- There has been a total of 24 breaks since our February 26, 2024, meeting. Included in your packet is a breakdown by Municipality of all Distribution Work done during the last month.

WILKINSBURG PENN JOINT WATER AUTHORITY
MARCH 26, 2024

ms consultants - MONTHLY ENGINEER'S REPORT

PENNVEST LEAD SERVICE LINE PROJECT

All work on Phase I is complete except restoration. Restoration work is expected to be completed by end of April.

The updated listing of completed work by municipality is attached.

PENNVEST LEAD SERVICE LINE PROJECT - PHASE 2

Bova continues to complete installations. They are completing about 6 per week. The Authority agreed to allow a second crew on a trial basis with the understanding that the Authority can pull the second crew if there is an uptick in call outs to the service department resulting from poor work or if the Authority determines that Authority work is not proceeding as planned. Bova is uncertain that they have a crew available for the work. They have indicated a desire to end the contract after work in Swissvale is completed. At the current progress rate, this would be a minimum of 4 months and more likely 6 months. If JetJack is willing to take on the additional 400 replacements, we would propose cancelling at the end of April. If Bova is unwilling to end at that point, they can continue on with the project and have potential liquidated damages. DEP and PennVEST will need to approve any proposed change.

JetJack has been making steady progress on Phase 2 for the last month. We have also authorized a second crew for them with the same stipulations. We have also asked if they would be interested in taking over the Bova contract.

We have attached a summary for Phase 2 with the Phase I summary and provided a list of addresses completed for each municipality to the respective Board Member.

Inspection status has significantly improved. At this point, we are attempting to schedule the last 215 customers that have signed agreements for inspections. Agreement total is at 920. We called 330 customers that never replied to the initial letter about LSL replacement. We only received about 30 new requests.

SERVICE LINE IDENTIFICATION PROJECT

Lawson Excavation is on hold at the moment as they complete other projects for Authority.

Bids were received for 500 random verifications required to meet PA DEP requirements on February 29th. Only 1 bid was received. The bid was from Frank J. Zottola contracting in the amount of \$1,718,750. We are recommending not making a decision on award until the April meeting.

We have completed a check of the 1,276 service lines from Phase I and Phase 2 and determined a 96% accuracy of Authority records. We intend on sending an email to DEP to determine if additional verification work is required.

NADINE PUMP STATION PERMANGANATE ISSUE

All equipment ordered. Equipment arrival expected in June or July.

BROADWAY BOULEVARD WATER LINE (PITCAIRN)

Lawson continues to make excellent progress and should complete from Reservoir 4 to the intersection of SR 130 and SR 48 prior to the meeting. At that point, they will stop installation and test the first 8,000 If of pipe. Remaining work is expected to be completed by the end of April or early May.

The Insituform project is complete and in use.

CONE VALVE REPLACEMENT

Contracts with McClure Company have been executed and provided to contractor. Shop drawings are expected in the next couple of weeks. Once shop drawings have been approved, an expected delivery date should be able to be provided. We expect delivery to occur in December or January.

EAST MCKEESPORT TANK REPLACEMENT

No new update. Tank is being fabricated and we expect to start demolition and foundation work in June.

SEDIMENTATION BASIN REHABILITATION

ON Tanks is on site and working on Change Order 3 work in Filter 11. Once Filter 11 work is completed, they will move to Sedimentation Basin I and start preparatory work.

NADINE PUMP STATION VFD AND MOTOR REPLACEMENT

Elcon Technology is obtaining shop drawings for new motor and VFD and we expect to receive in the next few weeks. Once shop drawings have been approved, we will be provided a delivery date. We expect delivery before the end of the year.

PUMP NO. 3B REBUILD

The contractor, Total Equipment Company, delivered the re-built pump in mid-February. To date, the pump remains non-functional. The cause of the issue is being investigated and could be an issue with the existing motor or could be the result of changing from a 7 Stage pump to a 5 Stage pump, or could be the result of damage to the re-built pump at time of initial startup. The Authority has been working on determining is the existing motor is the cause including bringing in multiple motor experts to run test. No firm results are available yet. Total Equipment appears to have washed their hands of the issue and has not been helpful.

PUMP NO. 2 REBUILD

Based on the fact that Total Equipment has not completed the work on Pump 3B and made a change to Pump 3B without approval, the Authority is reviewing options regarding the contract with the Solicitor.

SUMP PUMP REPLACEMENT AT NADINE

Bids for the sump pump replacement project were opened on March 9th. Two bids were received. The low bid was from Total Equipment Company in the amount of \$291,915. The second bid was in the amount of \$448,030. Based on the Authority current issues with Total Equipment, we are recommending holding off on a decision until the April Board meeting.

NEGLEY AVENUE WATER LINE REPLACEMENT (WILKINS AND TURTLE CREEK)

The Negley Avenue water line project has been advertised for bid and bids should be available for the April meeting. This project was originally a CDBG project but has not been funded. The project includes the replacement of approximately 6,250 linear feet of pipe.

WTP CHLORINE GENERATION

We are proceeding with the Preliminary Engineering Phase and should be able to provide a recommendation at the April meeting.

PITCAIRN TANK VFD

Equipment has been purchased as is expected to arrive in June or July.