

Minutes of the Workshop Meeting of the
Board of The Wilkinsburg-Penn Joint Water
Authority held on November 22, 2022, at
6:30 o'clock p.m. at 2200 Robinson
Boulevard Wilkinsburg, PA

Present:	Fuller	Scolieri	Crombie-Collins
	Vento	Gilliland	Simon
	Coles	Rawlins	
		Broz	


Others Present: Komandt, Bianchi, Balewski, Alexander, and Davis

Absent: McKinley, Vahosky, Czekaj

Although no formal action was taken, the following workshop minutes are presented for the record. The workshop meeting commenced at 6:40 p.m. with Mr. Simon, chair presiding. Mr. Simon introduced the representative from Zelenkofske Axelrod LLC., who presented the Auditor's Report for Calendar year 2021. Afterwards, Mr. Simon asked for the reports of the Consulting Engineer and Solicitor. Both reports, presented with questions asked and answered, are attached hereto, and made a part of these minutes. Next, Mr. Komandt reviewed the items on his Management Report with questions asked and answered. The report is attached hereto and made a part of these minutes.

There being no further business to discuss, the Workshop session concluded at 7:17 pm.

The regular board meeting commenced at 7:18 pm.


Secretary

Minutes of the Regular Meeting of
the Board of The Wilkinsburg-Penn
Joint Water Authority held on
November 22, 2022, at 7:00 o'clock
p.m. at 2200 Robinson Boulevard,
Wilkinsburg, PA. 15221.

Present:	Fuller	Scolieri	Crombie-Collins
	Vento	Gilliland	Simon
	Coles	Rawlins	
		Broz	

Others Present: Komandt, Bianchi, Balewski, Alexander, and Davis

Absent: McKinley, Vahosky, Czekaj

The regular meeting commenced at 7:18 p.m. with Mr. Simon, chair presiding and Ms. Davis recording the minutes. The meeting was called to order by Mr. Simon followed by roll call and the Pledge of Allegiance. The Chair then called for public comments of which there were none. Next, Mr. Simon called for the approval of the Workshop and Regular Meeting Minutes of October 25, 2022, whereupon;

**APPROVAL OF THE WORKSHOP
AND REGULAR MEETING
MINUTES OF OCTOBER 25, 2022**

On a motion by Mrs. Crombie-Collins, seconded by Ms. Broz, it was resolved by voice vote that the Workshop and Regular Meeting Minutes of October 25, 2022, be approved as written, and the same are hereby approved as written.

BILLS AND COMMUNICATIONS:

- ◆ As discussed in the earlier workshop meeting, authorization was requested to approve Change Order #1 on Contract 22-004 "James, Albert & Center Streets Water Line Replacement" (Turtle Creek) for a project decrease in the amount of \$169,665.00. Change order due to quantity adjustments related to paving and concrete restoration, whereupon;

**APPROVAL OF CHANGE ORDER #1
ON CONTRACT 22-004 "JAMES,
ALBERT & CENTER STREETS
WATER LINE REPLACEMENT"
(TURLE CREEK) FOR A PROJECT
DECREASE IN THE AMOUNT OF
\$169,665.00. CHANGE ORDER DUE
TO QUANTITY ADJUSTMENTS
RELATED TO PAVING AND
CONCRETE RESTORATION**

On a motion by Mr. Fuller, seconded by Mrs. Crombie-Collins, with one (1) abstention, it was resolved by voice vote to approve Change Order #1 on Contract #22-004 at the amount of \$169,665.00, and the same are hereby authorized and approved.

Abstention: Gilliland

In response to published advertisement for Contract #22-020 "Furnishing and Delivering Water Treatment Chemicals" multiple vendors participated in a Reverse Auction conducted by *eBridge*. Bids were submitted and video cast live at 11:00 am Tuesday November 15, 2022. Bid Tabulations are filed in the Administrative Office at 2200 Robinson Boulevard, Wilkinsburg, Pennsylvania 15221.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to ratify the award for Contract #22-020 "Furnishing and Delivering Water Treatment Chemicals" to the lowest most responsible Bidders, at amounts stated on the Bid Tab, whereupon;

**AUTHORIZATION TO RATIFY THE
AWARD OF CONTRACT #22-020
"FURNISHING AND DELIVERING
WATER TREATMENT CHEMICALS"
TO THE LOWEST MOST
RESPONSIBLE BIDDERS, AT
AMOUNTS STATED ON THE BID
TAB.**

On a motion by Mr. Fuller, seconded by Mr. Coles, it was resolved by voice vote to ratify the award of Contract #22-020 at the amounts stated on the enclosed Bid Tab, and the same are hereby ratified and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to approve Year two (2) renewal option on Contract 21-021 "Janitorial Services" to *Signature Building Services* at the rate of \$1250.00 per month, whereupon;

**APPROVAL OF YEAR TWO (2)
RENEWAL OPTION ON CONTRACT
21-021 "JANITORIAL SERVICES" TO
SIGNATURE BUILDING SERVICES
AT THE RATE OF \$1250.00 PER
MONTH**

On a motion by Mrs. Crombie-Collins, seconded by Mr. Gilliland, it was resolved by voice vote to approve Year two (2) renewal option on Contract #21-021 at the amount of \$1250.00 per month, and the same are hereby authorized and approved.

REPORT OF OFFICERS

Mr. Simon, Chair,
No report

Mr. Fuller, Vice Chair,
No report

Ms. Broz, Secretary,
No report

Mr. Gilliland, Treasurer:

Mr. Gilliland, treasurer, asked the body if they had any questions of the voucher run that was mailed out this past week under separate cover. Hearing none, he made the following motion based on management's recommendation and his review of the bills that expenditures from October 15, 2022, through November 11, 2022, be ratified in the amount of \$2,199,656.07. Said amount does not include net payroll, payment of payroll taxes or the electronic transfer of some municipality's sewage collections. In addition, authorization of disbursements was requested through January 24, 2023, whereupon;

**RATIFICATION OF EXPENDITURES
FROM OCTOBER 15, 2022,
THROUGH NOVEMBER 11, 2022, IN
THE AMOUNT OF \$2,199,656.07 AND
AUTHORIZATION OF VOUCHER
DISBURSEMENTS THROUGH
JANUARY 24, 2023**

On a motion by Mr. Gilliland, seconded by Mr. Fuller, with two (2) exceptions, it was resolved by roll call vote that ratification of expenditures from October 15, 2022, through November 11, 2022, in the amount of \$2,199,656.07 be authorized. (Electronic transfers have been included but are not reflective in the total) Additionally, authorization of expenditures through January 24, 2023, are hereby ratified and authorized.

Abstentions: Gilliland from bills pertaining to *Glenn Engineers*
Simon from bills pertaining to *ms consultants, inc.*

REPORT OF COMMITTEES:

EXECUTIVE COMMITTEE:

No report

FINANCE COMMITTEE:

No report

LABOR COMMITTEE:

Absent - No report

POLICY COMMITTEE:

No report

ENGINEERING COMMITTEE:

No report

CONSULTANTS REPORTS:

Consulting Engineer

Mr. Balewski discussed his report at the earlier workshop. He had nothing further to add.

Solicitor

Mr. Alexander discussed his report at the earlier workshop. He had nothing further to add.

REPORT OF MANAGEMENT:

The report of Management is made part of the workshop minutes, having been discussed and distributed to each Board member at the earlier workshop. Mr. Komandt had the following items to submit for approval.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to amend the Articles of Incorporation to increase the life of *The Authority* fifty years. All Communities that are part of the Board have passed Ordinances allowing for the increase, whereupon;

AUTHORIZATION TO AMEND THE ARTICLES OF INCORPORATION TO INCREASE THE LIFE OF *THE AUTHORITY* FIFTY YEARS. ALL COMMUNITIES THAT ARE PART OF THE BOARD HAVE PASSED ORDINANCES ALLOWING FOR THE INCREASE

On a motion by Mrs. Crombie-Collins, seconded by Ms. Broz, it was resolved by voice vote to amend the Articles of Incorporation extending *The Authority's* life by fifty years, and the same are hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to approve the 2023 Operating Budget in the amount of \$32,228,850.00. The Operating Budget in conjunction with the Capital Budget requires a five (5) percent increase in The Authority's residential, commercial, industrial, and public water rates. Additionally, a three (3) percent increase for bulk water sale rate to the Braddock Water Authority is required, effective January 1, 2023, whereupon;

AUTHORIZATION TO APPROVE THE 2023 OPERATING BUDGET IN THE AMOUNT OF \$32,228,850.00. SAID ACTION REQUIRES A FIVE (5) PERCENT INCREASE IN THE AUTHORITY'S RESIDENTIAL, COMMERCIAL, INDUSTRIAL, AND PUBLIC WATER RATES ALONG WITH A THREE (3) PERCENT INCREASE FOR THE BULK WATER SALE RATE TO THE *BRADDOCK WATER AUTHORITY*

On a motion by Mr. Fuller, seconded by Ms. Broz, it was resolved by voice vote to approve the 2023 Operating Budget at the amount of \$32,228,850.00 and the same are hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to approve the 2023 Capital Improvement Budget in the amount of \$20,251,500.00, Whereupon;

AUTHORIZATION TO APPROVE THE 2023 CAPITAL IMPROVEMENT BUDGET IN THE AMOUNT OF \$20,251,500.00

On a motion by Mr. Scolieri, seconded by Ms. Broz, it was resolved by voice vote to approve the Capital Improvement Budget in the amount of \$20,251,500.00, and the same are hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested for the Executive Director to enter into Agreements with various computer system vendors to replace the current Central Square system utilized by The Authority. Current vendors under consideration include Rosetech, Inc., Tyler Technologies, and Citiworks LLC to implement a computer overhaul. Contracts to be ratified at the January 24, 2023, board meeting, whereupon;

AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENTS WITH VARIOUS COMPUTER SYSTEM VENDORS TO REPLACE THE CURRENT CENTRAL SQUARE SYSTEM UTILIZED BY THE AUTHORITY. CURRENT VENDORS UNDER CONSIDERATION INCLUDE ROSETECH, INC., TYLER TECHNOLOGIES, AND CITIWORKS LLC TO IMPLEMENT A COMPUTER OVERHAUL. CONTRACTS TO BE RATIFIED AT THE 1/24/2023, BOARD MEETING

On a motion by Mrs. Crombie-Collins, seconded by Mr. Gilliland it was resolved by voice vote to authorize the Executive Director to enter into Agreements with various vendors for the computer system overhaul, and the same are hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to approve proposed changes to the Investment Policy Statement for the Retirement Plan for Employees represented by Utility Workers of America, AFL-CIO, Local #191 and the Pension Plan for Employees. Further, authorize the execution of an Addendum to the Union and Management Employees Pension Plan Investment Policy Statement, whereupon;

AUTHORIZATION TO APPROVE PROPOSED CHANGES TO THE INVESTMENT POLICY STATEMENT FOR THE PENSION PLAN FOR EMPLOYEES REPRESENTED BY UTILITY WORKERS OF AMERICA, AFL-CIO, LOCAL #191 AND THE PENSION PLAN FOR MANAGEMENT EMPLOYEES. FURTHER, AUTHORIZE THE EXECUTION OF AN ADDENDUM TO THE UNION AND MANAGEMENT EMPLOYEES PENSION PLAN INVESTMENT POLICY STATEMENT

On a motion by Mr. Gilliland, seconded by Mr. Fuller, it was resolved by voice vote to approve the proposed changes to the Investment Policy Statement for the Union and Managements Pension Plans, and the Addendum to both Pension Plans Investment Policy Statement, and the same are hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to enter into an Investment Management Agreement to manage the pension investments for the Pension Plan for Employees represented by Utility Workers of America, AFL-CIO, Local #191 and the Pension Plan for Employees with Marquette Associates, Inc., for a period of three (3) years. Rates remain the same as under the prior Agreement, whereupon;

AUTHORIZATION TO ENTER INTO AN INVESTMENT MANAGEMENT AGREEMENT TO MANAGE THE PENSION INVESTMENTS FOR THE PENSION PLAN FOR EMPLOYEES REPRESENTED BY UTILITY WORKERS OF AMERICA, AFL-CIO, LOCAL #191 AND THE PENSION PLAN FOR EMPLOYEES WITH MARQUETTE ASSOCIATES, INC., FOR A PERIOD OF THREE (3) YEARS. RATES REMAIN THE SAME AS UNDER THE PRIOR AGREEMENT

On a motion by Mr. Scolieri, seconded by Mr. Fuller, it was resolved by voice vote to approve entering into an Investment Management Agreement with Marquette Associates, Inc., for three (3) years, and the same are hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to adopt Resolution 2022-09, to apply for a PA Small Water Grant with the Pennsylvania Department of Community and Economic Development for the water line replacement on Cline Street in Wilkins Township, whereupon;

AUTHORIZATION TO ADOPT RESOLUTION 2022-09, TO APPLY FOR A PA SMALL WATER GRANT WITH THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT FOR THE WATER LINE REPLACEMENT ON WALL AVENUE IN WILKINS TOWNSHIP

On a motion by Mrs. Crombie-Collins, seconded by Mr. Coles, it was resolved by voice vote to adopt Resolution 2022-09 authorizing an application for a PA Small Water Grant for a water line replacement in Wilkins Township, and the same are hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to adopt Resolution 2022-10, to apply for a PA Small Water Grant with the Pennsylvania Department of Community and Economic Development for the water line replacement on Wall Avenue in Pitcairn, whereupon;

**AUTHORIZATION TO ADOPT
RESOLUTION 2022-10, TO APPLY
FOR A PA SMALL WATER GRANT
WITH THE PENNSYLVANIA
DEPARTMENT OF COMMUNITY
AND ECONOMIC DEVELOPMENT
FOR THE WATER LINE
REPLACEMENT ON WALL AVENUE
IN PITCAIRN**

On a motion by Mrs. Crombie-Collins, seconded by Mr. Gilliland, it was resolved by voice vote to adopt Resolution 2022-10 authorizing an application for a PA Small Water Grant for a water line replacement in Pitcairn, and the same are hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to prepare Bid Specifications and bid Contract #22-024 "Remediation of Heating System at Nadine Pump Station-Phase 2" (Penn Hills). Bid opening scheduled for December 2022, whereupon;

**AUTHORIZATION TO PREPARE BID
SPECIFICATIONS AND BID
CONTRACT #22-024 "REMEDIATION
OF HEATING SYSTEM AT NADINE
PUMP STATION-PHASE 2" (PENN
HILLS). BID OPENING SCHEDULED
FOR DECEMBER 2022**

On a motion by Mrs. Crombie-Collins, seconded by Mr. Coles, it was resolved by voice vote to prepare Bid Specifications and bid Contract # 22-024, and the same are hereby authorized and approved.

Unfinished Business
None

New Business

Thanks, and best wishes were extended to William Coles for his years of dedicated service to The Authority upon his resignation from the Board of Directors at the end of this calendar year 2022. For the record a gift card or box of candy were the Authority employees Christmas Appreciation gift options.

There being no further business to come before the Board, on a motion by Mr. Gilliland, seconded by Mr. Fuller and unanimously carried, the meeting adjourned at 7:35 p.m.


Secretary

Minutes of the Budget Meeting of the Board of
The Wilkinsburg-Penn Joint Water Authority held
on November 10, 2022, at 6:30 o'clock p.m. at
2200 Robinson Boulevard, Wilkinsburg, PA.
15221.

Present: Vahosky Gilliland Fuller
 Czekaj Broz
 Coles Scolieri
 Crombie-Collins Simon

Others Present: Komandt, Akam, Bianchi, Balewski, and Davis

The following meeting minutes are presented for the record. The purpose of the meeting is to give the Board a review of the proposed 2023 budget.

The 2023 Budget Meeting was called to order by Chairman Simon at 6:30p.m. Mr. Simon turned the meeting over to the Executive Director, Doug Komandt who recorded those that were present. The Executive Director proceeded, with the assistance of the Assistant Executive Director, Brian Bianchi, to present the proposed 2023 Operating and Capital Budgets.

Information handouts were presented detailing the total consumption by Billing Rate Class for the last 34 months. The Authority has experienced some decline in consumption during this period. A presentation was made of possible rate increase scenarios.

A PowerPoint presentation showed a 6-year trend for Labor Costs, Fringe Benefits, Chemicals, Filter Plant/Pump Station Electrical, Distribution Materials, and Gasoline/Diesel. Also included were pictures of some of the Capital Projects to provide the board with visual documentation of why certain projects need to be undertaken.

The operating budget reflects a 3% annual increase to Authority personnel and an increase in healthcare benefits of 9%. In addition, the increase in chemical costs of nearly 28% is a substantial increase in costs. A budget increase of almost \$400,000 is expected.

As has been mentioned in our discussions, the post COVID era will continue to result in lower consumption, higher cost of supplies and materials, decreased availability of materials and potential increases in the cost of third-party contracts.

The staff presented the 2023 Capital Budget Projects. Most of the projects are funded through the 2020 Water Revenue Bond in the amount of \$10,557,750, followed by Pennvest Grant Funds of \$5,100,000 and approximately \$3,200,000 of Operating Reserve

Funds. Some of the more expensive projects are \$1,700,000 for new computer system, \$2,500,000 for Broadway Avenue Waterline Replacement in Pitcairn/Trafford area, \$750,000 for Painting of Universal Tank and \$1,200,000 from Installing VFD at Nadine Pump Station.

At the conclusion of the presentation, Chairman Simon asked for general comments on the 2023 Operating and Capital Budgets.

The budget meeting concluded at approximately 8:15 pm.