

**MEETING OF THE BOARD
THE WILKINSBURG-PENN JOINT WATER AUTHORITY
November 28, 2023**

ORDER OF BUSINESS

I Roll Call

II Pledge of Allegiance

III Public Comment Period

IV Approval of Meeting Minutes

Workshop Meeting Minutes of October 24, 2023
Regular Meeting Minutes of October 24, 2023

V Bills and Communications

- Award Contract 23-021 – Nadine Pump Station Pump #2 Repair
- Award Contract 22-021 – East McKeesport Water Tank Replacement
- Award Contract 23-023 - Furnishing and Delivery Water Treatment Chemicals
- Approve Extension of Contract 22-020 – Furnishing and Delivery Water Treatment Chemical – 1 year extension – Liquid Aluminum Sulfate

VI Report of Officers:

- Chairman
- Vice Chairman
- Secretary
- Treasurer

Ratification of expenditures from October 14, 2023, through November 17, 2023, in the amount of \$ 3,874,780.80. Electronic transfers have been included but are not reflected in the total. In addition, we will need authorization of expenditures through January 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

November 28, 2023

- We are working on a Customer Assistance Plan for payment of Customer water bills only. There is a description of the program in your packet. The fee charged by Dollar Energy to administer the plan for the Authority is 8.75% of the payments approved.
- 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.
- Management recommendation for the 2024 Operating Budget in the amount of \$34,500,000 and the Capital Improvement Budget in the amount of \$19,650,000. The recommended action will require a seven (7) percent increase in the Authority's residential, commercial, industrial, and public water rates.
- Recommend a five (5) percent increase for bulk water sale to the Braddock Water Authority effective January 1, 2024.
- Authorization to increase Executive Director and Assistant Executive Director salary as approved in Executive Session on October 24, 2023. Increase remainder of management base salary by an average of 3% effective January 1, 2024.
- Utility Billing System – Training is ongoing for the new system. Go Live date is December 4, 2023. Office is scheduled to be closed for walk-in traffic on December 1 and December 4. We appear to be on schedule for conversion.
- The Policy Committee met to discuss changes to the Rules Booklet. The payment plans schedule has been changed to lower downpayment percentage and increase plan length, Same day turn-on fees, Private Fire Service Billing changing from quarterly to monthly and miscellaneous changes to Rules booklet to include credit card payments in Reversal Fees.
- Requesting authorization to award Contract 23-023, Furnishing and Delivering of Water Treatment Chemicals, to the lowest responsible bidder. Auction is scheduled for Friday, December 1, 2023. Award to be ratified at the January 23, 2024, regular scheduled meeting.
- Requesting approval to exercise renewal option Contract 22-020, Furnishing and Delivering of Water Treatment Chemicals, Liquid Aluminum Sulfate to USALCO at the price of \$549.99 per dry ton. Renewal is for the calendar year commencing January 1, 2024. All other contract terms and conditions to remain the same.
- Tyler Financials – Inventory, Fixed Assets and Project Accounting are still in the process of being utilized. Trying to get historical data aligned in the three systems.

There are some minor problems with the payroll system. Will be working next month to get UMBS information to transfer in.

- Approval of Resolution No. 2023-04 – allowing the Authority to apply for a Statewide Local Share Assessment Grant in the amount of \$950,000 from the Commonwealth Financing Authority to be used for the Replacement and Installation of Large Diameter Water Meters. Application is due November 30, 2023.
- There has been a total of 41 breaks since our October 24, 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
NOVEMBER 28, 2023

ms consultants – MONTHLY ENGINEER'S REPORT

PENNVEST LEAD SERVICE LINE PROJECT

JetJack has eliminated one crew and continues working with two crews. One of these crews will be moving to the Phase 2 project in the next couple of weeks. Total work completed to date is approximately \$6,000,000. Through November 16, 2023, approximately 1,150 services have been replaced. JetJack will continue with one crew until the grant money is spent. JetJack continues to have 2 or 3 restoration crews working on paving, sidewalks, and yard restoration. They have substantially reduced outstanding items over the last 3 months.

The updated listing of completed work by municipality is attached. JetJack has been focusing on Pitcairn and Wilmerding in the last 30 days. The attachment indicates that 66 service lines remain to be completed. We expect a majority of these to be complete by the end of 2023.

PENNVEST LEAD SERVICE LINE PROJECT – PHASE 2

Bova started working on November 6th. JetJack will start in the next couple of weeks. Starting next month we will provide a similar summary sheet to Phase 1. We will also provide a list of addresses included within Phase 2 and the work completed on a quarterly basis.

As of November 17th, we have received 870 agreement for Phase 2 (see attachment). This list does not include the agreements transferred to Phase 1.

RESERVOIR 5/8 PUMP REPLACEMENT (CHURCHILL)

Waiting for equipment.

ASPHALT PAVING CONTRACT

Project is out to bid with bid opening on December 19, 2024.

NADINE PUMP STATION – HEATING SYSTEM

Work complete. Working on control units to manage system. Building is much warmer than in the past.

SERVICE LINE IDENTIFICATION PROJECT

Lawson Excavation has completed over 375 service lines. Although money remains available, work is paused as other work is started and additional addresses are identified. Work may be paused until early spring.

WILKINSBURG-PENN JOINT WATER AUTHORITY
LEAD SERVICE LINE REPLACEMENT
CONTRACT 21-019A (M. O'HERRON) AND CONTRACT 21-019B (JET JACK)
SUMMARY OF WORK
DATA DATE: November 16, 2023

MUNICIPALITY	CONTRACTOR	NUMBER OF REPLACEMENTS	REPLACEMENTS COMPLETED	REPLACEMENTS REMAINING	PERCENT COMPLETE
CHALFANT	JET JACK	4	4	0	100%
EAST MCKEESPORT	JETJACK	1	1	0	100%
EAST PITTSBURGH	JET JACK	34	34	0	100%
FOREST HILLS	JET JACK	63	63	0	100%
NORTH BRADDOCK	JET JACK	98	98	0	100%
PENN HILLS	JET JACK	49	49	0	100%
PITTSBURGH	JET JACK	75	75	0	100%
WILKINSBURG	JET JACK	200	200	0	100%
BRADDOCK	JET JACK	3	0	3	0%
BRADDOCK HILLS	JET JACK	21	21	0	100%
CHURCHILL	JET JACK	1	1	0	100%
EDGEWOOD	O'HERRON/JETJACK	53	53	0	100%
MONROEVILLE	JET JACK	19	19	0	100%
NORTH VERSAILLES	JET JACK	8	0	8	0%
PITCAIRN	JET JACK	180	132	48	73%
SWISSVALE	O'HERRON/JETJACK	231	231	0	100%
TRAFFORD	O'HERRON/JETJACK	67	64	3	96%
TURTLE CREEK	M. O'HERRON	57	57	0	100%
WILKINS	JET JACK	17	17	0	100%
WILMERDING	JET JACK	31	27	4	87%
TOTALS		1,212	1,146	66	95%

Phase II Status

Municipality	Needed	Returned	Returned w/Max	Percentage
East Pittsburgh	40	39	39	98%
North Braddock	125	81	81	65%
Pitcairn	150	90	90	60%
Pittsburgh	100	40	40	40%
Rankin	50	39	39	78%
Swissvale	200	255	200	128%
Turtle Creek	70	61	61	87%
Wilkinsburg	250	250	250	100%
Wilmerding	20	15	15	75%
Total	1005	870	815	87%