

North Wales Water Authority Board of Directors

Minutes of 03/10/2010

Call to order:

The meeting held at the NWWA Offices, 200 W Walnut St, North Wales, PA. 19454 and called to order by Board chair, Joan Nagel, at 6:00 p.m.

Pledge of Allegiance:

Mrs. Nagel led those in attendance in the Pledge of Allegiance.

Roll Call:

Roll call was taken and recorded as follows;

Attendee Name	Organization	Title	Status
Joan Nagel	NWWA	Chair	Present
Albert Tenney	NWWA	Vice Chair	Present
Carene Makinson-Sanders	NWWA	Secretary	Present
Herbert Kavash	NWWA	Treasurer	Absent
Donna Mengel	NWWA	Asst. Sec/Treasurer	Present
Robert C. Bender	NWWA	Executive Director	Present
Raymond J. Berry	NWWA	Director of Operations	Present
Laurie Hagey	NWWA	Director of Finance	Present
Michael Clarke, Esq.	Rudolph Pizzo Clarke	Authority Solicitor	Present
Kenneth Heydt, P.E.	Carroll Engineering	Authority Engineer	Present

Public Comment:

There was no public comment.

Approval of Minutes:

The Board next considered approval of the Minutes of 02/24/2010. Upon a motion of member Mengel, seconded by member Makinson-Sanders, the minutes of 02/24/2010 were unanimously approved.

Solicitors Report:

Mr. Clarke reported that he had no actions items at this time. Mr. Clarke reported that a revised consent order has been received and he will be meeting with Mr. Bender to discuss and be ready to review it at the next meeting.

Mr. Clarke also reported that he has a meeting with Upper Gwynedd Township solicitor Mr. Kerns in next week and he will have an update on that at the next meeting.

Engineers Report:

Mr. Heydt had nothing to report to the Board at this meeting

Operations Report:

Mr. Berry gave a progress report on the work being done at the ground storage tank.

Mr. Berry also reported that the annual hydrant flushing program will begin on March 22nd. All system users will be notified by phone using the One Call Geo notification system. Then as we move into each specific area those customers will receive another phone call. By using this system, instead of newspaper advertising, we can provide more timely information and updates, as well as allowing the Authority to save approx \$17,000-\$18,000 in newspaper advertising costs.

Mr. Berry reported that next week we will start filing our DMR reports online as part of a new system from DEP. Paper files will be retained for reference.

Mr. Berry presented to the Board the staff recommendations for the awarding of the 2010 Materials Contracts. Discussion occurred and a motion to approve the 2010 Material Bid Contracts, was made by member Tenney, seconded by member Makinson-Sanders, and approved as follows:

Vote Record						
			Yes/Aye	No/Nay	Abstain	Absent
x Approved	Mrs. Nagel		x			
	Mr. Tenney	Initiator	x			
	Mrs. Sanders	Seconded	x			
	Mr. Kavash					x
	Ms. Mengel		x			

A copy of the approved bid tabulation is attached and made a permanent part of these minutes.

Finance Directors Report:

Bills & Requisitions Approval:

Mrs. Hagey reported that the draft audit report had been received and is in the process of being reviewed. She stated that the draft does not indicate any issues of concern.

Mrs. Hagey then reported there was nothing out of the ordinary in the bills and requisitions listings and asked for board approval to pay all bills and process all requisitions, as presented.

- **Approval of Bills and Requisitions of 02/24/2010 in the amount of \$ 142,625.78**

Vote Record						
			Yes/Aye	No/Nay	Abstain	Absent
x Approved	Mrs. Nagel		x			
	Mr. Tenney		x			
	Mrs. Sanders	Seconded	x			
	Mr. Kavash					x
	Ms. Mengel	Initiator	x			

- **Approval of Bills & Requisitions of 03/03/2010 in the amount of \$ 21,824.35**

Vote Record						
			Yes/Aye	No/Nay	Abstain	Absent
x Approved	Mrs. Nagel		x			
	Mr. Tenney	Initiator	x			
	Mrs. Sanders		x			
	Mr. Kavash					x
	Ms. Mengel	Seconded	x			

Executive Directors Report:

Mr. Bender reported that we have received the information for the new phone system upgrade. This was an approved capital budget item and Mr. Clarke has been given the documents for review as the purchase is intended to be via the joint purchasing program.

Mr. Bender also reported that the North Wales Library has asked us to again sponsor the annual golf outing they will be having. We will be donating our water tanker for use as we have in the past. The Board noted the prior approval to sponsor and participate in this program. There were not objections to proceeding, as proposed.

Mr. Bender gave an update on the EmpXTrack system. All employee goals for the year have been entered and the training module is in the process of being entered. A Critical Events Calendar is being developed to catalogue our required tasks. He thanked Ritajeon Joyce for this idea. Once completed, management will know what needs to be done and when it is due in the absence of any key employee.

Mr. Bender reported that he had met with the new North Wales Borough manager Nate Dysard and that he is looking forward to working closely with us.

Mr. Bender updated the board on the Enernoc project. He and Jeff Pifer of Forest Park have been working on this and we should be able to get lower rate for a 2-3 year period. Mr. Bender asked for approval to lock in these rates for the Authority.

Discussion occurred and a motion to “Authorize the Executive Director to lock in the rates from EnerNOC for the NWWA, provided that they do not exceed our current electric (KWH) rates, and for Jeff Pifer to similarly contract for the Forest Park and Point Pleasant Facilities”, was made by member Tenney, seconded by member Makinson-Sanders, and approved as follows:

Vote Record						
			Yes/Aye	No/Nay	Abstain	Absent
x Approved	Mrs. Nagel		X			
	Mr. Tenney	Initiator	x			
	Mrs. Sanders	Seconded	x			
	Mr. Kavash					x
	Ms. Mengel		x			

Mr. Bender reported that we are working on updating the long term capital improvements plan.

The Authority also is looking at an issue with our reinvestment rates. Currently all are less than 1 percent with the best coming from First Savings in Perkasio and Plgit. More information will be given after reviewing our options. Mr. Bender stated that we will likely stagger our investments in consider of future cash flow needs, obtaining the best possible rates at the financial institutions as previously approved by the Board.

Other / New Business:

There was no other business presented to the board.

Adjournment:

Upon motion of Ms. Mengel, seconded by Mrs. Makinson-Sanders, and majority vote, the meeting was adjourned at 6:25 pm. All present voted in favor.

Carene Makinson-Sanders
Secretary

2010 Annual Material Contract Bids:

Motion to accept and award the material bids dated 02/12/2010, bid through the PennBid program, as listed below, with the award going to the lowest bidder in each contract category, subject to the successful bidder completing all required contract documentation, and also authorizing the Executive Director to execute all required contract forms.

Contract Number	Description	Recommendation
530-10-02	Fittings	Hajoca, Lansdale PA
531-10-03	Small Diameter Gate Valves	J & S Valves, Huffman TX
531-10-04	12" Ductile Iron Tapping Sleeves	Hajoca, Lansdale PA
531-10-04	16" to 30" Ductile Iron Tapping Sleeve	Kennedy Culvert, Horsham PA
531-10-05	3' to 4' Curb boxes	Kennedy Culvert, Horsham PA
531-10-05	Oraseal Curb boxes	Hajoca, Lansdale, PA
531-10-05	Valve Boxes	Kennedy Culvert, Horsham PA
531-10-05	Valve Box Extensions	Ferguson Supply Bridgeport NJ
531-10-05	Risers	L/B Water Ephrata
533-10-06	Brass	Kennedy Culvert, Horsham PA
533-10-06	Brass item 15 -Curb stop FIP x FIP with drain	Ferguson Supply
533-10-06	Brass item 18 -2" x 12" Nipple	Trinity Supply, Doylestown PA
533-10-06	Brass items 22 & 23 Fireline Wyes	L/B Water Ephrata PA
532-10-07	Fire Hydrants	L/B Water Ephrata PA
531-10-08	Retaining Glands	H D Supply Plymouth Mtg PA
601-10-09	Meters	Sensus Metering Uniontown PA
601-10-10	Backflow Devices	Ferguson Supply Bridgeport NJ
530-10-11	4" to 8" Repair Clamps	L/B Water Ephrata PA
530-10-11	10" to 36" Repair Clamps	Ferguson, Bridgeport NJ
530-10-11	Tapping Sleeves	L/B Water Ephrata
530-10-11	Hymax Couplings	H D Supply, Plymouth Mtg PA
601-10-12	Meter Pits	H D Supply Plymouth Mtg PA
531-10-13	Large Diameter Gate Valves	J & S Valves, Huffman TX
530-10-14	Ductile Iron Pipe	Atlantic States Pipe, Phillipsburg, NJ
530-10-14	Items 9-16 Field Lock Gaskets	Ferguson Supply, Bridgeport NJ