

Meeting Minutes of March 14, 2018



The Public Meeting was called to order by Ed Shrimp at 6:30pm.

Roll Call: Present: Ed Shrimp, Lynn Crist, Bill Ramsey, Chuck Leonard, Leon Liggitt and Dick Miller.

Absent: Dave Eaking and Teri Snyder

Pledge of Allegiance.

Guests: Eric Moore, Executive Director; Tara Rall, WBRA Admin. Coordinator; Mike Collins, Esq., Solicitor for WBRA; Bob Kerns, Entech Engineering.

Public Comment:

Approval of Minutes: Correction to January, 10, 2018 meeting minutes. “*Election of Officer’s vote: ...Second by Ed Crist*”. *Corrected: Ed Shrimp*. Motion to approve meeting minutes of January 10, 2018 approved as corrected by Lynn Crist. Second by Chuck Leonard. All were in favor. Motion passed.

Approval of Bills/Treasurer Report: **Motion** to accept Bills/Treasurer’s Report for January and February, 2018 made by Leon Liggitt. Second by Chuck Leonard. All were in favor. Motion passed.

Old Business

Route 15 update: County did not get the RCAP grant for extension of the water main along Route 15. Grant application through the same program was submitted with assistance from Penn Strategies (who offered ‘pro-bono’ assistance). Penn Strategies and County staff prepared the application and WBRA paid the application fee of \$500. Nothing can happen until there is grant funding. Designs were submitted to DEP in February for permitting. Don’t expect to hear back until next month.

HR Consultants: Doug Keith was retained as a consultant to provide a review of WBRA’s financial policies and procedures as a part of our planned system-wide review of practices. Doug was formerly the Executive Director of Williamsport Water and Sewer Authority and has over 15 years of experience with municipal finances and practices. Doug has been working with John Karichner in the finance department to review our standard operating procedures and accounting controls. He will be providing his preliminary findings report in April.

New Business

Water Operator hire: Alec Engleman has been hired as a licensed Water Operator at \$17.00 per hour. He will begin full time next week.

West Branch Council of Governments Agreement: Standard agreement from COG reviewed by Board. **Motion** to appoint Alyssa Henry as voting member of the COG for WBRA and Dan Whitmoyer as the alternate made by Chuck Leonard. Second by Dick Miller. All were in favor. Motion passed.

Medical insurance: Robbie Smith would like his wife to stay on WBRA insurance when Robbie is deployed. Tara will speak with insurance company to see what policy says about spouses being covered during deployment.

Capital Purchases: Unexpected expenses including Rover Camera at \$5,934.58, new flow meter for Turkey Run Pump station at \$3,880.00 and computer upgrades (budgeted for \$25,000) at \$30,000 were needed this year already. **Motion** to adjust the budget for capital purchases was made by Chuck Leonard. Second by Leon Liggitt. All were in favor. Motion passed.

Appeals process: As a reminder, when WBRA issues notices requiring our customers to comply with our Rules and Regulations, we provide several opportunities for the customer to come into compliance before taking an official action such as issuing a lien or imposing a penalty. Customers have the opportunity to appeal any corrective action/penalty to the Board. The Executive Director is the official who issues the initial notice of violation/penalty, and the Board adjudicates any appeals. So, if a customer is not satisfied with Eric’s decision the customer can request a date to make an in-person appeal to the Board. Appeals will be scheduled for the last Tuesday of the month where possible. To raise awareness of the appeal process, recently all non-compliance notices (not just the final notice that makes the compliance action official) now have instructions for a customer who may want to schedule an official appeal.

Blood Drive – July 6, 2018: WBRA will host it’s first Blood Drive with the Red Cross on Friday, July 6, 2018, from 10-3. This will be open to the public. Posters will be provided by the Red Cross and they will advertise in the local papers.

The conference room and main lobby will be used for the blood drive. A tent will be set up outside with WBRA information. If there is a good turnout WBRA would make this an annual event.

Other updates:

Resiliency update: Committee met last night. A public community meeting will be held at the elementary school on Monday, April 9, 2018.

WBRA website will be updated with more educational information for the public.

The concrete walls of the SBR are in need of testing due to early signs of erosive wear. The concrete seems to be aging prematurely. Dutchland, the manufacturer, inspected the concrete in 2017. Entech provided a letter with general recommendations to have more testing done on the concrete to see if there is prematurely aging. There is a 20 year warranty on the concrete.

All of the 2016 and 2017 goals for the Authority, as established in our Goals and Objectives document, have been met. A strategic plan for the next 5 years is being created and will be available for Board to review soon.

SEO work with Clinton Township: In 2015 Clinton Township asked WBRA to act as their Sewage Enforcement Officer for issues involving areas outside of the public sewer service area. Shortly thereafter the Township also asked WBRA to prepare the letters and coordinate tracking and enforcement of their Pump and Haul Ordinance when it was determined that the overwhelming majority of properties were out of compliance and their Township Secretary did not have time available to coordinate the Pump and Haul Ordinance work. WBRA organized the old data into a coherent system and successfully carried out the first 2 years of a 3-year compliance cycle. WBRA performed the SEO duties at a significantly lower cost for those residents who had to go through on-lot testing/permitting/repair/etc. WBRA's cost to complete the administrative work was based on the level of effort defined in the Township Ordinance, and performed at-cost. For reasons that are not entirely clear at this time, the Board of Supervisors has decided to end the relationship with WBRA for DEO and Pump and Haul ordinance enforcement.

Administrative Review and Overhaul: WBRA completed our first 5-year Plan when we completed our Goals and Objectives in 2017. The first 5 years of operation included building our administrative systems from scratch, on the fly while carrying out a \$35M regional treatment plant job and a \$4M collection system improvement project that was required by the Consent Order we inherited from MWSA when we started owning and operating the sewer systems.

While our early work building the administrative structure and procedures seems to have held up under pressure during the first 5 very busy years, we are now at a point where we can go back and review the fundamental processes and make improvements. As such, we will be currently "shopping" for new property and health insurance agents/carriers as well as an agent/carrier for the 457 retirement plan. As noted earlier, we are using Doug Keith to evaluate the financial systems and some personnel policies.

This Administrative Review and Overhaul will require a significant portion of 2018 to complete. The Board is invited to participate in the interviews with insurance and 457 Plan agents/carriers. These interviews will occur during normal working hours. The Board will be informed of the findings of the various reviews as data becomes available.

With no further business to conduct, **Motion** made by Chuck Leonard to adjourn the meeting at 7:55 pm. Second by Lynn Crist. All were in favor. Motion passed.

Certified as Approved Meeting Minutes of the WBRA:

