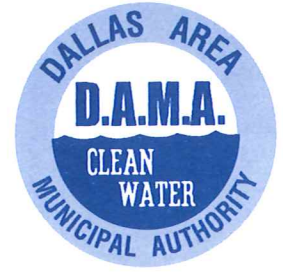


# DALLAS AREA MUNICIPAL AUTHORITY

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## MINUTES DALLAS AREA MUNICIPAL AUTHORITY November 9, 2017

The Regular Board Meeting of the Dallas Area Municipal Authority was held at 7:00 PM, Thursday, November 9, 2017, at the DAMA Administration Building.

Board Members present: John Oliver, Tim Carroll, Dave Jenkins, Brent Snowdon, Jeffrey Barrett, and Ryan Doughton.

Other officials present: Attorney Benjamin R. Jones III, DAMA Solicitor; Tom Keiper, Ryan Longfoot, Ed Hann, Susan Lee (DAMA); and Brent Berger of Quad Three Group.

Mr. Oliver opened the meeting and took roll. There were no Public Comments.

No Secretary's report was presented. On a motion by Mr. Carroll, seconded by Mr. Snowdon and approved with all in favor the October 12, 2017 regular meeting minutes were approved as read.

### Treasurer's Report

Mr. Snowdon submitted the wastewater division invoices totaling \$707,775.79 for approval. Following a detailed review of the wastewater division check register, a motion was made by Mr. Snowdon, seconded by Mr. Doughton, and passed on a unanimous roll call vote to pay the wastewater division invoices.

Mr. Snowdon submitted the solid waste division invoices totaling \$57,598.14 for approval. Following a detailed review of the solid waste division check register, a motion was made by Mr. Snowdon, seconded by Mr. Barrett, and passed on a unanimous roll call vote to pay the solid waste division invoices.

Mr. Snowdon reviewed the bank account balances and the Budget vs Actual report in detail with the Board, and opened the floor for questions. Mr. Keiper advised the Board that he was terminating the contract with TekCollect as DAMA is now handling most of the past due collection work.

### DAMA Committee Report

Mr. Oliver inquired if there anything to report from the personnel committee. Mr. Jenkins stated that Mr. Barrett has reviewed the draft, and is working with Mr. Jenkins on final revisions. Mr. Jenkins stated that he will be receiving an engagement letter from Attorney

Goldberg, a labor law attorney, to review the final version of the employee manual for compliance with all state, federal and Dept. of Labor regulations. Mr. Jenkins anticipates completion of the employee manual by the end of 2017. Mr. Snowden and Mr. Barrett recommended that the labor law attorney also look into a termination letter requirement for employees leaving employment with the Authority. Attorney Jones noted that municipal authorities are subject to guidelines not applicable to the private sector.

#### Executive Director's Report

Mr. Keiper reported that there has been some movement with appeal to the Environmental Hearing Board, and requested the Board move to an Executive Session following the regular meeting to discuss the matter in greater detail.

#### Engineer's Report

Mr. Berger presented a diagram of the current wastewater flow through the DAMA main pumping station to the Board and discussed proposed pump improvements which would maximize flow from DAMA to WWSA, especially during periods of extreme wet weather. Changing the pumps would require modifications to the piping, pump controls, and electrical systems currently in use at DAMA's main pumping station. Mr. Berger also discussed an additional pump booster station to be placed somewhere between DAMA and WWSA as part of DAMA's Act 537 Plan. The Board discussed the proposed main pump station project, to include projected costs and the ability to overcome head pressure from WWSA's pumps, in detail with Mr. Berger. Mr. Keiper noted that the booster pump station would be included as part of DAMA's long term Act 537 plan whereas the main pump upgrade would be a short term way to address the problem, and inquired as to delivery time on a new pump. Mr. Berger stated that he was advised by the pump supplier that delivery time would be 8 to 12 weeks from date of order. Mr. Keiper inquired when the question of electrical power could be addressed, as the new pumps would need to be installed before the Spring rain season. Mr. Berger stated that he is working on that issue and believes the new pump could be operable before March of 2018. Mr. Oliver inquired as to the projected cost of the pump upgrade as it would need to be budgeted. Mr. Berger stated that the projected cost is approximately \$150,000 to \$200,000.

Mr. Snowden inquired as to the approximate cost of a booster pump station, and if it would include the acquisition of land. Mr. Berger stated that if the booster station could be an above ground unit, projected cost could be in the neighborhood of \$850,000 to \$1 million. Mr. Keiper noted that it would still cost less than the proposed river crossing, which is no longer under consideration.

#### Solicitor's Report

Attorney Jones advised the Board that the Articles of Incorporation amending DAMA's charter are currently in Harrisburg, and should be acted upon very shortly.

**Attorney Jones provided the Board with an update on the MS-4 Intergovernmental Cooperation Agreement, and inquired as to the status of the lateral inspection program. Mr. Keiper stated that he and Ed Hann will be working on that project next week, and should have something ready by the first of the year.**

**Old Business**

**Mr. Keiper distributed a draft proposal from T&M to perform the MS-4 rate analysis for DAMA to include set-up for billing of customers. Initial temporary billing would be scheduled for the 1<sup>st</sup> Quarter of 2019, with a final billing rate to begin in 2020. Mr. Keiper expects to receive pricing for the T&M rate proposal shortly.**

**Mr. Keiper requested permission from the Board to begin advertising to hire an MS-4 Coordinator for the Authority, and noted that a draft job description has been prepared for the position. Following a brief discussion, the Board approved Mr. Keiper's request.**

**Mr. Keiper updated the Board on the office remodeling project, and requested permission to hire an additional office worker to handle the increased work load associated with the new MS-4 division.**

**New Business**

**Mr. Keiper reviewed a draft of the new budget with the Board, and noted that the budget includes a \$2.00 per quarter increase for sewer service to DAMA customers, and a 7.5% rate increase to Harvey's Lake for wastewater services provided by DAMA. Mr. Keiper stated that the budget includes the hiring of two additional sewer division employees by the second quarter of 2018, and noted that he has tasked the sewer division supervisor to perform additional I&I removal work to include manhole repair. The proposed budget was reviewed in detail by Mr. Keiper and the Board. Mr. Oliver requested that all questions from Board members concerning the budget be directed to Mr. Keiper.**

**Supervisors Report**

**Ed Hann reported the new furnace truck for CIPP lining is in, and the truck should be delivered within the next month. Also, the contractor for the Kingston Township bridge project on Main Street is working to fix leaks that were discovered in the sewer line.**

**Ryan Longfoot advised the Board that the October 14<sup>th</sup> paper shredding event held at the Solid Waste Division site was a success, and brought the total number of vehicles that participated in the paper shredding events to 161. Mr. Longfoot updated the Board on the status of DEP Grants received by DAMA.**

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**Mr. Oliver stated that following adjournment of the regular meeting, the Board will convene an Executive Session. No additional business was discussed, and the regular meeting was adjourned at 8:05 PM.**

**Respectfully submitted:**

**David Jenkins, Secretary**  
**Dallas Area Municipal Authority**