

**MINUTES**  
**UNIVERSITY AREA JOINT AUTHORITY**  
**1576 SPRING VALLEY ROAD**  
**STATE COLLEGE, PA 16801**  
**Regular Meeting – January 18, 2017**

**1. Call to Order**

Mr. Schmalz, Chairman, called the scheduled meeting of the University Area Joint Authority to order at 4:05 p.m. Wednesday, January 18, 2017. The meeting was held in the Board Room in the office of the Authority with the following in attendance: Messrs. Bridger, Dempsey, Dietz, Ebaugh, Guss, Lapinski, McShea, Nucciarone and Schmalz; Cory Miller, Executive Director, Dave Smith, Assistant Executive Director; Art Brant, Plant Superintendent; Mark Harter, Collection System Superintendent; Jason Brown, Project Manager; Dick Campbell, Solicitor; , Doug Weikel and Tom Holleran, Consulting Engineers; Jason Wert and Steve Siegfried RETTEW; Chris Bamber, PFM; Tom Smida and C. Wright, Mette, Evans & Woodside; Charlie Jones, State College Borough, Catherine Watt, Dave Swisher and Kathy Wheeler, Recording Secretary.

**2. 2017 Board Reorganization**

Mr. Schmalz turned the meeting over to Mr. Miller to begin the election of officers.

**Chairman  
Approved**

A motion was made by Mr. Lapinski, seconded by Mr. Nucciarone, to elect Mr. Schmalz as Chairman. The motion passed unanimously.

Mr. Miller turned the meeting back over to Mr. Schmalz for the remaining election of officers.

**Officers  
Approved**

A motion was made by Mr. Ebaugh, seconded by Mr. Lapinski, to re-elect all other officers to the same positions that they held in 2016 as follows: Mr. Lapinski – Vice-Chairman; Mr. McShea – Treasurer; Mr. Dempsey – Secretary; Mr. Guss – Assist. Treasurer; Mr. Dietz – Assist. Secretary. The motion passed unanimously.

**UAJA  
Staff and Advisors  
Approved**

A motion was made by Mr. Lapinski, seconded by Mr. McShea, to approve all staff and advisors as follows: Mr. Cory Miller, Executive Director; Miller, Kistler & Campbell, Solicitor; Herbert, Rowland and Grubic, Consulting Engineers; Mette, Evans & Woodside, Bond Council; Maher Duessel, Auditor; First National Bank, Depository General Fund and Payroll Fund; Pennsylvania Local Government Investment Trust, Depository Investment Fund; US Bank, Trustee. The motion passed unanimously.

### **3. Reading of the Minutes**

#### **3.1 UAJA Regular Meeting – December 21, 2016**

**UAJA  
Meeting Minutes  
Approved**

A motion was made by Mr. McShea, seconded by Mr. Dempsey, to approve the minutes of the UAJA meeting held on December 21, 2016 as submitted. The motion passed unanimously.

### **4. Public Comment**

None.

### **5. Old Business**

#### **5.1 Open Records Policy Schedule of Fees**

Each year UAJA needs to adopt a schedule of fees associated with our Open Records Policy. This fee schedule is shown below (as a side note, this law does not allow for a retrieval fee):

1. Fees for the actual cost of mailing.
2. 25 cents per single-sided page for duplication.
3. Reasonable fees to cover other types of actual costs such as data conversion, electronic access, etc.

**Open Records Policy  
Schedule of Fees  
Approved**

A motion was made by Mr. Ebaugh, seconded by Mr. Guss, to approve the Open records Policy Schedule of Fees as presented. The motion passed unanimously.

#### **5.2 Meeting Dates for 2017**

Proposed 2017 meeting dates are provided below. Staff will advertise upon approval.

February 15, 2017  
March 15, 2017  
April 19, 2017  
May 17, 2017  
June 21, 2017  
July 19, 2017  
August 16, 2017  
September 20, 2017  
October 18, 2017  
November 15, 2017  
December 20, 2017

January 17, 2018

**2017 Meeting Date  
Schedule  
Approved**

A motion was made by Mr. Lapinski, seconded by Mr. Nucciarone, to approve the meeting schedule for 2017 as presented. Motion passed unanimously.

### 5.3 2017 Bond Issue – Parameters Resolution

Chris Bamber from Public Financial Management presented an update to the 2017 bond issue. At this stage, a decision will need to be made between two bank qualified bond issues (one in 2017 and one in 2018) and a single \$20 million issue in 2017. The choice is dependent upon predicting that the interest rate is likely to be in 2018. After discussion, the Board felt two bank qualified loans was the preferred option.

**Resolution  
Approved**

A motion was made by Mr. Lapinski, seconded by Mr. Dietz, to approve Resolution 17-1 a parameters resolution that allows staff to proceed on that path. The motion passed unanimously.

### 5.4 Solar Project Subcommittee Report

The solar subcommittee met January 4, 2017 and discussed their findings with the rest of the Board. Staff will continue with finalizing the agreements with the final drafts being available for review by the board prior to the February meeting.

### 5.5 Slab Cabin Run Subcommittee Report

The Slab Cabin Run Subcommittee met with representatives from The Clearwater Conservancy January 4, 2017. The subcommittee discussed their findings with the rest of the Board. The Board instructed staff to send a letter to COG, the municipalities, and Clearwater Conservancy explaining UAJA's position.

## 6. New Business

### 6.1 Requisitions

Revenue Fund #149

Debt Service, Operation,  
And Maintenance

\$1,000,000.00

**Requisitions  
Approved**

A motion was made by Mr. McShea, seconded by Mr. Guss, to approve the Revenue Fund Requisitions #149. The motion passed unanimously.

|           |   |             |
|-----------|---|-------------|
| BRIF #248 | Gannett Fleming Companies<br>GIS Upgrade Invoices *1 - *4 | \$9,663.42  |
| BRIF #249 | HRG<br>Meek's Lane/Reuse Ext. TAR                         | \$3,028.69  |
| BRIF #250 | HRG<br>Odor Control Prelim. Design<br>60% Complete        | \$73,025.25 |
| BRIF #251 | Rettew<br>ENR/AWT Prelim Design<br>60% Complete           | \$61,750.00 |

BRIF #252

University Area Joint Authority  
Reimbursement to General Fund  
GIS Hardware

\$5,007.15

**Requisitions  
Approved**

A motion was made by Mr. Dietz, seconded by Mr. Nucciarone, to approve the BRIF Requisitions #248-252. The motion passed unanimously.

**7. Reports of Officers**

**7.1 Financial Report**

Mr. Smith reviewed with the Board the YTD budget report for the period ending December 31, 2016. Mr. Smith directed the Board's attention to the end of the year financial report. The report shows that less than 1% of the total amount billed for the quarterly sewer accounts remains outstanding. Brenda Benninghoff is the Account Representative that is responsible for the billing and collecting of the quarterly sewer bills. We will be highlighting different members of staff over the next few weeks.

**7.2 Chairman's Report**

None

**7.3 Compost & Septage Operations Report**

The following comments are as presented to the Board in the written report prepared by Jason Brown, Project Manager.

**COMPOST PRODUCTION AND DISTRIBUTION**

|                             | <u><b>Jul. 2016</b></u> | <u><b>Aug. 2016</b></u> | <u><b>Sep. 2016</b></u> | <u><b>Oct. 2016</b></u> | <u><b>Nov. 2016</b></u> | <u><b>Dec. 2016</b></u> |
|-----------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <b>Production</b>           | 626 cu/yds.             | 677 cu/yds.             | 664 cu/yds.             | 875 cu/yds.             | 789 cu/yds.             | 891 cu/yds.             |
| <b>YTD. Production</b>      | 5,302 cu/yds.           | 5,979 cu/yds.           | 6,643 cu/yds.           | 7,518 cu/yds.           | 8,307 cu/yds.           | 9,198 cu/yds.           |
| <b>Distribution</b>         | 623 cu/yds.             | 1,100 cu/yds.           | 1,085 cu/yds.           | 1,079 cu/yds.           | 647 cu/yds.             | 888 cu/yds.             |
| <b>YTD. Distribution</b>    | 4,846 cu/yds.           | 5,946 cu/yds.           | 7,031 cu/yds.           | 8,110 cu/yds.           | 8,757 cu/yds.           | 9,645 cu/yds.           |
| <b>Immediate Sale</b>       | 2,075 cu/yds.           | 1,601 cu/yds.           | 1,236 cu/yds.           | 952 cu/yds.             | 1,049 cu/yds.           | 850 cu/yds.             |
| <b>Currently in Storage</b> | 2,701 cu/yds.           | 2,278 cu/yds.           | 1,900 cu/yds.           | 1,827 cu/yds.           | 1,838 cu/yds.           | 1,741 cu/yds.           |

**SEPTAGE OPERATIONS**

|                     | <u><b>Jul. 2016</b></u> | <u><b>Aug. 2016</b></u> | <u><b>Sep. 2016</b></u> | <u><b>Oct. 2016</b></u> | <u><b>Nov. 2016</b></u> | <u><b>Dec. 2016</b></u> |
|---------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <b>Res./Comm.</b>   | 0 gals.                 | 0 gals.                 | 7,000 gals.             | 10,350 gals.            | 500 gals.               | 0 gals.                 |
| <b>CH/Potter</b>    | 8,335.83 lbs/solids     | 1,164.26 lbs/solids     | 1,680.51 lbs/solids     | 5,692.05 lbs/solids     | 6,071.52 lbs/solids     | 4,908.09 lbs/solids     |
| <b>Port Matilda</b> | 1,467.84 lbs/solids     | 1,351.08 lbs/solids     | 1,534.56 lbs/solids     | 1,117.56 lbs/solids     | 884.04 lbs/solids       | 1,184.28 lbs/solids     |

|                    |                      |                      |                      |                      |                      |                      |
|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Huston Twp.</b> | 650.52<br>lbs/solids | 800.64<br>lbs/solids | 733.92<br>lbs/solids | 500.40<br>lbs/solids | 517.08<br>lbs/solids | 567.12<br>lbs/solids |
| <b>Total Flow</b>  | 63,500<br>gals.      | 32,900<br>gals.      | 42,000<br>gals.      | 62,350<br>gals.      | 55,500<br>gals.      | 58,000<br>gals.      |

#### 7.4 Plant Superintendent's Report

The following comments are as presented to the Board in the written report prepared by Art Brant, Plant Superintendent.

##### **Plant Operation**

The treatment plant is operating well no exceptions to our NPDES permit. The 12-month rolling average flow for December was 3.72mgd with the average for the month being 3.42mgd. The average monthly **influent** flow was 4.49mgd. There were no plant inspections this month. Treatment units on line are as follows: primary clarifiers #4, #5 and #6; aeration basins #1 and #2; secondary; clarifiers' #1, #2, and #3; eight tertiary filters.

Below is the chart for Reuse Distribution and Temperature Data:

|               | Dec-16            | YTD                | Plant Effl. Temp | Wetland Effl. Temp. |
|---------------|-------------------|--------------------|------------------|---------------------|
| Best Western  | 23,000            | 297,000            |                  |                     |
| Centre Hills  | 0                 | 53,176,000         | Dec-16           | Dec-16              |
| Cintas        | 699,000           | 9,146,000          | 66.3             | 57.9                |
| Red Line      | 304,000           | 3,783,000          |                  |                     |
| Uaja Wetland  | 2,304,000         | 39,245,000         |                  |                     |
| Wetland Vault | 24,894,000        | 164,026,000        |                  |                     |
| Kissingers    | 1,498,000         | 13,208,000         |                  |                     |
| Stewarts      | 0                 | 6,396              |                  |                     |
| <b>TOTAL</b>  | <b>29,722,000</b> | <b>282,887,396</b> |                  |                     |

##### **Plant Maintenance**

- Replaced tertiary backwash Return Pump #2 with spare pump. These pumps are slated to be replaced.
- Rebuilt Plant Drain Station Pump #1.
- R & D Group calibrated the Headwork air monitor.
- L.W. Hose inspected the single axle dump truck and the '01 Chevy pick-up.
- A.C.E. Engineering has cut over to the new system for SCADA and is working out the "glitches".
- Replaced the ambient air Ozone Monitor. The original was sent out and repaired.
- Replaced an electric heater in the control panel for the Mountain Tank #2.
- The R.O. was cleaned (acid and caustic).
- Compost Garage Door 208 was repaired by Dock and Door.
- Cleaned the laterals in the Bio-Filter.
- Rebuilt the hydraulic gate cylinder on Composter #3.
- Replaced AV-15 on MF#2.

#### 7.5 Collection System Superintendent's Report

The following comments are as presented to the Board in the written report prepared by Mark Harter, Collection System Superintendent.

**Mainline Maintenance:**

Lateral Repair – 535 Brittany Drive (Sinkhole)

Main Repair – 535 Brittany Drive (Sinkhole).

Suburban back lot project Phase 2 (Suburban Park) – Construction is 80% complete.

Mainline Cleaning – (8) manholes inspected – (2023 ft) of mainline cleaned.

**Lift Station Maintenance:**

Working on gas detection meter at Big Hollow station, (Continuing).

Cleaned (8) lift station wet wells.

Rebuilt (5) E-One pump cores.

Replaced pump seal on #2 pump at Shiloh station.

Replaced multitrode at Scott station.

Cleaned check valve on pump # 102 at Big Hollow station

**NEXT MONTH PROJECTS:**

Suburban back lot Phase #2.

Mainline TV inspection of 2017 Township paving projects.

Install new control panel and pumps at Scenery park station.

Cleaning of wet wells at lift stations.

Flushing of mains in our service area.

**Inspection:** Final As-Builts Approved: None

Mainline Construction:

Hunters Chase Phase 6 – Construction is 85% complete

New Connections:

|    |                           |    |    |                 |           |
|----|---------------------------|----|----|-----------------|-----------|
| a. | Single-Family Residential | 11 | c. | Commercial      | 1         |
| b. | Multi-Family Residential  | 0  | d. | Non-Residential | 0         |
|    |                           |    |    | <b>TOTAL</b>    | <b>12</b> |

PA One-Calls Responded to 12/1-31/16: 206

**7.6 Engineer's Report**

The following comments are as presented to the Board in the written report prepared by the Consulting Engineer.

**Retainer**

- A proposed Retainer Agreement for 2017 has been provided to Staff for review. The proposed Agreement has been developed based on input from Staff regarding scope of services.

**Odor Control Study**

- An Application for a Water Quality Management Permit is being prepared for submission to the PA DEP.
- A presentation of the Preliminary Design will be presented to the Board at the February meeting.

**Special Study for Act 537 Plan Update Revisions**

- A meeting with CRPA staff, UAJA Staff, and HRG was held on Thursday, January 22, 2017 to review the proposed alignment, discuss project mapping, and to establish a short-term

schedule for selected tasks.

#### **Record Drawing and GIS Data Review**

- The Record Drawing CAD, GIS and PDF files for the older projects selected by Staff have been updated to current standards, corrected where necessary, and for one project (Curtin Backlot) prepared for the first time. The electronic files and full-size paper copies have been submitted to Staff for review.

#### **Developer Plan Reviews:**

- No developer design plans are under review, nor are there any to recommend this month.

#### **Property Consolidation for Solar Project:**

HRG's survey group has submitted a proposal to assist RETTEW with this task

#### **7.7 Construction Report**

No additional information

#### **7.8 Executive Director's Report**

No additional information.

#### **8. Other Business**

##### **Executive Session**

A motion was made by Mr. Ebaugh seconded by Mr. Lapinski, to adjourn to executive session at 5:40 p.m. The motion passed unanimously.

#### **9. Adjournment**

The meeting was adjourned at 5:40 p.m.

Respectfully submitted,

UNIVERSITY AREA JOINT AUTHORITY

*B. A. Deyss.*

Secretary/Assistant Secretary