

MINUTES
UNIVERSITY AREA JOINT AUTHORITY
1576 SPRING VALLEY ROAD
STATE COLLEGE, PA 16801
Regular Meeting – January 17, 2018

1. Call to Order

Mr. Lapinski, Vice-Chairman, called the scheduled meeting of the University Area Joint Authority to order at 4:00 p.m. Wednesday, January 17, 2018. The meeting was held in the Board Room in the office of the Authority with the following in attendance: Messrs. Bridger, Dempsey, Derr, Dietz, Ebaugh, Guss, Lapinski, McShea and Nucciarone; Cory Miller, Executive Director, Dave Smith, Assistant Executive Director; Art Brant, Plant Superintendent; Mark Harter, Collection System Superintendent; Jason Brown, Project Manager; David Gaines, Solicitor; Jeff Garrigan and Tom Holleran, Consulting Engineers; Jason Wert, Steve Siegfried and Lizzy Helsel, RETTEW; Deb Hoag, State College Borough, Bill Burgos, SCBWA Liaison; Steve Foard, Ford Stryker and Kathy Wheeler, Recording Secretary.

2. 2018 Board Reorganization

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

**Chairman
Approved**

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

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

**Vice - Chair
Approved**

A motion was made by Mr. Dietz, seconded by Mr. McShea, to elect Mr. Dempsey as Vice-Chairman. The motion passed unanimously.

**Secretary
Approved**

A motion was made by Mr. Dempsey, seconded by Mr. McShea, to elect Mr. Dietz as Secretary. The motion passed unanimously.

**Assistant Secretary
Approved**

A motion was made by Mr. Dempsey, seconded by Mr. McShea, elect Mr. Ebaugh as Assistant Secretary. The motion passed unanimously.

**Treasurer
Approved**

A motion was made by Mr. Dietz, seconded by Mr. Dempsey, elect Mr. McShea as Treasurer. The motion passed unanimously.

**Assistant Treasurer
Approved**

A motion was made by Mr. Derr, seconded by Mr. Nucciarone, elect Mr. Guss as Assistant Treasurer. The motion passed unanimously.

**UAJA
Staff and Advisors
Approved**

A motion was made by Mr. McShea, seconded by Mr. Dempsey, 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 20, 2017

**UAJA
Meeting Minutes
Approved**

A motion was made by Mr. Dietz, seconded by Mr. Guss, to approve the minutes of the UAJA meeting held on December 20, 2017 as submitted. The motion passed unanimously.

4. Public Comment

Mr. Dietz reviewed with the Board discussions that were held with the residents of Greenbriar regarding the possible connection to the sewer system. The residents would like to have more information regarding costs and timetable for information to be provided to residents. The residents would also like to see the possibility of connection other neighborhoods that are located to the North and in Patton Township from their neighborhood. Mr. Miller stated that a preliminary version of the design can be prepared for feedback from the community and then redo the preliminary. This would then allow for the estimation of costs. The current location of the septic lines on each property would also need to be identified to be able to provide estimated costs. Staff will begin working on this early next week.

5. Old Business

5.1 Capital Projects Financing – PFM

Scott Shearer of PFM presented options to secure the remaining financing necessary for the capital projects planned for the near future. (Odor Control, ENR/AWT, Outfall Cascade and Harris Reuse) A REQ for both a “Bank Qualified” option and a “Non-Bank Qualified” option will be presented for consideration at the next meeting.

**Issuance of RFQ's
Approved**

A motion was made by Mr. McShea, seconded by Mr. Guss, to Authorize issuance of RFQ's for both options that will be available for review at the February meeting. The motion passed unanimously.

5.2 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. Dietz, seconded by Mr. McShea to approve the Open records Policy Schedule of Fees as presented. The motion passed unanimously.

5.3 Meeting Dates for 2018

Proposed 2018 meeting dates are provided below. Staff will advertise upon approval.

January 17, 2018
February 21, 2018
March 21, 2018
April 18, 2018
May 16, 2018
June 20, 2018
July 18, 2018
August 15, 2018
September 19, 2018
October 17, 2018
November 14, 2018
December 19, 2018

January 16, 2019

**2018 Meeting Date
Schedule
Approved**

A motion was made by Mr. McShea, seconded by Mr. Nucciarone, to approve the meeting schedule for 2018 as amended. Motion passed unanimously.

6. New Business

6.1 Final Design: Winfield Heights Phases 1,2 & 3

Final design drawings for the Winfield Heights Phases 1,2 & 3 sewer extension (College Township) have been received and reviewed by staff and our consulting engineer. The sewer extension will serve 65 EDUs of single family homes. The review comments have been addressed.

**Final Design
Approved**

A motion was made by Mr. Dempsey, seconded by Mr. Dietz, to approve the Final Design: Windfield Heights Phases 1, 2 and 3. The motion passed unanimously.

6.2 Final Design: Kaywood North

Final design drawings for the Kaywood North sewer extension (Harris Township) have been received and reviewed by staff and our consulting engineer. The sewer extension will serve 40 EDUs of single family homes. The review comments have been addressed.

**Final Design
Approved**

A motion was made by Mr. Dietz, seconded by Mr. Derr, to approve the Final Design: Kaywood North. The motion passed unanimously.

6.3 Requisitions

BRIF #306

Gannett Fleming
GeoDecisions – GIS

\$1,598.16

**Requisitions
Approved**

A motion was made by Mr. McShea, seconded by Mr. Guss, to approve the BRIF Requisitions #306. The motion passed unanimously.

Construction Fund #32	Rettew ENR/AWT Engineering Inv # 134936	\$189,000.00
Construction Fund #33	Rettew Solar Survey/Replat Inv # 133564	\$2,375.00
Construction Fund #34	Rettew AWT P Probe Invoice # 133565 & 135069	\$1,946.00
Construction Fund #35	Rettew Outfall Cascade Eng. Invoice # 134940	\$13,867.00
Construction Fund #36	HRG Harris Reuse Eng. Invoice # 124061	\$875.91
Construction Fund #37	HRG Odor Control Eng. Invoice #124060	\$8,250.00
Construction Fund #38	Apollo Fence Company Solar Array Fence Contract Pay Application #1	\$37,791.00
Construction Fund #39	L/B Water Service Solar Reuse Water material Invoice # 3137129	\$142.75

**Requisitions
Approved**

A motion was made by Mr. Dietz, seconded by Mr. Nucciarone, to approve the Construction Fund Requisitions #32-39. The motion passed unanimously.

7. Reports of Officers

7.0 SCBWA Liaison

Mr. Burgos reviewed with the Board some of the projects that the State College Borough Water Authority (SCBWA) are doing. The Nixon/Kocher well field should be online in 2019 with the Woodfield Plant coming online in 2020. Mr. Burgos stated that these will be sister plants which will help ease the operation. An easement has been requested for the Toll Brother's project along Whitehall Road. Three projects are in planning now. Pugh Street, Cricklewood 2 and a joint project

with the Borough on Easterly Parkway. Beneficial Reuse Source Water Projection group meeting will be held on January 20th. Mr. Derr replaced Mr. Schmalz as a UAJA representative on this committee.

7.1 Financial Report

Mr. Smith reviewed with the Board the YTD budget report for the period ending December 31, 2017.

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.

Mr. Brown stated that Lycoming County will no longer be doing tub grinding as of June 30, 2018. We will be looking into using Wayne Township Landfill to complete this for our facility.

COMPOST PRODUCTION AND DISTRIBUTION

	<u>Jul. 2017</u>	<u>Aug. 2017</u>	<u>Sep. 2017</u>	<u>Oct. 2017</u>	<u>Nov. 2017</u>	<u>Dec. 2017</u>
Production	662 cu/yds.	822 cu/yds.	706 cu/yds.	836 cu/yds.	860 cu/yds.	945 cu/yds.
YTD. Production	5,757 cu/yds.	6,579 cu/yds.	7,285 cu/yds.	8,121 cu/yds.	8,981 cu/yds.	9,926 cu/yds.
Distribution	143 cu/yds.	861 cu/yds.	809 cu/yds.	633 cu/yds.	994 cu/yds.	794 cu/yds.
YTD. Distribution	4,664 cu/yds.	5,525 cu/yds.	6,334 cu/yds.	6,967 cu/yds.	7,961 cu/yds.	8,755 cu/yds.
Immediate Sale	2,566 cu/yds.	2,367 cu/yds.	2,380 cu/yds.	2,414 cu/yds.	2,595 cu/yds.	2,661 cu/yds.
Currently in Storage	3,228 cu/yds.	3,189 cu/yds.	3,086 cu/yds.	3,250 cu/yds.	3,455 cu/yds.	3,606 cu/yds.

SEPTAGE OPERATIONS

	<u>Jul. 2017</u>	<u>Aug. 2017</u>	<u>Sep. 2017</u>	<u>Oct. 2017</u>	<u>Nov. 2017</u>	<u>Dec. 2017</u>
Res./Comm.	1,750 gals.	2,000 gals.	10,900 gals.	2,000 gals.	0 gals.	1,150 gals.
CH/Potter	4,561.98 lbs/solids	4,553.64 lbs/solids	5,258.37 lbs/solids	3,306.81 lbs/solids	4,678.74 lbs/solids	5,746.26 lbs/solids
Port Matilda	1,367.76 lbs/solids	1,784.76 lbs/solids	892.38 lbs/solids	1,506.20 lbs/solids	1,271.02 lbs/solids	1,467.84 lbs/solids
Huston Twp.	606.82 lbs/solids	704.73 lbs/solids	733.92 lbs/solids	1,217.64 lbs/solids	0 lbs/solids	767.28 lbs/solids
Total Flow	59,250 gals.	58,500 gals.	71,900 gals.	54,000 gals.	42,500 gals.	62,150 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.

Mr. Brant stated that over a billion gallons of reuse water has been put back into the aquifers.

Plant Operation

The treatment plant is operating well with no exceptions to our NPDES permits for the month of December 2017. The 12-month rolling average flow for December was 4.06mgd with the average for the month being 3.32mgd. The average monthly **influent** flow was 4.08mgd. Treatment units on line are as follows: primary clarifiers #1, #3, #5 and #6; aeration basins #2 and #3; secondary clarifiers #1, #2, and #3; eight tertiary filters.

Below is the chart for Reuse Distribution and Temperature Data:

	Dec-17	YTD	Plant Effl. Temp	Wetland Effl. Temp.
Best Western	24,000	363,000		
Centre Hills	0	34,178,000	Dec-17	Dec-17
Cintas	599,000	7,805,000	58.3	55.6
Red Line	364,000	4,194,000		
Uaja Wetland	6,997,000	52,390,000		
Wetland Vault	20,812,000	212,877,000		
Kissingers	1,531,000	16,858,000		
Stewarts	0	22,910		
TOTAL	30,327,000	328,697,910		

Plant Maintenance

- Completed installation and start-up of both air compressors in the Primary Bldg. along with removal of both old units.
- Serviced heat system plant wide.
- On December 29th, we tied into the solar array via a switch-gear. The plant power was off for @5hours during the tie-in. The plant generator supplied power to the treatment side of the plant. The rest of the plant was restarted without any issues. Greg Thal, Chris Mauk, and Perry Mason were instrumental in getting this completed. Many thanks for the extra time and effort put forth by this crew.
- Compost heater 1303 has a bad motor; replacement is on order.
- Replaced transformer for the motor control in heater 1304.
- Replaced Motor Logic for compost bay fan 4C.
- CIP the RO unit.
- Replaced oil reserve seal and mechanical seal on the CIP pump for the RO.
- CIP all three MF's
- Rebuilt Keystone actuators AV2 and AV17 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:

Mainline Cleaning – (38) manholes inspected – (6,725ft) of mainline cleaned.

Casting Repairs - (1).
Mainline Televising – (660.2' televised) – (6) manholes inspected.
Solar Panel Water Reuse line to clean panels – 100% complete.
AWT pump station force main project – 40% complete.

Lift Station Maintenance:

Outer Dr. pump station upgrade project 100 % complete.
Cleaned (10) lift station wet wells.
Repaired (1) E-One pump core.
Routine Maintenance.
Replaced block heater on generator at Scott Road station.

NEXT MONTH PROJECTS:

Televising and Flushing of 2018 Twp. Paving projects.
Finish installing 6" force main for AWT pump station project.
Brushing of backlot interceptors.
Equipment maintenance.

Inspection: Final As-Builts Approved:

- a. Nittany Valley Sports Centre.

Mainline Construction:

- a. Pleasant Point - Complete – Reviewing As-Builts.
- b. Branch Road Bridge (Penn Dot) –Complete – Awaiting As-Builts.
- c. NVSC Lot 3 / Nursing Home – (Complete) - Awaiting As-Builts.
- d. Mountain View Country Club Hotel – Started Construction (20%) Complete.

New Connections:

a.	Single-Family Residential	5	c.	Commercial	0
b.	Multi-Family Residential	0	d.	Non-Residential	0

TOTAL 5

PA One-Calls Responded to 12/1-31/17: 221

7.6 Engineer's Report

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

Retainer

- Prepared a presentation with Cory Miller and Dave Smith for the COG PS&E Committee and assisted with the presentation to the Committee on December 7th.

Odor Control Study

- When authorized, HRG is prepared to bid the project through the PennBID on-line system. A 60 day bidding period is proposed.

Special Study for Reclaimed Waterline Extension

- Following consultations with Staff, the proposal for engineering services for this project is being revised to separate the scope of work into two phases: 1) the extension to Mt. View, and 2) the extension to Tussey Ski Area.

Developer Plan Reviews:

- Three (3) Developer Plan submissions have been active since the last report.
- The As-Built Plans for Pleasant Pointe were recommended to Staff on 01/02.
- The Design plans for Winfield Heights, Phases 1, 2 & 3 was recommended to Staff on 01/11.
- The Design plans for Kaywood North Subdivision was recommended to Staff on 01/11.

7.7 Construction Report

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

General Services Items Completed for the Authority:

NPDES Permit

- RETTEW submitted the Final NPDES Permit Application on November 22, 2017. We await the review of the document by the PA Department of Environmental Protection.

Miscellaneous Projects

- Solar Fence – The Contractor has completed the fencing portion of the project, inclusive of gates and related infrastructure. RETTEW has reviewed Payment Application No. 1 from Apollo Fence Company in the amount of \$37,791.00 and recommends payment. There is \$4,199.00 in retainage.

RETTEW has also requested from the Contractor pricing to replace the entrance gate from a dual swing gate to a cantilever gate. The Contractor's pricing was acceptable and RETTEW has prepared Change Order No. 1 in the amount of \$28,189.00 and an additional 90 days to complete the gate portion. RETTEW recommends execution of Change Order No. 1.

- Garage Door Replacement – RETTEW has received revised submittals from the Contractor and our staff are reviewing these submittals.

ENR/AWT Upgrade Project

- RETTEW is finalizing the bidding documents and is prepared to release for bidding for three contracts in early January 2018. Bids will be due in late February and presented in March for Authority action.
- An application for the Building Permit will be submitted in early January 2018, along with a Statement of Special Inspections for the Project consistent with the requirements of the Centre Region Code Administration and International Building Code.
- A Land Development Plan has been prepared for Centre County Planning's review and approval.

Outfall Project

- RETTEW has completed the field work for the Outfall Replacement Project, including Wetland Delineation, Topographic Survey and Cultural Resource Research/Notification.
- The design of the Outfall Channel and Cascade Aeration is underway and we are awaiting feedback from the PA DEP and USACOE to complete the design work.

- A Joint Permit Application is underway and expected to finish concurrent with the Channel and Cascade Aeration Design.

Solar Project (Update for Authority Use)

- Update on the Solar Array:
 - The main power shutdown was completed on Friday, December 29th and the new 15KV Metal Clad Switchgear was installed and tested. Overall the power shutdown and restart went very smoothly with the Contractor and Authority Staff managing the impacts excellently and the emergency power generation was smooth.
 - The first portion of the Centre Region Code Inspection was completed and signed-off. Final inspection is slated for Friday, January 12th. After this inspection, test energy is authorized by West Penn Power/First Energy. Final site meter replacement will be within 10-15 days of this signoff.
 - Ribbon cutting is Wednesday, January 17th.
- Update on Battery Energy Storage System
 - Switchgear modifications may be required by West Penn Power. RETTEW is working with WPP to identify the most cost-effective placement.
 - Remainder of components are in production.

7.8 Executive Director's Report

Mr. Miller stated that we received notice that the permit for the Gordon Kissinger project was mailed January 12, 2018

8. Other Business

Executive Session

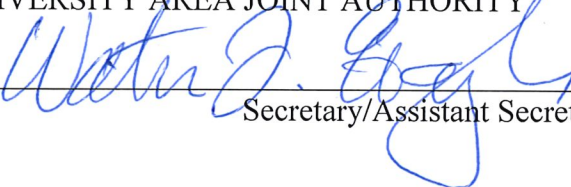
A motion was made by Mr. Nucciarone seconded by Mr. Derr, to adjourn to executive session at 5:19 p.m. The motion passed unanimously.

9. Adjournment

The meeting was adjourned at 5:19 p.m.

Respectfully submitted,

UNIVERSITY AREA JOINT AUTHORITY


Secretary/Assistant Secretary