

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE APRIL 14, 2020 REGULAR MEETING

The regular meeting of the Butler Area Sewer Authority (BASA) Board was hosted on Tuesday, April 14, 2020 at 9:00 a.m. at the Authority office located at 100 Litman Road, Butler PA through Zoom Video Conference (meeting ID 455-947-786 password 913424).

Authority Board Members Present via Zoom Video Conference:

- *Gerald S. Patterson, Jr., Chairman*
- *Cynthia S. McKnight, Vice Chairman*
- *Paul F. Sybert, Secretary*
- *Kenneth L. Henry, Treasurer*
- *Edgar E. Hassler, Jr., Assistant Secretary/Treasurer*

Staff, Consultants and Guests Present via Zoom Video Conference:

- *Duane McKee, Executive Director*
- *John Schon, Operations Director*
- *Ronata Lavorini, Finance Director*
- *Jim Tomazich, Authority Engineer*
- *Daniel Slomers, Project Engineer*
- *Virginia Ferderber, Collections and Payables Coordinator*
- *Michael Hnath, Authority Solicitor*
- *Rachel V. Carroll, Hatch Authority Engineer*
- *Jeff Smith, City of Butler*

To encourage social distancing and respect the Governor's stay at home order, the BASA Board held their meeting virtually via Zoom Video Conference. No Public attendance was permitted to the April 14, 2020 Regular Board Meeting. The operational guidelines and conditions of the public meeting were advertised on April 10, 2020 in the Butler Eagle, posted on BASA office door and drive through window, and BASA's website. The meeting was made accessible with Zoom Video Conference. The Public was instructed to go to <https://zoom.us/> then click on Join a Meeting, and then enter Meeting ID 455-947-786, and then Password 913424. The public was invited to provide comment during the meeting via Zoom Video Conference. The public was also invited to provide comments by emailing to publiccomment@basapa.org. Public comments provided via email needed submitted prior to 8:30 a.m. on April 14, 2020.

1. CALL TO ORDER

- *Mr. Patterson called the meeting to order at 9:03 a.m.*
- *Mr. McKee conducted roll call for the BASA Board. All members were present with audio and video through the Zoom Video Conference.*

ANNOUNCEMENT BY THE BOARD

- *It was noted that an Executive Session was held on March 30, 2020 at 12:00 noon via conference call to discuss personnel and legal matters.*

2. PUBLIC COMMENT: AGENDA ITEMS (Time Limit – 5 Minutes)

- *None*

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE APRIL 14, 2020 REGULAR MEETING

3. APPROVAL OF MINUTES

A. March 10, 2020 Regular Meeting

- *A motion to approve the March 10, 2020 meeting minutes was made by Mr. Sybert and seconded by Ms. McKnight. Motion approved 5-0.*

4. APPROVAL OF WARRANTS/OTHER PAYMENTS

A. Invoice Warrant Lists of: March 19, 2020 (\$91,471.95), April 1, 2020 (\$27,950.10), April 14, 2020 (ACH Transfer- \$61,295.57), and April 14, 2020 (\$106,598.03)

- *Ms. Lavorini reviewed the warrants listed above.*
- *A motion was made by Ms. McKnight and seconded by Mr. Henry to approve the warrants listed. Motion approved 5-0.*

5. FINANCE DIRECTOR'S REPORT

A. Authority Fund Statements and Budget Report – March 31, 2020

- *Ms. Lavorini reviewed the Authority Fund Statements and Budget Report for the month ending March 31, 2020. She noted she will continue to monitor cash flow from the recent quarterly billing verse the COVID-19 economic concerns.*

B. Investment Update

- *Ms. Lavorini reported that one CD was reinvested on April 8th. The CD was reinvested in the amount of \$247,000 for 365 days at a gross rate of 1.12% and a net rate of 0.97% that will yield a return of \$2,766 at maturity. She noted the because of the drop in the federal interest rate that rates are down, but she felt given the current economy this return still seemed reasonable for reinvestment. Mr. Patterson concurred with that decision.*

C. Quarterly Accounts Receivable Summary – March 31, 2020

- *Ms. Lavorini reviewed the report noting that the total delinquent accounts receivable balance increased only slightly from the last quarter. This is a positive sign given that collection procedures, such as water shut-off and liens, have been suspended since approximately mid-March due to the COVID-19 pandemic.*

D. Quarterly Customer Account Audit Report – April 8, 2020

- *Ms. Lavorini noted additional progress has been made during the quarter, however given the COVID-19 restrictions rate change letters have been postponed until business activity returns to a more normal workflow and properties can be inspected by Authority personnel.*

6. EXECUTIVE DIRECTOR'S REPORT

A. Plant Superintendent's Operations Report – March 2020

- *Mr. McKee informed the Board that the reports were in their packages and asked if there were any question. The Board had no questions.*

B. Field Superintendent's Operations Report- March 2020

- *See above.*

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE APRIL 14, 2020 REGULAR MEETING

C. Realty Transfer I&I Inspection Report – March 2020

- *See above.*

D. COVID-19 Staff Scheduling Update

- *Mr. McKee provided a COVID-19 staff scheduling update. Mr. McKee informed the Board that the revised schedule is working well. Starting this week, the plant staff will also log in at the start of every shift and answer a few health and wellness questions. We will continue to monitor the CDC's COVID-19 updates and evaluate the recommendations for essential employees.*

7. OPERATIONS DIRECTOR'S REPORT

A. Sewer Tap-In Report – March 2020

- *Mr. Schon reviewed the sewer tap-in report for March 2020. Six permits were issued, four were no fee inspection only permits for repairs and two were new single-family residential houses. One of the residential houses was within the DEP CAP restricted area.*

B. Discharge Monitoring Report – February 2020

- *Mr. Schon reported that the wastewater treatment plant was in full compliance with all of the NPDES Permit discharge limits and monitoring requirements during February 2020.*

C. 2019 Annual Chapter 94 Report

- *Mr. Schon reviewed the summary on pages iv-vi. The Chapter 94 Report evaluates the hydraulic and organic loading of the treatment plant for the previous five years and projects the anticipated loadings on the treatment plant for the next five years. The plant is not hydraulically overloaded, as defined by DEP Regulations, and no hydraulic overload is projected to occur within the next five years. In addition, both the current and projected organic loadings were also below the permitted capacity of the treatment plant.*

E. 2019 Annual Pretreatment Report

- *Mr. Schon briefly summarized the report for the Board. There were no significant industrial users in significant non-compliance in 2019. BASA completed all of the required compliance monitoring and inspections in 2019.*

8. CONSULTING ENGINEER REPORTS

A. Authority Engineer's Monthly Report

- *Ms. Carroll said the consultant's report was in the Board package and that there was nothing new to add. She asked if the Board had any questions. The Board had no questions.*

B. CAP Update – HRG's Progress Report – March 2020

- *Mr. Slomers informed the Board that the CAP is progressing as scheduled and that we are in the process of determining structural and land acquisition needs. The quarterly update to DEP is due at the end of April.*

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE APRIL 14, 2020 REGULAR MEETING

9. FISCAL AND CONTRACTING MATTERS

A. Consider Authorizing a Proposal from Process and Data Automation Associated for BASA's SCADA System Upgrades

- *Mr. McKee reviewed the justification memo that was in the Board package. Process and Data Automation (PDA) will evaluate the SCADA system's current hardware and software at the treatment plant and the pump stations, and then will provide a plan to update and improve our current SCADA system.*
- *Mr. Patterson asked if Mr. McKee has any previous experience working with PDA. Mr. McKee said he did not have any direct experience with PDA, but he and Dennis Mike, Plant Superintendent, interviewed and investigated PDA. PDA has a great deal of experience with projects similar to BASA's system and they have a good track record.*
- *A motion was made by Mr. Henry and seconded by Mr. Patterson to approve the proposal from PDA for a not to exceed amount of \$20,000. Motion approved 5-0.*

B. Consider Placing a Hold on Applying Penalty/Interest for the Second Quarter Billing and Respective Monthly Invoices Due to COVID-19

- *Mr. McKee introduced a proposal to eliminate applying penalty and interest during this quarter's billing cycles, from April through June, then requested Ms. Lavorini to explain further.*
- *Ms. Lavorini explained that based on recent penalty and interest revenues, the loss would equate to about \$33,000 and \$9,000, respectively for the quarter, if the penalties and interest were waived on the April quarterly billing. Additional losses would be incurred for the respective monthly bills.*
- *A motion was made by Ms. McKnight and seconded by Mr. Sybert to not apply penalty and interest charges to the April quarterly bill and respective monthly bills for this period. Motion approved 5-0.*
- *Ms. Lavorini informed the Board that if the COVID-19 restriction continues, we can evaluate the next quarter's penalty and interest charges at that time.*

C. Consider Awarding the Lime Dust Control Equipment, Contract 2020-1 to Reno Bros, Inc. in the Amount of \$157,853

- *Mr. Slomers reviewed the bids submitted for the project and the qualifications of the low bidder. Mr. Slomers recommended the Board award the Lime Dust Control project to the lowest responsible bidder, Reno Brothers, Inc.*
- *Mr. Patterson asked Mr. Slomers if there was an engineer's cost estimate. Mr. Slomers reported that there was an engineer's cost estimate of \$160,000.*
- *A motion was made by Mr. Patterson and seconded by Mr. Henry to award the Lime Dust Control Equipment Contract 2020-1 to Reno Brothers, Inc. in the amount of \$157,853. Motion approved 5-0.*

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE APRIL 14, 2020 REGULAR MEETING

10. OLD BUSINESS

- None

11. NEW BUSINESS

A. Consider Financial Contribution to Butler City's Fire and Safety Fund

- *Mr. Hnath advised the Board that the Authorities Act prohibits the Authority from making such contributions.*
- *A motion was made by Mr. Patterson and seconded by Mr. Hassler that following the Solicitor's advice the Board should decline making the contribution to Butler City's Fire and Safety Fund. Motion approved 4-1, with Ms. McKnight voting "No."*

12. PUBLIC COMMENT: NON-AGENDA ITEMS (Time Limit – 5 Minutes)

- *Mr. Smith (City of Butler) thanked the Board for making the public meeting available through Zoom Video Conference.*
- *Mr. Smith also thanked the Board for considering the donation to the City's Fire and Safety Fund and understood that like the School District the Authorities Act did prohibit such contributions. Mr. Smith also assured the Board that the Authority was not singled out, but all the nonprofits in the City of Butler were sent the same request for a donation.*

13. EXECUTIVE SESSION

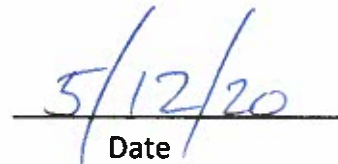
- *The Board determined that an Executive Session was not necessary.*

14. ADJOURNMENT

- *A motion was made by Ms. McKnight and seconded by Mr. Henry to adjourn the meeting at 9:40 a.m. Motion approved 5-0.*



Secretary



Date

NEXT MEETING: TUESDAY, MAY 12, 2020 at 9:00 A.M.
BASA AUTHORITY OFFICE, 100 LITMAN ROAD, BUTLER, PA