

**MINUTES OF THE
ANNUAL AND REGULAR BOARD MEETING
OF THE PITTSBURGH WATER AND SEWER AUTHORITY
HELD ON JUNE 17, 2016**

The Regular Monthly Board Meeting of The Pittsburgh Water and Sewer Authority, having been duly advertised in accordance with the Sunshine Act, was called to order on Friday, June 17, 2016, at approximately 10:00 a.m., in the Second Floor Board Room, 1200 Penn Avenue, Pittsburgh, Pennsylvania 15222. The following members of the Board were present: Chairperson, Alex Thomson, Vice Chairperson, Ms. Margaret L. Lanier, Mr. Paul Leger, Ms. Deborah Gross, Ms. Andrea Geraghty and Mr. Michael Weber. Absent from the Board was: Ms. Caren Glotfelty. Present from the staff were Interim Executive Director David L. Donahoe, Rosanne Salerno, Kent Lindsay, Kelley Benson, George Robinson, Autumn Barna, Tanya Gore-White, Brendan Schubert, James Stitt, Adejuwon Anjourin, and Christopher Carew.

Also present were Mark Nowak, PWSA Solicitor; Kyle Hood, Giuseppe Sciulli, and Stephen Polen of Mott MacDonald; John Balewski of Chester Engineering; Herb Higginbotham of AECOM; Sri Alugurelli of Cosmos; Matt Sickles of CDM Smith; Tina Gosha and Mike Raig of G Stephens, Inc.; Jason McBride of Wade Trim; Bob Zulick of HRG; Jason Borne and Charles Jordan of MS Consultants; John Ross of Arcadis; Paul Ionadi of Dynotec; David Troianos of GAI Consultants; Lauren Sprankle of Collective Efforts; Roger B. Varner of Larson Design Group; Sam Sharsi of Jacobs Engineering; Bill Trimbath of Sigma Associates; Caitlin Schroeing and Alyson Shaw of CRCI Adam Tuziak of Clean Rivers Campaign; Charles Toan of Sci-Tek; Tom Hoffman of Sierra; Kim Kennedy of HDR; Dave French of DRF Consulting; Brad Duda of Baker; Donna Chappel of AIG; and Pat Sullivan of CEC.

CALL FOR PUBLIC COMMENT

Tom Hoffman of Sierra and Clean Rivers Campaign commended PWSA for the PWSA's leadership in promoting green infrastructure.

Adam Tuziak of Clean Water Action and Clean Rivers Campaign also thanked PWSA for its leadership in green infrastructure and requested that the PWSA continue to lead in the implementation of green infrastructure.

Caitlin Schroeing of Clean Rivers Campaign thanked PWSA for leadership in green infrastructure.

EXECUTIVE SESSIONS

An executive session was held prior to the start of the Regular Board Meeting wherein no votes were taken. The Chairman informed the attendees that legal and personnel matters were discussed.

APPROVAL OF THE MINUTES

Chairman Thomson entertained a motion to approve the Minutes of the May Regular Board Meeting. Ms. Lanier so moved and Ms. Geraghty seconded the motion. The Minutes were unanimously approved.

BILLS AND COMMUNICATION

Financial Updates

Kent Lindsay, Finance Director, reviewed May 2016 financial information. May revenue was \$14.6 million, which is under the budgeted \$15.7 million amount. Operating expenses are \$8.6 million, which is better than budgeted expenses of \$10.1 million. Cash flow is \$2.5 million, which is slightly better than the budget of \$2.3 million. Year-to-date, the PWSA generated \$72 million of revenue, which is slightly less than the budget of \$73 million. Operating expenses are on budget. The net cash consumption is 13% higher than the \$4.7 million that was budgeted.

Report of Consulting Engineer

Bob Weimar, Interim Director of Engineering, thanked the public speakers for their support. He said that the PWSA is utilizing green practices. The PWSA is working collaboratively with ALCOSAN. On the project side, the PWSA has notified grant recipients of their awards and is working on consent order agreement obligations. The green infrastructure program was adjusted to meet DPW requirements. Key issues include working with the Solicitor to obtain easements for the Almono site and collaborating with the Almono developer to build a major outfall pipe. Overall, project delivery is slow. Two consultants in the capacity of project management were added at the end of 2016. The Clear Well Project is complete. Eighty-five respondents pre-qualified as MBE/WBE for projects under \$45,000. Ms. Geraghty commented that she appreciates the MBE/WBE activities. She requested that the PWSA also look to contract with women and minorities that are in leadership roles in larger organizations.

Resolution No. 65 of 2016

Approving Refunds, Legal Adjustments, and Exoneration Adjustments Recommended by the Water Exoneration Hearing Board in May, 2016

Tanya Gore-White, Customer Service Manager, explained the details of this resolution. Chairperson Thomson entertained a motion to discuss and adopt the resolution. Ms. Geraghty so moved and Ms. Lanier seconded the motion. No further discussion was held and the Resolution was unanimously adopted.

Resolution No. 66 of 2016

Awarding a Professional Services Agreement for a Contact Center Software-as-a-Service Cloud Solution, PWSA Project No. PWSA51, to Five9, Inc.

Tanya Gore-White, Customer Service Manager, explained the details of this resolution. Chairperson Thomson entertained a motion to discuss and adopt the resolution. Mr. Paul Leger so moved and Ms. Geraghty seconded the motion. No further discussion was held and the Resolution was unanimously adopted.

Resolution No. 67 of 2016

Approving an Amendment to a Professional Services Agreement for Billing System Upgrades, Training, and On-Site Support Services to Cogsdale

Tanya Gore-White, Customer Service Manager, explained the details of this resolution. Chairperson Thomson entertained a motion to discuss and adopt the resolution. Mr. Weber so moved and Mr. Leger seconded the motion. Ms. Lanier confirmed the amount of the contract. No further discussion was held and the Resolution was unanimously adopted.

Resolution No. 68 of 2016

Awarding an Operating Contract to Piggyback COSTARS Contract No. 03 for IT Hardware, Desktop PCs and Monitors, to Purchase HP Hosts and Associated Hardware

Adejuwon Anjoorin, Manager of IT, explained the details of this resolution. Chairperson Thomson entertained a motion to discuss and adopt the resolution. Ms. Lanier so moved and Mr. Leger

seconded the motion. No further discussion was held and the Resolution was unanimously adopted.

Resolution No. 69 of 2016

Approval of Addition to Introduction Section of Procedures Manual for Developers

George Robinson, Development Manager, explained the details of this resolution. Chairperson Thomson entertained a motion to discuss and adopt the resolution. Ms. Geraghty so moved and Mr. Weber seconded the motion. Ms. Geraghty asked if every developer will have their own email address. Mr. Robinson confirmed that each project will have an email address, not each developer. Ms. Gross commented that an electronic receipt will be great addition. No further discussion was held and the Resolution was unanimously adopted.

Resolution No. 70 of 2016

Adopting a Tap Permit Issuance Payment Policy

George Robinson, Development Manager, explained the details of this resolution. Chairperson Thomson entertained a motion to discuss and adopt this resolution. Ms. Lanier so moved and Ms. Geraghty seconded the motion. Ms. Gross noted that it is an improvement. However, she noted that the PWSA needs to keep pace with its fees. No further discussion was held and the Resolution was adopted.

Resolution No. 71 of 2016

Approval of Hydrant Relocation Agreement with the Urban Redevelopment Authority of Pittsburgh (URA)

George Robinson, Development Manager, explained the details of this resolution. Chairperson Thomson entertained a motion to discuss and adopt the resolution. Mr. Weber so moved and Ms. Geraghty seconded the motion. No further discussion was held and the Resolution was unanimously adopted.

Resolution No. 72 of 2016

Awarding an Operating Contract for Option Term 2 of PWSA Project No. PWSA23 for Grounds Maintenance Services

Chris Carew, Director of Field Operations, explained the details of this resolution. Chairperson Thomson entertained a motion to discuss and adopt the resolution. Ms. Geraghty so moved and Ms. Lanier seconded the motion. No further discussion was held and the Resolution was unanimously adopted.

Resolution No. 73 of 2016

Awarding an Operating Contract for Option Term 2 of PWSA Project No. PWSA22 for Locating and Identifying Underground Facilities

Chris Carew, Director of Field Operations, explained the details of this resolution. Chairperson Thomson entertained a motion to discuss and adopt the resolution. Mr. Leger so moved and Mr. Weber seconded the motion. No further discussion was held and the Resolution was unanimously adopted.

Resolution No. 74 of 2016

Approving an Annual Operating Contract for e-Builder Licenses and Maintenance Agreement with e-Builder, Inc.

Bob Weimar, Interim Director of Engineering, explained the details of this resolution. Chairperson Thomson entertained a motion to discuss and adopt the resolution. Ms. Lanier asked if the price of 110 licenses would change next year. Mr. Weimar said it is likely the fee may increase. Ms. Lanier so moved and Mr. Leger seconded the motion. No further discussion was held and the Resolution was unanimously adopted.

Resolution No. 75 of 2016

Authorizing a Supplemental Agreement to a Utility Reimbursement Agreement #118743 with the Commonwealth of Pennsylvania, Department of Transportation, for SR0008, Section A12, Heth's Run Bridge Replacement Project

Bob Weimar, Interim Director of Engineering, explained the details of this resolution. Chairperson Thomson entertained a motion to discuss and adopt the resolution. Ms. Lanier so moved and Ms. Geraghty seconded the motion. No further discussion was held and the Resolution was unanimously adopted.

Resolution No. 76 of 2016

Awarding a CIP Contract for the 2016 Catch Basin Replacement Contract, PWSA Project No. 2016-424-105-0, to Independent Enterprises, Inc.

Bob Weimar, Interim Director of Engineering, explained the details of this resolution. Chairperson Thomson entertained a motion to discuss and adopt the resolution. Mr. Weber so moved and Mr. Leger seconded the motion. Ms. Geraghty abstained. Ms. Geraghty stated that she hopes there is a policy for organizations that do not respond to the MBE/WBE bid or RFP requirements. She also commented that there should be adequate time to respond to a bid request by contractors. In this case, it appears that there were only 15 days to respond to the RFP, including a holiday. Ms. Gross agreed with Ms. Geraghty. Chairperson Thomson commented that the PWSA must do a better job to assure quality work. Ms. Lanier said that annual contracts should be placed on a calendar. Mr. Weimar said there is a procurement model on e-Builder. No further discussion was held and the Resolution was unanimously adopted.

Resolution No. 77 of 2016

Authorizing the Execution of a Partnership Memorandum of Understanding/Agreement with Water Environment Federation to Participate in the Development of the National Green Infrastructure Certification Program with a Contribution of \$50,000

James Stitt, Sustainability Manager, explained the details of this resolution. Chairperson Thomson entertained a motion to discuss and adopt the resolution. Mr. Leger so moved and Mr. Weber seconded the motion. Ms. Gross is enthusiastic about this program and commented that the City does not have a credentialed person on staff to perform inspections. No further discussion was held and the Resolution was unanimously adopted.

Resolution No. 78 of 2016

Approving the Selected Participants for the PWSA Water Quality Advisory Committee

David Donahoe, Interim Executive Director, explained the details of this resolution. Chairperson Thomson entertained a motion to discuss and adopt the resolution. Ms. Geraghty so moved and Mr. Leger seconded the motion. Mr. Leger asked how the Committee would be staffed. Mr. Donahoe said the Chief Water Quality Officer will staff the Committee. Ms. Gross commented that she wished the PWSA would have done this sooner and thanked Mr. Donahoe. No further discussion was held and the Resolution was unanimously adopted.

Resolution No. 79 of 2016

Authorizing and Directing the Interim Executive Director to Sign Agreements and Contracts on Behalf of The Pittsburgh Water and Sewer Authority and the Acting Director of Engineering be Authorized and Directed to Attest the Same

David Donahoe, Interim Executive Director, explained the details of this resolution. Chairperson Thomson entertained a motion to discuss and adopt the resolution. Ms. Lanier so moved and Ms. Geraghty seconded the motion. No further discussion was held and the Resolution was unanimously adopted.

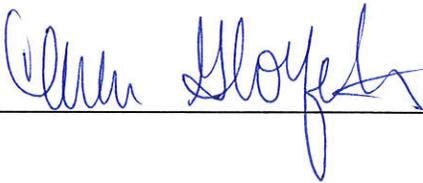
REPORT OF EXECUTIVE DIRECTOR

David Donahoe's remarks are attached to these minutes. He reported that most performance indicators are on target. He called attention to the improvements made by Customer Service, specifically decreased wait time and lower abandonment rates. Ms. Lanier complimented the Customer Service Team and told them to continue the great work. Ms. Gross concurred with Ms. Lanier and said that the PWSA has come a long way from last year. Ms. Gross also commended PWSA and Mr. Donahoe for the Lawrenceville Project and the lead repair policy that helps residents save several thousand dollars on repairs.

ADJOURNMENT OF REGULAR MONTHLY MEETING

Chairperson Thomson entertained a motion to adjourn. Ms. Lanier so moved and Ms. Geraghty seconded the motion. The motion to adjourn was unanimously adopted.

The next meeting will be on July 15, 2016.



Secretary

Attachments:
Interim Executive Director Report

Interim Executive Directors Report
June 17, 2017

Board Members

We have included in your binders a series of statistical reports on various aspects of the authority operations. The only significant issue relates to sewer scoping and follow up cleaning. Equipment needed in both these areas was not available for all of part of the month due to maintenance issues including manufacturer recalls. Operations staff is looking at ways to restore levels in this area. Our year to date numbers are ahead of last year but we need to resolve this part of our operation.

The customer service statistics continue to improve with decreased call wait times and abandonment rates. In fact, for the first week of June, the abandonment rate was only 2% and the wait time 38 seconds. We have begun June billings on schedule.

Later this month we will issue bills for the sewer only customers in the south hills. These customers have not been billed this year so we are including a special payment arrangement giving the customer from 3 to 6 months to bring the account current without the application of penalties. We will also make arrangements to extend this period based on individual requests. Letters are being sent to the customers with the bills explaining the plan and robo calls will be made.

Elected officials in city government have been provided talking points in Q&A format and customer service has set up a separate call que for questions resulting from this billing with experienced staff assigned to respond.

The \$2.9 million water line replacement project in upper Lawrenceville is underway. Like Phase 1, the project is being coordinated with other utilities. It is the first project undertaken under our new procedure with respect to lead service line replacement. Out of the first 38 properties where service lines were exposed, 16 had lead lines. We are implementing the procedures outlined last month to give property owners the chance to change out their lead lines before restoration takes place.

On Saturday, June 11 crews responded to a major 16 inch break on Second Avenue which required shutting a major section of the road to all traffic. The line was a service line feeding the Allentown tank so no customers were impacted but there was significant undermining of the roadway. Operations and Engineering

responded promptly, got the line replaced, monitored the flows to the tank and marshalled the on call contractor to restore the road which was reopened for bus traffic Monday morning and to all traffic on Monday around 6 PM. Fortunately Second Avenue is a city street and DPW personnel were on the spot to approve the restoration. Good job by all. This is another example of the things you do not see with a \$150,000 + price tag.

This month the Authority published its 2015 water quality report and it is on line and available on request in printed format. Information has been included in the report on all aspects of the authority's continuing efforts to deliver a high quality product.

I would be pleased to respond to any questions you may have.

David. L Donahoe
Interim Executive Director