

**MINUTES OF  
EASTON SUBURBAN WATER AUTHORITY  
NORTHAMPTON COUNTY, PENNSYLVANIA**

**Easton, PA  
Monday  
February 10, 2020  
3:00 pm**

The members of the Board of the Easton Suburban Water Authority met in stated session at the above hour at the Authority office building, 3700 Hartley Avenue, Easton, PA, for the transaction of general business.

**ROLL CALL**

Present: Timothy A. Cain (Chairman)  
Wayne Barefoot (Via Phone)  
Joe Mauro  
Robert Walker  
Theodore Veresink  
David Hopkins  
Mike Moorehead  
Mary Kennon  
David Veshosky

Absent: None

Also in attendance were Roy White, Executive Director, Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Thomas Walters, Solicitor; Rachel Govelovich, Gannett Fleming Inc; Holly Frantz, Recording Secretary.

**COURTESY OF THE FLOOR**

There were no comments from the floor at this time.

**ACTION ON MINUTES**

On a motion from Mr. Moorehead, seconded by Mr. Veresink, the minutes of the January 13, 2020 meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Kennon, Moorehead, Veshosky (9)

Nays: None

### REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the January Board minutes for review prior to the Board Meeting. Updates were provided and reviewed.

### REPORT OF EXECUTIVE DIRECTOR

The Management Summary was displayed on the overhead projector and reviewed.

- Water Main Installation – 826'
  - James Street Project (Easton)
    - 382' of 8" on James Street
    - 444' of 6" on James Street
- Main Breaks – 2
  - 6" 507 James Street (Easton, Longitudinal)
  - 6" 2450 Woodridge Terrace (Palmer, Radial)
- Service Lateral Replacements - 4
  - 2 – 3/4" 2232/2234 Forest Street (Wilson, Lead)
  - 2 – 3/4" James Street (Easton, Lead)
- Service Lateral Installations – 3
  - 1 – 3/4" 3551 Country Club Road (Bethlehem)
  - 2 – 1-1/2" 3756/3758 Easton Nazareth Highway (Lower Nazareth, Northampton Crossings)
- Service Repair – 2
  - 1 – 3/4" 2425 Raya Way (Bethlehem)
  - 1 – 3/4" 2438 Freemansburg Avenue (Wilson)
- Service Reconnections – 20
  - 6 – 1-1/2" James Street (Easton)
  - 14 – 3/4" James Street (Easton)
- Service Removal – 2
  - 2 – 3/4" 34/36 South Warren Street (Easton)
- Hydrant Repair – 5
  - 4<sup>th</sup> Street & Pine Street (Easton)
  - Blossom Hill Road & Roseberry Avenue (Forks)
  - Jeffrey Lane & Peggy Street (Palmer)
  - Jeffrey Lane & Lagond Street (Palmer)
  - 18<sup>th</sup> Street & Spring Garden Street (Wilson)
- Hydrant Replacement – 1
  - Industrial Drive & Valley Street (Williams)
  
- New Meters Installation – 9
  - 1 – 5/8" COE
  - 6 – 5/8" ESWA
  - 2 – 2" ESWA

- Meter Changes - 371
  - 6 – 5/8” COE
  - 353 – 5/8” ESWA
  - 3 – 3/4” ESWA
  - 3 – 1-1/2” ESWA
  - 1 – 2” COE
  - 5 – 2” ESWA
- MTU’s - 146
  - 29 - COE
  - 117 – ESWA
- Turn Off for Non-Payment of Water -56
  - 22 – COE
  - 34– ESWA
- Turn Off for Non-Payment of Sewer - 0
  - 0 – COE
  - 0 - ESWA

#### Customer Service

- Bill Date: 11/18 & 11/22/19 Due 12/20/19
  - Meters Read & Billed = 9,842
  - Amount billed = \$1,084,073
- December 2019
  - Termination List 1/14/20
  - Termination Calls = 139
  - 44 Termination door hangers
  - 4 Payment agreements /”will pay”
- Actual Terminations
  - ESWA – 34
  - COE – 23

#### ESWA Asset Management

- ESWA Asset Management Proposal for 2020:
  - Get 3<sup>rd</sup> Party proposal for developing an Asset Management / Replacement plan for ESWA.
- ESWA has an Asset Management program in place
- Proposed Fracta Asset Management Plan

- Use AWWA Standards for Asset Useful life to get baseline for replacement dates
- Condition Score = (Age Score + Maintenance Score + WQ Score + Criticality Score)
  - Age Score = based on material type
  - Maintenance Score = Work Orders, Main Breaks
  - Water Quality Score = Water Age & WQ Complain WO's
  - Criticality = Pipe Sizes and Customer Served
- Update GIS
  - Update each Water main feature with these 4 scores
  - Update Water main Colors w/Condition Score Colors "GIS"
  - Associate Costs "GIS Field"
  - Associate Replacement years "GIS Field" (2020-2024, 2025-2030, 2030-2039)

#### Fracta SaaS Asset Mgt Proposal

- Full Service Asset Mgt Tool
  - Obtain our GIS data. Analysis using AI and other tools to determine the CoF & LoF
- LoF, CoF, BRE
  - BRE = Business Risk Exposure
  - LoF = Likelihood of failure
  - CoF = Consequence of Failure
- BRE Matrix (LoF x CoF)

#### Authority Projects

- Twin Reservoirs Cover Replacement
  - Project Meeting in February to address any issues/modifications for West Reservoir.
  - Tentative schedule:
 

▪ 3/30/20	West Reservoir out of service
▪ 6/1/20	Completion Deadline
▪ 6/12/20	Place West Reservoir back in service
- Knox Avenue Pump Station Upgrades
  - Schedule Meeting 2/6/20
    - Due to pump delays, major work will be delayed to 10/1/20
    - Substantial Completion will be 11/30/20.
    - Final Completion will be 12/31/20.

- Pay Estimates:
  - Contract 1 Pay Estimate #2: \$6,456.00
  - Contract II Pay Estimate #1: \$47,804.27
  
- Lower Nazareth Project
  - Route 191 PennDOT Permit was received.
  - Route 33 PennDOT Permit Application was returned January 22, 2020 with new comments.
  - Gannett Fleming preparing project for bidding. Will bid water mains in parts, Route 33 can be removed and rebid if necessary.
  - Requesting authorization to advertise for bids when plans and specifications are completed.
  - Bid opening will be prior to April Board Meeting.
  
- Queen Street Project
  - Water system work completed on 1/13/20.
  - Pavement restoration to be performed in spring.
  - 16" Water main in easement out of service. Easement status.
  - Will coordinate pavement restoration with Palmer Township.
  
- Arndt Road / Bushkill Park Drive Water Main
  - Survey to be performed in January.
  - Keystone will provide preliminary survey information to ESWA for review / markup.
  
- James Street
  - Water system work completed on 1/17/20.
  - Temporary pavement restoration completed.
  - Permanent pavement restoration to be performed in summer.

#### Administration

- Source Water Assessment
- CCR
- Emergency Water Supply
- WTP Chemical Storage Project
  - Contract 1, Pay Estimate #1: \$90,160.51

**APPROVAL OF REQUISITIONS**

On a motion from Mr. Veshosky, seconded by Mrs. Kennon, requisitions were approved for payment February 10, 2019 (items 4031-35, totaling \$725,372.33). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Kennon, Moorehead, Veshosky (9)

Nays: None

**REPORT OF COMMITTEES**

**Executive Committee –**

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board meeting to discuss several water issues and a personnel matter.

**Budget and Finance –**

No Report

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit January 2020; Cash Flow Forecast 2020; and Income Statement – Budget Comparison for December, 2019.

**Pension Committee –**

No Report

**Retiree Benefits Ad-hoc Committee –**

No Report

**Personnel Committee –**

No Report

**Risk Management Committee –**

No Report

**Buildings and Properties Committee –**

No Report

**REPORT OF SOLICITOR**

On a motion from Mr. Walker, seconded by Mrs. Kennon, the Board authorized the Authority to advertise for bidding for the Lower Nazareth Water System Improvement Project subject to review of the proposed documents by the Authority's solicitor.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Kennon, Moorehead, Veshosky (9)

Nays: None

On a motion from Mr. Moorehead, seconded by Mr. Hopkins, the Board authorized the Authority to enter into a written agreement with Fracta, a California Corporation, for licensing of a certain software subscription for the annual subscription fee of \$20,000.00 per year for use in forecasting for our water main replacement projects priorities.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Kennon, Moorehead, Veshosky (9)

Nays: None

**ADJOURNMENT**

On a motion from Mr. Moorehead, seconded by Mr. Veresink, the meeting was adjourned at 3:48 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Walker, Veresink, Mauro, Hopkins, Kennon, Moorehead, Veshosky (9)

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary

Pending Board Approval