

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of February 18, 2015

Chairman, Percy Reynolds called the meeting to order at 7:00 p.m. The following Authority Members were in attendance: Ron Kepler, Robert Yeatman, Joe Scheese, Geoffrey Williams, Patrick Hughes and John Schiable. Also in attendance were Edward Lennex, Executive Director; Michelle Braas, Rettew; Chris Davis, Jeff Topmiller and Joel Brown.

Pledge of Allegiance was said and a Moment of Silence was observed.

Motion made, seconded and passed to approve the agenda of February 18, 2015 as written. (J. Scheese, G. Williams)

Motion made seconded and passed to approve the minutes of January 21, 2014 as amended. (J. Scheese, P. Hughes) R. Yeatman and J. Scheese abstained

Public Comment Period: No one asked to speak at this point.

A. Action Items:

1. Appointment of Committees – Not available. Percy will forward information to Ed to distribute to the members.
2. Commercial Lease Agreement with Bog Turtle Brewery, LLC – Motion made, seconded and passed to approve the Commercial Lease Agreement with Bog Turtle Brewery, LLC. (J. Scheese, P. Hughes)

B. Appearances: None

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$50,470.41 and the monthly bills in the amount of \$78,567.41. (P. Hughes, J. Schiable)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #359 in the amount of \$19,260.84 to transfer to the Bond Redemption and Improvement Fund. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #360 in the amount of \$301,215.00 to transfer to the 1998 Bond Bund. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #361 in the amount of \$56,128.61 to transfer to the 2006 Bond Fund. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #362 in the amount of \$110,000.00 to transfer to the Operating Account. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #363 in the amount of \$30,000.00 to transfer to the Payroll Account. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #364 in the amount of \$8,000.00 to the Bond Redemption and Improvement Fund. (P. Hughes, J. Scheese)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #364 to Samuel L. Ross in the amount of \$6,190.43 for March 2015 Rent. (P. Hughes, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #365 to Barbara H. Ross in the amount of \$13,070.41 for March 2015 Rent. (P. Hughes, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #366 to Phone America Corporation in the amount of \$3,988.87 for the installation of Toshiba Telephone and Voicemail. (P. Hughes, J. Scheese)

Total Bond Redemption & Improvement Fund Requisitions: \$23,249.81

Escrow Accounts

None.

Total Escrow Checks: \$0.00

Draw Requests from Subordinated Sewer Revenue Note Series of 2011

Draw Request #203 from the Subordinated Sewer Revenue Note Series of 2011 to PACT Two LLC in the amount of \$210,292.64, and to W.C. Eshenaur & Sons in the amount of \$38,787.27, and to Brendan Stanton, Inc. in the amount of \$28,836.00 for the WWTP. (P. Hughes, G. Williams)

Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$277,915.91 .

Motion made, seconded and passed to approve the Treasurer's Report of February 18, 2015. (J. Scheese, J. Schiable)

FACILITY EXPANSION COMMITTEE REPORT: None. Has not met.

ON-LOT SEWAGE FACILITIES MANAGEMENT COMMITTEE: None. Has not met.

OPERATIONS MANAGEMENT COMMITTEE REPORT: None. Has not met.

FINANCE & BOND COMMITTEE REPORT: None. Has not met.

BUDGET COMMITTEE REPORT: Handled under Resolutions.

PERSONNEL COMMITTEE REPORT: None. Has not met.

PENSION COMMITTEE REPORT: None. Has not met.

CHAIRMAN'S ITEMS: None.

CONTRACT AWARDS: None.

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**

- A. New Treatment Plant:** Due to the weather, not much work has progressed on the outdoor portion of the project. The work at the treatment plant is progressing. Construction of the new Influent Pump Station is still underway. All buildings are now externally complete, work continues on the inside with equipment installation and painting. At the present time, the project remains on schedule for startup and completion in early May.
- B. Pump Stations:** Nothing to report at this time.
- C. Future Disposal Fields:** Nothing to report.
- D. Pretreatment Regulations:** Nothing to report.
- E. 12" Effluent Forcemain Replacement Feasibility Study:** Rettew has provided Ed with a preliminary design of the forcemain location but to this point he has not had the time to extensively review and comment back to them.

F. **Municipal On-Lot Septage Management:** Nothing to report at this time.

Grant Funding: Included with the Board Packets is the official notification that we have received the \$250,000 grant. I have spoken with the USDA and it would appear at this time that only loan program projects are being considered. I will continue to explore opportunities for additional funding.

G. **P3 Tower, LLC** – Both P3 and Ed continue to work on finalizing the site location and once this is determined the final agreement can be put in place.

II. **Developer Activity** – None.

III. **Operations Report:** Included in the Board Packet.

IV. **Administration Report:**

Ed had earlier sent out a draft of the proposed Commercial Lease Agreement with Bog Turtle Brewery, LLC for the leasing of the available space at the rear of the Administration Building. Included in the Board Packets are some requested changes Ed received from Bog Turtle. Ed has amended the Agreement to address the issues they have raised. The Agreement is on the Agenda for consideration.

A. **Customer Correspondence** – None.

B. **Resolutions** – None.

C. **Personnel Issues** – None.

D. **Consulting Engineer** – Included in the Board Packet.

E. **Rules and Regulations**

V. **Financial**

A. Year to date income expense report

B. Septage: Billing for January was \$5,544.00 representing 52 loads accepted for a total of \$115,500.00.

Operations Management Report: The average daily influent were 541,313 with a maximum day of 709,002 for a total of 16,780,712.

The average daily effluent was 496,115 with a maximum day of 1,016,000 for a total of 12,899,000.

Lagoon Levels: #1 – 17'7" #2 – 27' #3 – 27'5"
Osborne – 10'6"

Pump Station Hours of Operation were:

6th Street = 287.1 Grant Street = 223.6 8th Street = 235.5
Q1 = 0.0 Locust Street = 5.1 Locksley Glen = 98.5
Wiltshire = 235.5

OASA Operations Report:

1/2/15 – Rented a Godwin 6” pump for a backup while lift station pump #1 is being repaired.

1/7/15 – Gave Xylyem the ok to proceed with pump repair, after they gave a price of \$6,027.00.

1/8/15 – Serviced our tractor and our Godwin pump.

1/15/15 – Had to have the fuel sensor replaced in our Godwin pump.

1/28/15 – Installed the repaired pump at the lift station and called to have rented Godwin pump taken off rental.

1/31/15 – The family moved out of the house at the Osborne Farm. There are still a few items in the barn that they will be back to get soon.

Storage days remaining is 62.

Motion made, seconded and passed to approve the Executive Director’s Report. (J. Scheese, G. Williams)

RESOLUTIONS:

None.

LEGAL ITEMS:

- Commercial Lease Agreement, Bog Turtle Brewery, LLC

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT: Members of the Bog Turtle Brewery, LLC thanked the Authority for giving them the chance to have their business and also thanked Ed Lennex for his patience with them.

Non-Agenda Items – None.

ADJOURN: Motion made, seconded and passed to adjourn. (J. Scheese, R. Kepler)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary