

OXFORD AREA SEWER AUTHORITY
Board Meeting Minutes of
July 15, 2015

Chairman, Percy Reynolds called the meeting to order at 7:00 p.m. The following Authority Members were in attendance: Robert Yeatman, Ron Kepler, Patrick Hughes, Joe Scheese, Rich Hannum, Geoff Williams and John Schiable. Also in attendance were Edward Lennex, Executive Director; Michelle Braas, Dennis Hammaker, Rettew, Ronald Pollack, Barley, Snyder 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 July 15, 2015 as written. (P. Hughes, J. Scheese)

The Board adjourned the regular meeting at 7:05pm to meet in Executive Session to discuss potential legal issues before the Authority. (G. Williams, J. Scheese)

By motion duly made and seconded the Board reconvened the regular Board meeting. (G. Williams, P. Hughes)

Motion made, seconded and passed to approve the minutes of June 17, 2015 as amended. (P. Hughes, G. Williams)

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

A. Action Items:

1. Sewer Extension Agreement - Century Oak Phase IIB – 13 single residential units are planned in East Nottingham Township. All tapping fees and escrow have been paid. Motion made, seconded and passed to approve the Authority signing of the Agreement. (P. Hughes, G. Williams)

B. Appearances: None

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$36,303.11 and the monthly bills in the amount of \$70,340.95. (P. Hughes, R. Yeatman)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Fund Requisition #1 in the amount of \$45,000.00 to transfer to the Payroll Account. (P. Hughes, G. Williams)

Motion made, seconded and passed to approve Revenue Requisition #2 in the amount of \$75,000.00 to transfer to the Operating Account. (P. Hughes, G. Williams)

Motion made, seconded and passed to approve Revenue Requisition #3 in the amount of \$27,470.00 to transfer to the Capital Account. (P. Hughes, G. Williams)

Capital Fund:

Motion made, seconded and passed to approve Capital Fund Requisition #1 in the amount of \$20,600.00 to pay Marino Industrial for the MCC Replacement at the Existing Operations Building. (P. Hughes, R. Kepler)

Motion made, seconded and passed to authorize all signees to approve Resolution of Unincorporated Association for Fulton Bank. (J. Schaible, P. Hughes)

Total Capital Fund Requisitions: \$20,600.00

Escrow Accounts

None.

Total Escrow Checks: \$0.00

Draw Requests from Subordinated Sewer Revenue Note Series of 2011

None.

Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$0.00 .

Motion made, seconded and passed to approve the Treasurer's Report of July 15, 2015. (J. Schaible, G. Williams)

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: Ed states that he needs to schedule a Budget Meeting for August. It is normally held in September. Scheduled for August 10, 2015 @ 7:00 p.m...

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:** The new treatment plant is now fully operational. During the week of July 6th, we were able to start up the biosolids processing equipment and all of the related equipment performed well with a few minor glitches which the manufacturer's representative dealt with. While there are still items to be completed, for the most part, all operational equipment has finally been tested and operational. Dutchland was also in last week and completed the modifications they needed to make to correct issues within the treatment tanks. Dennis Hammaker and Ed will be doing a final walk through on July 13 to determine what still remains to be completed. More on the completion of the project will be discussed at the Board Meeting. Please refer to the Operations section for a discussion of issues related to the plant not related to the construction phase.
 - 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.
 - G. **Grant Funding:** Nothing to report at this time.
 - H. **P3 Tower, LLC** – Both P3 and Ed continue to work on finalizing the site location issues and to comply with the requirements of East Nottingham Township.
 - I. **NRWA Rural Water Loan Fund:** Kathy Orcutt and Ed are working on the application.
 - J. **Ross Spray Fields:** Rick Eshelman and Ed are still waiting to hear from the three landscapers we met with regarding the tree replacement issue. Dennis Hammaker, John Bright and Ed are working on preparing the issues that will need to be dealt with for the 11th month inspection on the

Ross Project. Ed hopes to have a summary on these issues at the Board Meeting.

II. Developer Activity – None.

III. Operations Report:

During the week of July 6th, we experienced operational issues within one side of the treatment basin which had an impact on the process. These issues were not related to construction but rather related to the flow coming in to the plant. The following is a description of what occurred. What we suspect is the cause and what staff is proposing to do to deal with the issues:

1. We have been experiencing a significant drop the pH levels within the aeration basin which has affected the functioning of the plant [at this point we had only been operating half of the treatment basin]. Along with the drop in pH levels, the aeration basin developed a sever filamentous problem which basically wiped out the biological process within the tank. In addition, compounding the problem was the fact that we had to retain high levels of activated biosolids within the plant until the biosolids operating system could be started up. Because of the high solids level, the operators started up the second side of the plant and by doing this we were able to isolate the filamentous problem and avoid a complete loss of treatment capability.
2. What we suspect as the causes:
 - A} Septage appears to be the number one suspect. Because septage always went into Lagoon #1 and its size, we never experienced a problem but with it now entering a much smaller containment area as a slug load, it has an immediate impact on the treatment process. In addition, since the introduction point of septage at the new influent pump station is lower than the discharge point to the Lagoon, a siphoning affect occurs that cause the septage to be discharged as a slug to the plant.
 - B] We also suspect that some septage haulers may be bringing in more than just domestic septage [specifically we think they may be blending it with port-a-potty waste and because of the content of the port-a-potty waste, it has an impact on the biological portion of the treatment process.
 - C] We also suspect that one of the industrial waste discharges may be impacting the plant.
3. What we are doing:
 - A] We will need to install an air vacuum valve on the septage forcemain to eliminate the syphoning of the wetwells we are experiencing to prevent the slug loads. We will also need to modify the septage equipment controls to have more control of just how much septage is discharged in to the influent pump station. We will need to contact all septage haulers to inform them that we will only accept domestic septage and all other waste streams are strictly prohibited. There will need to be put in place better control on what we receive, penalties for

illegal discharges and termination if these new requirements are violated.

B] We have begun testing of certain industrial discharges to determine if their discharge contains anything which could impact the treatment process. With the new industrial regulations in place, we will be able to control what we receive if we determine there are issues.

C] We will need to institute a grease trap inspection program, now that we have regulations in place to make sure all facilities that have grease traps are properly maintaining them and they function in accordance with our rules and regulations.

None of these operational issues were anticipated when the plant was designed but staff will move quickly to correct. Ed would like to point out that the operators have done an exceptional job dealing with these problems and would like to give them recognition to the Board for the excellent job to keep the new treatment plant functioning.

IV. Administration Report:

- 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 will be available at your seat.
- B. Septage: Billing for June was \$13,058.40 representing 105 loads accepted for a total of 266,050 gallons.

Operations Management Report: Not available.

Lagoon Levels: Not available.

Pump Station Hours of Operation were: Not available.

OASA Operations Report: Not available.

Storage days – Not available..

Motion made, seconded and passed to approve the Executive Director's Report. (J. Schaible, R. Kepler)

RESOLUTIONS:

None.

LEGAL ITEMS:

None.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT: None.

Non-Agenda Items – None.

ADJOURN: Motion made, seconded and passed to adjourn. (G. Williams, J. Schaible)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary