



THE COUNTY OF CHESTER



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Chester County Water Resources Authority

Minutes

January 20, 2021

The January 20, 2021 meeting of the Chester County Water Resources Authority Board of Directors was held online using the Zoom live stream video conferencing platform. Information regarding instructions on how to join the meeting, either electronically or by phone, was provided to the public on the Authority webpage prior to the meeting. Ms. Lisa Donlon presided with Messrs. Robert Struble, Jr., Tony Fernandes, Denis Newbold, Rick Smith, Denny Howell, Sid Brookes and Mses. Caren Andrews and Barbara D'Angelo in attendance. Also attending were Mses. Seung Ah Byun, Teresa Greenawalt and Messrs. Craig Thomas, Cory Trego and Mark Chegidden, CCWRA staff; and Mr. Drew Reif, USGS Liaison.

1. Call to Order:

The meeting was called to order by Ms. Donlon at 5:01 pm.

2. Introductions:

Mr. Todd Kowalski, of Cornerstone Strategies, was in attendance.

3. Announcements:

There were no announcements.

4. Public Comments on Agenda Items:

There were no public comments.

5. Administrative Items for Board Action:

A. Minutes of December 16, 2020 Meeting

A motion to approve the December 16, 2020 Board meeting minutes was made by Mr. Brookes, seconded by Ms. D'Angelo and unanimously approved.

B. Treasurer's Report

1. Financial Statements December 31, 2020

The Board received copies of the financial statements for the BB&T Bank Operating and Brandywine accounts and the PLGIT accounts from December 1, 2020 through December 31, 2020. Mr. Fernandes highlighted the account activities for the period as follows:

The BB&T Bank Operating Account balance was \$12,506.36. The balance of the BB&T Bank Brandywine Account was \$3,991.83. The Petty Cash Balance was \$73.15.

The balance from the PLGIT Operating Account was \$42,868.72. The balance from the PLGIT Dams Account was \$270,204.60. The balance from the PLGIT USGS Account was \$84,398.94. The balance from the PLGIT Brandywine Account was \$30,216.76. The balance of PLGIT Beaver Creek Dam Account was \$73,934.55. The balance from the PLGIT Brandywine 2 Account was \$146,214.30. The total assets as of December 31, 2020 were \$664,409.21.

A motion to approve the financial statements as presented for December 31, 2020 for BB&T Bank and PLGIT accounts was made by Mr. Smith, seconded by Ms. D'Angelo, and unanimously approved.

2. Bills Payable: January 2021

The Board reviewed the list of bills payable through January 20, 2021. The bills payable for the BB&T Operating Account totaled \$12,070.19. The bills payable for the BB&T Brandywine Account totaled \$685.46. The total bills payable for all accounts was \$12,755.80.

A motion to approve payment of the bills payable as presented was made by Ms. Andrews, seconded by Mr. Newbold, and unanimously approved.

C. 2021 Annual Audit – Letter of Engagement

Ms. Greenawalt briefly reviewed the Letter of Engagement from Maillie, which explained the requirements of a Federal Single Audit, the services to be provided by Maillie, the responsibilities of the Authority, and the final reports and products to be completed. All described activities, records and responsibilities are the same as the previous Single Audit conducted last year. The quoted cost is \$20,500.

A motion to approve and authorize the Board Chairperson to sign the Maillie Letter of Engagement to perform the Federal Single Audit for Fiscal Year 2020 was made by Mr. Brookes, seconded by Mr. Smith, and unanimously approved.

D. Statements of Financial Interest

The Board received the forms to complete the annual Statements of Financial Interest reporting requirement. Ms. Greenawalt noted that these forms will require original signatures when filed in the County Commissioners office. She requested that all forms, including statements created using the online option, be returned by regular mail to the Authority office by March 1, 2021.

E. Other

There were no other administrative items.

6. Watersheds Plan Update

A. Model Ordinance Consultant Selection

Mr. Trego reported that the Authority staff, along with input from Mr. Howell and Mr. Smith, reviewed the five proposals received for the County-Wide Stormwater Management Model Ordinance RFP, and has presented recommendations to the County Commissioners for their review. He also shared that the Commissioners have agreed to a selection, though the chosen consultant has not yet been informed. He will share the information with the Board once the consultant has accepted the contract offer. The goal is to have the contract documents ready to be signed by the Commissioners on February 3.

B. Review of Updated Schedule

Mr. Trego reviewed the schedule of activities for updating the water plans and model stormwater ordinance through October 2022, mentioning what actions have been completed, what activities are planned for the near term and described the objectives, deliverables, required reviews and tentative dates for completion planned for the long term.

C. Steering Committee Selection and Meeting Agendas

Mr. Trego introduced the list of individuals who have agreed to participate as members of the Steering Committee. The first meeting is scheduled for the end of January 29, with meetings tentatively planned monthly for the first five months with a goal to have a draft of Goals and Objectives for updating the water plans by May 2021.

D. Watersheds and Stormwater Management Plan RFP Update

Mr. Trego informed the Board of the status of the RFP issued to update the *Watersheds* Plan and the County-wide Act 167 Plan. The RFP was posted on the County website in late December, and the solicitation will remain open until February 12. Mr. Smith and Mr. Newbold have offered to participate in the review and recommendation process. The goal is to have recommendations presented to the County Commissioners for their review and award of the contract no later than March 2021.

7. Dams Safety, Engineering, Maintenance, Repair and Contracting:

A. Executive Director's Report

A written report was provided to the Board by Ms. Byun prior to the meeting, and there were no further updates at the meeting.

B. Rice Farm Transfer Agreement

Ms. Byun presented the final documents prepared to transfer the Rice Farm property to Chester County for use by Chester County Parks and Preservation. These documents include the final Authority Resolution and the final County Resolution regarding the transfer of the property, the Agreement and Deed to the property, and attached exhibits including terms and conditions, the original agreement with NRCS and the historic preservation mitigation plan.

A motion to authorize the Board Chairperson and Secretary to sign the Authority Resolution, Agreement and Deed was made by Mr. Smith, seconded by Ms. D'Angelo, and unanimously approved.

C. Dam Safety Engineering and Related Activities RFP

Mr. Thomas presented the final draft Request for Proposal for Dam Safety and Engineering Services, which incorporated all comments received from staff, Solicitor and Board members. He also reviewed the planned schedule, which anticipates posting the RFP by February 2, receipt of proposals by March 16, with a recommendation of qualified a consultant to the Board in April. Mr. Thomas shared that Gannett Fleming is open to maintaining services through a transition period between the expiration of the current contract on May 19, 2021 and the execution of a new contract should that be required. Further discussion included noting the flexibility built into the RFP regarding assignment of bald eagle monitoring activities, the conduit inspections, and the Beaver Creek Dam rehabilitation project, as well as a conversation about rate sheet requirements.

A motion to approve issuing the RFP pending review and incorporation of comments from Department of Procurement and General Services, was made by Mr. Smith, seconded by Mr. Fernandes, and unanimously approved.

D. Gannett Fleming Task Order No. 195 – Beaver Creek Dam Bald Eagle Monitoring 2021

Mr. Thomas presented Task Order No. 195 for services related to monitoring the bald eagle nest for the 2021 nesting season. The Task Order, originally presented at the December 2020 Board meeting, now includes a revised monitoring schedule which reduces the number of monitoring visits from 33 to 21 visits. This proposed monitoring schedule has been reviewed with U.S. Fish and Wildlife Service to confirm that the new schedule continues to meet the expectations and requirements for eagle protection. The cost of this Task Order has been reduced from \$17,375 to \$10,500 and includes the scope of work through May 19, 2021 when the Gannett Fleming contract expires. Gannett Fleming has identified optional tasks that would occur after May 19, 2021 and are estimated at an additional \$7,600.

A motion to approve Task Order No. 195, for a total not to exceed \$10,500, was made by Mr. Smith, seconded by Ms. D'Angelo, and unanimously approved.

E. PA Game Commission Hunter Access Cooperative Agreement

Mr. Chegwidden presented an updated PA Game Commission Hunter Access Program Cooperative Agreement to accommodate continued public access for hunting at Barneston Dam. This agreement incorporates minor comments requested by the Authority Solicitor and will replace the previous agreement which has been in place since 1998. This updated agreement provides similar provisions for public access, as well as monitoring and enforcement services of the PAGC.

A motion to approve and authorize the Board Chair to sign the PA Game Commission Hunter Access Program Cooperative Agreement was made by Mr. Newbold, seconded by Mr. Howell, and unanimously approved.

F. Wildlife Solutions 2021 Proposal for Pest Control Services- all dams and Embreeville Wetlands

Mr. Chegwidden presented to the Board the cost quote proposal, dated January 13, 2021, for pest control services from Mr. Steve Scott of Wildlife Solutions for 2021. The cost quote for described services is \$3,900, which is unchanged from the previous two years. In addition, Mr. Scott proposes \$44 per hour, plus materials, for any additional services requested by the Authority.

A motion to accept the cost quote provided by Wildlife Solutions for 2021 pest control services as described, pending receipt of a current certificate of insurance, was made by Mr. Smith, seconded by Mr. Fernandes, and unanimously approved.

G. Updates

1. Hibernia Dam NRCS Rehabilitation Project

No updates from the previous month. The construction is finished and the last steps include reconciling and closing the funding accounts after receipt and payment of final invoices, and reimbursement of any excess funds to Authority funding partners.

2. Beaver Creek Dam NRCS Rehabilitation Project

Mr. Thomas shared that the pre-bid meeting is scheduled for January 22. Based on previous experience with NRCS, he anticipates bids will be received NRCS by late February and a contract issued by mid-March 2021. Construction could start sometime in August, or as early as June, depending on the bald eagle activity.

3. Embreeville Wetlands: New Conservation Area

Mr. Trego shared that Aqua PA has reviewed the proposed new conservation area and has requested that the area not include any portion of Aqua's easement. Though approximately only thirty feet of the swale included in the new conservation area overlaps with the easement, Aqua expressed concerns that it will interfere with any future work at the well site that may be necessary. Mr. Trego and Mr. Wittig of Gannett Fleming will continue discussions with Aqua to address their concerns.

4. Conduit Inspections at Barneston, Struble, and Hibernia

No updates from the previous month. The report regarding the conduit inspections remains with Gannett Fleming for review and finalization. Specifications for upcoming inspections of the conduits using diving contractors are also under development by Gannett Fleming. The submersible ROV remains stuck on the trash rack at Hibernia Dam.

H. Other

Mr. Thomas mentioned that a quarterly coordination meeting with USGS was held on January 13 and was well attended, and included representatives from Chester County Health Department, Chester County Department of Emergency Services, along with Mr. Newbold, and Authority and USGS staff members. Future work sessions were planned for review of the next generation gages, as well as sediment and turbidity data assessment and reporting.

I. Chairperson's Report

There was no Chairperson's report.

J. Members' Comments

There were no members' comments.


K. Public Comments

There were no public comments.

L. Adjournment

There being no further business, a motion to adjourn was made by Mr. Smith, seconded by Mr. Struble, and was unanimously approved. The meeting was adjourned at 6:29 P.M.

Respectfully submitted,


Teresa Greenawalt
Recording Secretary