



# THE COUNTY OF CHESTER



COMMISSIONERS  
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## Chester County Water Resources Authority

### Minutes

February 17, 2021

The February 17, 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 Chegwidan, CCWRA staff; and Mr. Drew Reif, USGS Liaison.

1. Call to Order:

The meeting was called to order by Ms. Andrews at 5:08 pm.

2. Introductions:

There were no introductions.

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 January 20, 2021 Meeting

After noting a typo to be corrected, a motion to approve the January 20, 2021 Board meeting minutes was made by Mr. Brookes, seconded by Mr. Smith and unanimously approved.

## B. Treasurer's Report

### 1. Financial Statements January 31, 2021

The Board received copies of the financial statements for the BB&T Bank Operating and Brandywine accounts and the PLGIT accounts from January 1, 2021 through January 31, 2021. Mr. Fernandes highlighted the account activities for the period as follows:

The BB&T Bank Operating Account balance was \$9,306.34. The balance of the BB&T Bank Brandywine Account was \$2,188.46. The Petty Cash Balance was \$73.15.

The balance from the PLGIT Operating Account was \$42,074.06. The balance from the PLGIT Dams Account was \$258,932.47. The balance from the PLGIT USGS Account was \$123,534.04. The balance from the PLGIT Brandywine Account was \$29,867.03. The balance of PLGIT Beaver Creek Dam Account was \$73,600.02. The balance from the PLGIT Brandywine 2 Account was \$146,215.98. The total assets as of January 31, 2021 were \$685,791.55.

A motion to approve the financial statements as presented for January 31, 2021 for BB&T Bank and PLGIT accounts was made by Mr. Smith, seconded by Mr. Brookes, and unanimously approved.

### 2. Bills Payable: February 2021

The Board reviewed the list of bills payable through February 17, 2021. The bills payable for the BB&T Operating Account totaled \$97,278.36. The bills payable for the BB&T Brandywine Account totaled \$3,143.52. The total bills payable for all accounts was \$100,421.88.

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

## C. 2020 Annual Financial/Federal Single Audit - Update

The review and preparation of records for the 2020 Federal Single Audit is in process. The audit is scheduled for March 1-3, 2021 with a kick-off meeting scheduled for February 25. Due to Covid-19 precautions, the audit records will be delivered to the auditors who will conduct the audit in their offices.

## D. Statements of Financial Interest

The Board was reminded that any outstanding Statements of Financial Interest forms are to be completed and returned as soon as possible.

## E. Chester County Water Resources Authority's 60<sup>th</sup> Anniversary, September 2021

Ms. Byun observed that Chester County Water Resources Authority's 60<sup>th</sup> Anniversary is in September of this year and suggested that the Authority might want to acknowledge this milestone. Staff will brainstorm possible ways to recognize the Authority's history and achievements.

F. Volunteer Rainfall Observers Network Recognition for 20 plus years

Ms. Byun noted that a number of volunteers have been reporting rainfall data for over 20 years, with two volunteers participating since 1979. She suggested that it would be appropriate to show appreciation for their ongoing commitment through presentation of a gift or recognition of some kind. Staff will present some ideas at the next Board meeting.

G. Other

There were no other administrative items.

6. Watersheds Plan Update

A. Model Ordinance Consultant

Mr. Trego reported that the County Commissioners approved the Authority's selection of Cedarville Engineering Group as consultants for the County-Wide Stormwater Management Model Ordinance updates. An initial meeting with the Cedarville team has been held, with monthly planning meetings scheduled going forward. They will start reviewing technical specifications referenced in the PADEP model ordinance in order to assess how the current County-wide Model Ordinance complies with the state guidelines, with a goal to have this assessment complete by early April.

B. Review of Updated Schedule

Recently held events included presentations by Mr. Trego and Ms. Byun to the Western Chester County Council of Governments and the Western Chester County Chamber of Commerce. Future plans include a presentation to the Advisory Commission on Latino Affairs (ACOLA) in Kennett Square on April 14, and hosting the first of three planned Watershed Plan Advisory Committee (WPAC) meetings on April 16, with other WPAC meetings to follow tentatively scheduled for late June and in the fall.

C. Steering Committee Update

The first Steering Committee meeting was held January 29 and was well attended. The next meeting is scheduled for March 4 and will provide members an opportunity to review the comments and feedback received during previous public and stakeholder outreach meetings, and to start prioritizing topic areas for the water plans update. Mr. Trego noted that it was recommended that the Steering Committee include more residents of Chester County and has reached out to include a representative from the Latino community within the county as well as other citizen advocates.

D. Watersheds and Stormwater Management Plan RFP Update

Mr. Trego informed the Board that four proposals were received in response to the RFP issued to update the *Watersheds* Plan and the County-wide Act 167 Plan. The review of submitted proposals is in process and staff hope to have recommendations presented to the County Commissioners for their review and award of the contract at their March 9, 2021 meeting.

7. Dams Engineering, Maintenance, Repair and Contracting:

A. Executive Director's Report

A written report was provided to the Board prior to the meeting. Ms. Byun noted that the entry under report item 4 – "Existing Contract Changes, Amendments, Subcontractor Authorizations" for steel-frame doors from Trevdan Building Supply should have been listed

under report item 3 – “New Contractor/Vendor Authorizations.” The new replacement doors for the storage shed at Hibernia Dam will be installed by Facilities when received. The cost is \$1,844.

B. Barneston Dam Turnaround: Task Order No. 196

Mr. Chegwiddden presented Gannett Fleming Task Order No. 196 for development of a specification for a 20 foot by 20 foot gravel turnaround pad near the inlet structure at Barneston Dam to address the inconvenience of having to back up the access road when leaving the area. The Gannett Fleming specification will be incorporated into a package to request quotes from contractors. The cost of the proposed Task Order will not exceed \$5,500, though Mr. Chegwiddden anticipates the final cost of the work by Gannett Fleming to develop the specification will most likely be approximately \$3,000. This cost does not include the actual construction costs or field oversight.

After further discussion, the Board suggested that staff contact local contractors for cost quotes, basing the description of the work on the turnaround area at Struble Dam, in lieu of developing a specification. Approval of Task Order No. 196 is tabled until responses from contractors are reviewed.

C. Embreeville Wetlands: Task Order No. 105, Amendment 14

Mr. Trego presented Amendment 14 to Gannett Fleming Task Order No. 105, for an additional \$13,300. The costs are associated with delineating the final metes and bounds for the new conservation area, as well as completion of the annual site inspections and accompanying memo of site conditions.

A motion to approve Amendment 14 to Task Order No. 105 for an additional \$13,300 for a total authorized cost not to exceed \$380,500 was made by Mr. Smith, seconded by Ms. D’Angelo, and unanimously approved.

D. Other

There were no other items to report.

E. Updates

1. Rice Farm Transfer Agreement

Ms. Byun shared that the final documents for the transfer of the Rice Farm property to Chester County were presented today to the Commissioners for their approval. After approval, the deed will be filed at the County Recorder of Deeds office and the transfer of the Rice Farm property to the County will be complete.

2. Dam Safety Engineering and Related Activities RFP

Mr. Thomas informed the Board that the Request for Proposal for Dam Safety and Engineering Services was posted by County Procurement on February 1. The RFP schedule includes dates for interested firms to review the annual dam inspections reports and other Authority records, as well as a planned site visit on February 23. Proposals are due to County Procurement by March 16.

3. Hibernia Dam NRCS Rehabilitation Project

Mr. Thomas shared that PADEP has issued the completion certificate for Hibernia Dam and all permitting is now complete. The final steps include reconciling and closing the funding accounts, and reimbursement of an estimated \$90,000 in unspent funds to Authority funding partners.

4. Hibernia Dam Valve Vault Check Valve Removal

Mr. Chegwidden reported that he has asked Fidelity Contracting present a quote to remove a check valve located in the valve vault at Hibernia Dam that, as it is presently configured, does not function as intended. Per conversation with Gannett Fleming, this valve can be removed with no adverse impact to the valve vault or dam. Mr. Chegwidden has also asked Fidelity Contracting to include a quote for safety netting or safety grate installation to provide fall protection within the hatch openings on the riser and valve vault at Hibernia. He is currently awaiting a response from Fidelity.

5. Beaver Creek Dam NRCS Rehabilitation Project

Mr. Thomas reported that NRCS held a pre-bid meeting on site on January 22 with twelve firms in attendance. Bids for the project are due the beginning of March with an award of a contract by NRCS expected several weeks later.

Mr. Thomas also noted that the bald eagle monitoring reports suggest that the eagles are incubating one or more eggs. Therefore, the actual start of construction at Beaver Creek will most likely not begin until late July.

6. Embreeville Wetlands: New Conservation Area

Mr. Trego shared that the proposed Declaration of Restriction has been revised to modify the description of the boundary of the new conservation area to remove any inclusions or restrictions placed on the Aqua PA easement along the swale. In addition, the language of the document was changed to allow Natural Lands to construct and maintain a trail access within the new area. The Declaration of Restriction has been forwarded to the Authority Solicitor for review before being presented to Natural Lands who, as the owner of the property, will provide final approval.

7. Conduit Inspections at Barneston, Struble, and Hibernia

Mr. Chegwidden is working with Gannett Fleming to develop specifications for upcoming inspections of the conduits using diving contractors. He anticipates receiving the specifications from Gannett Fleming by the end of February, solicit quotes for the work in March, to present for approval at the Board in April, with the goal to conduct the inspections in May.

F. Other

Ms. Byun announced that the Chester County Planning Commission is hosting a virtual public meeting on March 4, 2021 to solicit input to the Chester County Climate Action Plan. Staff can provide a link to the meeting to any member interested in participating.

Ms. Byun shared that staff are working on updates to the Authority's Continuity of Operations Plan, which was originally developed and approved by the Board in 2013. The revised document will be presented to the Board for review and approval at a future meeting.

G. Chairperson's Report

There was no Chairperson's report.

H. Members' Comments

There were no members' comments.


I. Public Comments

There were no public comments.

J. Adjournment

There being no further business, a motion to adjourn was made by Mr. Brookes, seconded by Mr. Smith, and was unanimously approved. The meeting was adjourned at 6:23 P.M.

Respectfully submitted,

  
Teresa Greenawalt  
Recording Secretary