



THE COUNTY OF CHESTER



COMMISSIONERS
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Chester County Water Resources Authority

Minutes

March 17, 2021

The March 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 Meses. Caren Andrews and Barbara D'Angelo in attendance. Also attending were Meses. Seung Ah Byun, Teresa Greenawalt and Messrs. Craig Thomas, Cory Trego and Mark Chegwiddden, CCWRA staff; and Mr. Drew Reif, USGS Liaison.

1. Call to Order:

The meeting was called to order by Ms. Andrews at 5:01 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 February 17 20, 2021 Meeting

A motion to approve the February 17, 2021 Board meeting minutes was made by Mr. Brookes, seconded by Mr. Struble, and unanimously approved.

B. Treasurer's Report

1. Financial Statements February 28, 2021

The Board received copies of the financial statements for the BB&T Bank Operating and Brandywine accounts and the PLGIT accounts from February 1, 2021 through February 28, 2021. Mr. Fernandes highlighted the account activities for the period as follows:

The BB&T Bank Operating Account balance was \$3,852.69. The balance of the BB&T Bank Brandywine Account was \$1,503.00. The Petty Cash Balance was \$73.15.

The balance from the PLGIT Operating Account was \$39,722.75. The balance from the PLGIT Dams Account was \$145,819.75. The balance from the PLGIT USGS Account was \$169,345.50. The balance from the PLGIT Brandywine Account was \$33,367.21. The balance of PLGIT Beaver Creek Dam Account was \$71,341.27. The balance from the PLGIT Brandywine 2 Account was \$146,217.31. The total assets as of February 28, 2021 were \$611,242.63.

A motion to approve the financial statements as presented for February 28, 2021 for BB&T Bank and PLGIT accounts was made by Ms. D'Angelo, seconded by Mr. Howell, and unanimously approved.

2. Bills Payable: March 2021

The Board reviewed the list of bills payable through March 17, 2021. The bills payable for the BB&T Operating Account totaled \$11,865.18. The bills payable for the BB&T Brandywine Account totaled \$1,441.86. The total bills payable for all accounts was \$13,307.04.

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

C. 2020 Annual Financial/Federal Single Audit - Update

The 2020 Federal Single Audit was conducted during the week of March 1, 2021 with the audit exit meeting held March 12. There were no findings or concerns identified as a result of the audit. The draft Audit Report, including the Management Discussion & Analysis statement prepared by the Authority and incorporated into the report, will be provided for Board review and approval at the April Board meeting.

D. Continuity of Operations Plans

Ms. Byun noted that the last review of the Authority's Continuity of Operations Plan by the Board was in 2013, and informed the Board that staff is currently updating the plan, with the goal to present a draft revision at the April meeting.

E. Website Update

Mr. Thomas shared that the Authority is working on web site updates to make the web site more engaging and attractive to users, especially as public outreach becomes more important with the ongoing stormwater ordinance and water plans updates. He also noted that the County has asked that all County Authorities, Boards and Commissions provide web-based information on all public meetings, including meeting dates, agendas and to post approved

meeting minutes. Staff will incorporate a new calendar web application to meet that requirement. In addition, the Authority website will identify an online submission process for interested individuals to submit a resume for board membership. Mr. Thomas asked that Board members review their Board member biographical information posted on the website to make sure it current.

F. Chester County Commissioners Meeting

Ms. Byun announced that the Commissioners have requested a meeting with the Authority to better get to know the role and responsibilities of Chester County Water Resources Authority. The meeting is scheduled for April 28.

G. Volunteer Rainfall Observers Network Recognition for 20 plus years

Ms. Greenawalt shared with the Board some gift items and ways to recognize the participation of individuals in the Volunteer Rainfall Observer Network, and especially the commitment to the program of the long-term observers. The members provided feedback and noted favorite ideas; staff will continue pursue this action.

H. Other

There were no other administrative items.

6. Watersheds Plan Update

A. General Updates (WPAC, DCNR funding)

Mr. Trego apprised the Board regarding the activities to date and the ongoing plans for the County-Wide Stormwater Management Model Ordinance updates. Monthly check-ins with the Cedarville team continue as they review technical specifications referenced in the current PADEP model ordinance in order to assess how the County-wide Model Ordinance complies with the state guidelines, and identify areas that may need revisions or sections added. Also planned is a Stormwater Summit to be held virtually on April 16 and which will serve as a required WPAC meeting.

Mr. Trego shared that the Authority will be applying for a Department of Conservation and Natural Resources (DCNR) Rivers Conservation grant for additional funding for the water plans updates. The application is due April 14.

A motion to approve a Resolution of Support from the Board of Directors for the grant application was made by Mr. Smith, seconded by Ms. Andrews, and unanimously approved.

B. Steering Committee Update

The most recent Steering Committee meeting was held March 4 to review the comments and feedback received during previous public and stakeholder outreach meetings. As a result of previous recommendations by the Steering Committee, a presentation to Kennett Square's Advisory Commission on Latino Affairs is scheduled for April 13. The Steering Committee also suggested distribution of additional surveys and public input opportunities. The next committee meeting is scheduled for April 20.

C. Watersheds and Stormwater Management Plan RFP Update

Mr. Trego informed the Board that, after review of the four proposals received, and after further interviews were conducted with three firms, CDM Smith, in partnership with Cedarville

Engineering and Gaadt Perspectives as subcontractors, were deemed the most qualified and preferred consultant. Due to their quoted cost being above budget, however, further discussion is ongoing with CDM Smith to find ways to reduce the cost/scope of work while still meeting the requirements of preparing a quality update to *Watersheds* and the County-wide Act 167 Plan. The goal is to have the contract documents presented to the County Commissioners for their review and award of the contract at their April 2021 meeting.

7. Dams 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. Struble and Hibernia Dam ROV Inspections

Mr. Chegwiddden shared that staff have been coordinating with Gannett Fleming to develop the scope of work and specifications for the inspection of the outlet works at both Hibernia and Struble Dams. The inspections, planned for the summer 2021, include submerged features and will require qualified divers and remotely operated vehicles provided by a specialized contractor. The rough-estimated cost for the inspections is between \$20,000 and \$25,000. Preparation and advertisement of an Invitation to Bid will be required for this work.

A motion to authorize staff to proceed with advertising an Invitation to Bid package for the Hibernia and Struble Dam ROV outlet works inspections, pending County Procurement and the Authority Solicitor's review and approval of the package, was made by Mr. Brookes, seconded by Mr. Smith, and unanimously approved.

C. Easement and Property Boundary Inspections at Barneston Dam

Mr. Chegwiddden reviewed preparations for Gannett Fleming to inspect the condition of shared property boundaries between the Authority and private landowners at Barneston Dam, as well as an inspection of Barneston area properties on which the Authority holds a flood easement. These preparations include plans for mailing personalized notices to landowners to inform them of the upcoming inspections and to provide other pertinent information relative to the boundaries and flood easements. An example of the information to be included in the mailing was shared with the Board. The inspections are planned to be conducted no later than April 15.

A motion to authorize staff to proceed with mailing notices to landowners for property boundary and flood easement inspections and to have Gannett Fleming conduct the inspections on behalf of the Authority, was made by Mr. Smith, seconded by Mr. Struble, and unanimously approved.

D. Fidelity Contracting Proposal for Hibernia Dam Valve Vault Check Valve Removal and Installation of Two Safety Grates

Mr. Chegwiddden presented a quote from Fidelity Contracting LLC to remove a drain check valve from the Hibernia valve vault that currently does not function as intended. Removal of the valve will not have any adverse impact on the valve vault or the dam and is in accordance with recommendations from Gannett Fleming. The contractor will also inspect the valve vault interior for water leakage or other deficiencies. In order to provide fall-through protection, the Fidelity Contracting quote includes the cost for installation of safety grates on the riser and valve vault hatch doors. The total cost for all tasks is \$5,435.00.

A motion to:

- Accept the Fidelity Contracting LLC quote for Valve Vault Improvements, dated February 16, 2021, not to exceed \$5,435.00;
- Authorize the Chairperson to execute an Agreement with the contractor to perform the described work, contingent upon receipt of all required document submittals by the contractor and the satisfactory review of the Agreement by the Authority's Solicitor;
- Authorize the Executive Director to issue a "Notice to Proceed" to the contractor after the Agreement has been signed

was made by Mr. Brookes, seconded by Mr. Smith, and unanimously approved.

E. Other

There were no other items to report.

F. Updates

1. Rice Farm Transfer Agreement

Ms. Byun shared that the final signed and notarized documents for the transfer of the Rice Farm property to Chester County were forwarded to the Authority Solicitor's office, who will file the transfer documents at the County Recorder of Deeds office.

2. Dam Safety Engineering and Related Activities RFP

Mr. Thomas informed the Board that four proposals were received for the Dam Safety and Engineering Services contract. The staff will be reviewing the submitted proposals over the coming days. Mr. Fernandes and Mr. Smith volunteered to participate in the review of the proposals.

3. Hibernia Dam NRCS Rehabilitation Project

Mr. Thomas noted that there has been no action in the past month, with staff waiting for NRCS to reconcile and close the funding accounts, and reimburse an estimated \$90,000 in unspent funds to Authority funding partners.

4. Beaver Creek Dam NRCS Rehabilitation Project

Mr. Thomas reported that NRCS received five bids on March 1 for the Beaver Creek rehabilitation project, with three bids within the project budget. He anticipated that an award will be made before the end of March.

Mr. Thomas also noted that bald eagle monitoring reports indicate that, based on the behavior of the adults, at least one egg has hatched. Therefore, the actual start of construction at Beaver Creek will most likely not begin until late July.

East Brandywine Township Parks and Recreation Committee volunteers approached the Authority with interest in doing a native plant inventory at Beaver Creek Dam as the sediment pool area goes through a naturalization process, and to perhaps conduct a native plant planting at the site of the former pool at some future date.

5. Barneston Dam Turnaround

No updates at this time. Staff are working to obtain contractor quotes.

6. Embreeville Wetlands New Conservation Area

Mr. Trego shared that comments provided by the Authority Solicitor have been incorporated into a revised Declaration of Restriction, and Gannett Fleming is completing a final description of the metes and bounds as an Attachment A to the document. Upon finalization, the Declaration of Restriction will be presented to Natural Lands who, as the owner of the property, will provide final approval.

G. Other

There were no other items to report.

H. Chairperson's Report

There was no Chairperson's report.

I. Members' Comments

There were no members' comments.


J. Public Comments

There were no public comments.

K. Adjournment

There being no further business, a motion to adjourn was made by Mr. Smith, seconded by Mr. Brookes, and was unanimously approved. The meeting was adjourned at 6:17 P.M.

Respectfully submitted,


Teresa Greenawalt
Recording Secretary