

Meyersdale Municipal Authority Workshop/Special Meeting Minutes

June 4th, 2024

1. A motion was made to open the Meeting at 6 p.m. by Don, 2nd by Barry. Motion passed with all in favor.

Board Members in attendance were Chair Brian, Don, and Barry. Sandy was there by phone.

Board Member Louie was not present

2. A motion was made to go into executive session at 6:02 p.m. by Don, 2nd by Barry. Motion passed with all in favor

A motion was made to end executive session and return to regular session by Don, 2nd by Barry. Motion passed with all in favor.

3. Public Comment: There was no one from the public present

4. Business:

A. Filter Media

Terry Baker, Tyler Hetz, & Dennis (from EADS) explained what the filter media does at the Water Plant. A discussion was had on what the options were to clean the media or to just replace the it all together.

A motion was made to Replace the media and the streaming circuit control unit at the Water Plant at the cost of \$60,000.00 by Don, 2nd by Sandy. Motion was passed with all in favor.

B. Payment Plans and Shutoff

A discussion was had on these matters and Solicitor Valentine is going to look into figures from around the State and report back.

C. Website

A discussion was had on what we would like on the website page. Bri is to see if a person she reached out to could attend a meeting and give some information.

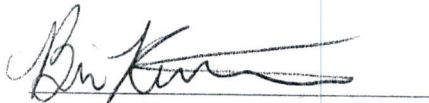
D. Office Move

Options on how to handle the move were discussed. Will keep this matter on other agendas for discussion.

E. Budget:

The Board discussed the Budget. Bri presented the Board with a copy that had the figures requested at another meeting. It was discussed and decided to add another figure to the budget and it be placed on the next meeting agenda for possible approval.

A motion was made to adjourn the meeting at 8:20 p.m. by Barry, 2nd by Sandy. Motion was passed with all in favor.



Minutes Prepared By
Bri Knieriem

6/18/24
Date

Project Kick-off Meeting Minutes
Section 313 Environmental Infrastructure Program
Meyersdale Municipal Authority – Keystone Street Sewer Replacement
12 June 2024

Attendees:

Name	Position/Organization	Phone	Email
Scott Swansinger	USACE	412-395-7277	Scott.D.Swansinger@usace.army.mil
Aimee McLaughlin	USACE	412-395-7327	Aimee.McLaughlin@usace.army.mil
Ethan Keefer	EADS Group	814-445-6551	ekcefer@eadsgroup.com
Brad Stinebiser	EADS Group	814-445-6551	bstinebiser@eadsgroup.com
Brian Witherite	MMA	814-634-8627	dad2b33@aol.com
Don Anderson	MMA	814-634-8627	donaldkanderson54@gmail.com
Louie Martin	MMA	814-634-8627	ffemt1737@yahoo.com
Sandy Miller	MMA	814-634-8627	sandyandwayne73@yahoo.com
Barry Yoder	MMA	814-634-8627	syoder7@verizon.net
Marc Valentine	Solicitor		attorneymarcvalentine@snydervalentinepc.com
Bri Knieriem	MMA Office Manager	814-634-8627	mdalemauth@hotmail.com

Program Introduction

1. Section 313 – South Central Pennsylvania (PA) Environmental Improvement Program
 - Program authorized by Water Resources Development Act of 1992 (P.L. 102-580).
 - Provides assistance to non-federal interests in carrying out water-related environmental infrastructure projects.
 - Design and/or construction assistance.
 - Congress recently increased the authorization to \$410 Million for projects in South Central PA.
 - Program covers 17 counties in south central PA.
 - USACE received \$578,000 for this project through Congressionally Directed Spending in FY24.
2. Eligible Environmental Infrastructure Projects
 - Wastewater treatment and related facilities
 - Combined Sewer Overflow
 - Water supply, storage, treatment, and related facilities

- Surface water resource protection and development
 - Mine drainage issues that impact water supply
 - Environmental restoration
3. Cost Sharing
- Section 313 program is a reimbursement program, whereby 75% of the total project costs are borne by the Government and 25% are borne by the local sponsor.
 - Reimbursement is not a grant and therefore, the money is not provided in one lump sum.
 - Reimbursement is made when invoices for work performed or paid receipts for work performed are provided to USACE.
 - Reimbursement will be provided for design and/or construction by the Sponsor only after execution of the agreement .
 - Total Project Cost: \$670,666.67
 - Government Share: \$578,000.00
 - Local Sponsor Share: \$167,666.67
 - Reimbursement to Sponsor: \$503,000.00

Non-Federal Sponsor Responsibilities

1. Letter of Intent
 - Sponsor has provided the original letter of intent (dated 28 July 2022) indicating their willingness to participate in this program.
 - We will request another letter of intent that summarizes the funding received. It's required by our Office of Counsel.
 - Primary Point of Contact (POC) for MMA: Bri Knieriem
2. Self-Certification of Financial Capability
 - Sponsor must provide financial self-certifications that verifies the capability to fully participate in the project per the agreement.
 - There will be two of the Financial Capability Certifications, one for the letter report and the other for the agreement.
 - This document must be signed by the employee responsible for the authority's finances.
 - Financial POC for MMA: Board President, Brian Witherite
 - USACE will provide the forms electronically for signature.
3. Assessment of Non-Federal Sponsor's Real Estate Acquisition Capability
 - Sponsor will certify its capability to acquire all necessary land for the project.
 - Sponsor will work with USACE Real Estate office to complete certification.
 - USACE will provide the form electronically and then have a meeting to complete the document.
 - Document will be signed by both sponsor and USACE Real Estate team.
4. LERRDs
 - Sponsor is responsible to provide 100% of all LERRDs required to construct project.
 - There will be potential ROW acquisition for the project.

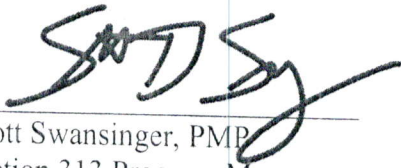
5. Complete Project Design Plans and Specifications
 - Sponsor will submit a complete set of design plans and specifications at 60% and 100%.
 - Sponsor will provide a cost estimate for proposed work.
 - USACE will work directly with the MMA's design engineer, EADS Group.
 - Engineering related correspondence will be directed through the engineer.
 - Engineer POC: Brad Stinebiser/Ethan Keefer
6. Prepare National Environmental Policy Act documentation
 - Federal assistance for water related infrastructure projects is subject to the requirements of NEPA and other environmental laws.
 - Sponsor shall prepare:
 - i. Environmental Assessment
 - ii. Phase I Environmental Site Assessment (HTRW Report)
 - iii. Phase I Cultural Resources Report
 - USACE will not begin review of NEPA documentation until all three documents are received.
7. Advertise/Award a construction contract
 - Sponsor is responsible for advertising and awarding the construction contract.
8. Construction Oversight
 - Sponsor is responsible for monitoring construction throughout life of project.
9. Provide invoices for reimbursement
 - Sponsor is responsible for providing USACE with timely invoices for work completed on the project.
 - Sponsor is also required to provide proof of payment of the invoices.
 - USACE will provide a sample cover letter for reimbursements.
 - Authority will submit signed cover letter along with invoices and proof of payment.
 - Preliminary invoices (pre-bills) should be submitted electronically to allow for review and comment prior to submission of actual invoice.
10. Operation, Maintenance, Repair, Replacement, and Rehabilitation (OMRR&R)
 - Sponsor is responsible for 100% OMRR&R for the project once complete.
 - Government will have no responsibility for OMRR&R for project.

USACE Responsibilities

1. General Section 313 Program Information
 - Project Partnership Agreement (PPA) between USACE and Sponsor must be executed prior to any reimbursement of funds.
 - USACE will use a portion of the government share, \$75,000, to manage the project over its life.
 - This amount is not cost shared and is not included in the total project cost.
2. Letter Report
 - The letter report describes the proposed infrastructure assistance and the non-Federal infrastructure project it supports.

- Sponsor will provide project information to aid in development of letter report (i.e., Preliminary Engineering Report, project location maps, etc.).
 - Will use the information to draft letter report.
 - Document will be reviewed and approved by USACE PM Chief, Planning Chief and Office of Counsel.
3. Project Partnership Agreement (PPA)
- PPA will outline USACE/Sponsor responsibilities for the project.
 - The PPA is a model agreement that we don't deviate from.
 - Agreement must be in place prior to any construction work being conducted on project.
 - Draft PPA will be provided to Sponsor and their legal counsel for review.
 - USACE will perform legal reviews at the district level (LRP) and the Division level (LRD).
 - Legal reviews generally take approximately 30-45 days.
 - District will prepare a Certificate of Legal Sufficiency once approved.
 - The District Commander will sign PPA along with MMA Board President, Brian Witherite and MMA Solicitor, Marc Valentine.
 - Plan to execute PPA by the end of the FY, which is 30 September.
 - Typically, USACE will have a formal signing event with USACE Commander in attendance. Will leave up to MMA.
 - We invite Congressional members to the event as well.
 - Once PPA is executed, move into design phase.
4. Prepare the Project Management Plan (PMP)
- USACE will prepare the PMP which outlines communications for the project as well as identifies the USACE project team roles and responsibilities.
 - The project team with USACE will sign the document.
 - Will provide a copy to MMA for their records.
5. Design Reviews
- USACE will review design plans and specifications and provide comment.
 - Design reviews will consist of Environmental, Real Estate, and Engineering
 - a. Engineering:
 - Review and provide comment on draft design plans and specifications at 60% design.
 - Review and approve final design plans and specifications at 100% design.
 - b. Real Estate:
 - Certify real estate on final plans.
 - c. Environmental:
 - Review NEPA documentation to ensure compliance with environmental regulations.
 - Prepare the Finding of No Significant Impact (FONSI) which requires a 30-day public review.
 - Allow 30 days for each review.
6. Perform Quality Assurance (QA) of project during construction
- USACE engineer will perform spot inspections throughout the life of construction to verify completion of the project.
 - Inspections will take place after a reimbursement request is submitted.

- **USACE does not perform full time inspection on these projects.**
7. **Process Reimbursement Requests**
 - **Invoices are reviewed by USACE PM and Engineer.**
 - **Engineer will perform inspections to verify invoices prior to reimbursement.**
 - **Allow 30 days for review and processing.**
 8. **Perform Physical/Fiscal closeout of project after completion**
 - **USACE PM is responsible for fiscal closeout of the project to ensure the cost share is balanced and the Sponsor has provided its 25% cost share amount.**
 - **Potential for a ribbon cutting ceremony upon completion of the project if MMA would like to participate.**

A handwritten signature in black ink, appearing to read 'SSW', is written over a horizontal line.

Scott Swansinger, PMP
Section 313 Program Manager