

## **Meyersdale Municipal Authority Workshop/Special Meeting Minutes**

**June 4<sup>th</sup>, 2024**

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

A motion was made to end executive session and return to regular session by Don, 2<sup>nd</sup> 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 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, 2<sup>nd</sup> 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

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

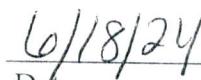
E. Budget:

The Board discussed the Budget. Bri presented the Board with a copy that had the figures requested at another meeting. I 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, 2<sup>nd</sup> by Sandy. Motion was passed with all in favor.



Minutes Prepared By  
Bri Knieriem



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	ekeefer@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

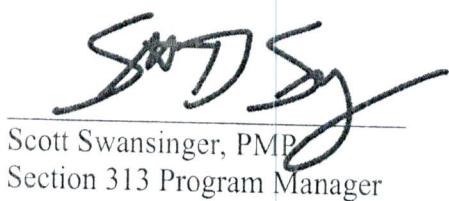
- USACE will review design plans and specifications and provide comment.
- Design reviews will consist of Environmental, Real Estate, and Engineering
  - a. Engineering:
    - Review and provide comment on draft design plans and specifications at 60% design.
    - Review and approve final design plans 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.



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Scott Swansinger, PMP  
Section 313 Program Manager