

October 16, 2017

**BEDFORD BOROUGH WATER AUTHORITY
MONTHLY MEETING AGENDA
4:00 P.M.**

PRESENT:

___ T. OSTER, CHAIRMAN	___ D. CRABTREE, AUTHORITY SOLICITOR
___ J. SPEICHER, 1 ST VICE CHAIRMAN	___ B. DIEHL, BOROUGH MANAGER
___ M. BULLINGTON, 2 ND VICE CHAIRMAN/TREAS.	___ B. GELLER, BOROUGH SECRETARY
___ L. MYERS, ASST SEC/ASST TREAS	___ B. FOOR, WATER DEPARTMENT SUPT.
___ S. CALHOUN, SECRETARY	___ A. KEIRN, AUTHORITY ENGINEER

OTHERS PRESENT: _____

CALL TO ORDER.

MINUTES OF MEETING(S): Regular September 18, 2017 Meeting.

Approved As Submitted – Motion _____ Second _____ Vote (____ - ____)

Approved As Corrected – Motion _____ Second _____ Vote (____ - ____)

Modifications: _____

CHECKS: September 19, 2017 through October 15, 2017

CHECKS: October 16, 2017

Approved As Submitted – Motion _____ Second _____ Vote (____ - ____)

Approved As Corrected – Motion _____ Second _____ Vote (____ - ____)

Modifications: _____

TREASURER’S REPORT: October 16, 2017

Approved As Submitted – Motion _____ Second _____ Vote (____ - ____)

Approved As Corrected – Motion _____ Second _____ Vote (____ - ____)

Modifications: _____

BID OPENINGS (if any):

VISITORS RECOGNIZED: 3 TO 5 MINUTES SPEAKING TIME PER VISITOR/TOPIC.

Name:

Topic:

OLD AUTHORITY BUSINESS:

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SOLICITOR'S REPORT:

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WATER SUPERINTENDENT'S (Brad Foor) REPORT:

- ONGOING - Further discussion with Authority on Sale of Timber – Tom O'Neil
- Update on Cross - Training of new employees
- Report on any additional info on relocation of Milburn Water Line – Bedford County Fairgrounds (Race Car Hall of Fame Bldg)
- Water Break on 10/07/2017 – Railroad Street

BOROUGH MANAGER'S REPORT:

1. Distribute Monthly Budget Report – January (Prior Year's), April (Jan. – Mar.), July (Jan. – June), & October (Jan. – Sept.)
2. Water System Report – most recent data available:
 - The water elevation in the Smith Reservoir is below the spillway by 5.04'.
 - The water elevation in the Todd Reservoir is below the spillway by 0.32'.
 - The Smith Reservoir is 6.86' higher than it was last year. The Todd Reservoir is 4.12' higher than it was last year.
 - In September, we recycled an average of 62,000 gpd from the filters and clarifiers back into the Todd Reservoir.
 - The average daily minimum river flows in September were approximately 335.27% of last year's flows.
 - 2017 year to date total gallons pumped from the Raystown Branch of the Juniata River = 122.001 MG. Through the end of October 2016, we pumped 167.253 MG and through the end of October 2015 we pumped 133.885 MG.
 - In September 2017, the average daily WTP production of water was .309 MGD. In September of 2016, the average daily WTP Production of water was .355 MGD.
 - 2017 year to date total precipitation = 38.52". Through the end of October 2016, we had 24.78" of precipitation and through the end of October 2015 we had 31.73" of precipitation.
3. Congratulations to Sarah Calhoun and her husband Kris on the birth of their daughter (Scarlett).
4. Pool Discussion – BTMA (Attached) gives a credit for sewer portion of invoice upon a written request for up to 10,000 gallons per year. Altoona does not issue credits for sewer portion of invoice for pool filling. Lock Haven does issue credits – form found on their website. *Tabled until November Meeting.*

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5. Further discussion on changes pertaining to 'payment arrangements' on customer accounts. *Tabled until November Meeting.*
6. Reminder to Authority that I will begin working on the 2018 Budgets. We will be discussing the proposed budget at our November 20th meeting (as well as the annual three (3.0%) percent increase which was agreed upon several years ago) and then the 2018 Budget will need to be officially adopted at our December 18th meeting.
7. Review Engineering Retainer Agreement with The EADS Group for 2018. Formal motion to occur *during November 20th Authority Meeting. Discussion on Operator Assistance Services Proposal from The EADS Group for 2018.*

ENGINEER'S REPORT

1. Reservoirs / Dams

A. J.C. Smith Reservoir Dam:

- i.) Met with DEP on October 4, 2017 (see notes emailed on 10/11/17). Provide update of well development progress by end of 2017 with decision on dam rehabilitation by end of February 2018. Discussed *"Rehabilitation Alternatives Evaluation and Conceptual Plan"* dated April 2017 during meeting with DEP - submit by the end of October 2017 if the Authority approves.
- ii.) Well Field Development - Met with Casselberry at the site on 10/3/17. DEP Sanitary Survey scheduled for 10/19/17. Casselberry to coordinate with drillers to get proposals for test wells - may be possible to have a test well by the end of the year. Discussed drilling two (2) test wells while the driller is on site - estimate to drill one test well (not including costs to clear areas and provide access) was \$25,000 - \$40,000 depending on if observation wells are needed (\$23,550 for one test well estimated in Casselberry's feasibility study). Conducted site visit with B. Foor and J. Whitmore on 10/12/17 to look at possible access routes to the well sites.

B. Annual Dam Inspections - Field work completed April 12, 2017. Completion of reports tentatively scheduled for end of October (wait until after mtg. w/ DEP).

2. Contract No. 2017-01: Lakewood Manor and Chamberlain Street Water Line Replacement

A. Project Status - Contractor: Guyer Brothers, Inc.

Notice To Proceed – June 26, 2017

Final Payment (Completion) – November 22, 2017 (150 calendar days)

Contract Amount - \$511,450.50 (Base Bid, Alt. 1, Alt. 2, and Alt. 3)

Contract Time Elapsed (as of 10/13/17) – 114 days (76%)

Work Completed (as of 10/13/17) - \$483,322.55 (98%)

Work completed since last Authority meeting: None - working on project close out.

Payment request this month: None

Work Remaining: Submission of as-built and project close out documents. Balance to finish (including Change Order #1) and retainage = \$35,466.13.

3. Miscellaneous Items -

- A. **Capital Improvements Projects list and estimated costs** – DRAFT copy of updated project list with cost estimates provided for review and discussion in preparation for 2018 budget.
- B. **Drought Contingency Plan** – *Revised DRAFT plan forwarded to Authority staff for review - trigger levels need to be re-evaluated to reflect current operating conditions. Recommend developing new agreement with BTMA to reflect current operating and supplemental water supply conditions. Borough Water Authority representatives met with Township Municipal Authority representatives on March 8, 2017 to discuss shared water services, interconnections, wells, agreement, etc. - NO CHANGE*
- C. **Cross Connection Control Program** - *Knisely provided quote for backflow device / meter installation plumbing work at Borough garage ==> \$11,536.00. Met with Mervac rep. and Borough reps. at the site on 9/20. Revising layout - need to limit water service interruption to WWTP to no more than 2 hrs. Recommend installing a new 4" backflow preventer at a cost of approx. \$1,700 instead of relocating existing device installed in the WWTP (discontinued style, heavy, requires more room for installation). Will provide revised layout information to Mervac and Guyer Bros. when ready.*
- D. **Clark Water Line Extension** - *Met with the Clarks and their engineer on July 5. They are planning to connect to existing water line south of Highland Drive and install private water line along Donahoe Manor Road. Plan for "Water Service Lateral for Clark Contractors, Inc." submitted on 10/4/17. Plan shows a 2" water line with a master meter installed at the connection to the Authority's existing water line along Donahoe Manor Road.*
- E. **Snoosh Mountain Hydro Project** - DRAFT comment letter prepared.
- F. **WTP Operations Assistance Services** - Ongoing.

NEW AUTHORITY BUSINESS:

CHAIRPERSON'S BUSINESS:

ADJOURNMENT: Motion by: _____

Next Authority Meeting ~ Monday, November 20, 2017 @ 4pm