2016-11-21

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

PRESENT:

____ R. MELLOTT, CHAIRMAN
____ G. MARTELL, 1st VICE CHAIRMAN
____ T. OSTER, 2nd VICE CHAIRMAN/TREASURER
____ J. SPEICHER, ASST SEC/ASST TREAS
____ M. BULLINGTON, SECRETARY
____ D. CRABTREE, AUTHORITY SOLICITOR
____ B. DIEHL, BOROUGH MANAGER
____ B. GELLER, BOROUGH SECRETARY
____ B. FOOR, WATER DEPARTMENT SUPT.
____ A. KEIRN, AUTHORITY ENGINEER

Incoming 2017 Authority Members: ____ MYERS, LARRY ____ CALHOUN, SARAH

OTHERS PRESENT: _____
_____

CALL TO ORDER.

MINUTES OF MEETING(S): Regular October 17, 2016 Meeting.

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

CHECKS: October 18, 2016 through November 20, 2016
CHECKS: November 21, 2016

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

TREASURER'S REPORT: November 21, 2016

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

BID OPENINGS (if any):

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

Name: **Topic:**

OLD AUTHORITY BUSINESS:

1.

SOLICITOR'S REPORT:

2.

WATER SUPERINTENDENT'S (Brad Foor) REPORT:

- ONGOING - Further discussion with Authority on Sale of Timber – Tom O'Neil
- ONGOING - Discussion on meter pit for WWTP – *backflow preventer needs to go above ground (maintenance building could be a potential place for it or install a new enclosure device) – more details to follow. Budgeted Expense in 2016 – Quote from Guyer Brothers ($30,400) Aaron spoke with John Clabaugh (Engineer for MABB) – he will provide Aaron with as-built drawings which show the piping/plumbing and where protection devices were installed. Once received, Aaron and I will review and arrange a site visit to see what may be required.*
- *Update on Water Project* – Division Street Water Line Replacement
- Update on Cross-Training of new employees
- Status of current water drought situation – (Mandatory Water Conservation Notice) – Cancelled 11/17/16
- Water Break on 10/10/16 – 5008 Forest Avenue
- Water Break on 10/18/16 – Corner of North & N. Thomas
- Water Break on 10/21/16 – Railroad Street
- Water Break on 10/25/16 – Barclay Street
- Water Break on 11/10/16 – 414 S. Richard Street
- Water Break on 11/17/16 – Concord Drive

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 6.52'.
   - The water elevation in the Todd Reservoir is below the spillway by 4.63'.
   - The Smith Reservoir is 6.03' lower than it was last year. The Todd Reservoir is 1.30' higher than it was last year.
   - In October, we recycled an average of 47,000 gpd from the filters and clarifiers back into the Todd Reservoir.
   - The average daily minimum river flows in October were approximately 72.48% of last year's flows.
   - 2016 year to date total gallons pumped from the Raystown Branch of the Juniata River = 186.257 MG. Through the end of November 2015, we pumped 154.076 MG and through the end of November 2014 we pumped 107.74 MG.
   - In October 2016, the average daily WTP production of water was .383 MGD. In October of 2015, the average daily WTP Production of water was .351 MGD.
   - 2016 year to date total precipitation = 25.08". Through the end of November 2015, we had 33.40" of precipitation and through the end of November 2014 we had 28.50" of precipitation.

3. Review Proposed 2017 Budget.

4. Reminder – the Water Authority will join Council & the Municipal Authority for a dinner on Wednesday, December 14th at 4:30pm. The location will be at Bad Boyz Bistro. This holiday dinner will hopefully give Council, the Authorities, Solicitor, Engineers (EADS & SMAI) and the employees the opportunity to gather as one and enjoy the fellowship.

5. Further discussion on the Three-Party Agreement request from Marcia Kay Fisher (104 E Penn Street) for a release of any responsibility prior to her meter if a water line is teed off her service line for an irrigation system for the Public Square housing the Veteran's Monument. "The League of Pretty Good Guys" are working with a landscape architect and are raising funds to install the irrigation system. Connecting to the service line of Ms. Fisher would save boring under the street.

6. Distribution of the 2017 Meeting Schedule.

7. Distribution of the 2017 Water Weekend – Holiday Work Schedule for employees.

8. Accept quote from Guyer Brothers to extend water service along Harriette Drive (Route 30W). Quote attached in packet. *This was tabled during October meeting.*

   Motion _____ Second _____ Vote (____ - ____)

9. Request Executive Session (End of Meeting) – to discuss union negotiations and RFP update.

10. Accept Operator Assistance Services Proposal from The EADS Group. *Information presented during October 17, 2016 Meeting.*

    Motion _____ Second _____ Vote (____ - ____)

ENGINEER'S REPORT

1. Reservoirs / Dams
   A. J.C. Smith Reservoir Dam:
      i.) Completing concept plan to address spillway capacity and seepage issues at the dam. Preliminary spillway capacity analysis information submitted to DEP with 2015 annual dam inspection report. (No Change)

      ii.) Well Field Development - Property access status update.

   B. Annual Dam Inspections - Working on report for submission to DEP.

2. Projects

   Contract No. 2015-01: Division Street Water Line Replacement - Guyer Brothers, Inc.

Project Closeout / Final Payment Request:

- Certificate of Substantial Completion - August 15, 2016 (Need Chairman's Signature)
- Received As-Built Drawings from contractor
- Received the following signed closeout documents: Contractor's Affidavit of Release of Liens, Contractor's Affidavit of Payment of Debts and Claims, Consent of Surety to Final Payment
- Engineer's Notice of Acceptability of Work dated November 21, 2016

Change Order No. 1 - Quantity Adjustments (Net Contract Deduct of $91,610.05)

Payment request this month: <u>Application #5 (Final) - for $18,671.77</u>
Need Motion and Approval of Change Order No. 1 and Request #5

Motion _____ Second _____ Vote (____ - ____)

3. Miscellaneous Items -
   A. Capital Improvements Projects list and estimated costs – Review and update as part of 2017 Budget preparation.
   B. Drought Contingency Plan – Revised DRAFT plan forwarded to Authority staff for review. Recommend developing new agreement with BTMA to reflect current operating and supplemental water supply conditions. (No Change)
   C. Cross Connection Control Program - Coordinating with Authority staff to review as-built drawings for wastewater plant showing existing meter and protection devices installed and to schedule site visit. Working on draft revisions to Rules and Regulations for Authority staff review and comment. (No Change)
   D. Water Service Request for Harriette Drive (RT 30W) - continue discussion from October meeting.
   E. Chemical Feed Enclosure for WTP - See 2017 budget information. Estimated cost $16,000. Budget costs for prefab fiberglass shelters ranged from $9,000 to almost $16,000; currently looking at prefab wood framed utility / storage structures (have to add electric, plumbing, etc.).
   F. EADS Operations Assistance Services Proposal - discuss questions, status.

NEW AUTHORITY BUSINESS:

CHAIRPERSON'S BUSINESS:

ADJOURNMENT: Motion by: _____

Next Authority Meeting ~ Monday, December 19th @ 4pm
Budget Will Need Adopted at This Meeting in December