January 18, 2016

Bedford Borough Water Authority

The Bedford Borough Water Authority met on the above date with the following Authority Members present, Thomas Oster, Jeremy Speicher and Matt Bullington. Borough Manager Barbara Diehl, Borough Secretary Beverly Geller, Water Department Superintendent Jim Housel, Assistant Water Department Superintendent Brad Foor and Engineer Aaron Keirn, P.E., were also present. Authority Members Randall Mellott and Greg Martell and Solicitor Dean Crabtree were absent.

Motion was made by Mr. Speicher, seconded by Mr. Bullington, to approve the Minutes of the December 21, 2015 regular Meeting. Motion carried by unanimous vote (3-0).

Motion was made by Mr. Bullington, seconded by Mr. Speicher, to approve the list of checks from December 21, 2015 through January 17, 2016. Motion carried by unanimous vote (3-0).

Motion was made by Mr. Speicher, seconded by Mr. Bullington, approving the January 18, 2016 Treasurer's Report. Motion carried by unanimous vote (3-0).

Mr. Housel shared the updated cross-training report and that new employee John Whitmore started on January 6, 2016 and new employee Nick Arnold started on January 11, 2016.

Mr. Foor shared the following:

- ONGOING - Further discussion with Authority on Sale of Timber – *in planning stages* (Tom O'Neal toured the property and is preparing a report to present to the Water Authority)
- 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 – Approx. $30,000*
- *Update on Ash Lawn Drive* – Water Line was replaced in the wooded area – right of way
- *Update on New Truck for Water Department* – New truck has a plow which will allow Water Dept to plow inside the gate. Street Dept will continue to plow the road to the plant

Manager Diehl shared the most recent Water System Report data available:

- The water elevation in the Smith Reservoir is below the spillway by 1.15'.
- The water elevation in the Todd Reservoir is below the spillway by 2.10'.
- The Smith Reservoir is 0.29' higher than it was last year. The Todd Reservoir is 1.67' higher than it was last year.
- In December, we recycled an average of 38,000 gpd from the filters and clarifiers back into the Todd Reservoir.
- The average daily minimum river flows in December were approximately 163.89% of last year's flows.
- 2016 year to date total gallons pumped from the Raystown Branch of the Juniata River = 10.937 MG. Through the end of January 2015 we pumped 28.805 MG and through the end of January 2014 we pumped 6.365 MG.
- In December 2015, the average daily WTP production of water was .381 MGD. In December of 2014, the average daily WTP Production of water was .469 MGD.
- 2016 year to date total precipitation = 1.32". Through the end of January 2015 we had 1.01" of precipitation and through the end of January 2014 we had 0.61" of precipitation.

Manager Diehl distributed the 2016 Statement of Financial Interests Forms and the Borough Employee's Telephone List for 2016.

Manager Diehl updated the Authority on the Severn Trent visit to WTP on Thursday, January 14th.

~ Examined facilities, gathered information and Manager Diehl will provide the final items to them in order to complete their development of a proposal for the operation and maintenance of the water facilities.

Manager Diehl shared that the 2015 Audit was in process by Wessel & Company. The expectation is completion in February or early March. Manager Diehl shared that the update on utility software conversion from InHANCE to MUNILINK had begun.

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 annual inspection reports this week.
      ii.) Well Field Development - Reviewing and plotting additional deeds searched / obtained on 1/8/15 for properties near proposed well sites #3 and #4 (Township Building / Shed Road area).
   B. Annual Dam Inspections - Reports for 2015 inspections completed and submitted to DEP.

2. Projects
   A. Division Street Water Line Replacement
      1) Base Bid - Division Street, N. Juliana St., Orchard Way, Oak Crest, Fallowfield Drive
         Estimated Construction Cost $481,000
         Alternate Bid - Industrial Avenue, North Thomas Street
         Estimated Construction Cost $123,000
         Total Estimated Construction Cost = $604,000
      2) Permits / Approvals: Township Roadway Alteration Applications - Ltr. dated 12/15/15 from Township Engineer with information and required bond amounts; permits to be finalized pending award of construction contract.
      3) Project cost estimate: $714,000 + engr. agree. amendment (see 9/21/15 report)
      4) Tentative Schedule:

Authority Approval to Bid	December 21, 2015
Advertise For Bids	**January 22 and 29, 2016**
Open Bids	**Friday, February 19, 2016 (4 wks. bidding pd)**
Award Construction Contract	Monday, March 21, 2016 (Regular Meeting)
Notice To Proceed	April 2016
Construction	April - September 2016 (allow 150 days)

3. Miscellaneous Items -
   A. Capital Improvements Projects list and estimated costs – Review again in 2016?
   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. Todd Water Storage Tank Maintenance - postponed. Treatment plant operators and SCADA/Telemetry consultant reviewing process control adjustments to increase chlorine contact time. Will need to test system to evaluate plant operations while the Todd Tank is out of service. Future tank maintenance work may also involve installation of mixing system to help reduce Disinfection By-Product (DBP) formation in the tank. **(No Change)**
   D. Cross Connection Control Program - Working on draft revisions to Rules and Regulations for Authority staff review and comment. Copy of preliminary plan for meter and backflow preventer installation at WWTP provided in November for Authority staff to review. **(No Change)**
   E. WTP Electrical Service - Work started to install OH electric service at WTP. Waiting for Penelec and review of installation by code enforcement agency. **(No Change)**
      1) Secondary Service Lateral Replacement - replace existing UG service; install conductors at transformer bank with connections turned down to prohibit water entry:
         Option 2 selected (August meeting): Overhead - $5,120.00
      2) Correct Neutral and Ground bonding and wiring issues:
         Option 1: Correct existing 4-wire system - $6,658.00
         Option 2: Convert to 3-wire system - $3,196.00
         ** Will discuss requirements with code review agency when secondary service lateral replacement work (Item 1) is completed.
      3) Replace Transient Voltage Surge Suppressor - pending further review and discussion with Mortimer Electric and code review agency (Item 2).
   F. Met with Jim Housel and Severn-Trent representatives on Thursday, January 14, 2016 to review treatment plant and tour water system.

There being no further business, a motion to adjourn was made and carried at 4:27 p.m.