

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, Assistant Water Department Superintendent Brad Foor and Engineer Aaron Keirn, P.E., were also present. Authority Members Randall Mellott and Greg Martell, Borough Secretary Beverly Geller, Water Department Superintendent Jim Housel and Solicitor Dean Crabtree were absent.

Motion was made by Mr. Bullington, seconded by Mr. Speicher, to approve the Minutes of the January 18, 2016 regular Meeting. Motion carried by unanimous vote (3-0).

Motion was made by Mr. Speicher, seconded by Mr. Bullington, to approve the list of checks from January 18, 2016 through February 14, 2016. Motion carried by unanimous vote (3-0).

Motion was made by Mr. Bullington, seconded by Mr. Speicher, approving the February 15, 2016 Treasurer's Report. Motion carried by unanimous vote (3-0).

Mr. Foor shared the following:

- Cross-Training going well.
- Overhead wiring at WTP was completed the week of February 8th.
- 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* – Brad spoke with John Zimmerman and his contractor (Zane Lingenfelter) did start the project – work was to be completed shortly.
- Water Break – Thursday, February 4th & Friday, February 5th (Lakewood Manor – 5132 Forrest Avenue). Due to the lack of accurate maps, it was difficult to narrow the leak in a timely fashion. Brad had to shut off eight valves (when it should have only been four valves), replace two saddles and his crew had water back in service after a 14-hour period. Only four homes had been affected and they experienced no negative water pressure. These water lines had been installed in the late 80's to early 90's.

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

- The water elevation in the Smith Reservoir is below the spillway by 0.60'.
- The water elevation in the Todd Reservoir is below the spillway by 0.29'.
- The Smith Reservoir is 0.42' higher than it was last year. The Todd Reservoir is 1.54' higher than it was last year.
- In January, we recycled an average of 50,000 gpd from the filters and clarifiers back into the Todd Reservoir.
- The average daily minimum river flows in January were approximately 244.81% of last year's flows.
- 2016 year to date total gallons pumped from the Raystown Branch of the Juniata River = 21.694 MG. Through the end of February 2015 we pumped 50.922 MG and through the end of February 2014 we pumped 12.893 MG.
- In January 2016, the average daily WTP production of water was .489 MGD. In January of 2015, the average daily WTP Production of water was .513 MGD.

- 2016 year to date total precipitation = 2.25". Through the end of February 2015 we had 2.07" of precipitation and through the end of February 2014 we had 1.59" of precipitation.

Manager Diehl advised Authority members of the following:

- Reminder to return their 2016 Statement of Financial Interests Forms.
- Updated the Authority on the Severn Trent visit to the WTP on Thursday, January 14th. Severn Trent 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.
- The 2015 Audit was in process by Wessel & Company. The expectation is completion in February or early March.
- The update on utility software conversion from InHANCE to MUNILINK is in progress. The 'Go Live' date is set for March 11th (pending no problems with data transfer).
- Manager Diehl will be in State College March 16th thru March 18th – attending a PML Training for the Borough. Literature was provided to the Authority and Manager Diehl will commute each day.
- Manager Diehl asked both Aaron Keirn and Brad Foor to attend the Municipal Authority's Meeting on Tuesday, February 16th for a discussion on a potential dam removal. Early stage discussion, however we do have concerns with our existing water line that could be affected over a long period of time due to river flow, etc. Brad Foor would be attending with Manager Diehl.

Manager Diehl presented an option to the Authority for the large water project this year. The Authority does have an option of putting their funds in an investment account (typically a CD) and then to borrow the money using those funds as collateral. Reason being, the authority could get a very low rate on the loan since its cash-secured and therefore, keep their investment.

(Example - Put the money into a CD that is paying 0.20%, the loan rate would be 2.20%. You continue to earn the interest on the CD as well. One might like doing this because at the end of the loan term, you would still have the cash and the asset that was financed. It helps from starting over to build cash reserves.)

Authority would take this into consideration, however, appropriate funds had been allocated within the 2016 Budget for this project.

Motion was made by Mr. Bullington, seconded by Mr. Speicher, to concur with Borough Council's hiring of Misty Hizer as Assistant Borough Secretary. Misty will begin employment on Monday, February 22, 2016. Motion carried by unanimous vote (3-0).

Motion was made by Mr. Speicher, seconded by Mr. Bullington, to approve the Engineering Services Agreement with EADS for 2016. Motion carried by unanimous vote (3-0).

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 dam inspection report.
- ii.) Well Field Development - Reviewing and plotting additional deeds for properties near proposed well sites #3 and #4 (Township Building / Shed Road area).

B. Annual Dam Inspections - No Report

2. Projects

A. Division Street Water Line Replacement

- 1) Advertised for Bids - Bid Opening scheduled for 11:00 AM February 26, 2016.

- 2) Tentative Schedule:

Open Bids

Award Construction Contract

Notice to Proceed

Construction

Friday, February 26, 2016 @ 11am

Monday, March 21, 2016 (Regular Meeting)

April 2016

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 - Staff reviewing WTP process control adjustments to increase chlorine contact time. Need to test system to evaluate plant operations while the Todd Tank is out of service. Consider 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)**

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- E. WTP Electrical Service - OH electric service installation completed at WTP. Installation was reviewed and approved by Commonwealth Code. No other issues to report. Recommend tabling other work to address neutral/ground bonding and wiring.
- 4. Meeting w/ ISO Fire Protection Field Analyst and staff on Thursday (2/18) to discuss information needed to update fire protection classification.

There being no further business, a motion to adjourn was made and carried at 4:40 p.m.