June 20, 2016

Bedford Borough Water Authority

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

Motion was made by Mr. Oster, seconded by Mr. Speicher, to approve the Minutes of the May 16, 2016 regular Meeting. Motion carried by unanimous vote (4-0).

Motion was made by Mr. Speicher, seconded by Mr. Martell, to approve the list of checks from May 16 through June 19, 2016. Motion carried by unanimous vote (4-0).

Motion was made by Mr. Oster, seconded by Mr. Martell, approving the June 20, 2016 Treasurer's Report. Motion carried by unanimous vote (4-0).

Tom Krall of Severn Trent spoke on the benefits of contracting the Water Treatment and Wastewater Treatment plants. Mr. Krall urged the Authority to look at more than price. Severn Trent offers resources from a national company.

Authority discussed the request of Borough Council for the dam removal behind BB&T Bank. Manager Diehl noted that additional files have been found and Penelec and CenturyLink lines are located within/near the dam. Further discussion and research continues on this project.

Mr. Foor shared the following:

- Jim Housel is working with the contractors to make changes to the WTP prior to his retirement. The changes allow all 3 pumps to have variable speed capabilities allowing the plant to run 24 hours a day which will lower the filter flow rates and increase chlorine contact time.
- ONGOING - Further discussion with Authority on Sale of Timber – *in planning stages*
- 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* – estimate from Guyer Brothers – pending
- *Update on Water Project* – Division Street Water Line Replacement
    - *Water Break by Guyer Brothers on 06-15-16 – 491 N. Thomas Street*

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

- The water elevation in the Smith Reservoir is below the spillway by 1.74'.
- The water elevation in the Todd Reservoir is below the spillway by 0.24'.
- The Smith Reservoir is 0.91' lower than it was last year. The Todd Reservoir is 0.24' higher than it was last year.
- In May, we recycled an average of 51,000 gpd from the filters and clarifiers back into the Todd Reservoir.
- The average daily minimum river flows in May were approximately 173.09% of last year's flows.

- 2016 year to date total gallons pumped from the Raystown Branch of the Juniata River = 93.505 MG. Through the end of June 2015 we pumped 78.733 MG and through the end of June 2014 we pumped 28.611 MG.
- In May 2016, the average daily WTP production of water was .497 MGD. In May of 2015, the average daily WTP Production of water was .406 MGD.
- 2016 year to date total precipitation = 13.34". Through the end of June 2015 we had 21.86" of precipitation and through the end of June 2014 we had 18.25" of precipitation.

Manager Diehl advised Authority members of the following:

- Update on 2015 Audit being done by Wessel & Company.
- Update on utility software conversion from InHANCE to MUNILINK – go live was May 24th.
- Requested an Executive Session to discuss Personnel & Contract Negotiations.
- The 2015 Water Quality Report was printed, taped, labeled and will be distributed later this week. A total of 2500 was printed and folded by P/S Printing. Together Bev and Misty (along with the help of Tom Oster) did all the taping and labeling in preparation of the mailing via the Post Office - 2100 copies of these will be mailed and the remaining amount will be bulk dropped.
- TABLED FROM May 16th Meeting: ***Proposal came in on 05-16-16 for $40,435.00***

  Brad Foor and I met with Dave Sollars & Steve Miller from LB Water on Wednesday, May 4th to discuss our current meter reading equipment. This SENSUS equipment was purchased from L/B Water back in December of 2006. These hand held meters have become obsolete (with repair) due to their 10-year life span. At the time, we purchased (2) Series 5002 Hand Held Reading devices as well as (60) meters, (2) charging stands, (1) AUTOREAD software package and (2) SENSUS auto guns. The approximate expense back then was $34,422.50.

  - Dave is working on a quote for us, which I shall present at the June Authority Meeting.
  - This quote will be for basically the same material as listed above, with the exception that we have requested a combination of (200) meters. The new system is called a Series 6500 and was just released.
  - Quote should be approximately $40K. *Could be lower, this is just an estimate.*
  - Our current system:
    - Approximately 2250 on system.
    - 500+ have been upgraded to radio reads.

  Motion made by Mr. Oster, seconded by Mr. Martell, to approve the purchase of new equipment from LB Water. Motion carried by unanimous vote (4-0).

- Motion was made by Mr. Speicher, seconded by Mr. Martell, to concur with Borough Council's offer of full time employment to Misty Hizer as Assistant Borough Secretary with full time employment to begin on Monday June 27, 2016. Motion carried by unanimous vote (4-0).

- Motion was made by Mr. Oster, seconded by Mr. Speicher, to have Stiffler McGraw Associates Inc prepare the Request for Proposal (RFP) with regards to contracting out the Water and Wastewater Treatment Plants. Motion carried by unanimous vote (4-0).

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 2015 annual dam inspection report. **(No Change)**
      ii.) Well Field Development - Received one quote for appraisal - $2,500. Trying to obtain another quote.
   B. Annual Dam Inspections - Field work completed April 20, 2016.
2. Projects -

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

   Project Status:

   Notice to Proceed – May 31, 2016
   Final Payment (Completion) – October 27, 2016 (150 calendar days)
   Contract Amount - $465,045.50 (Base and Alt. Bid #1 using PVC pipe)
   Contract Time Elapsed (as of 6/20/16) – 20 days (13%)
   Work Completed (as of 6/20/16) - $ 188,343.50 (40 %)
   Work completed since last Authority meeting: 8" and 6" water line installation complete in Orchard Way, Fallowfield, Division Street, N. Julianna St., Industrial Ave., and N. Thomas St.; 2" water line installation complete in Oak Crest Drive.
   Payment request this month: <u>Application #1 - for $ 169,509.15</u>
   Motion made by Mr. Martell, seconded by Mr. Speicher, to approve the payment to Guyer Brothers of $169,509.15. Motion was carried by unanimous vote (4-0).

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.
   C. Todd Water Storage Tank Maintenance - 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. Preliminary plan for meter and backflow preventer installation at WWTP provided to Guyer Brothers, Inc. for proposal.
   E. WTP Process Control Adjustments - Recent programming modifications and work at WTP to lower filter flow rates and increase chlorine contact time.

Manager Diehl noted that Jim Housel was retiring effective June 28th after 27 years of service.
The Water Authority went into Executive Session at 4:41 p.m.
The Water Authority exited Executive Session at 5:15 p.m.

Motion was made by Mr. Oster, seconded by Mr. Martell, to approve the $13,000.00 quote for the Ash Lawn Drive water line from Guyer Brothers. Motion was carried by unanimous vote (4-0).

There being no further business, a motion to adjourn was made and carried at 5:15 p.m.