

TOWNSHIP OF FALLS AUTHORITY

REGULAR MEETING

October 26, 2016

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, October 26, 2016, in the Board Room at 557 Lincoln Highway, Fairless Hills, PA, at 7:00 P.M.

Salute to the Flag

Roll Call – Anthony Rosso, Chairperson, James Goodwin, Vice Chairperson, Brian Binney, Secretary, William Beier, Treasurer present, Thomas Miles, Assistant Secretary/Treasurer present. Edward Zanine, Authority Solicitor, Vanessa Nedrick, Authority Engineer, Timothy Hartman, Executive Director, John Ryba, Operations Manager, Megan O'Neill, Deputy Business Manager and Tammy McAnulty, Recording Secretary, were also present.

Solicitor's Report on the Executive Session – Mr. Zanine reported the Executive Session prior to the meeting consisted of potential litigation matters and administrative actions.

Approval of Meeting Minutes for September 28, 2016 – Mr. Beier made a motion to approve the September 28, 2016 minutes. Mr. Rosso seconded the motion.

Poll of the Board:

Mr. Miles Yes

Mr. Beier	Yes
Mr. Binney	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 5-0.

Public Comment – Ms. Fox thanked everyone for the “crystal clear” water at her household at 726 Beaumont Road that she is now receiving from TOFA. She stated that as soon as the water was hooked up to the bypass it was clear. She also noted the contractor was very nice. She stated that everything has been perfect. Mr. Hartman stated that TOFA would like to come in and replace the water meter in her home. The appointment was scheduled for Friday, October 28, 2016 at 10:00am.

With no one else present to address the Board, public comment closed.

Solicitor’s Report – No formal report.

Engineer’s Report –

New Falls Pilot Program – Ms. Nedrick stated at the time the Engineers report was written TOFA was requesting an extension from the PADEP of the Iron Sequestration Pilot Program. Since then the PADEP has recommended TOFA make the chemical injection system permanent even though 25% of the samples in the H section indicated higher iron levels than the chemical addition could effectively treat, because complaints of discolored water have decreased. Ms. Nedrick asked for the Board to approve the permanent addition of the iron sequestration chemical additive to the TOFA public water supply.

Mr. Rosso made the motion to submit results and make the pilot program permanent. Mr. Beier seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Binney	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

2016 Water Main Cleaning and Lining Project – Ms. Nedrick stated that the contractor will be working on the sidewalks and will properly block off the excavated handicap ramps this Friday. Mr. Hartman and Mr. Ryba will verify it has been done to insure safety on Halloween.

TOFA Building Center Space Fit Out – Ms. Nedrick stated that the project has been broken out into two phases. Phase two is \$156,000.00 but includes adding a kitchen and expanding the locker room another 10 feet. Mr. Rosso asked what the big expense is and Ms. Nedrick stated it is the moving of walls. Mr. Rosso noted that maybe we can look into not moving the walls but just creating a doorway to the locker room area. Ms. Nedrick stated that can certainly be done. Ms. Nedrick said she will re-evaluate the plans and provide a new estimate.

Grant Update – Ms. Nedrick stated everything is on schedule for October 31, 2016 submission.

THM/HAA5 Mitigation- Ms. Nedrick stated that staff has discussed the purchase of portable auto flushers to keep the water circulating at dead ends. Mr. Hartman stated

that one has already been purchased. Mr. Ryba stated that it will go into operation after the scheduled flushing. Mr. Ryba stated that the levels are down this quarter in compliance to the DEP Regulations. Mr. Rosso stated that our goal, should be to provide the best quality water and to monitor the water quality coming in to our system to be sure it is of a high quality. Mr. Rosso stated he wants steps to be taken to ensure this.

2017 Infiltration and Inflow (I/I) Project- Ms. Nedrick stated the Board had requested a list of I/I investigation and remediation locations as well as the estimated cost to address them. She said the list has been provided in the Board meeting packets.

2017 Water Main Lining Project- Ms. Nedrick stated that they were hoping that J. Fletcher Creamer could have addressed the 200 block of North Olds, however, she said they were unable to because there wasn't enough time left in this construction season. For 2017, Ms. Nedrick recommended soliciting bids for both water main lining and replacement for cost and customer convenience reasons. Mr. Ryba stated that by replacing the line we would alleviate the temporary hook-ups to each home. Mr. Binney stated that there are a lot of other costs that we would incur with main replacement such as road replacement, lawn work, etc. Mr. Rosso stated that Mr. Hartman should keep track of the upcoming road projects in the township so we can see if there are any in the areas we would be working in.

Ms. Nedrick stated that the Authority staff has been approached by Lower Bucks County Joint Municipal Authority for an additional Vermillion Hills interconnect. LBJMA would like us to share in the cost. The estimated cost is included in your packet. Mr. Rosso asked Ms. Nedrick what she recommends. Ms. Nedrick stated she thinks it is a good idea and that LBCJMA wants to proceed very quickly. Mr. Goodwin asked if it would improve our water quality. Mr. Hartman and Mr. Ryba stated emphatically that

they are in favor of it. Mr. Ryba stated that we would just be paying for the tap off our main. He added LBCJMA would be incurring most of the expense. Mr. Hartman stated he will check with BCWSA to see what they would charge.

Mr. Rosso asked Mr. Ryba for an update on the truck replacement schedule. Mr. Ryba stated the most recent acquisitions were made in 2015 and 2012. Mr. Rosso stated with the one truck replacement now and another in January of 2017, we should be caught up by 2018. Mr. Ryba stated at that point the oldest truck will be 2004 with 130,000 miles. Mr. Goodwin stated that we need to make sure all the older trucks are up and running with everything working.

Mr. Rosso opened a discussion of a replacement for the 2015 Silverado that the insurance company determined to be a total loss as a result of a September 19, 2016 accident.

Mr. Goodwin made a motion to approve the purchase of a GMC Sierra Crew Cab Truck for an amount not to exceed \$45,000. Mr. Beier seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Binney	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 5-0

Mr. Ryba gave an update on the Ultrasonic Meter Program. He reported that the

20 ultrasonic meters were read with the Kampstrup representative and they all operating perfectly. Kampstrup is working with the office to ensure the billing is integrated. At the next meeting, Mr. Ryba said he will report back on the efficiency of the meters. Mr. Rosso asked how we determine which meters to change out. Mr. Ryba explained that the model number 182 registers do not have data loggers so we cannot collect detailed data. Mr. Rosso asked if we monitor meter operation to determine if the meters are working properly and catch them before they go bad. Mr. Ryba stated that the meter readings indicate if there is a problem with a meter requiring a staff inspection and potential change out. Mr. Goodwin asked if these meters are replaced with the same type of meter. Mr. Ryba stated that the meters are still under warranty and Neptune sends TOFA newer model replacements.

Mr. Ryba stated he spoke with Dr. Rajput from LBCJMA and hoped to meet with him soon regarding using its lab to do sample analyses for more parameters.

Mr. Ryba reported there was a 12" water main break on Cabot Blvd. He said this one occurred overnight so we were able to get all the businesses back on line before 7:00 a.m. He added that due to a leak from the repair, Seifert returned to determine the cause and fix it. Mr. Ryba said TOFA took this opportunity to install a valve at the break site. Mr. Binney stated that we were charged initially and then charged again when they came back to fix the leak. Mr. Rosso directed Mr. Hartman explore other emergency contractor options. Mr. Miles asked when it was decided to change the valve. Mr. Ryba stated that when it leaked we were able to go back in and make the improvement.

Mr. Beier mentioned about the flush truck being back. Mr. Ryba confirmed it is now in working order and he plans to have the hoses inspected.

Executive Director's Report -

2017 Rate Increase- Mr. Hartman told the Board that the proposed and recommended 2017 budget relies on a 4% sewer increase which is necessary because of the 4% sewer rate increase being imposed on TOFA by the Bucks County Water and sewer Authority (BCWSA) beginning January 1, 2017. He recommended that the Board raise the TOFA sewer rate 4% to create the revenue necessary to pay for the BCWSA increase.

Mr. Beier made a motion to approve the sewer increase of 4% to go in effect on January 1, 2017. Mr. Rosso seconded the motion.

Poll the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Binney	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 5-0

2017 Budget Adoption- Mr. Hartman said he believed the 2017 Budget was in order if the Board were inclined to vote to adopt it. In response to an inquiry from Mr. Binney, monies were added to the budget to cover engineering costs for certain capital improvements.

Mr. Beier made a motion to adopt the 2017 Budget in the amount of \$12,430,008. The motion was seconded by Mr. Rosso.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Binney	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 5-0

Personnel Compensation Budget Component- Mr. Hartman noted that, at the Chair's request he had provided the Board with a detailed breakout of the personnel component of the 2017 Budget. He pointed out that personnel expenses accounted for 10.74% of the overall budget.

Cash Position and Reserve Account- Mr. Hartman advised the Board that TOFA's cash position had dipped slightly to \$1.87M in October due to quarterly payments to the Lower Bucks County Joint Municipal Authority (LBCJMA) and Morrisville Municipal Authority (MMA). Chairman Rosso indicated he would like to further discuss a TOFA reserve account at the November 16 Board meeting.

Oxford Valley Lift Station Emergency Expenditure- Mr. Hartman requested that that Board approve his emergency authorization of \$25,884 to buy and install a new pump at the Oxford Valley Lift Station. He explained that even when rebuilt the existing pumps were at the end of their useful lives and should not be relied upon. He said he undertook the authorization with the concurrence of the TOFA Engineer, Solicitor and Operations Supervisor to lower the likelihood of environmental harm and financial liability should a pump fail and cause a release of sewage into the environment.

Mr. Beier made a motion to approve the authorization of \$25,884 for the purchase and installation of the Oxford Valley Lift Station pump. Mr. Binney seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Binney	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 5-0

Second Vermillion Interconnect - Mr. Hartman informed the Board that LBCJMA has expressed its desire that a second Vermillion interconnect be established with TOFA to create a loop, eliminate the existing water main dead-end and improve water quality for TOFA and LBCJMA customers. He explained that LBCJMA has offered to pay for most of the project with the exception of TOFA's connection. The Board expressed its desire for greater LBCJMA cooperation in notifying TOFA of changes to the water composition it is providing and in mitigating any deleterious consequences to TOFA's water supply.

Fuel Savings- Mr. Hartman advised the Board that TOFA spent 33.5% less for fuel for its vehicles using Wawa as its vendor in 2016 than it did for a like period in 2015 with Suburban Propane. He noted that difference in costs resulted from a combination of lower national and regional gas prices, lower Wawa pricing and the elimination of taxes.

Surcharge Lawsuit- Mr. Hartman reported to the Board the official Commonwealth Court notice had been received terminating the suit brought by BCWSA against TOFA for its refusal to pay surcharges assessed by BCWSA for allegedly exceeding Total Suspended Solids (TSS) and Biological Oxygen Demand (BOD) limitations. He added that he had recently met with BCWSA staff to establish streamlined procedures for accessing the escrow account that will be used to fund the study and remediation of TSS and BOD in TOFA's sewage flow.

Review of Bill List - Mr. Beier made a motion to approve the bill list for October 26, 2016, in the amount \$1,611,546.44. Mr. Rosso seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Binney	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 5-0.

Board Comment -

Mr. Miles- no comment

Mr. Binney - Website needs to be updated. We need the rate increase on there and the meeting minutes need to be put on there. Great job by all.

Mr. Beier- 2016 budget on page 6, Capital Expenditures shows an excess of \$250,000.00, is that correct? Mr. Rosso stated that it's part of the unexpected balance.

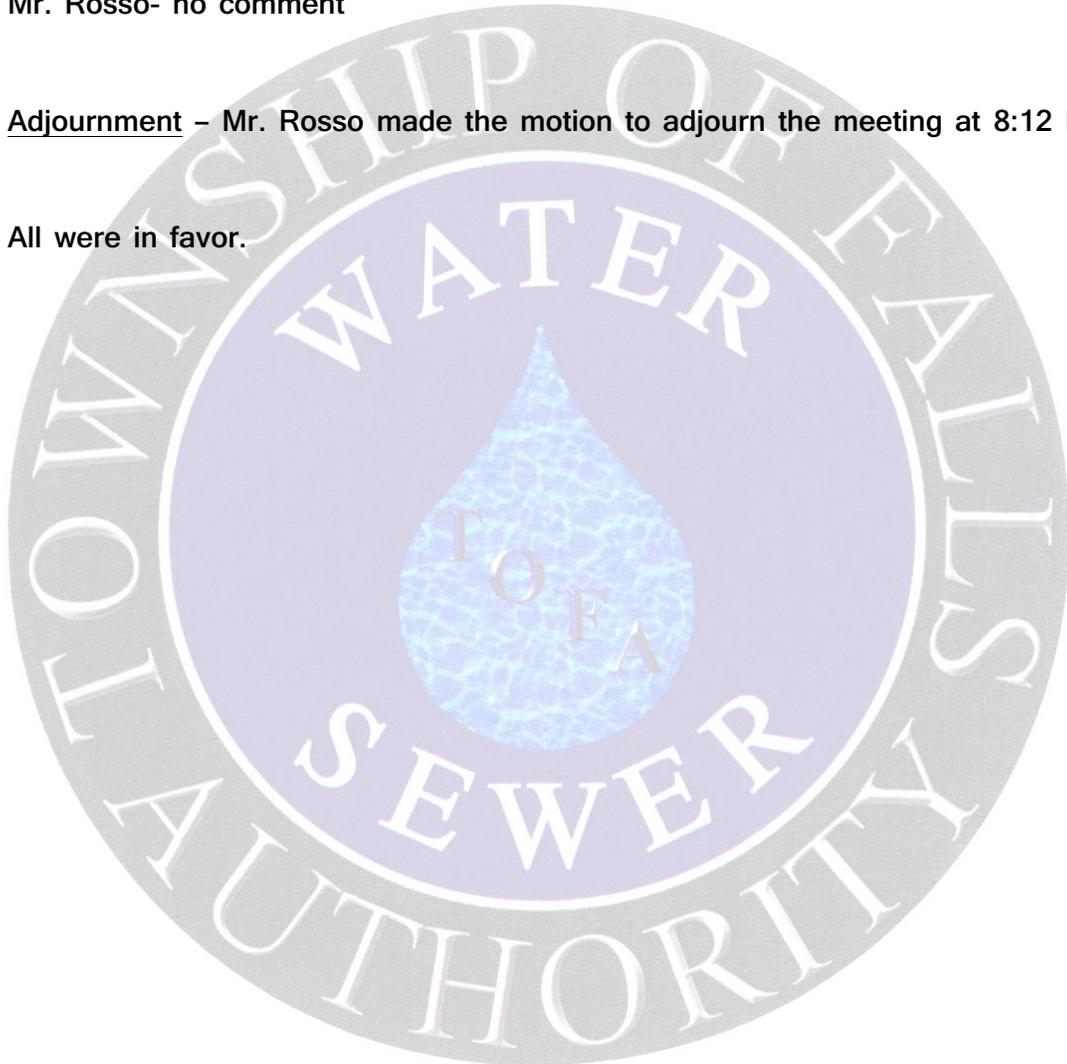
He expressed his thanks to everyone.

Mr. Goodwin- it appears that we are in the process of cleaning up the parking lot. Mr. Ryba stated that they are leaving the stone. Mr. Goodwin requested it be moved to the back. He also stated we should get our logo put on the backhoe.

Mr. Rosso- no comment

Adjournment – Mr. Rosso made the motion to adjourn the meeting at 8:12 PM.

All were in favor.



Township of Falls Authority Executive Director's Report November 16, 2016 (Updates are in Boldface)

1. CAPITAL IMPROVEMENT FINANCING

At its April 4, 2016, public meeting, the Falls Township Board of Supervisors unanimously voted to guaranty TOFA's \$3,026,000 loan from Phoenixville Federal Bank & Trust. In accordance with Pennsylvania's Local Government Unit Debt Act, the TOFA Engineer has prepared, signed and submitted a Self-Liquidating Debt Report. TOFA Bond Counsel will attend the April 27 Board meeting to obtain Board member signatures on various loan related documents. We are still on track to close on May 4 per the financing schedule.

The loan closing took place as scheduled on May 4. Per the TOFA Board's direction, only the closing fees of \$75,213.19 were drawn on the loan.

A loan draw down of \$173,226.39 was approved by the Board to pay a portion of a water main lining invoice. The remainder of the invoice was paid from the 2011 Construction Fund.

At the September 28 Board meeting, the Board approved a payment to the water main lining contractor J. Fletcher Creamer in the amount \$155,802.02. As a result, there remains \$2,621,758.40 of the Phoenixville Federal Bank and Trust loan amount available to TOFA for the approved projects.

2. LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY

TOFA staff and Engineer met with Lower Bucks County Joint Municipal Authority (LBCJMA) Executive Director Vijay Rajput on April 12. Although Dr. Rajput believes the LBCJMA can accept an additional 500,000 gallons per day of flow from TOFA, he does not want to receive it directly from the Queen Anne interceptor out of concern for LBCJMA plant upsetments primarily due to grease. Instead, he would prefer that the TOFA flow be directed to LBCJMA from residential neighborhoods. Also, initially, Dr. Rajput would like to receive additional TOFA flows on a trial basis. More on this topic will be contained in the Engineers Flow Diversion Study.

A meeting was held between LBCJMA and TOFA staff on Thursday, June 25, to discuss Flow diversion among other topics. The LBCJMA Executive Director would still prefer that diverted flows come from residential neighborhoods and maintained that the rates could not be lower for TOFA than those charged to BCWSA who also uses the sewage conveyance system as well as the treatment plant. We did discuss the reopening of the diversion chamber for use on an emergency basis by both LBCJMA and TOFA. The LBCJMA would like to continue its review of the Engineer's Diversion Study and get back to TOFA. A follow-up meeting with LBCJMA will be requested to begin work on new agreements and possibly flow diversion.

A meeting with LBCJMA is also being scheduled to discuss a second Vermillion Hills

interconnection to create a loop and eliminate a LBCJMA dead end and improve water appearance for both LBCJMA and TOFA.

At a meeting held on September 29 between representatives of TOFA and LBCJMA, LBCJMA proposed the construction of a second Vermillion interconnection chamber to create a loop and eliminate the existing dead end. TOFA agreed that this would likely result in an improved water quality for both authorities' systems. TOFA's cost would be limited to making its own connection. LBCJMA has recently completed a water main replacement project in the Vermillion Hills section. **The Board advised staff to use this joint effort to foster improve cooperation from LBCJMA on communication and improve water quality.**

3. PERSONNEL MATTERS

TOFA operations staff continues to rotate in to complete an online Defensive Driving Course.

4. WATER QUALITY INVESTIGATIONS

- a. The Operations Manager and Executive Director have reached out to Don Detweiler of the PADEP to ascertain the consequences of the NOV for Iron exceedances. We were told that the consequences depend on the results of the water main lining project and the anti-corrosive boosting project. Don has asked for residential sampling results since January 12. TOFA will, of course, comply.
- b. As soon as the signed contracts are received from J. Fletcher Creamer and Sons for the water main lining project, a public meeting will be arranged to inform customers of the project scope and schedule and what they can expect. A pre-construction meeting with the contractor was held on May 6 and a public information meeting was held on the evening of May 19. The contractor, J. Fletcher Creamer & Son (JFC) has mobilized and has positioned equipment and materials in the TOFA parking lot. JFC has also begun to mark pits and to lay out the temporary water supply lines. Some customers in the project area are now on the temporary water supply with water main cleaning and lining about to get underway. The water main lining project is substantially completed and all the affected customers have been reconnected.
- c. The Operations Manager will update the Board on the most recent actions in response to the PADEP NOV stemming from reported 4th quarter 2015 sample results. The Engineer has also provided a report on actions to be taken to mitigate water quality issues associated with the violation. The required Public Notice was mailed to every TOFA water customer resulted in very few phone calls. These were expertly handled by John Ryba. A meeting with PADEP in Norristown to discuss drinking water quality issues **was convened on July 28**. The TOFA Engineer, Operations Manager and Executive Director met with the PADEP as planned resulting in guidance for a TOFA mitigation plan which has been developed and provided to PADEP.
- d. The latest THM/HAA5 samples have been submitted for analysis. RVB will report on the chemical additive pilot program. **The specific results were within permitted limitations as**

is the rolling quarterly average levels. The Board advised staff that the permitted limitations should not be the goal rather we should strive for the best possible water quality.

5. HOMESERVE USA PARTNERSHIP

Quarterly statistics on the success of the HomeServe USA partnership are being forwarded to the Board as they are received. Home Serve is pleased with the TOFA customer response.

6. NESHAMINY INTERCEPTOR SUPPLEMENTAL AGREEMENT AND BUCKS COUNTY WATER AND SEWER AUTHORITY (BCWSA) ISSUES

Surcharge Lawsuit – The TOFA Executive Director met with the BCWSA management on December 9 at its invitation where a settlement to the surcharge lawsuit was discussed involving a joint effort by BCWSA and TOFA to reduce biological oxygen demand (BOD) and total suspended solids (TSS) in the TOFA sewage flow. The BCWSA Board has informally approved the settlement and its Solicitor has drafted a settlement agreement for TOFA review. The TOFA Board has authorized the Solicitor and Executive Director to continue working toward a settlement agreement with certain protective clarifications made to the BCWSA draft agreement.

The Solicitor, Engineer and Executive Director are working on a response to the most recent BCWSA changes. A negotiated settlement agreement will be presented to the TOFA Board for execution on August 24th. The settlement agreement has been executed by both TOFA and BCWSA and the \$50,000.00 escrow account with access procedures is being established.

Permanent Flow Metering - The sewage flow meter approved for purchase by the Board at its June 24, 2015, has been installed and data is being collected. The plan is to monitor flows from TOFA's Queen Anne Interceptor into the BCWSA's Neshaminy Interceptor to compare with BCWSA reported flows to assure billing by the BCWSA is commensurate with TOFA flows. The TOFA collected data do not indicate overcharging by BCWSA.

Mandated Agreement with BCWSA (Mid-January, 2016 deadline) – With input from the Authority Engineer, the Authority Solicitor has developed a draft agreement for TOFA and Falls Township. Per the August 18, 2015, meeting with Falls Township representatives, the TOFA Solicitor will request comments on the draft from Falls Township before submitting the draft to BCWSA for review. The October 1 deadline was not met. No comments on the draft have been forthcoming from Falls Township. A new deadline of January 15, 2016, was set by the PADEP for execution of the agreement. No agreement has yet been signed and forwarded by either TOFA or Falls Township.

A technical meeting was held on November 12 at the PADEP Southeast Regional Office to discuss BCWSA's recent revision to its Neshaminy Interceptor Evaluation. The TOFA Engineer and Executive director attended this meeting where additional comments were received by BCWSA. TOFA staff had requested that Falls Township also participate in the meeting. The TOFA Executive Director and Engineer attended another technical session convened by the PADEP at the BCWSA office on December 14. At that meeting, the PADEP Regional Manager made it clear that 2016 connections would be withheld from any municipality that was not making significant progress by mid-January toward executing a supplemental agreement with BCWSA. Following the meeting, PADEP indicated it would support removing Falls Township as a signatory to the supplemental agreement. An amended agreement has not been sent to TOFA.

BCWSA and PADEP are not releasing TOFA's 2016 connections. PADEP has offered to act as intermediary between TOFA and BCWSA to resolve outstanding issues. Other municipalities have taken PADEP up on this offer. Results are pending. TOFA has accepted a PADEP offer to facilitate an agreement with BCWSA. A general meeting among PADEP, BCWSA and the tributary organizations is scheduled for September 8. The meeting occurred as scheduled. Meetings among Falls Township, TOFA, BCWSA and PADEP are anticipated.

At an October 3 meeting between representatives of TOFA and Falls Township, it was decided that the TOFA Solicitor would circulate a draft Supplemental Agreement for discussion at a second meeting to be held during the week of November 7. Once TOFA and Falls Township concur on an acceptable Supplemental Agreement, a meeting with PADEP is anticipated.

The court case filed by BCWSA against TOFA for failure to pay surcharges on alleged BOD and TSS exceedances was settled and a \$50,000 escrow account was established by TOFA to address the issue. RVB has drafted a study plan.

7. MORRISVILLE MUNICIPAL AUTHORITY (MMA)

The MMA will likely be required by PADEP to upgrade and expand its waste water treatment plant (WWTP) or to replace it. In either case MMA is desirous of receiving much greater flows from TOFA. MMA has indicated it is interested in a Falls Township site for the replacement option. The TOFA Executive Director and Engineer will keep the Board apprised of developments.

TOFA and MMA representatives met informally on September 27 to discuss MMA options. MMA agreed to provide TOFA cost sharing estimates should TOFA decide to contribute flows to a new MMA system.

8. TOFA BUILDING SPACE RENTAL

The Board has approved a one-year listing agreement with Heritage Homes Realty and its broker Dick Trimble to lease approximately 2,500 sq. ft. of its building at 557 Lincoln Highway. Mr. Trimble has recommended that a fire wall be constructed to separate the lease space from TOFA operations and that other, mostly cosmetic, improvements be made. To that end, five quotes were obtained from area contractors.

A Falls Township permit will be required to build the non-load-bearing wall segregating the rental space. The TOFA Engineer has been tasked with developing the permit application and estimating the cost to determine whether the work to construct the wall needs to be bid. To the end engineering staff visited the TOFA office on March 30 along with a Falls Township code official. A cost estimate and bid determination will be forthcoming from the TOFA Engineer. The Board has directed staff to assess its space needs to see if the center space could be used to satisfy those needs. The Operations Manager, Foreman and Executive Director have met and determined that the center space could be put to use for workshops, storage, a kitchen and possibly the expansion/relocation of the operations staff locker room and an office for the Foreman. Heritage Homes Realty continues to solicit the center space for rental.

Heritage Homes Realty has been released from its agreement. RVB is drafting a space utilization plan. RVB has presented a draft plan to TOFA staff which has provided comments.

An updated space layout and construction estimates have been provided to TOFA staff. The new construction estimate for phase 1 is \$15,755.00 and for phase 2 is \$150,799.50. **Modifications to the plans were proffered at the September 28 Board meeting. RVB will revise plans and cost estimates.**

9. WATER STORAGE TANK MAINTENANCE

A separate report and recommendation on water storage tank maintenance has been prepared and submitted to the TOFA Board of Directors. Essentially the report recommends bidding out the minor repairs identified by the TOFA Engineer for the Austin and Cabot tanks along with the comprehensive work on the Collingswood tank identified in the 2015 assessment performed by Southern Corrosion, Inc.

The Board has directed the Engineer to solicit quotes for the water tank management/maintenance contract with annual payments.

On August 24, 2016 the Board approved a ten-year maintenance agreement with Southern Corrosion for the Collingswood tank.

Discussions are occurring to schedule the work with the possibility of adding a mixer to the tank early in the maintenance schedule to improve water quality.

10. TAPPING FEES AND ESCROW ISSUES

Periodic Tapping Fees Study/Calculations – The TOFA Board has decided to consider authorizing a Tapping Fees Study after the dedication of certain ongoing projects' assets; e.g., MarMar and Freeman's Farm. The proposed cost of the study submitted by the TOFA Engineer is \$6,900.00.

Property Use Change Audits – After consultation with the TOFA Engineer, I understand that the Aria Health physical therapy operation resulting from the Auto Zone subdivision will likely require the purchase one additional water and sewer EDU. The Rally House store in the Goldenberg complex is a similar usage to the previous tenant and will not require additional EDUs. Staff has begun to monitor the water usage at Crunch Fitness. Additionally, the entire Goldenberg Complex water usage has increased since a new TOFA water meter was installed earlier this year. It is too early to tell whether all of the increase is attributable to Crunch Fitness. **The owner at 131 Lincoln Highway (Aria/AutoZone) has purchased one additional water and sewer EDU.**

11. DEVELOPER AGREEMENT REVISION

The TOFA Solicitor has circulated a revised Developers Agreement for comment. Comments have been provided by the Authority Engineer and Executive Director. Staff will present these changes to the Board for approval at a future Board meeting. The mechanism for maintaining sufficient escrow funds should be revisited.

12. TOFA RULES AND REGULATIONS UPDATE AND CONSOLIDATION

The plan for this assignment is to begin with the Developers Agreement and then expand that effort to all rules and regulations dealing with developers and development projects. Then staff and consulting staff will assess and prioritize the remaining rules and regulations areas. This task will be undertaken in 2016. The Executive director will coordinate this effort with management and consulting staff.

13. CONTRACTOR SERVICES AGREEMENT – BCWSA

The three-year discretionary Contractor Services Agreement between TOFA and the BCWSA has been executed. BCWSA has recently successfully completed a very sensitive fire hydrant and valve project on Cabot Blvd. under budget. BCWSA has also replaced two fire hydrants on Beaumont Rd. in support of the two water main cleaning pilots and has excavated the pit for the December 9-10 Hyper-Flush pilot. On Saturday, December 12, 2015, a BCWSA crew replaced a leaking valve at Queen Anne Blvd. and Warwick Rd. and, since then, has also responded to assistance on water main leaks TOFA expects to continue to exercise the agreement through

2016. BCWSA continues to support the TOFA staff in preparation for the water main lining project by excavating and repairing faulty curb boxes identified by TOFA staff. Staff has requested that BCWSA describe its evening, weekend and holiday response capabilities and reconfirm or update its rates. This information has been received. In most instances the BCWSA emergency response mobilization is under two hours.

14. SAFETY

As the result of staff feedback, the safety committee is moving forward with the following items:

- The purchase of a shelter for a lift station control panel. The shelter has been received but not yet installed. - PENDING
- The purchase of reflective rain gear. – COMPLETED
- The replacement of the stair case inside the Bargain City lift station. – COMPLETED
- The improvement of the entranceway steps at three stations. – PENDING.
- Railing for Rock Run generator porch. – COMPLETED
- The replacement of the interior staircase at the Bargain City Lift Station. – COMPLETED
- Reflective tee shirts for warmer weather – COMPLETED
- Respirators for chemical mixing – COMPLETED
- Sodium Hypochlorite warning signs for chemical storage areas – PENDING
- Purchase and distribution of HI-VIZ tee shirts and vests – COMPLETED
- Exploration of GPS vehicle tracking for safety and productivity – COMPLETED
- TOFA has received a grant of \$3,000.00 to the Delaware Valley Insurance Trust (DVIT) for the partial reimbursement of these completed projects. A new two-year grant cycle will begin in January, 2016. Staff has notified DVIT of its intent to file a grant application.
- A motor vehicle accident involving a TOFA vehicle (#316) and two TOFA employees occurred on the afternoon of September 19. Accident details were provided to the Board in a separate memo.

In-house safety training sessions have been conducted covering various topics of eye and foot protection, first aid – initial response and hazard recognition and control. The last videos covered Office Safety and Ladder Precautions. DVIT continues to provide additional videos for TOFA's regular safety meetings. DVIT conducted its annual visit to TOFA on August 18. A separate report will be provided to the Board.

15. SECURITY

The installation of eight surveillance (four inside and four outside) cameras is complete. The two most recent additional cameras cover the Board room and the service vehicle parking area. Access by operational personnel to the administrative portion of the building has been reduced by moving the work assignments pickup location including the One-Call printer to the kitchen. A work station for the Foreman has also been established in the kitchen area.

16. TOFA VEHICLE FUEL PROVIDER CHANGE (WAWA)

TOFA vehicle operators have been issued the Wawa cards and have been using them for nearly three months. Staff has noted a significant decrease to same period in 2014. The largest portion of this decrease is probably due to lower gasoline prices, but the change in vendors has also

lowered TOFA's fuel costs. TOFA's gasoline purchase costs in 2015 were \$16,219 compared to \$25,762 in 2014 – a \$9,543 or a 37% reduction.

A report was prepared for the Board comparing vehicle fuel expense for WAWA and Suburban Propane. It showed a 33.5% reduction in fuel costs for the first seven (7) months of 2016.

17. ULTRASONIC WATER METERS

As a follow-up to an earlier email to the Board on this topic, staff continues its due diligence with regard to other organizations experiences with this technology. Most notably, the Washington (DC) Suburban Sanitary Commission (WSSC) is two months into an exhaustive test of the Kamstrup meters. So far the performance indicators are positive. The WSSC system has approximately 450,000 accounts and operates its own meter laboratory. The WSSC will not allow bids with meters it has not tested first. TOFA's own bench testing has shown the capture of greater water flow by the Kamstrup meters than by the Neptune meters. The Operations Manager will provide the data. The Board approved a 20-meter ultrasonic technology pilot. The meters have been received and will be installed in customer homes in the September-October, 2016 timeframe. **The installation of the ultrasonic meters is completed and they are accurately recording water usage.**

18. CAPITAL EQUIPMENT

Backhoe/Loader– The Operations Manager and/or the Executive Director have visited four backhoe dealerships representing Kubota, JCB and CAT and Case manufacturers. All offer similar size models of varying quality and applicability through the PA COSTARS buying program with prices ranging from \$67,000 to \$92,000. John Ryba and I believe the JCB 3 CX compact backhoe at \$77,400 best meets TOFA's needs. Already this year TOFA has paid out nearly \$35,000 for emergency repairs it could have performed itself. With Board approval, the JCB 3CX compact backhoe has been purchased, staff training conducted and the backhoe is in use. Many curbstops have been repaired using the new backhoe.

Portable Pump – The Gorman Rupp 4 inch diesel portable pump introduced to the Board previously via email is not available through COSTARS and will need to be bid. We have a price from Sander Power that discounts the recent seasonal TOFA rental fees. Sander will also provide pricing for the required hosing, floats, connections, etc. Based on Sander's pricing, staff expects the pump et al to cost less than \$40,000. TOFA has budgeted \$50,000 in the 2016 budget for this capital item. The Board has directed the Engineer to bid out the pump.

Sanders Power Equipment submitted the apparent low bid of \$36,247.00. The Board approved the purchase of the pump. The pump has been delivered and setup training has been conducted. Camera Truck and Equipment - Bristol Township has indicated it will consider a \$100,000 offer for its 5 ½ year-old truck and camera equipment. At a minimum, it would cost TOFA an additional \$30,000 for the software license and repairs. TOFA countered with a \$35,000 offer.

There is no money budgeted in 2017 for camera equipment. At its October 26 Board meeting, the Board authorized the purchase of a 2017 GMC Sierra for an amount not to exceed \$45,000. An order has been placed with Penske GMC under the PA COSTARS program for a 2017 GMC Sierra truck at a cost of \$39,058.

Golden Equipment and Aries Industries visited the TOFA office together to demonstrate their state-of-the-art equipment and software. They will provide TOFA with three configuration quotes: 1) using the Bristol Township truck as the platform, 2) using a Ford Transit purchased by

TOFA, 3) using an existing Golden demonstration truck. Staff also witnessed a demonstration of a more basic portable system costing under \$60,000.00. The Board authorized staff to offer Bristol Township \$35,000.00 for its camera truck. The offer was made and acknowledged.

