

TOWNSHIP OF FALLS AUTHORITY

REGULAR MEETING

September 23, 2015

The regular monthly meeting of the Township of Falls Authority was held on Wednesday, September 23, 2015, in the conference room at 557 Lincoln Highway, Fairless Hills, PA, at 7:30 P.M.

Salute to the Flag

Roll Call – Anthony Rosso, Chairperson, James Goodwin, Vice Chairperson, John Palmer, Treasurer, Bill Beier, Secretary and Brian Binney, Board Member were present. Edward Zanine, Authority Solicitor, Tom Beach and Vanessa Nedrick, Authority Engineers, Timothy Hartman, Executive Director, Edna Miller, Business Manager and Megan O’Neill, Recording Secretary were also present.

Item #1 – Solicitor’s Report on the Executive Session – Edward Zanine reported the Executive Session at the end of August 26, 2015 consisted of personnel matters.

Edward Zanine reported the Executive Session consisted of personnel matters.

Item #2 – Approve Meeting Minutes of August 26, 2015 – Bill Beier made a motion to approve the August 26, 2015 minutes. Brian Binney seconded the motion.

Poll of the Board:

Brian Binney	Yes
Bill Beier	Yes
John Palmer	Yes

James Goodwin Yes

Anthony Rosso Yes

Motion Carried 5-0.

Item #3 – Public Comment – Brian Binney made a motion to open Public Comment.

Anthony Rosso seconded the motion.

Amy Fox (726 Beaumont Road), Michael Hofmann (275 North Olds Blvd) and Michael Brown (279 North Olds Blvd) spoke to the Board regarding the discolored water issue's they are still having.

Vanessa Nedrick informed the customers they are working to find a solution and summarized the work that has been done.

Tom Beach stated TOFA staff will increase the flushing in the problem area.

The Board directed Tim Hartman to contact the contracted laboratories to ensure that sampling protocols are followed.

Anthony Rosso made a motion to close public comment. Bill Beier seconded the motion.

Item #4 – Solicitor's Report – Edward Zanine had nothing to report.

Item #5 – Engineer's Report –

I-95/Turnpike Interchange – Vanessa Nedrick informed the Board she is in the process of meeting with the contractor and the project should begin the second or third week in October.

Headley Pump Station – Vanessa Nedrick stated the project is complete, she has given Martin Witt the as-builts for his review.

Freeman's Farm – Vanessa Nedrick reported construction of the sewer line is complete and passed inspection on September 17, 2015.

Deon Square – Vanessa Nedrick reported a preconstruction meeting was held on September 23, 2015 and that there are a few issues. Vanessa Nedrick stated escrow has been posted and the agreement will be presented for execution tonight.

Flow Monitoring Installation and Maintenance Project – Vanessa Nedrick informed the Board the flows have reduced about 37% since 2006.

Vanessa Nedrick informed the Board the reduction will be added to the report that will be submitted to the DEP by October 1, 2015.

Chatham Road Water Investigation – Vanessa Nedrick presented the Board with different options that can be done to resolve the issues the customers are experiencing.

The Board indicated it would like to do a chemical additive pilot study and start the permit process by next month's meeting.

Bill Beier made a motion to proceed with an emergency pilot study not to exceed \$5,000. Brian Binney seconded the motion.

Poll of the Board:

Brian Binney Yes

Bill Beier Yes

John Palmer Yes
James Goodwin Yes
Anthony Rosso Yes

Motion Carried 5-0.

Draft agreement with BCWSA – Vanessa Nedrick reported she has conferred with the Authority Solicitor and that a revised draft agreement has been provided to the Falls Township Solicitor for review and comment.

Falls Township Act 537 Plan Update – Vanessa Nedrick informed the Board she is working on the plan and will need to know the funding source for the Old Bristol Pike sewer project before the plan can be submitted.

The Board directed Tim Hartman to contact Falls Township for solutions to the funding dilemma.

The Board directed Vanessa Nedrick to put a funding plan together with \$300,000 every three years from the Pennsylvania Community Block Grant Program that Tim Hartman can present to the Township.

Item #6 – Executive Director’s Report – Tim Hartman informed the Board the staff has recommended a finance committee be formed for the 2016 Budget.

Anthony Rosso nominated Brian Binney. James Goodwin seconded the motion. All in favor. Motion Carried.

James Goodwin nominated Anthony Rosso. Bill Beier seconded the motion. All in favor. Motion Carried.

Tim Hartman informed the Board that safety training for TOFA staff will be conducted on the fourth Thursday of every month, operations permitting.

Tim Hartman informed the Board he is working with Home Serve USA to provide any information they may need to move the program forward.

Dick Trimble informed the Board he is working on leasing the middle space.

Item #7 - Review of Bill List - Bill Beier made a motion to approve the bill list for September 23, 2015, in the amount of \$386,121.69 with the re-billed invoices from Remington, Vernick and Beach. John Palmer seconded the motion.

Poll of the Board:

Brian Binney	Yes
Bill Beier	Yes
John Palmer	Yes
James Goodwin	Yes
Anthony Rosso	Yes

Motion Carried 5-0.

Item #8 - Board Comment -Bill Beier would like to thank everyone.

Brian Binney would like to expedite action and have a resolution for the residents experiencing discolored water.

James Goodwin would like to keep a back up truck.

The Board directed Tim Hartman not to sell the backup truck and for Tim to get information on what the Authority is paying in insurance a year for the truck.

Adjournment –Bill Beier made the motion to adjourn the meeting at 8:30 P. M. John Palmer seconded the motion. All were in favor. The motion carried 5-0.



Township of Falls Authority
Engineering Status
September 23, 2015

New Business:

- 1) **I-95/Turnpike Interchange:** The Pennsylvania Turnpike Commission (PTC) is proposing the construction of an interchange connecting I-95 and I-276. The proposed construction affects the Authority's Queen Anne Interceptor at two locations. On November 8th, Authority staff met with the Turnpike's Engineers and Project Managers to discuss the impacts. All conflicts were addressed and the Turnpike will design and construct the resolutions to the conflicts. Costs are still being worked out. Progress/Project Status meeting was held on July 17, 2014. The PTC is currently working on the design of the next phase of the project. RVB is reviewing plans for the I-95 section of the project. PTC is requested TOFA sign affidavit so interceptor work can be incorporated into the project at no-cost to TOFA. RVB and Staff met with contractors on Phase I of project on December 8, 2014. RVB reviewed final design for Phase II of project. PTC approved incorporation of RVB Inspection Costs in Phase II of the project. RVB provided inspection costs to PTC's Project Manager. Reimbursement agreement was sent to Executive Director for signature. **Phase II will be starting construction in October. Will coordinate with PTC to attend pre-construction meeting.**
- 2) **Norfolk Southern Morrisville Intermodal Yard:** Plans were approved at last month's board meeting. Applicant must enter into service agreement with Authority and pay all applicable connection fees and post inspection and construction escrows. Norfolk Southern provided cost estimate for review and approval. Escrow amounts were determined. Preconstruction meeting held on October 16, 2014. Construction of water and sewer work will begin in a week. **Construction is on-going. Nothing to report at this time.**
- 3) **Headley Pump Station:** Discussion on assessing penalties and fines for businesses who violate TOFA's regulations on industrial waste discharges and/or Philadelphia's Industrial Pretreatment Program. Penalties and fines are recommended to subsidize TOFA's costs to repair equipment (pumps, force mains, wet wells, etc.). Meeting with Siemens was held on March 27th. Siemens was contacted to request an update of their investigation. Second meeting was held on May 23rd. Requested operation records for all sampling dates provided. Sampling began on June 19th and will occur twice a month. Laboratory was directed to reduce monitoring frequency to quarterly

sampling. Directed laboratory to include chloride sampling with current sampling Board directed RVB last month to assess the station and recommend repairs or upgrades. RVB met with Authority staff on March 11th to discuss current issues and necessary repairs/upgrades. Report was distributed to Board Members on May 7, 2014. Design and specifications are in review with Authority staff. Bid opening was held on November 12th at 10:00 AM. Notice of Intent to Award was issued on November 19th to Advanced Rehabilitation Technology (ART) in the amount of \$83,000.00. RVB evaluated ART's documents to determine if the contractor met the responsible contractor requirements. RVB determined that Advanced Rehabilitation Technology is not a responsible contractor. Blooming Glen is the next lowest bidder with a bid amount of \$98,755.00. Blooming Glen is a responsible contractor and has provided documentation to confirm it meets the requirements. Board awarded project to Blooming Glen Contractors on January 17, 2015. Notice To Proceed was issued for work to begin May 26, 2015. Recommended approval of Payment Certificate #1 in the amount of \$18,621.76. **Project is completed pending addressing any punch list items.**

- 4) **Queen Anne Interceptor Investigation:** Based on the high flows recorded by BCWSA meters, RVB with the assistance of Authority staff, located creek crossings along the interceptor that may explain the increase of flows. Received quote from Flow Assessment Services for Flow Monitoring. Waiting to receive quote from Tri-State Grouting for Televising the Interceptor. Flow meters were installed on July 2, 2014. Authority Staff was provided access to BCWSA flow monitoring records. RVB was able to compare readings. Tri-State televised the interceptor September 29th to October 3rd. Manhole lining work will began the week of November 17th. Tri-State televised the Bristol connections with heavy flows on November 7th. RVB has not been able to access flows from BCWSA's meters since December 2015. RVB followed up with Bristol Township regarding communication with Levittown Trace Apartments. Letter was issued to Bristol Township Manager for signature and mailing. RVB spoke with management of Levittown Trace Apartments. RVB forwarded copies of the inspection video and pictures to management. A site meeting will be scheduled once management reviews the materials. **Site meeting was held and work began the week of August 10th.**
- 5) **Facilities Needs Study:** RVB was asked by the Board to provide a proposal to inspect and evaluate the Authority's sewage pump stations, potable water interconnects, and elevated potable water tanks and provide a report on recommended improvements and/or upgrades with costs. RVB submitted proposal to Authority for review. Grant opportunities are available for energy reduction projects. RVB has completed site inspections and has begun writing the report. Will discuss Nottingham Pump Station at meeting. **Report is being finalized.**

- 6) **Freeman's Farm:** A proposed 15-unit townhome development located in Lower Makefield Township. The project is located in TOFA's contract and retail service areas. Project was approved by the Board in June 2012. Project is ready to begin construction but sanitary sewer agreement is not in place. RVB requested cost estimate to determine escrows for agreement. Applicant provided cost estimate. Sanitary sewer agreement has been executed and tapping fees were paid. **Construction is underway.**
- 7) **640 Lincoln Highway:** An existing garage and 1-bedroom apartment building will be demolished and a proposed 2-story building will be constructed. The building will consist of a commercial use on the first floor and 3 apartments on the second floor. RVB reviewed the plans. Applicant revised the plans to include a commercial use with 3 apartments on the first floor and 4 apartments on the second floor. **Nothing to report at this time.**
- 8) **550 W. Trenton Avenue (Rite Aid Pharmacy):** Former Acme Supermarket site is being redeveloped to include a, Rite-Aid Pharmacy, and a two fast food restaurants. RVB reviewed the plans and issued a review letter in June. Applicant is working on revising the plans and resubmitting to the Township and TOFA. **Revised plans were submitted to TOFA and reviewed by RVB.**
- 9) **Deon Square:** New land development includes the construction of a CVS Pharmacy and a bank. RVB determined that 5 EDUs are needed to support the project. DEP approved the phased development of the site. Bristol scheduled a preconstruction meeting for May 26, 2015. **Authority Solicitor is drafting water and sewer service agreement.**
- 10) **Flow Monitoring Installation and Maintenance Project:** Upon evaluating the flows of the Queen Anne Interceptor on a temporary basis to determine sources of inflow and infiltration, RVB recommended that the Board install temporary and permanent flow meters to further target and evaluate known sources of I/I, determine the effectiveness of previous I/I projects, and to monitor flows in areas prior to I/I work. RVB generated bid documents to purchase and install 2 permanent flow meters and to rent 6 temporary meters. The bid opening will occur on December 17th at 10:00AM. RVB recommends the installation of 1 permanent flow meter. **Meter was installed on August 6th. RVB submitted proposal to coordinate and manage the installation of 3 temporary flow meters per DEP's recommendation.**
- 11) **915 Old Lincoln Highway:** Extra Space Storage facility is proposing a 1,200SF building for office space. The application is for water and sewer service. **Nothing to report at this time.**

12) Viking Associates: The project, located along Trenton Avenue consists of a 40-unit townhome development. RVB performed two reviews for the proposed water and sewer connections. Plans were approved at July's meeting. Reviewed Water/Sewer Service Agreement and Letter of Credit. Reviewed Component 3 Planning Module for Applicant for submission to PADEP. RVB reviewed submittals. Held preconstruction meeting with Contractor. **Construction is on-going.**

13) Chatham Road Water Investigation: RVB was asked to investigate the rusty water complaints on Chatham Road with Authority staff and provide a recommendation based on the investigation. Witnessed the flushing operation of Auburn, Trenton, South Queen Anne, and South Olds Boulevard on November 1, 2013. Authority staff will perform directional flushing in the area. Directional flushing occurred on April 15, 2015. Vermillion Hills Interconnection with L.B.C.J.M.A. was closed at the end of August. Additional directional flushing was performed as well as additional sampling at homes and interconnections. Options are being prepared for a chemical addition that would sequester the iron in the water, replacing certain sections of the water mains, and repair/replacement of a section of the water main and service connection at 726 Beaumont Road. **Testing results and options will be discussed at meeting.**

14) Draft Agreement with BCWSA: BCWSA is in the process of negotiating new agreements with all municipalities, townships, and authorities tributary to the Neshaminy Interceptor. Annual Average and Peak Flows will be restricted under the new agreement. RVB has noticed an increase in flows to the Neshaminy Interceptor from 2010 to 2012 despite TOFA's I/I reduction efforts. RVB recommends TOFA request the actual daily flow records and calibration records of the two meters that monitor TOFA flows from BCWSA. RVB would evaluate these records to determine if the metering data is accurate and if the new flows TOFA would subject to not exceeding are reasonable. This information would also assist TOFA in determining if the expansion of the scope of I/I work is necessary. Requested flow meter records and locations from BCWSA on June 6, 2014. RVB continues to evaluate flow data from 2008 to present. BCWSA and DEP held a meeting on April 14, 2015 regarding the signing of the agreement and what it means now that the March 31, 2015 deadline has passed. DEP held another meeting on May 12th. All agreements must be signed by October 1, 2015 in order for 2016 and 2017 connections to be released. Philadelphia and DEP could issue a moratorium on connections if all agreements are not signed. Authority Staff, RVB, and Authority Solicitor met with Newtown Bucks Joint Sewer Authority on June 16th to discuss issues with draft agreement and how to move forward with documenting concerns to BCWSA. RVB and Solicitor met to draft revisions to the agreement on July 24th. Authority met with Township on August 18th to discuss agreement. **Will discuss at meeting.**

15) BCWSA Neshaminy Interceptor Analysis Report: Per the settlement of the lawsuit with DEP, BCWSA had to analyze the Neshaminy Interceptor based on the existing and future flows of all of its customers (municipalities/authorities) to determine what improvements to the interceptor are necessary to meet the future needs of its customers. BCWSA's selected the alternative to line the 30", 33", and 36" sections of the interceptor for an estimated cost of \$7.6 Million. RVB recommended TOFA meets with BCWSA and their consultant to discuss concerns and issues with the analysis. In May 12th meeting, RVB outlined TOFA's concerns regarding the analysis. DEP stated that all municipalities must provide BCWSA with a 10 year projection on the amount of I/I reduction by May 22, 2015. TOFA must provide BCWSA with 10 year and 20 year flow projections. On May 27th the 10 year I/I reduction projection and 20 year flow projections were sent to BCWSA. **Nothing to report at this time.**

16) Water and Sewer Audits: Per the Board's direction, RVB and Authority staff were tasked to visit businesses or locations where the use of the space changed or the business changed and the volume of water and/or sewage flow increased. These visits were to determine if additional EDUs for water and sewer are owed. Audits were performed on June 5th. Technical memo was drafted. **RVB reached out to Goldenberg Management to obtain more water consumption records for the shopping center.**

17) Rental of Center Space: The Authority is looking for a tenant to rent the center space of the Administration Building. RVB sent a letter to Falls Township Code and Zoning Department requesting a determination of the allowable uses of the center space. Township responded that all uses zoned for Highway Commercial and Neighborhood Commercial can occupy the center space. **Nothing to report at this time.**

Old Business:

1) **Old Bristol Pike Public Sewer:** Project to provide a public sewer to residents and businesses on Old Bristol Pike with failing septic systems. Sewage from this area would be pumped to Lower Bucks County Joint Municipal Authority or Morrisville Municipal Authority for treatment. H2O PA Grant awarded in the amount of \$168,652.00 on May 5, 2011. Grant expires on June 30, 2013. Meeting with Lower Bucks County Joint Municipal Authority was held on April 10th. Met with Morrisville Municipal Authority on May 24th. Follow up meeting with LBCJMA was held on July 30th. Extension was approved for grant funds. Grant funds expired. Discussed project with Township on August 18th. **Will discuss at meeting.**

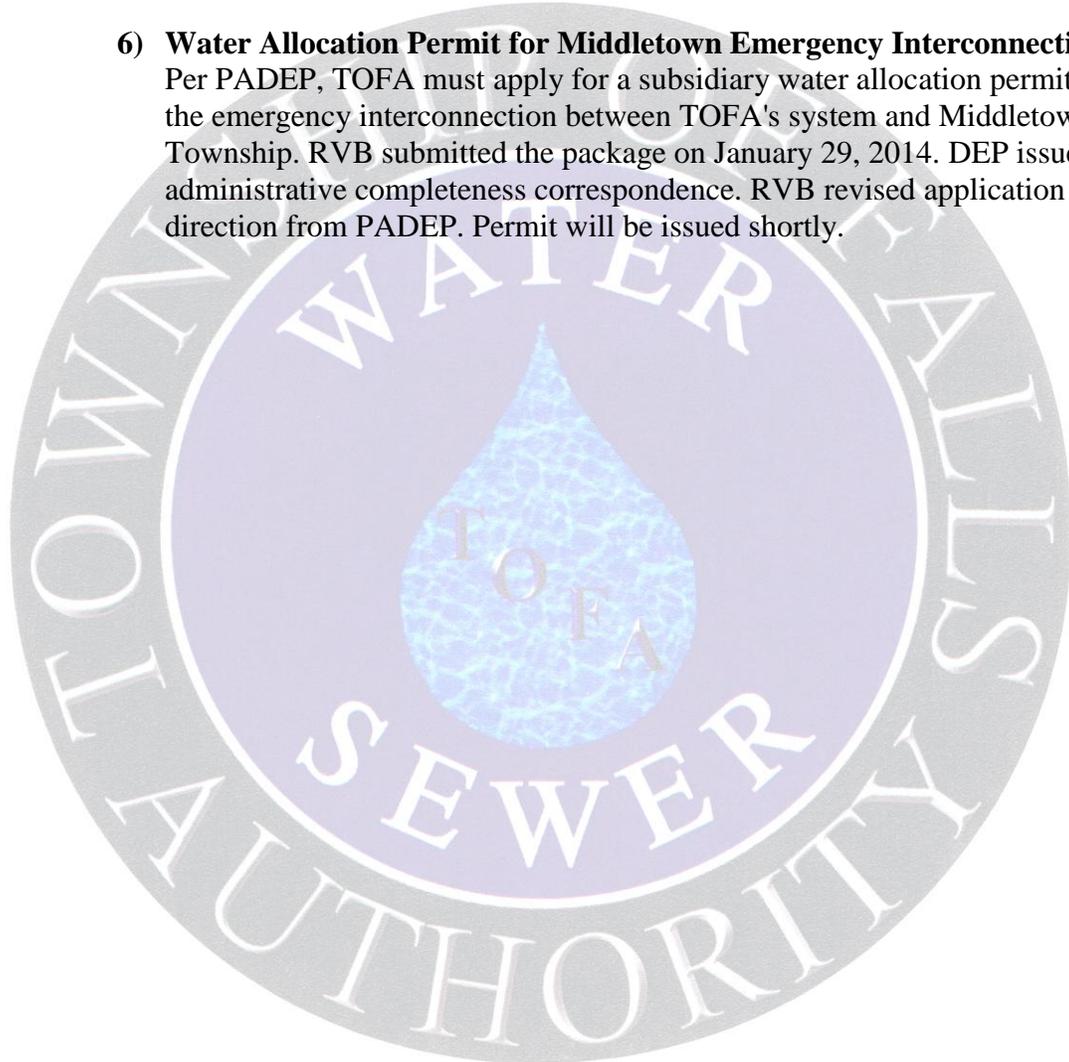
2) **Bucks County Water & Sewer Surcharge Billing:** We requested additional documentation on their sampling locations and to demonstrate how they arrived at their surcharge costs. BCWSA

provided the formula used to calculate surcharges and the actual sampling records. Will compare TOFA's daily sampling records for one month to BCWSA sampling records. Reviewed surcharge bill for first Quarter 2012. RVB requested backup documentation. Letter requesting site meeting was sent on June 28, 2012. Site meeting was held on August 15th. **Nothing to report at this time.**

- 3) **CVA Warehouse Expansion in Falls Township: We recommend approval of the water main extension, water service, and sewer connection from this land development located on Central Avenue in Falls Township.** Project approved at April 2011 board meeting. Applicant must enter into a water and sewer service agreement with TOFA and pay all applicable connection and tapping fees along with posting construction and inspection escrows. RVB provided Solicitor a construction cost estimate and amounts for construction, inspection, and legal escrows. **Nothing to report at this time.**
- 4) **Mercer Court:** The project, located along Lincoln Highway, consists of a 50-unit townhome development. RVB performed one review for the proposed water and sewer connections. Township approved the plans for land development in December. Awaiting revised plans from Applicant's Engineer to perform review. Performed revised review on May 13th. Accompanied Authority Staff to meeting with the Township Fire Marshal and Engineer on June 3rd to discuss water main layout for firefighting purposes. Reviewed Water/Sewer Service Agreement and Tripartite Agreement. Pre-Construction Meeting was held on November 25, 2013. Construction began the week of January 13, 2014. Water main installation and sanitary sewer installation is complete. TOFA authorized release of escrow funds from third party bank in the amount of \$142,676.78.00 (Escrow Release #2) for water and sanitary sewer improvements last month. **Nothing to report at this time.**
- 5) **Falls Township Act 537 Plan Update:** TOFA was approached by Falls Township to update the Township's Act 537 Plan. The Plan had not been updated since 1985. The Act 537 Plan is a planning tool Townships and other Municipalities use to plan for its existing and future sewage needs. The Plan was updated to provide current information on the collection and conveyance system that serves Falls Township, how Township sewage is treated, and how current and future sewage needs would be addressed in the Township. The current and future sewage needs are based on the existing and future populations, existing and future land development or redevelopment. Alternatives were provided to meet the sewage needs of the unsewered section of the Township. Alternatives were evaluated based on costs and feasibility, and one alternative was selected, i.e. the Old Bristol Pike Sewer Project. The draft plan was reviewed by the Board of Supervisors and DEP

last year. A meeting with DEP was held last year and more comments were provided. The Plan Update has been revised and submitted to the Township. A Public Notice of the Plan Update will be issued shortly to begin the 30 day public review and comment period of the draft document. Received comments back from the Bucks County Department of Health and the Bucks County Planning Commission. Update was submitted to the Falls Township for approval. Falls Township Board of Supervisors approved the Plan Update on August 19th. Plan Update was submitted to DEP for review and approval on September 16th. PADEP provided comments on the plan. Reviewed comments with Township on August 18th. **Will discuss at meeting.**

- 6) **Water Allocation Permit for Middletown Emergency Interconnection:** Per PADEP, TOFA must apply for a subsidiary water allocation permit for the emergency interconnection between TOFA's system and Middletown Township. RVB submitted the package on January 29, 2014. DEP issued administrative completeness correspondence. RVB revised application per direction from PADEP. Permit will be issued shortly.



Township of Falls Authority

Executive Director's Report

September, 2015

1. Constellation New Energy Electricity Purchase Agreement Extension

The Board approved a three-year extension of the current agreement. The three-year agreement extension has been fully executed. The extended agreement runs to mid-December 2019.

2. Independent Financial Advisor Proposal Recommendation

An engagement letter with Concord Financial Management has been executed following Board approval of the firm's selection. An introductory meeting was held with Concord at the Authority's office on September 17. Concord will provide Authority staff with a template for a 2016 Capital Improvements budget and will review the draft Authority 2016 budget.

3. Wireless Infrastructure Lease Sale

The staff and Board have provided comments on Crown Castle's valuation and lease purchase proposal options. Crown castle had asked for additional information on the duration of the Nextel payment component of the Sprint payment. It was explained the Sprint has taken over the Nextel cabinet and that payments will continue at the prior level. Crown Castle is doubtful that is the case and has asked for more detail before it revises its valuation. Staff is attempting to get that information.

4. HomeServe USA Marketing Agreement

Per the Board's instruction the Solicitor and Executive Director have customized the marketing agreement with HomeServe USA to better suit TOFA's customers' needs. HomeServe has reviewed and accepted those changes which do not include release of customer phone numbers (which TOFA does not maintain). Following Board approval the marketing agreement with HomeServe USA has been executed. A planning telephone conference between Authority and HomeServe staff is scheduled for September 21.

5. Neshaminy Interceptor and Bucks County Water and Sewer Authority Issues (BCWSA)

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 accurate billing by the BCWSA.

Temporary Flow Metering- Following Board approval, temporary flow meters have been installed to assess and hopefully demonstrate to the PADEP the effectiveness of the Authority's I/I program. If the 30-day monitoring program can demonstrate the effectiveness of the I/I program, then a new I/I plan may not be necessary.

Mandated Agreement with BCWSA (October 1, 2015 deadline) –Within input from the Authority Engineer, the Authority Solicitor has developed a draft agreement for TOFA and Falls Township. Per the August 18 meeting with Falls Township representatives, the TOFA Solicitor will obtain comments on the draft from Falls Township before submitting the draft to BCWSA for review.

6. TOFA Sewage Flow Diversion

On August 7 the TOFA Engineer and Executive Director met with LBCJMA Executive Director Vijay Rajput and raised the issue of diverting some of the TOFA flows to the LBCJMA WWTP. Dr. Rajput thought it was a possibility and agreed to do calculations to see how much additional flow might be possible. I spoke with Dr. Rajput again on August 20. He seemed more certain that a diversion was possible but still has not done the calculations. In early September, Dr. Rajput told Authority Engineer Vanessa Nedrick and the Authority Executive Director he needed to account for planned development/redevelopment projects in determining available capacity and that this would take additional time. He committed to getting system maps for the Authority Engineer to identify potential tie-in points.

7. TOFA Vehicle Fuel Provider Change Pilot (Wawa)

TOFA vehicle operators have been issued the Wawa cards and have been using them for more than a month. While obviously not the whole picture, there has been a reduction of \$950.87 (-50%) in fuel cost in August, 2015 compared to fuel cost in August, 2014.

8. Bristol Township Infiltration and Inflow

Earlier this summer, the TOFA Engineer, Operations Manager and Executive Director met with the Levittown Terrace plumber and excavator to review their work plan to remove improper connections to the TOFA sewage collection system. An inspection of the apartment complex following some of the work indicated a problem manhole has been repaired and an improper connection to that manhole had been removed. However, there still appeared to be several downspouts connected to cast iron pipes leading underground to unseen discharge locations. The complex excavator committed to removing the questionable downspouts connection leading underground and ensuring the discharge would be at grade level.

9. Auditor's Agreed Upon Procedures Report

The Auditor's Agreed Upon Procedures Report has been revised, finalized and released. The report has been provided electronically to the Board and bound copies will be available at the September 23 Board meeting.

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. A few months of water usage data will help clear this up.

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.

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.

13. TOFA Building Space Rental/Scrap Sale

The Board has approved a one-year listing agreement with Heritage Home 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, three quotes were obtained from area contractors:

Storms Home Improvement -\$15,850

Stone Bros Construction - \$18,606

NMBOC Remodeling Concepts- \$27,912.50

14. Contractor Services Agreement

The three-year discretionary Contractors Services Agreement between TOFA and the BCWSA has been executed.

15. Water Quality Investigations

Separate reports including sample analyses have been provided to the Board regarding customer complaints of discolored water. On September 17, the water main serving 726 Beaumont Rd. was excavated and the section of the main containing the tap for that address was replaced. Staff will remain in contract with the customer to gauge improvement. Additional sampling is likely. The Authority Engineer and staff are exploring solutions to the overall discolored water problems, including water main cleaning and lining and chemical additives.

16. Safety

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

- a. The purchase of a shelter for the Penns Place lift station control panel.
- b. The purchase of reflective rain gear.
- c. The replacement of the stair case inside the Bargain City lift station.
- d. The improvement of the entranceways at three stations

17. Security

Three security camera companies have visited the Authority's building. All quotes have not yet been received.

Access by operational personnel to the administrative portion of the building has been reduced by moving the work assignments pickup location to the kitchen.

18. Executive Director Vacation

The Executive Director will be on vacation from Friday, October 2, through Monday, October 12. Please feel free to directly contact Eddi Miller about any administrative issues that may arise during that time and Marty Witt for operations issues.