

13 June 2006

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER
DISTRICT MEETING 23 MAY 2006

**MINUTES FOR 23 MAY 2006 BOOTHBAY REGION WATER DISTRICT BOARD OF
TRUSTEES MEETING & KNICKERBOCKER LAKE INTAKE PROJECT
CONSTRUCTION MEETING**

The Board of Trustees convened at 1400 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee (Vice Chair), Trustee Marston, Trustee Curtis (Treasurer), Administrative Manager (AM) Bob Raudenbush and Manager Jon "Ziggy" Zieggra Guest: None. Absent: Trustee Carter

1. **Knickerbocker Lake Intake Project Construction Meeting** - The following is a summary of the items discussed at the 23 May 2006 progress meeting held at the Boothbay Region Water District Office at 1300 hr.

Attendees:

| Name | Representing |
|-----------------------|--|
| Mr. Jeff Preble, P.E. | Wright-Pierce Engineering |
| Mr. Daniel Flaig | Wright-Pierce Engineering |
| Mr. Harry Pinkham | Chairman, Boothbay Region Water District |
| Mr. Skip McPhee | Vice-Chairman, Boothbay Region Water District |
| Mr. Lew Curtis | Treasurer, Boothbay Region Water District |
| Mr. Robert Raudenbush | Administrative Manager, Boothbay Region Water District |
| Mr. Jon Zieggra | Manager, Boothbay Region Water District |
| Mr. Conrad McAllister | USDA Rural Development |
| Mr. Alton Wedberg | USDA Rural Development |
| Mr. Terry Buck | T. Buck Construction |
| Mr. Dan Allen | T. Buck Construction |

2. **Update on In Lake Work**

- A. Mobilization - Prock Marine mobilized on 8 May 2006. The mobilization required delivery of Prock's Crane, the floating barge, and timbers to support the crane on the barge for crane access to the barge from the shoreline.
- B. Unsuitable Soil Materials Discovered - On 10 May 2006, Prock had the barge and crane set up on the Lake to install the intake structure approximately 60 feet from the shoreline. When Prock lowered the barge spuds to secure the barge to the lake bottom, they encountered 14+ feet of unsuitable (structurally unstable) muck soil overlying ledge. Prock continued to investigate the extent of the muck material on

the lake bottom. They determined that the thickness of the muck reduced to approximately 7-9 feet approximately 50 feet offshore. It became clear that the $\frac{3}{4}$ crushed stone that was to be used to build up the rock base for the concrete intake structure would not be sufficient to form stable base over the muck. Prock Marine made T-Buck aware of the problem. On the morning of May 11th, Jeff Preble and Jon Ziegler met with Prock Marine and T-Buck on site to discuss the problem and the course of action. The Contractor proposed to move the intake location approximately 10 feet toward the shoreline where the muck was 7-9 feet thick and place and compact enough 6-10 inch crushed stone on top of the muck soils below the intake structure to create a stable base. Prock indicated that the water depth would be the same if the intake structure was set approximately 10 feet closer to shore. Jeff and Jon gave the Contractor permission to go ahead with the proposed solution. A Change Order will be executed to cover the extra costs associated with this work.

- C. Erosion Control - Prock Marine set up double containment silt booms around the barge prior to starting the work. Mr. Dan Flaig and Mr. Tom Doyle were on site during the placement of 6-10 inch crushed stone. The silt boom worked fine. All disturbed sediment up welled to the surface and was contained.
- D. Setting Intake Structure and Pipe - Prock assembled the intake screen structure and HDPE pipeline on 15 May 2006. Prock sent a diver into the lake to inspect the installation. According to T-Buck, the diver reported that the intake structure was sitting level and the stone base was stable. The intake EJ Prescott (EJP) returned during the week to cut approximately 6 feet off the end of the high density polyethylene (HDPE) pipeline and refuse the mechanical joint adapter to accommodate the building location and the intake location closer to the shoreline.
- E. Prock Marine Demobilization - The lake work was completed on 15 May 2006 and demobilization was completed on 17 May 2006.
- F. Driveway Gravel Placed - T-Buck completed the required gravel surfacing improvements between the drive entrance and the Cozzi's driveway.

3. Schedule - Future Work

- A. Concrete Encasement of Intake Pipe - T-Buck will be encasing the ductile iron section of the intake pipeline and the 12" discharge pipeline below the western corner of the building in concrete this week. They were working on setting up the forms and pipe alignment during the construction meeting
- B. Site Excavation - T-Buck will continue to truck out blasted ledge and prepare the site for the foundation the week of 22 May 2006.
- C. Building Foundation - T-Buck expects to pour the footing for the building the week of 31 May 2006. Construction of the frost wall and the building slab will follow soon there after as concrete curing time requires.
- D. Building Construction - T-Buck will likely begin working on the building superstructure the second week of June.

- E. Stabilization of the Shoreline - T-Buck will continue to stabilize the soils on site during construction to control erosion.

4. Construction Issues

- A. Knickerbocker Lake Association Meeting on 4 May 2006^b- The meeting was designed to provide the public with information regarding construction and to answer construction questions. The attendees with Jon Ziegra, Robert Raudenbush, Jeff Preble, Steve Durrell, and Mark McPheters. No one from the public attended.
- B. Central Maine Power Status - The line crew will start working on the three phase power extension on 12 June 2006. Jon Ziegra is currently working with Central Maine Power (CMP) field staff to identify and obtain the required easements for the line work.
- C. Concrete Truck Wash Down Area - Dan Allen said he would create space near the portable toilet for the concrete trucks to pull over and wash down.
- D. Blow Off Hydrant at Adams Pond Pump Station - Jon Ziegra requested a quote from T-Buck to install a hydrant assembly on the 12 ductile iron Knickerbocker water mains near the Adams Pond pump station. The hydrant will allow the district staff to flush out the Knickerbocker main as required. The District would provide the hydrant. T-Buck's quote should include all other materials and labor. Terry Buck indicated that it would probably be cheaper to install a 12 x 6 tee as opposed to using a tapping sleeve and valve. Dan Flaig will follow up with Mark McPheters on this work.
- E. Adam's Pond PS Valve Actuator Installation - The valve extension shaft and actuator has been installed. The actuator tilts approximately 5 degrees from horizontal due to the flange misalignment on the Knickerbocker main entering the wet well. Dan Flaig noticed that the actuator was not installed in the orientation shown on the drawings. Dan will follow up with T-Buck to reposition the actuator. Remaining work include installation of the air piping, reposition the actuator, and start up

1. Shop Drawings

The status of the shop drawing submittals was reviewed from the summary tracking sheet distributed at the meeting. Remaining submittals include:

- Chain link fencing
- Floating Silt Curtain (for information purposes)
- Paint
- Remaining building materials
- Joint sealers
- PLC
- Telemetry equipment
- Any heating and ventilation equipment not previously submitted
- Electrical cabinets and enclosures
- Fire alarm and security system equipment

F. O and M manuals received

- Pressure relief valve
- T-Buck should submit required O and M's for all equipment as soon as possible.

5. **Owner Issues**

- No complaints from neighbors at this point
- T-Buck must make sure they know when equipment will be delivered. Jon doesn't have space to store the equipment. Jon did agree to store the vacuum prime system which was delivered unexpectedly on May 11th.

6. **Contractor Issues - None** noted.

7. **Change Orders**

A. Unsuitable Material Stabilization Work at the Intake Site - Change Order No. 3 will be executed before the next meeting for time and materials to form a stable base for the intake structure. The change order will include EJP's invoice for coming back to the site to refuse the mechanical joint adapter on the intake pipe.

B. Pump Motor Credit - A credit for reducing the motor size from 100 hp to 75 hp will be rolled into the change Order No. 3. The estimated motor credit is \$1,668.

C. Blow Off Hydrant - If the District accepts T-Buck's quote for the blow off hydrant installation work, this additional cost be included in Change Order No. 3.

8. **Payment Requisitions** - Rural Development Payment Application No. 5 was signed at the meeting covering the most recent invoices from Wright-Pierce, building permit costs and short term loan interest from the District, and T. Buck's application for payment No. 3. T-Buck's approved payment request was for \$130,530.00

9. **Next Construction Meeting** - The next regularly scheduled construction meeting is set for 27 June 2006 at 1300 hr. at the district's office. Items to be included on the next payment application should be turned into to Wright-Pierce by 19 June 2006. The next Rural Development Application No. 6 will be finalized and submitted to the District by 22 June 2006.

10. The construction meeting adjourned at 1343 hr.

11. Trustee Pinkham called the trustees meeting to order at 1400 hr.

12. The minutes of the 9 May 2006 meetings were approved.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous

13. The board approved warrants 28, 29 & 30.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous

14. The manager provided little more update on the Knickerbocker Lake Intake Project because most matters were covered in the previous construction meeting. However, Trustee Curtis reminded the manager that a staff gauges or water level sensing device would have to be installed prior to commencement of operations so that the drawdown of the lake could be reported.
15. The manager reported Wright-Pierce, working for the town of Boothbay, would be creating a design and bid documents for Phase I, II and III of the Rt. 27 water and sewer extension. It was reported that the design effort was fully funded by the town and would be completed in early summer,
16. The manager reported he had met with the town manager of Boothbay and provided him the proposed changes in the Boothbay Administrative Code as they pertained to road opening permits. It was reported he had heard nothing back from the town concerning this matter. Trustee Pinkham reiterated to the manager that he was very interested in discussing this matter with the selectmen and to keep this a priority.
17. The manger reported further negotiations with Maine Department of Environmental Protection (DEP) are at a standstill for sustainable water use policy. The DEP The signing ceremony the manager was scheduled to attend with the Governor was postponed because of the rain emergency in southern Maine.
18. The AM reported he was still receiving documentation from Wright-Pierce concerning GIS and was pulling the elements together. It was reported he was close to convening a meeting among the stake holders (towns of Boothbay Harbor, Boothbay, the Boothbay Harbor Sewer District and the district) to take all of the available information and synthesize a coordinated plan to accomplish this goal.
19. The board was provided proposed revision II of the Boothbay Region Water District, Policies and Procedures. The manager asked if the board could review the document and suggest any further revisions. Trustee Pinkham deferred any further discussion on this action until the next meeting.
20. The manager reported he had met with Dirigo Engineering and found their approach very reasonable. Dirigo quoted a price of \$10,000.00 for the work that Wright-Pierce quoted \$17,700.00. The manager reported he had discussed this with Trustee Pinkham who instructed the manager to sign the contract the contract with Dirigo Engineering and ask them to proceed. The manager reported a tentative completion date of the design and bid documentation of 17 July 2006. Finally it was reported that Trustee Pinkham sent the letter to the board of selectmen to verify their intentions to complete this job. The manager reported he had discussed this letter with the Boothbay town manager distributed the letter and told me directly that this already budgeted.
21. The manager described the progress of several subdivisions currently under consideration by the district in the towns of Boothbay Harbor and Boothbay.

Sunset Acres – The manager reported the punch list items had been addressed. The only materials needed for acceptance was a signed easement and as-built drawings.

Dora Highlands— On 28 April 2006 the manager met with Tom Bennett to go over the design of Dora. The manager proposed to the board that this project be a test of

high density polyethylene (HDPE) water main. It was reported a design was being made.

High Ledge – On 9 May 2006 I met with Neil Ward and Ken Johnson. Mr. Johnson was proposed as a subcontractor to oversee the construction of the water main. The manager reported the Mr. Johnson met the minimum requirements technically but would only be acceptable working with Rydout Excavation. There was no plan for mobilization.

Boothbay Country Club – It was reported that Phase I of this project will have similar pressure issues that are prevalent with Sunset Terrace and will require limited service agreements for some of the properties at higher elevations. Phase II has begun with the sewer installation to be followed closely with the water installation.

Gordon Alexander – No change in status. The trustees asked the manager not to report on this project until further notice.

22. The AM reported he had received no bids for the Ranger. Trustee Marston informed the board he new of a person who was looking for a vehicle such as the Ranger and would follow-up on the lead.
23. Trustees Pinkham and Curtis informed the manager of some tree cutting that needed to be attended to around the Mt. Pisgah standpipe and instructed him to get it taken care of.
24. The meeting was adjourned at 1430 hr.
Trustee Carter motioned, Trustee MacPhee second, vote: unanimous

END OF MINUTES

Respectfully Submitted,
Jonathan E. Ziegler
Manager