

12 September 2006

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER
DISTRICT MEETING 22 AUGUST 2006

MINUTES FOR 22 AUGUST 2006 BOOTHBAY REGION WATER DISTRICT BOARD OF TRUSTEES MEETING

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee (Vice Chair), Trustee Curtis (Treasurer), Trustee Marston, Administrative Manager (AM) Bob Raudenbush and Manager Jon "Ziggy" Ziegler. Guest: Mr. Jeff Preble P.E., Wright-Pierce Engineering; Mr. Conrad McAllister & Mr. Alton "Swede" Wedberg, United States Department of Agriculture, Rural Development; Mr. Terry Buck & Mr. Dan Allen, T. Buck Construction; Mr. Dave Libby, Telecommunications Consultant. Absent: Trustee Carter (Clerk).

1. The meeting was called to order at 1400 hr. Trustee Pinkham recognized Mr. Preble to Update the board on the progress of the Knickerbocker Intake Project and approve the most recent pay-request.
2. **Update on Pump Station Work**
 - A. Building - Work during the month of August has focused finishing the insulation installation, painting, and other finishing work. The pump and vacuum prime system along with the process piping were installed as well. Piping within the pump station was painted, and flow monitoring equipment was installed.
 - B. Site Work - Site work at the site is essentially complete. The lawn areas have filled in nicely and will require mowing. The drainage ditch around the perimeter of the site has been installed and stone check dams installed. The pad for the propane tank has been installed, but the propane tank has not yet been set. Finally, the gravel pad for the driveway has been installed.
 - C. Electrical and Controls - Much of the interior wiring has been run. The main panels have been installed, and lighting fixtures installed.
3. **September Work Schedule**
 - A. Electrical - Electrical Installations, Inc. (EII) will continue with the electrical and controls work. Terminations are being completed on the new variable frequency drive, and other control components at the pump station. Work associated with the radio communications will also be installed prior to pump station start up and testing.
 - B. Site Work - T Buck reported that the security fence will be installed on Wednesday 23 August 2006. An updated shop drawing will be faxed or emailed to Wright-Pierce for review.

- C. Access Road - Following completion of work at the pump station, the access road will be restored, including replacement of culverts damaged during the construction.
- D. Start-Up and Testing - Start up and testing of the pump station has been scheduled for 29 August 2006 beginning around 0800 hr. to 0900 hr. The district's chief operator will be on vacation during the testing. Additional follow up training will be required. The District indicated it was acceptable for T Buck's crew to operate the hydrant at the pump station site during the initial start up.
- E. Raw Water Pump Station - Final installation of the plug valve and operator will be completed on 23 August 2006.

4. Construction Issues

- A. Start-Up and Testing Coordination - Representatives will be on hand during start-up testing for the pump, vacuum prime system, flow meter, VFD, and plug valve.
- B. Substantial Completion - The contract date for Substantial Completion is 14 September 2006 with Final Acceptance scheduled for 14 October 2006. It is likely that substantial completion can be granted following start-up and testing.
- C. Concrete Testing Results - The 56 day breaks for the concrete footings and slab have been received with the floor slab meeting the strength requirements and the footings failing the strength requirements. The break for the footings at 56 days was 3,620 psi. While the compressive strength is not within specification the strength is within design stresses for the foundation.
- D. Access Road Restoration - Restoration of the access road will be completed at the end of the project during the month of September. T. Buck will replace culverts damaged by the traffic entering and leaving the site and regrade the road.
- E. Generator/Transfer Switch - T Buck is in the process of getting pricing together for installation of the generator system. The District will consider using the remaining funds in the construction budget to install this equipment.
- F. Security System - The District noted that they are pleased with the modifications to the security system.
- G. Adam's Pond PS Valve Actuator Installation - Remaining work includes installation of the air piping, fail safe switch, and start up. T Buck noted this work will be completed during the week of 21 August 2006.
- H. Maintenance of Erosion Control Measures - Erosion and sedimentation controls continue to look good at the pump station site. WP noted the stone check dams in the drainage ditch are functioning well. The Boothbay Assistant Codes Officer continues to make almost daily visits to the site.
- I. Landowner Coordination - No issues have been reported over the past month with the abutting land owners.

- J. Record Drawings - WP noted that record drawings for the project will be turned over to the District within one month of receiving the information from T. Buck. The District noted that the quality of the Treatment Plan Record Drawings were not good as they have had difficulty locating the water main from Knickerbocker.
 - a. Shop Drawings - The status of the shop drawing submittals was reviewed from the summary tracking sheet distributed at the meeting. Remaining submittals include:
 - i. Chain link fencing - to be submitted to WP prior to the fence company mobilizing to the site.
 - b. Operation and Maintenance (O and M) Manuals
 - i. T-Buck should submit required O and M's for all equipment as soon as possible.
- 5. **Owner Issues**
 - A. The blow off hydrant at the raw water pump station has been installed. The District has difficulty locating the main from Knickerbocker. The record drawings for the plant site did not accurately locate the main.
 - B. In discussing the overall project budget and the breakout between the District's share of the costs and Rural Development's share of the costs, it was decided that all future costs associated with the project except for short term interest would be shown on Rural Development's cost share. The District noted that they have contributed over \$150,000 towards the costs associated with the project.
- 6. **Contractor Issues** - None noted at the meeting.
- 7. **Rural Development Comments** - None noted at the meeting.
- 8. **Change Orders** - Change order #4 will cover the installation of additional wiring installed from the treatment plant to the raw water pump station. The total of this change order is \$2,982.00. Wright - Pierce will prepare the change order and route through the mail for signatures and distribution.
- 9. **Payment Requisitions** - Rural Development Payment Application No. 8 was signed at the meeting covering the most recent invoices from Wright-Pierce, and T. Buck's application for payment No. 6. T-Buck's approved payment request was for \$87,043.67, and represents approximately 91% completion. Lien waivers will be forthcoming from T. Buck and will be distributed via email as they come in.
 - A. Budget Review - WP distributed a summary of the overall project budget with a projection of final expected costs. It appears the overall budget will end up around \$763,500 which is below the original budget of \$821,400 established for the project. The remaining funds will be utilized to either reimburse other District expenses incurred on the project or go towards installation of the emergency generator system.
- 10. **Next Construction Meeting** - The next regularly scheduled construction meeting is set for 19 September 2006 at 1000 hr. at the district's office. Items to be included on the next

payment application should be turned into to Wright-Pierce by 11 September 2006. The next Rural Development Application No. 9 will be finalized and submitted to the district by 14 September 2006.

END OF CONSTRUCTION MEETING

11. The minutes of the 25 July 2006 meetings were approved.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
12. The board approved warrants 44, 45, 46, 47, 48 & 49.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
13. Trustee Pinkham recognized Mr. Dave Libby who briefed the board on the current state of the negotiations with Verizon Wireless. He explained to the board that Verizon was in the early stages of pursuing a proposal with the district to locate a one-hundred and fifty foot transmission tower on district property adjacent to the treatment plant. He went on to further explain the tower would remain the property of Verizon with the district receiving monthly rent checks from Verizon and subsequent users of the tower. A discussion of the generator as a rental fee was discussed. After further discussion the board authorized Mr. Libby to proceed in further developing this agreement.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
14. The manager reported no change in status for the Route 27 construction project.
15. The manager reported the town of Boothbay had not begun the process of reviewing the administrative code. The manager reiterated the chairman of the board of selectmen, Hon. Charles Cunningham, had insured that the districts proposal for road openings would be addressed once the administrative code committee was in-place and functioning. Trustee Curtis instructed the manager to keep on this effort.
16. Trustee Marston brought up a complaint by the residents of the Butler Road, located in Boothbay, of insufficient groundwater in quality and quantity and the possibility of initiating a main extension for public health. The board then reviewed past actions with this complaint. At the end, it was clearly in the town of Boothbay's hands. It was discussed of the district's prohibition by law of investing in water main extensions and that in 2005 the AM and the manager had attended a meeting with the town manager of Boothbay to apply for grant funding for this and other projects. Trustee Marston told the board he would refer any further inquiries to the town of Boothbay for funding.
17. The manager reported the Maine Department of Environmental Protection (DEP) had formally presented the new proposed rules for "sustainable water use" to the Board of Environmental Protection (BEP). The rules as written would affect the district in that the district would have five-years to "come into compliance". The manager reported the DEP had not defined "compliance" and would not speculate on what that would entail and cost. The manager did report the DEP would creep its mission into efficiency of water distribution which would play into the district's favor citing the unaccounted water percentage for the district is 8.5% far below industry average. The board asked to be kept informed.
18. The AM reported the security package was in progress. It was reported Northeast Security had made another site visit and was preparing a revised estimate for the upgrades in the security system.

19. The Am reported he had submitted numerous claims from disgruntled property owners who perceived damage in and around the construction of the East Boothbay Interconnection and the Murray Hill extension projects. This perceived damage was being reviewed and denied by MMA as being either frivolous or due to the district's immunity. At this time the manager went over a proposed concept of an immunity statement to be amended to the district's by-laws outlining the districts liability under the Maine Tort Reform Act. The trustees directed the manager to have a draft policy written for the 12 September 2006 for them to deliberate on.
20. The AM reported a check for \$5,000.00 had been delivered to Carl R. Griffin III Esq. For a deposit on the Carter property. It was reported the district had entered into contract with the Carter's. No closing date has been set as of the meeting. The manager reported he had received permission from Al Cohen (aka Big Al) to cut his access road to install the sewer force main. It was reported Leighton had been contracted to complete the survey of the subdivision, which was expected at the beginning of October.
21. The manger reported he had hired Leighton and Associates to complete a survey of two parcels of property (Clifford and adjoining 33 acres) so that the forester can complete the forestry survey. The estimated date for the forestry survey was reported to be mid-November.
22. The manager reported the town manager of Boothbay had some legitimate concerns over the installation of the box culvert on Adams Pond Road with Adams Pond at record high level. The manager reported he had consulted with Dirigo Engineering and developed a work plan as well as reviewed the installation contract and reported the extra effort needed with the present water level would be minimal. The town manager was reported satisfied with the district's response to the question and the project was reported still on track.
23. The manager reported the Department of Marine Resources (DMR) had denied the districts request to remove the Meadow Brook Impoundments. The manger reported the district would allow the structures to cave in an uncontrolled but natural way. The manager reported this effort was officially dead.
24. The manager described the progress of several subdivisions currently under consideration by the district in the towns of Boothbay Harbor and Boothbay.

Sunset Acres – No change in status.

Dora Highlands – Construction has been completed in Park Street to Sophia Way. The first stretch has been chlorinated and we are awaiting bacteriological analysis. The pressure test for this stretch of main passed.

Boothbay Country Club – No change in status.

25. The manager presented the board with a clean draft of the district's Policies and Procedures, Revision II. The manager reported that he had just received updated and detailed descriptions for parts commonly used by the district that would lead to no substantive change. Trustee Curtis had a few non-substantive changes that he would like to see incorporated in the final draft. The board approved the final draft with changes effective 22 August 2006.

Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous

26. The manager reported on 9 August 2006 the Emergency Management Director for Boothbay and he had met with Mr. Tim Pellerin, Lincoln County EMA director in Wiscasset. The topic of the meeting was to draft a memorandum of understanding (MOU) for response to a chlorine release at the treatment plant. The EMA director was made aware the district does not have the resources to meet the OSHA requirements for a HAZMAT team capable of combating a chlorine release. The district was interested in contracting with the county to provide this service. It was reported Mr. Pellerin thought it was a good idea and would draft a MOU for the district to sign.

Details of the proposal included the district would provide a stipend to the county to help maintain the county's response equipment; the district will provide funding for training for chlorine gas specific incidents; the district will purchase a chlorine head for the gas detector, jointly owned by the district and the Boothbay fire department; and provide any specific personal protective equipment that is required for chlorine gas if not owned by the county response team. The manager reported the upside for the district is that it would be in full compliance the day the MOU was signed and would not have to maintain a certain programs.

27. The manager reported the district had completed an intake analysis of the Adams Pond intake structure. On 14 August 2006 Chuck Fuller inspected the Adams Pond intake and found it to be in generally good condition. The screen was found to be heavily fouled and the air system had broken away from the foot of the intake pedestal. The manager reported he had to order a custom made part from Mid-Coast Machine to complete the repair of the airline. The screen was reported to be de-fouled once the part was ready for installation. The manager reported the maintenance would be completed before Adams Pond froze
28. The meeting was adjourned at 1530 hr.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra, Manager