

14 November 2006

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR THE KNICKERBOCKER LAKE INTAKE
PROJECT AND TRUSTEE MEETING 24 OCTOBER 2006

**MINUTES FOR 24 OCTOBER 2006 KNICKERBOCKER LAKE INTAKE PROJECT &
TRUSTEE MEETING**

The Board of Trustees convened at 1300 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. Terry Buck, T-Buck Construction; Mr. Conrad McAllister & Mr. Alton "Swede" Wedberg, United States Department of Agriculture, Rural Development. Absent: Trustee Carter (Clerk).

1. The Knickerbocker Lake Intake Construction Meeting began at 1300 hr.
2. Update on Pump Station Communications Issue

Wright-Pierce (WP) reported that a test was completed by Electrical Installations, Inc. (EII) on 20 October 2006 with the licensed radio frequency option. This test was performed to determine if licensed frequency (172MHz) radios were utilized at the Knickerbocker Pump Station and the Treatment Facility would a satisfactory signal be possible between the two sites. The results of this test were very favorable and a good radio signal was achieved at both sites.

T. Buck has quoted a price of \$10,140.90 for setting up the licensed frequency radio option for establishing communications between the two sites. With the licensed frequency the district will be able to expand this frequency use to other sites that the district operates. This option is far less obtrusive than options involving installation of a tall pole or tower. The district inquired about possible interference from the Lincoln County Emergency Services frequency which WP will check into and report back to the District.

Approval was given by the district to utilize this option for establishing the communications between the two sites. The district also inquired about checking into pricing for replacing the Pisgah tank radio with the licensed frequency option as well. WP will prepare the change order to incorporate this work into the project and route the change orders through the mail for signatures.

Based on this change order, WP reviewed the status of the budget for the project. The total projected construction cost for the project is approximately \$565,120.95, which results in an overall cost projection of approximately \$773,148.96. Based on this amount, a surplus of contingency funds totaling \$48,251.04 is possible. The exact remaining contingency is dependent on final cost numbers on several of the accounts including the temporary interest accruing on the temporary note. Closing on the temporary note is expected in December

3. Remaining Work Schedule

- A. Radio Communications - It is anticipated it will take about 4 to 6 weeks to receive and install the necessary equipment for the radio communications. Once this is up and operating, final equipment testing will be undertaken.
- B. Addressing Punch List Items - WP and T. Buck reviewed the punch list after the construction meeting, and an updated punch list will be distributed. T. Buck will continue to address any remaining punch list items

4. Construction Issues

- A. Punch List - See discussion above
- B. Substantial Completion - The contract date for Substantial Completion is 14 September 2006 with Final Acceptance scheduled for 14 October 2006. A time extension will be required for installation of the radio tower at the site. After some discussion it was agreed to use 24 October 2006 as the date for Substantial Completion and commencement of the equipment warranty period. WP will prepare the Certificate of Substantial Completion and route through the mail for signatures
- C. Pump Impeller - T. Buck will check into the status of the correct impeller shipped to the site
- D. Deletion of plantings at the Pump Station - The district wishes to have the plantings deleted from the contract. A credit of \$800 will be processed through a change order.
- E. Record Drawings - WP noted that record drawings for the project have been provided to WP and would be turned over to the district shortly. Much of the operation and maintenance manual information has also been turned into WP and a completed copy of the operation and maintenance information will be turned over to the district soon.

5. Shop Drawings

- A. O and M manuals - T-Buck should submit required O and M's for the security system and radio communications system as soon as possible

6. Owner Issues - None noted at the meeting.

7. Contractor Issues - None noted at the meeting.

8. Rural Development Comments - None noted at the meeting.
9. Change Orders - Change order #5 will include the modifications necessary to establish radio communications, modifications to the air piping, and the credit for deleting the plantings at the pump station.
10. Payment Requisitions –

Rural Development Payment Application No. 10 was signed at the meeting covering T. Buck's application for payment No. 8, short term interest, and a legal invoice. T-Buck's approved payment request was for \$2,375.00, and represents approximately 99% completion. Lien waivers will be forthcoming from T. Buck and will be distributed via email as they come in. Release of any retainage from next month's payment request will be based on 1.5 times the value of any remaining punch list items, and receipt of the 95% lien waivers.

11. Next Construction Meeting

The next regularly scheduled construction meeting is set for 28 November 2006 at 1330 hr. at the district's administrative office conference room. Items to be included on the next payment application should be turned into to WP by 17 November 2006. The next Rural Development Application No. 11 will be finalized and submitted to the district by 21 November 2006.

END OF CONSTRUCTION MEETING

12. The board approved the minutes of 10 October 2006.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
13. The board approved warrants 61, 62 & 63
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
14. The manager reported that on 24 October 2006, he met with Mr. Clayton Pottle, Pottle Realty who informed the district he would be receiving a proposal from the owners of the Coburn House, Mr. John Hallee & Mr. Thomas Carroll, for the Carter property. This proposal was reported to include cash and three house lots adjacent to the Coburn House.

The manger then informed the board that he awarded the installation of the sewer line to Jordan Construction for \$9,200.00 with work scheduled to be completed by 27 October 2006. The manager then went on to reiterate that he had met with Mr. Al "Big Al" Cohen who still maintained he was treated unfairly by S.E. Macmillan during the Kenniston Hill Standpipe/East Boothbay Interconnection project. A deal for some additional paving in return for locating the sewer line across his property was reached to the benefit of both parties. Finally, the manager informed the board the sewer entrance had been approved by Superintendent, Chris Higgins Boothbay Harbor Sewer District as well as the design of the new residential pump station and hook-up.

15. Mr. Jeff Preble provided the board with an update on the Rt. 27 water and sewer project. He reported hyper accurate ledge borings were being conducted up the Rt. 27 corridor and into the industrial park. Once these are in hand he reported he would be making a presentation to the Boothbay board of selectmen in the near future detailing the work procedures and the cost estimate for the entire project.

16. The manager reported on the proposed Chapter 587 “In-Stream Flow and Water Level Standards”. It was reported the current proposed rules were still being reviewed by the Maine Board of Environmental Protection and that the Maine Public Utilities was mounting a challenge to the rules on the grounds they will be an unfair financial burden to the rate payers and that these rules invade the jurisdiction of the Public Utilities Commission. The board informed the manager to keep them informed as to the status of this legislation.
17. The AM updated the board on the latest proposal by SGC Engineering for the construction of the district’s GIS system. The AM reported that the proposal provided by SGC, much liked by the district and the sewer district was sent to Burgess and Wright-Pierce. This was done, in particular with Wright-Pierce, because they were given a much broader scope and the bid they had provided was impossible to compare. The board instructed the AM to keep them informed and to provide them with a cost breakdown and recommendation when the district had thoroughly investigated any quotes received.
18. The AM reported the search and evaluation for new billing software was still on-going with a recommendation to the board sometime off. He added that it would have to be compatible with whatever GIS software is selected so as to be able to integrate information smoothly. The board again requested he keep them informed of this effort.
19. The manager provided a scope of services for engineering and evaluation for the rehabilitation and looping of Reed Road and a strategy to make the West Harbor Standpipe more useful and compliant with OSHA regulations. The board tabled any action until they had time to review the scope of services. The manager was requested to make this an agenda item for the 14 November 2006 meeting.
20. The manager reported the Lincoln County Emergency Management Agency (EMA) had completed a memorandum of understanding (MOU) between the district and the county for response services in the event of a chlorine gas release. It was reported the MOU was in the hands of the Lincoln County attorney for review. Once sent to the district the manager would put this on the agenda for trustee action.
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 – It was reported all parties involved in this project were being sued by the town of Boothbay Harbor, while Whorff and Atlas Enterprises were suing Breakwater Design as well. The problem was stemming from improper reconstruction of Sunset Road and other liability issues. Each party was holding separate pieces for acceptance of the project with none apparently budging. The manager concluded this project was far from complete. On a separate note, the manager reported that even though the subdivision water mains were not accepted, the hydrants remained charged for expanded fire protection.

Dora Highlands– Water main installation was ongoing from the standpipe to Sophia Way.

Boothbay Country Club– Awaiting punch list resolution

22. The board reexamined a request for meter downsize made by Mr. Thomas Myette for his property at 29 McKown Street, Boothbay Harbor. The board reversed its previous decision and approved the downsize of the meter with the caveat that if in the future pressure and flow issues should arise, Mr. Myette would be responsible for the retrofit. The board approved the meter to go from a 3/4" meter to a 5/8" meter.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
23. The board reviewed a request made by Mr. Chris Higgins on behalf of the Bayville Sewer Committee to downsize the existing meter from 1" to 5/8". After review of the configuration (one deep sink with one faucet) the board approved the request.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
24. The manager presented the board with a study provided by Kleinschmidt Consultants on the status of the Adams Pond Dam. The report iterated the dam was in good condition with scarring on the dam face that was of non-structural concern. It was reported the dam was evaluated for extreme flood conditions and found to be of adequate strength. The report did, however, recommend that within 5 to 10 years the dam be reinforced with # 5 rebar doweled into bedrock and the existing dam, and a one foot concrete cover is applied to the dam. The board instructed the manager to put this project in the mid-range plan for the district goals.
25. Trustee Curtis presented the board with the district's Avian Flu Pandemic Response Plan. The strategic plan instructs the district how to manipulate resources and manpower to still provide potable water during a pandemic. The trustees were asked to read the plan.
26. The manager reported the seasonal shutdown was progressing well.
27. The manager described the fuel arrangement the town of Boothbay harbor had struck with Mobil. The plan included 24-hour access and credit cards to monitor fuel consumption to each vehicle. The manager reported that the district was having a hard time receiving bills from the town of Boothbay and there had been some access issues to fuel on weekends. The board instructed the manager to investigate the matter fully and report to the board any incentives that would be gained by staying in or dropping out of the current arrangement.
28. The meeting was adjourned at 1445 hr.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,
Jonathan E. Ziegler
Manager