

12 December 2006

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 14
NOVEMBER 2006 & THE KNICKERBOCKER LAKE INTAKE PROJECT

MINUTES FOR 14 NOVEMBER 2006 TRUSTEE MEETING

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee (Vice Chair), Trustee Curtis (Treasurer), Trustee Carter (Clerk), Trustee Marston , Administrative Manager (AM) Bob Raudenbush. Guest: Ms. Deane Spofford Randlett, Trevett, Maine; Mr. Paul Jarkiewicz, Mt. Dora Subdivision. Absent: Manager Jon "Ziggy" Ziegra.

1. The minutes of the 24 October 2006 trustees meeting were approved.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 63, 64, 65 & 66 were approved.
Trustee Carter motioned, Trustee Marston second, vote: unanimous
3. Chairman Pinkham recognized Ms. Randlett who petitioned the board for an abatement for her mothers home located at 31 Spofford Lane, Trevett, Maine, Account Number 1100340 for the past two seasonal bills. Ms. Randlett explained the account was originally set up by her grandparents, now deceased, and the property has been going through renovations. She added that the meter was set 2005 & 2006 but no water was used and she was unaware of the process of holding off seasonal water service. Her request for a rebate of the past two seasonal bills was granted for the amount of \$431.20. Trustee Curtis reminded Ms. Randlett that this was a one-time abatement for which she understood.
Trustee MacPhee motioned, Trustee Carter second, vote: unanimous
4. The AM presented the board with change order #5 for the Knickerbocker Lake Intake project which had been previously approved by the board. Trustee Curtis signed the change order and instructed the AM to disperse the copies to the various entities required.
5. The AM reported the district had received an offer for the Carter property for 3.5 acres of watershed land plus \$50,000 from Cross Point Properties. The AM went on to explain the manager believed the property to be worth \$85,000 and the district needed to receive between \$180,000+ to maintain good standing with the Maine Public Utilities Commission (PUC). It was explained the manager countered with the 3.5 acres and \$100,000. This was found to be unacceptable by Cross River Properties who provided the district with a proposed Notice of Intent to buy the 3.5 acres after the sale of the property. The board liked the idea but instructed the AM not to pre-negotiate a cost for the property but make it known to Cross River that the district will negotiate a price after the sale of the Carter house.

6. Trustee Pinkham recognized Mr. Paul Jarkiewicz who provided the board with a lengthy and detailed status report of the Mt. Dora Subdivision. The board was most interested in the status of the water main and service connections. Mr. Jarkiewicz explained that the water main had been installed from the Mt. Pisgah Standpipe to Lobster Cove Road, the main had passed pressure testing and disinfection, and all of the services had been cut in. It was further explained that Crooker had pulled out the previous week and the subdivision was now concentrating on home development. The board thanked Mr. Jarkiewicz for his report.
7. The AM reported the seasonal shutdown had gone very smooth and that it was complete, including overage billing.
8. The AM referred to the managers report which explained that he had met with the town manager of Boothbay and reviewed the fuel procurement plan utilized by the town of Boothbay Harbor, and his recommendation the district maintain its relationship with the town of Boothbay citing no real advantage to the district following Boothbay Harbor's lead. The trustees requested further study including an explanation and correction of after-hours access and why the administration fee was tied to the price of gasoline. The board requested the manager see if the town manager of Boothbay could be present at the next trustees meeting to explain the administration fee and the contract currently in-place.
9. The AM reported the manager was attending a meeting of various water districts, Maine Rural Water and the Maine Water Utilities Association to formulate a recommendation to the PUC which previously filed a Letter of Inquiry with the Maine Department of Environmental Protection (DEP) challenging the proposed sustainable water use rules currently under consideration. The board asked the AM to have the manager provide a detailed meeting to the board at the next trustees meeting.
10. The AM reported the district would be meeting with the Boothbay Harbor Sewer District to review the proposals for initiating the joint geographical information system (GIS) for both the sewer and water districts. It was reported the two firms with proposals were reported to being Wright-Pierce and SGC Engineering with close bids. A recommendation for award would be presented to the board at the next trustees meeting.
11. The AM reported the initiation for new billing software was progressing well. The AM reiterated that this effort was going to constitute a major investment but the increase in productivity will make the difference in saved labor costs and jobbing.
12. The AM relayed the manager's recommendation the board allow Dirigo Engineering to start the study phase of the Reed Road Loop and West Harbor Standpipe Upgrade project currently on the district's priority list with a \$4,000 to \$5,000 limit. The board authorized the manager to proceed.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
13. The AM reported the land survey for the 55+/- acres adjacent to the district campus had been completed and the forester had been alerted. It was anticipated the forest management plan would be completed shortly and clearing and thinning efforts along Rt. 27 could then be completed per request of the trustees.
14. The AM reported the memorandum of understanding (MOU) for chlorine emergency response was still under review by the Lincoln County attorney. It was reported that Boothbay EMA was still pushing for its adoption.

15. 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 – See Item #6.

Boothbay Country Club – Awaiting punch list resolution

16. The AM reported the health insurance for the district would rise 7.94% for 2007, a rate less than that of previous years.
17. The AM requested the board work on wish lists and priorities for the next few meetings. The board had interest in revisiting the priority list before the end of the year to aid staff in preparing the 2007 budget.
18. Trustee Curtis led a spirited question and answer session of the Boothbay Region Water District, Avian Flu Pandemic Response Plan. After careful and thoughtful discussion the board approved the plan with amendments.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
19. The meeting was adjourned at 1500 hr.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

MINUTES FOR 28 NOVEMBER 2006 KNICKERBOCKER LAKE INTAKE PROJECT MEETING

1. The following is a summary of the items discussed at the 28 November 2006 progress meeting held at the Boothbay Region Water District Office at 1330 hr. In attendance: Mr. Jeff Preble P.E. & Mr. Dan Flaig, Wright-Pierce Engineering; Mr. Conrad McAllister & Mr. Alton Wedberg, United States Department of Agriculture, Rural Development; Mr. Bruce Kenney, T. Buck Construction; Trustees Harry Pinkham & Lew Curtis, Administrative Manager Bob Raudenbush, Manager Jon Ziegler, Boothbay Region Water District.
2. **Update on Pump Station Communications Issue** - Wright Pierce reported the work associated with the radio communications is now complete. Testing of the system was completed the morning of the construction meeting, and the operators were trained on use of the equipment at the Knickerbocker Pump Station and with the new SCADA screens. Final testing of the equipment was not completed at the request of the District. This work will be completed in the early spring of 2007. At the time the final testing is completed, pumping water to the raw water pump station, the pressure relief valve settings will be finalized.

The FCC has received the paperwork required for the licensed frequency for the radio system. Final approval of the frequency is expected soon.

3. Construction Issues

- A. Punch List – Wright-Pierce reviewed the remaining punch list items, and noted that much of the work has been addressed. The exhaust fan operator was fixed at the new pump station. An insect screen will be added to the pressure relief valve discharge. Measurements were taken for the piping labels and those will be installed as soon as they are received. The remaining punch list items include final testing and training of the equipment in the early spring of 2007. A total of \$3,000 will be held as retainage for this work, and includes any issues associated with the pump impeller, and final settings of the pressure relief valve.
 - B. Pump Impeller – Any final modifications to the pump impeller will be made after the final pump testing is completed in late March or early April of 2007.
4. 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. The submitted record drawings will include both hard copies of the plans and electronic copies of the drawings. T-Buck should submit required O and M's for the security system and radio communications system as soon as possible. This information is past due.
 5. **Owner Issues** – None noted at the meeting.
 6. **Contractor Issues** – None noted at the meeting.
 7. **Rural Development Comments** – None noted at the meeting.
 8. **Change Orders** – Change order #5 was signed by Rural Development at the construction meeting and distributed to all parties. This change order included the work associated with the new radio system, the air line modifications, and the balancing of final quantities. The final contract price for the project is \$565,139.35.
 9. **Payment Requisitions** – Rural Development Payment Application No. 11 was reviewed at the meeting covering T. Buck's application for payment No. 9, short term interest, and a legal invoice. T-Buck's payment request was for \$27,042.51, and represents approximately 99% completion. Release of retainage from the contract will be based on 1.5 times the value of any remaining punch list items, and receipt of the 95% lien waivers. There was some question on the value of T. Buck's payment request due to the balancing of quantities, and the extra work billed for from Change Order #5. Wright-Pierce and T. Buck will revise the payment request to clear up this confusion. The payment applications will be sent through the mail for signatures. A total of \$11,302.79 will remain withheld as retainage after this payment request.
 10. **Next Construction Meeting** – A final construction meeting will be scheduled in April of 2007 to go over final testing results.

END OF MINUTES

Respectfully Submitted,
Jonathan E. Ziegler
Manager