

11 August 2004

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER
DISTRICT MEETING 28 JULY 2004

**MINUTES FOR 28 JULY 2004 BOOTHBAY REGION WATER DISTRICT BOARD OF
TRUSTEES MEETING & 10 AUGUST 2004 CONSTRUCTION MEETING**

The Board of Trustees convened at 1600 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, Trustee Carter, Administrative Manager (AM) Bob Raudenbush. Guest: None. Absent: Trustee McNelis, Trustee Curtis, Manager Jon "Ziggy" Ziegler.

1. Trustee Pinkham called the meeting to order at 1600 hr.
2. The minutes of the 14 July 2004 meeting were approved.
Trustee MacPhee motioned, Trustee Carter second, vote: unanimous
3. The Board approved warrants 41, 42 & 43
Trustee Carter motioned, Trustee MacPhee second, vote: unanimous

The AM reported Mr. Gordon Labay had submitted the proper documentation for a rate increase to the Public Utilities Commission; towns affected and would be providing a preprinted letters that would be sent to all customers alerting them to the proposed rate increase. It was further reported the required public hearing for the rate increase would be held 26 August 2004 at the district office.

4. Trustee Pinkham provided the board an overview of the status of the Kenniston Hill Standpipe/East Boothbay Interconnection project currently in process. He reported that both contracts were ahead of schedule with the entire pipe now in the ground.
5. Trustee MacPhee reported on an informational meeting held at the Boothbay Town Hall for the Beath Road residents held 28 July 2004. Trustee MacPhee reported the residents present were irate with MacMillan for a variety of issues ranging from flagging, signage, rude behavior and alleged property damage. All of the residents were instructed on complaint recording procedures and to direct questions to the water district and not the town. Trustee MacPhee reported he later toured the area and found the majority of the complaints had been addressed. Lastly, Trustee MacPhee relayed a conversation he had with the manager stating that this was a lesson learned opportunity.
6. The AM reported the land liquidation efforts were on track with nothing new to report.
7. The AM reported the complete package, with proper public notification was complete for the Knickerbocker Lake Intake project. The application was now the Rural Development Agency and waiting "pool money" to be announced in late August.

8. The AM stated as directed the Manager was awaiting word from Attorney Geoff Hole on the constitutionality question of requiring trustees be high school graduates. An answer is expected by the next trustees meeting.
9. The AM reported the district had hired Asplundh Inc. to clear a twenty-five foot clear zone around the West Harbor Standpipe to make way for the new security fencing. The AM reported the district had received no further word on the disposition of the grant application.
10. The AM presented the board a copy of a letter written to the Chamber of Commerce (COC) concerning options to alleviate their objections to the electric meter placement for the pressure reducing valve station installed with the project. The AM reported no further correspondence with the COC since a letter in May. Trustee Carter asked if the district had to do anything. The answer was no that coming to an agreement with the COC was a good neighbor action.
11. The AM reported, as directed by the board, he and the Manager would be meeting with Attorney Joe Donahue to discuss the ownership of the Squirrel Island water main and options to clarify responsibility.
12. Nothing new with the disposition of the CC-Net was reported.
13. The AM relayed to the board the manager investigating the Town of Boothbay's position of not allowing seasonal water service connections on certain roads where road cuts would be necessary and how it relates to state of Maine law. He reported this research was ongoing. Trustee MacPhee informed the board he would talk to the selectmen to ascertain their position.
14. The board approved a 50% cost share plan with the Boothbay Harbor Sewer District to upgrade the level sensing telemetry for the Rt. 27 lift station. It was explained the reason for the upgrade was the waste from the district's treatment process was causing foam in this lift station and nuisance alarms. The new pressure transducers would eliminate this problem.
Trustee MacPhee motioned, Trustee Carter second, vote: unanimous
15. Per a previous request by Trustee McNelis, the AM reported he had consulted with the District's auditors and will set up a specific funding account in the 2005 budget for land acquisition.
16. The AM explained the district's sick bonus policy at the request of Trustee's MacPhee and Carter.
17. Meeting was adjourned at 1643 hr.
Trustee Carter motioned, Trustee MacPhee second, vote: unanimous

18. CONSTRUCTION MEETING MINUTES 10 AUGUST 2004

The following are the high lights of the discussions during the 10 August 2004 progress meeting held at the Boothbay Region Water District Office at 1400 hr. Prior to the meeting most attendees briefly visited the project site.

Attendees:

Name	Representing
Andy Begin	Wright-Pierce
Dave Driscoll	Wright-Pierce
Jeff Preble	Wright-Pierce
Jon Ziegler	BBRWD
Eric Kelley	BBRWD
Harry Pinkham	BBRWD
Bob Raudenbush	BBRWD
Darrin Dyer	USDA Rural Development
Tom MacMillan	S.E. MacMillan
Scott Johnston	Preload

Work Completed

Contract 1 - Kenniston Hill Reservoir

Prestressing the tank is complete, all exterior work on the tank is complete, including shotcrete, painting and dome placement. Tank interior distribution piping is complete and painted. Manway access has been welded shut, and is awaiting shotcrete to seal from the inside. The formwork is done for the 6-inch overflow piping, the shotcrete to follow shortly. The mounting flange for the level transducer has been placed on the tank. All the false work has been removed from the tank.

Contract 2 - East Boothbay Interconnection and Booster Pump Station

All below grade work is complete including water mains and services, pressure testing and disinfection. SE MacMillan has subcontracted most of the paving, currently crews are working on cross trenches along Beath Road, which is 75% done. The booster station building is complete except for the generator, transfer switch, electrical/instrumentation panels, fire alarm and security. Electrical Installations are behind schedule on approvals and installation for some of the equipment, such as VFDs. The main disconnect has been installed, wired; and inspected by CMP.

Shop Drawings

Contract 1 - Kenniston Hill Reservoir

Awaiting Electrical Submittals.

Contract 2 - East Boothbay Interconnection and Booster Pump Station

Long lead items need to be submitted for the booster pumping station to maintain schedule. Currently awaiting, propane system, fencing, generator exhaust. The VFD submittal was rejected by W-P and is still awaiting contractor response and resubmittal. This shop drawing submittal is preventing electrical work from being accomplished.

Payment Requisitions

Rural Development Payment Application No. 5 has been received and processed, construction budgets are as follows:

	This Period	Total To Date	Balance to Completion	Percent Complete
Contract 1 - Kenniston Hill Reservoir	\$59,194.18	\$715,660.79	\$150,177.21	87%
Contract 2 - EBB Interconnection & BPS	\$322,553.17	\$1,446,465.77	\$532,312.00	77%

Pay Req. No. 6 due by September 7, 2004. Need to review quantities with Dave Driscoll prior to submitting to W-P.

W-P presented an update on the status of the contingency fund to determine if the Murray Hill work can be incorporated into the project. At this point on the project it appears there is enough funds to complete this project.

Lien Waivers are necessary for previous month's work, especially with stored materials.

A. Future Work

Contract 1 - Kenniston Hill Reservoir

The shotcrete for the overflow piping and manway access will be placed this week. It is anticipated that preload will demobilize the site by August 13, 2004. A representative of preload will be available from a Bangor job site when requested. The tank is nearly ready for leakage testing and disinfection, this work is waiting on the booster pumping station to be brought online. The remaining work consists of electrical, instrumentation and site work. Electrical is awaiting grading work and backfilling to be accomplished around the tank. Power is ready to be brought to the site, and remaining poles to be set. Coordination with electrical and instrumentation is critical over the next month to get water to Kenniston Hill. Crooker needs to mobilize the site again, but is waiting on backfilling for the tank to be leak tested.

Contract 2 - East Boothbay Interconnection and Booster Pump Station

MacMillan is currently working on paving cross trenches and segments of Beath Road. The paving contractor will be onsite Aug. 12, 2004, and remain until all paving is complete. The booster station is awaiting mostly electrical/instrumentation work. The current hold up is the VFDs, this work is scheduled to occur before September. EII will be working on electrical and instrumentation for all sites through the month of September, this work appears to be behind schedule by 2-3 weeks. Current anticipated schedule for EIIs work will occur through September and by completing near mid October. Work still needs to be accomplished at the WTF, Mount Pisgah and West Harbor standpipes for transmitting/receiving the upgraded instrumentation signals, and revisions to the WTF Scada system.

Efforts are still being made to get water to the Kenniston Hill Tank by Sept. 1, 2004.

Coordination

Contract 2 work is currently holding up Contract 1 work from being complete, by not providing water to the Kenniston Hill tank.

MacMillan has been in close coordination with the MDOT work on Country Club Road. No issues have surfaced with this work.

Wright-Pierce requested an updated schedule for the remaining work to be done by EII, and a start-up plan from the contractor for the booster pumping station, and PRV stations.

Erosion Control

Sedimentation Basins near Big Al's were removed and area restored. The wetland area between Big Al's and the booster pumping station has been graded and seeded.

Change Orders

- Contract 1 - Kenniston Hill
 - Painting of interior piping - \$600

- Contract 2 - East Boothbay Interconnection & Booster Pump Station
 - Beath Road 8-inch tapping sleeve and valve - \$2,251.29, total \$8,555.29, plus the retaining wall.
 - Adams Pond Road/Pumping Station driveway, 12-inch insertion valve - \$11,297.80.
 - Lakeside Drive PRV - Pending Contractor Review
 - Consists of 2-inch PRV - Hot Box Structure

Miscellaneous Comments

Rural Development brought up the question of easements at the Beath Road connection to the existing well transmission main. The BRWD is looking into this matter.

The next Monthly Meeting will be held on 14 September 2004, at 1400 hr.

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager