



## LISBON WATER DEPARTMENT

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Paul A. Adams, General Manager

Stanley Doughty Jr., Chairman, James Gurney, & William A. Bauer, Commissioners

### Commissioners' Meeting Minutes for April 14, 2008

Members Present: Stanley Doughty Jr. and James Gurney

Members Absent: William Bauer

Staff Present: Paul Adams

Audience Present: Steve Levy, Maine Rural Water Assoc.

Audience Late Arrival: Dave Hale

Meeting called to order by Mr. Doughty Jr., at 6:40pm.

#### **I. AUDIENCE PARTICIPATION**

##### **A. Standard Operating Procedures Manuals**

1. Mr. Levy explained that he was invited, by Mr. Adams, to this meeting to discuss the production of Standard Operating Procedures Manuals (SOP).
2. He said that there are two types to utilize.
  - a. The first one, which he brought an example of, is just a standard manual that is not custom to our plant or service personnel, but meets requirements.
  - b. The second type would involve meeting with personnel at the sites that require manuals, doing some research, and producing the manuals. This type would enable almost any water operator, with aid of the SOP and some guidance, to service our sites.
  - c. He said that his best guess for the cost would be between \$15,000 and \$20,000.
3. Mr. Levy asked if they would like the manuals to include both treatment and distribution.
  - a. Mr. Doughty Jr. stated that he thinks both would be best.
4. The Commissioners discussed the issue and tabled it until the next meeting. Mr. Levy will have a proposal ready for the next meeting as well.

##### **B. Rate Increase**

1. Mr. Levy asked the Commissioners if they were looking at doing another rate increase case for early 2009 as the schedule at MRWA is filling up fast. Mr. Levy wanted to know if LWD will need to schedule time as well, as Mr. Adams had discussed the possibility of a rate increase with MRWA earlier this year. He said that he would anticipate an October time frame would be best for MRWA.

- a. Mr. Levy stated that due to our history of petitions that LWD would need more time to set aside for a rate case.
- b. He also stated that we should utilize a split phase rate increase by asking for the full amount we are entitled to and then spreading the cost increase over two years and not all at once.
- c. The Commissioners tabled the discussion until the next meeting.

## II. WARRANTS

- A. Warrant 13 for March 26, 2008-Approved
- B. Warrant 14 for April 2, 2008-Approved
- C. Warrant 15 for April 9, 2008-Approved

## III. OLD BUSINESS

- A. Reading and Approval of Minutes:
  1. Minutes from March 24, 2008
    - a. Mr. Gurney made an amendment to the discussion on On-Call Duty in III, G, 2, a. He would like to add in III,G,2,a to state that the reason LWD went to Maine Rural Water Assoc. is that no-one at LWD felt qualified to create the Standard Operating Procedure Manuals.
    - b. Mr. Gurney made a motion to accept the minutes with the amendment. Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote.
- B. New Truck
  1. Mr. Adams stated that he had updated quotes.
    - a. The Chevy dealer said that a ½ ton truck can not take a plow.
    - b. Rowe Ford said that there would be an additional cost of \$1,254.00 for a plow prep package for the F150 originally quoted.
    - c. Quirk Ford quoted with the plow prep package and a 7 ½ foot Boss plow for an additional cost of \$3,945.00.
    - d. Mr. Gurney asked Mr. Adams to check with Messer Truck Equip. in Westbrook for a quote on a plow prep package.
  2. The Commissioners discussed the issue and decided to table it until Mr. Bauer is available at the next meeting.
- C. Water Usage Totals
  1. Mr. Adams stated that he received a quote from Ellis Engineering which was considerably higher than Summit Engineering. He had Summit Engineering fix the issue at a cost of \$1,330.00.
  2. Mr. Adams stated that there is a new issue with the VFD pump. They have programmed the VFD to pump 600 gal/min, but it will only pump 550 gal/min. They reset it to pump the maximum amount of 700 gal/min and the VFD maxed out at 690 gal/min. They emptied the clear well to 6.85ft and once the level was hit at 6.85 the VFD maxed out at 550 gal/min. He said that they have contacted Summit Engineering again to come and evaluate the issue.
- D. Tabled Items
  1. Wellhead Protection-Tabled until after the Town Council Meeting May 6, 2008.
  2. Dragon Property- Tabled- Mr. Adams is still waiting for an e-mail from councilor Norma Wells on the Town's decision
  3. On Call Duty-Tabled until the results of the 2007 Auditor's Report.
  4. New Truck-Tabled until next meeting.
- E. Other Old Business
  1. None

#### **IV. NEW BUSINESS**

##### **A. General Manager's Report**

###### **1. Farnsworth Street**

- a. Mr. Adams stated Mr. Crafts came to the office today and said that they will not be putting a duplex unit at the end of the street. They will only put a single family residence and that he would like to decline the proposal for the water line improvements and just tap into the existing line.
- b. The Commissioners and Mr. Adams discussed the issue and they decided to remove the Farnsworth line improvement from the pending project list.

###### **2. Valve Exercising Concerns**

- a. Mr. Adams stated that the staff had been exercising valves on Maple Street and other areas in the oldest section of the system and they discovered that the valves are in serious disrepair. Some would turn, others would not, and others would not return to the original position once they were turned. Mr. Adams stated that they have continued to exercise the valves to evaluate the rest of that part of the system. The results were that Maple Street was in the worst condition. It would require shutting down two streets to fix the issue. He said that another option was to purchase and install an insertion valve. LWD would hire a company to cut into the pipe and install the insertion valve. The risks are minimal and it eliminates affecting other streets, but it is costly. The quote from E.J. Prescott was \$4,000 for an 8" insertion valve and \$3,500 for a 6" insertion valve. The quotes include labor and parts for E.J. Prescott. LWD would dig the hole and E.J. Prescott would do the other labor. Mr. Adams stated that if we don't utilize the insertion valves it would affect three streets and that it would be at least an all day job if not longer; plus the risk of contaminating the water as well as damaging the old pipe trying to remove and replace the old valves.
- b. Mr. Gurney made a motion to accept the bid from E.J. Prescott to purchase and install the two insertion valves needed for Maple Street at a cost of \$8,000. Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by a positive unanimous 2/0 vote.

##### **B. Other New Business**

###### **1. Backflow option**

- a. Mr. Hale stated that Mr. Plourde has shown Mr. Hale a system that has a backflow on one side and a shut-off on the other side, which allows for easy removal of the meter as needed and has a backflow device included for roughly \$80 or so. Mr. Adams stated that it is a good option if other components are in disrepair such as the valve or old pipe, but if you only need the backflow installed then this optional system is more expensive.

##### **C. Next Meeting Date**

1. Next Meeting date is for Monday, April 28, 2008 at 6:30pm.

#### **V. EXECUTIVE SESSION**

- A. None

#### **VI. ADJOURNMENT**

- A. Mr. Gurney made a motion to adjourn and Mr. Doughty Jr. 2<sup>nd</sup> the motion followed by an affirmative 2/0 unanimous vote. The meeting adjourned at 7:48pm.

\*Please note that this printing of the Commissioners' Meeting minutes is not verbatim. The meetings are audio recorded and the recordings are on file at the Lisbon Water Department located at 639 Lisbon Street, Lisbon Falls, ME, 04252.