

**Village District of Edelweiss  
Water Advisory Board  
Minutes of 9/13/2010 Meeting**

The Water Advisory Board met on Monday, Sept 13<sup>th</sup>, 2010 in the District Office. In attendance were Board Members Mike Smith, CP Smith, Ralph Lutjen, Jay Buckley, and Peter Craugh. The meeting was taped by Tim Hughes.

At 5:00 pm Chairman Mike Smith called the meeting to order. Mike announces that member Jay Buckley will join the meeting by phone.

**Agenda**

**Peter Craugh makes a motion to accept the agenda as presented, CP Smith seconds the motion and the motion passed.**

**Minutes**

The minutes of 8/16/10 were reviewed. **Jay Buckley makes a motion to accept the minutes as presented, CP Smith seconds the motion and the motion passed.**

**Old Business**

Jay Buckley summarizes the meeting held by the Board of Commissioners at the Lodge on Sept 4. There were around 35 people in attendance. The presentations were done well. A show of hands at the end of the meeting overwhelmingly favored funding the water system by charging all lots served by the system. Peter Craugh questions the exemptions data that was presented. Mike Smith informs Peter that some of that information is unknown; a concise plan will need to be developed. Mike adds that the support for an assessment was obvious at the meeting. Ralph Lutjen questions the addition of an assessment and Mike Smith responds that vacant lots would be charged \$100. Ralph questions if a guarantee for hook up comes with paying the assessment. He warns that the District would be open to liability to charge a fee and then deny a hook up. Mike Smith informs Ralph that the plan would have exemptions. Ralph responds that if someone is to pay for the system, they may want a guarantee to be able to use the system. Ralph Lutjen then discusses the plans currently being reviewed. Neither the Jungfrau to Reinach Forced Main nor the water tank replacement at Reinach will increase pressure within the system. Peter Craugh remarks that the only increase in pressure currently being looked into would increase the pressure only on the tank filling side; not the distribution lines. Peter adds that he does not think funding of the system is an issue for the Water Advisory Board and Jay Buckley acknowledges agreement. Mike Smith outlines the State Revolving loan fund pre-application funding list released by DES. The District is ninth on the list; the top eight have received funding. The pre-application was sent in for 1.5 million dollars. The District will need to wait to see if funds become available. Ralph Lutjen questions the terms of the State Fund and is informed 20 years. Peter Craugh questions if the tank

and pump houses are to go on the warrant and Mike responds that no determination has yet been made on that. The SCADA system is discussed. The trend screens are now working. A short display of the system followed.

### **New Business**

Discussion turns to the next project to be added to the 5 year plan. Ralph Lutjen discusses the freeze up of pipes on Bern Drive that occurred a couple of years ago. Due to budget constraints at the time, only a temporary fix was put in place. He believes the replacement of this line should move up on the priority list due to the history. Peter Craugh mentions that the Master Plan calls for complete replacement of the line on Bern Drive including connecting the line to Eidelweiss Drive. CP Smith adds that the line down Bern Drive is a 4" line, while the well line is 6". Mike Smith questions if directional drilling could be used for this project. Peter Craugh states that this would be a major project if done. Ralph Lutjen informs the Board that he brought it up as a known problem. A very cold winter could find history repeating itself. There is no reason for the line to be as shallow as it is. Due to the status of a known issue with a previous freeze, he feels it should be placed on the priority list. Peter Craugh questions if the entire line, including looping to Huttwil Drive should be looked at. Mike Smith states that Bern Drive could be looked at first and then the loop to Huttwil Drive. Ralph Lutjen discusses that the numbers on the State Revolving Loan for Oak Ridge Road do not include the road work. The numbers are for pipe replacement only. There is an estimate for the road that was done previously. He believes the need for the road work will be the driving force on that project. Discussion returns to Bern Drive and Huttwil Drive. Mike Smith would like to establish guidelines on the where to replace and how much to do at any one time. The distance along Huttwil from Como to the intersection with Bern Drive is 2700 feet. This project would include 5500 to 6000 feet of pipe replacement. This project would support growth, but would primarily bring reliability. The District would be protected itself from future interruptions of service by fixing. Jay Buckley states that given the status of the line and the previous freeze, it should move up in priority. The District will not be delivering the service it should if the line freezes again. Mike Smith requests that someone look into directional drilling versus standard excavation for this line. Jay Buckley will look into this. **Ralph Lutjen makes a motion to move the Bern Drive/Huttwil Drive water line replacement onto the priority list at number 6. Peter Craugh seconds the motion.** Discussion ensues on directional drilling v. standard excavation; time duration of project. Peter Craugh suggests doing the job in one year as outlined in the Master Plan. Ralph Lutjen outlines that if possible, 20 yr, financing can stabilize the water rate as well as allow others to joint in and pay. **Motion passed unanimously.** Mike Smith discusses as built drawings. There is a woman in Laconia who has done their maps for \$20 an hour. GPS equipment would be needed. The District could purchase this equipment. There are differing kinds of units available, the proper one for the job will be researched. Peter Craugh mentions that Ned Connell may have the equipment. Someone will be needed to do the actual data collections. This project must be coordinated and planned out. Jay Buckley mentions that Ned Connell also has people who do this type of work. He may be able to handle the data acquisition needed. Peter Craugh cautions that if a GPS coordinate is used on the maps, then a GPS unit must be available to find the

location. Measurements could be taken by hand and added to the drawings that already exist. He advises that the desired end result must be identified and then costs need to be factored in to show what can be done. Mike Smith states that he spoke with Ian Hayes about the amount of time spent searching and Ian stated that it was in the vicinity of 3000 hours over the 7 years. This is not cost effective, having the knowledge is the key. Ralph Lutjen questions if all work done in the past few years has been added to the cards. There should be no need to hunt for most of the system, the information is available. Mike Smith states that most of the time spent searching is to identify the exact location of valves. That is where most of the time is lost. Ralph Lutjen responds that some stuff is known, some stuff obviously is not. Mike Smith states that the work needs to be done. Ralph cautions that the first step should be to review the card information that already exists. A system that will do the job and is affordable should then be identified as a starting point. Jay Buckley discusses that the tax maps are compatible with ArcVue; one possible system to be looked at. CP Smith questions if this work would be done during winter. Jay Buckley advises that if mapping by longitude and latitude, then a GPS is needed. Mike Smith outlines that information is to be gathered and then the project can proceed. The field work would need to be done by someone who has knowledge of our roads and system. Jay Buckley will contact Ned Connell for additional information. This will be discussed again at the next meeting. Peter Craugh mentions that an overview shot could possibly be obtained from GoogleEarth. Ralph Lutjen discusses the need to get additional information from the State on many items. What contract documents are required for projects and the rate of the loan are currently unknown. Mike Smith states to give the State until the end of the month, if a meeting date has not been established, the Board will go to Concord. The need for actual numbers for possible warrant articles is discussed. A project must be engineered, approved and bid for hard numbers to exist. Ralph outlines that the Reinach Tank and associated pump house upgrades is the only project that could be made ready for the warrant. Mike Smith states that if the project is bid in November, hard numbers should exist in December. Jay Buckley questions what would be done if the District obtains the funding from the State Revolving Loan. The money could be available without the projects being ready. Mike Smith states the engineering costs are part of the loan documents, the District could not engineer the projects without the loan being approved. Ralph Lutjen outlines that it could be done over a two year period. While the pump house and tank are being done, Oak Ridge Road could be getting engineered. The anticipated visit from the State will be followed up on.

### **Other Business**

Mike Smith questions having two meetings in October. A meeting should be held once the engineer has sent the pump house designs. Ralph Lutjen states that he will be unavailable from Oct 7<sup>th</sup> to Oct 18<sup>th</sup>. Mike Smith agrees that the first week of October could work best. The date of the next meeting will be set once the State has determined the date of their visit.

**At 6:40pm Ralph Lutjen makes a motion to adjourn the meeting, CP Smith seconds the motion and the motion passed.**

Respectfully submitted,  
Nancy E. Cole