

Rainbow Lake Water Protection District

Board of Commissioners Meeting

August 26, 2019

The Board of Commissioners meeting was called to order by Chairman Roger Gorham at 8:55 a.m. at the Brighton Town Hall. In addition to Chairman Gorham, Commissioners present included Ralph Bennett, Gordon Sawyer, Peter Shrope and Peter Geertz. Also attending was John Carr (Blue Mountain Engineering).

Minutes from the meeting of the Commissioners on June 24, 2019 were unanimously approved as presented.

Treasurer's Report:

Treasurer Geertz informed the attendees that since the last meeting an Adirondack Daily Enterprise bill for \$8.80 and the audit fee from Barbara Dwyer for \$750.00 were paid and the current cash balance is \$44,109.46. Peter Geertz then circulated a proposed budget for 2020 providing for tax revenue of \$32,500, the same as in 2019. After discussion the budget was unanimously approved as presented (see attached).

Dam Modification Update:

John Carr reviewed the requirements to close out the project which included reports to the Army Corp of Engineers, closing out the TRP and filing a report with the DEC Dam Safety Department. He expected to have these reports filed by the end of this week. Contract Change Order 2 for modifications to the outer flashboards in the amount of \$4,200 was unanimously approved. This bill, along with the final payment request by Raymond Lobdell of Northeast Concrete Coring and Cutting, Inc. for the retainage in the amount of \$10,550 will be submitted to the county for payment.

John Carr presented an Emergency Notification Flowchart (ENF) which will be filed with the Franklin County Emergency Management Office as part of their 911 emergency response system. It was noted that such a document is technically not required for a low hazard dam but would none-the-less be useful. After making a few minor modifications to the document, he will include a copy with his final report to the DEC and provide one copy to Steven Smith, the dam operator, to be kept at the dam. The requirement for annual updates to this document was noted. At the Commission's request, John Carr will draft operating instructions for the emergency use of the crane and add these instructions to the ENF. In addition, the Commissioners endorsed the decision for Steve Smith to install a job box on site to house the crane and lifting mechanism.

John Carr then presented and reviewed a sample dam inspection report to be completed by the dam operator twice a year, once during high flow and once during low flow conditions. He will provide an electronically modifiable version to Roger Gorham, who will revise it to correct the dam name and change the page order. He will then forward the document to Steven Smith.

Roger Gorham asked about the timing and procedure to close out the BAN financing which is due to expire one year from issuance, November 15. Peter Geertz will provide a summary of costs and ask Jonathan Miller to procure permanent financing for 15 years.

John Carr reviewed the details of his bill for engineering services dated August 2, 2019. He indicated that task 3, final design, was significantly more involved than originally estimated, primarily due to extensive interaction with the DEC Dam Safety engineers as well as the involvement of the Army Corp of Engineers. The increase of the amount for this task, from \$2,500 to \$4,200 was deemed reasonable and accepted by the Commissioners. The invoice was approved for payment as presented.

Addendum No. 2 to the Engineering Agreement Blue Mountain Engineering was presented covering tasks 7 and 8 dealing with financing assistance and County coordination. The addendum was approved by the Commissioners providing that the final invoice from BME does not exceed \$6,600. As this amount is in excess of the budgeted \$30,000 in professional fees, the bill covering Addendum 2 will be presented to the County for payment from BAN proceeds, provided that the maximum amount of financing, or \$270,000, is not exceeded.

Other Business

No other business was discussed. The next meeting is expected to be held in the Spring of 2020 but no date or time was set.

Adjournment:

The meeting was adjourned at 10:42 a.m.

Respectfully submitted,
Peter Geertz, Secretary

RAINBOW LAKE WATER PROTECTION DISTRICT
PO Box 20
Rainbow Lake, NY 12976

Proposed Budget 2020

Revenue				
Tax Revenue				\$32,500
Operating Expenses				
Minor Repairs		500		
Gate Raise/Lower, Debris Removal		1,700		
Dam Inspection		<u>500</u>		
				(2,700)
Administrative Expenses				
Insurance (General Liability)	\$1,100			
(Public Official)	<u>1,900</u>	3,000		
Accounting		800		
Other Professional Fees		250		
Office		<u>230</u>		
				(4,280)
Debt Service				(25,520)
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Balance				<u><u>\$0</u></u>