



TOWN OF MIAMI
Wastewater Advisory Board Meeting
Wastewater Collection System Replacement Project

THURSDAY, OCTOBER 22, 2015 AT 4:00 PM
MIAMI TOWN COUNCIL CHAMBERS
500 W SULLIVAN STREET, MIAMI, ARIZONA 85539

Meeting Minutes

I. Call to Order

Meeting was called to order at 4:00 pm by Jay Spehar.

II. Roll Call

PRESENT: Jay Spehar, Rick Powers, Jerry Barnes

ABSENT: John Trujillo, Ray Webb (Mr. Webb arrived at 4:05pm)

III. Approval of Minutes

a. Approval of Minutes from the September 24, 2015 Meeting

- Jerry Barnes motioned to approve the minutes of the September 24, 2015 meeting. Motion was seconded by Rick Powers – All in favor.

IV. New Business

a. Project Status Update

Ray Webb arrived at the meeting at 4:05pm. A brief discussion was held regarding the September 24, 2015 meeting minutes, and it was decided that the meeting minutes accurately reflect the discussions that took place at that meeting.

Ron Hilgart provided an update of the project.

- Phase 2 Update:
 - The Phase 2 funding has closed. There was approximately \$2,100,000 available before the closing, which can be carried over for use in Phase 2. HilgartWilson had recommended an additional closing amount of \$4,535,429, but did not see the final paperwork prior to closing. In following up with Mike Cafiso, the final loan amount for the Phase 2 closing was \$1,011,917 and the grant amount was \$4,047,885, for a total closing amount of \$5,059,802. This represents an 80%

grant / 20% loan split. The high grant amount (80%) is in part due to the Colonia designation the Town received. Mr. Hilgart stated that he did not know the reason for the closing amount being higher than what was suggested, but that the final closing amount provides sufficient funds as needed for Phase 2.

- As discussed in previous meetings, the project had been held up by some audits and other information requested by USDA. Joe Heatherly prepared the requested information and met with USDA to present the information on September 29th. Within a few days, the Town was given the green light to proceed with closing. A Notice of Award for the Phase 2 construction, subject to the funding closing, was issued to Kinkaid on October 12th. The Phase 2 funding closed on October 15th. A pre-construction meeting was held on October 20th and was attended by the Town, HilgartWilson, AMEC, Kinkaid, and USDA. The Notice to Proceed was issued to Kinkaid on October 22nd and will be effective October 26th. A groundbreaking ceremony is tentatively scheduled for November 16th. Kinkaid will be up on site working prior to that time, but the 16th will mark the beginning of major construction. The substantial completion date for Phase 2 is June 22nd (240 calendar days after Notice to Proceed), and final completion is scheduled July 22nd, 2016 (270 calendar days after Notice to Proceed). These dates are subject to any time extensions that are approved during construction.
- Jay Spehar asked if the Town was planning to do a press release about the major milestones for Phase 2. Ron Hilgart noted that the groundbreaking will be on November 16th and Joe Heatherly noted that the Silverbelt was present at the recent Town Council meeting and reported that Kinkaid had tentatively been awarded the project. Jay recommended that the Town to do an additional press release to announce the major milestones for Phase 2.
- Moving forward, Kinkaid will run pay applications through the 1st Friday of every month. Kinkaid will then submit their pay application to AMEC and the Town for review on the 2nd Monday. The pay application will be reviewed and comments addressed throughout the week. The pay application will be finalized and included in the packet going out to the WWAB members on the 3rd Monday of each month. The WWAB will then need to meet the 3rd Thursday to review and recommend to Council the approval of the pay application. Town Council will meet on the 4th Monday to approve the pay application. Due to the tight timeframe for the pay application approvals, it is important for the project team to keep this schedule so we can get the contractor paid as quickly as possible. The WWAB meetings will be held the Thursday before the 4th Monday of each month.
- The WWAB members encouraged Kinkaid to have their pay applications formatted clearly so as to help expedite the WWAB review. It was noted that the pay applications will be line-item based pay applications and should be straight-forward and easy to follow. The project team will work with USDA to push the pay applications through for approval as quickly as possible each month.
- Ron Hilgart provided an overview of the Phase 2 sewer alignment. Kinkaid has 45 days to clean, video, and replace the manholes in the Mackey Camp area. Additional discussion was held regarding the Phase 2 sewer alignment, the portions of the main that will be repaired using cured in place pipe, and the areas where jack and bore will be used. It was also noted that while there are homes along Gordon Street, only two of the homes are currently connected to

the Town's system, and that only those two homes will be connected to the new sewer main at this time. The other homes along Gordon Street are served by Tri-City and will tie into the main at the time the Tri-City improvements are made.

- Ray Webb stated that a portion of the sewer alignment along Cactus, east of Miami Avenue to the area near the SRP plant, was replaced around early 2000 using pipe bursting. Ron Hilgart stated that the project team will look into that portion of the line to see if it still needs to be replaced or if it can be left as-is.
- Ron Hilgart reviewed the WIFA funding summary. There is still about \$122,000 left for Phase 3-5 easement acquisitions. The goal is for the project team to push hard on getting the rest of the Phase 3-5 easements in place as quickly as possible. Dale Metz may be returning to the Town to help complete the Phase 3-5 easement acquisitions.
- Jay Spehar asked Ron Hilgart to send John Trujillo an update on the progress of the sewer project.

Project team members briefly introduced themselves to the WWAB:

- AMEC Foster-Wheeler:
 - Darin Miller is no longer with AMEC. Debra McGrew is taking his place and will now be serving as the project manager. AMEC will also have a resident project representative (RPR) for the project.
 - Debra McGrew introduced herself. She has completed numerous sewer projects for various municipalities. Debra has planned 800 miles of pipelines. The RPR will be coordinating closely with Debra throughout the project, and Debra will be attending the monthly project status update meetings.
- Kinkaid Civil Construction
 - Ty Borum, owner of Kinkaid Civil Construction, provided a brief overview of Kinkaid. Mr. Borum was involved in the bidding process. Kinkaid has about 70 employees and they are excited about the Town's sewer project. Eric Rollinger will be the general superintendent for the project and Aaron will serve as a project superintendent.
 - Kinkaid is working to secure a yard for equipment storage and is also hoping to hire some local employees in Miami to help with the sewer construction. Kinkaid may possibly hire 15-20 people locally. Kinkaid has also been trying to find some places to stay in Miami, but hasn't had much luck yet. Kinkaid's first emphasis will be the Mackey Camp area.
- Wastewater advisory board members introduced themselves briefly, and Jay Spehar explained the role of the wastewater advisory board.
- Kinkaid will prepare regular project schedule updates using Microsoft Project. Kinkaid is looking to complete the cleaning, video, and manhole replacement work in the Mackey Camp area within 5 weeks. The camera is coming out on November 9th and before then, Kinkaid will stake the manhole locations and clear and grub areas where access is needed.
- Ron Hilgart noted that with the Phase 2 construction starting, AMEC will start taking a more active role in the presentations at future WWAB meetings, and that Mark Ipson with HilgartWilson will also be present at more of the WWAB meetings.

b. Payment Applications

- AMEC's pay application in the amount of \$6,043.31 for one month of design, program management, and construction management services was reviewed. \$960.03 of this will be paid by WIFA and \$5,083.28 will be paid by USDA. Joe Heatherly stated the Town has reviewed and finds it acceptable. A motion was made by Jerry Barnes to recommend to Council the approval of AMEC's pay application in the amount of \$6,043.31 subject to funding agency concurrence. Rick Powers seconded the motion. All in favor.
- Curtis, Goodwin, Sullivan, Udall & Schwab's (CGSUS) pay application in the amount of \$3,872.47 for legal services was reviewed. \$0.00 of this will be paid by WIFA and \$3,872.47 will be paid by USDA. Joe Heatherly stated the Town has reviewed and finds it acceptable. He also noted that much of this cost is related to an upcoming condemnation for Sho Me Copper. Ron Hilgart noted that HilgartWilson provided a summary sheet for the CGSUS invoices as requested previously by the WWAB, and that if the format is acceptable, HilgartWilson will have CGSUS use a similar format on future invoices. Motion was made by Rick Powers to recommend to Council the approval of the CGSUS pay application, subject to funding agency concurrence, with the caveat that the time shown on the invoice related to Tri-City work may be subject to removal or reimbursement. Jerry Barnes seconded the motion. All in favor.

c. Public Comment on the operation, financing, and construction of the sewer project

- No public comment.

V. Adjournment:

- Ray Webb motioned to adjourn the meeting. Second by Rick Powers. All in favor. The meeting was adjourned at 5:01 pm.