

**JONES, EDMUNDS & ASSOCIATES, INC.**  
CONSULTING ENGINEERS AND SCIENTISTS

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**MEETING MINUTES – August 24, 2005**

OWNER/CLIENT: Taylor Coastal Water and Sewer District PROJECT NO.: 20450-001-03 PROJECT MANAGER: John Gentry  
ENGINEER: Jones Edmunds and Associates, Inc. PROJECT NO.: 20450-001-03 PROJECT MANAGER: John Horvath  
CONTRACTOR: Quality Plus Services, Inc. PROJECT NO.: \_\_\_\_\_ PROJECT MANAGER: Tom Aaron  
PROJECT NAME: Taylor Coastal Centralized Wastewater System-Phase I  
DATE MEETING MINUTES DELIVERED TO ATTENDEES: August 30, 2005

**I. ATTENDEES:**

- A. Floyd Ford – TCW&SD
- B. John Gentry – TCW&SD
- C. Sandra Hatcher – TCW&SD
- D. Shirley Shinholser – TCW&SD
- E. Glenn Senter – TCW&SD
- F. Mac Odum – for TCW&SD
- G. John Horvath– Jones Edmunds
- H. Fritz Grady – Jones Edmunds
- I. John Hammen – QPS
- J. Tom Aaron– QPS

**II. MEETING MINUTES**

- A. Meeting audio tape recorded by Engineer.
- B. The purpose of the meeting was at the Owner’s (TCW&SD) request, to express their concern with the construction schedule slip, to QPS management.
- C. Hammen stated that QPS had not seen the Jones Edmunds letter dated August 19, 2005, in response to the QPS time extension request. Grady stated that this was faxed to all parties on August 19, 2005 (copy attached with minutes, including draft time extension request submitted by QPS, dated July 12, 2005).
- D. Hammen discussed the status of the construction schedule and said that QPS will be able to improve the existing schedule, which is currently behind. QPS sees the start-up and testing of the wastewater treatment plant (WWTP) as the critical path to project completion and said that this needs to take place prior to the tie-ins of the grinder pumps.
- E. Hammen stated that QPS will have problems with the number of grinder pumps to be tied in and septic tanks to be decommissioned, and QPS will need at least until the middle of December to complete these tasks. He also said that there were unknowns associated with these tasks such as the number of septic tanks being located in the field. The as-built survey is 75-80% complete, and QPS feels that there will be additional quantities needed to finish the project, such as piping.
- F. Hammen stated that the middle of December will be a very aggressive completion date for QPS to finish, and that they are looking at adding more crews to the job, and possibly

- subcontracting some of the work such as the plumbing for the tie-ins and pumping out of septic tanks.
- G. Ford asked if QPS will be completely demobilized from the project by the middle of December. Hammen replied that they think they can be demobilized by this date if additional work is not required, which QPS feels there will be additional work outside of the original scope. Ford asked what QPS's confidence factor in percent was of being fully complete by mid-December, Hammen responded 75-80%.
  - H. Aaron suggested that TCW&SD send a letter to property owners to identify all of the septic tanks that are on their property, included illegal disposal connections. Hammen said that QPS is obligated to decommission the systems shown on the Contract Documents, and it is their understanding that they are to notify the Owner/Engineer of additional septic tanks found during construction.
  - I. Ford said that it should not be QPS's responsibility as part of this contract to locate and decommission all septic tanks on private properties. He stated that it should be the Health Department's responsibility to enforce the issue of illegal disposal systems and those not shown on the contract drawings. Ford suggested having QPS identify those systems not shown on the drawings on the Health Department's form given to QPS to be filled out during the decommissioning. All parties agreed that only the primary septic system should be decommissioned, not all systems encountered during construction, unless further directive is given by the Engineer.
  - J. Horvath mentioned that QPS should show on their schedule the interim deadlines that must occur prior to the decommissioning of the septic tanks. Hammen replied that the WWTP and pumping stations are scheduled to be in operation right before Labor Day and all pipe pressure testing and grinder pump tank testing would be completed by September 22, 2005.
  - K. Hammen discussed other deadlines including the seeding of the WWTP to be completed by September 29, 2005 and the transfer lift station # 1 started by October 1, 2005, so the tie-ins at Ezell Beach could be completed.
  - L. QPS submitted a revised construction schedule to the Engineer.
  - M. Aaron discussed that QPS will need more 2- and 3-inch HDPE to complete the project and that there will be factory delays in getting the green-stripe pipe. He suggested using black pipe which is readily available and to wrap the pipe in green warning tape.
  - N. Gentry discussed some items that have occurred during construction that need correction now. Some of these items have been considered punch list items, but TCW&SD would like these corrected now, versus waiting until the end of the job, due to resident complaints and general public relation efforts. Hammen asked if there was a list compiled of these circumstances. Gentry responded that he is working on getting a list and that it will be cleaner to take care of relocating grinders, valve boxes, etc, prior to pressure testing and putting the system on-line.
  - O. TCW&SD expressed that it is their desire to at least put in the additional valve boxes for new users during this phase of the project and prior to pressure testing.
  - P. Hammen stated that QPS is having difficulty getting the asphalt and a subcontractor to make the required repairs on CR 361 near the boat ramp.
  - Q. Gentry expressed that TCW&SD has concerns with the current QPS personnel being able to complete the project and asked if QPS was going to make any personnel changes. Hammen said that as of now, there was not going to be any major changes in QPS personnel.
  - R. Ford stated that they have lost confidence in QPS management and that there does not seem to be follow-through with items that need to be completed. The WWTP delay was given as an example that should not have occurred, in addition to an excessive amount of time QPS took to construct collection system facilities near his home. TCW&SD stated

- that they do not want any more excuses as to why the schedule has fallen behind and that they want a commitment from QPS to complete the project within schedule. Hammen agreed.
- S. Horvath stated that it is acceptable to use black pipe, as suggested by QPS, and to wrap the pipe in green warning tape, in lieu of a green stripe, in addition to the required warning tape placed above the pipe.
  - T. Ford made copies of the Jones Edmunds letter dated August 19, 2005, and handed out.
  - U. Grady discussed the letter item by item and stated that this letter was in response to the QPS draft time extension request letter dated July 12, 2005 (copy attached).
  - V. Grady stated that these time extension request items will be incorporated into a change order (CO) and that the CO should be executed as soon as possible, to avoid QPS being assessed liquidated damages as of the current completion date of September 9, 2005.
  - W. Ford asked QPS when we would have the final documentation and time extension request in writing. Hammen responded that it be submitted within one week from today.
  - X. Ford stated that the purpose of this meeting is to get all outstanding liabilities addressed and that TCW&SD still has the option of assessing QPS liquidated damages after the September 9, 2005 completion date.
  - Y. Ford expressed his concern with granting a time extension for items that have not been done yet, such as the pumping out of the grinder pump wet wells from Hurricane Dennis, which has taken six weeks to do.
  - Z. Gentry stated that all claims for time extensions need to be put in writing, as has been requested throughout the project.
  - AA. Aaron discussed their concern with seeding and start-up of the WWTP due to low flows.
  - BB. Odum discussed some options for seeding the WWTP and asked QPS if they had a plan for this portion of the project. It was agreed by all parties that a "pre-commission meeting" should take place, so that these issues could be addressed.
  - CC. Ford asked if the progress meeting could be held more frequently. Horvath agreed and stated that progress meetings will be held twice per month, instead of once per month. The new 2-week meeting schedule can be modified depending on construction progress. The next meeting would entail the pre-commission meeting for the WWTP. It was agreed that this meeting would be held September 7, 2005, and that Jones Edmunds would send notification of this meeting and a letter to QPS describing the contract requirements regarding the start-up of the WWTP.
  - DD. Aaron asked about all of the additional items that were outstanding which would cause QPS to need more time and discussed the patching of the turn-offs that the county required after the bid. Aaron asked for the current customer numbers. Ford responded that he would get this to him.
  - EE. Grady distributed previous meeting minutes.
  - FF. A list of action items was discussed from today's meetings including:
    - 1) QPS to submit their time extension request and their schedule recovery plan (attached with minutes, dated August 25, 2005, with revised schedule, submitted to Engineer August 25, 2005), and their proposed costs for the outstanding contract modifications. Grady asked that the entire time extension request be submitted as one, comprehensive package to include all items.
    - 2) Ford asked when the wet wells will be pumped out, Aaron stated that they will have the wet wells pumped out by September 6, 2005 and provide the supporting documentation.
    - 3) Jones Edmunds and Mac Odum will prepare a list of lab equipment for QPS to purchase under the contract.

- 4) Jones Edmunds will issue a letter to QPS describing the WWTP start-up prior to the September 7, 2005 meeting.
- 5) Jones Edmunds will contact the county regarding the backflow preventers they require.
- 6) Jones Edmunds will distribute today's meeting minutes and notification of the next meeting.
- 7) Jones Edmunds will get Mac Odum the approved WWTP shop drawing.
- 8) Upon receipt of an RFI submitted by QPS, Jones Edmunds will respond that black pipe wrapped in tape will be an appropriate substitute for the 2- and 3-inch green-stripe pipe, and gave a verbal approval of this.

END OF MEETING

These minutes are believed to be true and accurate of the events of the aforementioned date. If there are any questions, comments, or discrepancies in these minutes, please contact Fritz Grady, Project Engineer, in writing at the Jones, Edmunds office no later than five (5) business days from the date that the meeting minutes were furnished.

xc: All Attendees