



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

THURSDAY, OCTOBER 20, 2016 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 4:04 pm by Jay Spehar.

II. Roll Call

PRESENT: Jay Spehar, Jerry Barnes, Ray Webb

ABSENT: John Trujillo

- Jay Spehar noted that Rick Powers has resigned from the WWAB.

III. Approval of Minutes

a. Approval of Minutes from the September 22, 2016 meeting

- Jerry Barnes motioned to approve the minutes of the September 22, 2016 Meeting. Motion was seconded by Ray Webb – All in favor.

IV. New Business

a. Project Status Update

Mark Ipson with HILGARTWILSON provided an update on the project.

- Phase 2 Construction:
 - Phase 2 construction is nearing completion. Based on Kinkaid's most recent payment application, approximately 1,000 feet was installed in the past month. As reported by Kinkaid during a construction meeting held earlier in the day, all Phase 2 sewer mains have been installed, and the majority of the Phase 2 sewer services and repavement have also been completed.
 - Derek Borum of Kinkaid provided additional discussion of the Phase 2 construction progress. Over the past month, Kinkaid tied-in all the new sewer mains to the existing downstream sewer mains and are working on the remaining services, surface repairs, and pavement replacement. Over the next few weeks, Kinkaid's efforts will continue to be focused on pavement

replacement and service line installations. Once those items are complete, Kinkaid will focus on wrapping up various items including final adjustments, repairing sidewalks, etc. Jay Spehar asked Derek about the schedule for completing these minor tasks. Derek responded that it is difficult to identify a specific schedule, since it depends on how efficient Kinkaid can be at preparing the subgrade and if they run into any conflicts or issues. Jay Spehar then asked for at least an estimated timeframe for completing the work, to which Derek responded that he thought it would take about one month.

- Jerry Barnes asked Derek about the open trenches and barricades along Loomis Avenue. Derek responded that at the end of each construction day, proper barricades with lights are installed at those locations. Jay Spehar noted that as the construction wraps up in the next month, Kinkaid needs to ensure that construction sites are left in a clean and safe manner to eliminate any potential complaints from nearby citizens. Derek said that it is Kinkaid's intention to leave a work area in a better condition than when they began the construction.
- Jerry Barnes asked Joe Heatherly if there was a Town procedure in place to obtain feedback from citizens about the construction. Joe stated that the Town could potentially place a request in the Town newspaper for this type of feedback. In the past, issues and complaints from citizens for the sewer project have been handled through the Town (the citizens notify the Town directly), with either the Town and/or Kinkaid being responsible for addressing such issues. Jerry Barnes added that it would be good to get the public's comments and/or complaints for the Phase 2 project so that any required adjustments could be incorporated into future phases.
- Discussion was held regarding the length of pipe installed per month as shown in the PowerPoint, and the fact that the lengths shown are based on the lineal footage of pipe shown on the pay application each month, and may not include some of the pipe installed as part of change orders. Jay Spehar requested that the table be updated and clarified for the November WWAB meeting.
- Mark Ipson gave a brief overview of the construction schedule. The approved change orders to date have extended the project 105 days. Kinkaid has submitted additional change orders that included time extension requests, but that have not yet been fully reviewed. Therefore the final schedule will be updated to reflect any additional days that are approved or anticipated to be approved. There are a few items that Kinkaid and the Town have not come to agreement on in regards to substantial completion. There are also some items that are currently going through the mediation process, including the equitable adjustment requested by Kinkaid and some change order requests from Kinkaid, which were not approved by the Town. Further updates will be provided once the mediation process is complete.
- Jerry Barnes asked if the change order amount included all change orders and utility allowances requested. Mark stated that it includes all change orders and utility allowances that have been approved to date.
- Additional discussion was held and clarification given regarding the construction schedule and approved delays in substantial and final completion.
- The change orders, utility allowances, and Mackey Camp allowances that have been approved to date were discussed. The change orders shown account for a few items that have been removed from the Phase 2 project. In addition to the change orders shown on the PowerPoint, there are a few change orders that the Town is currently reviewing, as well as some others that are in mediation.

Additional discussion was held regarding the total amounts shown on the slides and which items have been deferred to future phases of the project.

- Mark Ipson provided a brief overview of the project budget and explained that the overall project has a contingency of just over \$1.5 Million, which will need to be reserved for the remaining phases of the project.
- Jay Spehar requested that any outstanding change orders and utility allowances be shown on the change order and utility allowances logs as pending so that the WWAB is aware of the potential costs of these items.
- Phase 3-5 Easement Acquisition Update:
 - Mark Ipson provided a discussion and breakdown of the easements needed by phase. Of the 41 total easements required, 40 have been acquired to date. The easements that were previously listed as being in condemnation have been processed. Last month, there were three other outstanding easements, and two of them have been acquired. The remaining easement (Phase 4) requires signatures from multiple siblings, who share in the property ownership, and who live in different parts of the country. The paperwork for this easement is currently being routed among the siblings around the country for signature. Jay Spehar asked if the signature pages are being sent in multiple forms or one singular form among the siblings. Dale Metz explained that a single set of documents is being routed from one sibling to the next for signature.

b. Payment Applications

- Kinkaid Civil Construction's (Kinkaid) pay application in the amount of \$236,765.26 for Phase 2 construction services was reviewed and discussed. Joe Heatherly stated the Town has reviewed this pay application and finds it acceptable. A motion was made by Jerry Barnes to recommend to Council the approval of Kinkaid's pay application in the amount of \$236,765.26, subject to funding agency concurrence. Ray Webb seconded the motion. All in favor.
- Amec Foster Wheeler's (AMEC) pay application in the amount of \$32,128.87 for engineering design and construction management services was reviewed and discussed. Joe Heatherly stated that he reviewed this pay application and found it to be acceptable. A motion was made by Ray Webb to recommend to Council the approval of AMEC's pay application in the amount of \$32,128.87, subject to funding agency concurrence. Jerry Barnes seconded the motion. All in favor.
- Town of Miami pay application in the amount of \$14,045.23 for legal expenses and other project-related expenses was reviewed and discussed. Joe Heatherly explained that these costs are associated with the legal team and the Town's direct costs, such as easement acquisition work completed by Dale Metz and Dennis Lopez. Joe Heatherly also stated that he reviewed this pay application and found it to be acceptable. A motion was made by Jerry Barnes to recommend to Council the approval of the Town of Miami pay application in the amount of \$14,045.23, subject to funding agency concurrence. Ray Webb seconded the motion. All in favor.

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

- No public comments were given.

V. Adjournment:

- Ray Webb motioned to adjourn the meeting. Seconded by Jerry Barnes. All in favor. The meeting was adjourned at 4:34 pm.