

KICKOFF MEETING MINUTES

CONSTRUCT SCADA SYSTEM AT CAMP STANLEY STORAGE ACTIVITY, TEXAS CONTRACT FA8903-04-D-8675, TASK ORDER 0027 - (PARSONS JOB 745074) CONTRACT F41624-03-D-8613, TASK ORDER 0190 - (PARSONS JOB 745101)

Date: Tuesday, 09 May 2006
Time: 1:00 P.M. - 4:30 P.M.
Place: Camp Stanley Storage Activity (CSSA)
Subject: Project Kickoff for SCADA TOs 0027 and 0190
Attendees:

Attendee	Organization	Phone
Tom Tijerina	CSSA Engineering	210-295-7473
Chris Beal	Portage	210 336-1171
Brian Siegfried	AFCEE/Portage	210-536-5208
Brian Vanderglas	Parsons-Austin	512 719-6059
Mike Stimets	Parsons-Austin	512 719-6802
Ryan Lynn	Parsons-Atlanta	678 969-2471
Scott Pearson ¹	Parsons-Austin	512 719-6087

¹ Minutes prepared by Scott Pearson, Parsons-Austin.

The agenda and presentation slides are included as Attachment 1.

INTRODUCTIONS AND PURPOSE

The meeting was opened with brief introductions. The purpose of the meeting, kickoff for the task orders referenced above. For these TOs, Tom Tijerina is the CSSA direct report charged with administering these projects.

TO 0027 PROJECT OVERVIEW

Brian Vanderglas provided a brief project overview of the scoped tasks and work activities for five tasks planned under this TO. The requirements for specific tasks under this delivery order were discussed with the tentative schedule. The period of performance for TO0027 extends through October 2007, although the majority of the construction and commissioning of the SCADA system is tentatively scheduled to be complete by March 2007. The following overviews are broken down by task.

TO 0027 - WBS 02000: Meetings

This WBS includes a kickoff meeting and two Technical Interchange Meetings (TIMs). Parsons has also included costs for two TIMs over the course of this delivery order. These meetings will be held at the direction of the CSSA and Parsons project managers. One meeting is intended as a pre-construction meeting with CSSA and the SCADA integrator, while the second TIM will be a post-construction meeting once the system has been commissioned at utilized by CSSA. That meeting will be used for defining or addressing minor changes to the system.

TO 0027 - WBS 03000: SCADA Construction

TO 0027 is a construction effort that is planned concurrent with SCADA system construction activities planned under TO-11. The additional work under TO0027 is intended to expand and extend the SCADA system to additional facilities throughout CSSA. These include the warehouse section, the administrative headquarters, the WWTP, and the East Pasture. An additional four work stations will also be implemented at select locations as directed by CSSA. Based on the work completed during the proposal stage, the construction phase is to be single-sourced to System Controls and Instrumentation, Ltd. (SCI). SCI was selected during the competitive bid process for the construction work to be performed under WERC TO 0011. Since this TO is an add-on to that existing work, a single-source determination to SCE was deemed appropriate for product consistency and efficiency of implementation.

TO 0027 - WBS 04000: Integration and Commissioning

The locations constructed under WBS 03000 will be integrated into the existing SCADA system being installed under WERC TO 0011. This includes the calibrations, inspecting, and programming necessary to incorporate the remote instrumentation within the SCADA network. Once the start-up is completed and personnel training have been performed (under separate task orders), the system will be commissioned and turned over to CSSA for operation. Under this TO, Parsons will purchase and transfer to CSSA a 12-month technical support package from SCI for troubleshooting, additional programming and customization, and maintenance issues not associated with warranty work.

TO 0027 - WBS 05000: Construction Bonds and Sales Tax

At the discretion of the project manager, a separate WBS has been established to track and manage bonding and sales tax issues. The bids provided to AFCEE include a 7.87 percent sales (use) tax that total to more than \$46,000 on this TO, and over \$126,000 for the entire SCADA project. The taxation issue has been reviewed by the CSSA legal representation with a preliminary determination that perhaps large portions of the SCADA system installation may be tax-exempt because of improvements to real property or public water supply systems. The final determination is to be evaluated by the Parsons legal staff to interpret and apply the State of Texas tax law. If it is determined that CSSA is exempt from portions of the tax, a petition to the State of Texas Comptrollers office will need to be submitted to waive the sales (use) tax for those portions of the project.

TO 0027 - WBS 90000: Task Order Management

The project organization was discussed by Brian Vanderglas. Mr. Vanderglas has appointed Scott Pearson as his delegate to assist with the management of this project, and he will assist with the daily management of the work. Henry Dress is the technical manager, and his expertise will be used to scope and guide the project to completion. Henry Dress will also serve as the project QA/QC engineer.

All monthly reporting and invoicing will be conducted under this task as required by the AFCEE WERC prime contract. CPMSR and FMER reports will be submitted to AFCEE by the 20th of each month. The duration of the project is scheduled through March 2007.

TO 0190 PROJECT OVERVIEW

Brian Vanderglas provided a brief project overview of the scoped tasks and work activities for eight tasks planned under this TO. TO 0190 is primarily an administrative and programming task order for implementing the SCADA design and making it more functional for CSSA personnel and end users.

The requirements for specific tasks under this delivery order were discussed with the tentative schedule. The following overviews are broken down by task.

TO 0190 - WBS 01000: Task Order Management

The project organization was discussed by Brian Vanderglas. Mr. Pearson will also serve as his delegate to assist with the management of this project, and he will assist with the daily management of the work. Henry Dress will also serve as the project QA/QC engineer, while Mike Stimets will provide technical support and oversight of subcontract programming work that will be performed under this task order.

All monthly reporting and invoicing will be conducted under this task as required by the AFCEE WERC prime contract. CPMSR and FMER reports will be submitted to AFCEE by the 20th of each month. The duration of the project is scheduled through March 2007.

TO 0190 - WBS 02000: Meetings

This WBS includes a kickoff meeting and two TIMs. These meetings will be held at the direction of CSSA and the project manager. The first TIM is intended for defining parameters for the SCADA-Maximo software integration, while the second TIM will be for reviewing the Operations and Maintenance manual that will be prepared.

TO 0190 - WBS 03000: Workplan/Design Revisions

The initial work will focus on preparing, or amending work plans to implement the additional SCADA construction under TO 0027. This includes the additional engineering design necessary for the facility nodes and workstations to be implemented. The design revisions will be incorporated into the existing WERC TO 0011 Implementation Work Plan (IWP).

A Project Activities Work Plan (PAWP) will be generated to outline the goals of the integration of the SCADA instrumentation with the MRO Maximo asset management system. In this document, the SCADA instrumentation to be installed under TOs 0011 and 0027 will be identified for integration with Maximo. Tentative alarm threshold limit values will be identified for each type of instrumentation, as well as determining the type of alarm notification and whom the work orders are generated assigned. The PAWP will be prepared after system installation has been complete and prior to initiating the programming for the various metering locations.

TO 0190 - WBS 04000: Maximo Integration & Programming

The other major segment of the TO will include the software and programming necessary to link the SCADA system to the Maximo asset management system already in place at CSSA. Parsons will obtain the third-party software necessary to link the Maximo system to the SCADA historian server. The software will reside on the Maximo server, and will enable the communication between the two systems via an Ethernet network. Parsons has identified Matrikon, Inc. as a software and services provider that offers a pre-packaged software add-on to Maximo that can link the two independent servers.

The software will be programmed by Matrikon to monitor signal inputs placed onto the SCADA server by the remote instrumentation. The third-party software will monitor the SCADA server for changes in instrument status and will compare those values to user-programmed threshold limits. Should an instrument exceed a threshold parameter, the software provides Maximo the information necessary to generate a work order. The current SCADA design includes over 200 inputs that can be monitored.

Once the implementation is complete, Matrikon will offer a training class for 6 persons designated as administrators for the SCADA and Maximo networks. Parsons also included a 2-year maintenance agreement with Matrikon for ongoing technical support.

TO 0190 - WBS 05000: O&M Manual

Parsons will amend the TO 0011 Operations and Maintenance (O&M) manual that will include design schematics, equipment listings, and all software/hardware documentation for the new instrumentation installed under TO 0027. The Maximo interface software will include all the product documentation and manuals that are provided from the vendor.

TO 0190 - WBS 06000: Training

Parsons and/or its contractors will provide on-site O&M training for up to 30 CSSA employees. This training will be an amendment to the training manual previously prepared under TO0011. The training will include the functionality of the Maximo integration, and the documentation and use of the newly installed equipment under TO 0027.

Parsons or its subcontractors will provide operational and programming training in the use of the SCADA-Maximo linking software. Since the third-party linking software runs transparently from the SCADA and Maximo systems, the training is assumed to be limited to a select group of Parsons programmers, CSSA personnel and their Maximo administrative contractors.

ATTACHMENT 1

MEETING AGENDA, SIGN-IN SHEETS, AND PRESENTATION SLIDES



DEPARTMENT OF THE ARMY
CAMP STANLEY STORAGE ACTIVITY, RRAD
25800 RALPH FAIR ROAD, BOERNE, TX 78015-4800

Agenda for Kick-off Meetings
Construction of Supervisory Control and Data Acquisition (SCADA) System
at
Camp Stanley Storage Activity – Boerne, Texas
AFCEE WERC, Task Order 0027 & AFCEE 4PAE, Task Order 0190

Time: Tuesday, May 9, 2006; 1:00 pm to 4:30 pm

Place: Camp Stanley Storage Activity, Boerne, Texas, Environmental Office

Proposed Order of Discussion

Date & Time	Topic
1:00 pm– 1:30 pm	<i>Overview of Project Tasks (TO-27)</i> WBS 02000: Meetings WBS 03000: SCADA Construction WBS 04000: Integration & Commissioning WBS 05000: Construction Bonds, Sales Tax, Etc WBS 90000: Delivery Order Management
1:30 pm – 1:45 pm	<i>Project Schedule (TO-27)</i>
1:45 pm – 2:15 pm	<i>Overview of Project Tasks (TO-190)</i> WBS 01000: Task Order Management WBS 02000: Meetings WBS 03000: Work Plan/Design Revisions WBS 04000: Maximo Integration & Programming WBS 05000: O&M Manual Additions WBS 02000: Training
2:15 pm -2:30 pm	<i>Project Schedule (TO-190)</i>
2:30 pm 2:45 pm	<i>Break</i>
2:45 pm – 3:45 pm	<i>Explanation and Coordination of TO-11, TO-27, and TO-190</i> <ul style="list-style-type: none"> • SCADA install location by TO • Subcontract Management by TO • Integration, Programming, and Commissioning by TO • O&M Manual Content and Development by TO • Training Program under each TO
3:45 pm – 4:30 pm	<i>Questions and Action Items</i>

Task Orders No. 0027 and 0190 Kick Off Meetings

Install SCADA Components (AFCEE WERC TO-0027)

and

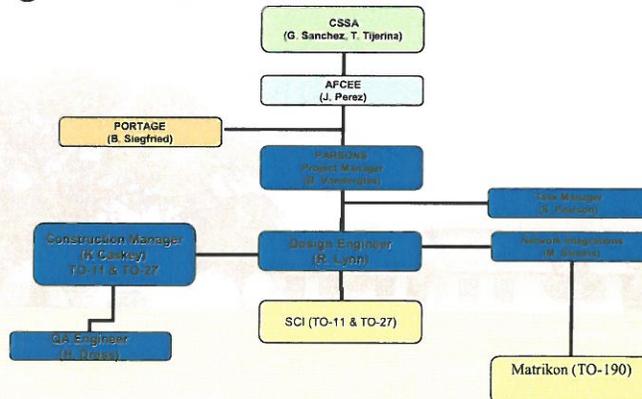
SCADA Component Design, Integration, and
Support (AFCEE 4PAE TO-0190)

Camp Stanley Storage Activity

Boerne, TX

May 9, 2006

Organizational Structure of Task Orders



TO-27 Objectives

- Main objectives of project
 - Implement Construction & Integration of SCADA components detailed by TO-190 Revised Design.
 - Extend SCADA Network to Buildings, East Pasture, & WWTP.
 - Add new workstations for SCADA end users.
 - Perform construction
 - Perform quality control and prepare as-built drawings
 - Provide 2-year warranty and service agreement

WBS Structure

- WBS 90000 – Task Order 27 Management
- WBS 02000 – Meetings
- WBS 03000 – SCADA Construction
- WBS 04000 – Programming and Integration
(includes As-built Drawings)
- WBS 05000 – Construction Bonds & Sales Tax

WBS 90000

Task Order Management

- Budget and Schedule Coordination
- Monthly Reports (CPSMR)
 - *Completed and planned activities, status, and problems*
 - *Funds and Man Hours Expenditure Report (FMER)*
 - *Integrated Master Schedule (IMS)*
- Accounting
 - *Monthly Billing*
 - *Procurement – Single source to SCI*
- Technical
 - *Quality Assurance*
 - *Project Management Plans*

WBS 02000

Meetings

- Kickoff Meeting
- Two Technical Interchange/Progress Meetings
 - *1 TIM intended as pre-construction coordination*
 - *1 TIM at post-construction or pre-inspection to address minor changes made during installations*

WBS 03000 – SCADA Construction

- Buildings and warehouses
- Installation of new SCADA workstations
- Wastewater Treatment Plant, East Pasture, and other
- Installation Requirements
 - *Temporary interruption of power, gas and water services necessary to install metering equipment.*
 - *Water and Gas metering will be mostly subgrade work*
 - *Electrical work includes running conduit through buildings.*

WBS 04000

Programming and Integration

- Programming and customizing each SCADA Workstation with HMI software.
- All new equipment will be available for integration into CSSA Maximo asset management system
 - *New SCADA equipment will be linked after commissioning under TO-190.*
- Parsons will pre-purchase a 2-year service agreement with SCI for technical support, maintenance, and troubleshooting.
- Training on use of SCADA related to components installed under TO-27 will occur under TO-190 and TO-11.

WBS 05000

Construction Bonds & Sales Tax

- Construction Bonds
 - *Estimated at \$10,301*
- Sales Tax
 - *Estimated at \$46,132*

Subcontracts

- SCADA integrator
 - *Single source award to System Controls and Instrumentation (SCI)*
- Subcontract pricing based on TO-11 procurement selection.

Management Deliverables

- Post kick-off meeting
 - *Project Health and Safety Plan*
 - *Construction Quality Plan*
- Integrated master schedule
- Monthly progress reports
- Meeting materials (presentations, agenda, minutes)

Technical Deliverables

- Vendor submittal reviews
- Pre-final inspection (punch list)
- Post-final inspection
- Final documents
 - *As-built with photo record*

Schedule

Period of Performance through October 31, 2007

- 4/12/06 – TO-27 Award notice
- 5/09/06 - KO meeting
- 6/13/06 – Complete Radio Path Survey
- 6/27/06 – Pre-construction Meeting
- 7/07/2006 to 11/22/06 – Construction/Installation
- 1/18/07 – As-built drawings
- Monthly reports

TO-190 Objectives

- Main objectives of project
 - Finalize IWP & Detailed Construction Design prepared under TO-11.
 - Make determinations on how signal inputs will be integrated into Maximo asset management system.
 - Document requirements in Project Activities Work Plan.
 - Obtain 3rd party software to link Maximo to SCADA Server.
 - Amend the TO-11 O&M manual to include components installed under TO-27.
 - SCADA O&M training supplemental to TO-11.
 - Operational and programming training in use of SCADA-Maximo linking software.

WBS Structure

- WBS 01000 – Task Order 190 Management
- WBS 02000 – Meetings
- WBS 03000 – Work Plans and Designs
- WBS 04000 – Maximo Integration & Programming
- WBS 05000 – Operations and Maintenance Manual Add-ons
- WBS 06000 – Training Program

WBS 01000

Task Order Management

- Budget and Schedule Coordination
- Monthly Reports (CPSMR)
 - *Completed and planned activities, status, and problems*
 - *Funds and Man Hours Expenditure Report (FMER)*
 - *Integrated Master Schedule (IMS)*
- Accounting
 - *Monthly Billing*
 - *Procurement – Single source to Mitrikon*
- Technical
 - *Quality Assurance*
 - *Project Management Plans*

WBS 02000 Meetings

- Kickoff Meeting
- Two Technical Interchange/Progress Meetings
 - 1 TIM intended as review of O&M Manual & preparatory for Training sessions
 - 1 TIM intended to define parameters for the SCADA-Maximo software integration (Mitrikon will attend)

WBS 03000 – Work Plans and Design

- Amend existing plans prepared under TO-11.
- Survey of existing utilities to determine adequacy and/or need for modifications.
- Project Activities Work Plan will address the integration of Maximo and SCADA assets.

WBS 04000

Maximo Integration and Programming

- MRO Software recommended alliance partner, Mitrikon, Inc
- Mitrikon created software to link Maximo to external data collection systems.
- Mitrikon will complete programming necessary to establish data communication exchanges between Maximo and SCADA servers.
- Training on the process of assigning limit and rule violations and generating work orders for Maximo software to be provided by Mitrikon.
- Pre-purchase an extended service agreement for technical support from program developer.

WBS 05000

Operations and Maintenance Manual

- Update O&M Manual prepared under TO-11.
- O&M Manual to include:
 - *Field procedures,*
 - *Manufacturer's directions, and*
 - *Warranties for products used.*

WBS 06000 Training Program

- Training intended to dove-tail with training already funded under TO-11.
- Training will cover new instrumentation installed under TO-27 and use of SCADA/Maximo link.

Project Deliverables

- Post kick-off meeting
 - *Project Health and Safety Plan*
 - *Quality Program Plan*
- Project Activities Work Plan (CDRL A007)
- Monthly progress reports
- Meeting materials (presentations, agenda, minutes)
- Updates to:
 - *O&M Manual*
 - *IWP*

Schedule

Period of Performance through March 31, 2007:

- 3/27/06 – TO-190 Award notice
- 5/09/06 - KO meeting
- 6/13/06 – Complete review of SCADA Construction Locations/Utilities
- 6/20/06 – Project Activities Work Plan
- 7/07/2006 to 11/22/06 – Construction/Installation under TO-11 and TO-27
- 12/15/06 to 3/15/07 – Training Program
- Monthly reports

Explanation & Coordination by TO

- SCADA Install by Location
- Subcontract Management by TO
 - *SCI under TO-11*
 - *SCI under TO-27*
 - *Mitrikon under TO-190*
- Integration and Programming
 - *With construction under TO-11 & TO-27*
 - *With Maximo/workstations under TO-190*

Explanation & Coordination by TO (continued)

- O&M Content and Development
 - *SCI under TO-11*
 - *Mitrikon under TO-190*
- Training Program under Each TO
 - *Under TO-11 (SCADA users)*
 - *Under TO-190 (Maximo users)*
- Schedule (*Periods of Performance*)
 - *TO-11, January 31, 2007*
 - *TO-27, October 31, 2007*
 - *TO-190, March 31, 2007*