

**KICKOFF MEETING MINUTES**  
**WATER & WASTEWATER SYSTEM EVALUATION AND REHABILITATION**  
**AT**  
**CAMP STANLEY STORAGE ACTIVITY, TEXAS**  
**FA8903-04-D-8675/DELIVERY ORDER 0022**  
**PARSONS 745006.01000**

Date: Wednesday, 08 February 2006  
Time: 1:30 P.M. - 4:00 P.M.  
Place: Camp Stanley Storage Activity (CSSA)  
Subject: Project Kickoff

Attendees:

<b>Attendee</b>	<b>Organization</b>	<b>Phone</b>
Glare Sanchez	CSSA ENV	(210) 698-5208
Jesse Perez	HQ AFCEE	(210) 536-2433
Brian Siegfried	AFCEE/Portage	(210) 536-5208
Jeff Aston	CSSA/USACE	(210) 336-1270
Chris Beal	CSSA/Portage	(210) 336-1171
Tom Tijerina	CSSA	(210) 336-2372
Eli Wright	CSSA	(210) 336-0077
Monica Smith	CSSA	(210) 295-7013
Jim Cannizzo	CSSA/OSJA	(210) 295-9830
Brian Vanderglas	Parsons	(512) 719-6059
Scott Pearson	Parsons	(512) 719-6087
Eric Dawson	Parsons	(512) 719-6029
Julie Burdey	Parsons	(512) 719-6062
Brad Martin	Parsons	(512) 719-6810
Pat Goodson	Geoprojects	(512) 288-3777

Minutes prepared by Brian Vanderglas, Parsons.

The agenda and presentation slides are presented in the attachment to these minutes.

**INTRODUCTIONS AND TO 0022 REQUIREMENTS**

The meeting was opened with brief introductions. The purpose of the meeting was two-fold: (1) to kickoff for the task order referenced above, and (2) to discuss a path forward for expediting the well rehab/pump refurbish task based on current needs created by the low rainfall/recharge amounts.

## **PROJECT OVERVIEW**

Brian Vanderglas provided a brief project overview of the scoped tasks and work activities for six tasks planned under this TO. The requirements for specific tasks under this task order were discussed, critical path items, planned subcontractors, and the tentative schedule. The following summarizes the key topics in the order they were discussed.

### **Well Rehabilitation and Pump Refurbishment**

Due to low water conditions in the existing production wells at Camp Stanley Storage Activity (CSSA), CSSA requested that we move the well rehabilitation and pump refurbishment elements of our scope of work (SOW) to the beginning of project to address a critical need and concern. Pat Goodson (well driller and subcontractor identified to perform the well refurbish/rehabilitation and drilling activities) attended the meeting along with Scott Pearson and Brad Martin of Parsons after they inspected the current conditions of the existing wells earlier in the day. They described some of the minor upgrades that would need to be made to bring the well-head up to regulatory standards.

A question was asked regarding whether it made sense to bring Well CS-11 back on line as a potable supply well. It had been taken off-line due to high fecal counts. Pat cautioned that TCEQ has a high bar to clear to be allowed to re-use a well with history of fecal contamination. The cost and uncertainty of demonstrating suggests that it might be more prudent to install a new well instead. When asked if Well CS-11 should be shutdown and abandoned, Scott Pearson indicated that the well still has other uses that offer value, such as environmental monitoring, irrigation, and other non-public supply functions.

CSSA was interested in how quickly Parsons could be in a position to execute the upgrades, and how much time would be needed to perform the work. Mr. Vanderglas reported that Parsons is currently working through procurement to get Geoprojects under subcontract, and will begin immediately to prepare a draft design work plan for the well rehabilitation efforts. The design work plan will include design basis, testing and regulatory requirements such as notifications, schedule, and operations & maintenance. The only analytical requirement associated with rehabilitating the wells is sampling for disinfection only after the rehabilitation is complete. Once the design work plan is approved, the actual time to perform the upgrades should not be any longer than 5 days.

Following the discussion of the well rehabilitation, Pat Goodson, Brad Martin, and Scott Pearson excused themselves from the remainder of the meeting.

### **WBS 01000: Meetings**

There are currently 8 technical interchange meetings (TIMs) planned for this TO. The tentative dates for these meetings will be assigned to coincide with completion of key project activities. Eight progress meetings are tentatively planned during rehabilitation construction tasks on the water distribution system, or approximately two

per month. Two progress meetings are also scheduled to discuss and to present the findings of the water and wastewater system evaluations.

#### **WBS 02000: Work Plans**

This task covers the preparation of plans prepared under this task order that describe the activities planned as part of the water and wastewater system evaluations, the modeling and engineering reports, and other miscellaneous reports such as the health and safety plan, the comprehensive work plan, and the construction quality plan. It was also clarified that design work plans will also be prepared for all construction tasks planned that are not specifically covered under the Implementation Work Plan (wbs 03000). At a minimum, design plans are expected for the well rehabilitation activities, installation of any new production wells, and scoped SCADA integration. These design plans typically become the basis for the SOW prepared for subcontractor procurement, and can also be incorporated into the IWPs as appendices or attachments.

#### **WBS 03000: Implementation Work Plans**

This task covers the environmental impact analysis, preparation of the work plans for the water and wastewater rehabilitation, and preparation of engineering and bid specification packages. It was generally agreed that the rehabilitation construction for the distribution system would only require a categorical exclusion.

CSSA indicated that they would like to emphasize the water study IWP and possibly postpone the wastewater IWP and study until after the water rehabilitation construction costs are better defined. Parsons indicated that a comprehensive work plan (CWP) would be prepared to describe how we plan to implement the SOW for this task order, and that deferring the wastewater study could be discussed as part of the plan preparation and review process. Parsons also indicated that there were certain efficiencies related to collection of data for the water and wastewater studies that CSSA should consider before deciding to delay the wastewater evaluation.

#### **WBS 04000: Rehabilitation Construction**

The discussion on rehabilitation construction focused on what was included in our technical approach and cost assumptions, including one production well installation, rehabilitation of CS-9 and CS-10 with new pumps, replacement of 34,000 LF of old distribution piping, installation of new piping with 1/3 new pipe sized at 4 inches, 1/3 at 8 inches, and 1/3 at 12 inches in diameter for C900 pipe. Also discussed was hydrostatic and fire hydrant testing in addition to disinfection testing. CSSA inquired whether the reservoir would need to be taken out of service during the implementation of the rehabilitation. Parsons indicated that it would likely need to be taken out of service, but Eli Wright indicated that the system can operate with the reservoir out of the loop. Advance coordination would definitely need to be performed to avoid or minimize the impact from any interruptions in service related to the construction activities.

CSSA was also concerned about how utility clearances would be handled. Parsons explained that we typically utilize CSSA operators to assist with the line locating, and considered including a utility locator subcontractor during the preparation of the proposal. The utility locator subcontractor was not included in the proposal submitted to

AFCEE because of the high reliability observed from mapped lines and from CSSA staff assistance on past projects, and because of budget limitations. CSSA expressed some concerns with the accuracy of their utility maps particularly in high density areas where we will need to be excavating to replace or connect to water lines, such as in the warehouse area. Parsons agreed to consider subcontracting with a utility locator firm in the warehouse area, and other areas where utility map accuracy might be a concern.

#### **WBS 05000: Final Reporting**

Upon completion of construction activities, Parsons will prepare field construction activity reports. These reports are envisioned for well construction activities, well rehabilitation activities, SCADA integration, new distribution pipe installation activities, and any management of excavated materials that have to be conducted as part of the rehabilitation efforts.

#### **WBS 90000: Task Order Management**

The project organization was discussed by Brian Vanderglas. Eric Dawson is the technical manager, and his expertise will be used to scope and guide the project to completion, particularly with regard to water and wastewater studies and preparation of the resulting IWPs and engineering specifications. Scott Pearson will serve as the project geologist primarily charged with providing technical guidance for the well rehabilitation and any new production well construction activities.

The duration of the project is scheduled for 18 months through June 2007.

#### **Proposal Assumptions versus CSSA Possible Needs**

Brian Vanderglas re-introduced the topic of proposal assumptions that had to be made to get the proposal constructed value below the ROM provided in the request for proposal. The biggest concern expressed was that the pipe diameters for new pipe had to be reduced from current sizes for about 2/3 of the total linear pipe footage of more than 36,000 LF. Mr. Vanderglas also reported that two of the bidders indicated that their price included about 10-15% contingency to account for unknowns and an additional 10% escalation in material pricing since the construction would not be initiated until more than 9 months from their bid submission date. Mr. Vanderglas noted that it was premature to speculate whether the construction funds awarded would be sufficient to perform the rehabilitation construction. He suggested that it would be prudent to revisit this issue after the IWPs are complete and the construction requirements are better defined.



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

***Agenda for Kick-off Meeting at CSSA  
Water & Wastewater System Evaluation and Water System Rehabilitation  
AFCEE WERC, Task Order 22***

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**Time:** Wednesday, February 8, 2006; 1:30 pm to 4:30 pm

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

**Proposed Order of Discussion**

<b>Date &amp; Time</b>	<b>Topic</b>
1:30 pm – 2:00 pm	Wells 9 & 10 Pump Refurbish/Rehabilitation Requirements Schedule/Action Items Inspection by Geoprojects & Parsons personnel
2:00 pm – 2:45 pm	Descriptions of Project Tasks & Project Organization (SOW) Meetings (wbs task 01) Existing W & WW System Evaluations (wbs task 02) IWP & Requirements Development (wbs task 03) Rehabilitation Construction (wbs task 04) Final Reports (wbs task 05)
3:00 pm – 3:45 pm	Proposal Assumptions versus CSSA possible needs
3:45 pm – 4:30 pm	Anticipated schedule by WBS tasks and Time-critical tasks/decisions. ACTION ITEMS Deliverables Coordination with other Task Orders (i.e., SCADA) CATEX Other

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**Task Order No. 0022**  
**Kick Off Meeting**  
Water and Wastewater System Evaluation and  
Water System Rehabilitation at  
  
Camp Stanley Storage Activity  
Boerne, TX  
  
February 8, 2006

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**Introduction**  
Evaluation and Construction Activities

- Main objectives of project
  - Determine Future water and wastewater needs
  - Evaluate existing water and wastewater systems
  - Provide recommendations for rehabilitation and upgrades
  - Prepare detail implementation work plans
  - Perform construction
  - Perform quality control and prepare as-built drawings

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**WBS Structure**

- WBS 90000 – Program Management
- WBS 01000 – Meetings
- WBS 02000 – Existing System Evaluation
- WBS 03000 – Implementation Work Plans & Development of Requirements
- WBS 04000 – Rehabilitation Construction
- WBS 05000 – Final Reports, O&M Manuals, and As-built Drawings

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## Well Rehab/Pump Refurbish

- Wells 9 & 10 Pump Refurbish/Rehabilitation
  - Requirements
  - Schedule/Action Items
  - Inspection by Geoprojects & Parsons personnel

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## WBS 90000 Task Order Management

- Coordination and Oversight
- Budget and Schedule
- 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*
- Technical
  - *Quality Assurance*
  - *Project Management Plans*

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## WBS 01000 Meetings

- Kickoff and DQO Meeting
- Eight technical interchange meeting
  - *1 for Preliminary Planning*
  - *2 for W/WW system report overview*
  - *2 for W/WW requirements*
  - *2 for W/WW IWP overview*
  - *1 for Construction, O&M, training requirement*
- 10 Progress meetings
  - *1 for Water system evaluation*
  - *1 for Wastewater system evaluation*
  - *8 for Construction meetings*

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### WBS 02000 – Work Plans

- Draft Work Plan (CDRL A004)
- H&S Plan addenda (CDRL A005)
- Construction Quality Plan (CDRL A007)

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### WBS 02000 – Work Plans Water System

- Survey Inspection
  - 20 monitoring points, 7 days (pressure, flow, Cl residual, storage, production)
  - 100 valve box inspection (size, junction, location, condition)
  - Major facilities inspection (evaluate, conditions, performance)
- Modeling (Haestad Methods: WaterGEMS)
  - Model development (pumps, tanks, valves, hydrants, lines)
  - 2050 design
  - Model Criteria (material, min/max pressure, velocity, life cycle, plant needs)
  - Scenarios (calibration, existing, (2) 2050 layouts, w/ NFPA fire code req.)
- Water System Engineering Report (A001B)
  - Background: deficiencies, existing system, future areas, associated demands
  - Layouts: proposed facilities, engineering calculations
  - Evaluation: Performance results
  - CSSA select one layout
  - Preliminary cost estimate of selected layout

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### WBS 02000 – Work Plans Wastewater System

- Survey Inspection
  - 20 monitoring points, 16 days (flow, peak, rainfall, storm if caught: infiltration, inflow)
  - Pipe cleaning and video
  - All manholes and will be inspected 6 inches and larger (size, junction, location, condition)
  - Major facilities inspection (evaluate, conditions, performance)
- Modeling (Haestad Methods: SewerGEMS)
  - Model development (primary collectors, lift stations)
  - 2050 design
  - Model Criteria (material, slope, diameter, elevation, corrosion, lift station capacity)
  - Scenarios (calibration, dry weather, (2) 2050 layouts, l/l peaks)
- Wastewater System Engineering Report (A001C)
  - Background: deficiencies, existing system, future areas, associated demands
  - Layouts: proposed facilities, engineering calculations
  - Evaluation: Performance results
  - CSSA select one layout
  - Preliminary cost estimate of selected layout

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**WBS 03000**  
**Implementation Work Plan**

- Environmental Impact Analysis
  - *Prepare categorical exclusion checklist*
- Implementation Water Work Plan (A009A)
  - *Renovations, maps, schedule, implementation coordination*
- Implementation Wastewater Work Plan (A009B)
  - *Renovations, maps, schedule, implementation coordination*
- Engineering and Bid specification for bid package (A001D)
  - *Drawing and specifications*
- Pre-bid Site Visit
  - *SCADA, driller, and pipe installers*

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**WBS 04000**  
**Rehabilitation Construction**

- Production Well Installation
  - *450 to 550 ft*
  - *Air rotary drilling w/water injection*
  - *8" casing for VOC protection in Upper Glen Rose*
  - *6" ground water pump (to be sized-15 hp estimate)*
  - *New building (house RTU, chlorination, metering, safety)*
  - *Video inspection and pump tests*
  - *Piping and valves*
  - *Integrate to SCADA (flow, pressure, automation)*
- Rehabilitation of CS-9 and CS-10
  - *Replace existing 15 hp pumps and column*

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**WBS 04000**  
**Rehabilitation Construction**

- Water Service Pipeline
  - *Assume replace old pipe (34,000 +)*
    - *1/3 - 12" C900*
    - *1/3 - 8" C900*
    - *1/3 - 4" C900*
  - *New distribution mains (future demand and new well)*
  - *Upgrade storage facilities*
- Inspection and testing
  - *Hydrostatic pressure testing*
  - *Fire hydrant testing*
  - *Disinfection*

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**WBS 05000**  
**Final Reporting for Well Work**

- Field Construction Activity Report (A011)
  - *Well construction report*
  - *Well housing and chlorine equipment installation*
  - *SCADA integration*
  - *New pipe installation*
  - *Excavated material report*
  - *Pump refurbishment*
- Documentation (as-built, tests, warranties, O&M)
- Training (half day)

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**Work Plan Key Points**

- Data exchange and needs assessment
- See where are the SCADA integration points
- Immediate installation of well and rehab of existing wells

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**Subcontracts**

- Testing and Laboratory
- Drilling company for production well
- Potable water pipe installer contractor
- Potable water line leak detection
- Wastewater line inspection, video, and flow monitoring
- SCADA integrator
- Well house construction

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## Major Activities

- Coordination with other Task Orders (SCADA)
- Evaluation
  - *Inspection*
  - *Evaluation*
  - *Modeling*
- Design (drawings and specification)
- Construction
  - *Vendor Submittal Reviews*
  - *Construction*
  - *Inspection*

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## Proposal Assumptions versus CSSA Possible Needs

- Linear feet estimated footage shown on Figure 1.
  - New 8" pipe service is assumed from new production well to tie-in in Southeast corner of existing water distribution system.
  - New 4" pipe service will be installed in the East Pasture to connect B-709 Test Facility.
- Only 9,000 LF of conventional excavations are estimated.
- A total of 36 new gate valve boxes are assumed along the length of the water distribution network:
  - 12 for 12-inch pipe, 12 for 8-inch pipe, and 12 for 4-inch pipe.
- One service tap is assumed for each of the 50 buildings receiving new service.
  - 17 will be 12-inch service taps, 17 will be 8-inch service taps, and 16 will be 4-inch service taps.
- Resulting linear footage estimates include 11,342 LF of 12" pipe, 11,342 LF + 1,520 LF of new 8" to production well for total of 14,896 LF 8-inch pipe, and 11,342 LF of 4" pipe + 850 LF for new service line in East Pasture for total of 12,192 LF

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## Management Deliverables

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

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- ### Technical Deliverables
- Water and Wastewater Evaluation and Analysis
    - *Engineering reports (CATEX)*
    - *Design Specifications*
    - *Implementation plans*
    - *Permits*
    - *Vendor submittal reviews*
  - (6) Field Construction Activities
  - Pre-final inspection (punch list)
  - Final inspection
  - Final documents
    - *O&M manuals*
    - *As-built*
    - *GIS updates*
    - *photo record*

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- ### Immediate Actions
- Drawings of facilities
    - *System drawings (water and wastewater)*
    - *GIS coverages and template for submittals*
  - Problem areas based on operator interviews
    - *Locate flow monitoring points and gauges*
    - *Coordination of inspections*
    - *Preliminary conditions of pipe (during KO if possible)*
  - Past flow records or other operational document
    - *Quality and Quantity*
  - Future projections
    - *Land use*
    - *Population projections per capita*
    - *Industrial demand*

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- ### Questions
- Options if no rain recorded
    - *Estimates based on existing treatment plant flow records*
    - *Operator insight*
  - Conditions of system and potential line breaks
  - Fire protection requirements in new area
  - Special materials handling issues
    - *Lead joints*
    - *Asbestos pipes*

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## Schedule

- 1/20/06 - Award notice
- 2/8/06 - KO meeting
- 3/22/06 - CWP & HS
- 3/22/06 - CQP
- 6/16/06 - W/WW evaluation report
- 7/21/06 - EIA & permits
- 9/29/06 - W/WW IWP
- 11/17/06 - Construction subcontracts
- 12/15/06 - 2/16/07- Well construction
- 1/15/07 to 4/13/07 - Miscellaneous reports
- 4/2/07 - Pre-final inspection
- 4/27/07- Final inspection report
- 5/18/07 - As-builts, O&M manuals
- 5/21/07 - Training
- Monthly reports

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