

ITEM DESCRIPTION	COMMENTS
1 Start up- issues	Stoddard - start has gone well, one glitch with location finder on boring head/bit, being corrected with different locating process/device. Feels they are ahead of projected schedule.
2 Pulling HDPE pipe to shore	Stoddard - will be in position to complete boring, change head on bit and connect to HDPE by end of week. If things go well, should have the intake screen assembly and HDPE floated and ready to pull back over weekend. Advised that the intake screen support must be inspected before floating and that it would be up to the inspector(s) to determine if they were available for weekend work. Contractor will coordinate with John Monroe.
3 Inspector(s)	Contractor was advised that John Monroe and Justin Wieser will be unavailable on July 23, 2002. (travel status) Owner will distribute daily inspection documents to all participants, at least every two or three days. Distribution of documents will be electronic.
4 Project schedule	Contractor was asked to look at his approved project schedule and adjust with explanations if necessary, for Owner/Eng. review.
5 Pay Estimate #1	Contractor advised to use both sides of RD form 1924-18 (rev. 6-97) as shown in the project plans/specs. Owner has these on disc and will provide to contractor for use in future. Pay estimate #1 was provided to the Owner on 7/19/2002 and given to Engineer, during this meeting, for their review. Contractor indicated that they should receive payment in ten days, as allowed in the contract. For Clarification -- " Note--refer to standard form of contract, 00500-1, ARTICLE 6-PAYMENT 6.01 <i>Submittal and Processing of Payments</i> , A. Reference Article 14 of the General Conditions wherein 14.02 <i>Progress Payments</i> , 1. <i>Application for Payments</i> , 1 - states "at least 20 days before the date established for each progress payment (but not more than once a month) Contractor shall submit to Engineer for review an application for payment. In accordance with ARTICLE 6, the date established is the 25th."
6 Change order #1	TD&H and Contractor will use Form RD 1924-7 for the change order involving the HDPE air line from 3" R11 to 4" R7, a manufacturers recommendation, cost of change will be \$5,650.00 which will increase total contract to \$1,371,700.00. The Engineer has verbally notified the Owner and recommended this change. The Engineer was asked to provide written review and comment on this change order request.
7 Payroll Report	Contractor will provide certified weekly payroll report.
8 General	Discussion among engineers, and inspectors about project, all appear to be satisfied with project. Adjourned until August 5, meeting, same location at 2:00 PM.
9 Attendance	Stewart Miller/Owner Rep, Dean Stoddard/Stoddard/DDS, Jerry Pfaff/DDS Carole Boerner-Justin Wieser-Richard Oksness/IHS, Larry Pfaff/DDS Wade Deboo/TD&H, John Monroe/Owner, Lance & Dorothy Stoddard

22-Jul-02

