

Clearwood Community Association

To: Board of Directors, Clearwood Community Association

From: Mitch Waterman

Date: January 28, 2023

RE: Owners Representative Monthly Board Report – January 2023, to date of last report

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**Well 5:** This new construction project which CCA began in 2014 is now approaching completion and activation. Bringing this project forward has been quite a journey.

1. Project now transitioning from construction to commissioning. The remaining construction actions necessary to fully complete will occur on a fast-paced tempo and need to be orchestrated by someone with on-site situational awareness. For this reason, we have transferred oversight and approval of final actions from the Owner's Rep to the General Manager.
2. A breakdown identifying all documented required actions and associated responsibilities was provided to the General Manager and is attached to this report. The Owners Rep remains available to assist the GM as requested.
3. See attached memo dated January 9, 2023.

**Pool Reconstruction** – Project complete. Warranty work is scheduled.

### **2023 Roads Work Strategy.**

- There will be 3 separate contracts: one for roads and water, one for bridge, and one for construction management.
- We are now consolidating Projects 1A and 2A specifications and design drawings into a single package to bid as a single project.
  - Lowers CCA overhead cost.
  - Original plan to advertise for Bids on Jan. 24, 2023, has slipped to Feb 2, 2023. This will push bid opening date 1 week.
- Bridge construction will be performed by Weyerhaeuser's contractor who is performing the adjacent road work as previously reviewed by BOD.
- CCA will award a separate contract to a company who will be accountable for overseeing all construction and ensuring works complies with specifications.
- Project 3A will be brought forward to the BOD for authorization after this phase is awarded and is active.
- The importance of communicating pending traffic disruptions to the membership cannot be overstated.

**2023 Roads Project 2A** - (Project 2A is the design with Project 2B construction). Project 2A produces the Engineering and Contracting support to complete the Blue Hills Drive Bridge and Woodside to Parkcrest Water Loop Civil design and contract documents ready for bidding.

- 1) 50% Design completed in January.
- 2) 30% Bridge design drawings provided.
  - a. Site tour on 1/23/23 led by KPFF Engineers/ McGee Engineering attended by GM, Maintenance Staff, and BOD president (representing Walter White), Waltman and Sons (Bridge Contractor), and Owners Rep.

- i. Significant amount of bridge site preparation was identified during the tour.
- ii. KPFF Engineer is assembling the site prep work in a separate Scope of Work.
- iii. Material acquisition: current planning has our Engineers specifying bridge materials, soliciting vendor quotes, and CCA paying vendors directly avoiding contractor mark-ups. This has some details to work out.

3) Bridge Design Parameters

- a. Agreed bridge will be a pre-cast concrete structure with an asphalt overlay.
- b. Bridge will include 3' pedestrian walkway.
- c. Utility lines will be attached to bridge.
- d. Creek span may exceed ten feet making it difficult for beavers to dam flow.
- e. Fence east of bridge to be removed.
- f. A temporary access road will be installed between Weyerhaeuser property and that of CCA to enable the movement of heavy materials.
- g. Trees bordering/ encroaching the bridge construction were identified for removal.
- h. A plan is being prepared to re-route the water line (and other utilities) away from the construction area.
- i. The GM is evaluating a Change Order to Well 5 Contractor to replace a 10" water valve at the back gate, an action currently identified in the Roads Scope of Work. Rerouting the water line away from the bridge will be required sooner than the roads contract will be awarded.
- j. A picture showing a completed bridge, without the asphalt overlay is provided as a visual representation.
- k. Line location surrounding the bridge area needs to be performed prior to all work.
  - i. A Scope of Work defining the actions required for site preparation, separate from bridge construction, is being prepared by KPFF.
  - ii. A funding request for bridge site work will be presented to the BOD in February separate from the future request for bridge construction, which will not be complete for several months.



**Maintenance Bldg. Re-roof**

- 1. Project complete.

**Owners Representative.**

- 1. No additional issues identified.

**TO:** Racheal Paige, CCA General Manager  
**FROM:** Mitch Waterman, CCA Owner's Representative  
**DATE:** 1/9/2023  
**MEMO:** Transition of Well 5/6 Close Out Actions from Owner's Rep to GM

**INTRO:** Very exciting time to know APE is moving towards completion of the Well 5/6 project. Bringing this project forward has been quite a journey. In anticipation of completing the construction phase, it is an appropriate time to transfer final actions from Owner's Rep to General Manager.

These final actions will become fast paced and need to be orchestrated by someone with situational awareness. I have identified these in five (5) groups A-E. Please review and let us discuss as I am here to support your success.

**A. Prime Contractor Open Actions Well 5:**

1. Verify all telemetry programming is functioning and properly interacting.
2. Verify caustic tank exterior tank volume sensor is installed and functioning.
3. Verify receipt and installation of the quill isolation assembly.
4. Verify the generator is installed, electrically connected, transfer switch installed, and fuel system connected.
  - a. Perform generator load test and training.
  - b. CCA to fill the generator propane tank.
5. Test Emergency shower and attach test date list if required.
6. Verify receipt and installation of backwash components.
7. Perform full system training and commissioning with CCA Maintenance and NWS.
8. Provide all documentation of final changes that deviated from the original design to project engineer.
9. Verify with NWS Tech that all required water tests have been conducted, the results analyzed, accepted, prior to declaring the system operational.
10. Have APE formally notify you they are ready to complete construction and transition to Operations.

**B. Construction Transition to CCA Maintenance:**

1. Once notified by contractor that all systems are functioning and ready to be placed online, ask contractor to schedule and conduct transition meeting.
  - a. Communicate goal of meeting is to jointly train CCA Maintenance and NWS on the operation and maintenance of the new Well 5 system.
  - b. The hand-over-hand walk through walk through shall include full scale plant troubleshooting.
  - c. Contractor to establish list of ready spares required for standard operations.
  - d. APE to discuss standard operating ranges for each gauge and monitor and troubleshooting actions for out-of-range conditions.
  - e. Test all alarms and verify functionality of valves.
  - f. Walk through the proper means and methods for placing the new system online, and in reverse, taking it offline into a standby mode.

2. APE to verify NWS updated As-Built single line drawing is accurate.
3. APE to provide CCA with original engineer manufacturer manuals for all installed equipment at Well 5 and all warranty information.

#### **C. Prime Contractor Open Actions Well 1/2:**

1. Establish a schedule between Maintenance and APE to shut down Wells ½ for upgrades.
2. Verify agreed scope of work and price for materials, labor , and taxes.
3. Identify and schedule required testing to allow the system to go back online, if required.
4. Conduct prestart meeting at site, releasing work area to contractors.
5. Contractor to perform dismantlement and installation of new components.
6. CCA to perform a post job operational check to verify the system functions.
7. Close out project.

#### **D. NWS Open Action Items:**

1. When the system is ready to go online, NWS will submit the "completion of construction form" to DOH along with bacteria and post-treatment water samples. Their final report includes notification to regulators of the completed and commissioned system.
2. After DOH receives the above, they will issue a "final approval" letter to close the project.
3. **Upon receipt of the "final approval" letter from DOH, CCA may place the new system online. Need to verify how firm this requirement is so we can place the system online quickly and legally.**
4. Provide full scale treatment plant startup and testing support.
5. Provide copies of final report.
6. Collect all deviations from design at completion of project to update the original single line drawing then return to contractor for verification.
  - a. NWS's final As Built drawing will schematically show all components in the pumphouse (sample taps, valves, unions, filters, etc.).
7. Provide manufacturer and approved plan set of protocols for maintenance actions noting durations, and warranty items.
8. Provide practical recommendations for an ideal spare parts list to have on hand.
9. NWS will participate in the transition training to obtain full operating knowledge of the system.
10. Task NWS to update the license if required to show CCQA is operating new wells.

#### **E. CCA Open Items:**

1. Track completion of actions on items A,B,C and D.
2. Obtain written permission from DOH before putting Well 5/6 online.
3. Discuss new operational system with Insurance Agent to ensure CCA is fully covered.
4. Ensure Installation of telephone inside building.
5. Evaluate invoice #20220210 for blow off valve, lumber, and exterior building painting; invoices previously requested.

- a. Did CCA transfer the responsibility of painting the building to the contractor? What was the \$5,502 for lumber used for?
6. Verify again that generator does not require a county permit (it's a new year, did the rules change?).
7. Give yourself a **RED CHECK MARK!**
8. Pay final invoices for APE and NWS.
9. Close project with Accounting Manager.