

# MEETING AGENDA AND MINUTES

**Meeting Date:** June 19, 2017  
**Meeting Time:** 1:30p-2:30p  
**Written By:** Shawn Arden  
**Client:** M/I Homes, Village of Minerva Park

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**Location of Meeting:** Village Community Building

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**Purpose of Meeting:** Minerva Park Dam Improvements – Construction Progress Meeting

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**Attendees:** Kim Pulley (Village); Ron Tope (M/I Homes); Rick Warwick, Marty Smith (ERC); Mike McGannon (GCI); Shawn Arden (EMH&T); Keith Libben (ODNR)

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**Copies:**

Listed below are general discussion topics. Below each topic is a brief summary of the meeting discussion.

1. Introductions / Sign-In Sheet
2. Minutes from June 5 Progress Meeting Approved
3. Construction 2 Week Look Back / Look Ahead:
  - a. Work on the embankment outboard slope continues.
  - b. Rock channel protection is currently being installed on the inboard slope.
  - c. Concrete work on the spillway structure will start in approximately 2 weeks. EMH&T & ERC to review subsoil materials beneath the proposed inlet box to determine the extent of unsuitable materials and appropriate replacement.
4. Project Schedule:
  - a. Construction is currently approximately 1 week behind schedule.
5. Submittals:
  - a. EMH&T has processed submittals 1 through 13 with documentation posted on the ShareFile site.
6. Conflicts / Questions:
  - a. Marty noted the presence of a 15" diameter storm sewer by the former clubhouse site. The storm sewer appears to be located outside of the embankment work area for the dam project.

- b. Shawn stated that he observed a small amount of soil material that had fallen from the embankment slope onto the granular chimney drain. ERC should remove the soil material before the next sand lift is placed to avoid compromising the chimney drain.

7. SWPPP Inspection Log

- a. Alpha EMC was onsite earlier today performing BMP inspections.

8. Construction Safety

- a. No issues reported.

9. Inspection and Testing

- a. Mike provided maximum dry density and moisture content values from the Proctor test for the embankment materials sourced from the M/I development site. Shawn also requested Mike to provide a particle size distribution and Atterberg limit analysis for soil classification purposes.
- b. Shawn will catch up on weekly report submittals to ODNR this week.

10. Other Items

- a. A change order will be required to cover the embankment material import from the development site. Ron and Rick will discuss.
- b. The July 3 progress meeting will be cancelled due to the July 4 holiday.
- c. Next Meeting: July 17 at 1:30pm.