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Subject: Minutes of Meeting - MF&CF Civil Works - 02-Dec-2015
Date: Tuesday, December 8, 2015 1:06:50 PM
Attachments: [...png](#)
[02-Dec-2015 MoM CW.pdf](#)

The minutes of our most recent meeting are attached.

As a reminder, our next meeting will be held via conference call tomorrow, Wednesday, 09-Dec-2015 at 2:30pm NST (2:00pm AST, 1:00pm EST).

The number to join the Conference Call is: 1-877-216-4736 and the Code is: 355 251 3699.

Regards,

Trina



02-Dec-2015 MoM CW.pdf

Trina L. Troke, P.Eng., PMP

Deputy Project Manager - HVdc Specialties

PROJECT DELIVERY TEAM

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You owe it to yourself, and your family, to make it home safely every day. What have you done today so that nobody gets hurt.

Minutes of Meeting

Project:	Lower Churchill Project	Package No.:	CD0501 / CD0502 / CD0504
Purpose:	To ensure continued progress and to confirm implementation of agreed actions from our previous meetings.	Package Title:	Civil Works for MFA Converter Station & Substation and CHF Substation
Location:	Muskrat Falls Site Office	Date / Time:	Wednesday, 02-Dec-2015 1:00pm - 3:00pm (AST)

Attendees:	Company: Darren DeBourke, Trina Troke, Don Lewis By Phone: Ray Butler	Alstom: Thierry Martin, Andre Lambert, Walter Feletto	Pomerleau: Denis Lepinay, Jean-Francois Racine
Distribution:	Attendees + Tanya Power, Antoine Tabet, Kenza Arab, Olivier Ruiz, Daniel Lessard, Martin Laroche, Anthony Jackman, Pierre Sasseville, Claude Mandeville		
Recorded by:	Trina Troke	Signature:	<i>Trina Troke</i>

Item	Description	Action	Date
1	Safety Moment		
	<ul style="list-style-type: none"> Safety considerations for working or travelling alone. 	Info	
2	Safety		
	<ul style="list-style-type: none"> Pomerleau has hired a senior safety coordinator to oversee operations at its Muskrat Falls and Churchill Falls sites. This person will be in Churchill Falls next week. He/she will be on rotation spending 1 week in Churchill Falls, 1 week in Muskrat Falls, and 1 week off site. Pomerleau has submitted to Alstom an action plan to improve safety. This has been reviewed by Alstom (Josiane Kratzenberg) and comments were returned to Pomerleau yesterday. Pomerleau will revise the document and officially submit to Alstom. The safety action plan includes safety leadership training for supervisors, superintendents, engineers and management at both sites. Pomerleau has been in contact with a trainer and are making arrangements for him to be on site either before or immediately after the Christmas break. 	Info	

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Item	Description	Action	Date
	<ul style="list-style-type: none"> Members of Pomerleau's site management teams attend and engage with workers at each daily tool box meeting. Recent discussions have been about the importance of staying focused on safety in the days leading up to the holidays. Alstom (Greg McPhee) generally attends the daily tool box meetings at Muskrat Falls but Alstom acknowledges there is opportunity for improvement. Alstom committed to increasing their site management team's presence and involvement in these daily tool box meetings. Pomerleau has reviewed past incidents at the sites and their safety action plan addresses the causes to prevent future incidents. Specific issue regarding the use of zoom booms (securing loads) has been addressed. Discussed housekeeping observations and concerns. It is important to keep work areas organized and tidy. Walkways need to be clear of obstructions (including protruding pieces of rebar). Extension cords need to be elevated. 	Info	
3	Review minutes of meeting and action items from 26-Nov-2015.		
	<ul style="list-style-type: none"> Discussed as part of Agenda. 	Info	
4	Construction status / progress / productivity		
	<ul style="list-style-type: none"> AC Substation <ul style="list-style-type: none"> Concrete for 1 gantry to be placed today Concrete for the 3 remaining gantries will be placed later this week Concrete will not be placed for the transformer slab (inside the containment foundation until spring) Concrete will be placed for the control building this afternoon. As much as can physically be completed at this time, given the interface with the GIS building The GIS building concrete will be placed on 6-Dec, 9-Dec, and 12-Dec. A total of 3 pours. The area for the first pour is almost ready, except for anchor bolts. 	Info	

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Item	Description	Action	Date
	<ul style="list-style-type: none"> • HVDC Converter Station <ul style="list-style-type: none"> ○ The final concrete pour for the valve halls and control building will be completed tomorrow. ○ Steel for valve hall pole 2 is almost ready to ship ○ Steel for control building is fabricated • Alstom expressed concern about the substation transformer slabs not being completed until spring. Alstom and Pomerleau agreed to have an off-line discussion about the schedule related to this task. • Prior to our last meeting, Pomerleau summarized the current status and plans in a letter to Alstom. Denis will update this letter tomorrow to reflect the current progress and forecast and send it to Alstom. He will do the same for Churchill Falls. • The plan for the next 10 days at Muskrat Falls has not changed from what was outlined in Pomerleau's letter from last week. • At night, crews are working on GIS building, backfilling, heating & hoarding, and maintenance. • As discussed at last meeting, Pomerleau is having discussions with the operator of Astaldi's concrete batch plant to explore the possibility of extending the operation of the plant beyond the currently scheduled shut down of 12-Dec-2015. Pomerleau has will confirm with them by tomorrow if it will be necessary. • Alstom requested an action plan for the holidays, including plans for snow clearing, monitoring of site trailers in case of freeze up, etc. at both Muskrat Falls and Churchill Falls. Pomerleau will assess the requirements, recognizing that there will be limited services for any personnel and equipment working on site during that period. Company confirmed that the Muskrat Falls site will be open, with minimal staffing for site security, camp operations, etc. Agreed that Pomerleau will revise their site winterization plans to incorporate plans for the holidays. Pomerleau will then resubmit the plans to Alstom. 	Info	

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Item	Description	Action	Date
	<ul style="list-style-type: none"> • At Churchill Falls, the plan appears to be a complete site shutdown for 3 months after Christmas. Pomerleau confirmed that this is their plan. Alstom expressed concerns about their overall project schedule and future camp loadings. It would their preference for Pomerleau to have a small crew work through the winter to complete the installation of the post insulator (PI) pre-cast foundations, in particular. This would remove the effort to open up the site in the spring and would serve to level out the camp loading. Alstom and Pomerleau to meet off-line later this afternoon to discuss. • There is 95 m³ of concrete left to be placed in Churchill Falls before Christmas. Planned to be completed by Friday. There is approximately 1000 m³ to be placed in 2016. The concrete batch plant will be shut down for the winter. • The last of the 7 power transformers arrived at Churchill Falls yesterday. On 5-Dec-2015, the 2 units at Muskrat Falls will be placed on the permanent foundations. The plan is to move to Churchill Falls afterwards and place the 7 units there on the permanent foundations before Christmas. • Discussed power supply for anti-condensation heaters on the transformers. JSM will be subcontracted at Churchill Falls and Iskueteu will be subcontracted at Muskrat Falls to complete the connections. Alstom confirmed that the work will be complete at Churchill Falls and Muskrat Falls, for all 9 transformers, before Christmas. • Clear understanding and alignment on the priorities for both sites is required: <ul style="list-style-type: none"> ○ Protect the power transformers – get the power hooked up ○ Backfill to protect foundations ○ Other? 	<p>Info</p>	

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5	Quality		
	<ul style="list-style-type: none"> • On some of the transformer foundations at Churchill Falls, the top of concrete is out of tolerance and needs to be shaved to obtain the flat surface required to place the transformer on. Walter indicated that this issue was known for some time but Andre received the survey report from Pomerleau last week which confirmed the details. Alstom has not done an independent survey. The tolerances must be corrected before the transformers can be placed on the pad. If not corrected very soon, it could mean that the transformer transport contractor would have to remobilize to move the Churchill Falls transformers at a later date. Agreed that it is still necessary to connect the power to all transformers, for the anti-condensation heaters, before Christmas. • There have been other quality issues at Churchill Falls. • Alstom gave specific instruction to Pomerleau not to backfill with frozen ground, but Pomerleau did it anyway. Pomerleau confirmed that they are backfilling with frozen ground, to protect the foundations, but it will be excavated and replaced in the spring, when weather permits. • Ray is currently at Churchill Falls and suggests there may be a more efficient and cost effective way to do the work. The stockpile is not frozen, and this material is being placed on frozen ground. If the ground was thawed, then the stockpile material could be properly placed now, reducing the amount of re-work required in spring. • The night shift at Churchill Falls ended a few days ago. This crew had been focused on backfill. • Alstom again asked Pomerleau to stop backfilling frozen. Denis confirmed he would look into it. • Concrete issues were noted on the GIS building at Churchill Falls. There is rebar showing on the underside of the GIS slab. Pomerleau confirmed it would be repaired in the spring. 		
6	Labour Relations		
	<ul style="list-style-type: none"> • All okay. Nothing new. 	Info	

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7	Schedule / milestones		
	<ul style="list-style-type: none"> • Pomerleau will send to Alstom today or tomorrow. 	Info	
8	Technical / CONs / SQs		
	<ul style="list-style-type: none"> • Building Color <ul style="list-style-type: none"> ○ No change from last week. ○ Alstom and Pomerleau agreed to meet to resolve. ○ Revisit subject at next meeting to ensure closure. • Intumescent Paint <ul style="list-style-type: none"> ○ Andre provided confirmation that the plan is to instead utilize cementitious coating applied to bare steel. Will finalize by Friday. ○ Company asked about the potential for dust and debris in the long term, from the cementitious coating, inside the pristine valve hall. ○ Alstom to submit details to Company for review. • No other outstanding issues for either Muskrat Falls or Churchill Falls. 	Info	
9	Management of change / CRs / Cos		
	<ul style="list-style-type: none"> • Change Order for electrical connections for transformers at Churchill Falls and Field Work Order for electrical connections for transformers at Muskrat Falls will be issued very soon. • No other outstanding issues for either Muskrat Falls or Churchill Falls. 	Info	
10	Invoicing and payment		
	<ul style="list-style-type: none"> • September is complete. • Alstom confirmed that it has nearly completed its review of the October payment certificate and will send to Company soon. • Process has greatly improved. 	Info	

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11	Other concerns / recommendations		
	<ul style="list-style-type: none"> • Denis Lepinay is on site this week and perhaps next week also. • Regarding concrete for Muskrat Falls, Company indicated that it is not sure if Astaldi will resume concrete batch plant operations before March. Pomerleau will review and confirm their requirements and notify Alstom (and Company). 	Info	
12	Review of new action items		
	<ul style="list-style-type: none"> • Plan for weekly meetings until 18-Dec-2015, with every second meeting to occur at Site. • Next meeting will via conference call on Wednesday, 09-Dec-2015. 	Info	

Contract/Supplier hereby agrees that Contract/Supplier has reviewed and agrees with the content and accuracy of these Minutes of Meeting.

Signature: _____

Name (please print): _____

Date: _____