

CITY OF LA GRULLA, TEXAS



PHASE 3 WASTEWATER COLLECTION SYSTEM – I DESIGN PROJECT

Bi-Weekly Design Progress Meeting #2

January 29, 2007 – 10:00 AM (CST)

Via Conference Call

Toll-Free Dial In Number: (800) 416-4956

Participant Code: 36335319#

Meeting Minutes

Naismith Engineering, Inc., (NEI) Project Engineer, Jose R. Rodriguez, P.E., called to order the Bi-Weekly Design Progress Meeting #2 for the City of La Grulla - Phase 3 Wastewater Collection System – I Design Project.

The following persons were present:

Oscar V. Gonzalez, Mayor/City of La Grulla
Clarita S. Cardenas, City Secretary/City of La Grulla
Javier Torres, Project Manager/BECC
Blanca Juarez, Colonia Initiatives Advocate/Secretary of State
Jose R. Rodriguez, P.E., Project Engineer/Naismith Engineering, Inc.
Paolina Vega, E.I.T., Engineering Assistant/Naismith Engineering, Inc.

1. Jose R. Rodriguez started with Agenda Item 1 - Administrative Items, Comments on Previous Meeting. There were no comments.
2. Under Agenda Item 2 - Progress Since Previous Meeting, NEI indicated that J.E. Saenz & Associates, Inc. (JES) was to submit the Cost Proposal for the Land Surveying. NEI inquired with BECC regarding the potential for adding Aerial Surveying to the Project. Javier Torres from BECC indicated that at this time, the BECC has provided the maximum amount of Technical Assistance for the City of La Grulla's Design Project and did not anticipate adding the Aerial Surveying to the Contract. However, he indicated that he would inquire one last time with Management. The City indicated that they are preparing the RFQ for the remainder of the Water and Wastewater System Improvements Project but need to discuss the language currently in the document. The City would like to make certain the RFQ Process meets multi-Agency approval, so they do not have to re-procure Consultant(s) if funding is obtained from other Agencies. The City and SOS indicated that they would schedule a follow up meeting with USDA-RD regarding the procurement process.

3. Under Agenda Item 3 - Planned Activities for the Week, NEI indicated that after evaluating the detailed proposal from JES, NEI would execute the Sub-Consulting Agreement for Professional Land Surveying Services with JES.
4. Under Agenda Item 4 - Coordination Activities, Javier Torres indicated that he attended the Quarterly Funding Agency Meeting. In regards with the City's Water/Sewer Rate Study, Fernando Escarcega NADBank has talked with Raul Gonzalez of Community Resource Group (CRG) about performing the proposed Rate Study for the City. NADBank has provided a "Sample" of a NADBank approve Study to CRG and was waiting for confirmation from CRG indicating that they would follow NADBank requirement and at perform the Rate Study at no cost City or NADBank. BECC indicated that the Office of Rural Community Affairs (ORCA) currently has Service Connection Funding available but will require an application prior to April 2007. NEI indicated that the design of the Project will not be completed prior to the Application deadline and recommends waiting until the Project is ready for Construction before applying for Hook-Up Monies. BECC also indicated that they had talked with Dorothy Young of the Texas Commission on Environmental Quality (TCEQ) regarding the potential of receiving a Sewer CCN, since the BECC was funding the design of the Phase 3 Wastewater Collection System – I. TCEQ indicated that the City should be able to acquire the Sewer CCN but would need to submit an application. NEI indicated that they would follow up with TCEQ about the possibility of just adding the Sewer Component to the existing Water CCN Application already submitted to the TCEQ.
5. Under Agenda Item 5 - Schedule Assessment, NEI indicated that the existing Schedule is off by approximately one (1) week and would update it by the end of January and post it on the NEIOnline Website. BECC inquire about meeting the 30% Design Submittal. NEI indicated that a better schedule assessment would be made once Surveying was initiated.
6. Under Agenda Item 6 - Existing and Potential Problems, Conflicts, and Issues, there was no comment.
7. Under Agenda Item 7 - Other Discussion Items, there was no comment.
8. Under Agenda Item 8 - Website Issues, there was no comment.
9. Under Agenda Item 9 - Next Progress Meeting, the next Bi-Weekly Design Progress Meeting (#3) is scheduled for Monday, February 12, 2007 @ 10:00 AM (CST). NEI will send out an MS Outlook Conference Call Meeting Notice and Agenda prior to the next Meeting.
10. Action Item:
 - NEI and JES will execute Sub-Consulting Agreement for Professional Land Surveying Services.
 - BECC will discuss one last time with BECC Upper Management to discuss adding Aerial Surveying to the Design Project.
 - NEI will follow up with TCEQ about the possibility of obtaining both a Water and Sewer CCN.
 - NEI to set up Pre-Application Meeting with TWDB regarding new Statewide EDAP Program.