

CITY OF LA GRULLA, TEXAS



PHASE 3 WASTEWATER COLLECTION SYSTEM – I DESIGN PROJECT

Bi-Weekly Design Progress Meeting #3

February 12, 2007 – 10:00 AM (CST)

Via Conference Call

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

Participant Code: 3635319#

Meeting Minutes

Naismith Engineering, Inc., (NEI) Project Engineer, Jose R. Rodriguez, P.E., called to order the Bi-Weekly Design Progress Meeting #3 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
Anna A. Smith, P.E., Project Manager/NEI
Jose R. Rodriguez, P.E., Project Engineer/NEI
Sam Maldonado, P.E., S.I.T., Director of Engineering/J.E. Saenz & Associates, Inc.

1. Jose R. Rodriguez started with Agenda Item 1 - Administrative Items, Comments on Previous Meeting. J.E. Saenz & Associates, Inc. (JES) indicated that they apologize for not being able to make the previous meeting.
2. Under Agenda Item 2 - Progress Since Previous Meeting, NEI indicated that JES has submitted the Cost Proposal for the Land Surveying and are currently finalizing the Scope. Javier Torres from BECC confirmed that the BECC has provided the maximum amount of Technical Assistance for the City of La Grulla's Design Project and will not be adding the Aerial Surveying to the Contract. The City indicated that they are finalizing the RFQ for the remainder of the Water and Wastewater System Improvements Project and anticipates advertising it by the end of the week. It is anticipated that the RFQ will be due on March 22, 2007 and the Engineering Contract awarded by April 3, 2007. The City will need to complete the RFQ Process several weeks prior to the May 2007 Elections due to the additional workload associated with early voting.

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 and issue a Notice to Proceed.
4. Under Agenda Item 4 - Coordination Activities, Javier Torres indicated that a Meeting was held between the BECC, NADBank and EPA and at this time, they have not indicated whether they will be able to extend the deadline for completing the 100% Design for this Project. NEI indicated that they will make every effort to complete the 100% Design by June 2007, but the Project Schedule is compressed. Javier also mentioned that he would like the NADBank to participate in the Bi-Weekly Meetings prior to the submission of the 60% Design Plans. He also mentioned that it may be a good idea to add project funding status information on the La Grulla Website to add some additional functionality. He will contact the NADB for feedback and will forward it to NEI for consideration. 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 or so and would update it when the Surveying Sub-Consulting Agreement is executed and post it on the NEIOnline Website.
6. Under Agenda Item 6 - Existing and Potential Problems, Conflicts, and Issues, there was no comment.
7. Under Agenda Item 7 - Other Discussion Items, the City asked if the upcoming RFQ should include Design Phase Services. NEI indicated that the RFQ should include Design Services, since Design Phase Services are only being provided for the current Phase 3 Wastewater Collection System – I Design Project Area and the remaining Collection System Areas and Wastewater Treatment Plant will need to be designed as well.
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 (#4) is scheduled for Monday, February 26, 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 and start Surveying.
 - BECC will coordinate with NADBank regarding Web Site modifications.
 - 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.