

CITY OF LA GRULLA, TEXAS



PHASE 3 WASTEWATER COLLECTION SYSTEM – I DESIGN PROJECT

Bi-Weekly Design Progress Meeting #4

February 26, 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 #4 for the City of La Grulla - Phase 3 Wastewater Collection System – I Design Project.

The following persons were present:

Clarita S. Cardenas, City Secretary/City of La Grulla
Javier Torres, Project Manager/BECC
Grisel Arizpe, 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

1. Jose R. Rodriguez started with Agenda Item 1 - Administrative Items, Comments on Previous Meeting. Javier Torres introduced Ms. Grisel Arizpe from the BECC. She will be assisting Javier on this Project.
2. Under Agenda Item 2 - Progress Since Previous Meeting, NEI indicated that JES has submitted a revised Scope of Work for the proposed Surveying Proposal and Aerial Surveying will be included for the Phase 3 Wastewater Collection System – I Area at no additional cost to the BECC. NEI indicated that having Aerial information will assist in the Design of the Project and could potentially save time versus performing the surveying with only land surveying crews. The City indicated that they have posted the Water and Wastewater System Improvements Project RFQ in the local newspaper along with the McAllen Monitor. The City also included the Advertisement on the McGraw-Hill (<http://www.construction.com>) Web Site. The Statements of Qualifications are due on March 22, 2007 and the Engineering Contract should be awarded by April 3, 2007. The City prefers to complete the RFQ Process several weeks prior to the May 2007 Elections.

3. Under Agenda Item 3 - Planned Activities for the Week, NEI indicated that the Sub-Consulting Agreement will be executed with JES.
4. Under Agenda Item 4 - Coordination Activities, Javier Torres indicated that a Meeting with the NADBank will be held in New Mexico. Javier mentioned that they will discuss having the NADBank participate in the Bi-Weekly Meetings. NEI mentioned that the TCEQ sent out a Notice of Deficiency Letter dated February 12, 2007 in regards to the City Water CCN Application. The TCEQ is requesting the following information prior to March 12, 2007: (a) georeferenced digital data for proposed area and ETJ; (b) a colored hard copy map (scale 1 inch = 2,000 ft) showing the revised proposed area, city limits and ETJ; and (c) list of current customers including name, address and phone number. Once the City provides the updated List of Customers, NEI will submit the Package to TCEQ for processing. After the Conference Call, NEI called the TCEQ and talked with both Ms. Leila Guerrero-Gantioqui and Ms. Tammy Benter, Team Leader, about the possibility of just adding the Sewer Component to the existing Water CCN Application already submitted to the TCEQ. They indicated that since the Water CCN Process is close to completion, amending the application to include the Sewer would delay the process and the amended process would be just like submitting a new application anyway (resending notices, publishing, etc...). Unfortunately, it appears that the City will need to prepare a New Application for the Sewer CCN.
5. Under Agenda Item 5 - Schedule Assessment, NEI indicated that the existing Schedule is off by approximately two (2) weeks 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 BECC recommended talking with Mr. Carlos Rubenstein, Rio Grande Watermaster about the City's Sewer CCN application to determine if he could assist with the application. The BECC also mentioned that they would also contact the TCEQ to discuss the CCN issue.
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 (#5) is scheduled for Monday, March 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 and start Surveying.
 - BECC will coordinate with NADBank regarding Web Site modifications.
 - BECC will contact the TCEQ regarding the City's Sewer CCN.
 - NEI to set up Pre-Application Meeting with TWDB regarding new Statewide EDAP Program after Procurement.