

CITY OF LA GRULLA, TEXAS



PHASE 3 WASTEWATER COLLECTION SYSTEM – I DESIGN PROJECT

Bi-Weekly Design Progress Meeting #5

March 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 #5 for the City of La Grulla - Phase 3 Wastewater Collection System – I Design Project.

The following persons were present:

Javier Torres, Project Manager/BECC

Raul Gonzalez, Operations Management/Community Resource Group (CRG)

Blanca Juarez, Colonia Initiatives Advocate/Secretary of State

Jose R. Rodriguez, P.E., Project Engineer/NEI

1. Jose R. Rodriguez started with Agenda Item 1 - Administrative Items, Comments on Previous Meeting and there were no comments.
2. Under Agenda Item 2 - Progress Since Previous Meeting, NEI indicated that the Design Kick-Off Meeting was held on Thursday, March 8, 2007, in the City of La Grulla City Hall. A copy of the Agenda and Meeting Minutes are available on the NEIOnline Website: (http://www.neionline.com/La_Grulla/La_Grulla.htm). NEI mentioned that the Surveying of the Project has commenced and JES anticipates having the initial surveying completed by the end on March 2007. NEI mentioned that Clarita Cerdenas, City Secretary, has become ill and is not anticipating returning to the City in the near future. The Mayor has appointed Ms. Daisy Marroquin as temporary City Secretary and will assist in all Project activities.
3. Under Agenda Item 3 - Planned Activities for the Week, NEI indicated that they intend to update both the Project Area Map and the Project Schedule and distribute to the Stakeholders for comment/review. NEI will also follow up with the TWDB about the potential La Grulla EDAP Project and the anticipated application for Design Phase Funding. The City's Project is on the TWDB's List of Potential EDAP Projects and appears favorable for consideration, since the Project already has an approved Facility Engineering Plan (FEP) and EPA issued Finding of No Significant Impact (FONSI).

4. Under Agenda Item 4 - Coordination Activities, Raul Gonzalez from CRG mentioned that he has requested information two (2) weeks ago from the City of La Grulla, so he can start preparing the Water and Sewer Rate Study. He made a follow up phone call to the City and discovered that Clarita had taken ill. He mentioned that he has also forward a request for information to Ms. Anna A. Smith, P.E., of NEI Brownsville. Blanca Juarez from SOS requested that CRG forward the letter requesting information from the City to her, so she can assist the City with the information need to prepare the Rate Study. Raul indicated that he had contacted Mr. Fernando Escarcega from the NADBank about the Sample Rate Study. The City's Rate Study should include the information the NADBank will need to prepare their financial analysis. CRG indicated that it will probably take at least two (2) months to prepare the Rate Study, once the requested information has been provided.
5. Under Agenda Item 5 - Schedule Assessment, NEI indicated that the existing Schedule is off by approximately one (1) month and would update it when the Surveying Schedule is provided from JES.
6. Under Agenda Item 6 - Existing and Potential Problems, Conflicts, and Issues, SOS and CRG indicated that they were available to assist the City in their Procurement Process for the City's Water and Wastewater System Improvements Project.
7. Under Agenda Item 7 - Other Discussion Items, there were no comments.
8. Under Agenda Item 8 - Website Issues, there were no comments.
9. Under Agenda Item 9 - Next Progress Meeting, the next Bi-Weekly Design Progress Meeting (#6) is scheduled for Monday, March 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:
 - BECC will coordinate with NADBank regarding Web Site modifications.
 - SOS to assist the City with Rate Study Information Request.
 - NEI to update and distribute Project Area Map and Project Schedule.
 - NEI to set up Pre-Application Meeting with TWDB regarding new Statewide EDAP Program after Procurement.