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| **MEETING TITLE:** | City of Seguin – Cordova Rd Reconstruction  Project Coordination | | **DATE:** | 06/12/2023 | | |
| **PROJECT NUMBER:** | 12775-00 | |  |  | | |
| **Attendees:** | PD: Steven Tate, John Tyler  Pinnacle Group: Daniel Shaw  CDNP: Jacqie Wilson  RKCI: Brittney Davis | |  |  | | |
| **AGENDA TOPICS:** | | | | | |
| Project Status | | Updates   * AFA executed, TxDOT participating. * Completed TxDOT DCC, progressing to 30% DDRT and schematic design * Purpose of this meeting is to coordinate PI, ENV, ROW processes and timelines   Design schedule   * DDRT – 30% Schematic July 13th, 2023   + Public meeting (August 14- Mid September) * DDRT – 60% PS&E November 2023 * 90% PS&E Review March 2024 * Pause for utility relocation and ROW   + March 2024 – May 2025 * Final plans/letting Q4 2025 * Construction schedule pending   + Letting Nov/Dec 2025 | | | |
| Public Involvement- CDNP | | Public meeting   * Identified August 14th at the earliest * Ideal to hold prior to end of September * PD supplied CoS with additional recommendations and they are determining which options they’d like to include * Next Steps- scheduling/engaging TxDOT * CDNP preparing notices and materials? Details needed?  |  |  | | --- | --- | | 30 days prior to Public Meeting | Project webpage live on [seguintexas.gov](https://www.seguintexas.gov/) | | **30 days prior to Public Meeting** | **Send ALL Public Meeting Notices to TxDOT for Review and Comments** | | 23 days prior to Public Meeting | Send Meeting Materials to TxDOT for Review | | 21 days prior to Public Meeting | Submit an Advertisement to Publication | | 17 days prior to Public Meeting | Mail a Public Meeting Notice to Elected Officials | | **15 days prior to Public Meeting** | **Publish Public Meeting Notices on TxDOT Website -** *this is the ONLY requirement for NEPA compliant notification for a Public Meeting* | | 14 days prior to Public Meeting | Advertisement is run in Publication | | **7 days prior to Public Meeting** | **Submit Final Meeting Materials to TxDOT for posting** | | 7 days prior to Public Meeting | Call and Email Community Partners/Organizations | | 7 days prior to Public Meeting | Email Campaign 1 | | 7 days prior to Public Meeting | Distribute Media Release | | 3 days prior to Public Meeting | Social Media Post 1 | | **Day of Public Meeting** | **Post Public Meeting Materials on TxDOT Website** | | **Day of Public Meeting** | **In-Person/Virtual Public Meeting Live** | | Day of Public Meeting | Social Media Post 2 | | 7 days after Public Meeting | Social Media Post 3/Email Campaign 2 – comment period reminder | | 14 days after Public Meeting | Social Media Post 4 – final comment period reminder | | **15 days after In Person Public Meeting** | **Official Comment Period Ends** | | **TBD** | **TxDOT Publishes Final Documentation** | | | | |
| ROW- Pinnacle | | * TROE becoming critical for parcels that will have ROW acquisition * Prepare a map or KMZ that identifies which parcels are missing signed TROE   + 89 total ROE letters sent   + 65 signed letters received (73%)   + 24 ROE letters outstanding   Milestones   * Signed and Sealed Legal Descriptions Required-   1. Not started. Need final ROW- 30% design, in planning phase to begin.   2. Pinnacle would like in **Sept/Oct 2023** * Title Commitments - Title Research - We will need the Legal Descriptions for the impacted properties prior to completing this phase   1. **Nov 2023** * Appraisal Inspections/Appraisal Report Completion  1. **By end of Feb 2024**  * Appraisal Report Review/City of Seguin Approval of Appraisal  1. **February/March 2024**  * Initial Offer Presented  1. **March 2024**  * Timeline for PUA/acceptance of offer impacts utility relocation | | | |
| ENV-RKCI | | * ENV involvement/input needed for public outreach or ROW?   TxDOT ECOS initiation   * Project descriptions- Sent to TxDOT   + Easements/ROW widths/ROW totals * TxDOT Historical review   + Meeting tomorrow   + RKCI historian preparation   TxDOT/NEPA requirements- **Schedule impacts?**   * Air Quality Technical Report and/or Conformity Form * Archeology Background Study (possible survey based on results) * Community Impacts Assessment * Hazardous Materials Initial Site Assessment * Historic PCR (possible survey based on results) * Public Involvement (NOC, maybe public hearing) * Species Analysis Spreadsheet and Form * Surface Waters Analysis Form * Section 404/10 Impacts Table * Waters of the U.S. Delineation * Traffic Noise * Are MAPOs required? | | | |
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| **ACTION ITEMS & TAKEAWAYS:**  **Description** | | | | | |
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