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| **PROJECT:** | Cordova Rd between SH 46 and SH 123Seguin, TX | **DATE:**  | July 20, 2023 |
| **CONFERENCE LOCATION:** | Virtual – Microsoft Teams Meeting | **CONFERENCE DATE:** | July 20, 2023 |
| **PURPOSE OF MEETING:** | Utility Kickoff Meeting |
| **ATTENDEES:** | Deepa Elter – Pape-DawsonSteven Tate - Pape-DawsonJohn Tyler - Pape-DawsonDavid Wilder - Pape-DawsonPablo Martinez – City of SeguinTravis Engler - GVECMatthew Allen - GVECJeff Mayronne - LCRAReza Shah-Mohammadi – LCRAMelissa Horn - LCRA | Ana BerryAnn – LCRA Mark Venvell - LCRADevan Montoya - Springs Hill WSCParish Austin - AT&TBryan Lopez - ZayoEric Davis - Cobb Fendley, ZayoMark Conlan - CenterpointClay Forister - Guadalupe CountyJill Tarski – Malone and Wheeler |
| **FROM:** | Deepa Elter | **PROJECT NO.:** | 12775-00 |
| **cc:** | Attendees, File |

**DISCUSSION:**

Below is an outline of the discussion and direction for the project listed above. ***Action items and/or question responses are shown in the bold and italic format.***

* Limits
	+ Cordova Rd between SH 46 and SH 123
* Project Schedule
	+ Letting – Q4 2025
* Project Overview
	+ Project is utilizing federal funding
	+ Guadalupe County and City of Seguin are 50/50 project sponsors
	+ Cordova Rd will be reconstructed from a 2 lane road to a 4 lane road with a raised median
	+ Cordova Rd will be realigned at SH 46
	+ There will be drainage improvements throughout the project location
	+ Huber Rd will be widened to a 3 lane road at Cordova Rd, including a left turn lane.
* ROW acquisitions
	+ PD is in the process of setting right-of-way and beginning right-of-way acquisition process.
* LCRA
	+ LCRA expressed concern regarding the turning radius for their utility vehicles in front of the substation.
		- ***PD advised the intent is to keep the existing turning radius. LCRA advised they can provide vehicle models and turning radius diagrams for their vehicles.***
	+ LCRA asked who will own the road in front of the substation after completion of construction.
		- ***PD advised it will be the City of Seguin***
* Texas Administrative Code (TAC)
	+ TAC has been updated as of November, 2022 to include the following:
		- Project will be following TAC guidelines
* **PD requested easement documentation, UCM markups, and any additional information by 8/11/2023**
* No utility expenses are reimbursable unless utilities are in an existing, compensable easement.
	+ Notice of Required Accomodation (NORA) letters will not be sent out because this is not consider a TxDOT project
	+ GVEC requested a NORA letter equivalent
	+ PD advised this project is off-system
* AT&T
	+ Consultant is not currently identified**.** AT&T will look at UCM prior to selecting a consultant
	+ AT&T stated there are multiple cabinets within easements throughout the project
	+ Fiber optic calle material procurement no longer on backorder
	+ Cabinets are on backorder with a 1.5 year lead time.
* Charter
	+ Not present
* Brightspeed
	+ Not present
* CPS
	+ Not present
	+ CPS has overhead transmission west of GVEC substation
	+ GVEC stated that 1.5 years ago, CPS worked with GVEC on transmission (located west of the substation)
	+ PD continue coordination regarding the pipeline sale between Markwest and CPS
* GVEC
	+ Consultant is M & S Engineering
		- Firm will not begin design until formal notification (NORA letter or equivalent)
	+ Non-joint bid
	+ Long lead times for copper fiber conductor cables (1 year)
		- Substation, double circuit, underground feeders crossing the road
		- Transmission lines are coming out of the substation
	+ Specialty poles have a 30 week lead time
* LCRA
	+ LCRA asked why there was no linework for their utilities in the area
		- ***PD requested LCRA as-builts. No Infrastructure identified within ROW during SUE investigations.***
		- ***PD confirmed 100’ transmission easement identified per survey data***
	+ LCRA advised they will send as-builts by 8/11/2023
	+ PD advised the road in front of the substation will remain City of Seguin right-of-way
	+ Long lead times if there is an issue with the height clearance (9-12 months) in front of the substation
	+ Design will be in-house
* Springs Hill WSC
	+ Consultant will be Malone and Wheeler
	+ Non-joint bid
	+ Springs Hill only manage potable water, not sewer
	+ Springs Hill advised there should not be any issues with key infrastructure, material procurement constraints, or long lead times
* Zayo
	+ Consultant will be Cobb Fendley and Associates, Inc.
	+ It is unclear as of now if it will be joint bid or non-joint bid, but Zayo expressed desire for joint bid unless UCM prevents it
	+ No issues with lead times. 45 day lead time for splicing
* Centerpoint
	+ Centerpoint advised they will need a consultant, but do not have one at this time
	+ Non-joint bid
	+ There are no issues with key infrastructure, material procurement constraints, or long lead times. Centerpoint advised they do not have any easements.
* Exxon
	+ Not present

**END OF MEMO**

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