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| **PROJECT:** | Cordova Rd  SH 46 to SH 123  Seguin, TX | **DATE:** | | August 11, 2023 |
| **CONFERENCE LOCATION:** | Virtual – Microsoft Teams Meeting | **CONFERENCE DATE:** | | July 20, 2023 |
| **PURPOSE OF MEETING:** | Utility Kickoff Meeting | | | |
| **ATTENDEES:** | Deepa Elter – Pape-Dawson  Steven Tate - Pape-Dawson  John Tyler - Pape-Dawson  Jake Powell – Pape-Dawson  David Wilder - Pape-Dawson  Pablo Martinez – City of Seguin  Travis Engler - GVEC  Matthew Allen – GVEC  Clayton Hines - LCRA  Casie Boos - GVEC  Jeff Mayronne - LCRA  Reza Shah-Mohammadi – LCRA  Melissa Horn – LCRA | | Sergio Garza – LCRA  Ana BerryAnn – LCRA  Mark Venvell – LCRA  Devan Montoya - Springs Hill WSC  Parish Austin - AT&T  Bryan Lopez - Zayo  Eric Davis - Cobb Fendley, Zayo  Mark Conlan - Centerpoint  Clay Forister - Guadalupe County  Jill Tarski – Malone and Wheeler  Chip Perry - TxDOT | | |
| **FROM:** | Deepa Elter, P.E., CFM | **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
  + Guadalupe County and City of Seguin are splitting the project
  + 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 scheduled ROW acquisition clearance Q4 2024.
* This project will follow Texas Administrative Code (TAC), which was updated in November of 2022
* ***PD requested easement documentation, UCM markups, and any additional information by 8/11/2023 from all utility companies***
* No utility expenses are reimbursable unless utilities are on an easement.
  + Notice and Opportunity to Respond and Advise (NORA) letters will not be sent out because this is not a TxDOT project
  + ***GVEC requested a NORA letter equivalent. PD to discuss with City of Seguin***
* AT&T
  + Consultant will be bid out**.** AT&T will look at UCM prior to starting the bidding process
  + They will have easements mostly on the north side with cabinets and advised they cannot reuse cabinets. Avoid cabinets.
  + Fiber optic cable material procurement no longer on backorder
  + Cabinets are on backorder with a 1.5 year lead time.
* Charter
  + Not present
* City of Seguin
  + Not present
* Brightspeed
  + Not present
* CPS
  + Not present
  + It is believed that 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 will need to reach out to Centerpoint to inquire about any information regarding the pipeline sale between Markwest and CPS***
  + CPS advised via email they have no facilities in project limits
* GVEC
  + Consultant is M & S Engineering
    - Firm will not mobilize until formal notification (NORA letter or equivalent)
    - ***PD to discuess with City of Seguin for equivalent letter***
  + 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
  + Poles have a 30 week lead time
* LCRA
  + LCRA asked why there was no linework for their utilities in the area
    - PD advised we do not have LCRA as-builts on file, so no linework
    - PD confirmed 100’ transmission easement per survey data
  + LCRA advised they will send as-builts by 8/11/2023
  + PD advised the road in front of the substation will become 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
  + Consultant will be in-house and non-joint bid
  + 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 to 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
* Springs Hill WSC
  + Consultant will be Malone and Wheeler
  + Non-joint bid
  + They only manage potable water, not sewer
  + They advised there should not be any issues with key infrastructure, material procurement constraints, or long lead times
    - Most infrastructure is in private easements. Will send documents
* 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**