|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT:** | Cordova Rd SH 46 to SH 123Seguin, 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-DawsonSteven Tate - Pape-DawsonJohn Tyler - Pape-DawsonJake Powell – Pape-DawsonDavid Wilder - Pape-DawsonPablo Martinez – City of SeguinTravis Engler - GVECMatthew Allen – GVECClayton Hines - LCRACasie Boos - GVECJeff Mayronne - LCRAReza Shah-Mohammadi – LCRAMelissa Horn – LCRA | Sergio Garza – LCRAAna 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 WheelerChip 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**