

## MEETING AGENDA

**MEETING TITLE:** City of Seguin – Cordova Rd Reconstruction      **DATE:** 06/12/2023  
Project Coordination

**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 13<sup>th</sup>, 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

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Public Involvement- CDNP	Public meeting	
	<ul style="list-style-type: none"> <li>• Identified August 14<sup>th</sup> at the earliest</li> <li>• Ideal to hold prior to end of September</li> <li>• PD supplied CoS with additional recommendations and they are determining which options they'd like to include</li> <li>• Next Steps- scheduling/engaging TxDOT</li> <li>• CDNP preparing notices and materials? Details needed?</li> </ul>	
	30 days prior to Public Meeting	Project webpage live on <a href="http://seguintexas.gov">seguintexas.gov</a>
	<b>30 days prior to Public Meeting</b>	<b>Send ALL Public Meeting Notices to TxDOT for Review and Comments</b>
	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
	<b>15 days prior to Public Meeting</b>	<b>Publish Public Meeting Notices on TxDOT Website - this is the ONLY requirement for NEPA compliant notification for a Public Meeting</b>
	14 days prior to Public Meeting	Advertisement is run in Publication
	<b>7 days prior to Public Meeting</b>	<b>Submit Final Meeting Materials to TxDOT for posting</b>
	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
	<b>Day of Public Meeting</b>	<b>Post Public Meeting Materials on TxDOT Website</b>
	<b>Day of Public Meeting</b>	<b>In-Person/Virtual Public Meeting Live</b>
	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	
<b>15 days after In Person Public Meeting</b>	<b>Official Comment Period Ends</b>	
<b>TBD</b>	<b>TxDOT Publishes Final Documentation</b>	

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ROW- Pinnacle	<ul style="list-style-type: none"><li>• TROE becoming critical for parcels that will have ROW acquisition</li><li>• Prepare a map or KMZ that identifies which parcels are missing signed TROE<ul style="list-style-type: none"><li>○ 89 total ROE letters sent</li><li>○ 65 signed letters received (73%)</li><li>○ 24 ROE letters outstanding</li></ul></li></ul> <p>Milestones</p> <ul style="list-style-type: none"><li>• Signed and Sealed Legal Descriptions Required-<ul style="list-style-type: none"><li>a. Not started. Need final ROW- 30% design, in planning phase to begin.</li><li>b. Pinnacle would like in <b>Sept/Oct 2023</b></li></ul></li><li>• Title Commitments - Title Research - We will need the Legal Descriptions for the impacted properties prior to completing this phase<ul style="list-style-type: none"><li>a. <b>Nov 2023</b></li></ul></li><li>• Appraisal Inspections/Appraisal Report Completion<ul style="list-style-type: none"><li>a. <b>By end of Feb 2024</b></li></ul></li><li>• Appraisal Report Review/City of Seguin Approval of Appraisal<ul style="list-style-type: none"><li>a. <b>February/March 2024</b></li></ul></li><li>• Initial Offer Presented<ul style="list-style-type: none"><li>a. <b>March 2024</b></li></ul></li></ul> <ul style="list-style-type: none"><li>• Timeline for PUA/acceptance of offer impacts utility relocation</li></ul>
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ENV-RKCI	<ul style="list-style-type: none"><li>• ENV involvement/input needed for public outreach or ROW?</li></ul> <p>TxDOT ECOS initiation</p> <ul style="list-style-type: none"><li>• Project descriptions- Sent to TxDOT<ul style="list-style-type: none"><li>○ Easements/ROW widths/ROW totals</li></ul></li><li>• TxDOT Historical review<ul style="list-style-type: none"><li>○ Meeting tomorrow</li><li>○ RKCI historian preparation</li></ul></li></ul> <p>TxDOT/NEPA requirements- <b>Schedule impacts?</b></p> <ul style="list-style-type: none"><li>• Air Quality Technical Report and/or Conformity Form</li><li>• Archeology Background Study (possible survey based on results)</li><li>• Community Impacts Assessment</li><li>• Hazardous Materials Initial Site Assessment</li><li>• Historic PCR (possible survey based on results)</li><li>• Public Involvement (NOC, maybe public hearing)</li><li>• Species Analysis Spreadsheet and Form</li><li>• Surface Waters Analysis Form</li><li>• Section 404/10 Impacts Table</li><li>• Waters of the U.S. Delineation</li><li>• Traffic Noise</li></ul> <ul style="list-style-type: none"><li>• Are MAPOs required?</li></ul>
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**ACTION ITEMS & TAKEAWAYS:**

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