

## 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, Alyssa Riva  
 RKCI: Brittney Davis  
 Meeting discussion shown in **green text**

AGENDA TOPICS:	
Project Status	<p>Updates</p> <ul style="list-style-type: none"> <li>• AFA executed, TxDOT participating.</li> <li>• Completed TxDOT DCC, progressing to 30% DDRT and schematic design</li> <li>• Purpose of this meeting is to coordinate PI, ENV, ROW processes and timelines</li> </ul> <p>Design schedule</p> <ul style="list-style-type: none"> <li>• DDRT – 30% Schematic July 13<sup>th</sup>, 2023               <ul style="list-style-type: none"> <li>○ Public meeting (August 14- Mid September)</li> <li>○ <b>CDNP stated August 14<sup>th</sup> would be a difficult date to hit.</b></li> </ul> </li> <li>• DDRT – 60% PS&amp;E November 2023</li> <li>• 90% PS&amp;E Review March 2024</li> <li>• Pause for utility relocation and ROW               <ul style="list-style-type: none"> <li>○ March 2024 – May 2025</li> <li>○ <b>Timeframe dependent on property descriptions and ENV clearance prior to ROW acquisition.</b></li> </ul> </li> <li>• Final plans/letting Q4 2025</li> <li>• Construction schedule pending               <ul style="list-style-type: none"> <li>○ Letting Nov/Dec 2025</li> </ul> </li> </ul>

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Public Involvement- CDNP	<p>Public meeting</p> <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-engage TxDOT ASAP</li> <li>• CDNP preparing notices and materials? Details needed?</li> <li>• Request from John Bryant how involved TxDOT will be in review of material and public meeting. Also confirm NOC vs Public meeting requirement. If public meeting is not required, all steps may not be necessary.</li> <li>• CDNP to prepare Public Meeting Notice by 6/16/2023 and supply to PD             <ul style="list-style-type: none"> <li>○ PD to add missing information and supply to CoS for review</li> </ul> </li> </ul>																																						
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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
- Pinnacle to provide map of missing TROE by 6/16/2023

Milestones

- Signed and Sealed Legal Descriptions Required-
  - a. Not started. Need final ROW- 30% design, in planning phase to begin.
  - b. 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
  - a. **Nov 2023**
- Appraisal Inspections/Appraisal Report Completion
  - a. **By end of Feb 2024**
- Appraisal Report Review/City of Seguin Approval of Appraisal
  - a. **February/March 2024**
- Initial Offer Presented
  - a. **March 2024**
  - b. After initial offer presented, 30 days to sign/counter
  - c. Earliest condemnation can begin is 60 days from initial offer; depends on how aggressive CoS wants to proceed
  
- Timeline for PUA/acceptance of offer impacts utility relocation
  - PUA could be offered with initial offer if desired or needed
  - 10% of appraisal with min of \$3,000 and max of \$25,000. This is in addition to final fair value.
- Environmental should be clear prior to making offers.
  - Possibility to do advanced acquisitions
  
- Pinnacle estimated 12 months for ROW acquisition

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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- <b>Want to be conservative in early stages. Easier to reduce than increase</b></li></ul></li><li>• TxDOT Historical review<ul style="list-style-type: none"><li>○ Meeting tomorrow</li><li>○ RKCI historian preparation – <b>Brittney to address TxDOT in meeting</b></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?<ul style="list-style-type: none"><li>○ <b>MAPO's are above and beyond public outreach</b></li></ul></li><li>• <b>ENV needs</b><ul style="list-style-type: none"><li>○ <b>TROE on all impacted parcels for surveys</b></li><li>○ <b>Set project footprint, clearance limits</b></li></ul></li><li>• <b>ENV timeline ~8-12 months</b><ul style="list-style-type: none"><li>○ <b>Historic review could have impact</b></li></ul></li></ul>
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