

**LORENA TIRZ #1 EAST
REGULAR MEETING OF THE BOARD OF DIRECTORS
MONDAY, MARCH 5, 2018, AT 6:30 P.M.
LORENA CITY HALL
107-A S. Frontage Rd.
Lorena, Texas 76655**

MINUTES

Call to Order and Verification of Agenda Posting

The meeting was called to order at 6:32 pm and Chairman Coleman noted that the meeting was posted in accordance with the requirements of the Texas Open Meetings Act and a quorum was present. Members Present: Bill Coleman, Chuck Roper, William Callan, and Kelly Snell. Members Not Present: J Fagner, David Anderton, and John Johnston. Also Present: Kevin Neal (Public Works Director), Jason Mundo and Joe Mundo of Mundo and Associates, Inc. (TIRZ Administration and Program Management Consultants), Rick Kasberg of KPA.

1. Discussion and possible action to approve Lorena TIRZ #1 East Meeting Minutes – February 5, 2018

The Board reviewed the meeting minutes. Chuck Roper moved to approve the Lorena TIRZ #1 East Meeting Minutes – February 5, 2018 as amended. Kelly Snell seconded the motion. The motion was unanimously approved.

2. Update on Lorena TIRZ #1 East sanitary sewer trunk line project including Path Forward and Contract In-Progress Change Control.

Consultant Jason Mundo updated the Board that the fourth month of construction was completed. Mr. Mundo noted that: the 8" gravity sanitary sewer line through the Mitchell / Tully property was constructed; the Barnes Rd (Braswell) Change Order #1 – 50' Bore Crossing was constructed; Barnes Rd (Braswell) Change Order #2 – 70' Line A Extension construction was complete; Change Order #3 – future gravity line stub-out construction was complete. For the Lift Station Initial 25% Phase: Wetwell is installed, 2" water service line is 95% complete, and access road is 50% complete. 6" diameter force main from Lift Station to across Barnes Rd to Birdie Ln had been constructed. 15" & 12" Gravity Line B from Southwinds Drive to Birdie Lane: Mobilizing/delivering pipe, manholes, and bedding material, excavation underway near Southwinds; Regarding 18" Gravity Line B – Waco/WMARSS Connection & Metering Manhole and Line to Soutwinds Drive: Rescheduled to follow 15"/12" Line, pending Waco release for construction on Waco property; Waco required Authorization Agreement has been signed; Waco Right of Entry Agreement has been received; Waco Easement required third-party independent appraisal complete; Appraised

value payment to WMARSS pending Board Authorization; Waco encroachment agreement of ONCOR service line easement being executed by ONCOR. All Waco required changes and question, to-date, have been responded to. Approval of Waco required Construction Plan changes pending since 2/9/18. Contractor Change-Order pricing of Waco required changes pending Waco Construction Plan Changes approval.

Mr. Mundo added info looking ahead to March. Regarding Lift Station Initial 25% Phase: Complete 2" Water service line and access road. Regarding Lift Station Final 75% Phase: Begin electrical and civil work. Regarding 6" diameter Force Main from Lift Station to across Barnes Road to Birdie Lane: Complete remaining line work on west side of Birdie Lane and line testing. Regarding 15" & 12" Gravity Line B from Southwinds Drive to Birdie Lane: Continue line and manhole construction on 15" line. Regarding the 18" Gravity Line B – Waco/WMARSS Connection & Metering Manhole and Line to Southwinds Drive: Rescheduled to follow 15"/12" Line, pending Waco release for construction on Waco property.

Consultant Jason Mundo also presented and narrated a discussion of this month's construction photos.

Consultants Jason and Joe Mundo discussed the In-Progress Change Control list with the Board and noted that there were no changes nor updates this month.

2A. Discussion and possible action on authorization of payment to Waco/WMARSS for sanitary sewer easement fee.

The Board reviewed the easement appraisal, the easement appraisal summary letter, and discussed the proposed authorization of payment to Waco/WMARSS for the required sanitary sewer easement fee based on the independent third-party appraisal required by the City of Waco/WMARSS. Chuck Roper moved to approve authorization of payment to Waco/WMARSS for the sanitary sewer easement fee in the amount of \$2,940.00. Kelly Snell seconded the motion. The motion was unanimously approved.

3. Update on Lorena TIRZ #1 East Phase II Wastewater Improvements, including design of force main and lift station, in Basin G.

Mr. Mundo noted that detailed design of the Phase II was ongoing in its third month: Geotechnical Investigation is complete; Field Design Surveys are Complete; Existing Utility Locations are Complete; Atmos Energy Pipeline Easement Width still outstanding with ongoing coordination with Atmos; Continued Phase I Environmental Investigation: Preliminary Waters of the U.S. Delineation is complete; Threatened/Endangered Species Habitat is complete; Archeological/Cultural Resources Survey in progress. Nationwide Permit Pre-Construction Notification Review in preparation. Continued Lift Station and Force Main Design, and ONCOR Coordination ongoing.

Mundo added that Looking Ahead to March(Month 4), Continue Detailed Design including: Establish the Atmos Energy Pipeline Width; Continue Phase 1 Environmental Investigation including complete the Archaeological / Cultural Resources Survey; complete the Nationwide Permit Pre-Construction Notification Review; continue the Lift Station and Force Main Design, and ONCOR Coordination; Begin construction plans, specifications, and bidding document preparation; begin TCEQ Submittal Preparation; begin USACE and McLennan County Permit submittals preparation; Begin easement Descriptions.

4. Discussion and possible action(s) to approve the following Financial Reports and Invoices: the following: A) Lorena TIRZ #1 East Financial Report January 2018 and Cash Flow Report January 2018; B) Mundo and Associates invoice representing Administration services January 2018. C) Bovey Law invoice for TIRZ legal services January 2018; D) KPA invoice for Phase 1 Wastewater Improvements Engineering Construction Administration and On-Site Representation Services January 2018. E) Mundo invoice for Phase 1 Wastewater Improvements Construction Phase Program Management Services January 2018. F) Bruce Flanigan Construction Inc. invoice for Phase I Wastewater Improvements Construction Services January 2018; G) KPA invoice for Phase II Wastewater Improvements services January 2018; H) Mundo invoice for Phase II Wastewater Improvements Program Management Services January 2018. I) Lorena TIRZ #1 East February 2018 Certificates of Obligation Payment.

The Board reviewed and discussed the Financial Report and Cash Flow Report prepared by Mundo and Associates; the Administration invoice from Mundo and Associates; the invoice from TIRZ legal counsel Bovey Law for legal services; the KPA invoice for Phase I Final Engineering services; the KPA invoice for Phase 1 Wastewater Improvements Engineering Construction Administration and and On-Site Representation Services; the Mundo invoice for Phase 1 Wastewater Improvements Construction Phase Program Management Services; the Bruce Flanigan Construction invoice for Phase I Wastewater Improvements Construction; the KPA invoice for Phase II Wastewater Improvements services; the Mundo invoice for Phase II Wastewater Improvements Program Management Services all occurring in February 2018.

Kelly Snell moved to approve A) Lorena TIRZ #1 East Financial Report February 2018 and Cash Flow Report February 2018; B) Mundo and Associates invoice representing Administration services February 2018 in the amount of \$4,200. C) Bovey Law invoice for TIRZ legal services February 2018 in the amount of \$5,554.50; D) KPA invoice for Phase I Final Design Services in the amount of \$1,200; E) KPA invoice for Phase 1 Wastewater Improvements Engineering Construction Administration and On-Site Representation Services February 2018 in the amount of \$14,558.99. F) Mundo invoice for Phase 1 Wastewater Improvements Construction Phase Program Management Services February 2018 in the amount of \$1,800.00. G) Bruce Flanigan Construction Inc. invoice for Phase I Wastewater Improvements Construction Services February 2018 in the amount of \$185,178.25; H) KPA invoice for Phase II Wastewater Improvements services February 2018 in the amount of

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\$38,847.13; I) Mundo invoice for Phase II Wastewater Improvements Program Management Services February 2018 in the amount of \$2,500.00; William Callan seconded the motion. The motion was unanimously approved.

5. Adjournment

The meeting was adjourned at 7:43 pm

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

Bill Coleman, Board Chairman, Date

Chuck Roper, Board Secretary, Date