

**LORENA TIRZ #1 EAST  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
TUESDAY, SEPTEMBER 18, 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 convened 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, J Fagner, William Callan, and Kelly Snell. Members Not Present: John Johnston. Also Present: Joseph Pace (City Manager), Kevin Neal (Public Works Director), Jason Mundo and Joe Mundo of Mundo and Associates, Inc. (TIRZ Administration and Program Management Consultants), Ginger Tolbert of KPA,*

1. Discussion and possible action to approve Lorena TIRZ #1 East Meeting Minutes – July 17, 2018

*The Board reviewed the meeting minutes. Chuck Roper moved to approve the Lorena TIRZ #1 East Meeting Minutes – July 17, 2018. J Fagner seconded the motion. The motion was unanimously approved.*

2A. Update on Lorena TIRZ #1 East sanitary sewer trunk line project including Path Forward.

*Consultant Jason Mundo updated the Board that this discussion would cover the period 7/17 – 9/17. Mr. Mundo noted that there was a new 22% of project construction completed during this period and now 99% of overall construction was completed by 9/15.*

*The Lift Station is substantially complete with Start-Up Testing on 9/13/18. The Metering Manhole is substantially complete with Start-Up Testing on 9/13/18. The 3,000 Linear Feet 18” Gravity Line B is complete with final inspection on/after 9/13/18. All other Gravity Lines and Force Main – Complete, with Final Inspection on/after 9/13/18.*

*Remaining Work includes Punch-List items, if any, resulting from 9/13/18 start-up testing and following final inspection. It is proposed to be completed on or before 9/21/18. Completion of Bid Item #43 Hydro Mulch Seeding of the alignment easements thru the Waco and Fry properties from the Bull Hide connector to Southwinds Drive is delayed by August extreme temperatures; and is proposed to be completed during normal planting time for Bermuda & Winter Rye “winter mix” from 9/24/18 to 10/26/18, weather permitting. Contract Change Order #8 will be issued at no additional cost to the TIRZ: The contract period is increased by 6*

*consecutive calendar days from September 15, 2018 to September 21 2018, with the exception of the completion of Bid Item #43 – Hydro Mulch Seeding which is extended to October 26, 2018.*

2B. Discussion and possible action on proposed Change Order #8: contractor request of time extension for any normal “punch list items” resulting from the 9/13/18 start-up testing and final inspection of 6 consecutive calendar days from Saturday, 9/15/18 to Friday, 9/21/18; and contractor request that completion of seeding (bid item #43) of the alignment easements thru the Waco and Fry properties, from approx. Sta. 0+32 at the Bull Hide Connector to approx. Sta. 29+50 at Southwinds Drive, be deferred to the normal planting time for “Bermuda & Wheat Rye winter mix” from 9/24/18 to 10/26/18, weather permitting.

*The Board discussed the proposed change order. It was noted that there was no cost associated with the change order and the extension would allow the contractor to complete the punch-list items. Kelly Snell moved to approve Change Order #8: contractor request of time extension for any normal “punch list items” resulting from the 9/13/18 start-up testing and final inspection of 6 consecutive calendar days from Saturday, 9/15/18 to Friday, 9/21/18; and contractor request that completion of seeding (bid item #43) of the alignment easements thru the Waco and Fry properties, from approx. Sta. 0+32 at the Bull Hide Connector to approx. Sta. 29+50 at Southwinds Drive, be deferred to the normal planting time for “Bermuda & Wheat Rye winter mix” from 9/24/18 to 10/26/18, weather permitting. Chuck Roper seconded the motion. The motion was unanimously approved.*

### 3 Update on Lorena TIRZ #1 East Phase II Wastewater Improvements and Path Forward.

*Consultant Jason Mundo updated the Board on the progress during Month 2 and 3 (7/17/18 – 9/17/18). The project is overall 34% complete as of the end of August. The Loera Alignment Change design and easement are completed. The Alignment Change Easement documents have been sent to Loera for execution. The Alignment Change Construction Change Order has been issued to the Contractor in the amount of \$4,685.41. Bell Contractors, Inc. have: Ordered the Lift Station pumps, generator, wetwell, switch gear, and control panel; installed the force main from Sta. 1+10 (adjacent to Lift Station) to Sta. 74+80 (near the Ph 1 connection manhole) = 7,468 ft. The force main is 99% complete and passed the water pressure-test on 8/31/18. End connections to the Phase 1 manhole and Ph 2 lift station are on-hold.*

*Mr. Mundo added the following look ahead to Month 4 and 5 (9/17/18 – 10/1/18). Loera Home Builders Inc. signs Alignment- Change Easement and final cost reimbursement agreement with TIRZ. Bell Contractors, Inc. – Begin Lift Station construction: set wetwell,*

***install piping and valves, and begin electrical rough-in; install lift station entrance manhole.  
Install end-connections to Phase 1 manhole and to phase 2 manhole.***

4. Discussion and possible action(s) to approve the following financial reports and invoices:

- A) Lorena TIRZ #1 East monthly Financial Report and monthly Cash Flow Report;
- B) Mundo and Associates invoice representing Administration services August 2018;
- C) Bovey Law invoice for TIRZ legal services August 2018;
- D) KPA invoice for Phase 1 Wastewater Improvements Engineering Construction Administration and On-Site Representation services August 2018.
- E) Mundo invoice for Phase 1 Wastewater Improvements Construction Phase Program Management services August 2018;
- F) Bruce Flanigan Construction Inc invoice for Phase 1 Wastewater Improvements Construction Services August 2018;
- G) KPA invoice for Phase II Wastewater Improvements Engineering Construction Administration and On-Site Representation services August 2018.
- H) Mundo invoice for Phase II Wastewater Improvements Construction Phase Program Management services August 2018.
- I) Bell Contractors invoice for Phase II Wastewater Improvements Construction Services August 2018.
- J) Mundo invoice for Phase I Wastewater Improvements Easement Recording fees.
- K) Mundo invoice for Phase II Wastewater Improvements Legal Notice of Advertising fee.
- L) Mundo invoice for Phase II Wastewater Improvements Easement Recording fees.

***The Board reviewed and discussed items A through L listed above. J Fagner moved to approve items A through L listed below:***

- A) Lorena TIRZ #1 East monthly Financial Report and monthly Cash Flow Report;

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- B) Mundo and Associates invoice representing Administration services August 2018 in the amount of \$4,200;
- C) Bovey Law invoice for TIRZ legal services August 2018 in the amount of \$304.50;
- D) KPA invoice for Phase 1 Wastewater Improvements Engineering Construction Administration and On-Site Representation services August 2018 in the amount of \$5,631.31.
- E) Mundo invoice for Phase 1 Wastewater Improvements Construction Phase Program Management services August 2018 in the amount of \$2,000.00.
- F) Bruce Flanigan Construction Inc invoice for Phase 1 Wastewater Improvements Construction Services August 2018 in the amount of \$141,722.52;
- G) KPA invoice for Phase II Wastewater Improvements Engineering Construction Administration and On-Site Representation services August 2018 in the amount of \$11,063.20.
- H) Mundo invoice for Phase II Wastewater Improvements Construction Phase Program Management services August 2018, in the amount of \$2,000.00.
- I) Bell Contractors invoice for Phase II Wastewater Improvements Construction Services August 2018, in the amount of \$152,046.34.
- J) Mundo invoice for Phase I Wastewater Improvements Easement Recording fees, in the amount of \$356.25.
- K) Mundo invoice for Phase II Wastewater Improvements Legal Notice of Advertising fee, in the amount of \$131.50.
- L) Mundo invoice for Phase II Wastewater Improvements Easement Recording fees, in the amount of \$134.00.

***Kelly Snell seconded the motion. The motion was unanimously approved.***

5. Construction and possible action on setting the October meeting date of the Lorena TIRZ #1 East.

***The Board discussed possible meeting dates for the next meeting. Kelly Snell moved to authorize Chairman Coleman to review and approve payment of all October TIRZ invoices and proposed that the next meeting of the Lorena TIRZ #1 East to be Monday November 5,***

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***6:30 pm, City Hall. William Callan seconded the motion. The motion was unanimously approved.***

6. Adjournment

***The meeting was adjourned at 7:22 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.*

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Bill Coleman, Board Chairman, Date

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Chuck Roper, Board Secretary, Date