

**PORT O'CONNOR IMPROVEMENT DISTRICT
P.O. BOX 375
PORT O'CONNOR, TEXAS 77982**

Pursuant to notice duly posted on July 29, 2016, a **SPECIAL** meeting of the Port O'Connor Improvement District was called to order on Saturday, August 2, 2016 at 10:30 a.m. in the District's office located at 39 Denman Drive, Port O'Connor, Texas.

**NO QUORUM WAS PRESENT TO THERE WAS NO MEETING CALL TO ORDER
and EVERYONE PROCEEDED WITH THE PRECONSTRUCTION CONFERENCE**

DIRECTORS PRESENT: Allen Junek and Leon Brown

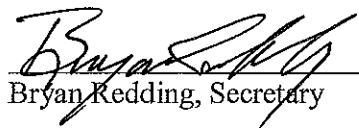
DIRECTORS ABSENT: Joe Newsome, Bryan Redding and Marshall Bradford


ALSO PRESENT: Kim Stafford, USW Utility Group
Joe Goodman, USW Utility Group, Project Manager
Jody Weaver, G&W Engineers
Darron Gann, G&W Engineers

MEMBERS OF THE PUBLIC PRESENT: See attached Engineers Memorandum.

Minutes **APPROVED** by the Board of Directors on the ____ day of _____, 2016.

ATTEST:


Bryan Redding, Secretary


Allen Junek, President

MINUTES
PRE-CONSTRUCTION CONFERENCE
WATER DISTRIBUTION IMPROVEMENTS
PORT O'CONNOR IMPROVEMENT DISTRICT
PORT O'CONNOR, CALHOUN COUNTY, TEXAS

August 2, 2016

10:30 a.m.

Port O'Connor Improvement District Offices

In Attendance:

Jody Weaver	G&W Engineers, Inc.	Construction Phase Engineer	jweaver@gwengineers.com	361-649-6116
Darron Gann	G&W Engineers, Inc.	Inspector (secondary)	dgann@gwengineers.com	361-676-2806
Joe Goodman	USW Utility Group	District Mgr – Inspector (primary)	jgoodman@uswatercorp.net	361-935-8520
Sara Sopczynski	TWDB	Project Liaison /Inspector	sara.sopczynski@twdb.texas.gov	512-936-0852
Trent Tagliabue	Lester Contracting, Inc..	Project Manager	trent@lestercontracting.com	361-552-3024
Leo Madera	Lester Contracting, Inc.	Project Superintendent		361-920-0074
Daniel Serrata	Lester Contracting, Inc.	Project Superintendent	daniel@lestercontracting.com	361-655-0255
Allen Junek	POCID	Board President	pocjunek@tisd.net	361-920-4346
Leon Brown	POCID	Board Director	lsbkaw@tisd.net	361-983-2060
Steven Tschatschula	TxDOT	Calhoun Cty Maint. Supervisor	steven.tschatschula@txdot.gov	361-552-6131
Kenneth Finster	Calhoun County	Precinct 4 Commissioner	Kenny.finser@pct4.org	361-785-3141

TWDB SPECIFIC:

1. **NOTICE TO PROCEED:** *POCID received TWDB's concurrence to issue a Notice to Proceed on Monday August 1. The TWDB letter was dated July 27, 2016. The Notice to Proceed was issued to Lester Contracting, Inc. (LCI) on August 1, with a contract start date of August 2, 2016 and a contract completion date of March 15, 2018.*
2. **TWDB PERIODIC INSPECTIONS:** *Sara will be the TWDB inspector on the project. She will perform a final inspection and possibly a couple intermediate ones, depending upon how the project progresses. It was agreed that minutes to all formal meetings held between the contactor and engineer shall be copied to Sara for the TWDB files.*
3. **U.S. IRON AND STEEL & MANUFACTURED GOOD REQUIREMENTS:** *The contractor was reminded that compliance with this requirement is mandatory. A certification form will need to be executed at project completion, documenting compliance. The rule was read aloud and Trent indicated that he was not aware of any issues with compliance.*
4. **ENVIRONMENTAL REQUIREMENTS**
 - *The project must comply with the Migratory Bird Treaty Act. Prior to performing any work during the period April through July, the contractor must coordinate with the engineer to perform a visual survey of the area. Looking for migratory bird nests. If nests are found, no work in that area will be permitted until the eggs have hatched and the young fledged.*
 - *If the contractor encounters and Archeological or historical finds, he must stop work immediately and notify the engineer. Engineer shall notify TWDB for further instructions and action.*

OTHER:

5. **START OF CONSTRUCTION; CONTRACT TIME:** *LCI anticipates start of construction on or before August 25. The contract time is 590 calendar days from NTP, or completion by March 15, 2018. It was acknowledged that they fully didn't expect the project to actually take that long and hope to have a second crew working also within a few months.*

6. SCHEDULES: Submittals and Construction Progress:
- LCI indicated that G&W should receive material submittals for review tomorrow or within a couple days.*
7. COMMUNICATION / PERSONNEL ON SITE:
- Primary contact on site for POCID is Joe Goodman 361-935-8520
Primary contact on site for LCI is Leo Madera 361-920-0074
Secondary contact for POCID is Darron Gann 361-676-2806
Secondary contact for Lester is Trent Tagliabue 361-552-3024
Final contact, when needed, for POCID is construction phase engineer Jody Weaver 361-649-6116
Any required communication between the POCID and the TWDB or on contract issues with LCI regarding this project shall be made by Ms. Weaver.*
8. PROJECT SCOPE AND PRIORITIES OF WORK:
- Contractor can proceed in the order that best suits the economy of construction, but when possible the priorities of the POCID are the following segments in general order: C/D; E, R/S, F, N/O/P, A,2,I, G, L,H, J, M, K, B,T/U/V, A.1. These will be revisited at monthly project meetings and adjusted as needed.*
9. EQUIPMENT AND MATERIAL DELIVERIES: *LCI has scheduled delivery of C900 piping beginning next week. Options for contractor's laydown yards were provided as the fenced in areas at 1) 16th & Harrison, 2) the wwtp and/or 3) Vacuum Station No. 1. The contractor can have access to the combination lock or provide his own as a link in the chain.*
10. PROCEDURES OF CONSTRUCTION:
- *Operation of Valves by POCID only; 48 hrs notice to POCID to shut water off for scheduled tie-ins. If there is an emergency need to shut off water, Joe said it was OK to operate the necessary valves, but call him first.*
 - *There is no open cutting of public streets except as shown on the plans. The parking area along Park Ave will be open cut with backfill and asphalt repair per specifications. If the contractor finds he must open cut any street beyond what is indicated on the plans, he must notify Jody immediately with reasons so communication with Calhoun County can begin. There will be no open cutting of streets, beyond what is shown on the plans, without prior approval of Commissioner's Court.*
 - *All driveways in TxDOT row are bored (unless the POCID receives a letter of No objection, which is not currently anticipated)*
11. COORDINATION WITH POCID AND LOCAL, STATE, FEDERAL AND OTHER AGENCIES:
- *TCEQ NOI for Stormwater Discharge; LCI has not submitted the NOI yet, but will do so soon and provide Jody a copy.*
 - *Notify TxDOT and Calhoun County of start of construction and provide TxDOT required notice (48 hrs) before each bore. As schedules are available, Jody will notify Kenny Finster of projected work areas coming up in order to assist in communication with the public.*
12. QUESTIONS IN PLANS AND SPECIFICATIONS: *None*
13. ALTERNATE EQUIPMENT AND MATERIALS: *None*
14. REVISIONS TO PROJECT, FIELD ORDERS, CHANGE ORDERS:
- *If Contactor runs into anything that will lead to a change order, a part from a change in quantities to existing scope items, Jody needs to be notified immediately so communication can begin with TWDB. This includes the addition of any water piping that is not currently shown on the plans. (extend and tie in existing lines that are not shown on plans) TWDB must approve change orders prior to construction.*
 - *The bid quantities do not reflect boring driveways (except TxDOT row); we will look at driveways ahead of work and if there are some that would make sense to bore, we will get Board approval prior to boring. (6" not much \$ difference, but there is for 8").*

15. INSPECTIONS AND TESTING: *The primary District Inspector is Joe Goodman. As District Manager, he is in the Port O' Connor office each day and will have ready access to the job sites for daily inspections. Darron Gann will assist as secondary (generally no more than 1 trip per week). Contractor is responsible for pressure and bac-t testing – to be performed in the presence of an inspector.*
16. CLEAN-UP AND MAINTENANCE – *the Contractor needs to keep the site clear of trash and debris on a daily basis. If any public street/school signs are taken down they must be reinstalled a.s.a.p. once the trench is backfilled.*
17. CONSTRUCTION REVIEW AND DAILY CONSTRUCTION REPORTS – *the Contractor shall keep a daily log of all construction activities and shall make it available for review by the Engineer as requested. The inspectors will also keep a log, recording construction activities while they are on site. Contractor shall include detailed As-built sketches of the installations and descriptions of existing utilities.*
18. MONTHLY PROJECT MEETINGS AND PAY ESTIMATES: *It was determined that a monthly progress meeting will coincide with the monthly pay request on about the 25th of each month. Each partial pay request will then be presented at the following board meeting for approval. There is no need to submit pay requests to TWDB, but monthly reports on progress is appreciated.*
19. OTHER:
- *Minimum Wage Rates – Sara stated that this is not a requirement of this DFund project.*
 - *Project Sign – Sara stated that a project sign is not a requirement of this DFund project. LCI will erect a sign for their various required notices at the laydown yard at 16th and Harrison.*
 - *It was noted that not all unit pricing is exactly the same for each sub-group. So it is imperative to pay attention to which subgroup the work is from in establishing and reviewing pay requests.*

Respectfully submitted by



JoAnna P. "Jody" Weaver, P.E.
POCID District Engineer
8.3.16

cc: attendees, pocmud@tisd.net , file 1530.045