

# Roads and Drainage Meeting Minutes

Thursday April 6, 2023 @ 4:00 pm

## R&D Members

Alex Scanlon (Co-Chair)  
Thomas Haaland (Co-Chair)  
Richard Sowrey (Secretary)  
Tony Peterson (Member)  
Vacant (Member Needed)

## Council / City of CLS

Randy Chronister (Council Liaison)  
Building Official (Not represented)  
Brad Goudie (City Administrator)

## Guests

None

**The Roads and Drainage meeting was called to order at 4:04 pm on 4/6/2023.**

## • RFP's

- Status of outstanding RFP's
  - RFPs were turned over to the CA for execution:
    - Bridge
      - CA – Nothing ready to report yet.
      - CA to reach out to Brant to get quotes from engineering companies to refurbish CLR bridge.
      - CA normal turnaround time for RFQ's is 30 days.
      - The chosen company will also be vetted to use as a go-to city engineering resource for future projects.
    - Angel Baths
      - CA – Meeting with contractor Monday
- The drainage maintenance project at 304 Oak will be one of the next items to be executed after the three projects above have been completed. RFQ is ready.
- Status of Narcissus project
  - The CA acknowledged that the Narcissus Road and Drainage Project has been added to his worklist and he intends to execute the RFQ's within 90 days.
  - CA – The road RFQ's are ready to send out for quotes. Need to coordinate with AS to integrate drainage culverts RFQ's into the road RFQ.
  - AS noted that the drainage RFQ's are almost ready and will be part of the next release.
  - Narcissus driveway culvert alignment RFQ's are pending.
  - Narcissus cross culvert at Ivy needs slight modification.
    - Explore the addition of a parallel culvert across Narcissus, along Ivy that doesn't interfere with other utilities in that area.

- **Review and update of the 10-year plan**

- Projects

- RS presented the 4/5/23 Rev 11-2 update of the Clear Lake Shores - 10 Year Plan – Update.
    - R&D turned over the EXCEL spreadsheet to the CA for use in planning future projects and for creating the yearly budget.
    - 10-year plan will be reviewed at each monthly meeting and updated as necessary.
    - An official copy of the 10-Year Plan will be stored by the city on their server.
      - Any substantial changes will be documented and the copy will be updated.
      - Any changes to the budget would have to be approved by City Council.
      - All superseded copies will be retained.

- Maintenance List

- RS presented “The Pavement and Drainage Maintenance List”.
    - R&D agreed that this will be reviewed and updated monthly as items on the list are completed and new items are added.
    - The CA will give an update on the status of each item monthly.
    - Any concerns by the residents will be reviewed and, if judged appropriate, added to the list. The CA can also add an item at his discretion.
    - The CA noted that there was a drainage concern by a resident at 631 Oak. CA will report further details at the next R&D meeting.
    - RS will review and update the current list entitled “Pavement and Drainage Prioritized List dated 12/21/2022”.

- **Status of search for City Engineer**

- R&D asked the CA to contact the previous CA for possible candidates for a city engineering contractor.
  - The expectations of the contractor would be to write RFQ's, send them out, oversee an approved project and provide documentation upon project execution.
  - AS suggested that SAFEbuilt contractor could be used to act as project engineer or inspector at the next project.
  - AS noted that we have generic road repair specifications that can be used by the contractor to ensure a quality product.
  - The CA agreed to give a status report to R&D at the next meeting, but the task may not be completed for a few months.

- **Status of Pedestrian Bridge and any R&D funding**

- R&D reviewed the details of the tasks and funding needed by the committee.
  - Our commitment to the Pedestrian Bridge Project is to provide funding for a sidewalk from Birch to the north side of Jarboe Bayou, two concrete abutments on the north and south side, and a short segment of sidewalk to link up with the existing sidewalk on the south-west side of the bayou.

- Funding for the pedestrian bridge will be provided by the city with input from EDC.
- EDC's budget earmarks \$100k for "Walking Bridge – Partial Funding" in July-22.
- R&D's 10 Year Plan budget provides \$200k for "Improve CLR Bridge Approaches + Sidewalks" in FY 2022 – 23.
- AS noted, that the Pedestrian Bridge should cost from \$125k to \$200k installed.
  - A crane to install it may cost \$15k per day to lift it into place.
  - It will be approximately 100 ft long and 60 inches wide.
  - The abutments may be 72 inches x 18 inches x 36 inches at and estimated cost of \$15k each.
  - Outside funding sources (ie.TXDOT etc.) are not available.
- **R&D Committee vacancy**
  - RS noted that the three potential candidates for the fifth member of R&D may not materialize.
  - R&D suggested that a request for volunteers be reported at the next status report given at City Council.
- **Any other business**
  - Road Striping on Dror Road and at Town Center.
    - Striping from 2094 to Dror RD extension and then north to Hanson.
      - The cost for this project is estimated at \$13,000 (52% of \$25k maintenance budget).
    - Striping in Town Center
      - Striping at 2094 on CLR – Check with TXDOT for funding.
      - Striping on CLR at Soul Freak – Fold into the final design of the east parking lot. Suggested fund by EDC.
    - East Parking Lot
      - Entrances and exits to lot were discussed regarding road striping.
      - EDC needs to have Cobb Fendley finalize the design of the lot before additional striping or CLR cross walk modifications can be made.
  - Put on an R&D educational workshop.
    - A city- wide meeting was approved by R&D to help educate the public of the existence and function of the Roads and Drainage Committee.
    - The CA agreed that this would be helpful and agreed to set up the meeting along with other monthly topics of interest.
- Next meeting – April 27, 2023, at 4:00 pm at the Club House.
- Meeting was adjourned at 6:29 pm.