

**ROADS AND DRAINAGE MEETING MINUTES  
THURSDAY NOVEMBER 17, 2022 @ 4:00pm**

**R&D Members**

Alex Scanlon (Co-Chair)  
Thomas Haaland (Co-Chair)  
Richard Sowrey (Secretary)  
Tony Peterson (Member) (Absent)  
Tanya Rogers (Member) (Absent)

**Council / City of CLS**

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

**Guests**

None

**The Roads and Drainage meeting was called to order at 4:20 PM on 11/17/2022**

**City Administrator and Building Inspector.**

Update

City Administrator and Building Official is no longer with the city.

A temporary CA should be on board with the city within the next week or two.

He will be an experienced administrator with limited long-range duties.

The temporary CA will have a short tenure of 3 to 6 months.

Kevin Harrell, our previous BO, is still helping part time.

A third-party official is expected to fill in within the next few weeks.

AS reported that R&D can go ahead and release the RFP's as needed.

According to the mayor, technically, we don't need the CA to approval a project.

Once we get the proposals, R&D can vet them and choose one and bring it to council.

R&D to invite the new CA and BI to our next meeting.

**Engineering Companies**

**City Administrator/AS to update status for getting agreed terms with one or more engineering companies. Midtown Engineering, Binkley and Barfield, Cobalt, Others.**

Update

R&D recommends that we explore Midtown Engineering as a back-up to Cobb Fendley.

AS will contact Midtown to discuss a standing contract with them.

**R&D funding status vs City priorities**

**Update on detention regulations for CLS in general and the parking lots in particular.**

Update

AS did some preliminary checking with the Galveston County Engineering Department regarding the need for detention in the commercial district.

There is no requirement for detention within the city residential district.

It is questionable if the CLS commercial district requires storm water detention.

League City requires detention in their commercial district.

AS will follow-up further to find out if CLS commercial district requires detention.

**Status of RFPs**

**Cross-culvert details on Narcissus and Ivy.**

**Ditch maintenance and north-south culverts for Narcissus Road.**

**(FDR) for Narcissus'**

Update on first 3 items shown below.

R&D will meet at Norex Co. on December 1<sup>st</sup> at 400 pm

We will confirm the details of the RFP's culvert elevations and lengths.

The objective is to develop a clean RFP that can be sent out for proposals.

**Clear Lake Road approaches, both sides.**

Update

AS is near completion of the RFP.

Most likely there will be a need to get engineering details on some of the content.

The bridge abutments require more detail.

**Sidewalk for east side of Clear Lake Road from bridge to Birch Road and from bridge to Aspen Road.**

Update

AS is near completion of the RFP.

AS advised that we will need to have an engineer review the RFP before releasing.

**Bridge refurbishment study.**

Update

AS has completed the RFP.

AS advised that we will need to have an engineer review the RFP before releasing.

**Check valves on outflow culverts.**

Update

R&D agreed that this task should be handled by city public works department.

The city should measure the check valve, purchase it and store it onsite.

Then the city should contact Bulkhead and Pier, the contractor identified by TP, and hire them to install it.

R&D agreed that an RPP was not needed for this project.

**Engage High Tide regarding elevation for east and west side of entire CLR including the side roads to the first stormwater inlet box.**

Update

This task should be done by the CA and/or the Building Official.

This was done before for Narcissus and Oak Road.

The entire length of CLR should be included.

The side laterals on the W and E side roads should be included, up to the second house on the block.

**Complaints.**

Update

The stop sign on Hanson Road has been knocked down and needs replacing.

R&D recommends that the city replace it.

There have been numerous complaints of flooding on Grove and Hawthorn.

R&D should review this issue next after CLR.

Elevation data should be done early next year.

**Any other business.**

TH noted that he contacted the resident at 616 Pine and advised her to contact the building department.

Drawings are available showing the original drainage requirements.

RS documented the meeting on 11/16/2022 at #215 Blue Point with Derk Harmsen.  
Harmsen agreed to extend the 1-year warranty to 2 years for the two puddle areas.

R&D will be responsible for tracking the 1st and 2nd year warranties on Blue Point.

RS recommended that R&D appoint a member as a treasurer to keep track of finances and project timing.

AS said that one of the roles of the CA needs to be to manage projects.  
For engineering projects, review of the work product.  
For construction projects, oversight of the execution of the project.

TH brought up the need to redo the elevations of the modified culverts and ditches.  
R&D agreed that the "as built" elevations must be captured.  
This would be for major projects as well as new construction.  
High Tide can be called out to update the flow lines on their CAD drawings.  
Type A inlets should have the bottom of the box filled with concrete up to the height of the lowest culvert.

R&D agreed to include the RFP's for 304 Oak and 1026 Ivy/Oak.

R&D agreed to change the meeting date to the 4<sup>th</sup> Thursday of the month at 4:00 pm.

The meeting was adjourned at 5:47 PM.