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## MEETING NOTICE

The Platinum Roads Panel of the City of Woodcreek, Texas will conduct a meeting at Woodcreek City Hall, 41 Champions Circle, Woodcreek, Texas. The meeting will be held on Thursday, March 30, 2023 at 5:30 PM.

All attendees are encouraged to wear face coverings when a minimum of six-foot social distancing cannot be maintained. Smoking is not allowed anywhere on the property of City Hall.

The public may watch this meeting live at the following link:

<https://zoom.us/j/91529339009?pwd=Y2IBZUtMZjBXdzRmSHk1TXNhMjNZZz09>

Meeting ID: 915 2933 9009; Passcode: 298205

A recording of the meeting will be made and will be available to the public in accordance with the Texas Public Information Act upon written request. This notice, as amended, is posted pursuant to the Texas Open Meetings Act (Vernon's Texas Codes Ann. Gov. Code Chapter 551).

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The City of Woodcreek is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary's Office at 512-847-9390 for information. Hearing-impaired or speech disabled persons equipped with telecommunications devices for the deaf may call 7-1-1 or may utilize the statewide Relay Texas program at 1-800-735-2988.

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

It is anticipated that members of other City Boards, Commissions, Panels and/or Committees may attend the meeting in numbers that may constitute a quorum of the other City Boards, Commissions, Panels and/or Committees. Notice is hereby given that this meeting, to the extent required by law, is also noticed as a meeting of the other City Boards, Commissions, Panels and/or Committees of the City, whose members may be in attendance. The members of the City Boards, Commissions, Panels and/or Committees may participate in discussions on the items listed on this agenda, which occur at this meeting, but no action will be taken by those in attendance unless such action item is specifically listed on an agenda during a regular or special meeting for the respective Board, Commission, Panel and/or Committee subject to the Texas Open Meetings Act.

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The City Council may retire to Executive Session any time during this meeting, under Texas Government Code, Subchapter D. Action, if any, will be taken in open session.

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

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Any citizen shall have a reasonable opportunity to be heard at any and all meetings of the Governing Body in regard to: (1) any and all matters to be considered at any such meeting, or (2) any matter a citizen may wish to bring to the Governing Body's attention. No member of the Governing Body may discuss or comment on any citizen public comment, except to make: (1) a statement of specific, factual information given in response to the inquiry, or (2) a recitation of existing policy in response to the inquiry. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting per Texas Local Government code Sec. 551.042

Citizen comments will be allowed at the beginning of every meeting, or alternatively, before an item on the agenda upon which the citizen wishes to speak is to be considered. All citizens will be allowed to comment for **three (3) minutes** per person and shall be allowed more time at the Mayor or Chair's discretion. In addition, citizens may pool their allotted speaking time. To pool time, a speaker must present the names individuals present in the audience who wish to yield their three(3) minutes. Citizens may present materials regarding any agenda item to the City Secretary at or before a meeting, citizens attending any meeting are requested to complete a form providing their name, address, and agenda item/concern, but are not required to do so before speaking and presenting it to the City Secretary prior to the beginning of such meeting. Comments may only be disallowed and/or limited as per Government Code § 551.007(e).

Submit written comments by email to [woodcreek@woodcreektx.gov](mailto:woodcreek@woodcreektx.gov) by **NOON**, the day prior to the meeting. Please include your full name, home or work address, and the agenda item number. Written comments will be part of the official written record only.

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# AGENDA

## CALL TO ORDER

## ROLL CALL and ESTABLISH QUORUM

## PUBLIC COMMENTS

## CONSENT CALENDAR

1. Approval of Regular Meeting Minutes from February 16, 2023.

## REPORTS FROM OFFICERS AND COUNCIL LIAISONS

Report by Platinum Roads Panel Liaison.

Report by City Manager.

Report by City Secretary.

## SPECIAL ORDERS

## UNFINISHED BUSINESS AND GENERAL ORDERS

## NEW BUSINESS

2. Workshop to Discuss Results of the Chip Seal Bid Package Responses.
3. Discuss and Take Possible Action to Request K.Friese to Revise the Bond Bid Package to Include the Streets Listed in the Chip Seal Bid Package.

## ANNOUNCEMENTS

## ADJOURN

## POSTING CERTIFICATION

I certify that the above notice was posted on the **24th day of March, 2023 at 4:00PM**

By: 

**Suzanne J. MacKenzie, City Secretary**

**PLATINUM ROADS PANEL MEETING (CITY HALL)**  
**February 16, 2023; 5:30 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Chair Abney Called the Meeting To Order at 5:30PM

**ROLL CALL and ESTABLISH QUORUM**

PRESENT

Chairperson Cody Abney  
Vice-Chairperson Ed Fleming  
Panelist Jill Bloom  
Panelist Jack Boze  
Panelist Rogers Holt  
Alt. Panelist Aurora F. LeBrun  
Council Liaison Linnea R. Bailey

ABSENT

Alt. Panelist Joe Kotarba

STAFF PRESENT

City Manager, Kevin Rule  
City Secretary, Suzanne MacKenzie

**PUBLIC COMMENTS**

None were offered.

**CONSENT CALENDAR**

1. Approval of Regular Meeting Minutes from January 19, 2023.

Motion was made by Member Boze to approve the minutes from the January 19, 2023 meeting. (2:10) Motion was seconded by Vice-Chair Fleming.

A roll call vote was held.

Voting Yea: Vice-Chair Ed Fleming, Panelist Jill Bloom, Panelist Jack Boze, Panelist Rogers Holt, Chairperson Cody Abney.

Motion Passed: 5-0-0.

## REPORTS FROM OFFICERS AND COUNCIL LIAISONS

### Report by Platinum Roads Panel Liaison.

The timetable was reported to Council.

### Report by City Manager.

City Staff sent out the RFP for Chip Seal Project on the February 10th, and it was also posted on CivCast. A notice of the bid process was posted in the Wimberley View newspaper and individual letters were sent to the list of prospective bidders provided by Council Member Bailey.

Dates to remember regarding the Chip Seal Project are: February 27th is the Pre-Construction Meeting; March 15th at 2P, bids are due and will be opened at City Hall. On the panel to review bids are Chairperson Abney, Council Liaison Bailey, himself and Ryan Thomas from K.Friese; March 30th will be a Special Platinum Roads Panel Meeting to vote on contractors. Finalists for Panel voting will be scored and recommended to the Panel based on their bid applications. April 12th Council Meeting will receive the recommendation from the Roads Panel.

Clarification during discussion of the report:

Unit Pricing will be listed on the bid packages, bid packages will be date and time stamped upon receipt and the Panel will be provided the Contract Finalists one week before the Special Platinum Roads Panel Meeting on March 30. All questions that the contractors have should be directed to Ryan Thomas at K.Friese. The Chip Seal Package Award selection needs to be complete before the Bond Package can be drafted.

By using CivCast, the Roads Panel and the City of Woodcreek are providing full transparency for the project, as this online platform is widely used "common practice" in the construction field. The Chip Seal Bid Package is also available on the City Website and at City Hall. Anyone who uses the City Website or obtains a paper copy must submit the package to Ryan Thomas.

Chair Abney asked for a volunteer to enter the line item pricing into an Excel spreadsheet for comparison with the Short Listed Contractors. Council Liaison Bailey volunteered to complete this task.

Aaron Jones will Hays County will be asked to perform a "bid review" throughout the Bid Process: Bid Review Pre Award, Quality Assurance and Quality Control at the Beginning, Middle and End of the Construction Project (Final review before acceptance). He may be aware of any "flags" in previous performance of the contractors seeking the bid.

Kevin Rule continued with a report on the Drainage Project. There was a very successful Neighborhood Meeting with the residents of Westwood and Broohollow Drives. After a walk-through of the area, City Manager Rule walked it a second time with K.Friese who had not been out to the area as of yet.. After the tour, it was determined that the Drainage Project is larger than originally anticipated and the proposal will be redrawn, acknowledging that areas to be addressed include the drainage onto Lot 9 as well as down Brookhollow Drive, approximately 4 homes from Hog Creek due to the current flow of the water.

City Manager Rule wanted to mention the brush pick up, as it relates to City Rights of Way. Waste Connection has been picking up brush piles throughout the City, with approximately 40 loads having been picked up in the first 4 days. The piles that cannot be picked up by Waste Connections will be addressed by a secondary vendor. Additional vendors are clearing the canopies up to 16 feet. The Golf Course is clearing its own property, but the City has provided dumpsters for them to use, as a Community Partner Initiative.

**Report by City Secretary.** - None provided. But asked for clarification of meeting dates in March. It was determined that the Regular Platinum Roads Panel Meeting will not be held on March 16.

**SPECIAL ORDERS** – None

**UNFINISHED BUSINESS AND GENERAL ORDERS** – None

## **NEW BUSINESS**

### **Discuss and Take Appropriate Action on Our Understanding of Street Repair Composition and Type in Relation to Road Type and Usage Through Streets Versus Cul de Sacs.**

Discussion of the number of streets to chip seal and phases of repair. Out of 34 streets in the City, Council Liaison Bailey states that 18 are cul-de-sacs. Council Liaison Bailey provided a report of estimated traffic counts throughout the City to assist in the repair project needs.

City Manager Rule stated that K.Friese will complete a new study of the City's streets before they prepare the Bond Bid Package.

Chair Abney suggested that the Panel Members study the data provided and visit the streets and talk about it at the next meeting. He also suggested a one-week survey with a traffic counter on every street to provide additional data to Council.

No action was taken on this item.

### **Discuss and Take Appropriate Action on Preliminary Planning for City Street Maintenance Program(s).**

City Manager Rule would like to create a **CIP** – Construction In Progress budget item, a Fund that would be used for Street Maintenance. It would be part of the annual budget that would receive allocations from the General Fund, based on ad valorem taxes. The Street Maintenance Fund would also be a committed fund, whose intended purpose is only for streets.

Chair Abney asked if there was a way to ensure the continuation of the Fund through Future Councils. City Manager Rule will look into options. Chair Abney also mentioned the need for an amortization schedule/actuary schedule that would enable a calculation of the annual fund amount.

An option for a Maintenance Contract may be to offer it to the original contractor.

No action was taken on this item.

### **Discuss and Take Possible Action on A PRP Workshop and/or Field Survey to Potentially Prioritize Phase 2(Bond Fund) Street Repair/Overlay.**

Chair Abney made the suggestion to hold a Workshop after the Panelists have an opportunity to study the traffic patterns in the City.

**ANNOUNCEMENTS** – None

## **ADJOURN**

Chair Abney Adjourned the Meeting at 6:08PM

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**Cody Abney, Chairperson**

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**Suzanne Mac Kenzie, City Secretary**