
CITY OF PORT LAVACA

MEETING: JANUARY 30, 2024 **AGENDA ITEM #** 4c
DATE: 1.24.2024
TO: PORT COMMISSION BOARD MEMBERS CC: JIM RUDELLAT, HARBOR MASTER
FROM: JODY WEAVER, INTERIM CITY MANAGER
SUBJECT: **ReStore Grant – removal of remnants of old barges in Port Lavaca Channel & Dock**

I had a Post Award kick-off meeting with GLO on Tuesday January 23. (Agenda is attached). Myself and Kim Griffith were in attendance. Kim is local resident and used to do this sort of work with GLO before retiring. She assisted with editing the application a couple years ago per TCEQ guidance and it is our intention that she will prepare the technical specifications for the demolition.

This application process has been underway for over 6 years and as you can imagine many players have changed on both sides (City and GLO) in that time. Our first step is to review the intention of contracting with Kim for this work and verify with the current GLO team that this meets all the particular regulations of the grant before moving forward. Then the second step is preparing the Workplan which will establish a detailed scope and milestones.

There is a lot of grant administration duties associated with this grant. Preliminary estimates indicate that we should have plenty of funds available to remove these barges. I may consider going out for RFP's for grant administration services, if it continues to look like we would have adequate funds to pay for that, otherwise it will fall on City staff. We are looking for a grant/CIP coordinator but have had no luck finding a qualified applicant yet.



AGENDA

City of Port Lavaca Shoreline Clean-up Post Award Meeting

January 23th, 2023

1:00pm - 2:30pm
(Virtual via Teams)

Meeting called by: Samantha Litchke (Grant Specialist, TCEQ)

Attendees:

- David Timberger (Deputy Director General Law Division, TCEQ)
- Steve Talcott (Contract Attorney, TCEQ)
- Denise Rodgers (RESTORE Environmental Compliance, TCEQ)
- John Laing (RESTORE Program Specialist, TCEQ)
- Marissa Jimenez (Grant Specialist, TCEQ)
- Kacy Hill (RESTORE Contract Specialist, TCEQ)
- Brenda Stott (RESTORE Contract Specialist, TCEQ)
- Chris Jones (Budget Analyst, TCEQ)
- Jody Weaver, (Interim City Manager, City of Port Lavaca)
- Jim Rudellat (Harbor Master, City of Port Lavaca)
- Jack Whitlow (Mayor, City of Port Lavaca)
- Kim Griffith (Technical Consultant, City of Port Lavaca)

Please read: City of Port Lavaca Shoreline Clean-up Grant Contract 582-23-42179

Amount of contract: \$500,000

1. Introductions

Roll call, reminder about recording to please mute microphones when not speaking

Subgrant Purpose

Are there any expected issues with the project that may cause delays?

2. Subgrant Activities

- a. Discuss in detail: Overview of project**
 - Could City of Port Lavaca walk through the project from start to finish?
 - Does City of Port Lavaca know of any issues that affect the ability to complete the project within the time provided in the contract that TCEQ should be made aware of?
- b. No reimbursement for any work to start until TCEQ receives a work plan or City of Port Lavaca asks for an exception prior to**

work plan. No reimbursement for any construction before written approval by Treasury via TCEQ (NTP)

- c. **Federal Interest and Access Issues.** Are there property owners who we will require access agreements or easements? Are there property owners that we may need to record a federal interest? Will there be any Special Use Permits?

Monthly Reports due on 10th of each month

- Financial Status Report (P. 50), please look for response of receipt from TCEQ
- Performance Progress Report (P. 64) - is at least a three-part document (Cover page, Part-B and Narrative)

Quarterly reports: Milestones (P. 164) and Status of Performance report (P. 169) due on the 10th of January, April, July, and October

- Milestones report (Milestones will be identified in the Work Plan)

Procedure of changing the budget: Budget Revision Requests will be accomplished through workplan amendment

- 10% of total can be adjusted without higher approval (\$50,000)

3. Terms and conditions

Terms and conditions can be found on pages 3-19

Payment Process

- Reimbursement grant: TCEQ reimbursee based upon work performed for reasonable, allowable, actual, and approved costs incurred and paid. TCEQ's obligation for payment will occur after completion of the work upon a reimbursement request.

Deliverables

- To be determined in the Work Plan
- If deliverables need to be updated as the project progresses, it will require submission of a revised Work plan

4. Requirements

Environmental Compliance

- Permits and Authorizations

Reports (Attachment K (P. 138))

5. Administrative Contract Management

Monitoring, measuring progress, meeting schedule and or site visits

- Site inspections or audits of costs: TCEQ staff or retained technical contractors will provide notice and coordinate times for any future site visits.
- Insurance requirements and bonds (P. 4, 13, 34)
- Discuss documents needed in case of audit. Approvals, permits and reports. Must maintain documents 3 years after close out of grant.

6. Rights and obligations of both parties

City of Port Lavaca will be evaluated on their performance during and at the end of the grant

Performance Evaluation may be used in future grant selection (P. 10)

IF QUESTIONS, PLEASE CHECK BEFORE PROCEEDING!!! Communication is key

Exceeding budget

- How does the City of Port Lavaca intend to address any potential budget shortfalls? Is an additional revenue stream available which can be used for this event? Or a reduced scope of work, if necessary?

7. Potential Problems Expected reimbursement before Work Plan (WP) approval? Advertisement for construction contract?

- If so, City of Port Lavaca must ask for an exception since currently the contract states that no costs will be reimbursed until after approval of the WP
- Includes request for exception and the estimated costs to be reimbursed

8. Roles and responsibilities for City of Port Lavaca

2CFR, contract specialist/manager to ensure contract compliance

Point of Contacts and backups (P. 40)

9. Communication plan

TCEQ requests that any e-mail communication has the last 5 of the contract number and at least part of the name of the project in the subject line in combination with the actual subject of the e-mail.

10. Follow up

TCEQ will supply the City of Port Lavaca with an excel version of the FSR, BRR, Status of performance and milestone reports (Attachment K (P. 106)), as well as fillable pdfs of the SF-PPR.

Any questions?