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MEETING MINUTES

Subject: Gaynor Storm Drainage Improvement Project
Proposed Design & Easement Kickoff Meeting

Date: May 1, 2012 6:30 – 8:45 PM

Location: Trinity Presbyterian Church (3115 Providence Road)

Conducted by: Corky Botkin (City Project Manager)
Matt Gustis (Storm Water Engineering Team Manager)
Steven Frey (City Real Estate)
Josh Letourneau (AG Project Manager)
Andy Litten (AG Project Engineer)
THC Representatives

Minutes by: Josh Letourneau/Andy Litten

Attendees: See attached attendee sheet (11 homes, 15 total residents)

The City Project Manager, Corky Botkin, opened the meeting and introduced the project and project team. Corky explained that the City's design consultant, Armstrong Glen, had recently completed 70% design plans and that the purpose of the meeting was to present the proposed improvements and discuss the easement acquisition process.

Corky explained the Charlotte-Mecklenburg Storm Water Services program and why the Gaynor project was created. Corky also discussed the remaining phases of the Gaynor project including: Completing design phase, permitting, easement acquisition, bid, and construction phases.

Corky then invited the attendees to present their comments, concerns, and ideas about the project. The following summarizes the information received by the residents during the question/answer period:

Resident: Owner wanted to know if they are supposed to direct all real estate questions to the THC agents. Corky stated that Steven Frey is the real estate coordinator for the City and will assign a THC agent to each property owner. Steve Frey stated that all questions should go through the Real Estate Agents during the Real Estate Phase.

Resident: Owner wanted to know if the THC agents have the final say on all aspects of the project. Corky stated that the THC agents have the authority to speak for the City. Steven

Frey mentioned that they will contact each property owner via email, phone call, or email to get the process started. *Further clarification – The THC agents will require City personnel involvement for special provisions and any design modifications.*

4408 Whitby Lane: Owner wanted to know who approves the final design. Matt Gustis mentioned that the plans are reviewed by numerous City departments including CDOT, CMU, Landscape Management, etc. who provide feedback. Matt goes on to say that he will approve the plans, then Jennifer Smith (Storm Water Program Manager) will sign off as a representative of the City Engineer. Owner asked if City Council approves the plans as well. Matt stated that City Council does not approve the plans, but approves the money to build the project.

4408 Whitby Lane: Owner wanted to know why there are two property acquisition phases. Corky stated that the first phase included natural area easement acquisition along 10 properties upstream of North Sharon Amity Road, where ponding naturally occurs. Corky explained that these easements were necessary so that a final design could be determined. By having these easements in place, the downstream pipe design could be reduced.

4408 Whitby Lane: Owner wanted to know if the City will coordinate with Duke Power, as they just had removed a bunch of trees from their property and they were not happy with the results. Matt stated that efforts will be made to coordinate with all utilities including Duke Energy, but it is sometimes difficult for the process to be perfect. *Further clarification – Duke is a non-government entity and does have their own easements and rights in and around their infrastructure.*

425 Hunter Lane: Owner wanted to know if the project inspector was a City employee and if they will be better than the last inspector that worked on their property. Corky mentioned that the inspector will be a City employee and that it is key to get to know the inspector so all issues/concerns can be made known. Corky goes on to say that it helps to have a good contractor, but a bid process is required and the City cannot specifically select a contractor. Corky also stated that he is the second in line, along with the Inspector Manager, if they have issues. *Further clarification – The City also has a Construction Manager who actually is typically the second line contact for issues that arise during construction.*

Resident: Owner wanted to know how construction time can be minimized since the construction will affect many residents for a while. Corky mentioned that the proposed work will be phased. Matt goes on to say that there are liquidated damages assessed to the contractor if they go over the maximum duration. Matt mentioned that construction will begin downstream of the project area, and work downstream to upstream. Matt also explained that even though the project is 2+ years long, the contractor will be limited in the phases of the project that can begin prior to finishing work in other parts of the project area.

Resident: Owner wanted to know how they will access their property during construction. Corky mentioned that the contractor will work with each resident and coordinate how each property will be accessed during construction. Matt goes on to say that the contractor will provide notice to the resident (via phone, letter, or hanging flyers) of when construction activities will occur in the vicinity of the resident.

Resident: Owner stated that a new culvert has helped her flooding issues, and that there is good information on the City webpage, but cautions that many people do not have access to the internet. Steven Frey mentioned that every affected property owner will be assigned a real

estate agent who will explain everything step by step, and in person so there is no confusion about the process. Matt also stated that an email list could be created and updates on construction could be sent out via email.

Corky then motioned the attendees to the design drawings provided in the back of room. Corky suggested all attendees review the project impacts on their individual properties, and to provide feedback to the City or consulting engineers present at each table. The following summarizes the information received from the residents during post presentation discussions:

4819 Gaynor Road: Owner wanted to know if during the culvert construction, the contractor will leave the trench open. Josh Letourneau mentioned that the contractor is required to install barriers around the trench, place a metal plate over the trench, or backfill the trench at the end of each day. Josh goes on to say that the owner should convey any specific safety concerns/issues with the inspector/contractor at the start of construction.

Owner wanted to know if his brick retaining wall will be replaced. Josh mentioned that the plans currently show for the entire brick wall to be replaced once trench work for the culvert is completed. The owner also asked about access to property during construction along Gaynor Road. Josh mentioned that Gaynor Road is a loop, and that one direction will be closed during construction, but that his house would always have access from at least one of the sides.

Owner wanted to know if his entire driveway will be replaced, up to his carport. Josh mentioned that due to the invasive construction along his existing driveway, the entire driveway will be replaced. The owner also wanted to know if the City will be chopping up this front yard. Josh mentioned that the existing pipe system in the front yard will be abandoned, and that the City will not be acquiring easements in that area.

Owner was concerned about his play set in the backyard. Josh mentioned that his play set was outside the limits of disturbance and will not be impacted.

426 Chillingworth Lane: Owner wanted to know what the large easement behind his house was going to be used for. Josh mentioned that the area within the temporary construction easement was going to be used for stockpile and equipment storage during the channel grading and culvert construction. Josh also mentioned that this area will require minor grading to ensure positive drainage once the culvert is installed.

Owner also wanted to know if the storm drain easement for the existing 60" CMP (adjacent to house) could be given back. Josh suggested the owner talk about this with his assigned real estate agent.

525 Brook Forest Lane: Owner wanted to know if his property was going to be used for construction access. Josh mentioned that a small portion of his property will be used to construct the channel improvements, but no access is planned through his property. Owner also stated that water currently does not flood his basement and he wants it to stay that way. Josh ensured that the project will not increase the water surface elevation along his property.

4408 Whitby Lane: Owner has concerns about large tree with cables in it that they have spent a lot of money to protect. The tree is missing from the plans. AG and THC stated they would have the tree located and put on the plans. They would also make sure to note the tree to be protected.

4743 Gaynor Road: Owner wants additional information on replacement plants and material used for the waterfall (stream structures).