

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
June 16, 2020 at 5:30 P.M.**

**I. CALL TO ORDER**

Mayor Robert Lord called the meeting to order 5:39 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

*Those Present:*

Mayor Robert Lord at City Council Chambers  
Councilmember Eric Thode at City Council Chambers  
Councilmember Susan Schwartz at City Council Chambers  
Councilmember Jay Smyre via Zoom  
Councilmember Keith Brown via Zoom  
Councilmember Laurie Rosenbaum via Zoom

*Also in Attendance:*

Karen Glynn, City Administrator at City Council Chambers  
Steve Smith, Dir. of Public Works/Bldg. Official at City Council Chambers  
Loren Smith, City Attorney at City Council Chambers  
Jennifer Namie, Assistant to the City Secretary via Zoom  
Ray Schultz, MVPD, Chief of Police at City Council Chambers

**II. PLEDGE OF ALLEGIANCE**

Wesley Hunt led the Pledge of Allegiance.

***INTRODUCTION OF SUMMER INTERNS***

***This item was taken out of order***

Karen Glynn introduced the City's Summer Interns: Morgan Gaille and Jeremy Mitschke. This is Morgan's third summer with the City. She is a senior at Texas A&M graduating with a Political Science Degree in December. She is planning to get her teaching certificate in the Spring. Jeremy is a Junior at Baylor University majoring in Marketing.

Both have been busy these past few weeks on the City's Records Management System, working to help City staff organize files electronically as well as work through the destruction of records per policy.

A few other projects will include assisting staff with the evaluation of lots in the City for the proposed conditional zoning permit; helping with the City newsletter next week; and online training.

### **III. CITIZEN COMMENTS**

Wesley Hunt, who is running for Congress introduced himself to Council.

Jenni Halliday, who resides at 5 Duchess Court, commented through the Chat function of Zoom that the lawn equipment is too loud and she would like for the decibel level to be reduced.

The Mayor noted that this has been discussed in the past. He asked staff to review and bring back to the Council for direction at a later meeting.

### **IV. POLICE COMMISSIONER REPORT**

A. Update on Activities – Police Commissioner, Jay Smyre gave an update on activities, including personnel, calls for service, and the 2020 Budget to date. Several items were highlighted as part of the report:

- The MVPD is 0.5 percent over budget currently due mainly to the COVID-19 pandemic and the replacement of the Texas Database server.
- There was an accident on Voss Road which resulted in charges of Intoxicated Manslaughter. Mayor Lord has spoken with the victim's family who praised the MVPD officers who worked the scene.

Karen Glynn commented that she has received a lot of positive feedback from citizens regarding Chief Schultz's daily reports during the COVID 19 Pandemic. She noted that Chief Schultz took the leadership role for communications with residents during this time so not to inundate residents with multiple emails from the cities. This was very effective.

### **V. FIRE COMMISSION LIAISON REPORT**

A. Update on Activities - Fire Commission Liaison, Keith Brown presented this item:

- The Monthly Report (Strategic Plan Report) was shared in the Council Agenda Packet.
- The reconstruction of the Fire Station was approved by the Fire Commission on Wednesday, May 13, 2020.
- The Fire Commission met on May 27, 2020. Eric Thode attended in Keith Brown's place.
- A new CAD system was installed in early June.
- There is currently one open firefighter position.
- The firefighter who contracted the COVID-19 virus has fully recovered and is back to work.

### **VI. MAYOR'S REPORT**

Mayor Lord reported on the following:

A. Report on Activities.

COVID 19 – The Mayor extended many thanks to Chief Schultz for the overnight reports. These were very much appreciated by the community! As businesses continue to reopen there has been a spike in cases. The Mayor

encourages everyone to continue to social distance and do as much as possible online. The City and Public Safety Departments continue to monitor the City's needs.

Memorial Forest Club - The lights were adjusted for the Memorial Forest Club and this has been resolved. Mayor Lord and Loren Smith met with the President of the Club and came to a mutual agreement on how to fix the problem.

The upcoming Mayor's Luncheon will be hosted by Spring Valley Village.

B. Update on the 4<sup>th</sup> of July Event

Mayor Lord noted the Village Mayors are working on the July 4<sup>th</sup> parade. Hunters Creek is taking the lead. It will be simple, with only vehicles and bikes. There will be no floats and no festival.

C. Consideration and Possible Action Regarding Appointment of Mayor Pro Tem for a Term of One Year.

Mayor Lord proposed that Councilmember Jay Smyre continue to serve as the Mayor Pro Tem for the next year. Councilmember Smyre shared that he would be happy to continue serving in this position.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Thode to approve the appointment of Jay Smyre as Mayor Pro Tem for a term of one year.

The motion carried 5 - 0.

D. Consideration and Possible Action Regarding Designation of the City's Audit Finance Committee

Mayor Lord noted that this Committee is the Mayor, a Councilmember and the City Administrator. The Finance Committee is established to review the City's Audit, Investment Policy, and other financial matters.

The Mayor asked Susan Schwartz if she would be interested in continuing to serve on this Committee as she has done a good job in the past. Councilmember Schwartz agreed to serve another year.

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve the appointment of Councilmember Susan Schwartz to the City's Finance Committee.

The motion carried 5 - 0.

E. Committee Reports/Updates

- Beautification Committee – *Councilmember Laurie Rosenbaum, Chair*  
Councilmember Rosenbaum reported on the following:
  - Memorial Drive Guardrail Project and Landscaping is nearing completion.
  - Tree planting has been halted until the Fall due to the extreme heat.
  - Steve Smith and Laurie Rosenbaum discussed wrapping the Signal Boxes near Frostwood Elementary. Steve is obtaining a quote for design and installation.
  
- Technology Committee – *Councilmember Eric Thode, Chair*  
The Technology Committee Meeting was held on May 27, 2020 via Zoom. There was a good turn-out. A subcommittee was created to look at the agreement with American Tower for the Cell Tower at City Hall. Steve Smith is coordinating a meeting with the subcommittee and a full Committee Meeting will then be held.
  
- Public Safety Committee – *Councilmember Keith Brown, Chair*  
No meeting is scheduled at this time. It is recommended to wait until the Committee can meet in person.
  
- Drainage Committee – *Jack Christiansen, Chair*  
Karen Glynn presented this item. The Drainage Committee met on June 9, 2020. RPS presented the summary of other cities. Staff reviewed the model and RPS is making revisions. Staff and the Committee outlined a schedule to complete the project and present in July with the Committee developing recommendations to the City Council in August. This schedule may be adjusted to ensure the coordination with Harris County and use the same base data. RPS is taking a little longer than anticipated. Hopefully there will be another meeting in July so that the Committee can make a recommendation to City Council in August.

## **VII. CITY ADMINISTRATOR’S REPORT**

City Administrator, Karen Glynn presented the following:

### **A. Report on Activities and Upcoming Events**

- COVID 19  
The City is open with regular office hours. The City really appreciates the leadership of Chief Schultz during this time. He has been an asset to the City and to Staff.

Staff is working on a plan for Municipal Court to open. The City is required to submit a plan to the Regional Judge to reopen. This includes approval of a plan from the Health Department. It appears that most courts will not open until July or August. Court Administrator, Valerie Cantu is working on this plan and coordinating with the other Villages.

Staff continues to have meetings remotely via the Zoom platform.



Staff has also reviewed some of the City's processes and the City's website as staff has directed residents to the website more and more. One area in particular that was identified was the request for inspection process which impacts contractors. Effective July 1, 2020 the City will only accept online requests for inspections. Staff has worked with contractors and residents over the last month transitioning this process to the website and this is working much better.

- Report on Planning and Zoning Commission  
A meeting has been set for the Planning and Zoning Commission on July 7, 2020. Commissioners will discuss two Specific Use Permits:
  1. Paratus Memorial - Church and School - This will be a public hearing. The notice has been posted and letters to adjacent properties within 200 feet have been sent.
  2. Bunker Hill Elementary School Reconstruction - This will be a workshop meeting with the Commission. A schedule has been set for the permit to be before the City Council in the fall time frame.

The City is anticipating the application from the Memorial Forest Club to begin the specific use permit process.

- Bunker Hill Elementary  
This will be a big project for the City. The SUP process is for the reconstruction and the new site plan. Staff will report to Council in the August time frame to go over the construction phasing. It will be an 18 month project and SBISD Representatives are working diligently with the City to work through the project schedule and a communications plan as SBISD will keep children on site in the existing building during construction.

SBISD plans to begin in January 2021 and open the new building in August 2022.

- Budget Process - The Budget Workshop is scheduled for June 30, 2020 at 11:30 a.m.
- Cyber Security Awareness Training: - Karen Glynn thanked the City Council for completing the Cyber Security Training.

B. Public Works Director - Report on Capital Projects - Steve Smith presented this item:

- Water Well No. 1  
A few weeks ago it was noted that Water Well No. 1 at Taylorcrest was not operating properly. Staff contacted the City's Consultant and it was

determined that the well needed to be examined. This well had a water pump conversion to submersible in 2018 so staff was surprised by this. Staff discussed with the Mayor and proceeded with evaluation. This was considered an emergency as it affects the City's water source. Steve Smith discussed this matter with the Mayor who authorized staff to proceed with an evaluation.

The evaluation has found that the pump itself had some manufacturing defects in the casting creating this problem. Staff is working with the current and previous contractor to deal with this issue.

Right now, the estimate is \$110,000 to repair. The evaluation has cost approximately \$20,000. This also includes \$55,000 in electrical work which may or may not be needed.

- **The Water Site Beautification Project**  
This project is underway. There have been some concerns regarding the guard rail and pedestrian access. The guard rail meets or exceeds the requirements. Staff is working to address the concerns raised.
- **Tree Plantings**  
Tree plantings have continued using funds from the Offsite Tree Fund. As noted previously, planting has been halted until the weather turns cooler.
- **Warrenton, Kilts, and Valley Star Construction Project**  
City staff is working to reconcile the Warrenton, Kilts, and Valley Star Construction Project. A final meeting is scheduled for June 18, 2020 to work through the final punch list items and make final payment. This will be on the Budget Meeting Agenda.
- **Memorial Drive**  
Striping on Memorial Drive was completed last week.
- **City Council Dais**  
The contractor is completing the dais work in the Council Chambers. The contractor still needs to paint and stain.

**VIII. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 20-526, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS EXTENDING A PUBLIC HEALTH EMERGENCY AND EXTENDING A STATE OF DISASTER DUE TO THE OUTBREAK OF COVID-19; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE– Mayor Robert P. Lord**

Mayor Robert Lord presented this item.

The Mayor, Public Safety Officials and the City Administrator have been working with various agencies in monitoring the impact of the COVID-19 Virus and the impact to the City of Bunker Hill Village. An Ordinance Declaring an Emergency was approved by

the City Council on March 24, 2020 for a 30 day period and was extended an additional 30 days by Ordinance in April and May. This action ensures that any additional support needed from other agencies would be available to the City.

It is recommended that this Declaration of Emergency be extended another 63 days to bridge the time through the next Council Meeting in August.

A motion was made by Councilmember Schwartz and seconded by Councilmember Thode to adopt Ordinance Number 20-526, to extend the Public Health Emergency and State of Disaster for 63 days due to the outbreak of COVID-19.

The motion carried 5– 0.

**IX. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO APPROVE A DESIGN CONTRACT WITH LANGFORD ENGINEERING FOR DEVELOPMENT OF THE DESIGN DOCUMENTS FOR THE SITE WORK AND WELL DESIGN FOR WATER WELL NO. 5 IN AN AMOUNT NOT TO EXCEED \$248,000.00 – Steve Smith, Director of Public Works/Building Official**

Steve Smith, Director of Public Works/Building Official, presented this item, answered questions and took comments.

Since March 2018, staff has shared information with the Mayor and City Council regarding Water Well No. 2 located at City Hall. The well had failed and it was not recommended to be repaired. This well was drilled in 1961.

The Consulting Team and staff developed an overall rehab and replacement plan for the City's Water Production System. This was discussed with the City Council during the 2020 budget process and has been incorporated into the City's 10 year plan.

The plan includes drilling a new well and constructing a transmission main to the water plant. Langford Engineering provided Preliminary Engineering Services for this work. The scope included a site plan and schematic as well as renderings. In addition, the outline of costs and timeline for construction was included.

Staff is working with Spring Branch Independent School District (SBISD) to choose the location of the well site. The site could be finalized over the next few months.

Working with SBISD, the City developed a phased approach for design and construction and has been working with the City's Financial Advisor on financing options.

This agenda item includes the authorization for the final design for the preparation of the contract documents to bid the site work needed to drill the well. In addition, it includes the design plans and construction documents to drill/construct the well. Approval of this agreement will result in two bid packets which are planned to go out for bid in the fall time frame. The agreement also includes fees for the construction phase services once awarded.

The City is on the agenda next week for the School Board Subcommittee for the land acquisition. Working with the proposed site and SBISD, the summer months are the critical path for construction coordinating with the school schedule and reconstruction.

Based on the critical path schedule for the site, staff is proposing authorization for the Mayor to sign these contracts based on the acquisition of the site.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve the contract.

The motion carried 5 – 0.

**X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A DESIGN CONTRACT WITH LANGFORD ENGINEERING FOR THE DESIGN DOCUMENTS TO RECOAT WATER PLANT AT CITY HALL IN AN AMOUNT NOT TO EXCEED \$45,000 – *Steve Smith, Director of Public Works/Building Official***

Steve Smith, Director of Public Works/Building Official, presented this item, answered questions and took comments.

The coating on the Ground Storage Tank at Water Plant No. 2 behind City Hall has deteriorated over time and is in need of recoating. The optimal time for performing tank maintenance such as this is typically fall and winter when water consumption is lower.

This agenda item is to authorize our utility engineer, Langford Engineering, to begin development of the bid documents for possible solicitation of bids later this year. Staff is requesting the authorization of an amount not to exceed \$45,000 for preparation of the specifications and bid documents for this project. Construction funding is proposed for and will be further discussed with the 2021 Budget.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to approve the contract.

The motion carried 5 – 0.

**XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN INTERLOCAL AGREEMENT WITH THE CITY OF HEDWIG VILLAGE, TEXAS FOR A JOINT PROJECT FOR THE INSTALLATION OF A CROSSWALK ON TAYLORCREST FUNDING UP TO \$10,000 FOR THE PROJECT – *Steve Smith, Director of Public Works/Building Official***

Steve Smith, Director of Public Works/Building Official, presented this item, answered questions and took comments.

As presented at the April City Council Meeting, Staff has been working with the City of Hedwig Village to install a Pedestrian Crosswalk for Taylorcrest Road at Magdalen Street similar to the crosswalk recently installed on Blalock Road. This crosswalk is entirely within the City of Bunker Hill but serves residents in Hedwig Village. Hedwig

is proposing to include pavement lighting for this location. The cost of the installation would be \$36,000.00. The design of the pavement lighting would avoid placement of any lights in the wheel path of vehicles to reduce tire noise at the location.

It was the consensus of Council to proceed with discussions with Hedwig Village indicating that Bunker Hill would be willing to help with construction and fund the same system and amount as was installed for the Blalock Crosswalk (Budget - \$10,000). Hedwig would be responsible for the remaining costs. In addition, Hedwig should participate in a pro-rata share of the maintenance costs.

Staff has worked with the City Administrator of Hedwig Village to discuss these issues and Hedwig Village City Council has approved the Interlocal Agreement with these provisions.

Staff and the Council discussed receiving comments from residents expressing concerns for the crossing at this location as it is an uncontrolled intersection. Staff provided information on an alternative plan which would include installing a sidewalk on the north side of Taylorcrest from Magdalene to Bunker Hill Road and crossing pedestrians at the Bunker Hill/Taylorcrest intersection which has an all-way stop control. Bunker Hill would allow this construction in the right-of-way and would consider possible participation as proposed for the crosswalk.

It was Council's consensus that the sidewalk would be a better alternative and this alternative would be shared with Hedwig Village.

No action was taken on the agreement.

## **XII. CONSENT AGENDA**

**“ALL MATTERS LISTED UNDER CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION, THERE WILL NOT BE SEPARATE DISCUSSION OF THESE ITEMS. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.”**

- A. Minutes of the May 12, 2019 Regular Council Meeting
- B. Kimley-Horn and Associates, Inc., Invoice No. 067787100-0220 in the amount of \$3,897.50 for professional services through February 29, 2020 for the Memorial Drive/Knipp Road Intersection Study
- C. TeamWork Construction Services, Invoice No. 20-1974 dated May 26, 2020 in the amount of \$30,362.00 for the installation of guard rail on Memorial Drive
- D. Shane's Fence Company, Invoice No. 3440 dated May 14, 2020 in the amount of \$4,484.00 for the installation of fencing on Memorial Drive
- E. Shane's Fence Company, Invoice No. 3441 dated May 21, 2020 in the amount of \$3,018.00 for the installation of fencing on Memorial Drive
- F. RPS, Invoice No. 520021 in the amount of \$5,184.10 for professional services rendered from May 2, 2020 to May 29, 2020 under on-call services for Construction Management Services for Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive and Valley Star Drive

- G. RPS, Invoice No. 520025 in the amount of \$1,824.53 for professional services rendered from May 2, 2020 to May 29, 2020 under on-call services for site development review
- H. RPS, Invoice No. 520024 in the amount of \$3,757.17 for professional services rendered from May 2, 2020 to May 29, 2020 under on-call services for MS4 Report, Drainage Committee Support, and CIP/Budget Preparation
- I. Probstfeld & Associates, Invoice No. 61343 in the amount of \$80.00 for professional services rendered in May 2020, for engineering services for drainage site development review
- J. Probstfeld & Associates, Invoice No. 61366 in the amount of \$155.00 for professional services rendered in May 2020, for engineering services for drainage site development review
- K. Probstfeld & Associates, Invoice No. 61445 in the amount of \$305.00 for professional services rendered in May 2020, for engineering services for drainage site development review
- L. Langford Engineering, Inc., Invoice No. 23239 in the amount of \$14,556.67 for professional services rendered through April 30, 2020 for on call services for Preliminary Engineering for the replacement of Water Well No. 2 (New Water Well No. 5)
- M. Langford Engineering, Inc., Invoice No. 23240 in the amount of \$3,375.00 for professional services rendered through April 30, 2020 for on call services for Water Well No. 3 Rebuild

A motion was made by Councilmember Schwartz and seconded by Councilmember Smyre to approve the consent agenda.

The motion carried 5 – 0.

### **XIII. ADJOURN**

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to adjourn the meeting at 8:04 p.m.

The motion carried 5 – 0.

Approved and accepted on August 18, 2020.

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Robert P. Lord, Mayor

ATTEST:

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Karen H. Glynn, Acting City Secretary/City Administrator

**MINUTES OF THE SPECIAL MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
June 30, 2020 at 11:30 A.M.**

**I. CALL TO ORDER**

Mayor Robert Lord called the meeting to order at 11:35 a.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

*Those Present:*

Mayor Robert Lord at City Council Chambers – left meeting at 1:30 p.m.

Councilmember Eric Thode via Zoom – left meeting at 1:48 p.m.

Councilmember Susan Schwartz via Zoom

Councilmember Jay Smyre via Zoom

Councilmember Keith Brown via Zoom

Councilmember Laurie Rosenbaum via Zoom

*Also in Attendance:*

Karen Glynn, City Administrator at City Council Chambers

Steve Smith, Dir. of Public Works/Bldg. Official at City Council Chambers

Jennifer Namie, Assistant to the City Secretary, via Zoom

Claire Bogard, Interim Finance Director, at City Council Chambers

**II. CONSIDERATION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER NO. 5 TO THE CONTRACT WITH AAA ASPHALT FOR CONSTRUCTION OF THE WARRENTON KILTS AND VALLEY STAR PROJECT TO ADD NEW BID ITEMS AND ADJUST QUANTITIES TO FINALIZE THE PROJECT AND AUTHORIZE FINAL PAYMENT INCLUDING RETAINAGE - Steve Smith, Director of Public Works/ Building Official**

*Items II and III were presented together.*

Steve Smith, Director of Public Works/Building Official, presented this item, answered questions and took comments.

The Warrenton Kilts Valley Star Reconstruction Project has been completed. The City awarded the construction contract to AAA Asphalt in April 2019. There have been four change orders to date including additional work and the extension of time.

Change Order Number 5 is submitted to reconcile the quantities for the project. This change order results in a net reduction of the project by \$314,911.25. Mr. Smith summarized the approved budget and costs of the project. Staff recommended approval of Change Order Number 5 and payment of Pay Request Number 12 and Final Payment for the project.

Staff and residents are very pleased with the outcome of the project. There may be minimal expenses still to come, including final bills from consultants; however, staff is also very pleased with the budget results which include a savings of \$213,411.92.

As a result of the cost savings in the General Fund, staff requested that the City consider reimbursing the Warrenton Kilts HOA at 50% for the cost to install street lights. It was staff's understanding that the Council would consider this as part of the project if the budget allowed. The total cost of the street lights was \$12,852.00. Fifty percent would be \$6,426.00.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to approve Change Order No. 5 and adjust quantities to finalize the project and authorize final payment including retainage.

The motion carried 5 - 0.

**III. CONSIDERATION AND POSSIBLE ACTION TO APPROVE REIMBURSEMENT TO THE WARRENTON KILTS HOA FOR STREET LIGHTS AT 50% FUNDING IN AN AMOUNT NOT TO EXCEED \$6,426.00**

*Steve Smith, Director of Public Works/ Building Official*

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to approve reimbursement to the Warrenton Kilts HOA for street lights at 50% funding in an amount not to exceed \$6,426.00.

The motion carried 5 - 0.

**IV. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE FUNDING AND RATIFY EXPENDITURES IN AN AMOUNT NOT TO EXCEED \$130,000.00 FOR REPAIRS TO WATER WELL NO. 1 LOCATED AT THE TAYLORCREST PLANT. THIS ITEM IS AUTHORIZED BY SECTION 252.002 OF THE TEXAS LOCAL GOVERNMENT CODE BECAUSE IT IS NECESSARY TO PRESERVE OR PROTECT THE PUBLIC HEALTH OR SAFETY OF THE RESIDENTS - Steve**

*Smith, Director of Public Works/ Building Official*

Steve Smith, Director of Public Works/Building Official, presented this item, answered questions and took comments.

As shared with the City Council at the June Meeting, City personnel recently responded to service calls related to Water Well No. 1 located at the Taylorcrest Water Plant. The well was not operating. Electrical and well service technicians inspected the assembly and recommended removal of the well for further evaluation.

Staff talked with Mayor Lord. As a result, the City proceeded with evaluating the repair of the well as an emergency after consulting with our Engineer, Langford Engineering Inc. and Weisinger Water Well Company.



The evaluation was completed and showed that the failure was the result of a manufacturing defect. Council may recall that this well was converted to a submersible assembly approximately 2 years ago by Layne Christensen Company. Layne Christensen Company is no longer providing well services in the Houston area. Staff recommends making the repair and working to get reimbursement. Although the one-year warranty expired, the City's consultant believes there may be a means to negotiate some compensation.

Staff is requesting ratification and authorization of an amount not to exceed \$130,000.00 to pay for this work. This includes \$20,000 for the evaluation and \$110,000 for the repair.

A motion was made by Councilmember Thode and seconded by Councilmember Brown to authorize funding and ratify expenditures in an amount not to exceed \$130,000.00 for repairs to Water Well No. 1 located at the Taylorcrest Plant.

The motion carried 5 - 0.

**V. DISCUSSION AND DIRECTION ON THE CITY'S PROPOSED FY 2021 BUDGET**  
*- Karen Glynn, City Administrator and Claire Bogard, Interim Finance Director*

Karen Glynn, City Administrator, and Claire Bogard, Interim Finance Director presented a PowerPoint presentation on the 2021 Proposed Budget and the updated 10 Year Financial and Infrastructure Management Model.

***General Fund/Debt Service Fund***

Three options were provided for the proposed 2020 tax rate. These options took into account the 2020 refunding in the Debt Service Fund and considerations regarding the residents and the impact of COVID-19.

The 2021 Budget for revenues and updated 10 year model included the 1.76 % increase for the 2020 tax year as provided in the preliminary tax roll from Harris County and the model adjusted for Senate Bill 2 with the cap of 3.5% for the out years. In addition, the Debt Service Fund presented included the recent refunding and an increase in the draw down of the Debt Service Fund Balance.

The General Fund includes increases as proposed by the Memorial Villages Police Department and Village Fire Department. The Police reserves were used to help balance the budget and fund the requirement for fund balance.

A merit pool for City Employees is recommended at 4% and fully funding the Finance Manager position at the higher level.

***Utility Fund***

The Budget includes no increase for Utility Rates. The City's base rate has reached the goal to help stabilize the fund. The M&O Expenses were capped at 4% including a 4% merit pool and funding the Finance Manager (split with General Fund).

***Capital Projects***

Ms. Glynn then discussed the details on the capital projects including the current 2020 projects, those proposed for 2021 and projected through 2030. This included plans for drilling a new well to replace well #2 which is currently out of service. Discussion also included a ten-year plan to replace or rehab two additional wells. The plan continues to show the rehabilitation of water and wastewater lines.

The plan also includes funds to partner with Bunker Hill Elementary School to include detention with the school reconstruction project and continued efforts to continue the rehabilitation of concrete streets and provide for asphalt overlays.

The City Council provided input into the proposed 2021 Proposed Budget. The Beautification Budget was increased to \$40,000. In addition, the Council discussed the opportunity to lower the tax rate. This could be further discussed once the certified roll was received. Questions were also raised on the amount budgeted for Attorney and Engineering Fees. The Council also discussed reserve accounts. The City utilized funds out of the Emergency Reserve Account to cover costs in implementing the agreement with the Village Fire Department and the other Cities. The Council agreed not to repay this reserve account for legal fees.

Ms. Glynn concluded that staff would finalize the budget based on Council's direction and the final tax roll received by Harris County Appraisal District. Staff plans to file the budget at the August 18, 2020 City Council Meeting.

*Mayor Lord left and Mayor Pro-Tem Jay Smyre continued the Meeting.*

**VI. DISCUSSION AND DIRECTION ON THE ISSUANCE OF DEBT FOR THE DESIGN AND CONSTRUCTION OF WATER WELL NO. 5 AND ASSOCIATED TRANSMISSION MAIN - Karen Glynn, City Administrator, Claire Bogard, Interim Finance Director and Drew Masterson, Financial Advisor**

*Items VI and VII were presented together.*

Karen Glynn, City Administrator and Claire Bogard, Interim Finance Director, presented this item, answered questions and took comments.

Since March 2018, staff has shared information with the Mayor and City Council regarding Water Well No. 2 located at City Hall. The well had failed and was not recommended to be repaired. This well was drilled in 1961.

A Preliminary Engineering Report has been completed to drill a new well (Water Well No. 5) and construct a transmission main to the Taylorcrest Water Plant. The recommended location for the new water well is Bunker Hill Elementary School. Staff has been working with the

school district as the site is reconstructed and is proceeding with land acquisition through the Spring Branch Independent School Board process.

Ms. Glynn presented options to the City Council for the issuance of the debt needed to construct the project. Staff and the City’s Financial Advisor have been exploring the options for financing which include the Texas Water Development Board Bond Program versus a Public Sale. Interest rates are at a record low.

Should the City determine to proceed with the Texas Water Development Board Bond Program, a Resolution must be approved by the City Council to begin the process.

Because of the time frame needed with the School District in addition to the extra efforts needed with the State Funding and the record low rates, the City ‘s Financial Advisor and Staff recommended a public sale.

The Council concurred with this recommendation.

**VII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION TO APPLY FOR THE TEXAS WATER DEVELOPMENT BOARD FOR FUNDING WATER WELL NO. 5 AND ASSOCIATED TRANSMISSION MAIN -**  
*Karen Glynn, City Administrator and Claire Bogard, Interim Finance Director*

No action was needed on this item.

**VIII. CONSENT AGENDA**  
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- A. May 2020 Financial Report
- B. Annual Interlocal Agreement with Harris-Galveston Subsidence District for the administration and implementation of a regional watershed protection education program (Water Wise Program) effective from the effective date of the agreement until termination of the 2020-2021 school year.
- C. AAA Asphalt Paving, Inc., Final Pay Request No. 12 in the amount of \$128,081.49 through June 2020 for Construction of Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to approve the consent agenda.

The motion carried 5 – 0.

**IX. UPDATE ON ACTIVITIES**

City Administrator, Karen Glynn reported on the following:

- COVID 19:  
No interns or part time person are working for now.  
Staff continues to have meetings remotely via the Zoom platform.
- Reminder that the Planning and Zoning Commission will be meeting on July 7, 2020. This will include two Specific Use Permits:
  1. Paratus Memorial - Church and School - This will be a public hearing. The notice has been posted and letters to adjacent properties within 200 feet have been sent.
  2. Bunker Hill Elementary School Reconstruction - This will be a workshop meeting with the Commission. A schedule has been set for the permit to be before the City Council in the fall timeframe.

**X. ADJOURN**

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to adjourn the meeting at 2:07 p.m.

The motion carried 5 – 0.

Approved and accepted on August 18, 2020.

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Robert P. Lord, Mayor

ATTEST:

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Karen H. Glynn, Acting City Secretary/City Administrator

**MINUTES OF A SPECIAL MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
August 7, 2020 at 11:00 a.m.**

**I. CALL TO ORDER**

Mayor Robert Lord called the meeting to order 11:03 a.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Those Present:

Mayor Robert Lord at City Council Chambers  
Councilmember Eric Thode via Zoom  
Councilmember Susan Schwartz via Zoom  
Councilmember Jay Smyre via Zoom  
Councilmember Keith Brown via Zoom  
Councilmember Laurie Rosenbaum via Zoom

Also in Attendance:

Karen Glynn, City Administrator/Acting City Secretary at City Council Chambers  
Steve Smith, Dir. of Public Works/Bldg. Official via Zoom  
Loren Smith, City Attorney at City Council Chambers  
Jennifer Namie, Assistant to the City Secretary via Zoom  
Claire Bogard, Interim Finance Director at City Council Chambers

**II. CITIZENS' COMMENTS**

There were no citizen comments.

**III. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING THE PROPOSED TAX RATE CONTAINED IN THE CITY'S PROPOSED 2021 MUNICIPAL BUDGET AS THE CITY'S PROPOSED 2020 TAX RATE TO BE CONSIDERED FOR ADOPTION AT A PUBLIC HEARING HELD FOR THAT PURPOSE; DESIGNATING THE OFFICIAL WHO SHALL MAKE THE CALCULATIONS AND PROVIDE THE INFORMATION ASSOCIATED WITH THE CONSIDERATION AND ADOPTION OF THE CITY'S 2020 TAX RATE; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT - *Karen Glynn, City Administrator***

City Administrator Karen Glynn and Interim Finance Director Claire Bogard made a presentation on the proposed tax rate for 2020. The presentation was based on the certified tax roll from Harris County received in July. The new truth in taxation process includes Council action on a proposed tax rate for public comment. The County has sent postcards in accordance with the requirements which will direct property owners to the County website to understand the tax implications on an individual's property. Staff developed

and presented scenarios, based on the certified tax roll, for the three options discussed with City Council at the Budget Workshop in June. Ms. Glynn noted that the tax rate will actually be adopted in September; however, the actual adopted tax rate in September cannot be higher than the proposed tax rate.

A motion was made by Councilmember Brown to propose a 2020 tax rate of .2700 to support the 2021 budget. There was no second and therefore the motion did not carry.

Councilmember Smyre made a motion to propose a 2020 tax rate of .27500 to support the 2021 budget. Councilmember Brown seconded the motion.

**Roll Call Vote:**

Councilmember Smyre - yes  
Councilmember Thode - no  
Councilmember Brown – yes  
Councilmember Rosenbaum- no  
Councilmember Schwartz – no

The vote was 2 to 3, therefore the motion did not carry.

Councilmember Rosenbaum made a motion to propose a 2020 tax rate of .277 to support the 2021 budget. Councilmember Thode seconded the motion. Councilmember Thode noted that he would like to see the tax rate lowered and would like to consider this in September during the actual adoption of the tax rate.

**Roll Call Vote:**

Councilmember Smyre - no  
Councilmember Thode - yes  
Councilmember Brown – no  
Councilmember Rosenbaum- yes  
Councilmember Schwartz – yes

The motion carried by a vote of 3 to 2.

Councilmember Rosenbaum made a motion to propose a debt service rate of .045747 and an operations and maintenance rate of .231253 for a combined proposed 2020 tax rate of .277 to support the 2021 budget.

**Roll Call Vote**

Councilmember Smyre - no  
Councilmember Thode - yes  
Councilmember Brown – no  
Councilmember Rosenbaum- yes  
Councilmember Schwartz – yes

The motion carried by a vote of 3 to 2.

**IV. UPDATE ON ACTIVITIES**

Karen Glynn noted that the City Council's next meeting will be on August 18, 2020 and staff will be filing the budget at that time.

Ms. Glynn also thanked the council and staff for the support provided during her time out of the office.

**V. ADJOURN**

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Thode to adjourn the meeting at 12:08 p.m.

The motion carried 5 – 0.

Approved and accepted on August 18, 2020.

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Robert P. Lord, Mayor

ATTEST:

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Karen H. Glynn, Acting City Secretary/City Administrator









## Progress Report

**To:** Ms. Karen Glynn & Mr. Steve Smith  
**Date:** June 28, 2020  
**Project:** Bunker Hill Village: Progress Report  
**RPS Project No.:** 0159.019.003 – On-Call Services  
0159.019.029 – Site Development Review

---

Work performed from June 1, 2020 to June 30, 2020

**0159.019.003: On-Call Services** (TOTAL = \$7,810.90)

- HGL Comparison with Atlas 14 (\$401.42)
  - Sean Micek – 2 hrs
  - Luis Dinarte – 1.5 hrs
- 306 Tamerlaine and Broken Bough Field Visits and Cost Estimate (\$1,375.06)
  - Mike McClung – 3.5 hrs
  - Andrea Gonzales – 7.25 hrs
- Drainage Committee Prep, Attendance, and Follow Up (\$2,878.37)
  - Mike McClung – 4 hrs
  - Barry Tyther – 12 hrs
  - Jennifer Hallier – 0.5 hr
- Model Revisions and Field Investigation (\$2,065.05)
  - Barry Tyther – 7.5 hrs
  - Sean Micek – 7.5 hrs
- Bunker Hill Elementary Detention Coordination (\$514.18)
  - Mike McClung – 2 hrs
- Detention Spreadsheet Review (\$373.20)
  - Barry Tyther – 2.5 hrs
- MS4 Annual Report (in progress) (\$203.62)
  - Victoria Stokes – 2 hrs

**0159.019.029: Site Development Reviews** (TOTAL = \$2,114.79)

- Completed HGL calculations based on existing XP-SWMM model:  
8 Valley Forge, 46 Williamsburg (\$373.20)
  - Barry Tyther – 2.5 hrs
- 11832 Stuckey Final Response (\$481.01)
  - Mike McClung - 1 hr
  - Barry Tyther – 1.5 hrs



- 38 & 42 Williamsburg Lane Coordination (\$1,260.58)
  - Mike McClung - 2 hrs
  - Barry Tyther – 5 hrs



Mr. Steve Smith  
Director of Public Works/Building Official  
City of Bunker Hill Village  
11977 Memorial Drive  
Houston, TX 77024

July 7, 2020  
Project No: 004067  
Invoice No: 620040  
Legacy Project No: 0159.019.003

Bunker Hill Village On-Call

**For Professional Services rendered from May 30, 2020 to June 30, 2020:**

General On-Call Services

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Gonzales, Andrea	7.25	65.55	475.24	
Hallier, Jennifer	.50	117.30	58.65	
Micek, Sean	9.50	126.06	1,197.57	
Stokes, Victoria	2.00	101.81	203.62	
Team Leader				
McClung, Michael	9.50	257.09	2,442.36	
Project Manager				
Tyther, Barry	22.00	149.28	3,284.16	
Associate Engineer				
Dinarte, Luis	1.50	99.53	149.30	
Totals	52.25		7,810.90	
<b>Total Labor</b>				<b>7,810.90</b>
				<b>\$7,810.90</b>
				<b>Total Due This Invoice: \$7,810.90</b>

**Remit Payment:**

575 N. Dairy Ashford, Suite 700, Houston, Texas, 77079  
T: (281) 589-7257 F: (281) 589-7309  
Routing # 111000614 Bank # 697856677

**Professional Personnel**

			Hours	Rate	Amount
001172	66 - Gonzales, Andrea	6/16/2020	6.75	65.55	442.46
001172	66 - Gonzales, Andrea	6/20/2020	.50	65.55	32.78
000694	20 - Hallier, Jennifer	6/8/2020	.50	117.30	58.65
	Schematic for BFEs with HCFC and COH requirements				
001159	20 - Micek, Sean	6/8/2020	1.00	126.06	126.06
001159	20 - Micek, Sean	6/9/2020	.50	126.06	63.03
001159	20 - Micek, Sean	6/10/2020	1.00	126.06	126.06
001159	20 - Micek, Sean	6/11/2020	1.00	126.06	126.06
001159	20 - Micek, Sean	6/16/2020	2.00	126.06	252.12
001159	20 - Micek, Sean	6/17/2020	1.00	126.06	126.06
001159	20 - Micek, Sean	6/18/2020	1.00	126.06	126.06
001159	20 - Micek, Sean	6/23/2020	2.00	126.06	252.12
001068	19 - Stokes, Victoria	6/16/2020	1.00	101.81	101.81
	MS4 annual report				
001068	19 - Stokes, Victoria	6/23/2020	1.00	101.81	101.81
	MS4 Annual Report				
Team Leader					
000392	30 - McClung, Michael	6/4/2020	1.50	257.09	385.64
	Site Visits for Pavement Replacement				
000392	30 - McClung, Michael	6/8/2020	2.00	257.09	514.18
	Drainage Meeting				
000392	30 - McClung, Michael	6/9/2020	2.00	257.09	514.18
	Drainage Committee Meeting				
000392	30 - McClung, Michael	6/16/2020	1.00	257.09	257.09
	Elementary detention review of information				
000392	30 - McClung, Michael	6/17/2020	1.00	257.09	257.09
	Elementary school detention response				
000392	30 - McClung, Michael	6/30/2020	2.00	257.09	514.18
Project Manager					
	Project Manager				
001136	6 - Tyther, Barry	6/8/2020	8.00	149.28	1,194.24
	Attendance at Drainage Committee Meeting, Prep and Research for Meeting.				
	Review of model results for discussion.				
001136	6 - Tyther, Barry	6/9/2020	4.00	149.28	597.12
	Attendance at Drainage Committee Meeting, internal discussions on modelling efforts. Review of existing model results and data. Review of outfall conditions.				
001136	6 - Tyther, Barry	6/10/2020	2.00	149.28	298.56
	site visit to Pebble Hill outfall, exporting results from existing models.				
001136	6 - Tyther, Barry	6/17/2020	2.50	149.28	373.20
	Detention Spreadsheet				
001136	6 - Tyther, Barry	6/23/2020	1.50	149.28	223.92
	finishig maps for flooded houses, review of PCSWMM flood extents				
001136	6 - Tyther, Barry	6/24/2020	4.00	149.28	597.12
	Final maps for flooding				
Associate Engineer					
	Engineer				
001143	9 - Dinarte, Luis	6/18/2020	1.50	99.53	149.30
	Property HGL comparison table				
	Totals		52.25		7,810.90
	<b>Total Labor</b>				<b>7,810.90</b>

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Project	004067	Bunker Hill Village On-Call Contract	Invoice	620040
				<b>\$7,810.90</b>
				<b>\$7,810.90</b>
			<b>Total this Report</b>	<b>\$7,810.90</b>

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## Progress Report

To: Ms. Karen Glynn & Mr. Steve Smith  
Date: June 28, 2020  
Project: Bunker Hill Village: Progress Report  
RPS Project No.: 0159.019.003 – On-Call Services  
0159.019.029 – Site Development Review

---

Work performed from June 1, 2020 to June 30, 2020

**0159.019.003: On-Call Services** (TOTAL = \$7,810.90)

\$5745.85 01-7503

- HGL Comparison with Atlas 14 (\$401.42)
  - Sean Micek – 2 hrs
  - Luis Dinarte – 1.5 hrs
- 306 Tamerlaine and Broken Bough Field Visits and Cost Estimate (\$1,375.06)
  - Mike McClung – 3.5 hrs
  - Andrea Gonzales – 7.25 hrs
- Drainage Committee Prep, Attendance, and Follow Up (\$2,878.37)
  - Mike McClung – 4 hrs
  - Barry Tyther – 12 hrs
  - Jennifer Hallier – 0.5 hr
- Model Revisions and Field Investigation (\$2,065.05) - 06-9180
  - Barry Tyther – 7.5 hrs
  - Sean Micek – 7.5 hrs
- Bunker Hill Elementary Detention Coordination (\$514.18)
  - Mike McClung – 2 hrs
- Detention Spreadsheet Review (\$373.20)
  - Barry Tyther – 2.5 hrs
- MS4 Annual Report (in progress) (\$203.62)
  - Victoria Stokes – 2 hrs

**0159.019.029: Site Development Reviews** (TOTAL = \$2,114.79)

01-7503

- Completed HGL calculations based on existing XP-SWMM model:  
8 Valley Forge, 46 Williamsburg (\$373.20)
  - Barry Tyther – 2.5 hrs
- 11832 Stuckey Final Response (\$481.01)
  - Mike McClung - 1 hr
  - Barry Tyther – 1.5 hrs



- 38 & 42 Williamsburg Lane Coordination (\$1,260.58)
  - Mike McClung - 2 hrs
  - Barry Tyther – 5 hrs





City of Bunker Hill Village  
11977 Memorial Drive  
Houston, TX 77024

August 10, 2020  
Project No: 007054  
Invoice No: 720060  
Legacy Project No: 0159.019.029

Bunker Hill Village On-Call - Site Development Review for Drainage Impacts  
**For Professional Services rendered from July 1, 2020 to July 31, 2020:**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Micek, Sean	.50	126.06	63.03	
Team Leader				
McClung, Michael	1.00	257.09	257.09	
Totals	1.50		320.12	
<b>Total Labor</b>				<b>320.12</b>
				<b>\$320.12</b>
				<b>Total Due This Invoice: \$320.12</b>

**Remit Payment:**  
575 N. Dairy Ashford, Suite 700, Houston, Texas, 77079  
T: (281) 589-7257 F: (281) 589-7309  
Routing # 111000614 Bank # 697856677

# Billing Backup

Monday, August 3, 2020

RPS Infrastructure Inc. (Live)

Invoice 720060 Dated 8/10/2020

4:43:09 PM

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## Professional Personnel

			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
001159	20 - Micek, Sean	7/20/2020	.50	126.06	63.03	
	Team Leader					
000392	30 - McClung, Michael	7/21/2020	1.00	257.09	257.09	
	46 Williamburg					
	Totals		1.50		320.12	
	<b>Total Labor</b>					<b>320.12</b>
						<b>\$320.12</b>
						<b>\$320.12</b>
						<b>Total this Report \$320.12</b>



Mr. Steve Smith  
Director of Public Works/Building Official  
City of Bunker Hill Village  
11977 Memorial Drive  
Houston, TX 77024

August 10, 2020  
Project No: 004067  
Invoice No: 720059  
Legacy Project No: 0159.019.003

Bunker Hill Village On-Call  
**For Professional Services rendered from July 1, 2020 to July 31, 2020:**  
General On-Call Services

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Micek, Sean	4.00	126.06	504.24	
Stokes, Victoria Team Leader	10.00	106.98	1,069.80	
McClung, Michael	10.00	257.09	2,570.90	
Totals	24.00		4,144.94	
<b>Total Labor</b>				<b>4,144.94</b>
				<b>\$4,144.94</b>
				<b>Total Due This Invoice: \$4,144.94</b>

**Remit Payment:**  
575 N. Dairy Ashford, Suite 700, Houston, Texas, 77079  
T: (281) 589-7257 F: (281) 589-7309  
Routing # 111000614 Bank # 697856677

# Billing Backup

Monday, August 3, 2020

RPS Infrastructure Inc. (Live)

Invoice 720059 Dated 8/10/2020

4:36:44 PM

**Professional Personnel**

			Hours	Rate	Amount	
001159	20 - Micek, Sean	7/8/2020	.50	126.06	63.03	
001159	20 - Micek, Sean	7/9/2020	1.50	126.06	189.09	
001159	20 - Micek, Sean	7/14/2020	1.00	126.06	126.06	
001159	20 - Micek, Sean	7/16/2020	1.00	126.06	126.06	
001068	19 - Stokes, Victoria	7/16/2020	4.00	106.98	427.92	
	MS4 Annual Report					
001068	19 - Stokes, Victoria	7/27/2020	5.00	106.98	534.90	
	MS4 Annual Report					
001068	19 - Stokes, Victoria	7/28/2020	1.00	106.98	106.98	
	Team Leader					
000392	30 - McClung, Michael	7/6/2020	1.00	257.09	257.09	
	Email Response					
000392	30 - McClung, Michael	7/9/2020	1.00	257.09	257.09	
	Spreadsheet Updates					
000392	30 - McClung, Michael	7/13/2020	4.00	257.09	1,028.36	
	Meeting with Jack Christiansen and Meeting prep					
000392	30 - McClung, Michael	7/14/2020	2.00	257.09	514.18	
	Drainage Committee Meeting					
000392	30 - McClung, Michael	7/16/2020	1.00	257.09	257.09	
	Internal Meeting to review tasks					
000392	30 - McClung, Michael	7/22/2020	1.00	257.09	257.09	
	On-call tasks					
	Totals		24.00		4,144.94	
	<b>Total Labor</b>					<b>4,144.94</b>
						<b>\$4,144.94</b>
						<b>\$4,144.94</b>
						<b>\$4,144.94</b>
						<b>Total this Report \$4,144.94</b>



## Progress Report

**To:** Ms. Karen Glynn & Mr. Steve Smith

**Date:** August 3, 2020

**Project:** Bunker Hill Village: Progress Report

**RPS Project No.:** 0159.019.003 – On-Call Services

0159.019.029 – Site Development Review

---

Work performed from July 1, 2020 to July 31, 2020

**0159.019.003: On-Call Services** (*TOTAL = \$4,144.94*)

- Drainage Committee Meeting Preview, Prep, Attendance, and Follow Up Tasks (\$3,075.14)
  - Mike McClung – 10 hrs
  - Sean Micek – 4 hrs
- MS4 Annual Report (in progress) (\$1069.80)
  - Victoria Stokes – 10 hrs

**0159.019.029: Site Development Reviews** (*TOTAL = \$320.12*)

- Completed HGL calculations based on existing XP-SWMM model:  
*305 Knipp Road* (\$63.03)
  - Sean Micek – 0.5 hrs
- 46 Williamsburg Review and Response (\$257.09)
  - Mike McClung - 1 hr

# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

515 PARK GROVE DRIVE ▲ SUITE 102 ▲ KATY, TEXAS 77450

## Invoice

DATE	INVOICE NO.
6/3/2020	61551

**BILL TO:**

City of Bunker Hill Village  
 Attn: Steve Smith  
 11977 Memorial Drive  
 Houston, TX 77024

<b>Balance Due</b>	<b>\$155.00</b>
<b>DUE DATE</b>	<b>6/3/2020</b>
<b>PAYMENT TERMS</b>	<b>Due on recpt</b>

P.O. NO.	STATUS	JOB NO.
	Completed	1901-047

DESCRIPTION	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER #2 ~ For City of Bunker Hill Village • Grading & Drainage Plans • Detention Worksheet	1	150.00	6/3/2020	150.00
EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00		5.00

FOR: SCOTT ZAMIR  
 AT: 29 Carolane Trail ~ City of Bunker Hill Village  
 LGL: Lot 8, Block 1, Lazywood U/R ~ ABST 72 • JD TAYLOR (.47 ACRE)

ORDERED BY: STEVE SMITH

RECEIVED JUL 13 2020

Thank you for the privilege to serve you!

<b>Subtotal</b>	\$155.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	<b>\$155.00</b>
<b>Payments/Credits</b>	\$0.00

**PROFESSIONAL LAND SURVEYING  
 CIVIL ENGINEERING • PLATTING SERVICES**



# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

515 PARK GROVE DRIVE ▲ SUITE 102 ▲ KATY, TEXAS 77450

## Invoice

DATE	INVOICE NO.
6/3/2020	61552

**BILL TO:**

City of Bunker Hill Village  
 Attn: Steve Smith  
 11977 Memorial Drive  
 Houston, TX 77024

<b>Balance Due</b>	<b>\$155.00</b>
<b>DUE DATE</b>	<b>6/3/2020</b>
<b>PAYMENT TERMS</b>	<b>Due on recpt</b>

P.O. NO.	STATUS	JOB NO.
	Completed	1901-048

DESCRIPTION	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER #2 ~ For City of Bunker Hill Village • FOR NEW POOL • Grading & Drainage Plans • Detention Worksheet	1	150.00	6/3/2020	150.00
EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00		5.00

FOR: MICHAEL METZKER  
 AT: 12015 Surrey Lane ~ City of Bunker Hill Village  
 LGL: Lot B, Surrey Lane Place U/R ~ ABST 72 • JD TAYLOR (.44 ACRE)

ORDERED BY: STEVE SMITH

01-7503

RECEIVED JUL 13 2020

Thank you for the privilege to serve you!

**PROFESSIONAL LAND SURVEYING  
 CIVIL ENGINEERING • PLATTING SERVICES**

<b>Subtotal</b>	\$155.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	<b>\$155.00</b>
<b>Payments/Credits</b>	\$0.00

PHONE: 281.829.0034

FAX: 281.829.0233

LandSurveys@Probstfeld.com

www.probstfeld.com

# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

515 PARK GROVE DRIVE ▲ SUITE 102 ▲ KATY, TEXAS 77459

# Invoice

DATE	INVOICE NO.
6/16/2020	61560

**BILL TO:**

City of Bunker Hill Village  
 Attn: Steve Smith  
 11977 Memorial Drive  
 Houston, TX 77024

<b>Balance Due</b>	<b>\$305.00</b>
<b>DUE DATE</b>	<b>6/16/2020</b>
<b>PAYMENT TERMS</b>	<b>Due on recpt</b>

P.O. NO.	STATUS	JOB NO.
	Completed	1901-049

DESCRIPTION	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER #1 ~ For City of Bunker Hill Village • For New Home • Grading & Drainage Plans • Detention Worksheet	2	150.00	6/16/2020	300.00
EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00		5.00

FOR: RMSN FAMILY LP  
 AT: 11730 Forest Glen Street ~ City of Bunker Hill Village  
 LGL: Lot 1, Forest Glen (.52 ACRE)

ORDERED BY: STEVE SMITH

RECEIVED JUL 13 2020

*Thank you for the privilege to serve you!*

**PROFESSIONAL LAND SURVEYING  
 CIVIL ENGINEERING • PLATTING SERVICES**

<b>Subtotal</b>	\$305.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	<b>\$305.00</b>
<b>Payments/Credits</b>	\$0.00

PHONE: 281.829.0034

FAX: 281.829.0233

LandSurveys@Probstfeld.com

www.probstfeld.com



# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

515 PARK GROVE DRIVE ▲ SUITE 102 ▲ KATY, TEXAS 77450

## Invoice

DATE	INVOICE NO.
6/16/2020	61561

**BILL TO:**

City of Bunker Hill Village  
 Attn: Steve Smith  
 11977 Memorial Drive  
 Houston, TX 77024

<b>Balance Due</b>	<b>\$305.00</b>
<b>DUE DATE</b>	<b>6/16/2020</b>
<b>PAYMENT TERMS</b>	<b>Due on recpt</b>

P.O. NO.	STATUS	JOB NO.
	Completed	1885-028

DESCRIPTION	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER #1 ~ For City of Bunker Hill Village • For Remodel & • Grading & Drainage Plans • Detention Worksheet	2	150.00	6/16/2020	300.00
EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00		5.00

FOR: CRAIG & KRISTEN PARKS  
 AT: 11702 Broken Bough Circle ~ Bunker Hill Village  
 LGL: Lot 4, Devonshire Place (.56 ACRE)

ORDERED BY: STEVE SMITH

RECEIVED JUN 13 2020

Thank you for the privilege to serve you!

**PROFESSIONAL LAND SURVEYING  
 CIVIL ENGINEERING • PLATTING SERVICES**

<b>Subtotal</b>	\$305.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	<b>\$305.00</b>
<b>Payments/Credits</b>	\$0.00

PHONE: 281.829.0034

FAX: 281.829.0233

LandSurveys@Probstfeld.com

www.probstfeld.com

# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

515 PARK GROVE DRIVE ▲ SUITE 102 ▲ KATY, TEXAS 77450

## Invoice

DATE	INVOICE NO.
7/30/2020	61788


**BILL TO:**

City of Bunker Hill Village  
 Attn: Steve Smith  
 11977 Memorial Drive  
 Houston, TX 77024

<b>Balance Due</b>	<b>\$225.00</b>
<b>DUE DATE</b>	<b>7/30/2020</b>
<b>PAYMENT TERMS</b>	<b>Due on recpt.</b>

P.O. NO.	STATUS	JOB NO.
	Completed	1901-032

DESCRIPTION	QTY	RATE	JOB COMPLETION	AMOUNT
ONSITE MEETING ~ For City of Bunker Hill Village • FOR DITCH ENCLOSURES @ 42 & 38 Williamsburg Lane  FOR: BUNKER PARK INVESTMENTS LLC AT: 42 Williamsburg Lane ~ City of Bunker Hill Village LGL: Lot 13, Carleton Oaks, Section Two (.45 ACRE)	1.5	150.00	6/18/2020	225.00

*Thank you!*  
  
 01-7503

RECEIVED AUG 03 2020

Thank you for the privilege to serve you!	<b>Subtotal</b>	\$225.00
	<b>Sales Tax (8.25%)</b>	\$0.00
	<b>Total</b>	<b>\$225.00</b>
	<b>Payments/Credits</b>	\$0.00

**PROFESSIONAL LAND SURVEYING  
 CIVIL ENGINEERING • PLATTING SERVICES**



# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

515 PARK GROVE DRIVE ▲ SUITE 102 ▲ KATY, TEXAS 77450

## Invoice

DATE	INVOICE NO.
7/30/2020	61789

**BILL TO:**

City of Bunker Hill Village  
 Attn: Steve Smith  
 11977 Memorial Drive  
 Houston, TX 77024

<b>Balance Due</b>	<b>\$80.00</b>
<b>DUE DATE</b>	<b>7/30/2020</b>
<b>PAYMENT TERMS</b>	<b>Due on receipt</b>

P.O. NO.	STATUS	JOB NO.
	Completed	1901-048

DESCRIPTION	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER #3 ~ For City of Bunker Hill Village • FOR NEW POOL • Per Reroute in Pool Area	0.5	150.00	7/27/2020	75.00
EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00		5.00

FOR: MICHAEL METZKER  
 AT: 12015 Surrey Lane ~ City of Bunker Hill Village  
 LGL: Lot B, Surrey Lane Place U/R ~ ABST 72 • JD TAYLOR (.44 ACRE)  
 ORDERED BY: STEVE SMITH

RECEIVED AUG 3 3 2020

Thank you for the privilege to serve you!

<b>Subtotal</b>	\$80.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	<b>\$80.00</b>
<b>Payments/Credits</b>	\$0.00

**PROFESSIONAL LAND SURVEYING  
 CIVIL ENGINEERING • PLATTING SERVICES**

PHONE: 281.829.0034

FAX: 281.829.0233

LandSurveys@Probstfeld.com

www.probstfeld.com

# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

515 PARK GROVE DRIVE ▲ SUITE 102 ▲ KATY, TEXAS 77450

## Invoice

DATE	INVOICE NO.
7/27/2020	61790

**BILL TO:**

City of Bunker Hill Village  
 Attn: Steve Smith  
 11977 Memorial Drive  
 Houston, TX 77024

<b>Balance Due</b>	<b>\$380.00</b>
<b>DUE DATE</b>	<b>7/27/2020</b>
<b>PAYMENT TERMS</b>	<b>Due on recpt</b>

P.O. NO.	STATUS	JOB NO.	
	Completed	1901-050	
QTY	RATE	JOB COMPLETION	AMOUNT
2.5	150.00	7/27/2020	375.00
1	5.00		5.00

**DESCRIPTION**  
 DRAINAGE PLAN REVIEW & LETTER #1 ~ For City of Bunker Hill Village  
 • For New Home  
 • Grading & Drainage Plans  
 • Detention Worksheet  
 EMAIL PDF OF MARKUPS & LETTER TO CITY

FOR: PERIYAR VENTURES LLC  
 AT: 11917 Knippwood Lane ~ City of Bunker Hill Village  
 LGL: TR 5, Block I, Knippwood (.48 ACRE)

ORDERED BY: STEVE SMITH

RECEIVED AUG 13 2020

Thank you for the privilege to serve you!

**PROFESSIONAL LAND SURVEYING  
 CIVIL ENGINEERING • PLATTING SERVICES**

<b>Subtotal</b>	\$380.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	<b>\$380.00</b>
<b>Payments/Credits</b>	\$0.00



PO Box 909  
Willis, TX 77378

Phone # (936)756-7721 info@weisingerinc.com  
Fax # (936)756-7723 www.weisingerinc.com

# Invoice

Date	Invoice #
6/30/2020	29243

Bill To
CITY OF BUNKER HILL VILLAGE C/O Langford Engineering Inc. 11977 Memorial Drive Houston, TX 77024

Ship To
Taylorcrest Well

		P.O. No.	Terms
			Due on receipt
<b>Scope of Services</b>			
<b>Pumping Equipment</b>			
1	New 100 HP, 1800 RPM, 460 volt, submersible motor	55,840.00	55,840.00
1	New pump end designed to produced 425 GPM @ 680 TDH	18,330.00	18,330.00
1	500 ft of new 00/3C pump cable	10,250.00	10,250.00
1	490 ft of new ¼" stainless steel airline	1,470.00	1,470.00
1	485 ft of new 1 ¼" PVC sounding tube	970.00	970.00
1	Clean & paint discharge head	800.00	800.00
1	Miscellaneous items to make well operational	1,000.00	1,000.00
1	<b>Labor</b>	17,447.00	17,447.00
	Shop labor to assemble and prepare new equipment for shipment		
	- Haul pumping equipment to the well site		
	- Service rig and crew to install pumping equipment in the well		
	- Service Technician to start-up, test the well, and collect (1) bacteriological samples		
	<b>Cost to Date</b>		
1	-Provide rig and crew and equipment to pull the existing pumping equipment, haul the equipment to our shop, disassemble and inspect the equipment, perform a camera survey and provide a written report of our findings.	18,556.00	18,556.00
<b>Subtotal</b>			\$124,663.00
<b>Sales Tax (7.75%)</b>			\$0.00
<b>Total</b>			\$124,663.00

Thank you for your business.  
Regulated by: Texas Dept. of Licensing & Regulation P.O. Box 12157 Austin, TX 78711  
(800)803-9292 or (512)463-7880  
TDLR: 1992 AI





# City of Piney Point Village

7676 WOODWAY DR., SUITE 300  
HOUSTON, TX 77063-1523

TELEPHONE (713) 782-0271  
FAX (713) 782-0281

July 2, 2020

Karen Glynn  
City Administrator  
City of Bunker Hill  
11977 Memorial Drive  
Houston, Texas, 77024

Subject: Memorial Drive Landscaping Project

It was recently brought to my attention that the Piney Point Village invoice for the Memorial Drive Landscaping Improvements included two errors that we were not aware of until the last few days.

The first issue is a \$5,000 pre-payment fee that was supposed to have been divided equally between our cities for the purchase of trees. The City of Piney Point has paid the full \$5,000 amount and is requesting that the City of Bunker Hill reimburse Piney Point for \$2,500 of the pre-payment for trees for the medians on Memorial Drive.

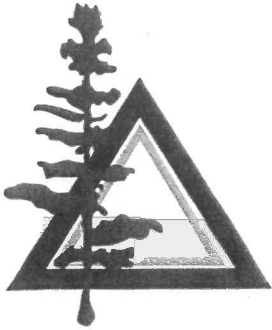
The other item was a processing error on our part. Over the last year the City of Piney Point has installed several irrigation sleeves along Memorial Drive. Piney Point inadvertently charged Bunker Hill for a 3" sleeve (Scohil invoice 13252 in the amount of \$4,175) that was actually a 4" sleeve (Scohil invoice 13265 in the amount of \$5,660). The cost difference between the two Scohil invoices is a total of \$1,485. The Scohil costs and the \$2,500 median tree payments total \$3,242.50.

The City of Piney Point Village is requesting a total payment in the amount \$3,242.50 as this amount meets the requirements of the interlocal agreement.

Sincerely,

Roger Nelson  
City Administrator  
Piney Point Village

RECEIVED JUL 07 2020  
045



# City of Piney Point Village

7676 WOODWAY DR., SUITE 300  
HOUSTON, TX 77063-1523

TELEPHONE (713) 782-0271  
FAX (713) 782-0281

Karen Glynn  
City Administrator  
City of Bunker Hill  
11977 Memorial Drive  
Houston, Texas 77063

Subject: Memorial Drive Landscaping

The Memorial Drive Landscaping Improvements have been completed. The project came in well under budget. Attached you will find copies of the invoices for the following items:

Bright Landscape Designs	\$16,986.82
Bright Landscape Designs (grass replacement)	\$2,413.29
Blue Water Irrigation	\$3,547.00
Scohil	\$2,087.50
MVWA	\$200.00
Total	\$25,234.61

The total cost of the project was \$50,469.21. Please remit your share of the project costs to:

City of Piney Point Village  
7676 Woodway Drive  
Suite 300  
Houston, Texas 77063

Sincerely

Roger Nelson  
City Administrator  
Piney Point Village

06-00-00-9124

GENERAL OPERATING FUND 001

30971

01-1260 \*\* Memorial Villages Water Authority \*\*

030971 01/23/2020

DATE	I.D.	DESCRIPTION	GROSS	DISCOUNT	AMOUNT
01/23/20	01232020MemPt Ln	Memorial Villages Water Author	400.00		400.00

TOTALS: 400.00 400.00

\*\* Memorial Villages Water Authority \*\*

8955 Gaylord

Houston, TX 7024

PRODUCT SSLT104

USE WITH 91663 ENVELOPE

Deluxe Corporation 1-800-328-0304 or www.deluxe.com/shop

Acct # 10-560-5515  
 Acct # \_\_\_\_\_  
 Entered 1/23/20 KE  
 Approved [Signature]  
 Posted \_\_\_\_\_

1260





# MEMORIAL VILLAGES WATER AUTHORITY

8955 GAYLORD STREET · HOUSTON, TEXAS 77024 · 713-465-8318 · FAX 713-465-8387

## APPROVAL FORM

Date: 1-16-2020

Property Description: Memorial @ Memorial Point

This Approval is for (check one):

City of: Hedwig Village - Hunters Creek - Piney Point

- Water and/or Sewer Capacity       New Domestic Use Meter       Meter Enlargement - House - Irrigation  
 Fire Protection Service Line       New Irrigation System Meter       Remodel/Swimming Pool

### WATER and/or SEWER CAPACITY APPROVAL: (check all that apply)

Note: Water and/or sewer capacity is hereby granted for the above listed property subject to all items indicated. The provisions of the Memorial Villages Water Authority Board Order titled "Order Setting Water and Sewer Service Rates, Establishing Tap Fees, Adopting Rules and Regulations Concerning District's Waterworks and Sanitary Sewer System, and Establishing Policy with Respect to Fire Hydrants, Manholes, Meter Boxes, and Cleanouts" shall apply. A copy of this Board Order is available upon request or on the Web at ([www.mvwa.org](http://www.mvwa.org)). A Final Compliance Inspection by MVWA is required before a CO is granted by the City. MVWA may terminate service until a Final inspection by MVWA is obtained.

- Water Capacity is granted for:       Single family residence       Commercial business       Remodel  
 Sewer Capacity is granted for:       School       Church       Domestic Service (House)  
 Fire Protection System       Irrigation System       Pool

### Special Requirements:

Water Meter for Domestic Use shall be a \_\_\_\_\_-inch meter and cost \$\_\_\_\_\_. The location of this meter will be as described below. If this meter is to be used to serve an irrigation system in addition to its domestic use, an approved "Backflow Prevention" form shall be completed, by a certified tester, and returned to the Water Authority before continuous water service will be provided. Call the Water Authority for an inspection after making your connection to this meter.

Location: \_\_\_\_\_

Water Meter for Irrigation System shall be a 3/4-inch meter and cost \$400.00. The location of this meter will be as described below. The attached "Backflow Prevention" form shall be completed, by a certified tester, & returned to the Water Authority. Call the Water Authority for an inspection after making your connection to this meter.

Location: \_\_\_\_\_

Sanitary Sewer Service line from the previous residence shall be used for the new residence. A new two-way clean-out shall be installed at the property line by the owner's plumber. Service lines and clean-outs shall not be under driveways. Call the Water Authority and the City for an inspection prior to backfilling.

A New Sanitary Sewer Tap, service line and a 2-way clean-out at the property line shall be installed, by the owner's plumber, at the location described below. The new Sanitary Sewer Tap Connection Fee is \$800.00, payable in advance. No service or C/O may be under a driveway. Call the Water Authority and the City for an inspection prior to backfilling.

Location: \_\_\_\_\_

New Fire Protection Service Line shall be a \_\_\_\_\_-inch line, as shown, located and approved on the fire sprinkler plans, and said fire service connection fee shall be \$\_\_\_\_\_, payable in advance. An approved "Backflow Prevention" form shall be completed, by a certified tester, and returned to the Water Authority before continuous water service is provided to the Fire Service Line. Call the Water Authority, the City and Fire Dept. for an inspection prior to backfilling.

New Connections shall conform to the provisions of Section IV of the Board Order as attached or as directed by MVWA.

### ACKNOWLEDGEMENT BY OWNER/REPRESENTATIVE

ROBERT RIVAS *RR* 1/23/20  
PRINT NAME, INITIAL & DATE

APPROVED

*[Signature]*  
Memorial Villages Water Authority



**MEMORIAL VILLAGES WATER AUTHORITY**  
 8955 GAYLORD DRIVE, HOUSTON, TEXAS 77024-2903  
 PH: 713-465-8318 FAX: 713-465-8387

**APPLICATION FOR WATER AND/OR SEWER SERVICE AVAILABILITY**

**INSTRUCTIONS:** This application is for the availability of (1) water and/or sewer service for a new residence, business or other commercial type property (2) water service for an irrigation system (3) meter enlargement for an existing meter (4) remodel/pool or (5) commercial fire service line. **Businesses, Schools and Churches** must submit specific information on the quantity of water and/or sewer capacity requested. The applicant must obtain an approval from Memorial Villages Water Authority (MVWA) granting water and/or sewer capacity before a Building Permit will be issued by any of the cities served by MVWA (Hedwig Village, Hunters Creek Village and Piney Point Village). MVWA is not required to provide water or sewer capacity greater than those available at the time of the application. Complete the application and submit in person or by mail at the address listed above, by fax at (713-465-8387) or by e-mail at (www.mvwa.org).

(TYPE OR PRINT) Incomplete or illegible applications may be delayed in processing.

DATE: 1-13-20

PROPERTY DESCRIPTION:

APPLICANT NAME: City of Piney Pt. Village ADDRESS: 7676 Woodway Dr. Suite 200  
HOUSTON, TEXAS 77024

RETURN ADDRESS: \_\_\_\_\_ City, State, Zip: 77063

APPLICANTS SIGNATURE: \_\_\_\_\_ (or initials if filing on-line)

TELEPHONE NUMBER(S) Hm: ( ) Fax: ( )  
 Ofc: (713) 782-0271 x205 Mobile: ( )

**THIS APPLICATION IS FOR:** (check all that apply)

Water Service for:  Residence  Business  School  Church  Irrigation System  
 Fire Sprinkler  Meter Enlargement  Remodel or Pool

Sewer Service for:  Residence  Business  School  Church  Remodel or Pool

**WATER METER(S) SIZE REQUESTED:** If known at this time. Otherwise, complete Water Meter Application Form.

DOMESTIC

IRRIGATION

COMMERCIAL FIRE SERVICE

3/4-inch  1-inch  3/4-inch  1-inch  2-inch  3-inch  4-inch  6-inch

**Applicants requesting residential water meters (domestic or irrigation) larger than 1-inch must show written proof that the demand requirements prohibit the use of the smaller meter.**

**NOTE:** This application goes through a review and approval process based on the information submitted by the applicant. If approved, you will be contacted by our office and will receive an executed "APPROVAL FORM" that you will need to take to the City having jurisdiction to obtain the necessary permits. Both the City and the Water Authority require inspections of all work performed before continuous service is provided. For inspections by the Water Authority, call 713-465-8318.

Print Form



**CITY OF PINEY POINT VILLAGE**  
**GENERAL OPERATING FUND**  
 7676 WOODWAY DR, SUITE 300  
 HOUSTON, TX 77063  
 (713) 782-0271

**AmegyBank.**  
 P.O. Box 27459  
 Houston, Texas 77227-7459  
 35-1125/1130

31077

031077

04/07/2020

PAY TO THE ORDER OF \*\* Bright Landscape Designs, Inc. \*\*

\$ 38,800.21

THIRTY EIGHT THOUSAND EIGHT HUNDRED & 21/100 DOLLARS DOLLARS

\*\* Bright Landscape Designs, Inc. \*\*  
 9302 Reid Lake Dr.  
 Houston, TX 77064



*C. Henry Kolbeberg*  
 AUTHORIZED SIGNATURE

MEMO

⑈00031077⑈ ⑆113011258⑆ 0005719283⑈

**CITY OF PINEY POINT VILLAGE**  
**GENERAL OPERATING FUND 001**

31077

01-2015 \*\* Bright Landscape Designs, Inc. \*\*

031077 04/07/2020

DATE	I.D.	DESCRIPTION	GROSS	DISCOUNT	AMOU
02/29/20	3944	Bright Landscape Designs, Inc.	4,826.57		4,826.
02/29/20	3945	Bright Landscape Designs, Inc.	33,973.64		33,973.

*Memorial @ M- road  
 Landscaping improvement project  
 cost share COPPV + COE*

TOTALS: 38,800.21 38,800.

**CITY OF PINEY POINT VILLAGE**  
**GENERAL OPERATING FUND 001**

3107

01-2015 \*\* Bright Landscape Designs, Inc. \*\*

031077 04/07/2020

DATE	I.D.	DESCRIPTION	GROSS	DISCOUNT	AMOU
02/29/20	3944	Bright Landscape Designs, Inc.	4,826.57		4,826
02/29/20	3945	Bright Landscape Designs, Inc.	33,973.64		33,973

TOTALS: 38,800.21 38,800

\*\* Bright Landscape Designs, Inc. \*\*  
 9302 Reid Lake Dr.  
 Houston, TX 77064

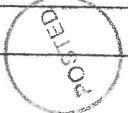
ne Designs, Inc

Drive  
54

# Invoice

Date	Invoice #
2/20/2020	3945

Bill To
City of Piney Point Village and Bunker Hill Village 7676 Woodway Drive Suite 300 Houston, TX 77024

Description	P.O. No.	Terms	Project
			November 2019 and B...
	Qty	Rate	Amount
<p>WANT TO EARN YOUR BONUS POINTS? WE NOW ACCEPT MASTERCARD/VISA/DISCOVER</p> <p>Acct # <u>10-560-5515</u></p> <p>Acct # _____</p> <p>Entered <u>3/10/20</u> <u>KE</u></p> <p>Approved <u>[Signature]</u></p> <p>Posted _____</p> <p>2019</p> 			
<b>Subtotal</b>			\$38,973.64
<b>Sales Tax (8.25%)</b>			\$0.00
<b>Total</b>			\$38,973.64
<b>Payments/Credits</b>			-\$5,000.00
<b>Balance Due</b>			\$33,973.64

Phone #
2814963576

Bright Landscape Designs, Inc

9302 Reid Lake Drive  
Houston, TX 77064

**Invoice**

Date	Invoice #
2/20/2020	3945

<b>Bill To</b>
City of Piney Point Village and Bunker Hill Village 7676 Woodway Drive Suite 300 Houston, TX 77024

Description	P.O. No.	Terms	Project
			November 2019 and B...
Description	Qty	Rate	Amount
MEMORIAL DRIVE/BRIAR FOREST AND WESTERNMOST ESPLANADE - AS PER DESIGN			
Pine - Loblolly (10'-12')	4	513.00	2,052.00
Redbud - Forest Pansy (8'-9')	3	607.50	1,822.50
Crape Myrtle (8'-10') - Tuscarora Red	6	234.90	1,409.40
Gulf Coast Muhly Grass	23	24.22783	557.24
Yaupon - Dwarf (16"-18")	55	20.412	1,122.66
Lantana - New Gold	60	8.91	534.60
Asian Jasmine	263	3.16798	833.18
Loropetalum (14"-16")	39	21.87	852.93
Liriope - Giant	84	4.78798	402.19
Dianella-Variegated	21	24.2281	508.79
Fern - Foxtail	23	23.32783	536.54
Turks Cap - Red	90	10.71	963.90
Steel Edging - 16' - Brown - for bullrock divisions only	9	58.88	529.92
Metal Tree Stake with strap 6'	30	12.15	364.50
Landscape Fabric/300 sq ft roll	1.5	90.00	135.00
<b>Subtotal</b>			
<b>Sales Tax (8.25%)</b>			
<b>Total</b>			
<b>Payments/Credits</b>			
<b>Balance Due</b>			

<b>Phone #</b>
2814963576

Bright Landscape Designs, Inc

9302 Reid Lake Drive  
Houston, TX 77064

# Invoice

Date	Invoice #
2/20/2020	3945

Bill To
City of Piney Point Village and Bunker Hill Village 7676 Woodway Drive Suite 300 Houston, TX 77024

Description	P.O. No.	Terms	Project
			November 2019 and B...
Description	Qty	Rate	Amount
Landscape Fabric Staples	1	82.50	82.50
Bull Rock - 2"-4"	4.5	88.50	398.25
Moss Rock Boulder - 3 @ 500# AND 2 @ 400# AND 1 @ 300#	2,600	0.12	312.00
Premium Mix Compost	24	42.00	1,008.00
Pine Deco Mulch	12	40.50	486.00
ESPLANADES @ MEMORIAL DRIVE AND MEMORIAL POINT - AS PER DESIGN			
Crape Myrtle (8'-10') - Tuscarora Red	6	234.90	1,409.40
Pine - Loblolly (10'-12')	3	526.50	1,579.50
Redbud - Forest Pansy (8'-9')	1	607.50	607.50
Loropetalum (14"-16")	9	21.87	196.83
Turks Cap - Red	53	10.71	567.63
Fern - Foxtail	30	23.328	699.84
Gulf Coast Muhly Grass	9	24.22778	218.05
Dianella-Variiegated	28	24.22786	678.38
Liriope - Giant	33	5.32788	175.82
Lantana - New Gold	111	8.91	989.01
Asian Jasmine	133	3.16797	421.34
Moss Rock Boulder (3 @ 500#)	1,500	0.12	180.00
Bull Rock - 2"-4"	2.5	88.50	221.25
<b>Subtotal</b>			
<b>Sales Tax (8.25%)</b>			
<b>Total</b>			
<b>Payments/Credits</b>			
<b>Balance Due</b>			

Phone #
2814963576

Bright Landscape Designs, Inc

9302 Reid Lake Drive  
Houston, TX 77064

# Invoice

Date	Invoice #
2/20/2020	3945

Bill To
City of Piney Point Village and Bunker Hill Village 7676 Woodway Drive Suite 300 Houston, TX 77024

Description	P.O. No.	Terms	Project
			November 2019 and B...
	Qty	Rate	Amount
Landscape Fabric/300 sq ft roll	1	90.00	90.00
Landscape Fabric Staples	0.33	82.51515	27.23
Metal Tree Stake with strap 6'	23	12.15	279.45
Steel Edging - 16' - Brown - bullrock divisions only	4	58.88	235.52
Premium Mix Compost	15	42.00	630.00
Pine Deco Mulch	8	40.50	324.00
TOTAL PLANTS & MATERIALS			24,442.85
LABOR, PICKUP, DELIVERY, DISPOSAL, INVENTORY ITEMS, ETC.		16,582.03	16,582.03
Subtotal			41,024.88
REPEAT CUSTOMER DISCOUNT		-5.00%	-2,051.24
Subtotal			38,973.64
NOTE: NEW SOD IS NOT INCLUDED BUT CAN BE ESTIMATED UPON REQUEST			
			<b>Subtotal</b>
			<b>Sales Tax (8.25%)</b>
			<b>Total</b>
			<b>Payments/Credits</b>
			<b>Balance Due</b>

Phone #
2814963576

Bright Landscape Designs, Inc

9302 Reid Lake Drive  
Houston, TX 77064

# Invoice

Date	Invoice #
2/20/2020	3945

Bill To
City of Piney Point Village and Bunker Hill Village 7676 Woodway Drive Suite 300 Houston, TX 77024

Description	P.O. No.	Terms	Project
			November 2019 and B...
	Qty	Rate	Amount
NOTE: ESTIMATE DOES NOT INCLUDE ANY SPRINKLER SYSTEM ADJUSTMENTS OR GRASS REPLACEMENT			
NOTE: PLANTS ARE DISCOUNTED 10% FROM OUR REGULAR PRICING BEFORE THE ADDITIONAL 5% WE OFFER.			
		<b>Subtotal</b>	
		<b>Sales Tax (8.25%)</b>	
		<b>Total</b>	
		<b>Payments/Credits</b>	
		<b>Balance Due</b>	

Phone #
2814963576



Bright Landscape Designs, Inc

9302 Reid Lake Drive  
Houston, TX 77064

# Invoice

Date	Invoice #
2/20/2020	3945

Bill To
City of Piney Point Village and Bunker Hill Village 7676 Woodway Drive Suite 300 Houston, TX 77024

Description	P.O. No.	Terms	Project
	Qty	Rate	Amount
Notes: 1) This estimate is based upon the above plants and materials and condition of property at time of site inspection by Bright Landscape Designs, Inc. Deviations from original accepted estimate/design for plants, materials and labor will be adjusted at retail cost for plants and materials and at \$51 per man hour. 2) Please turn sprinkler system off if set to run the afternoon before or morning of scheduled work. 3) Any main line or water lines that run under area where we will be installing patio it is recommended that it be moved. But cost is not included in estimate. 4) Unless specified sprinkler adjustments/repairs or additions are not included in estimate. 5)Options are not included in bottom line of estimate. 6) There is no guarantee on seasonal color. 7) There is no guarantee on Sod  Payment Terms: 1) 40% deposit due at time customer signs and returns estimate to Bright Landscape Designs, Inc. 2) Remaining balance (adjusted for changes made at time of installation) due upon receipt of invoice. 3) If job takes more than 2 weeks, there will be an intermediate draw of 35% of remaining balance.			November 2019 and B...
		<b>Subtotal</b>	
		<b>Sales Tax (8.25%)</b>	
		<b>Total</b>	
		<b>Payments/Credits</b>	
		<b>Balance Due</b>	

Phone #
2814963576

**Karen Farris**

---

**From:** Carol Bright <carol@brightlandscapedesigns.com>  
**Sent:** Wednesday, March 4, 2020 9:23 AM  
**To:** mark@ppvouncil.org  
**Cc:** Karen Farris  
**Subject:** Invoice 3945 from Bright Landscape Designs, Inc  
**Attachments:** Inv\_3945\_from\_Bright\_Landscape\_Designs\_Inc\_8588.pdf

Dear Customer :

Your invoice is attached. Please remit payment at your earliest convenience.

Thank you for your business - we appreciate it very much.

Sincerely,

Tammy  
Bright Landscape Designs, Inc  
281-496-3576

---

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

Bright Landscape Designs, Inc

9302 Reid Lake Drive  
Houston, TX 77064

# Invoice

Date	Invoice #
2/20/2020	3944

Bill To
City of Piney Point Village 7676 Woodway Drive Suite 300 Houston, TX 77024

Description	P.O. No.	Terms	Project
			December 2019 - PP/B...
	Qty	Rate	Amount
<p>WANT TO EARN YOUR BONUS POINTS? WE NOW ACCEPT MASTERCARD/VISA/DISCOVER</p> <p>Acct # <u>10-560-5515</u></p> <p>Acct # _____</p> <p>Entered <u>3/10/2015</u></p> <p>Approved <u>PW</u></p> <p>Posted <u>2015</u></p>			
			<b>Subtotal</b> \$4,826.57
			<b>Sales Tax (8.25%)</b> \$0.00
			<b>Total</b> \$4,826.57
			<b>Payments/Credits</b> \$0.00
			<b>Balance Due</b> \$4,826.57



Phone #
2814963576

Bright Landscape Designs, Inc

9302 Reid Lake Drive  
Houston, TX 77064

# Invoice

Date	Invoice #
2/20/2020	3944

<b>Bill To</b>
City of Piney Point Village 7676 Woodway Drive Suite 300 Houston, TX 77024

Description	P.O. No.	Terms	Project
			December 2019 - PP/B...
Description	Qty	Rate	Amount
CITY OF PINEY POINT VILLAGE/BUNKER HILL VILLAGE GRASS REPLACEMENT			
LARGE ESPLANADE - WEST Pallet - St. Augustine Raleigh Sod	4	225.00	900.00
SMALL ESPLANADE (MIDDLE) AND MEDIUM ESPLANADE (EAST) Pallet - St. Augustine Raleigh Sod	2.5	225.00	562.50
Yard Mix - 1" deep	7	39.60	277.20
TOTAL MATERIALS			1,739.70
LABOR, PICKUP, DELIVERY, DISPOSAL, INVENTORY ITEMS, ETC.		3,340.90	3,340.90
Subtotal			5,080.60
<b>Subtotal</b>			
<b>Sales Tax (8.25%)</b>			
<b>Total</b>			
<b>Payments/Credits</b>			
<b>Balance Due</b>			

<b>Phone #</b>
2814963576

Bright Landscape Designs, Inc

9302 Reid Lake Drive  
Houston, TX 77064

# Invoice

Date	Invoice #
2/20/2020	3944

<b>Bill To</b>
City of Piney Point Village 7676 Woodway Drive Suite 300 Houston, TX 77024

Description	P.O. No.	Terms	Project
			December 2019 - PP/B...
	Qty	Rate	Amount
REPEAT CUSTOMER DISCOUNT		-5.00%	-254.03
Subtotal			4,826.57
NOTE: SOD IS NOT COVERED BY GUARANTEE			
NOTE: SEASONAL COLOR IS NOT COVERED BY GUARANTEE			
NOTE: ESTIMATE DOES NOT INCLUDE ANY SPRINKLER SYSTEM ADJUSTMENTS			
			<b>Subtotal</b>
			<b>Sales Tax (8.25%)</b>
			<b>Total</b>
			<b>Payments/Credits</b>
			<b>Balance Due</b>

<b>Phone #</b>
2814963576

Bright Landscape Designs, Inc

9302 Reid Lake Drive  
Houston, TX 77064

# Invoice

Date	Invoice #
2/20/2020	3944

Bill To
City of Piney Point Village 7676 Woodway Drive Suite 300 Houston, TX 77024

Description	P.O. No.	Terms	Project
			December 2019 - PP/B...
	Qty	Rate	Amount
<p>Notes: 1) This estimate is based upon the above plants and materials and condition of property at time of site inspection by Bright Landscape Designs, Inc. Deviations from original accepted estimate/design for plants, materials and labor will be adjusted at retail cost for plants and materials and at \$51 per man hour. 2) Please turn sprinkler system off if set to run the afternoon before or morning of scheduled work. 3) Any main line or water lines that run under area where we will be installing patio it is recommended that it be moved. But cost is not included in estimate. 4) Unless specified sprinkler adjustments/repairs or additions are not included in estimate. 5) Options are not included in bottom line of estimate. 6) There is no guarantee on seasonal color. 7) There is no guarantee on Sod</p> <p>Payment Terms: 1) 40% deposit due at time customer signs and returns estimate to Bright Landscape Designs, Inc. 2) Remaining balance (adjusted for changes made at time of installation) due upon receipt of invoice. 3) If job takes more than 2 weeks, there will be an intermediate draw of 35% of remaining balance.</p>			
			<b>Subtotal</b>
			<b>Sales Tax (8.25%)</b>
			<b>Total</b>
			<b>Payments/Credits</b>
			<b>Balance Due</b>

Phone #
2814963576

## Karen Farris

---

**om:** Carol Bright <carol@brightlandscapedesigns.com>  
**Sent:** Wednesday, March 4, 2020 9:22 AM  
**To:** mark@ppvouncil.org  
**Cc:** Karen Farris  
**Subject:** Invoice 3944 from Bright Landscape Designs, Inc  
**Attachments:** Inv\_3944\_from\_Bright\_Landscape\_Designs\_Inc\_8588.pdf

Dear Customer :

Your invoice is attached. Please remit payment at your earliest convenience.

Thank you for your business - we appreciate it very much.

Sincerely,

Tammy  
Bright Landscape Designs, Inc  
281-496-3576

---

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# Invoice

**Scohil Construction Services, LLC.**

18534 Mueschke Road  
Cypress, Texas 77433-4342

Date	Invoice #
11/25/2019	13252

<b>Bill To</b>
City of Piney Point Village 7676 Woodway, Suite 300 Houston, Texas 77063 Attn: Roger Nelson

Scohil Job #	P.O. Number	Job Name	Terms
2000		3" Median Irrigation W/L	Net 15 Days

Quantity	Description	Rate	Amount
1	Installation of 3" Median Irrigation Water Line Sleeves Piney Point South @ Memorial Drive  Acct # <u>10-560-5515</u> Acct # _____ Entered <u>12/10/19 ICE</u> Approved <u>[Signature]</u> Posted _____ 2475	4,175.00	4,175.00

<b>Total</b>		\$4,175.00
--------------	--	------------

Thank you for choosing Scohil Construction Services!

Phone #	Fax #	E-mail
2819558375	281-955-0570	LUCY@SCOHIL.COM

30957

030957 12/18/2019

DISCOUNT

AMOUNT

4,175.00

GROSS

4,175.00

DESCRIPTION

Scohil Construction Services, LLC \*\*

DATE I.D.  
11/30/19 13252

TOTALS:

4,175.00

TOTALS:

4,175.00

\*\* Scohil Construction Services, LLC \*\*  
18534 Mueschke Road  
Cypress, TX 77433-4342  
Deluxe Corporation 1-800-328-0304 or www.deluxe.com/shop

PRODUCT SS1T104  
USE WITH 91663 ENVELOPE

Client Deposit Number: 10876384	Customer Name: City of Piney Point Village
Bundle Id: 18068658	Account Number: 0005719283
Item Sequence Number: 127497965	Account Name: City of Piney Point
Item Type: CREDIT	Amount: \$25,234.61
Date Received: 04/07/2020 02:14 pm	

Front

Account Name: City of Piney Point	
Account Number: 0005719283	
Deposit Amount: 25234.61	
Deposit Date/Time: 4/7/20 7:14 PM UTC	
Deposit ID: 18068658	
	<b>Deposit</b>
	A113011258A0005719283 C233 B0002523461B

Back

cost share between COPPY + COBY. This \$ amount represents COBY share of landscaping improvements at Memorial Dr + Memorial Point.



Image Download Report  
 Report Date: 04/7/2020 7:15 PM UTC  
 Bundle Id: 18068658  
 Sort By: item\_id,image\_type\_ordered  
 Time Zone: -5.0

Security Features included Details on back

25734

BBVA COMPASS

**CITY OF BUNKER HILL VILLAGE**  
 11977 MEMORIAL DRIVE PH: (713) 467-9762  
 HOUSTON, TEXAS 77024

35-1054/1130

DATE 04/06/2020 025734

AMOUNT \$25,234.61

PAY ----- TWENTY FIVE THOUSAND TWO HUNDRED THIRTY FOUR & 61/100 DOLLARS -----

TO THE ORDER OF  
 CITY OF PINEY POINT  
 7676 WOODWAY  
 SUITE 300  
 HOUSTON, TX 77063

*[Handwritten Signature]*

⑈025734⑈ ⑆13010547⑆ 2535813623⑈

**CITY OF BUNKER HILL VILLAGE**

25734

01-00379	CITY OF PINEY POINT	PO #	025734	04/06/2020	AMOUNT
DATE	I.D.				
04/06/2020	202004061132				25,234.61
					CITY OF PINEY POINT

CHECK TOTAL 25,234.61

Users Deposit Status

Report Date: 04/7/2020 2:15 PM GMT-05:00

Bank Name: Amegy Bank  
 Customer Name: City of Piney Point Village  
 Customer Account Number(s): 0005719283  
 User Id: 164173  
 Start Date & Time: 2020-04-07 00:01 AM  
 End Date & Time: 2020-04-08 02:14 PM  
 Time Zone: -5.0

Report Details		Organization		Account #		Date & Time	
Item #	Deposit #	Status	Completed	City of Piney Point Village	0005719283	Amount	04/07/2020 02:14 pm
2	10876384	Completed				\$25,234.61	
Report Details		Aux On-Ups		Bank On-Ups		Adjustment	
Item #	Item Type	Item Status	Aux On-Ups	Route/Transit	Bank On-Ups	Amount	Adjustment
42822039	CREDIT	OK		113011258	0005719283 /233	\$25,234.61	
Item #	Item Type	Item Status	Aux On-Ups	Route/Transit	Bank On-Ups	Amount	Adjustment
42822036	DEBIT	OK	025734	113010547	2535813623/	\$25,234.61	
Field Name	Field Value		Value Type		Payer		
Payer					Payer		

GENERAL OPERATING FUND 001

3100

01-2015 \*\* Bright Landscape Designs, Inc. \*\*

031008 01/27/2020

DATE	I.D.	DESCRIPTION	GROSS	DISCOUNT	AMOU
01/27/20	Trees 01/27/2020	Bright Landscape Designs, Inc.	5,000.00		5,000.

TOTALS: 5,000.00 5,000.

\*\* Bright Landscape Designs, Inc. \*\*

9302 Reid Lake Dr.

Houston, TX 77064

PRODUCT SSLT104

USE WITH 91665 ENVELOPE

Deluxe Corporation 1-800-328-0304 or www.deluxe.com/shop

Check Request

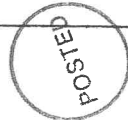
Check # 31008  
Date: January 27, 2020  
Paid to: Bright Landscape Designs, Inc.  
Amount: \$5,000

Details:

Mayor and City Administrator met with Bright Landscape. Check was needed to purchase trees.

Approval:

Acct # 10-560-5515  
Acct # \_\_\_\_\_  
Entered 1/27/20 KF  
Approved PW  
Posted \_\_\_\_\_  
2015





PACKET: 005  
 ENDOR SET: 01

VENDOR SEQUENCE

ENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE	DT	GROSS	PAYMENT	OUTSTANDING
						DISC	DT	BALANCE	DISCOUNT	
1-2015	Bright Landscape Designs, I									
I Trees 01/27/2020	Bright Landscape Designs, I AB				R		1/27/2020	5,000.00	5,000.00CR	
	G/L ACCOUNT							5,000.00		
	10 560-5515	Landscape Improvements					5,000.00	Bright Landscape Designs, Inc.		
		REG. CHECK						5,000.00	5,000.00CR	0.00
								5,000.00	0.00	

===== R E P O R T T O T A L S =====  
 F U N D D I S T R I B U T I O N  
 FUND NO# FUND NAME AMOUNT  
 -----  
 10 GENERAL FUND 5,000.00CR  
 \*\* TOTALS \*\* 5,000.00CR  
 =====

----- TYPE OF CHECK TOTALS -----

	NUMBER	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
HAND CHECKS		0.00	0.00	0.00
		0.00	0.00	
DRAFTS		0.00	0.00	0.00
		0.00	0.00	
REG-CHECKS		5,000.00	5,000.00CR	0.00
		5,000.00	0.00	
EFT		0.00	0.00	0.00
		0.00	0.00	
NON-CHECKS		0.00	0.00	0.00
		0.00	0.00	
ALL CHECKS		5,000.00	5,000.00CR	0.00
		5,000.00	0.00	

-----  
 TOTAL CHECKS TO PRINT: 1  
 ERRORS: 0 WARNINGS: 0  
 -----

A/P Regular Open Item Register

1/27/2020 2:00 M  
 PACKET: 00946 Billar Payables  
 VENDOR SET: 01 City of Piney Point  
 SEQUENCE : ALPHABETIC

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-2015		Bright Landscape Designs, Inc.				
I-Trees 01/27/2020		Bright Landscape Designs, Inc	5,000.00			
1/27/2020	AB	DUE: 1/27/2020 DISC: 1/27/2020		1099: N		
		Bright Landscape Designs, Inc.		10 560-5515	Landscape Improvements	5,000.00
		Bright Landscape Designs, Inc.		10 2001	Accounts Payable	5,000.00CR
		Bright Landscape Designs, Inc.		99 1599	Due From Other Funds	5,000.00
		=== VENDOR TOTALS ===	5,000.00			
		=== PACKET TOTALS ===	5,000.00			

ACCOUNT: 00946 k .lar Payables  
 ENDOR SET: 01 City of Piney Point  
 SEQUENCE : ALPHABETIC

\*\* T O T A L S \*\*

INVOICE TOTALS 5,000.00  
 DEBIT MEMO TOTALS 0.00  
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 5,000.00

\*\* G/L ACCOUNT TOTALS \*\*

ANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2020		10 -2001	Accounts Payable	5,000.00--*				
		10 -560-5515	Landscape Improvements	5,000.00	75,000	69,600.00		
		99 -1599	Due From Other Funds	5,000.00 *				
			** 2020 YEAR TOTALS	5,000.00				

A/P Regular Open Item Register--

1/27/2020 2:41  
PACKET: 00946  
ENDOR SET: 01 City of Piney Point  
SEQUENCE : ALPHABETIC

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
10	1/2020	5,000.00

NO ERRORS NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
2015	Bright Landscape Designs, Inc.	Bright Landscape Designs, Inc.	R	1/27/2020		5,000.00CR	031008	5,000.00
			NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED		
* * T O T A L S * *			1	0.00	5,000.00	5,000.00		
REGULAR CHECKS:			0	0.00	0.00	0.00		
HANDWRITTEN CHECKS:			0	0.00	0.00	0.00		
PRE-WRITE CHECKS:			0	0.00	0.00	0.00		
DRAFTS:			0	0.00	0.00	0.00		
VOID CHECKS:			0	0.00	0.00	0.00		
NON CHECKS:			0	0.00	0.00	0.00		
CORRECTIONS:			0	0.00	0.00	0.00		
REGISTER TOTALS:			1	0.00	5,000.00	5,000.00		

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

A / P CHECK REGISTER

1/27/2020 2 PM  
ACCOUNT: 00, Regular Payments  
VENDOR SET: 01  
BANK : AB Amegy Bank

\*\*\*\* CHECK LISTING \*\*\*\*

CHECK NO#      CHECK AMOUNT

CHECK TYPE      CHECK DATE      DISCOUNT      AMOUNT

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
10	1/2020	5,000.00CR
ALL		5,000.00CR

VENDOR NAME / I.D.      DESC

CITY OF PINEY POINT VILLAGE  
GENERAL OPERATING FUND 001

3102

01-2475 \*\* Scohil Construction Services, LLC \*\*

031027 02/24/2020

DATE	I.D.	DESCRIPTION	GROSS	DISCOUNT	AMOUNT
01/20	13265	Scohil Construction Services,	5,660.00		5,660.00

TOTALS: 5,660.00 5,660.00

\*\* Scohil Construction Services, LLC \*\*

18534 Mueschke Road

Cypress, TX 77433-4342

PRODUCT SSLT104

USE WITH 91663 ENVELOPE

Deluxe Corporation 1-800-328-0304 or www.deluxe.com/shop



# Invoice

**Scohil Construction Services, LLC.**

18534 Mueschke Road  
Cypress, Texas 77433-4342

Date	Invoice #
2/13/2020	13265

<b>Bill To</b>
City of Piney Point Village 7676 Woodway, Suite 300 Houston, Texas 77063 Attn: Bob Rivas

Scohil Job #	P.O. Number	Job Name	Terms
1900		Piney Point Dr@Memorial Drive	Net 10

Quantity	Description	Rate	Amount
1	Per Proposal dated 01/13/2020 4" Median Irrigation Waterline Sleeves/ Piney Point Drive @ Memorial Drive Sales Tax	5,660.00  8.25%	5,660.00  0.00
<p>Acct # <u>10-560-5515</u></p> <p>Acct # _____</p> <p>Entered <u>2/18/20</u> <u>KF</u></p> <p>Approved <u>[Signature]</u></p> <p>Posted _____</p> <p>2475</p>			
<b>Total</b>			\$5,660.00



Thank you for choosing Scohil Construction Services!

Phone #	Fax #	E-mail
2819558375	281-955-0570	LUCY@SCOHIL.COM

MEMORANDUM

CITY OF PINEY POINT VILLAGE

TO: The Honorable Mayor and Members of the City Council

FROM: Roger Nelson, City Administrator *RN*

MEETING DATE: December 16, 2019

SUBJECT: Joint Landscaping project between Piney Point Village and Bunker Hill Village

Agenda Item: 7

This agenda item calls for the City Council to consider a joint landscaping project with Bunker Hill Village for the three Memorial Drive medians between Blalock Road and Briar Forest. The estimated project costs of the are:

Landscaping	\$37,782.85
Grass Replacement	\$ 4,826.57
Irrigation System Installation	\$ 8,000.00 <i>7,094.-</i>
Boring	<u>\$ 7,000.00</u> <i>5,660.-</i>
Total	\$57,609.42

This is a joint project between Piney Point Village and Bunker Hill Village. The two cities are sharing the installation costs equally. The proposed interlocal agreement is attached and includes the proposed layout for the landscaping project.