

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
September 15, 2020 at 5:30 P.M.**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 5:31 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 via Zoom
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
Claire Bogard, Interim Finance Director at City Council Chambers
Susan Grass, Finance Manager at City Council Chambers

II. PLEDGE OF ALLEGIANCE

Eagle Scout, Sam Puhala, led the Pledge of Allegiance.

III. PROCLAMATION AND RECOGNITIONS

*National Fire Prevention Week
Eagle Scout and Dedication Project*

Mayor Lord recognized the Village Fire Department for their continued efforts in our Community and proclaimed the Week of October 4 – 10, 2020 as National Fire Prevention Week in the City of Bunker Hill Village.

In addition, Mayor Lord recognized and thanked resident Sam Puhala on the accomplishment of his Eagle Scout Project at the Greenbay Bridge as well as resident, Mike Silva and his family for the dedication of benches to the project in memory of his wife, Patty Silva. Mayor Lord thanked both for the partnership with the City to enhance this area.

IV. CITIZEN COMMENTS

There were no citizen comments.

V. PRESENTATION AND PUBLIC HEARINGS

ALL INTERESTED PARTIES SHALL HAVE THE RIGHT AND OPPORTUNITY TO APPEAR AND BE HEARD ON THE ITEM LISTED BELOW:

A. PRESENTATION AND PUBLIC HEARING ON A REQUEST FOR A SPECIFIC USE PERMIT FOR THE RECONSTRUCTION OF BUNKER HILL ELEMENTARY SCHOOL CAMPUS AT 11950 TAYLORCREST FOR EDUCATIONAL PURPOSES - Karen Glynn, City Administrator

Karen Glynn introduced the Specific Use Permit Application and outlined the process. Bunker Hill Elementary School is located at 11950 Taylorcrest. The School was annexed into the City at the request of Spring Branch Independent School District (SBISD) in December 1956 and has continued to operate at this location since that time. The school is currently scheduled for reconstruction per the District's approved 2017 Bond Referendum. There is no Specific Use Permit for the site. The Specific Use Process has evolved over the years. Educational Facilities were added to the list of uses in 2011.

The reconstruction triggers the Specific Use Permit (SUP) Process which requires a recommendation by the Planning and Zoning Commission and approval by City Council. The SUP Process provides for conditions to be included to ensure specific concerns are addressed for the various factors as outlined in the ordinance.

The Planning and Zoning Commission held a public hearing in August and has recommended the SUP for approval by the City Council.

Ms. Glynn introduced Travis Stanford with Spring Branch ISD who introduced his team and to made the presentation for the proposed permit and reconstruction project.

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING A REQUEST FOR A SPECIFIC USE PERMIT FOR THE RECONSTRUCTION OF BUNKER HILL ELEMENTARY SCHOOL CAMPUS AT 11950 TAYLORCREST FOR EDUCATIONAL PURPOSES

Open Public Hearing - Mayor Lord opened the public hearing at 6:15 p.m.

Close the Public Hearing - Mayor Lord closed the public hearing at 6:21 p.m.

The following members of the public spoke at the hearing:

Steve and Elaine Roach, who reside at 1 Huntington Park Court, submitted the following questions/comments via e-mail prior to the meeting. Mr. Roach expressed that they are in support of the school district and appreciate City Staff's

help with answering questions during this process. During the meeting, Mr. Roach expounded on items 3, 4 and 5 from the e-mail.

1. Thank you for the opportunity to comment. We live at 1 Huntington Park Court, directly across the Taylorcrest and Strey intersection from the school. Overall, we appreciate the school district's efforts to work with the constraints of their space and fit into the neighborhood.
2. It is not clear from the drawing exactly what changes are contemplated to sidewalks and roadways, but we want to remind decision-makers that a portion of our property is outside of the diagonal brick fence toward the intersection, and our property rights must be maintained.
3. Construction and proposed changes to the intersection and sidewalks could potentially cause drainage issues on our property as they did when the sidewalks were widened. Therefore, ensuring drainage away from our property must be factored into any changes, and we would look to the city to resolve any problems created.
4. We think it would be in the best interest of walkers and bikers, as well as through traffic, and Bunker Hill Village, for the city to reconsider the issue of crosswalk placement at the south campus entry at the Taylorcrest and Strey intersection. SBISD said in the Planning and Zoning Committee meeting that they would reconsider their plan, but the permit shows no changes or rationale for maintaining their recommendation to add a crosswalk across Taylorcrest. Children walking to school on Strey Lane currently cross NO busy streets (they cross Taylorcrest Court, with virtually no traffic, and a campus driveway). The recommended plan would cause them to cross both Strey and Taylorcrest, two busy streets, actually increasing the risk to the children. It would also be a greater disruption to the "through" traffic turning left from Taylorcrest and right from Strey as motorists will encounter increased delays while waiting for all of the children to cross the only through streets at the intersection (and some crossing both), whereas in the past only the Taylorcrest children crossed a busy street, and that was just one street. This will all be happening during rush hour. For these reasons, the safety of the children and minimizing traffic disruptions in the neighborhood, we think it makes sense to maintain the current crosswalks.
5. The Planning and Zoning Committee and City officials acknowledged and supported the residents on streets adjacent to the school regarding the issue of residential street drop-off and parking. The safety issues for the children (which we've witnessed, as voiced in the committee meeting), are quite real. SBISD has transferred a risk to the City, and increased it. This is also inconvenient to the residents of those streets, with driveways at times being blocked, etc. Once school resumes in a more normal fashion, this issue would need to be discussed with SBISD and the principal, by the City, invoking mutual cooperation. In any case, enforcement of existing parking ordinances by the City is crucial, at

least for the first few weeks while new school year habits are forming. Periodic follow up enforcement “reminders” are also crucial for success.

6. Thank you for considering our input.

CONSIDERATION AND POSSIBLE ACTION REGARDING A WRITTEN RECOMMENDATION TO THE CITY COUNCIL FROM THE PLANNING AND ZONING COMMISSION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING APPENDIX “A” OF THE CODE OF ORDINANCES OF THE CITY, SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF SAID CITY, BY GRANTING A SPECIFIC USE PERMIT TO THE SPRING BRANCH INDEPENDENT SCHOOL DISTRICT, AUTHORIZING THE RECONSTRUCTION OF BUNKER HILL ELEMENTARY SCHOOL CAMPUS AT 11950 TAYLORCREST FOR EDUCATIONAL PURPOSES; PROVIDING FOR REPEAL; PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF; AND PROVIDING FOR SEVERABILITY.

Karen Glynn, City Administrator, outlined the recommended ordinance. The Council discussed the details of the ordinance and the exhibits. Ms. Glynn discussed the need for the traffic plan to have the ability to be monitored and adjusted as needed by the Traffic Engineer and Public Works Director. It was recommended that the traffic plan exhibit include this notation.

A motion was made by Councilmember Schwartz and seconded by Councilmember Thode to approve Ordinance 20-533, granting a Specific Use Permit to Spring Branch Independent School District, authorizing the construction of Bunker Hill Elementary School campus at 11950 Taylorcrest Drive for educational purposes and to include the notation regarding the traffic plans.

The motion carried 5 – 0.

B. PRESENTATION AND PUBLIC HEARING ON THE PROPOSED BUDGET FOR 2021 AND THE PROPOSED 2020 TAX RATE TO SUPPORT THE BUDGET - *Karen Glynn, City Administrator and Claire Bogard, Interim Finance Director*

Karen Glynn, City Administrator, and Claire Bogard, Interim Finance Director, presented this item.

In accordance with the Local Government Code, Chapter 102, Texas cities are required to file and adopt an annual budget. The 2021 Budget was filed on August 18, 2020 based on the City Council action on August 7, 2020 to approve a proposed tax rate of \$0.27700/\$100 of assessed value pursuant to Senate Bill 2.

Ms. Glynn and Ms. Bogard presented the details of the proposed 2021 Budget based on the proposed 2020 Tax Rate which impacts the General and Debt Service Funds. In addition, the Utility and other Funds were also presented.

The Capital Budget of \$7.7 million, includes the construction of a new water well to replace a 60-year old water well that has failed. The Capital Budget is funded with cash of \$2.4 million and the issuance of debt for the water well in the amount of \$5.3 million.

The budget balances the needs of the community, prepares for the future, and sustains operating costs as low as possible.

The City is required to hold public hearings on the budget and the tax rate.

The notices of the public hearings were in the City’s newspaper of record, on the City’s website and bulletin board. The City has received no public comments to date.

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2021 PROPOSED BUDGET

Open Public Hearing - Mayor Lord opened the public hearing at 7:41 p.m.

Close the Public Hearing - Mayor Lord closed the public hearing at 7:43 p.m.

There were no comments from the public on this item.

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE INPUT FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2020 PROPOSED PROPERTY TAX RATE TO SUPPORT THE 2021 BUDGET

Open the Public Hearing - Mayor Lord opened the public hearing at 7:43 p.m.

Close the Public Hearing - Mayor Lord closed the public hearing at 7:44 p.m.

The following spoke at the hearing: Resident, Tom Rigamonti,, who resides at 11711 Flintwood, commented via Zoom that the proposed property tax rate looks good.

CONSIDERATION AND APPROVAL OF ORDINANCE 20-530 ADOPTING THE CITY OF BUNKER HILL VILLAGE, TEXAS ANNUAL BUDGET FOR THE YEAR 2021, MAKING APPROPRIATIONS FOR THE CITY FOR SUCH YEAR AS REFLECTED IN SAID BUDGET; ESTABLISHING THE PROCEDURE FOR INTRA-BUDGET TRANSFERS; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

Ms. Glynn explained that Ordinance 20-530 adopts the 2021 Budget which must be adopted first.

The City Council can choose to adopt a budget based on a lower tax rate other than the proposed \$0.27700/100. Two alternative tax rates have been discussed with the Council over the budget development process and are included in the Appendix of the Budget Packet.

The alternative options will impact the O&M Tax Rate:

- *Option 1 -- \$0.2700*
 - *Reduce Transfer from General Fund to Capital Projects by \$100,000*
 - *Capital Projects fund balance reduced to \$602,000*

- *Option 2 -- \$0.2750*
 - *No changes to Capital Projects fund or transfer from Proposed Tax Rate*

Tax Rate Allocation	Current Tax Rate	Tax Rate Option 1	Tax Rate Option 2	Tax Rate Option 3
DS Tax Rate	0.046593	0.045747	0.045747	0.045747
O&M Tax Rate	0.230407	0.224253	0.229253	0.231253
Total Tax Rate	0.277000	0.270000	0.275000	0.277000

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve the budget as presented.

The motion carried 5 – 0.

Specific record votes were then taken on the tax rate:

CONSIDERATION AND APPROVAL OF THE 2020 PROPOSED MAINTENANCE AND OPERATING TAX RATE OF \$0.231253/\$100 OF ASSESSED VALUATION ON ALL AUTHORIZED PROPERTY WITHIN THE CITY TO FUND THE 2021 BUDGET.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to approve a Maintenance & Operating Tax Rate of \$0.231253.

Record Vote:

- Rosenbaum - yes
- Schwartz - yes
- Thode - no
- Brown - no

Smyre - no
The motion did not carry.

A second motion was made by Councilmember Thode and seconded by Councilmember Smyre to approve a Maintenance & Operating Tax Rate of \$0.229253.

Record Vote:

Rosenbaum - yes
Schwartz - yes
Thode - yes
Brown - yes
Smyre - yes

The motion carried 5 - 0.

CONSIDERATION AND APPROVAL OF THE 2020 PROPOSED DEBT SERVICE TAX RATE OF \$0.045747/\$100 OF ASSESSED VALUATION ON ALL AUTHORIZED PROPERTY WITHIN THE CITY TO FUND THE 2021 DEBT OBLIGATION.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to approve the 2020 proposed Debt Service Tax Rate of \$0.045747.

Record Vote:

Rosenbaum- yes
Schwartz - yes
Thode - yes
Brown - yes
Smyre -yes

The motion carried 5 – 0.

CONSIDERATION AND APPROVAL OF ORDINANCE 20-531 FOR THE ASSESSMENT, LEVY, AND COLLECTION OF AD VALOREM TAXES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE YEAR 2020 AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED; PROVIDING THE DATE ON WHICH SUCH TAXES SHALL BE DUE AND PAYABLE; PROVIDING FOR PENALTY AND INTEREST ON ALL TAXES NOT TIMELY PAID; AND REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH.

A motion was made by Councilmember Smyre and seconded by Councilmember Thode to approve Ordinance 20-531 for the assessment, levy and collection of ad valorem taxes of the City of Bunker Hill Village, Texas, for the year 2020 in the amount of \$0.275/\$100 of assessed valuation and for each year thereafter until otherwise provided.

Record Vote:

Rosenbaum - yes
Schwartz - yes
Thode -yes
Brown - yes
Smyre - yes

The motion carried 5-0.

VI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ENGAGEMENT ADDENDUM #1, YEAR TWO OF A THREE YEAR ENGAGEMENT OPTION, WITH BELT HARRIS PECHACEK LLLP FOR FISCAL YEAR 2020 AUDIT SERVICES NOT TO EXCEED \$19,517.00 - *Claire Bogard, Interim Finance Director*

Interim Finance Director, Claire Bogard presented this item:

In November 2019, the City sought Requests for Qualifications (RFQ's) for the City's Annual Audit. The City Council authorized the Mayor to approve a contract for the 2019 audit with an option to award for two additional years. The Audit-Finance Committee reviewed proposals and conducted interviews. Belt Harris Pechacek, LLLP was recommended and awarded the 2019 Annual Audit with the option to be awarded for two additional years.

It is staff's recommendation to award the second-year option for the fiscal year 2020 audit services to Belt Harris Pechacek LLP. In addition to auditing the City's financial statements and expressing an opinion on the financials based on the audit, the firm will also prepare the Comprehensive Annual Financial Report for the 2020 fiscal year. The 2020 audit will cost \$19,517 per the engagement letter provided by Belt Harris Pechacek LLP. The City budgeted \$20,000 in fiscal year 2021 for this service. Per State Law, the audit must be filed 180 days after the end of the fiscal year. Interim field work is tentatively scheduled for the first week in November and final year-end field work in 2021 pending approval of a contract. This schedule achieves the goal to have a final draft annual financial report in April 2021 for review and to present and file the audit with the City Council in May 2021.

A motion was made by Councilmember Schwartz and seconded by Councilmember Brown to approve Engagement Addendum #1, year two of a three year engagement option, with Belt Harris Pechacek, LLLP, for Fiscal Year 2020 Audit Services.

The motion carried 5 – 0.

VII. POLICE COMMISSIONER REPORT

- A. Update on Activities - Commissioner, Jay Smyre gave an update on activities, including personnel, calls for service, and the 2020 Budget to date.

VIII. FIRE COMMISSION LIAISON REPORT

- A. Update on Activities - Fire Commission Liaison, Keith Brown provided a report from the Fire Chief.

The next Commission Meeting is September 23, 2020.

IX. MAYOR'S REPORT

- A. Report on Activities
- Mayor Lord is setting up a breakfast with the new Mayor of Spring Valley Village.
 - Mayor Lord has been in communication with METRO regarding funds for Gessner project.

- B. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 20-534, 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

The Mayor, Public Safety Officials and the City Administrator continue 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 and later extended. The proposed ordinance includes an additional extension and ensures that any support needed from other agencies would be available to the City.

A motion was made by Councilmember Schwartz and seconded by Councilmember Rosenbaum to adopt Ordinance Number 20-534 to extend the Public Health Emergency and State of Disaster due to the outbreak of COVID-19.

The motion carried 5– 0.

- C. Committee Reports/Updates
- Beautification Committee – *Councilmember Laurie Rosenbaum, Chair*
 - When the weather cools off, new trees will be planted.
 - There are twelve (12) new street lights on Memorial Drive.
 - The Committee is working with Steve Smith to get quotes for pouring a concrete driveway at the Water Well No. 3 site.
 - Drainage Committee – *Chairman Jack Christiansen & City Admin Karen Glynn*
The Committee met on September 8, 2020. Karen Glynn gave a brief update.

- Technology Committee – *Councilmember Eric Thode*
No report.
- Public Safety Committee – *Councilmember Keith Brown*
No report. Next meeting is being planned for October.

X. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

The City is working to reopen Court in October. Staff is looking at ways to do this safely and effectively. Some backlog exists from March and April; however, this is not a concern with the number of citations recently being issued by the Police Department.

Karen Glynn introduced Susan Grass who has accepted the position of Finance Manager. Ms. Grass made a brief introduction to the Council.

Ms. Glynn noted her appreciation for the Police Chief and MVPD along with the Fire Chief and Village Fire Department for all of the planning efforts for Hurricane Laura. The City was very pleased to have VFD Staff at Bunker Hill City Hall.

Ms. Glynn gave an update on Annual TML Conference. The conference will be virtual this year. Dates of the conference are October 14 - 16, 2020.

The City's Annual Twinkle Light Parade is set for December 17, 2020. The City is planning for the parade but will hold on the event at the Church. Mayor Lord asked Ms. Glynn to contact the other Cities and share the information.

B. Update and Direction on COVID Related Expenditures

Karen Glynn and Steve Smith discussed some of the related expenses with the pandemic and shared other expenses planned for the last quarter based on the Harris County Small Cities reimbursement program. Mayor Lord and Ms. Glynn recommended proceeding with the website update. Mr. Smith shared information he had gathered regarding a "smart board" to improve online opportunities for Committees and Resident Pre-Development Meetings.

Steve Smith noted that the camera project should be completed this week.

C. Public Works Director - Report on Projects

Steve Smith shared the following reports:

- Water Well No 5 – Staff is working to streamline the application process with TCEQ to ensure the construction of the well coincides with the

construction plans for Bunker Hill Elementary. In addition, there is a water line needed along Taylorcrest Court.

- The City continues discussions with the City Administrator of Hedwig Village regarding the Magdelane and Taylorcrest Crossing.
- The Water Tank at City Hall will be going out for bid and should be back to the City Council in November.
- Concerns with Code Enforcement continues. Staff is setting up a meeting with residents on Chartwell Court.

XI. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO APPROVE AN INTERLOCAL AGREEMENT BY AND BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS AND SPRING BRANCH INDEPENDENT SCHOOL DISTRICT, SETTING FORTH THE TERMS AND CONDITIONS OF THE CONSTRUCTION OF A WATER WELL BY THE CITY OF BUNKER HILL VILLAGE, TEXAS ON PROPERTY CURRENTLY OWNED BY SPRING BRANCH INDEPENDENT SCHOOL DISTRICT, PROVIDING FOR ACCESS, AND OTHER MATTERS - Karen Glynn, City Administrator

This item was taken out of order.

Karen Glynn and Loren Smith presented this item:

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. The Consulting Team and staff developed an overall rehab and replacement plan for the City's Water Production System. The Preliminary Engineering Report includes drilling a new well (Water Well No. 5) and constructing a transmission main to the Taylorcrest Water Plant. The recommended location for the new water well is Bunker Hill Elementary School. The school is currently scheduled for reconstruction per the District's approved 2017 Bond Referendum. Staff has been working with the school district as the site is reconstructed.

A site and overall plan has been developed with the School Representatives. The Mayor and Staff presented the project to the School Board for the Spring Branch Independent School District (SBISD) in July 2020. The Board was supportive of the plan. As a result, the City Attorney has been working with legal staff from SBISD to draft an interlocal agreement for conveyance of the site and approval of easements.

There were several public comments provided on this item:

Mark Thiessen, who resides at 7 Rain Hollow Place, spoke to the Council. Mr. Thiessen has no complaints about the design of the school but he is worried that the water well will create a huge eyesore. He asked if there could be a better place to locate the well.

Tom Rigamonti, who resides at 11711 Flintwood Drive, spoke via Zoom.

- Is there any consideration for flood, natural disaster or vehicle impact to this location? Is the electrical above flood level?
- Is there any barrier in case a vehicle were to impact the location to protect it?

Mary Simmons, 5 Rain Hollow Place, asked the following questions:

- Is there possible subsidence in the area of the well?
- How noisy will the generator will be?

Steve Roach, 1 Huntington Park Court, asked the following questions:

- What part of the generator will be over 8 feet?
- What is the fuel source?
- How far is it from the South and the East lot lines?

Linda and Stan Kuper, 8 Rain Hollow Place asked the following question:

- How noisy will the well pump be?

Mayor Lord asked Steve Smith to address the concerns. Mr. Smith discussed the details of the project and the City's goal to ensure the location of the water well would not have any negative implications to adjacent residents.

A motion was made by Councilmember Brown and seconded by Councilmember Smyre to authorize the Mayor to approve an Interlocal Agreement by and between the City of Bunker Hill Village, Texas, with Spring Branch Independent School District, setting forth the terms and conditions of the construction of a water well by the City of Bunker Hill Village, Texas on property owned by Spring Branch Independent School District, providing for access and other matters.

The motion carried 5 – 0.

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. July 2020 Financials
- B. Minutes of the August 18, 2020 City Council Meeting
- C. Probstfeld & Associates, Invoice No. 61830 in the amounts of \$155.00 for professional services rendered in August 2020 for engineering services for drainage site development review
- D. Probstfeld & Associates, Invoice No. 61856 in the amounts of \$470.00 for professional services rendered in August 2020 for engineering services for drainage site development review

- E. Probstfeld & Associates, Invoice No. 61857 in the amounts of \$380.00 for professional services rendered in August 2020 for engineering services for drainage site development review
- F. Probstfeld & Associates, Invoice No. 61858 in the amounts of \$380.00 for professional services rendered in August 2020 for engineering services for drainage site development review
- G. Probstfeld & Associates, Invoice No. 61890 in the amounts of \$380.00 for professional services rendered in August 2020 for engineering services for drainage site development review
- H. Probstfeld & Associates, Invoice No. 61891 in the amounts of \$305.00 for professional services rendered in August 2020 for engineering services for drainage site development review
- I. Kimley-Horn and Associates, Inc., Invoice No. 067787100-0520 in the amount of \$2,977.50 for professional services through May 31, 2020 for the Rainier Sight Distance, Striping Plans, and Memorial Drive Guard Rail

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

The motion carried 5 – 0.

XIII. ADJOURN

A motion was made by Councilmember Smyre and seconded by Councilmember Brown to adjourn the meeting 9:30 p.m.

The motion carried 5 – 0.

Approved and accepted on October 20, 2020.

Robert P. Lord, Mayor

ATTEST:

Karen H. Glynn, Acting City Secretary/City Administrator



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

September 16, 2020
Project No: 007054
Invoice No: 820034
Legacy Project No: 0159.019.029

**Bunker Hill Village On-Call - Site Development Review for Drainage Impacts
For Professional Services rendered from August 1, 2020 to August 28, 2020:**

Professional Personnel

	Hours	Rate	Amount	
Team Leader				
McClung, Michael	1.00	257.09	257.09	
Associate Engineer				
Worku, Fasil	1.50	99.53	149.30	
Totals	2.50		406.39	
Total Labor				406.39
				\$406.39
				Total Due This Invoice: \$406.39

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

Friday, August 28, 2020

RPS Infrastructure Inc. (Live)

Invoice 820034 Dated 9/16/2020

11:13:46 AM

Professional Personnel

			Hours	Rate	Amount	
Team Leader						
000392	30 - McClung, Michael	8/3/2020	1.00	257.09	257.09	
	HGL Comparison Response					
Associate Engineer						
001135	9 - Worku, Fasil	8/24/2020	1.50	99.53	149.30	
	- Familiarize myself with BHVs PCSWMM model and view results					
	Totals		2.50		406.39	
	Total Labor					406.39
						\$406.39
						\$406.39
						Total this Report \$406.39



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

September 16, 2020
 Project No: 004067
 Invoice No: 820031
 Legacy Project No: 0159.019.003

Bunker Hill Village On-Call
For Professional Services rendered from August 1, 2020 to August 28, 2020:

General On-Call Services

Professional Personnel

	Hours	Rate	Amount	
Micek, Sean Team Leader	19.00	126.06	2,395.14	
McClung, Michael Senior Project Engineer	7.50	257.09	1,928.18	
Partida, Luis Associate Engineer	.50	172.50	86.25	
Worku, Fasil	9.00	99.53	895.77	
Totals	36.00		5,305.34	
Total Labor				5,305.34
				\$5,305.34
				Total Due This Invoice: \$5,305.34

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
001159	20 - Micek, Sean	8/10/2020	4.00	126.06	504.24
001159	20 - Micek, Sean	8/12/2020	1.00	126.06	126.06
001159	20 - Micek, Sean	8/24/2020	3.00	126.06	378.18
001159	20 - Micek, Sean	8/25/2020	5.00	126.06	630.30
001159	20 - Micek, Sean	8/26/2020	6.00	126.06	756.36
Team Leader					
000392	30 - McClung, Michael	8/10/2020	1.50	257.09	385.64
	Drainage Committee Prep				
000392	30 - McClung, Michael	8/12/2020	1.00	257.09	257.09
000392	30 - McClung, Michael	8/13/2020	1.00	257.09	257.09
000392	30 - McClung, Michael	8/18/2020	1.00	257.09	257.09
	City Council Meeting				
000392	30 - McClung, Michael	8/19/2020	1.00	257.09	257.09
	Drainage Committee Tasks				
000392	30 - McClung, Michael	8/25/2020	1.00	257.09	257.09
000392	30 - McClung, Michael	8/27/2020	1.00	257.09	257.09
Senior Project Engineer					
001149	7 - Partida, Luis	8/6/2020	.50	172.50	86.25
Associate Engineer					
Engineer					
001135	9 - Worku, Fasil	8/25/2020	5.00	99.53	497.65
	- Review Brokenbough for ponding depth and duration. Create hydrographs				
	- Create a shapefile of BHVs surveyed houses by collecting their approximate lat/lon from Google map				
001135	9 - Worku, Fasil	8/26/2020	4.00	99.53	398.12
	- Create a shapefile of nearby nodes polygon for BHVs surveyed houses				
	- Calculate ATLAS 14 100-yr HGLs for all surveyed houses using ArcGIS				
	- Updated the spreadsheet with ATLAS 14 100-yr HGLs values (calculated based on the average of nearest nodes or maximum of the nearest nodes)				
	Totals		36.00		5,305.34
	Total Labor				5,305.34
					\$5,305.34
					\$5,305.34
				Total this Report	\$5,305.34



Progress Report

To: Ms. Karen Glynn & Mr. Steve Smith
Date: August 27, 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 August 1, 2020 to August 28, 2020

0159.019.003: On-Call Services (TOTAL = \$5,305.34)

- Drainage Committee Meeting Preview, Prep, Attendance, and Follow Up (\$1,616.37)
 - Mike McClung – 3.5 hrs
 - Sean Micek – 5 hrs
 - Luis Partida – 0.5 hr
- City Council Meeting and Follow Up (\$514.18)
 - Mike McClung – 2 hrs
- MS4 Annual Report Coordination (in progress) (\$257.09)
 - Mike McClung – 1 hr
- Review Broken Bough Ponding Depth and Duration (\$497.65)
 - Fasil Worku – 5 hrs
- Insert Improvement Alternative for Williamsburg South (\$756.36)
 - Sean Micek – 6 hrs
- Review Areas with 18" Ponding, Begin Calculating Total Length, Depth, and Duration (\$1,265.57)
 - Sean Micek – 8 hrs
 - Mike McClung – 1 hr
- Update Surveyed Houses Spreadsheet with Atlas 14 HGLs (\$398.12)
 - Fasil Worku – 4 hrs

0159.019.029: Site Development Reviews (TOTAL = \$406.39)

- Completed HGL calculations based on existing XP-SWMM model and Atlas 14: 305 Knipp Road, 11702 Memorial, 11902 Churchill Ct, 11950 Taylorcrest (\$406.39)
 - Fasil Worku – 1.5 hrs
 - Mike McClung – 1 hr

PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

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

Invoice

RECEIVED OCT - 8 2020

DATE	INVOICE NO.
9/22/2020	62098

BILL TO:

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

Balance Due	\$155.00
DUE DATE	9/22/2020
PAYMENT TERMS	Due on recpt

P.O. NO.	STATUS	JOB NO.
	Completed	1901-013

DESCRIPTION	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER # 1 ~ For City of Bunker Hill Village • For NEW POOL • Grading & Drainage Plans • Detention Worksheet	1	150.00	9/21/2020	150.00
NO OBJECTIONS EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00	9/21/2020	5.00

FOR: JAY & APRIL GRAHAM
 AT: 11821 Chapelwood Lane ~ City of Bunker Hill Village
 LGL: Lot 1, Block 1, Kurtz Tract (2.98 ACRES)
 ENG: DA RAM ENGINEERING ~ Barry Adkins

Thank you for the privilege to serve you!

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

RECEIVED OCT - 8 2020

DATE	INVOICE NO.
9/22/2020	62099

BILL TO:

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

Balance Due	\$80.00
DUE DATE	9/22/2020
PAYMENT TERMS	Due on recpt

P.O. NO.	STATUS	JOB NO.
	Completed	1901-031

DESCRIPTION	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER #2 • Revision to Plans • For New Construction • Grading & Drainage Plans • Detention Worksheet	0.5	150.00	9/9/2020	75.00
NO OBJECTIONS EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00	9/9/2020	5.00
FOR: ASHKAN & SOHELIA NOWAMOOZ AT: 11906 Broken Bough Drive ~ City of Bunker Hill Village LGL: Lot 8, Block 1, Memorial Shadows U/R ~ ABST 72 • JD TAYLOR ORDERED BY: STEVE SMITH				0.00

Thank you for the privilege to serve you!

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

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

RECEIVED OCT - 8 2020

DATE	INVOICE NO.
9/22/2020	62100

BILL TO:

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

Balance Due	\$80.00
DUE DATE	9/22/2020
PAYMENT TERMS	Due on recpt

P.O. NO.	STATUS	JOB NO.
	Completed	1901-054

DESCRIPTION	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER #2 ~ For City of Bunker Hill Village • For New Garage • Grading & Drainage Plans • Detention Worksheet	0.5	150.00	9/8/2020	75.00
NO OBJECTIONS EMAIL PDF TO CITY	1	5.00		5.00

FOR: SYED & SAB JAFRI
 AT: 1 Rip Van Winkle Lane ~ City of Bunker Hill Village
 LGL: Lot 1, Sleepy Hollow (.1 ACRE)

ORDERED BY: STEVE SMITH

01-7503
Thank you!

Thank you for the privilege to serve you!

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

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

PHONE: 281.829.0034

FAX: 281.829.0233

LandSurveys@Probstfeld.com

www.probstfeld.com

CITY OF BUNKER HILL VILLAGE 11977
 MEMORIAL DRIVE
 BUNKER HILL, TX 77024

Please send payments to:
 KIMLEY-HORN AND ASSOCIATES, INC.
 P.O. BOX 951640
 DALLAS, TX 75395-1640
 Federal Tax Id: 56-088561

Invoice No: 067787100-0820
 Invoice Date: Aug 31, 2020

Project No: 067787100
 Project Name: BUNKER HILL ON-CALL
 Project Manager: ISAAC, MANU
 Invoice Amount: \$2,542.50

COST PLUS MAX

KHA Ref # 067787100.3-17336091

For Services Rendered through Aug 31, 2020

Group		Description/Name	Hrs/Qty	Rate	Current Amount Due
LABOR	ANALYST	KYLE, KENDALL	6.5	165.00	1,072.50
		WELLS, CECILE	0.5	135.00	67.50
	SENIOR PROFESSIONAL I	ISAAC, MANU	5.5	255.00	1,402.50
TOTAL LABOR			12.5		2,542.50
TOTAL LABOR AND EXPENSE DETAIL					2,542.50



**City of Bunker Hill Village
Traffic Engineering On-Call Contract**

PROGRESS REPORT

DATE: 09/30/20

FOR PROFESSIONAL SERVICES RENDERED FOR AUGUST 2020

Project Name: **On-Call Traffic Engineering Services**
Project Manager: **Steve Smith – Director of Public Works**

EFFORT SUMMARY:

1. Memorial Drive at Memorial Forest Club/Stoney Creek Study:

- Field visits to evaluate sight distance issues
- Completed the sight triangles for both roadway/driveway
- Prepared findings and recommendations email

2. Taylorcrest Road at Flintdale Road Study:

- Field visits to evaluate sight distance issues
- Completed the sight triangles for Flintdale
- Prepared findings and recommendations email

Statement

Langford Engineering, Inc.
 1080 W. Sam Houston Pkwy. N.
 Suite 200
 Houston, TX 77043
 713-461-3530

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

Statement date: 10/13/2020

	Invoice Number	Invoice Date	Amount
City of Bunker Hill Village			
200-009 Bunker Hill General Engineering Services			
	23610	9/25/2020	1,247.79
	Project Outstanding		<u>1,247.79</u>
200-020 Construction Plans for Water Well #5			
PROJ 036	23611	9/25/2020	23,846.67
	23612	9/25/2020	1,923.29
	Project Outstanding		<u>25,769.96</u>
200-023 2020 Emergency Repair Water Well 1			
	23613	9/25/2020	6,955.34
	Project Outstanding		<u>6,955.34</u>
200-024 GST Recoating - Water Plant 2			
PROJ 057	23614	9/25/2020	18,880.71
	Project Outstanding		<u>18,880.71</u>
	Client Outstanding		<u>52,853.80</u>

City of Bunker Hill Village							Prepayment
Outstanding	Current	31-60 Days	61-90 Days	91-120 Days	121+ Days		
52,853.80	52,853.80	0.00	0.00	0.00	0.00	0.00	

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Langford Engineering, Inc.
 1080 W. Sam Houston Pkwy. N.
 Suite 200
 Houston, TX 77043
 713-461-3530

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

Invoice number 23610
 Date 09/25/2020
 Project **200-009 Bunker Hill General
 Engineering Services**

Engineering Services through September 25, 2020

2020 Misc. Assignments

Invoice Summary

Description	Current Billed
106 - 2020 Misc. Assignments	1,247.79
Total	1,247.79

106 - 2020 Misc. Assignments

Professional Fees

	Hours	Billed Amount
Principal	5.25	945.00
<i>Response letter to City of Houston on interconnects. Locate Klotz plans 2003, City of Houston Surface Water Contract and Amendments, TCEQ approvals letters on interconnects. 2006 LEI plans on City Hall conversion. Taylorcrest Second GST Plans and TCEQ approval. Final response to COH with TCEQ Documents, Water Supply contract and plans on interconnects</i>		
Senior Project Manager	2.00	302.79
<i>GST Items</i>		
Professional Fees subtotal	7.25	1,247.79
Phase subtotal		1,247.79
Invoice total		1,247.79

Approved by:

John K. Davis
 President

RECEIVED OCT 14 2020

Langford Engineering, Inc.
 1080 W. Sam Houston Pkwy. N.
 Suite 200
 Houston, TX 77043
 713-461-3530

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

Invoice number 23611
 Date 09/25/2020

Project **200-020 Construction Plans for Water Well #5**

Engineering Services through September 25, 2020

Design and Construction Phases Services for Water Well No.5

Invoice Summary

Description	Total Billed	Prior Billed	Current Billed
Water Well Improvements	72,812.50	48,965.83	23,846.67
Total	72,812.50	48,965.83	23,846.67

Water Well Improvements

Professional Fees

	Hours	Billed Amount
Principal	6.75	1,215.00
<i>Design meeting at City Hall</i>		
<i>Easement research and talk with Matt Brazel and Loren Smith</i>		
<i>Meeting at City all with alternate well site layouts</i>		
<i>Virtual Meeting at City Hall with Civil and SBISD Rep. on well configuration and fire line</i>		
<i>Well Site Meeting at School with City and SBISD. Found buried storm inlets</i>		
<i>TCEQ Teams Meeting on Well approvals during COVID and Current Regulations for Exception to Storm Sewers</i>		
Engineer II (EIT)	98.75	10,630.47

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Started reviewing plans and noting bottom depths of utilities for conflict with transfer line installation.
Completed research of utility conflicts along Taylorcrest, compiled information into spreadsheet.
Received and applied changes to engineer's opinion of probable cost. Started making changes from markups to Preliminary Engineering Report.
Finished making changes to proposed well PER from markups. Incorporated additional comments to summary of transfer line depths spreadsheet.
Completed adding and sorting out PER attachments, updated table of contents accordingly. Submitted draft for in-house review.
Received comments on PER attachments and exhibits started addressing markups.
Completed Preliminary Engineering Report with updated attachments and report body, passed on final markups to CAD.
Received and reviewed CAD final exhibits, incorporated attachments to PER final draft.
Performed final review to PER and attachments, incorporated large size attachment depicting utility conflict zones for transfer line installation. Forwarded for submittal.
Reviewed scope of work to determine needed survey limits and services.
PM. Correspondence with Surveyor and requested Survey Proposal for subject project.
PM. Communicated with Surveyor and discussed needed services and proposal.
PM. Collaborated with staff and principal and discussed needed survey services. Communicated with Surveyor and discussed survey proposal.
PM. Correspondence with Surveyor regarding survey proposal request.
PM. Collaborated with staff and reviewed survey proposal from MSG. Correspondence with Surveyor regarding proposal comments.
PM. Reviewed survey. Correspondence with surveyor.
Reviewed Survey proposal. Correspondence with Surveyor regarding proposal comments.
PM. - Commented on received Survey. Correspondence with Principals and Owner regarding received survey.
PM. Correspondence with Surveyor regarding rejection of received proposal, and request of. Reviewed Survey Proposals. Correspondence with Owner.
PM. Correspondence with Surveyor and Owner regarding Survey proposal and comments.
PM. Reviewed Surveyor Proposal. Correspondence with surveyor and staff regarding survey comments.
PM. Reviewed received survey proposal. Correspondence with Owner and surveyor.
PM. Correspondence with Owner and SBISD Consultants and shared design info. Requested Survey Proposal from J&C, as requested by Owner.
PM. Communicated with Surveyor regarding Survey Proposal, as requested by Owner.
Reviewed correspondence from SBISD Eng. regarding proposed site drainage design.
PM. J&C Survey Proposal review.
PM. Correspondence with Owner regarding needed exhibit for SBISD Presentation. Revised Well Site Exhibit.
Reviewed revised well exhibits for SBISD Presentation.
PM. Collaborated with staff and reviewed project progress.
PM. Correspondence with SBISD Eng. regarding school survey and well site revisions.
PM. Collaborated with staff and discussed well site revisions, as requested by Owner. Reviewed Well Site.
PM. Revised Well Exhibit to include Temp. Access Esmt. Correspondence with Owner.
PM. Reviewed revised well exhibit. Correspondence with Owner.
PM. Collaborated with Staff and reviewed revised Well Site Exhibit.
PM. Met with Owner to discuss project status and update. Correspondence with Surveyor regarding service proposals and needed legal desc. Reviewed and revised Well Exhibits.
PM. Reviewed well exhibit, in prep. to scheduled meeting.
PM. Correspondence with Surveyor regarding needed Survey for prop. Esmts. Reviewed exhibits.
PM. Reviewed survey. Reviewed project status.
Meeting with City to discuss project status. Revised exhibits.
PM. Correspondence with SBISD Engineers regarding Well Site rev. Reviewed revised Well Exhibits.
PM. Met with the City and Engineers regarding on-going design. Collaborated with Engineers and updated well exhibit.
PM. Met with the City and Engineers to discuss Well Site and needed changes. Reviewed revised well site.
Correspondence with Eng.
PM. Well Site Meeting with Owner, SBISD, & Eng. regarding site and school design. Reviewed and revised well exhibits. Correspondence with Eng & Surveyor regarding proposed WL/Well Layout.
PM. Reviewed Well Exhibits. Correspondence with SBISD Eng and Owner regarding Site Updates.
PM. Collaborated with staff and discussed prop. WL Extension Exhibit and scope of work.
PM. Correspondence with Engineer & Surveyor regarding prop. WL layout and needed Easement Docs.
PM. Correspondence with Surveyor and Owner regarding survey proposal along Taylorcrest Ct.
PM. Reviewed CADD files from School Engineer. Collaborated with staff and discussed needed WL Ext. Exhibit. Correspondence with Surveyor regarding Survey Proposal.
Water Supply Well Checklist
Water Supply Well Checklist
Communicated with TCEQ regarding Well Project Review and other needed items.
PM. Collaborated with staff and discussed TCEQ App. Reviewed Easement Docs from Surveyor.
PM. Reviewed Taylorcrest Ct. Survey. Correspondence with Surveyor.
Utility Maps Request

<p>TCEQ Meeting and project review Water Well TCEQ Checklist Water Well TCEQ Checklist PM. Collaborated with staff and reviewed TCEQ App, and needed items. TCEQ Meeting with Owner. Reviewed project scope. PM. Gathered needed info for design. PM. Reviewed Survey Proposals. Correspondence with Surveyor regarding additional services.</p>		49.50	4,937.63
Project Designer			
<p>reviewed survey request for proposal coordinated with surveyor survey preparation Survey preparation reviewed survey and survey proposal sanitary control exhibit well site layout well site layout well site design well site draft updated preliminary well site layout updated site layout and sanitary control easement exhibit well site layout changes well site options and researched plats well site layout changes updated 150 ft sanitary control easement exhibit, site layouts, and traffic control exhibit revised site layout and prepared CAD files well site layout changes construction site and well site changes verified easement descriptions Taylorcrest Ct. waterline extension and well site layout Plan set production Taylorcrest WL extension and verified well site description Easement description verification Taylorcrest Ct. WL extension</p>		0.50	37.79
CAD Technician I			
<p>Mark ups</p>			
CAD Technician Level II		7.00	638.82
<p>EXHIBITS EXHIBITS</p>			
Senior Project Manager		41.50	6,282.98
<p>Exhibit Coordination and Creation Exhibit Creation Plan Revisions to CBHV Meeting with CHBV at City Hall Regarding Water Well No. 5 Meeting Prep Reviewed Survey Proposal Meeting with CBHV. Research on easements. Talked to City Attorney about easements. Meeting with CBHV and S&G regarding water well placement Meeting with CBHV regarding well placement Well site Design Meeting with CHBV Coordinate with CBHV Conference Call with TCEQ, Scheduling meeting with CBHV and TCEQ Coordination with TCEQ regarding meetings Survey Items to CBHV Attorney Survey Coordination Meeting with TCEQ Easements to CBHV Attorney Items to CBHV Meeting with TCEQ Design and CADD request Design</p>			
Professional Fees subtotal		204.00	23,742.69

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Water Well Improvements

Reimbursables

	<u>Rate</u>	<u>Billed Amount</u>
Mileages		
Jacob M. Floyd	0.58	12.76
Norman E. Gutierrez	0.58	88.86
Parking/Tolls		
Norman E. Gutierrez	1.00	2.36
		<u>103.98</u>
Reimbursables subtotal		103.98
Water Well Improvements subtotal		<u>23,846.67</u>

Invoice total 23,846.67

Approved by:

John K. Davis
President

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Langford Engineering, Inc.
 1080 W. Sam Houston Pkwy. N.
 Suite 200
 Houston, TX 77043
 713-461-3530

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

Invoice number 23612
 Date 09/25/2020

Project **200-020 Construction Plans for Water Well #5 Site Improvements**

Engineering Services through September 25, 2020

Water Well & Transfer Line #5 Site Improvements

Invoice Summary

Description	Total Billed	Prior Billed	Current Billed
Site Improvements	1,923.29	0.00	1,923.29
Total	1,923.29	0.00	1,923.29

Site Improvements
 Professional Fees

	Hours	Billed Amount
Engineer II (EIT)	15.00	1,606.70
<i>Meeting and project information review</i>		
<i>Record drawings and information review</i>		
<i>Record drawings review</i>		
<i>Site Visit for survey verification</i>		
<i>PM. Collaborated with staff and reviewed scope of work and design.</i>		
<i>PM. Collaborated with staff and reviewed scope and needed plan set.</i>		
Senior Project Manager	2.00	302.79
<i>Review Survey</i>		
Professional Fees subtotal	17.00	1,909.49

Reimbursables

Mileages

	Rate	Billed Amount
Cristian R. Ampuero	0.58	13.80
Site Improvements subtotal		1,923.29

Invoice total **1,923.29**

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City of Bunker Hill Village
Project 200-020 Construction Plans for Water Well #5

Invoice number 23612
Date 09/25/2020

Approved by:

John K. Davis
President

Langford Engineering, Inc.
 1080 W. Sam Houston Pkwy. N.
 Suite 200
 Houston, TX 77043
 713-461-3530

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

Invoice number 23613
 Date 09/25/2020

Project **200-023 2020 Emergency Repair Water Well 1**

Engineering Services through September 25, 2020

Invoice Summary

Description	Total Billed	Prior Billed	Current Billed
101 - Water Well No. 1 Taylorcrest Water Plant	6,955.34	0.00	6,955.34
Total	6,955.34	0.00	6,955.34

101 - Water Well No. 1 Taylorcrest Water Plant
 Professional Fees

	Hours	Billed Amount
Principal	17.75	3,195.00
<i>Weel # 1 pulled by Weisenger. Photos of bowl fracture.</i>		
<i>Down Hole Televising Well #1 with Weisinger</i>		
<i>Trip to Weisinger in Willis to observe the pump breakdown. City Hall to discuss findings with Steve Smith and delivered Bowl # 11 to City Hall.</i>		
<i>Testing results</i>		
<i>Site visit. Weisinger setting new pump with 11 stsges. Name plate on pump states 13 wich is incorrect.</i>		
<i>Well performance testing by Weisinger</i>		
<i>Bacti Reports. Well blowoff line not as prior to well workover. ACV Valve needs to be repaired. Talked to Steve and Gama.</i>		
<i>Weel site Visit. Emails on wrong bowl and well assembly. Look at old pump data.</i>		
<i>Well # 1 being placed in hole by Weisinger</i>		
<i>Well Site Visit. Installing correct pump</i>		
<i>At City Hall with Jim Caldwell on bowl and impellar failure National Pump, Gorman Rupp</i>		
Engineer II (EIT)	4.25	482.58
<i>Well TV Inspection. Site Visit.</i>		
<i>Collaborated with staff regarding well rehab.</i>		
Senior Project Manager	21.50	3,255.03
<i>Water Well Repair Site Visit</i>		
<i>Review of Water Well Video</i>		
<i>Weisinger Review</i>		
<i>Pump Curve Comparison and Emails to Client and Contractor</i>		
<i>Site Visit for Well Replacement</i>		
<i>Site Visit to Well No. 1</i>		
<i>Site Visit to Well for Repairs</i>		
<i>Well Site Visit</i>		
<i>Calcs for Water Well</i>		
Professional Fees subtotal	43.50	6,932.61

Reimbursables

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Mileages

Norman E. Gutierrez

Rate	Billed Amount
0.575	22.14

101 - Water Well No. 1 Taylorcrest Water Plant

Reimbursables

Parking/Tolls

Norman E. Gutierrez

	Rate	Billed Amount
	1.00	0.59
Reimbursables subtotal		<u>22.73</u>
Phase subtotal		<u>6,955.34</u>
Invoice total		<u><u>6,955.34</u></u>

Approved by:

John K. Davis
President

Langford Engineering, Inc.
 1080 W. Sam Houston Pkwy. N.
 Suite 200
 Houston, TX 77043
 713-461-3530

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

Invoice number 23614
 Date 09/25/2020

Project **200-024 GST Recoating - Water Plant 2**

Engineering Services through September 25, 2020

Invoice Summary

Description	Contract Amount	Total Billed	Prior Billed	Current Billed
011 - Preliminary Engineering	7,000.00	7,000.00	0.00	7,000.00
012 - Design Phase Services	14,000.00	11,000.00	0.00	11,000.00
013 - Construction Phase Services	6,000.00	0.00	0.00	0.00
014 - Observation of Construction	14,000.00	0.00	0.00	0.00
016 - Record Drawings	1,000.00	0.00	0.00	0.00
019 - Reimbursable Expenses	3,000.00	880.71	0.00	880.71
Total	45,000.00	18,880.71	0.00	18,880.71

Reimbursables

	Units	Rate	Billed Amount
Prints			235.74
<i>INV#165832 8.5 x 11 B&W Scan to .pdf and 11x17 Scan to PDF</i>			
Mileages	51.80	0.575	29.79
	114.80	0.58	66.58
Subtotal			96.37
Parking/Tolls	2.35	1.00	2.35
Reimbursables subtotal			334.46

Consultant

	Units	Rate	Billed Amount
Consultant			546.25
Preventive Services L.P.			
<i>Annual inspection of welded ground storage tank no. 1 located at the City of Bunker Hill Village Water Plant No. 2 from the roof hatch while the tank was in service. Provide written report and TECEQ Form. Date of inspection 07/21/20.</i>			

Invoice total **18,880.71**

RECEIVED OCT 14 2020

Approved by:

John K. Davis
President



Please make check payable to:
CenterPoint Energy

Attn: **SPB PAC**
 3401 Brittmooore Rd.
 Houston, TX 77043

INVOICE

Customer Info:

9/2/20

Name:	Norman Gutierrez - Langford Engineering				
Address:	11977 Memorial Drive - MVWA Tank				
City:	Houston	State:	TX	Zip:	77024
Phone:	5127995167				
Email:	norman.g@langfordeng.com				
CNP Representative:	Cole Stevenson	Phone:	713-945-4530		

	Description	W/O #	Total
1	Relocation of CNP Facilities	95294670	\$7,786.00
2			
3			
4			
5			
			\$7,786.00

PLEASE MAIL PAYMENT TO THE ABOVE ADDRESS.
 Proessing of check may be delayed without the return of this invoice.

Make all checks payable to: *CenterPoint Energy*

Please send a copy of this invoice along with the check. Charges good for 1 year from date of invoice.

Payment is required prior to release of construction work order

If you have any questions concerning this invoice, please contact your CNP Representative at number above.

Thank you for using CenterPoint Energy

HARRIS COUNTY
PUBLIC LIBRARY
your pathway to knowledge

September 30, 2020

Robert P. Lord
Mayor
City of Bunker Hill Village
11977 Memorial Drive
Houston, TX 77024-2797

Attention: Valerie Cantu, City Secretary

Dear Mayor Lord:

Enclosed, please find an original agreement between Harris County and the City of Bunker Hill Village pertaining to the City's donation of \$1,500 to the Spring Branch Memorial Library for the purchase of library materials, furnishings, equipment, or shelving.

I respectfully request that when the City Council approves this agreement, please sign the originals, and send them back to me for placement on the agenda of Commissioners Court. I will return a copy of the fully executed agreement to you for your records.

Thank you so much for your interest in collaborating with Harris County to provide quality library services to your residents.

Please do not hesitate to call me if you have any questions.

Sincerely,



Edward Melton
Director

Cc: Jennifer Finch, Branch Manager, Spring Branch Memorial Library

**INTERLOCAL AGREEMENT BETWEEN HARRIS COUNTY AND
THE CITY OF BUNKER HILL VILLAGE**

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This Interlocal Agreement, entered into pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code Agreement is between Harris County, Texas ("County"), a body corporate and politic under the laws of the State of Texas, and the City of Bunker Hill Village, a municipal corporation under the laws of the State of Texas ("City").

RECITALS:

County desires to purchase, for the benefit of the residents of City and other County residents, certain library materials.

City desires to receive the benefit of the purchase of library materials and other items and deliver funds necessary for such purchases.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

TERMS:

L

- A. Within ninety (90) days from the date of execution of this Agreement, City agrees to deliver to County the sum of One Thousand Five Hundred Dollars and No/100 (\$1,500.00) out of current fiscal funds. Payment shall be made payable to Harris County. County agrees to deposit the check in the Spring Branch Memorial Trust Account. City shall mail payment to:

Library Director
Harris County Public Library
5749 S Loop East
Houston, TX 77033

- B. After receipt of the funds from City pursuant to this Agreement, County agrees to purchase library materials, furnishings, equipment and shelving, including but not limited to books, reference materials, and audiovisual materials for the benefit of residents of the City and other County residents. County agrees to purchase such items for use in the Spring Branch Memorial Library branch of the Harris County Library. County agrees that it will not use the funds for purposes other than as stated in this Agreement.

- C. In the event the total actual cost of items purchased by County under this Agreement does not exceed the amount of One Thousand Five Hundred Dollars and No/100 (\$1,500.00), County may, in accordance with this Agreement, expend any money not expended for other purposes that benefit the Spring Branch Memorial Library.
- D. County shall be the owner of any items purchased under the terms of this Agreement.

II.

County agrees to deliver to City within thirty (30) days after the anniversary of this Agreement an itemized list of items purchased under the terms of this Agreement, including the costs of the items. Except as provided in Section I.C., County agrees to reimburse to City any funds advanced to County not expended within one year after execution of this Agreement.

III.

In the event of default by City in any of the terms or provisions of this Agreement, the sole remedy of the County is termination of this Agreement. In the event of County's default in any of the terms or provisions of this Agreement, the sole remedy of City is termination of this Agreement, and, except as provided in Section I.C., County will return to City, within sixty (60) days of the termination date, all funds provided to County by City under this Agreement that have not been expended.

IV.

- A. City represents that it has sufficient funds available to meet its obligations under this Agreement.
- B. This Agreement does not obligate County to expend any County funds. City understands and agrees that County has not appropriated any funds to cover County's obligations under this Agreement.

V.

All notices and communication permitted or required to be given under this Agreement will be mailed by certified mail, return receipt requested, postage prepaid, to the following addresses:

FOR COUNTY:

Commissioners Court of Harris County
Harris County Administration Building
1001 Preston, 9th Floor
Houston, Texas 77002-1891
Attn: Clerk of Commissioners Court

With a copy to: Purchasing Department
Harris County Administration Building
1001 Preston, 6th Floor
Houston, Texas 77002-1891

FOR CITY: City of Bunker Hill Village
11977 Memorial Drive
Houston, Texas 77024-6231
Attention: Mayor

Either Party may change its address by giving notice to the other Party in writing. Any notice mailed by registered or certified United States mail, return-receipt requested, shall be deemed given upon deposit in the United States mail.

VI.

This instrument contains the entire agreement between the Parties hereto relating to the rights herein granted and the obligations herein assumed. Any oral representations or modifications concerning the Agreement shall be of no force or effect except a subsequent modification in writing signed by the Parties.

VII.

If any provision of this Agreement is construed to be illegal or invalid, this will not affect the legality or validity of any of the other provisions hereof. The illegal or invalid provisions will be deemed stricken to the same extent and effect as if never incorporated herein.

VIII.

Nothing in this Agreement may be construed as creating any personal liability on the part of any officer, director, employee, or agent of any public body that may be a party to this Agreement, and the Parties expressly agree that the execution of this Agreement does not create any personal liability on the part of any officer, director, employee, or agent of County.

IX.

City expressly acknowledges that County is subject to the Texas Public Information Act, Chapter 552 of the Texas Government Code, and notwithstanding any provision in this Agreement to the contrary, County will make any information related to this Agreement or otherwise available to third parties in accordance with the Public Information Act.

X.

This Agreement is governed by the laws of the State of Texas. The forum for any action under or related to the Agreement is exclusively in a state or federal court of competent jurisdiction in

Texas. The exclusive venue for any action under or related to the Agreement is in a state or federal court of competent jurisdiction in Houston, Harris County, Texas.

IN WITNESS WHEREOF, this instrument has been executed on behalf of Harris County by a duly authorized representative of Harris County, and by the City of Bunker Hill Village by a duly authorized representative of the City of Bunker Hill Village.

APPROVED AS TO FORM:

VINCE RYAN
County Attorney

HARRIS COUNTY

By: 
CHERELLE SIMS
Assistant County Attorney
160890888

By: _____
LINA HIDALGO
County Judge

Date signed: _____

ATTEST:

CITY OF BUNKER HILL VILLAGE

By: _____
BRITIQUE L. WILLIAMS
City Secretary

By: _____
ROBERT P. LORD
Mayor

Date signed: _____

Date signed: _____