

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
October 20, 2020 at 5:30 P.M.**

**I. CALL TO ORDER**

Mayor Robert Lord called the meeting to order at 5:36 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  
Susan Grass, Finance Manager at City Council Chambers

**II. PLEDGE OF ALLEGIANCE**

Boy Scouts, Owen and Jake Duggan led the Pledge of Allegiance.

**III. PROCLAMATION HONORING WILLIAM R. "BILL" PURIFOY**

Mayor Lord recognized the passing of Mr. William R. "Bill" Purifoy. Mayor Lord read a proclamation honoring and thanking Mr. Purifoy for his 25 plus years of service to the City through his volunteer efforts on the Planning and Zoning Commission, as an Election Judge and on the Zoning Board of Adjustment. Mayor Lord shared the proclamation with Mr. Purifoy's Family and announced that the City will be dedicating a bench in his honor along Memorial Drive near his home for over 28 years. Members of the Council as well as Former Mayor Jay Williams added their appreciation for Mr. Purifoy.

**IV. CITIZEN COMMENTS**

There were no citizen comments.

**V. POLICE COMMISSIONER REPORT**

A. Update on Activities - Commissioner, Jay Smyre, and Chief Schultz gave an update on activities, including personnel and calls for service. Chief Schultz highlighted some major incidents MVPD handled including an identity theft ring involving the Texas Workforce Commission.

**VI. FIRE COMMISSION LIAISON REPORT**

A. Update on Activities - Fire Commission Liaison, Keith Brown gave an update on activities including the budget, the reconstruction of the Fire Station and the new Fire Engine.

## **VII. MAYOR'S REPORT**

### **A. Report on Activities**

- Mayor Lord attended the Spring Branch Independent School District (SBISD) - School Board Meeting in September. The School Board approved the Interlocal Agreement for the well site at Bunker Hill Elementary School.
- Mayor Lord attended the Mayors Luncheon on Wednesday, October 14, 2020. The Mayors are working closely together to see if there are some services that can be consolidated and made more efficient for the Cities.
- Mayor Lord and Susan Schwartz attended the Harris County Mayors and Council Association Meeting on Thursday, October 15, 2020. Susan Schwartz was sworn in as the new Treasurer for the Association.
- The City provided cookies and a proclamation to Bunker Hill Elementary and Frostwood Elementary Schools for World Teachers Day on October 5, 2020.
- The City provided breakfast and a proclamation for the Village Fire Department for each shift in celebration of National Fire Prevention Week October 4 – 10, 2020.

### **B. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 20-535, 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 Thode to adopt Ordinance Number 20-535 to extend the Public Health Emergency and State of Disaster due to the outbreak of COVID-19.

The motion carried 5– 0.

## **VIII. CITY ADMINISTRATOR'S REPORT**

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

City Administrator Karen Glynn provided updates:

- The upgrades for cameras and sound system in the Council Chamber were completed.
- The City will be holding Court via Zoom on Thursday, October 22 following approval of the City's plan to safely provide this service. This is a small docket to work out any issues.
- The City's Annual Twinkle Light Parade is set for December 17, 2020. The City is planning for the parade but will not hold the event at the Church. Mayor Lord asked Ms. Glynn to contact the other Cities and share the information.
- Ms. Glynn reminded Council that in early 2020, the City had offered an item to both Frostwood and Bunker Hill Elementary Schools for their school auctions. This included

riding on the City's Float in the July 4<sup>th</sup> and the Twinkle Light Parades. The City will offer these items again this school year.

B. Update and Direction on COVID Related Expenditures

Karen Glynn shared that the City submitted the first round of COVID expenses to the Harris County Small Cities reimbursement program. The County is moving forward with taking these requests to Commissioner's Court. The City is proceeding with the website update. With the reimbursements, the City does recommend moving forward with the "smart board" to improve online opportunities for Committees and Resident Pre-Development Meetings and with blinds in the Council Chambers. This will also be submitted for reimbursement to make the online meetings held during the daytime work better visually. In addition, this area was used during COVID for emergency needs for the Police Department allowing them to social distance. This will provide privacy for both daytime and night-time uses.

C. Public Works Director - Report on Projects

Steve Smith shared the following reports:

- Water Well No 5 – Staff is working to submit 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 Water Tank Rehabilitation Project at City Hall is out for bid and should be back to the City Council in November.
- The new water line on Taylorcrest Court is out for bid and should be back to the City Council in November.
- Staff continues to work with SBISD and Bunker Hill Elementary on traffic plans for construction which will begin in January.
- Staff is working on getting pricing to repair the right turn lane for westbound Memorial at the Gessner intersection.
- The City has been working to place new trees through the City's Dedication Program and also the Offsite Tree Program. Council discussed the option of planting larger trees and possibly providing two options and fees for the Tree Dedication Program.

D. City Hall Holiday Schedule

Karen Glynn shared the City Hall schedule for the upcoming holidays.

**IX. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 20-538 AMENDING THE CITY OF BUNKER HILL VILLAGE, TEXAS ANNUAL BUDGET FOR THE YEAR 2021 BASED ON THE APPROVAL OF THE 2020 TAX RATE, 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 – Karen Glynn, City Administrator**

Karen Glynn, City Administrator, presented this item, answered questions and took comments: At the September Meeting, City Council approved the tax rate at \$.275 per \$100 valuation; however, the budget was adopted at \$.277. For this reason, staff is recommending that the City Council approve

a budget amendment to reflect the revised revenue to be collected for the 2021 tax year. The change impacts and is reflected in the General Fund Property Taxes and Fund Balance.

Adopting a revised budget more accurately reflects the City's financial position as well as ensures a more accurate depiction of the fund balance for use in the Fiscal Year 2021 original budget.

A motion was made by Councilmember Brown and seconded by Councilmember Smyre to approve Ordinance 20-538.

The motion carried 5 – 0.

**X. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 20-532 OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NOS. 1 THROUGH 9 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2020; PROVIDING DETAILED LINE ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT – *Karen Glynn, City Administrator***

Karen Glynn, City Administrator, presented this item, answered questions and took comments:

At the September Meeting, City Council approved the Budget for 2021. This budget was based on projections in the 2020 Budget. As a result, staff is recommending the City Council adopt a revised budget for 2020 to more accurately reflect the City's financial position year to date as well as ensure a more accurate depiction of the fund balance for use in the preparation of the Fiscal Year 2021 proposed budget.

Amendments 1-9 compare the Fiscal Year 2020 Adopted Budget passed by City Council in September 2019 to the recommended Fiscal Year 2020 year-end projections, including both revenues and expenditures/expenses, for all funds, in order to see the change from the adopted budget. Based on actuals-to-date, there have been some changes between line-item detail projections, but the net impact have remained the same as used in the Fiscal Year 2021 budget document.

Ms. Glynn also shared that with 3 more months left in the fiscal/calendar year for 2020, amended line-item budgets will more accurately reflect expenditures/expenses that staff can rely upon when making purchases.

One item discussed included the transfers projected from the Utility Fund to the Capital Projects Funds which included a signification increase. Ms. Glynn explained that the transfers to the Capitals Funds had not been made in 2019 and this was a correction for both years.

A final budget amendment will be submitted in the spring following the annual audit.

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve Ordinance 20-532.

The motion carried 5 – 0.

**XI. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 20-536 AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING SECTION 16-26, (1) - (4) OF ARTICLE II OF CHAPTER 16**

**THEREOF AND SUBSTITUTING THEREFORE A NEW SECTION 16-26, (1) - (4); ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR WATER AND SANITARY SEWER SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY** - *Karen Glynn, City Administrator*

Karen Glynn, City Administrator, presented this item, answered questions, and took comments:

Each Fall, following adoption of the Fiscal Year Budget, the City Council sets the annual utility rates for Water and Wastewater Services. With approval of the 2021 Budget, no fee increase was included for water and wastewater services. Approval of the ordinance will set the rates for 2021.

A motion was made by Councilmember Schwartz and seconded by Councilmember Brown to approve Ordinance 20-536.

The motion carried 5 – 0.

**XII. CONSIDERATION AND POSSIBLE ACTION REGARDING A ONE YEAR CONTRACT EXTENSION WITH TEXAS PRIDE FOR SOLID WASTE (TRASH AND RECYCLING) SERVICES INCLUDING SERVICING THE DUMPSTER AT CITY HALL FOR THE TIME FRAME JANUARY 1, 2021 THROUGH DECEMBER 31, 2021 AT A BASE AMOUNT OF \$29.39 PER HOUSEHOLD PER MONTH AND \$293.52 PER MONTH FOR SERVICING THE CITY'S DUMPSTER** - *Karen Glynn, City Administrator*

Karen Glynn, City Administrator, presented this item, answered questions and took comments:

In February 2018, the City Council approved the transfer for Solid Waste and Recycling Services from Republic Services to Texas Pride under the same conditions and pricing. At the time, the City was in year 4 of a 5-year contract with Republic Services for these services. The existing (transferred) contract period ended in December 2019 with the option to extend for two additional 1 - year options.

This item recommends approving the second 1 – year option with Texas Pride.

Texas Pride officially took over in mid-March of 2018 and the transition went very well. The City has been very pleased with the services provided by Texas Pride especially considering the COVID 19 situation. There have been no interruption to the City's service.

Staff has been in discussion with Texas Pride to evaluate rates as discussed during the City's budget process. Texas Pride has agreed to continue services in 2021 at an increase of 3.5% based on the City's contract and the Consumer Price Index for Garbage.

Ms. Glynn shared the following rates charged by the provider over this contract period and the proposed rate submitted by Texas Pride for 2020:

<b>Rate with Republic Services</b> <i>2018 Rate per Contract</i>	<b>Rate with Texas Pride</b> <i>June 2018 – December 2020</i>	<b>Proposed Rate with Texas Pride</b> <i>2021</i>
\$ 35.99	\$ 28.40	\$ 29.39

The proposed rate for 2021, with the increase per contract, continues to be lower than the rate charged by Republic Services in 2015.

The actual rate submitted for adoption by Council included the rate calculated for two months as this is billed bi-monthly with the City's water and wastewater utilities. The rate also includes required taxes and an administration cost. The administration cost is remaining flat resulting in an overall increase of 3% as shown in the 2021 Budget.

The cost to service the City's dumpster will remain at \$293.52 per month.

This item included the action to approve the second 1 - year contract extension with Texas Pride.

*\*\*\*This item was presented with Item XIII and was approved in one motion.*

**XIII. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 20-537 AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING SECTION 16-26 (5) OF ARTICLE II OF CHAPTER 16 THEREOF AND SUBSTITUTING THEREFORE A NEW SECTION 16-26 (5); ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR SOLID WASTE AND RECYCLING SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; AND PROVIDING FOR SEVERABILITY- Karen Glynn, City Administrator**

Karen Glynn, City Administrator, presented this item, answered questions and took comments: Ms. Glynn explained that this item is in conjunction with the action taken on item XII which approved the second 1 - year contract extension with Texas Pride. Adoption of Ordinance No. 20-537 will set the rate that will be charged to residents for 2021.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to approve a contract with Texas Pride for another year along with Ordinance No. 20-537 and the respective fees.

The motion carried 5 – 0.

**XIV. CONSIDERATION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 10-20-20 OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING A SCHEDULING OF FEES, RATES, DEPOSITS, AND OTHER CHARGES FOR PUBLIC SERVICES, INCLUDING THOSE RELATING TO DEVELOPMENT, BUILDING AND CONSTRUCTION, ELECTRICAL, PLUMBING, LICENSING AND REGISTRATIONS, REGULATORY INSPECTIONS, PERMITTING, APPLICATIONS, HEARINGS AND OTHER MATTERS - Steve Smith, Director of Public Works/ Building Official**

Karen Glynn, City Administrator recommended that this item come back to Council in November and no action be taken at this meeting. This allows Staff to follow up on comments made during the Tree Dedication discussion during Staff Reports.

No action was taken on this item.

**XV. DISCUSSION AND POSSIBLE ACTION REGARDING DESIGNATION OF A REPRESENTATIVE AND AN ALTERNATE TO THE GENERAL ASSEMBLY OF THE HOUSTON-GALVESTON AREA COUNCIL FOR 2021 - *Robert Lord, Mayor***

Mayor Lord shared the following:

It is time to appoint the City's Representatives for the Houston-Galveston Area Council. These appointments serve a one-year time frame. Councilmember Susan Schwartz currently serves as the Representative for the City and Councilmember Laurie Rosenbaum serves as alternate.

Councilmember Schwartz has indicated her interest in continuing to be the City's H-GAC Representative. Councilmember Rosenbaum has agreed to continue as alternate.

A motion was made by Councilmember Smyre and seconded by Councilmember Thode to approve Susan Schwartz as the City's Representative and Laurie Rosenbaum as an Alternate to the General Assembly of the Houston-Galveston Area Council for 2020.

The motion carried 5 - 0.

**XVI. 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. August Financials
- B. September Financials
- C. Minutes of the September 15, 2020 Council Meeting
- D. RPS, Invoice No. 820034 in the amount of \$406.39 for professional services rendered from August 1, 2020 to August 28, 2020 under on-call services for Site Development Review
- E. RPS, Invoice No. 820031 in the amount of \$5,305.34 for professional services rendered from August 1, 2020 to August 28, 2020 under on-call services for miscellaneous services including Drainage Committee Planning, Meeting and Associated Assignments
- F. Probstfeld & Associates, Invoice No. 62098 in the amounts of \$155.00 for professional services rendered in September 2020 for engineering services for drainage site development review
- G. Probstfeld & Associates, Invoice No. 62099 in the amounts of \$80.00 for professional services rendered in September 2020 for engineering services for drainage site development review
- H. Probstfeld & Associates, Invoice No. 62100 in the amounts of \$80.00 for professional services rendered in September 2020 for engineering services for drainage site development review
- I. Kimley-Horn and Associates, Inc., Invoice No. 067787100-0820 in the amount of \$2,542.50 for professional services through August 31, 2020 for the Memorial Drive at Forest Club/Stoney Creek and Taylorcrest at Flintdale Sight Distance Studies
- J. Langford Engineering, Inc., Invoice No. 23610 in the amount of \$1,247.79 for professional services rendered through September 25, 2020 for General Engineering On Call Services Miscellaneous Assignments

- K. Langford Engineering, Inc., Invoice No. 23611 in the amount of \$23,846.67 for professional services rendered through September 25, 2020 for Construction Plans for the replacement of Water Well No. 2 (New Water Well No. 5)
- L. Langford Engineering, Inc., Invoice No. 23612 in the amount of \$1,923.29 for professional services rendered through September 25, 2020 for Site Improvements for the replacement of Water Well No. 2 (New Water Well No. 5)
- M. Langford Engineering, Inc., Invoice No. 23613 in the amount of \$6,955.34 for professional services rendered through September 25, 2020 for Site Improvements for Water Well No. 1 Taylorcrest Water Plant
- N. Langford Engineering, Inc., Invoice No. 23614 in the amount of \$18,880.71 for professional services rendered through September 25, 2020 for Water Plant No. 2 Ground Storage Tank Recoating
- O. CenterPoint Energy, Work Order No. 95294670 in the amount of \$7,786.00 for the relocation of CNP Facilities to accommodate the City Hall Water Tank Rehab Project
- P. Annual agreement between the City and Harris County Public Library to participate in funding certain library materials at the Spring Branch Memorial Library for the benefit of the residents of the City and the County at a cost of \$1,500.00

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

The motion carried 5 – 0.

## **XVII. ADJOURN**

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to adjourn the meeting 7:35 p.m.

The motion carried 5 – 0.

Approved and accepted on November 17, 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 FINANCE AUDIT COMMITTEE  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
NOVEMBER 11, 2020 AT 8:30 A.M.**

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

**Present:**

Mayor Robert Lord  
Councilwoman Susan Schwartz  
Karen Glynn, City Administrator  
Susan Grass, Finance Manager  
Claire Bogard, Consultant

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**ANNUAL REVIEW OF POLICY**

Karen Glynn shared that she had asked the City's consultant, Claire Bogard to review the policy in full following Ms. Bogard's time with the City working as Interim Finance Director.

Ms. Bogard stepped through the recommended changes to the policy. The Committee discussed the policy and various investment options that the City could consider in the future. With current conditions and interest rates, the City's banking accounts provide the best interest at this time; however, the policy provides the means to consider other options over time.

The Committee unanimously approved the recommended policy. This policy will be presented to the City Council as a resolution at the November meeting.

**REVIEW OF INVESTMENTS**

The City was utilizing CDs for investment through Compass Bank. When the CDs matured this year, Compass provided a rerate which was lower than the City's checking account as a result of the COVID 19 pandemic. The City has kept all funds in the City's checking accounts.

The City currently utilizes BBVA Compass Bank for the City's main checking account and has approximately \$1 Million at Allegiance Bank in a checking account.

**PLAN FOR BOND ISSUE FOR WATER WELL/TRANSMISSION LINE DEBT ISSUE**

Karen Glynn also shared the proposed plan for the construction of the new water well at Bunker Hill Elementary School. The well is under design. Plans will be submitted to TCEQ in late November and the bidding process will begin in January 2021. Staff expects to bring forward a construction contract to the City Council at the March 2021 Meeting.

In discussion with the City's Financial Advisor, the City can begin the bond process in January with a resolution and intent to reimburse. It is expected that a bond closing would be in April 2021 which closely coincides with the construction timeframe and funding needed.

Ms. Glynn also noted that the City is working with SBISD regarding detention opportunities. The Drainage Committee is recommending the City participate with SBISD should detention be available. The City's model shows this would be a significant improvement for this area which is still experiencing street flooding over 18 inches in depth lasting over 1 hour.

The benchmark for detention is \$1 Million per acre foot. There is a possibility that up to 2 acre feet could be achieved on the site. The Engineer for the District estimated the cost at \$900,000 per acre foot. There is \$500,000 allocated in the 2021 Budget for this project. Ms. Glynn shared that the City's Financial Advisor shared that the cost for detention could be added to the proposed debt issuance for the well if the City felt this was favorable especially based on interest rates. Staff will be working with the School District over the next few months to clearly understand the available capacity and evaluate funding opportunities. This will be presented at the January 2021 Meeting.

#### **BANKING CONTRACT – LAST ONE YEAR EXTENSION MARCH 1, 2021 - 2022**

The City's current banking contract with BBVA Compass has one remaining one year extension to March 2022; however, Compass has indicated that they may not be able to honor the City's base interest rate and terms. Staff will be working with Compass to confirm their position on the one year extension. Staff will also ask for a month to month opportunity should this not be extended for the same terms. The City will plan to go out for RFPs and evaluate other opportunities. Staff will be developing a schedule for this process.

#### **COVID EXPENSES – UPDATES ON SCAP**

Staff provided an update on expenses submitted and approved to date. In addition, staff discussed the opportunity to add a vehicle to the City's fleet and seek reimbursement for this expense. The Committee concurred with this approach and staff will proceed with acquisition and request City Council ratify the expense at the November Council Meeting.

#### **FINANCIAL MANAGEMENT POLICY STATEMENTS**

Karen Glynn has asked Claire Bogard to organize the City's current financial policies and practices and develop/process Financial Management Policy Statements for approval by the City Council. This will document and formalize these efforts.

This will be available in early 2021.

### **SUMMARY OF RECOMMENDATIONS**

In summary, the Committee is recommending the following:

- Take the Revised Investment Policy to City Council for approval at the November Meeting.
- Proceed with the purchase of an additional vehicle and take a ratification item to the City Council at the November Meeting.
- Conduct an RFP Process for the City's Banking Services if BBVA Compass cannot honor the City's final year extension at the same terms.
- Begin the bond process for the City's water well with a recommendation to the City Council in January 2021
- Outline possible funding opportunities to partner for detention at Bunker Hill Elementary School.
- Continue efforts on the Financial Management Policy Statements to be approved in 2021.
- Continue efforts to seek reimbursement for COVID 19 expenses and safety improvements.

The meeting was adjourned.

01-00-00-7503

Project	004067	Bunker Hill Village On-Call Contract	Invoice	920051
<b>Billing Backup</b>			Monday, September 28, 2020	
RPS Infrastructure Inc. (Live)			Invoice 920051 Dated 10/13/2020	
			6:42:55 PM	

**Professional Personnel**

			Hours	Rate	Amount	
001159	20 - Micek, Sean	8/31/2020	6.00	126.06	756.36	
001159	20 - Micek, Sean	9/15/2020	.50	126.06	63.03	
001159	20 - Micek, Sean	9/23/2020	.50	126.06	63.03	
001159	20 - Micek, Sean	9/25/2020	1.00	126.06	126.06	
001135	19 - Worku, Fasil	9/10/2020	3.00	99.53	298.59	
	- Look at selected streets for depth/duration of ponding					
	- Prepare a summary Figure/Table					
001135	19 - Worku, Fasil	9/11/2020	2.00	99.53	199.06	
	- Look at selected streets for depth/duration of ponding					
	- Prepare a summary Figure/Table					
001135	19 - Worku, Fasil	9/15/2020	1.50	99.53	149.29	
	- Identify areas with 12" or higher ponding depth along:					
	---- Cobblestone Dr					
	-----Broken Bough Dr					
	-----Williamsburg Ln					
001135	19 - Worku, Fasil	9/22/2020	2.50	99.53	248.83	
	- Check BHV PCSWMM mode's level of detail 1 along Gessner road and identify what is missing					
	- Check if we have private streets shapefile in BHV project folder					
001135	19 - Worku, Fasil	9/23/2020	1.00	99.53	99.53	
	- Identify the worst streets in BHV which are in need of improvement					
001135	19 - Worku, Fasil	9/24/2020	8.00	99.53	796.24	
	- Prepare a table with streets name, its drainage mode (open ditch or curb/gutters), center of the road elevation from Lidar and ponding depth/time from PCSWMM results					
	- Prepare 12" and 18" inundation map on single map (different colors)					
	- Check the level of model details along Mayerling Dr and others					
Team Leader						
000392	30 - McClung, Michael	9/2/2020	1.00	257.09	257.09	
	On-Call Tasks					
000392	30 - McClung, Michael	9/8/2020	3.00	257.09	771.27	
	Drainage Committee Prep and Meeting					
000392	30 - McClung, Michael	9/14/2020	1.00	257.09	257.09	
000392	30 - McClung, Michael	9/16/2020	1.00	257.09	257.09	
	Drainaing Committee Follow Up					
000392	30 - McClung, Michael	9/17/2020	1.00	257.09	257.09	
	Meeting with Resident on Winshire Circle					
000392	30 - McClung, Michael	9/23/2020	1.00	257.09	257.09	
000392	30 - McClung, Michael	9/24/2020	1.00	257.09	257.09	
Senior Project Engineer						
001149	7 - Partida, Luis	9/15/2020	.50	172.50	86.25	
	Totals		35.50		5,200.08	
	Total Labor					5,200.08
						\$5,200.08
						\$5,200.08
						\$5,200.08
	Total this Report					\$5,200.08



## Progress Report

**To:** Ms. Karen Glynn & Mr. Steve Smith  
**Date:** September 24, 2020  
**Project:** Bunker Hill Village: Progress Report  
**RPS Project No.:** 0159.019.003 – On-Call Services  
0159.019.029 – Site Development Review

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Work performed from September 1, 2020 to September 25, 2020

**0159.019.003: On-Call Services** (*TOTAL = \$5,200.08*)

- Drainage Committee Meeting Preview, Prep, Attendance, and Follow Up (\$2,539.46)
  - Mike McClung – 5 hrs
  - Sean Micek – 6 hrs
  - Fasil Worku – 5 hrs
- Prep and Meeting with Karen and Steve Regarding Modeling Tasks (\$514.18)
  - Mike McClung – 2 hrs
- Review Areas with 18" Ponding, Begin Calculating Total Length, Depth, and Duration (\$1,554.28)
  - Fasil Worku – 10.5 hrs
  - Sean Micek – 2 hrs
  - Mike McClung – 2 hrs
- Review and Address Model at Gessner (\$335.08)
  - Fasil Worku – 2.5 hrs
  - Luis Partida – 0.5 hr
- Meeting with Resident on Winshire (\$257.09)
  - Mike McClung – 1 hr

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

Project	007054	BHV - Development Review On-Call	Invoice	1020030
<b>Billing Backup</b>			Friday, October 30, 2020	
RPS Infrastructure Inc. (Live)		Invoice 1020030 Dated 11/11/2020		3:28:17 PM

**Professional Personnel**

			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
001159	20 - Micek, Sean	10/1/2020	1.00	126.06	126.06	
001159	20 - Micek, Sean	10/21/2020	1.00	126.06	126.06	
	Totals		2.00		252.12	
	<b>Total Labor</b>					<b>252.12</b>
						<b>\$252.12</b>
						<b>\$252.12</b>
						<b>Total this Report \$252.12</b>





## Progress Report

**To:** Ms. Karen Glynn & Mr. Steve Smith  
**Date:** October 29, 2020  
**Project:** Bunker Hill Village: Progress Report  
**RPS Project No.:** 0159.019.003 – On-Call Services  
0159.019.029 – Site Development Review

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Work performed from September 28, 2020 to October 30, 2020

### **0159.019.003: On-Call Services** (*TOTAL = \$14,089.07*)

- Drainage Committee Meeting Preview, Prep, Attendance, and Follow Up (\$3,324.06)
  - Mike McClung – 8 hrs
  - Sean Micek – 9 hrs
- Utilize Model Results to Prepare and Update 18" Ponding Exhibits and Spreadsheet for Identified Streets (\$4,420.98)
  - Fasil Worku – 21.50 hrs
  - Sean Micek – 17.50 hrs
- Review and Summary of Buffalo Bayou Draft Feasibility Study (\$1,030.05)
  - Mike McClung – 1 hrs
  - Sean Micek – 6 hrs
- Rain Data Analysis of TS Beta (\$1,156.11)
  - Sean Micek – 7 hrs
  - Mike McClung – 1 hr
- Bunker Hill Elementary Underground Detention Analysis Including Meetings, Model Updates, Calculations, and Preparation of Exhibits (\$3,320.70)
  - Sean Micek – 22 hrs
  - Mike McClung – 2 hrs
- Field Visits and Recommendations for Memorial Drive at Gessner, Warrenton, Winshire, and Bayhurst (\$821.07)
  - Mike McClung – 3 hrs

### **0159.019.029: Site Development Reviews** (*TOTAL = \$252.12*)

- Completed HGL calculations based on existing XP-SWMM model and Atlas 14: 319 Chapel Belle, 415 Bunker Hill Road (\$406.39)
  - Sean Micek – 2 hr



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

November 11, 2020  
Project No: 004067  
Invoice No: 1020029  
Legacy Project No: 0159.019.003

Bunker Hill Village On-Call

**For Professional Services rendered from September 26, 2020 to October 30, 2020:**

General On-Call Services

**Professional Personnel**

	Hours	Rate	Amount	
Micek, Sean	61.50	126.06	7,752.69	
Worku, Fasil	21.50	103.02	2,214.93	
Team Leader				
McClung, Michael	15.00	273.69	4,105.35	
Totals	98.00		14,072.97	
<b>Total Labor</b>				<b>14,072.97</b>
				<b>\$14,072.97</b>

**Reimbursable Expenses**

Reim Exp-Mileage			16.10	
<b>Total Reimbursables</b>		<b>1.0 times</b>	<b>16.10</b>	<b>16.10</b>
				<b>\$16.10</b>

**Total Due This Invoice: \$14,089.07**

**Remit Payment:**

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

Project	004067	Bunker Hill Village On-Call Contract	Invoice	1020029
<b>Billing Backup</b>			Friday, October 30, 2020	
RPS Infrastructure Inc. (Live)			Invoice 1020029 Dated 11/11/2020	
			3:24:54 PM	

#### Professional Personnel

			Hours	Rate	Amount
001159	20 - Micek, Sean	9/27/2020	5.00	126.06	630.30
001159	20 - Micek, Sean	9/28/2020	5.00	126.06	630.30
001159	20 - Micek, Sean	9/29/2020	7.50	126.06	945.45
001159	20 - Micek, Sean	10/5/2020	6.00	126.06	756.36
001159	20 - Micek, Sean	10/6/2020	6.00	126.06	756.36
001159	20 - Micek, Sean	10/7/2020	7.00	126.06	882.42
001159	20 - Micek, Sean	10/8/2020	3.00	126.06	378.18
001159	20 - Micek, Sean	10/20/2020	2.00	126.06	252.12
001159	20 - Micek, Sean	10/22/2020	5.00	126.06	630.30
001159	20 - Micek, Sean	10/23/2020	4.00	126.06	504.24
001159	20 - Micek, Sean	10/26/2020	5.00	126.06	630.30
001159	20 - Micek, Sean	10/27/2020	2.00	126.06	252.12
001159	20 - Micek, Sean	10/28/2020	4.00	126.06	504.24
001135	19 - Worku, Fasil	9/29/2020	1.50	103.02	154.53
	- Summarized the following info for streets with >18" flooding and sent the spreadsheet to MM: drainage mechanism, road elevation, WSEL at center of the road, ponding depth, and ponding time.				
001135	19 - Worku, Fasil	9/30/2020	3.50	103.02	360.57
	- Include additional info to the spreadsheet that summarizes basic info for 18" ponding				
	- Measure ponding length for 18" ponding				
001135	19 - Worku, Fasil	10/1/2020	9.00	103.02	927.18
	- Update the spreadsheet that summarizes basic info for 18" ponding				
	- Measure ponding duration for 18" ponding				
	- Visit City of BHV and collect GIS info				
	- Identify private streets and create private streets shapefile				
001135	19 - Worku, Fasil	10/5/2020	1.50	103.02	154.53
	- Update the >=18" street flooding spreadsheet				
	- Update >=18" and >=12" 100-yr flooding depth map				
001135	19 - Worku, Fasil	10/7/2020	2.50	103.02	257.55
	- Update the spreadsheet based on the updated 18" inundation map.				
	- Recalculate various parameters for the streets which show ponding on the current map				
001135	19 - Worku, Fasil	10/8/2020	1.50	103.02	154.53
	- Update a summary file showing over 18" ponding				
001135	19 - Worku, Fasil	10/10/2020	2.00	103.02	206.04
	- Spent 2hrs on Friday to address Mike's comments on the spreadsheet data.				
	Double checking the ponding hours >=10hrs				
	- Summarized the methodology I used to compile the spreadsheet info				
Team Leader					
000392	30 - McClung, Michael	10/1/2020	1.00	273.69	273.69
	Meeting Prep				
000392	30 - McClung, Michael	10/2/2020	1.00	273.69	273.69
	Meeting with Karen and Steve				
000392	30 - McClung, Michael	10/5/2020	2.00	273.69	547.38
	Meeting and Follow Up				
000392	30 - McClung, Michael	10/6/2020	1.00	273.69	273.69
	Review of Buffalo Bayou Report				
000392	30 - McClung, Michael	10/7/2020	1.00	273.69	273.69
	HCFCF Rain Data Analysis for TS Beta				
000392	30 - McClung, Michael	10/12/2020	2.00	273.69	547.38
	Drainage Committee Prep				

Project	004067	Bunker Hill Village On-Call Contract	Invoice		1020029
000392	30 - McClung, Michael	10/13/2020	2.00	273.69	547.38
	Drainage Committee Meeting				
000392	30 - McClung, Michael	10/14/2020	1.00	273.69	273.69
	BH Elem Drainage Meeting				
000392	30 - McClung, Michael	10/19/2020	1.00	273.69	273.69
	Model Update				
000392	30 - McClung, Michael	10/26/2020	2.00	273.69	547.38
	Field Meetings				
000392	30 - McClung, Michael	10/27/2020	1.00	273.69	273.69
	Drainage Issue Responses				
	Totals		98.00		14,072.97
	<b>Total Labor</b>				<b>14,072.97</b>
					<b>\$14,072.97</b>

#### Reimbursable Expenses

##### Reim Exp-Mileage

EX	000000024292	9/14/2020	McClung, Michael / Field Visit / Field Visit / 14.00 miles @ 0.575	8.05	
EX	000000024292	9/16/2020	McClung, Michael / Field Visit / Field Visit / 14.00 miles @ 0.575	8.05	
	<b>Total Reimbursables</b>		<b>1.0 times</b>	<b>16.10</b>	<b>16.10</b>
					<b>\$16.10</b>
					<b>\$14,089.07</b>
			<b>Total this Report</b>		<b>\$14,089.07</b>



## Progress Report

To: Ms. Karen Glynn & Mr. Steve Smith  
Date: October 29, 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 September 28, 2020 to October 30, 2020

### 0159.019.003: On-Call Services (TOTAL = \$14,089.07)

- Drainage Committee Meeting Preview, Prep, Attendance, and Follow Up (\$3,324.06)
  - Mike McClung – 8 hrs
  - Sean Micek – 9 hrs
- Utilize Model Results to Prepare and Update 18" Ponding Exhibits and Spreadsheet for Identified Streets (\$4,420.98)
  - Fasil Worku – 21.50 hrs
  - Sean Micek – 17.50 hrs
- Review and Summary of Buffalo Bayou Draft Feasibility Study (\$1,030.05)
  - Mike McClung – 1 hrs
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  - Sean Micek – 7 hrs
  - Mike McClung – 1 hr
- Bunker Hill Elementary Underground Detention Analysis Including Meetings, Model Updates, Calculations, and Preparation of Exhibits (\$3,320.70)
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- Field Visits and Recommendations for Memorial Drive at Gessner, Warrenton, Winshire, and Bayhurst (\$821.07)
  - Mike McClung – 3 hrs

### 0159.019.029: Site Development Reviews (TOTAL = \$252.12)

- Completed HGL calculations based on existing XP-SWMM model and Atlas 14: 319 Chapel Belle, 415 Bunker Hill Road (\$406.39)
  - Sean Micek – 2 hr

# 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: 11/10/2020

	Invoice Number	Invoice Date	Amount
City of Bunker Hill Village			
200-020 Construction Plans for Water Well #5	07-9182		
	23665	10/30/2020	7,840.81
	23666	10/30/2020	18,032.90
	<b>Project Outstanding</b>		<b>25,873.71</b>
200-023 2020 Emergency Repair Water Well 1	07-9182		
	23667	10/30/2020	947.09
	<b>Project Outstanding</b>		<b>947.09</b>
200-024 GST Recoating - Water Plant 2	07-9182		
	23668	10/30/2020	1,119.06
	<b>Project Outstanding</b>		<b>1,119.06</b>
	<b>Client Outstanding</b>		<b>27,939.86</b>

City of Bunker Hill Village						
Outstanding	Current	31-60 Days	61-90 Days	91-120 Days	121+ Days	Prepayment
27,939.86	27,939.86	0.00	0.00	0.00	0.00	0.00

**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 23665  
Date 10/30/2020

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

Engineering Services through October 30, 2020

Design and Construction Phases Services for Water Well No.5

**Invoice Summary**

Description	Total Billed	Prior Billed	Current Billed
<b>Water Well Improvements</b>	80,653.31	72,812.50	7,840.81
<b>Total</b>	80,653.31	72,812.50	7,840.81

**Water Well Improvements**

**Professional Fees**

	Hours	Billed Amount
<b>Principal</b>	3.75	675.00
Well site Meeting		
Well pump design and calculations on HP and Capacity		
Well # 5 Design questions and layout		
City Hall Meeting		
<b>Executive Assistant</b>	6.50	608.95
Take the spec I made for 200-020 #2 and create 200-020 #1 Taylorcrest Waterline Extension		
<b>Engineer II (EIT)</b>	20.00	2,267.16
Collaborated with staff and reviewed scope.		
PM. Correspondence with EE regarding needed design services.		
PM. Collaborated with EE and discussed needed elec. design.		
Continued on Design.		
Met with EE to discuss well design and needed proposals.		
PM. Reviewed Design.		
Information Follow-up		
PM. Forwarded needed info to EE for needed design. Reviewed design.		
PM. Collaborated with staff and reviewed bid docs/specs and plans.		
PM. Collaborated with staff and discussed project progress.		
PM. Continued on Design.		
Design.		
PM. HGSD Application.		
PM. Met with Owner to review design. HGSD Application. Continued on design.		
Continued on Design.		
<b>Project Designer</b>	13.25	1,434.29

Water Well Improvements

Professional Fees

	Hours	Billed Amount
<i>Plat research</i>		
<i>Plan set production</i>		
<i>Plan set production</i>		
<i>Plan set design</i>		
<i>Plan set production</i>		
<i>Plan set production</i>		
<i>Plan set production</i>		
<i>Plan set production</i>		
<i>Plan set production</i>		
CAD Technician I	16.50	1,247.03
<i>Creating new plan set</i>		
<i>Creating new plan set</i>		
<i>Creating new plan set</i>		
<i>Creating new plan set</i>		
Senior Project Manager	10.50	1,589.65
<i>Construction Plans</i>		
<i>Well Design</i>		
<i>Conference Call with Electrical</i>		
<i>Plan Creation</i>		
<i>Plan review</i>		
<i>Meeting with CBHV regarding Schedule and Submittals</i>		
<i>Plan Review</i>		
Professional Fees subtotal	70.50	7,822.08
Reimbursables		
	Rate	Billed Amount
<b>Mileages</b>		
Norman E. Gutierrez	0.58	17.55
<b>Parking/Tolls</b>		
Norman E. Gutierrez	1.00	1.18
Reimbursables subtotal		18.73
Water Well Improvements subtotal		7,840.81

Invoice total **7,840.81**

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 23666  
Date 10/30/2020

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

Engineering Services through October 30, 2020

Water Well & Transfer Line #5 Site Improvements

**Invoice Summary**

Description	Total Billed	Prior Billed	Current Billed
<b>Site Improvements</b>	19,956.19	1,923.29	18,032.90
Total	19,956.19	1,923.29	18,032.90

Site Improvements

Professional Fees

	Hours	Billed Amount
Principal	7.25	1,305.00
<i>Water Line reroute plan review.</i>		
<i>City Hall Meeting</i>		
<i>Routing Discussions</i>		
<i>Meeting at City Hall with Steve on routing.</i>		
<i>Prebid meeting agenda.</i>		
<i>Site visit with JC and Gamma on alignment conflicts</i>		
<i>Design and alignment challenges</i>		
Executive Assistant	11.00	1,030.51
<i>Revisions to Spec</i>		
<i>Change from Contract No. 2 to No. 1</i>		
<i>Prebid and Print out a set of specs</i>		
<i>Additions to Spec</i>		
<i>Prepare for Addendum No. 1</i>		
Engineer II (EIT)	59.50	6,430.55

Site Improvements

Professional Fees

	Hours	Billed Amount
PM. Reviewed design. Comm. with CON. PM. Reviewed Legal Notice. PM. reviewed design bid docs and plans. PM. Reviewed bid set and project docs. PM. Reviewed Pre-Bid Agenda. and Bid set. PM. Pre-Bid Meeting. Reviewed bid docs. ATT Utility Maps Taylorcrest Plans ans Specs review Plans Review and quantities and cost estimate verification. Coordination for and Utility Maps request Specs and plans Revisions and Pre-bid Conference attendance Specs production and Inspection for plans review Specs and Bid Docs Review Utility Maps Request (AT&T and CNP) and Eng. Cost revision Bid Docs and Specs Preparation Bid Docs and Specs Revisions Bid Docs and Specs Revision and Eng. Cost Estimate Revision Meeting and coordination for plans review Specs production. Record drawings review and Plans revision. Specs production. Meeting and coordination for plans review Plan Setup Form information Fill Up Site Inspection for Sanitary Sewer and Water lines verification. PM. Met with Contractor to review scope. Reviewed design set and OPC. PM. Collaborated with Staff and reviewed design plans and specs. PM. Design review. Bid docs & specs. PM. Design review. Collaborated with Staff and dicussed bid docs & specs. PM. Reviewed specs.	40.25	4,357.00
Project Designer		
Plan set production Plan set production Plan set production Plan set production Plan set production Plan set production Plan set production Exhibit for water line layout options Plan set production Plan set production Plan set production		
Clerical I	0.25	14.76
certified mailing		
Senior Project Manager	30.50	4,617.58
Plan Comments Plan review Plan Review Plan Submittal Plan Review Plan Creation Site Visit Meeting with Steve Smith, Contract Creation. Plan Creation Plan Creation		
Professional Fees subtotal	148.75	17,755.40
Reimbursables		
	Rate	Billed Amount

Advertisement

Site Improvements

Reimbursables

	Rate	Billed Amount
<b>Advertisement</b>		
Jacob M. Floyd	119.064	119.06
<b>Mileages</b>		
Cristian R. Ampuero	0.58	3.83
Jacob M. Floyd		11.00
Norman E. Gutierrez	0.58	17.55
<b>Postage</b>		
Non Vendor Reimbursables	8.03	16.06
CMRRR		
Centerpoint Energy		
<b>Approvals, Fees, Permits &amp; Research</b>		
Center Point Energy		110.00
200-020 Map Request		
Reimbursables subtotal		277.50
Site Improvements subtotal		18,032.90
Invoice total		18,032.90

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 23667  
Date 10/30/2020

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

Engineering Services through October 30, 2020

**Invoice Summary**

Description	Total Billed	Prior Billed	Current Billed
<b>101 - Water Well No. 1 Taylorcrest Water Plant</b>	7,902.43	6,955.34	947.09
Total	7,902.43	6,955.34	947.09

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

	Hours	Billed Amount
Principal	4.00	720.00
<i>Well #1 failure report.     Report</i>		
Senior Project Manager	1.50	227.09
<i>Letter Creation</i>		
Professional Fees subtotal	5.50	947.09
Phase subtotal		947.09
Invoice total		<b>947.09</b>

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 23668  
Date 10/30/2020

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

Engineering Services through October 30, 2020

**Invoice Summary**

Description	Contract Amount	Total Billed	Prior Billed	Current Billed
011 - Preliminary Engineering	7,000.00	7,000.00	7,000.00	0.00
012 - Design Phase Services	14,000.00	11,000.00	11,000.00	0.00
013 - Construction Phase Services	6,000.00	1,000.00	0.00	1,000.00
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	999.77	880.71	119.06
Total	45,000.00	19,999.77	18,880.71	1,119.06

**Reimbursables**

	Units	Rate	Billed Amount
Advertisement	1.00	119.064	119.06
Invoice total			<b>1,119.06</b>

Approved by:

John K. Davis  
President

# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

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

## Invoice

RECEIVED NOV - 2 2020

DATE	INVOICE NO.
10/9/2020	62231

### BILL TO:

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

<b>Balance Due</b>	<b>\$455.00</b>
<b>DUE DATE</b>	<b>10/9/2020</b>
<b>PAYMENT TERMS</b>	<b>Due on recpt</b>

DESCRIPTION	P.O. NO.		STATUS	JOB NO.
	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER #2 ~ For City of Bunker Hill Village • For New Home Construction • Grading & Drainage Plans • Detention Worksheet EMAIL PDF OF MARKUPS & LETTER TO CITY	3	150.00	10/9/2020	450.00
FOR: GRACE COVENANT MINISTRIES INC AT: 415 Bunker Hill Road ~ City of Bunker Hill Village LGL: TR 50-9, ABST 72 • JD TAYLOR (1.0 ACRES)	1	5.00		5.00
ORDERED BY: STEVE SMITH				

Thank you!

V-00481

01-00-00-7503

Thank you for the privilege to serve you!

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

<b>Subtotal</b>	<b>\$455.00</b>
<b>Sales Tax (8.25%)</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$455.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>

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

KIMLEY-HORN AND ASSOCIATES, INC.  
P.O. BOX 951640  
DALLAS, TX 75395-1640  
Federal Tax Id: 56-0885615

Invoice No: 067787100-0720  
Invoice Date: Jul 31, 2020  
Invoice Amount: 1,665.00  
Project No: 067787100  
Project Name: BUNKER HILL ON-CALL  
Project Manager: ISAAC, MANU

For Services Rendered through Jul 31, 2020

## COST PLUS MAX

KHA Ref # 067787100.3-17151390

Group		Description/Name	Hrs/Qty	Rate	Current Amount Due
LABOR	ANALYST	KULHANEK, LISA	0.5	135.00	67.50
		KYLE, KENDALL	3.5	165.00	577.50
	SENIOR PROFESSIONAL I	ISAAC, MANU	4.0	255.00	1,020.00
<b>TOTAL LABOR</b>			<b>8.0</b>		<b>1,665.00</b>
<b>TOTAL LABOR AND EXPENSE DETAIL</b>					<b>1,665.00</b>



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

**PROGRESS REPORT**  
**DATE: 08/25/20**

**FOR PROFESSIONAL SERVICES RENDERED FOR JUNE AND JULY, 2020**

---

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

---

**EFFORT SUMMARY:**

- 1. Memorial Drive Guard Rail near Hibury:**
  - Provided text for response for legal letter from resident's attorney
  - Worked with City Attorney to prepare response
- 2. Taylorcrest Pedestrian Crossing:**
  - Attended June 16 city council meeting to answer questions
- 3. Memorial Drive at Memorial Forest Club/Stoney Creek Study:**
  - Prepared the base sheets for sight distance
  - Reviewed sites with staff prior to field trip





# JONES | CARTER

Cotton Surveying Division  
6330 West Loop South, Suite 150  
Bellaire, Texas 77401

**Invoice Total \$7,875.00**

October 7, 2020

Project No: 02576-0035-02

Invoice No: 00311419

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

## PLEASE NOTE OUR REMIT INFO

### REMIT ADDRESS:

Jones & Carter, Inc.  
P.O. Box 95562  
Grapevine, TX 76099-9708

### ACH INFORMATION:

BB&T  
Account #: 1440002564231  
Routing #: 111017694

Please send remittance advice to:  
AccountsReceivable@jonescarter.com  
Payment Terms: Due upon Receipt

Project 02576-0035-02 Miscellaneous Surveying Services for the proposed Water Well at SBISD  
Bunker Hill Elementary

Services include the following items:

Task 500 – Prepare a Land Title Survey of the proposed water well site.

Task 501 – Prepare metes and bounds descriptions with exhibits for the proposed temporary access easement, water line easement, and permanent access easement.

Task 502 – Prepare a topographic survey of Taylorcrest Court.

Task 503 – Prepare a metes and bound description with exhibit for the proposed 150-foot radius sanitary control easement located within the SBISD Bunker Hill Elementary School Tract.

### Professional Services from August 29, 2020 to September 25, 2020

Task	500	Water Well Tract Boundary Survey		
Total Fee		2,000.00		
Percent Complete	100.00	Total Earned	2,000.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	2,000.00	
		<b>Total Fee</b>		<b>2,000.00</b>
Task	501	Easement Documents		
Total Fee		2,250.00		
Percent Complete	100.00	Total Earned	2,250.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	2,250.00	
		<b>Total Fee</b>		<b>2,250.00</b>
Task	502	Topographic Survey		
Total Fee		3,075.00		
Percent Complete	100.00	Total Earned	3,075.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	3,075.00	
		<b>Total Fee</b>		<b>3,075.00</b>
Task	503	Sanitary Control Easement		

Project	02576-0035-02	Miscellaneous Surveying Services for the	Invoice	00311419
Total Fee	550.00			
Percent Complete	100.00	Total Earned	550.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	550.00	
		<b>Total Fee</b>		<b>550.00</b>
		<b>TOTAL THIS INVOICE</b>		<b><u>\$7,875.00</u></b>

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Jones &amp; Carter, Inc.</b>	
2 Business name/disregarded entity name, if different from above <b>Cotton Surveying Company; Charlie Kalkomey Surveying; Terra Firma Surveying; Jones Carter</b>	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <b>5</b> Exemption from FATCA reporting code (if any) <b>N/A</b> <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions. <b>P.O. Box 95562</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Grapevine, TX 76099-9708</b>	
7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
			-				-			
or										
Employer identification number										
7	4	-	1	8	4	8	2	4	4	

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ►

**5-6-2020**

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)  
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



# JONES | CARTER

Cotton Surveying Division  
6330 West Loop South, Suite 150  
Bellaire, Texas 77401

**Invoice Total \$7,875.00**

October 7, 2020

Project No: 02576-0035-02

Invoice No: 00311419

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

## PLEASE NOTE OUR REMIT INFO

### REMIT ADDRESS:

Jones & Carter, Inc.  
P.O. Box 95562  
Grapevine, TX 76099-9708

### ACH INFORMATION:

BB&T  
Account #: 1440002564231  
Routing #: 111017694

Please send remittance advice to:  
AccountsReivable@jonescarter.com

**Payment Terms: Due upon Receipt**

Project 02576-0035-02 Miscellaneous Surveying Services for the proposed Water Well at SBISD  
Bunker Hill Elementary

Services include the following items:

Task 500 – Prepare a Land Title Survey of the proposed water well site.

Task 501 – Prepare metes and bounds descriptions with exhibits for the proposed temporary access easement, water line easement, and permanent access easement.

Task 502 – Prepare a topographic survey of Taylorcrest Court.

Task 503 – Prepare a metes and bound description with exhibit for the proposed 150-foot radius sanitary control easement located within the SBISD Bunker Hill Elementary School Tract.

### Professional Services from August 29, 2020 to September 25, 2020

Task	500	Water Well Tract Boundary Survey			
		Total Fee	2,000.00		
		Percent Complete	100.00	Total Earned	2,000.00
				Previous Fee Billing	0.00
				Current Fee Billing	2,000.00
				<b>Total Fee</b>	<b>2,000.00</b>
Task	501	Easement Documents			
		Total Fee	2,250.00		
		Percent Complete	100.00	Total Earned	2,250.00
				Previous Fee Billing	0.00
				Current Fee Billing	2,250.00
				<b>Total Fee</b>	<b>2,250.00</b>
Task	502	Topographic Survey			
		Total Fee	3,075.00		
		Percent Complete	100.00	Total Earned	3,075.00
				Previous Fee Billing	0.00
				Current Fee Billing	3,075.00
				<b>Total Fee</b>	<b>3,075.00</b>
Task	503	Sanitary Control Easement			

Houston (Corporate) • Austin • Bryan/College Station • Dallas • Fort Worth • Katy • Rosenberg • San Antonio • The Woodlands  
www.jonescarter.com • 713.777.5337 (Corporate) • 713.777.5976 (Fax)

07-0000-9182

Project 02 Waterwell

Project	02576-0035-02	Miscellaneous Surveying Services for the	Invoice	00311419
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Total Fee	550.00		
Percent Complete	100.00	Total Earned	550.00
		Previous Fee Billing	0.00
		Current Fee Billing	550.00
		<b>Total Fee</b>	<b>550.00</b>
		<b>TOTAL THIS INVOICE</b>	<b><u>\$7,875.00</u></b>



**MASTERSON**  
ADVISORS LLC

## Invoice

Invoice No.: 20-165D  
Client No.: BunkerHill-1900  
August 14, 2020  
Mr. Drew Masterson

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

Re: City of Bunker Hill Village, Texas  
Continuing Disclosure Services

### *Fees Incurred*

Continuing Disclosure Services Fee	<u>\$3,500.00</u>
<b>Total Invoice:</b>	<b>\$3,500.00</b>

01-00-00-7563  
~~63-00-00-8750~~

**Please Remit Payment To:**

Masterson Advisors LLC  
Attention: Trey Cash  
3 Greenway Plaza, Suite 1100  
Houston, Texas 77046

**\*Please insert invoice number on your check.**

**Wiring Instructions**

Capital One N.A.  
7933 Preston Road  
Plano, Texas 75024  
ABA# 111901014  
Masterson Advisors LLC  
Account# 3027070727  
FCC: City of Bunker Hill Village, TX  
Continuing Disclosure Fee, Series 1900  
Client No.: BunkerHill-1900  
Invoice number: 20-165D  
Attention: Trey Cash



## Harris - Galveston Subsidence District

Karen Glynn  
City of Bunker Hill Village  
11977 Memorial Dr.  
Houston, Texas 77024

Re: Interlocal Agreement for City of Bunker Hill Village

Dear Student Sponsor:

Attached please find the Interlocal Agreement for the WaterWise program in the 2020-2021 year.

**As we look towards next school year, we are committed to implementing the WaterWise School Program despite the uncertainty surrounding schools due to the COVID-19 pandemic.** We working to adapt our program for online and remote presentation delivery. We have also responded to Sponsor feedback and modified our Interlocal Agreement to allow sponsorship of the District's Water Conservation Education Program, should schools closures disrupt the program.

Thus, we will allow your 2750 sponsorships for Any School in Harris or Galveston County. However, should there be school closures that prevent delivery of the program or the school does not enroll and we are unable to fulfill your sponsorship, your sponsorship will be allocated to the District's Water Conservation Education Program. All revenue received through sponsorships are restricted for use only within the Water Conservation Program, which consists of the WaterWise school program, the competitive water conservation grant program, and the operation and maintenance of the Water My Yard program; which in cooperation with the Texas A&M AgriLife Extension provides education on efficient outdoor water use.

We also ask that you please complete the contact form included with this letter. The Subsidence District would like to thank you for your continued participation as a sponsor in the Subsidence District's Water Conservation Education Program. If you have any questions, please feel free to call me at (281) 956-2190.

Sincerely,

A handwritten signature in blue ink that reads 'Kristi Pierce'.

Kristi Pierce, Water Conservation Education Coordinator  
(281) 956-2190  
Enclosure

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**GENERAL MANAGER:** Michael J. Turco

1660 West Bay Area Boulevard - Friendswood, TX 77546 - Phone: 281-486-1105 - [www.subsidence.org](http://www.subsidence.org)

## **Contact Information Update**

### **Harris-Galveston Subsidence District**

Mailing Address and Contact for Invoicing:

Business Name:
Contact Person:
Address:
City, State, Zip Code:
Phone number:
Email Address:

Mailing Address and Contact for Groundwater Credits:

Business Name:
Contact Person:
Address:
City, State, Zip Code:
Phone number:
Email Address:



STATE OF TEXAS           §  
                                     §  
COUNTY OF HARRIS      §

**INTERLOCAL AGREEMENT**

This Interlocal Agreement ("Agreement") entered into by and between the Harris-Galveston Subsidence District, a body corporate and politic under the laws of the State of Texas ("Subsidence District") and City of Bunker Hill Village, also a body corporate and politic under the laws of the State of Texas ("Sponsor").

**WITNESSETH:**

**WHEREAS**, the Subsidence District is the regulatory agency responsible for preventing subsidence through reduction of groundwater withdrawals governed by Chapter 8801, Special District Local Laws Code, which specifically provides that the Subsidence District may cooperate with "any local government to establish water conservation goals, guidelines, and plans to be used within the district"; and

**WHEREAS**, the Subsidence District cannot achieve water conservation goals without the cooperation and assistance of the public water supply systems; and

**WHEREAS**, the Subsidence District has designed a Water Conservation Education Program to increase water conservation awareness and activity primarily through education of elementary and intermediate students along with other water conservation program objectives and initiatives; and

**WHEREAS**, education in water conservation methods and technology has been demonstrated as an effective means of reducing water demand in households and businesses; and

**WHEREAS**, the education of elementary and intermediate students, "Be a Water Detective - Learning to be WaterWise" has been tested in several area schools; and

**WHEREAS**, the plumbing retrofit devices used as part of the elementary and intermediate school education program have been tested in the Harris County Municipal Utility District No. 55, jointly sponsored by that district, the Texas Water Development Board, and the Subsidence District, and

have demonstrated an average savings of 1,400 gallons of water per month per kit utilized and properly installed; and

**WHEREAS**, the Sponsor is also dedicated to conserving water supplies and providing outstanding service to their customers and taxpayers; and

**WHEREAS**, the governing bodies of the Subsidence District and the Sponsor have duly authorized this Agreement; and

**WHEREAS**, this Agreement is made pursuant to Chapter 791, Tex. Gov. Code, the Interlocal Cooperation Act.

**NOW THEREFORE**, for and in consideration of the mutual promises and representations herein contained, the parties hereby agree as follows:

## **I.**

### **PROGRAM ADMINISTRATION**

**1.01** The Subsidence District will coordinate the Program by establishing and maintaining programs designed to achieve reductions in water demand in municipal, industrial, commercial, educational, agricultural, recreational, and household use. In-school water conservation education programs may include:

- (A) providing school curriculum and home retrofit kits, including the teacher's guide, teaching aids, internet supporting materials, and mobile applications, to area schools.
  - (B) providing in-service training to teachers and all support functions such as slide presentations, video presentations, publications, and program outlines;
  - (C) conducting an evaluation of the program, collecting and analyzing voluntarily provided evaluation forms from teachers, students, administrators, and parents, and provide the evaluation results to the Sponsor;
  - (D) providing information related to other water conservation program objectives and initiatives;
- and

(E) providing all necessary documentation to the Texas Education Agency, Texas Water Development Board, and Texas Commission on Environmental Quality.

**1.02** The Subsidence District shall provide water conservation credits as follows:

- (A) The Sponsor shall receive a Certificate of Deposit water conservation credit equal to 84,000 gallons of groundwater for each Program sponsorship.
- (B) The Sponsor may hold, transfer, sell, or redeem the Certificates of Deposit at any time, provided, however, that the Certificates of Deposit will be honored by the Subsidence District for no longer than 20 years after the date the Certificate of Deposit is issued.
- (C) Redemption of the Certificate of Deposit requires the Subsidence District to increase the redeemer's permitted groundwater allocation by the amount of the water conservation credit by a maximum of 30% of the permittee's total water demand. This absolute right to increase the groundwater allocation by up to 30% of the permittee's total water demand does not in any way affect the other terms and conditions of the groundwater permit and all groundwater withdrawals will be subject to the permit fees and other rules of the Subsidence District in effect at the time of the permit.

**1.03** The Subsidence District shall perform all coordination activities without additional charge to the Sponsor.

## **II.**

### **PAYMENT**

**2.01** The Sponsor agrees to 2750 sponsorships for the Program for one year from the date of the execution of this Agreement.

**2.02** The Sponsor hereby agrees to pay to the Subsidence District, promptly upon receipt of an invoice from the Subsidence District, the total amount due, which is equal to \$36.46 per sponsorship. The above payment shall provide sponsorship for one year.

**2.03** Upon renewal of this Agreement, the Sponsor may seek to adjust the number of sponsorships by

providing a written request to the Subsidence District.

**2.04** The Sponsor warrants that funds to support this program have been budgeted for the current fiscal year and will continue to be budgeted each year this Agreement is renewed.

**2.05** This cost represents the sole monetary obligation of the Sponsor in exchange for and in consideration of the Subsidence District's obligations hereunder.

### **III. TERM AND TERMINATION**

**3.01** The term of this Agreement shall be from the effective date hereof until termination by non-renewal by the Sponsor or termination of the program by the Subsidence District. This Agreement may be renewed annually with written authorization of the Sponsor and approval of that authorization by the General Manager of the Subsidence District.

**3.02** The Certificates of Deposit in the Groundwater Bank shall be transferred to the custody of the Sponsor upon receipt of payment from Sponsor, and shall be honored by the Subsidence District for no longer than 20 years after the date the Certificate of Deposit is issued.

### **IV. MISCELLANEOUS**

**4.01** Subsidence District is engaged as an independent contractor, and all of the services provided for herein shall be accomplished by Subsidence District in such capacity. The Sponsor will have no control or supervisory powers as to the detailed manner or method of the Subsidence District's performance of the subject matter of this Agreement. All personnel supplied or used by the Subsidence District shall be deemed employees or subcontractors of the Subsidence District and will not be considered employees, agents or subcontractors of the Sponsor for any purpose whatsoever.

**4.02** Each party to the contract is paying for the performance of the contract from current revenues

and will pay for each subsequent year this Agreement continues from the revenues budget for that year. The parties agree that each party is paying fair compensation for the services or products rendered.

**4.03** This Agreement merges the prior negotiations and understandings of the parties hereto and embodies the entire agreement of the parties, and there are no other agreements, assurances, conditions, covenants (expressed or implied) or other terms with respect to the Project, whether written or verbal, antecedent or contemporaneous with the execution hereof.

**4.04** The Subsidence District may not assign or delegate any portion of its performance under this Agreement without the written consent of the Sponsor.

**4.05** The Subsidence District shall remain obligated under all clauses of this Agreement that expressly or by their nature extend beyond the expiration or termination of this Agreement, including the obligation to honor Certificates of Deposit in the Groundwater Bank as provided in Section 1.02.

**IN WITNESS WHEREOF**, the parties put their hands to this Agreement on the dates indicated below. This Agreement shall be effective on the date of the last signature hereto.

**SPONSOR**

\_\_\_\_\_  
By: \_\_\_\_\_ (Title)

ATTEST:

\_\_\_\_\_  
By: \_\_\_\_\_  
(Title)


Date: \_\_\_\_\_

**HARRIS-GALVESTON SUBSIDENCE DISTRICT**



By: Tina Petersen, Deputy General Manager

ATTEST:



By: Gregory M. Ellis, General Counsel



**DeWight Dopslauf, C.P.M., CPPO  
Harris County Purchasing Agent**

October 20, 2020

Ms. Valerie Cantu, City Secretary  
City of Bunker Hill Village  
11977 Memorial Drive  
Houston, Texas 77024

**Re: Agreement with Harris County and the City of Bunker Hill Village**

Dear Ms. Cantu,

The agreement to House, support, maintain, and confine prisoners in Harris County Jails, expires on December 31, 2020. If you will renew the contract under the same terms and conditions, with no increase in pricing, please advise the Purchasing Department in writing ASAP. You may respond by fax 713-755-6695 or by email to: [Ebony.Breeding@pur.hctx.net](mailto:Ebony.Breeding@pur.hctx.net).

If you have any questions, please call me at (713) 274-4438.

Sincerely,

*Ebony Breeding*

Ebony Breeding  
Buyer

ERB

-----  
City of Bunker Hill Village will renew the contract under the same terms and conditions with no increase in pricing for the term January 1, 2021 through December 31, 2021.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

**NORTHWEST PEST PATROL**  
**9330 Mills Rd \* Houston, TX 77070 \* 281-469-7378**  
**2021 MOSQUITO FOGGING SERVICE AGREEMENT**

This contract is entered into between Northwest Pest Patrol and **City of Bunker Hill (Acct # 32661)**

Service Address: \_\_\_\_\_

Billing Address: **11977 Memorial Drive; Houston, TX 77024**

Representative's Name: **Steve Smith** Phone #: **713-467-9762** Email: [SSmith@bunkerhilltx.gov](mailto:SSmith@bunkerhilltx.gov)

Treasurer's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Association Contact Phone #: \_\_\_\_\_ **GATE CODES**/Additional Info: \_\_\_\_\_

**CONTRACT PERIOD:** **March 1<sup>st</sup>** through October 31<sup>st</sup> of **2021** (Any *EXTENSIONS* to these dates will be submitted in writing via email.)

**1. APPLICATION SPECS:**

- A. **SPRAYING EQUIPMENT:** ULV Vehicle Mounted Fog Rig.
- B. **VEHICLE SPEED:** 15mph.
- C. **WIND SPEED:** Will fog in wind speeds up to 15mph.
- D. **CHEMICAL:** Vector Flex 20/20 to be used in accordance with label.

2. **INSURANCE:** NW Pest carries million dollar liability and auto policies in addition to Workers' Compensation Insurance. The policy underwriters will mail certificates confirming coverage and limits upon request.

3. **COST:** The per application cost for this contract will be **\$275.00 +tax** (Rates are based upon 1 application per week. Any additional applications please note here): **2 applications per week** x \_\_\_\_\_ Initial here  
(Contract pricing is based on a minimum of 25 applications during the contract period. Please note, this price does NOT include any additional contingencies NOT mentioned on signed contract.)

**CALL IN BASIS:** The application cost for NON-Contract fogging will be **\$N/A+tax**  
(If your community is requesting a Call-In Basis only please INITIAL HERE) \_\_\_\_\_

4. **PAYMENTS:** Statements for services rendered are mailed at the beginning of each month. Payments are due NET 30. Interest will accrue on all past due balances and may result in suspension of services until paid in full. To help cover the cost of processing payments, we add a small fee for credit cards (3%). This fee is not more than the cost of accepting these cards.  
**There is No fee for cash, checks or ACH payments.**
5. **TERMINATION:** Either party may cancel this contract by submitting a written cancellation request with 30 days advance notice. Service will continue during the 30 day window and the account must have a zero balance in order for the contract to be cancelled. Please note: A cancellation fee of \$150.00 will apply.
6. **MODIFICATION TO SERVICE:** Any and all changes to the contract must be submitted in writing (or by email) by the contract signatory. Please note: No verbal changes to the contract will be accepted. Pricing MAY change based on contract modification.

The parties hereby warrant to each other that the person signing below is a principal officer or otherwise duly authorized agent to enter into this agreement for the party for which said person is signing.

ACCEPTED BY:

**NORTHWEST PEST PATROL**

Attn: Amanda Bell

TITLE: Administrative Assistant

EMAIL: [Amandanwpest@gmail.com](mailto:Amandanwpest@gmail.com)

X  DATE: **10/15/2020**

ACCEPTED BY:

\_\_\_\_\_  
TITLE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

X \_\_\_\_\_ DATE: \_\_\_\_\_