

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
May 19, 2020 at 5:30 P.M.**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 5:34 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Those Present:

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

Also in Attendance:

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

II. PLEDGE OF ALLEGIANCE

Boy Scout, Luke Muschalik (via Zoom) led the Pledge of Allegiance.

III. CITIZENS' COMMENTS

Jeremy Mitschke (via Zoom) introduced himself to the City Council. Jeremy shared that he will be joining the City this summer as one of the City's Summer Interns and wanted to watch the meeting. Jeremy is a Bunker Hill Resident and attends Baylor University.

IV. POLICE COMMISSIONER REPORT

A. Update on Activities – Police Commissioner, Jay Smyre gave an update on activities, including personnel, calls for service, the 2019 audit and 2019 year end. He also shared the progress on the 2021 budget process.

B. Consideration and Possible Action to Accept the 2019 Annual Audit and Surplus which will be placed in the City's Police Department Reserve Account.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to accept the 2019 Annual Audit and to deposit the City's Share of Surplus in the City's Police Department Reserve Account.

Discussion led by Councilmember Brown included a recommendation to utilize surplus funds for the increase proposed for the Police Department's 2021 Budget.

The motion carried 4– 1, with Councilmember Brown opposed.

- C. Consideration and Possible Action Regarding the Proposed 2021 Memorial Villages Police Department Budget in the amount of \$6,109,444.00 with Bunker Hill Village's 2021 Assessment being \$2,036,481.00.
Chief Ray Schultz presented the proposed 2021 Police Department Budget. The Commission approved the budget at the May Meeting.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Thode to approve the 2021 Budget.

The motion carried 5– 0.

V. FIRE COMMISSION LIAISON REPORT

A. Update on Activities

Fire Commission Liaison, Keith Brown presented this item.

- The Monthly Report (Strategic Plan Report) was shared in the Council Agenda Packet.
- The reconstruction of the Fire Station was approved by the Fire Commission on Wednesday, May 13, 2020.
- The next Commission Meeting will be May 27, 2020.

B. Financial Report/Proposed 2021 Budget Process

Fire Commission Liaison Brown gave a brief synopsis of the Village Fire Department's Proposed 2021 Budget. The next meeting is scheduled for May 27, 2020 and Councilmember Eric Thode will attend for Councilmember Brown.

VI. MAYOR'S REPORT

A. Report on Activities and Upcoming Events

Mayor Lord reported on the following:

COVID 19 – The Governor's next executive order is expected to open to 50% and include Bars, Day Cares, Camps, etc. The City and Public Safety Departments continue to monitor the City's needs.

Police Officers Week – The Mayor provided a proclamation and the City provided dinners this week. The City will recognize EMS Week next week.

Memorial Forest Cub – The lights were adjusted for the Memorial Forest Club last week. The City is working with the lighting vendor to adjust one of the hoods. The City is hopeful that this should resolve the neighborhood issues.

The Mayor's Luncheon was held at Hedwig Village City Hall last month.

The Memorial High School held a Graduation Parade for the 2020 Seniors.

There were no committee reports this month as committee work was minimal:

- A Technology Committee Meeting is set for May 27, 2020 via Zoom.
- The Drainage Committee will meet in June.
- The Finance Audit Committee met to review the Audit.

B. Discuss July 4th Festival and Possibility of Delaying until Labor Day

Mayor Lord noted that most of the Village Mayors agree to postpone the July 4th parade to a Labor Day parade instead. Council is in favor of the postponement.

VII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

City Administrator, Karen Glynn presented the following:

- COVID 19:

The City will be back open to regular office hours starting May 26, 2020.

City staff is looking at ways to safely reopen. For Municipal Court, the City is required to work with the Regional Judge to reopen. This includes approval of a plan from the Health Department. It appears that most courts will not open until July. Court Administrator, Valerie Cantu is working on this plan and coordinating with the other Villages.

Staff continues to have meetings remotely via the Zoom platform.

- Report on Planning and Zoning Commission Efforts:

Staff continues to work with the applicant for the Specific Use Permit for Paramus School. A draft ordinance has been sent to the applicant and a meeting is scheduled to discuss. The City is anticipating the applications from the Memorial Forest Club and Bunker Hill Elementary to begin the specific use permit process.

- Budget Process:

A proposed schedule for the 2021 Budget Process was shared. The Council agreed to a Budget Workshop to be scheduled for June 29th during lunch.

- Cyber Security Awareness Training:

A new state law requires that all local government employees and elected officials who have access to a local government computer system complete a cyber security training program by June 2020.

City Staff completed this training via a video produced by the Texas Municipal League. Karen Glynn will send the link to Council and asked that Council Members complete the training to meet the requirement.

B. Public Works Director - Report on Capital Projects
Building Official, Steve Smith presented this item.

- The Water Site Beautification Project is underway. There have been some concerns regarding the guard rail. The guard rail meets or exceeds the requirements. Staff is working to address the concerns raised.
- Tree plantings have continued using funds from the Offsite Tree Fund. There were some complaints about the Oaks trees being planted west of Gesner; the trees will be replaced with Holly.
- City staff is working to reconcile the Warrenton, Kilts, and Valley Star Construction Project and complete punch list items.
- Striping started today on Memorial Drive and will extend from Gessner to Briar Forest.
- The contractor is completing the dais work in the Council Chambers.

VIII. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 20-525, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS EXTENDING A PUBLIC HEALTH EMERGENCY AND EXTENDING A STATE OF DISASTER DUE TO THE OUTBREAK OF COVID-19; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE– *Mayor Robert P. Lord*

Mayor Robert Lord presented this item.

The Mayor, Public Safety Officials and the City Administrator have been working with various agencies in monitoring the impact of the COVID-19 Virus and the impact to the City of Bunker Hill Village. An Ordinance Declaring an Emergency was approved by the City Council on March 24, 2020 for a 30 day period and was extended an additional 30 days by Ordinance in April. This action ensured that any additional support needed from other agencies would be available to the City.

It is recommended that this Declaration of Emergency be extended another 30 days.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to adopt Ordinance Number 20-525, to extend the Public Health Emergency and State of Disaster for 30 days due to the outbreak of COVID-19.

The motion carried 5– 0.

IX. PRESENTATION AND RECEIPT FOR FILING OF THE 2019 FINANCIAL AUDIT CONDUCTED BY BELT HARRIS PECHACEK, LLLP – *Mike Brotherton, Belt Harris Pechacek, LLP and Claire Bogard, Interim Finance Director*

Mike Brotherton, Belt Harris Pechacek, LLLP, briefly presented the City of Bunker Hill Village's Annual Audit for the year ending December 31, 2019. Mr. Brotherton reported that the City received an unmodified opinion which is the highest level of assurance a City can get. He reported that the City is in great financial condition with excellent fund balances.

The Finance Committee reviewed the audit at their meeting on May 12, 2020.
No action was needed for this item.

X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 05-19-20, A RESOLUTION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AUTHORIZING THE ADOPTION OF THE HARRIS COUNTY MULTI-HAZARD MITIGATION ACTION PLAN UPDATE - *Karen Glynn, City Administrator*

Karen Glynn, City Administrator presented this item.

The City of Bunker Hill Village and Harris County have an inter-local agreement for Emergency Management Plans and other similar programs for Comprehensive Emergency Management which includes the Mitigation, Preparedness, Response and Recovery Phases of Emergency Management. The Village Fire Department serves as the City's Emergency Management Coordinator.

A coalition of 38 Harris County cities and special districts worked together to prepare for and lessen the impacts of specified natural hazards. This is provided through the Harris County Multi-Hazard Mitigation Action Plan. Responding to federal mandates in the Disaster Mitigation Act of 2000 (Public Law 106-390), the partnership was formed to pool resources and to create a uniform hazard mitigation strategy that can be consistently applied to the defined planning area and used to ensure eligibility for specified grant funding success.

The Harris County Mitigation Plan is considered a living document. The Plan is evaluated and revised on a continual 5-year time frame. The coalition has been working to update the plan. Resolution No. 05-19-20 is recommended for approval which adopts the 5 year update to the Harris County's Multi-Hazard Mitigation Plan as another element of the Comprehensive Emergency Management Program.

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve Resolution No. 05-19-20, authorizing the adoption of the Harris County Multi-Hazard Mitigation Action Plan update.

The motion carried 5 to 0.

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN INTERLOCAL AGREEMENT BETWEEN THE CITIES OF BUNKER HILL VILLAGE, TEXAS AND HEDWIG VILLAGE, TEXAS, HUNTERS CREEK VILLAGE, TEXAS, PINEY POINT VILLAGE, TEXAS, AND MEMORIAL VILLAGES POLICE DEPARTMENT FOR THE INSTALLATION OF A TEMPORARY FUELING STATION AND THE PURCHASE OF FUEL – *Steve Smith, Director of Public Works/Building Official*

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

The Memorial Villages Police Department and other Villages currently purchase fuel from the Village Fire Department. The Fire Department notified all entities that the fuel pumps would not be available for the next year during construction of the Fire Station. The Fire Commission

approved the contract to proceed with construction at the special meeting held on May 13, 2020.

To provide for fuel during the construction timeframe, the Council approved the City to install a temporary fueling station at City Hall/Memorial Villages Police Department in an amount not to exceed \$5,000 for the City's participation.

The fueling station has been completed. An inter-local agreement has been developed with the various entities who have agreed to participate. The agreement outlines the various aspects for the station including the installation cost and the ongoing fuel usage and billing.

The total cost for installation and insurance was \$6,220.24. It is proposed that the cost will be proportionately shared between the entities based on consumption during a three (3) month timeframe. The entities will be provided codes for their vehicles and will be billed monthly at the cost of the fuel plus \$0.03 per gallon. The \$0.03 per gallon cost is included for administration of the station in accordance with the process currently followed with the Village Fire Department.

The participating entities include Hedwig Village, Hunters Creek, Piney Point and Memorial Villages Police Department.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve an interlocal agreement, as written, between the Cities of Bunker Hill Village, Texas, Hedwig Village Texas, Hunters Creek Village, Texas, Piney Point Village, Texas and Memorial Villages Police Department for the installation of a temporary fueling station and the purchase of fuel.

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. April 21, 2020 Minutes
- B. December 2019 Financial Report
- C. March 2020 Financial Report
- D. April 2020 Financial Report
- E. AAA Asphalt Paving, Inc., Pay Request No. 10 in the amount of \$188,236.44 through March 31, 2020 for Construction of Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- F. AAA Asphalt Paving, Inc., Pay Request No. 11 in the amount of \$194,578.01 through April 30, 2020 for Construction of Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- G. AAA Asphalt Paving, Inc., Invoice No. 1514-7 in the amount of \$95,775.74 dated April 30, 2020 for Memorial Drive Asphalt Street Repair and Overlay

- H. AAA Asphalt Paving, Inc., Invoice No. 1514-8 in the amount of \$6,493.00 dated May 12, 2020 for Asphalt Street Repair
- I. RPS, Invoice No. 320010 in the amount of \$4,320.25 for professional services rendered from February 29, 2020 to March 31, 2020 under on-call services for Construction Management Services for Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive and Valley Star Drive
- J. RPS, Invoice No. 320013 in the amount of \$9,120.00 for professional services rendered from February 29, 2020 to March 31, 2020 under on-call services for XP-SWMM Model Update
- K. RPS, Invoice No. 320015 in the amount of \$3,168.04 for professional services rendered from February 29, 2020 to March 31, 2020 under on-call services for Model Updates, Drainage Committee Support, and Meetings
- L. RPS, Invoice No. 320016 in the amount of \$223.92 for professional services rendered from February 29, 2020 to March 31, 2020 under on-call services for Site Development Review
- M. RPS, Invoice No. 420038 in the amount of \$7,879.61 for professional services rendered from April 1, 2020 to May 1, 2020 under on-call services for Construction Management Services for Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive and Valley Star Drive
- N. RPS, Invoice No. 420040 in the amount of \$17,024.00 for professional services rendered from April 1, 2020 to May 1, 2020 under on-call services for XP-SWMM Model Update
- O. RPS, Invoice No. 420046 in the amount of \$3,201.22 for professional services rendered from April 1, 2020 to May 1, 2020 under on-call services for Site Development Review
- P. RPS, Invoice No. 420045 in the amount of \$2,496.33 for professional services rendered from April 1, 2020 to May 1, 2020 under on-call services for Model Updates, Drainage Committee Support, and Meetings
- Q. Lloyd, Smitha & Associates, LLC Invoice No. CMBH1705-06 for professional services rendered from January 1, 2020 to January 31, 2020 in the amount of \$14,418.00 for Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- R. Lloyd, Smitha & Associates, LLC Invoice No. CMBH1705-08 for professional services rendered from March 1, 2020 to March 31, 2020 in the amount of \$16,020.00 for Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- S. Lloyd, Smitha & Associates, LLC Invoice No. CMBH1705-09 for professional services rendered from April 1, 2020 to April 30, 2020 in the amount of \$11,741.00 for Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- T. Kimley-Horn and Associates, Inc., Invoice No. 067787100-0120 in the amount of \$4,142.50 for professional services through January 31, 2020 for the Memorial Drive Guard Rail Design at the Water Well No. 3 Site
- U. Probstfeld & Associates, Invoice No. 61185 in the amount of \$305.00 for professional services rendered in April 2020, for engineering services for drainage site development review
- V. Probstfeld & Associates, Invoice No. 61186 in the amount of \$230.00 for professional services rendered in April 2020, for engineering services for drainage site development review

- W. Probstfeld & Associates, Invoice No. 61236 in the amount of \$305.00 for professional services rendered in April 2020, for engineering services for drainage site development review
- X. Probstfeld & Associates, Invoice No. 61280 in the amount of \$230.00 for professional services rendered in April 2020, for engineering services for drainage site development review
- Y. Probstfeld & Associates, Invoice No. 61303 in the amount of \$380.00 for professional services rendered in April 2020, for engineering services for drainage site development review
- Z. Probstfeld & Associates, Invoice No. 61304 in the amount of \$155.00 for professional services rendered in April 2020, for engineering services for drainage site development review

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve the consent agenda, minus items E, F, and G.

The motion carried 5 – 0.

After discussion of items E, F, and G, a motion was made by Councilmember Schwartz and seconded by Councilmember Thode to approve.

The motion carried 5 – 0.

XIII. ADJOURN

A motion was made by Councilmember Smyre and seconded by Councilmember Rosenbaum to adjourn the meeting at 8:07 p.m.

The motion carried 5 – 0.

Approved and accepted on June 16, 2020.

Robert P. Lord, Mayor

ATTEST:

Karen H. Glynn, Acting City Secretary/City Administrator

Kimley»Horn

Invoice for Professional Services

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: 56-0885615

COST PLUS MAX

KHA Ref # 067787100.3-16172272

Invoice No: 067787100-0220
Invoice Date: Feb 29, 2020
Invoice Amount: \$3,897.50

Project No: 067787100
Project Name: BUNKER HILL ON-CALL
Project Manager: ISAAC, MANU

Client Reference:

For Services Rendered through Feb 29, 2020

Description	Current Amount Due
LABOR	2,947.50
EXPENSES	950.00
Subtotal	3,897.50
Total COST PLUS MAX	3,897.50

Total Invoice: \$3,897.50

MEMORIAL/KNIPP
TRAFFIC STUDY
SS

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

Invoice No: 067787100-0220
Invoice Date: Feb 29, 2020

Project No: 067787100
Project Name: BUNKER HILL ON-CALL
Project Manager: ISAAC, MANU

COST PLUS MAX

KHA Ref # 067787100.3-16172272

Group		Description/Name	Hrs/Qty	Rate	Current Amount Due
LABOR	ANALYST	KYLE, KENDALL	14.5	155.00	2,247.50
	PROFESSIONAL	GAJKOWSKI, TRAVIS	1.0	190.00	190.00
	SENIOR PROFESSIONAL I	ISAAC, MANU	2.0	255.00	510.00
TOTAL LABOR			17.5		2,947.50
EXPENSES		SUBCONSULTANTS			950.00
TOTAL EXPENSES					950.00
TOTAL LABOR AND EXPENSE DETAIL					3,897.50

This page is for informational purposes only. Please pay amount shown on cover page.



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

PROGRESS REPORT

DATE: 03/17/19

FOR PROFESSIONAL SERVICES RENDERED UPTO FEBRUARY 29, 2020

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

EFFORT SUMMARY:

1. Bunker Hill Village – Memorial Drive at Knipp Road Traffic Study: (Approx Effort \$2,947.50)

- Engaged sub-consultant to collect traffic data
- Completed field visits to collect speeds and site observations.
- Reviewed and analyzed crash information.
- Prepared sight distance triangles for Knipp Road
- Completed traffic warrant analyzes for this intersection
- Submitted final technical memo of findings and recommendations.

2. Bunker Hill Village – Memorial Drive at Knipp Road Traffic Data Collection: (By Subconsultant)
See attached Invoice - \$950.00

- Traffic Data Collection – 24-hour counts and AM & PM peak period TMC's



Specializing in Traffic Data Collection

5215 Sycamore Avenue
Pasadena, Texas 77503

Manu P. Isaac, P.E.
Kimley-Horn and Associates, Inc
11700 Katy Freeway, Suite 800
Houston, TX 77079

Account Number 0104
Invoice Number 2020-00160
Issue Date 2/17/2020
Due Date 3/17/2020

Date	Project/Item	Shipping	Time/QT	Price	Taxes	Total
1/24/2020	TMC - AM/PM peak hour	None	1	350.00		350.00
1/24/2020	24 hour volume counts	None	4	150.00		600.00
Sub-Total:						\$950.000
Total:						<u>\$950.000</u>
Balance Owing:						\$950.000

Net 90

Project Number: 067787100

Project Manager: Manu Isaac

Memorial Drive and Knipp Road

24-hr ATR counts

*SB Knipp – north of Memorial
NB Knipp – south of Memorial
EB Memorial – west of Knipp
WB Memorial – east of Knipp*

2-hr each of AM & PM peak TMC

**Construction Services**

9715 Market Street
Houston, TX 77029
(281) 991-7330

INVOICE

Date	Invoice #
5/26/2020	20-1974

Bill To
City of Bunker Hill Village

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			5/26/2020			
Quantity	Item Code	Description			Price Each	Amount
		Metal Beam Guardrail removal and installation Memorial Dr. and Hickory Ridge				
1	04 Concrete	Metal Beam Guard Rail Fence			15,947.00	15,947.00
1	04 Concrete	Concrete			12,680.00	12,680.00
		This price includes removal and replacement of an existing guardrail and the installation of a new guardrail in the proposed location shown on the plan layouts provided by Kimley Horn Engineers.				
1	04 Concrete	Re Install Old Guardrail. New pieces to be installed to replace old pieces that were bent.			1,735.00	1,735.00
Total					\$30,362.00	

6515 Brittmoore
Houston, TX 77041
USA

Voice: 832-230-0761
Fax: 281-741-1571

Invoice Number: 3440
Invoice Date: May 14, 2020
Page: 1

Bill To: CITY OF BUNKERHILL
MEMORIAL DRIVE

Ship to:
CITY OF BUNKERHILL
MEMORIAL DRIVE

Customer ID	Customer PO	Payment Terms	
S05614			
Sales Rep ID	Shipping Method	Ship Date	Due Date
SHANE LAYSON	MAIL		5/14/20

[illegible]

Check/Credit Memo No:

Shane's Fence Company

6515 Brittmoore
Houston, TX 77041
USA

INVOICE

Invoice Number: 3441
Invoice Date: May 21, 2020
Page: 1

Voice: 832-230-0761
Fax: 281-741-1571

Bill To:

CITY OF BUNKERHILL
MEMORIAL DR

Ship to:

CITY OF BUNKERHILL
MEMORIAL DR

Customer ID	Customer PO	Payment Terms	
S05622			
Sales Rep ID	Shipping Method	Ship Date	Due Date
SHANE LAYSON	MAIL		5/21/20

Quantity	Item	Description	Unit Price	Amount
		2 3" BLACK GATE POST SCH40		1,910.00
		1 16' WIDE DOUBLE DRIVE GATE BLACK VINYL WITH INSERTS		
		1 TERMINAL POST 2 3/8		
		REPLACE EXISTING 12' DOUBLE DRIVE GATE		1,480.00
		NEW 3" GATE POST (CREDIT NO TEAR+HAUL)		-372.00
Subtotal				3,018.00
Sales Tax				
Total Invoice Amount				3,018.00
Payment/Credit Applied				
TOTAL				3,018.00

Check/Credit Memo No:

01-8832



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

June 9, 2020
 Project No: 007751
 Invoice No: 520021

City of Bunker Hill Village - Design of Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive and Valley Star Drive in Bunker Hill Village, Texas

For Professional Services rendered from May 2, 2020 to May 29, 2020:

Description	Contract Amount	Percent Complete	Billed to Date	Previously Invoiced	Current Invoice
Task 1: Topographic Survey & Data Verifi	22,900.00	75.1092	17,200.00	17,200.00	0.00
Task 2: Geotechnical Services (w/10%)	6,930.00	100.00	6,930.00	6,930.00	0.00
Task 3: Project Mgmt & Design Coord	48,900.00	100.00	48,900.00	48,900.00	0.00
Task 4: Final Design	114,500.00	100.00	114,500.00	114,500.00	0.00
Task 5: Bid Phase	7,300.00	100.00	7,300.00	7,300.00	0.00
Task 6: Public Involvement	2,550.00	100.00	2,550.00	2,550.00	0.00
Task 7: Construction Phase Services	69,525.00	95.202	66,189.21	63,804.61	2,384.60
Task 8: Materials Testing (w/10%)	51,040.00	76.0092	38,795.09	35,995.59	2,799.50
Total Fee	323,645.00		302,364.30	297,180.20	5,184.10
					5,184.10
					\$5,184.10

Recap:	Current	Previous	To-Date
Total Billings	5,184.10	297,180.17	302,364.27
Contract Amount			323,645.00
Balance			21,280.73
		Total Due This Invoice:	\$5,184.10

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

MAY 2020

06- 9180 76% \$3939.92

07- 9180 24% \$1244.18

QC Laboratories, Inc.
10810 Northwest Freeway
Houston, TX 77092

Invoice

DATE	INVOICE #
4/30/2020	11-77264

BILL TO
RPS Infrastructure 1160 N. Dairy Ashford, Suite 500 Houston, Texas 77079

Project #	Terms	Project	Purchase Order
19M16857	Net 30 Days	Bunker Hill	

DATE	REPORT #	DESCRIPTION	QTY	RATE	AMOUNT
		Project: Warrenton, Kilts, and Valley Star Improvements RPS Project Number - 007751			
4/1/2020	135, 136	Engineering Technician	4	45.00	180.00
		Transportation Charge	1	55.00	55.00
	137	Compressive Strength Test (ASTM C-39)	5	16.00	80.00
	138	Nuclear Density Gauge Charge	1	60.00	60.00
	139	Engineering Technician	2.5	45.00	112.50
		Transportation Charge	1	55.00	55.00
4/3/2020	140, 141	Engineering Technician	3.5	45.00	157.50
		Engineering Technician - OT	1	67.50	67.50
	142	Compressive Strength Test (ASTM C-39)	5	16.00	80.00
	143	Engineering Technician	2.5	45.00	112.50
		Transportation Charge	1	55.00	55.00
4/7/2020	144	Engineering Technician	4	45.00	180.00
		Transportation Charge	1	55.00	55.00
		Nuclear Density Gauge Charge	1	60.00	60.00
4/8/2020	145, 146	Engineering Technician	5	45.00	225.00
		Transportation Charge	1	55.00	55.00
	147	Compressive Strength Test (ASTM C-39)	5	16.00	80.00
4/9/2020	148	Engineering Technician	2.5	45.00	112.50
		Transportation Charge	1	55.00	55.00
4/14/2020	149, 150	Engineering Technician	4	45.00	180.00
		Transportation Charge	1	55.00	55.00
4/14/2020	151	Compressive Strength Test (ASTM C-39)	5	16.00	80.00
4/15/2020	152	Engineering Technician	2.5	45.00	112.50
		Transportation Charge	1	55.00	55.00
4/30/2020	APRIL	Project Manager	3	75.00	225.00
1.5% Interest/monthly for Invoices 30 Days Past Due			Total		
			\$2,545.00		
			Balance Due		
			\$2,545.00		

Phone #
(713) 695-1133



May 15, 2020

RPS Infrastructure
Attn: Accounts Payable
1160 N. Dairy Ashford, Suite 500
Houston, Texas 77079

RE: Warrenton, Kilts, and Valley Star Improvements

Attached is our monthly invoice for the **Construction Material Testing** on the referenced project.

Estimate or Contract Amount:	\$35,900.00	
Change Orders:		
Billing to Last Month:	\$32,723.25	
Current Month Total:	\$2,545.00	
Project Total:	\$35,268.25	98%

Please note that the original budget was only an estimate and is not to be considered a "Not To Exceed" amount. The information provided above is to assist with your internal budgeting

We appreciate your business. If you have any questions about the current invoice or the overall budget please contact me at the earliest possible time.

Sincerely,

QC Laboratories, Inc.

Tel: 713-695-1133
Fax: 713-695-0808

10810 Northwest Freeway
Houston, Texas 77092

qclabs@qclabs.com



575 N Dairy Ashford
Suite 700
Houston, TX 77079
T +1 281 589 7257

PROGRESS REPORT

Date: May 28, 2020

Job No.: 007751

Report Period: Activities Completed in the Month of May

Reviewed By: Mike McClung, P.E.

Project: Warrenton, Kilts, and Valley Star Improvements

- Visited the project site to observe construction progress and activities on a weekly basis.
- Review pay estimate No. 11 submitted by the Contractor.
- Answered questions from construction manager.



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

June 9, 2020
Project No: 007054
Invoice No: 520025
Legacy Project No: 0159.019.029

Bunker Hill Village On-Call - Site Development Review for Drainage Impacts
For Professional Services rendered from May 2, 2020 to May 29, 2020:

Professional Personnel

	Hours	Rate	Amount	
Team Leader				
McClung, Michael	1.00	257.09	257.09	
Project Manager				
Tyther, Barry	10.50	149.28	1,567.44	
Totals	11.50		1,824.53	
Total Labor				1,824.53
				\$1,824.53

Total Due This Invoice: \$1,824.53

01-7503

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	520025
Billing Backup			Friday, May 29, 2020	
RPS Infrastructure Inc. (Live)			Invoice 520025 Dated 6/9/2020	
			4:23:53 PM	

Professional Personnel

			Hours	Rate	Amount	
Team Leader						
000392	30 - McClung, Michael	5/27/2020	1.00	257.09	257.09	
	11832 Stuckey Drainage Meeting					
Project Manager						
001136	6 - Tyther, Barry	5/4/2020	.50	149.28	74.64	
	29 CAROLANE HGL					
001136	6 - Tyther, Barry	5/12/2020	2.00	149.28	298.56	
	11832 STUCKEY REVISED DRAINAGE PLAN					
001136	6 - Tyther, Barry	5/13/2020	1.00	149.28	149.28	
	11832 STUCKEY REVISED DRAINAGE PLAN discussions with Probstfeld and review of changes					
001136	6 - Tyther, Barry	5/13/2020	1.00	149.28	149.28	
	Check of inlets for the model					
001136	6 - Tyther, Barry	5/14/2020	1.00	149.28	149.28	
	11832 STUCKEY REVISED DRAINAGE PLAN discussions with Probstfeld and review of changes					
001136	6 - Tyther, Barry	5/15/2020	1.00	149.28	149.28	
	Bunkerhill Mapping					
001136	6 - Tyther, Barry	5/19/2020	2.50	149.28	373.20	
	Review of model results and mapping to identify potenital areas of improvement for the next stage of modelling					
001136	6 - Tyther, Barry	5/27/2020	1.50	149.28	223.92	
	Site visit to 11832 Stuckey Lane					
	Totals		11.50		1,824.53	
	Total Labor					1,824.53
						\$1,824.53
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Progress Report

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

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

0159.019.003: On-Call Services (TOTAL = \$3,757.17)

- Phase I Drainage Budget Review (\$635.27)
 - Mike McClung – 1 hr
 - Sean Micek – 3 hrs
- Additional Pavement Review at 306 Tamerlaine and Broken Bough (\$320.12)
 - Mike McClung – 1 hr
 - Sean Micek – 0.5 hr
- Chapel Belle Field Visit and Cost Estimate (\$900.66)
 - Jacques Gilbert – 3 hrs
 - Sean Micek – 3 hrs
- MS4 Annual Report (in progress) (\$1,901.12)
 - Victoria Stokes – 3 hrs
 - Sean Micek – 9.5 hrs
 - Luis Dinarte – 4 hrs

0159.019.029: Site Development Reviews (TOTAL = \$1,824.53)

- Completed HGL calculations based on existing XP-SWMM model:
46 Williamsburg, 29 Carolane Trail
 - Barry Tyther – 1 hr (\$149.28)
- Completed Plan Reviews for 11832 Stuckey
 - Mike McClung - 1 hr (\$257.09)
 - Barry Tyther – 9.5 hrs (\$1,418.16)



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

June 9, 2020
Project No: 004067
Invoice No: 520024
Legacy Project No: 0159.019.003

Bunker Hill Village On-Call

For Professional Services rendered from May 2, 2020 to May 29, 2020:

General On-Call Services

Professional Personnel

	Hours	Rate	Amount
Micek, Sean	16.00	126.06	2,016.96
Stokes, Victoria	3.00	101.81	305.43
Team Leader			
McClung, Michael	2.00	257.09	514.18
Project Engineer			
Gilbert, Jacques	3.00	174.16	522.48
Associate Engineer			
Dinarte, Luis	4.00	99.53	398.12
Totals	28.00		3,757.17
Total Labor			3,757.17
			\$3,757.17
		Total Due This Invoice:	\$3,757.17

Remit Payment:

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T: (281) 589-7257 F: (281) 589-7309
Routing # 111000614 Bank # 697856677



Progress Report

To: Ms. Karen Glynn & Mr. Steve Smith
Date: May 28, 2020
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 - Mike McClung – 1 hr
 - Sean Micek – 0.5 hr
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 - Jacques Gilbert – 3 hrs
 - Sean Micek – 3 hrs
- MS4 Annual Report (in progress) (\$1,901.12)
 - Victoria Stokes – 3 hrs
 - Sean Micek – 9.5 hrs
 - Luis Dinarte – 4 hrs

01-7503

01-7503

06-9180

01-7503

2020 MS4

0159.019.029: Site Development Reviews (TOTAL = \$1,824.53)

- Completed HGL calculations based on existing XP-SWMM model:
46 Williamsburg, 29 Carolane Trail
 - Barry Tyther – 1 hr (\$149.28)
- Completed Plan Reviews for 11832 Stuckey
 - Mike McClung - 1 hr (\$257.09)
 - Barry Tyther – 9.5 hrs (\$1,418.16)

PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

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

Invoice

DATE	INVOICE NO.
5/5/2020	61343

BILL TO:

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

Balance Due	\$80.00
DUE DATE	5/5/2020
PAYMENT TERMS	Due on recpt

DESCRIPTION	P.O. NO.		STATUS	JOB NO.
	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER #4 ~ For City of Bunker Hill Village • For New Construction • Grading & Drainage Plans • Detention Worksheet	0.5	150.00	5/5/2020	75.00
NO OBJECTIONS EMAIL PDF TO CITY	1	5.00		5.00
FOR: ADARSH & VANYA KARIA AT: 307 Rainier Drive ~ City of Bunker Hill Village LGL: Lot 2, Block 2, Rainier Forest (.50 ACRE) ORDERED BY: STEVE SMITH				
Thank you for the privilege to serve you!				Subtotal \$80.00
				Sales Tax (8.25%) \$0.00
				Total \$80.00
				Payments/Credits \$0.00

RECEIVED JUN 08 2020

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

PHONE: 281.829.0034

FAX: 281.829.0233

LandSurveys@Probstfeld.com

www.probstfeld.com

PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

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

Invoice

DATE	INVOICE NO.
5/11/2020	61366

BILL TO:

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

Balance Due	\$155.00
DUE DATE	5/11/2020
PAYMENT TERMS	Due on recpt

DESCRIPTION	P.O. NO.		STATUS	JOB NO.
	QTY	RATE	JOB COMPLETION	AMOUNT
DRAINAGE PLAN REVIEW & LETTER #1 ~ For City of Bunker Hill Village • For ?? • Grading & Drainage Plans • Detention Worksheet	1	150.00	5/11/2020	150.00
EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00		5.00
FOR: SCOTT ZAMIR AT: 29 Carolane Trail ~ City of Bunker Hill Village LGL: Lot 8, Block 1; Lazywood U/R ~ ABST 72 • JD TAYLOR (.47 ACRE) ORDERED BY: STEVE SMITH				

RECEIVED JUN 08 2020

Thank you for the privilege to serve you!

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

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

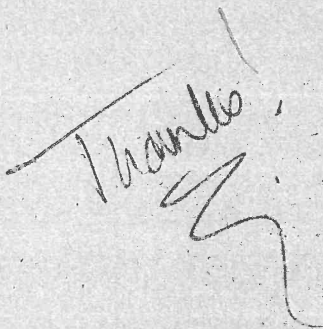
Invoice

DATE	INVOICE NO.
5/26/2020	61445

BILL TO:

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

Balance Due	\$305.00
DUE DATE	5/26/2020
PAYMENT TERMS	Due on recpt

DESCRIPTION	QTY	RATE	P.O. NO.	STATUS	JOB NO.
				Completed	1901-048
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	2	150.00	5/26/2020	300.00	
EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00		5.00	
FOR: MICHAEL METZKER AT: 12015 Surrey Lane ~ City of Bunker Hill Village LGL: Lot B, Surrey Lane Place U/R ~ ABST 72 • JD TAYLOR (.44 ACRE) ORDERED BY: STEVE SMITH					
					
RECEIVED JUN 08 2020					
Thank you for the privilege to serve you!					

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

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

PHONE: 281.829.0034

FAX: 281.829.0233

LandSurveys@Probstfeld.com

www.probstfeld.com

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: 5/26/2020

	Invoice Number	Invoice Date	Amount
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City of Bunker Hill Village

200-020 Construction Plans for Water Well & Transfer Line

23239	5/26/2020	14,556.67
Project Outstanding		14,556.67

200-022 2019 - 2020 Emergency Repair Water Well 3

23240	5/26/2020	3,375.00
Project Outstanding		3,375.00
Client Outstanding		17,931.67

City of Bunker Hill Village						
Outstanding	Current	31-60 Days	61-90 Days	91-120 Days	121+ Days	Prepayment
17,931.67	17,931.67	0.00	0.00	0.00	0.00	0.00

07-9182
04-7520

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 23239
Date 05/26/2020

Project **200-020 Construction Plans for Water Well & Transfer Line**

Engineering Services through April 30, 2020

Water Well & Transfer Line

Invoice Summary

Description	Total Billed	Prior Billed	Current Billed
010 - Design Surveys, Geotech, Etc.	3,675.00	3,103.48	571.52
011 - Preliminary Engineering	45,135.52	31,150.37	13,985.15
012 - Design Phase Services	0.00	0.00	0.00
013 - Construction Phase Services	0.00	0.00	0.00
014 - Observation of Construction	0.00	0.00	0.00
016 - Records Drawings	0.00	0.00	0.00
019 - Reimbursable Expenses	155.31	155.31	0.00
Total	48,965.83	34,409.16	14,556.67

010 - Design Surveys, Geotech, Etc.

Professional Fees

	Hours	Billed Amount
Engineer II (EIT)	4.00	423.91
<i>Schedules for Water Well, Site Improvements and Transfer Line Projects.</i>		
<i>Schedules for Water Well, Site Improvements and Transfer Line Projects.</i>	1.50	147.61
Project Designer		
<i>Well site exhibits</i>		
<i>Pollution hazard exhibits</i>		
Professional Fees subtotal	5.50	571.52
Phase subtotal		571.52

011 - Preliminary Engineering

Professional Fees

	Hours	Billed Amount
Principal	12.50	2,250.00
<i>Meeting at City Hall on Preliminary schedule and cost.</i>		
<i>Meeting with City</i>		
<i>Preliminary Well 5 report</i>		
<i>review/comment on PER</i>		
<i>PER revisions, final report</i>		
<i>review/comment on PER</i>		
Engineer II (EIT)	98.50	10,506.74

011 - Preliminary Engineering

Professional Fees

	Hours	Billed Amount
<p>Project mgt. - Reviewed Constr. Access Exhibit with staff. Project mgt. - Correspondence with Contractor regarding project schedule and needed budgetary cost for sound wall. Reviewed and revised Constr. Access Exhibit. Reviewed and revised PER. Reviewed CBHV Access Exhibit with Staff. Prepared for meeting with Owner. Met with Owner to discuss project progress. Applied changes to hazard report from markup comments, updated exhibits accordingly. Finished up making changes to pollution hazard report. Submitted draft for in-house review. Completed review of CBHV construction schedule. Worked on researching water line district boundary description for the city of bunker hill to determine whether city limits include right of way on the northside of taylorcrest rd. Started reviewing and highlighting plan set provided by the city of houston to show existing utilities along taylorcrest rd. Completed review of plan set utilities, marked up utilities along taylorcrest to determine average depth for transfer line drilling. Started noting depths of utilities along taylorcrest based on information provided by city of houston plan set. Well, Transfer Line and Site Improvement project design and schedule. Well, Transfer Line and Site Improvement project design and schedule. Well, Transfer Line and Site Improvement project design and schedule. Continued verifying elevations of utility lines along taylor crest rd. Performed additional research on two intersections regarding utilities on north side of taylorcrest rd. Completed research, determined that area with missing information belongs to Hedwig Village. Started research of records for utilities along ROW. Reviewed Pollution Hazard Report. Continued on PER Draft. Reviewed Project schedule. Continued on PER draft. Project mgt. - collaborated with staff and principal and reviewed project schedules. Reviewed Cost Estimate. Project mgt. - reviewed project schedules. Project mgt. - Revised PER. Continued on PER Draft. Continued on PER Draft. Project mgt. - Revised cost estimate for upcoming projects. Revised PER. Project mgt. - Continued on PER Draft. Created Project Cost Estimates. Project mgt. - Collaborated with staff and discussed needed revisions to PER. Project mgt. - Revised Cost Estimate per Principals review. Project mgt. - Revised cost estimate for upcoming projects. Revised PER. Completed draft of PER, submitted for in-house review. Worked on sorting out and adding missing exhibits to preliminary engineering report. Updated table of contents. Worked on Preliminary Engineering Report attachments. Collaborated with staff and discussed PER. Continued on PER. Meeting with CBHV regarding PER. Collaborated with Staff and Contractor and discussed needed revised schedule and cost estimate, as requested by Owner. Collaborated with staff and discussed/reviewed revised project schedules and PER exhibits. Collaborated with staff and reviewed revised schedule and estimate. Project mgt. Collaborated with staff and reviewed and revised PER. Correspondence with Owner and SBISD regarding proposed well location. Reviewed and revised PER. Conference call with Consultant regarding proposal for well construction and design. Reviewed PER. Finalized PER Final Draft. Finalized PER Final Draft. Correspondence with Well Consultant regarding PER. Conferece call with Well Contractor regading comments on PER. Discussed Well Research Items that are needed for review. Communicated with Principal regarding EPOPC and Project Contract, as requested by Owner. PM. Revised PER, as requested by Principal, in prep. for production of Project Contract, as requested by Owner.</p>		
Project Designer	2.50	246.02
PER exhibits		
PER Exhibits		
existing facilities location map		
well site locations exhibit		
CAD Technician I	1.00	66.13
Mark ups for water well exhibits		
CAD Technician Level II	1.00	91.26

011 - Preliminary Engineering

Professional Fees

exhibits

Professional Fees subtotal

Hours	Billed Amount
115.50	13,160.15

Consultant

Consultant

Ground Water Consultants, LLC

(200-020-019) Review of PER Planned Well #5

Phase subtotal

Units	Rate	Billed Amount
		825.00
		13,985.15
		Invoice total
		14,556.67

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 23240
 Date 05/26/2020

Project **200-022 2019 - 2020 Emergency Repair
 Water Well 3**

Engineering Services through April 30, 2020

Invoice Summary

Description	Total Billed	Prior Billed	Current Billed
101 - Water Well No. 3 Memorial Drive Rebuild	3,375.00	0.00	3,375.00
Total	3,375.00	0.00	3,375.00

101 - Water Well No. 3 Memorial Drive Rebuild

Professional Fees

	Hours	Billed Amount
Principal	18.75	3,375.00

*Well 3 head calculations
 Well 3 replacement materials review, Materials settings, Submersible motor, replacement costs
 Layne submittals
 Cost Estimate and revised submittals
 Jeff Prescott, Gma and Oz on Clear Scada repairs. Calls to Jeremy Davenport. On site at Taylorcrest and City Hall
 SCADA system repairs and upgrade with Jeff Prescott and Jeremy Davenport. WP Taylorcrest site visit to look at pump, bowls and materials for well. Talk to owner. urface water status and need for Bacti Samples. Meeting at Taylorcrest on SCADA repairs
 Site Visit. Contractor not on site. Old motor still on well head. Waiting on key for submersible motor assembly.
 Bunker Hill Well 3 site with Steve Smith on casing, motor and bowl spacing. Layne got key and set motor and bowl
 Site Visit Boomer working on connecting well head to discharge piping. Boomer called later and said he was off the job and had been released from Layne as of this Friday.
 Went to Layne and spoke to Tim Oman who confirmed Boomer was off the job. Late Jeff Seeger called and said a layne crew would be out Wednesday March 11th to tie in the header.
 Well 3 status and site visit
 Well # 3 Layne trying to connect well head to discharge. Bolt holes not lining up. Meg Test was good according to Boomer.
 Site Visit. NTS started on electrical work. Bobby Lane. Well Controller delivered to site by City.
 Bobby finishing up electrical. Will be ready for start up on Friday.
 site startup and request for O&M Manual on motor and pump.
 Chapel Bell water line replacement
 Well 3 status and schedule with Layne
 Well # 3 Startup coordination
 Response on Layne Invoice and well Bacti Status and Production test*

Invoice total **3,375.00**

Approved by:

John K. Davis
President