

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
January 18, 2022, at 5:00 P.M.**

**I. CALL TO ORDER**

Mayor Robert Lord called the meeting to order at 5:03 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Those Present:

Mayor Robert Lord  
Councilmember Keith Brown  
Councilmember Susan Schwartz  
Councilmember Jay Smyre  
Councilmember Eric Thode

Those Absent:

Councilmember Laurie Rosenbaum

*Also in Attendance:*

Karen Glynn, City Administrator  
Loren Smith, City Attorney  
Larry Boggus, MVPD  
Susan Grass, Finance Manager  
Jennifer Namie, Assistant to the City Secretary

**EXECUTIVE SESSION**

**THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.074 OF THE TEXAS GOVERNMENT CODE TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, OR DUTIES OF THE CITY ADMINISTRATOR.**

*Mayor Lord convened into closed executive session at 5:04 p.m.*

*Mayor Lord reconvened the meeting at 5:42 p.m.*

**II. PLEDGE OF ALLEGIANCE**

Officer Boggus led the Pledge of Allegiance.

**III. CITIZEN COMMENTS**

There were no citizen comments.

**IV. PRESENTATION AND PUBLIC HEARING**

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

**PRESENTATION AND PUBLIC HEARING ON A RECOMMENDATION FROM THE PLANNING AND ZONING COMMISSION** – *Karen Glynn, City Administrator and Loren Smith, City Attorney*

Memorial Forest Club, a non-profit club established in the 1950's at its current location of 12122 Memorial Drive, submitted an application for a Specific Use Permit. There is no Specific Use Permit for the site. The Club is considered a legal non-conforming use in the City of Bunker Hill Village. The desired Specific Use Permit would officially recognize the physical layout of the Club as indicated on the submitted site plan, and the uses associated therewith.

Ordinance No. 49 was approved and memorialized a Settlement Agreement between the City of Bunker Hill and the Club in 1958. The Settlement Agreement expired on its terms in June 2008 (50 years). The intention of the Specific Use Permit is to supersede Ordinance No. 49 and the Settlement Agreement in all respects. In addition, the City's Zoning Board of Adjustment approved a variance on April 23, 1998 to replace a 100-foot section of a six-foot fence behind the volleyball court with a fence nine feet high. A memorandum of understanding was also approved in May 2014 regarding landscaping, irrigation, and associated maintenance in the City right of way at Plantation and Memorial.

Consistent with the 1958 agreement, the items outlined in the Ordinance coincide with the items listed in the City's Zoning Ordinance to ensure compatibility of non-resident uses with adjacent properties by the Specific Use Permit Process, including but not limited to hours of operation, lighting, noise, and signage.

The purpose of the SUP Process is to look at individual sites on a case-by-case basis and determine if the proposal/existing use negatively impacts adjacent properties and the City as a whole.

The Planning and Zoning Commission held a workshop in August 2021. Property owners from an adjacent property attended the meeting and spoke with the Commission. The main concerns included noise and lighting.

The Planning and Zoning Commission held a Public Hearing in September 2021. Notifications to adjacent properties within 200 feet were provided. The notice of the public hearing was provided in the City's newspaper of record and on the City's website.

The Planning and Zoning Commission met in November and December, 2021 to further discuss and recommend an ordinance. On December 7, 2021, the Planning and Zoning Commission unanimously recommended Ordinance No. 22-565. Commissioner and Vice-Chair, Bill Goings abstained.

**AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING APPENDIX "A" OF THE CODE OF ORDINANCES OF THE CITY, SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF SAID CITY, BY GRANTING A SPECIFIC USE PERMIT TO THE MEMORIAL FOREST CLUB AT 12122 MEMORIAL DRIVE FOR OUTDOOR RECREATIONAL AND SUPPORTING AND INCIDENTAL USES; PROVIDING FOR A REPEALER; PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF; AND PROVIDING FOR SEVERABILITY**

*Mayor Lord opened the Public Hearing at 5:51 p.m.*

**THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING A RECOMMENDATION FROM THE PLANNING AND ZONING COMMISSION REGARDING AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING APPENDIX “A” OF THE CODE OF ORDINANCES OF THE CITY, SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF SAID CITY, BY GRANTING A SPECIFIC USE PERMIT TO THE MEMORIAL FOREST CLUB AT 12122 MEMORIAL DRIVE FOR OUTDOOR**

**RECREATIONAL AND SUPPORTING AND INCIDENTAL USES; PROVIDING FOR A REPEALER; PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF; AND PROVIDING FOR SEVERABILITY.**

The following individuals spoke at the hearing:

Tom Van Arsdale, Representing Memorial Forest Club

*Mayor Lord closed the Public Hearing at 5:57 p.m.*

**CONSIDERATION AND POSSIBLE ACTION, AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION, TO APPROVE ORDINANCE NO. 22-565 AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING APPENDIX “A” OF THE CODE OF ORDINANCES OF THE CITY, SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF SAID CITY, BY GRANTING A SPECIFIC USE PERMIT TO THE MEMORIAL FOREST CLUB AT 12122 MEMORIAL DRIVE FOR OUTDOOR RECREATIONAL AND SUPPORTING AND INCIDENTAL USES; PROVIDING FOR A REPEALER; PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF; AND PROVIDING FOR SEVERABILITY.**

**The Mayor and Council discussed the application, the history and the proposed ordinance. The Mayor thanked the Planning and Zoning Commission for their efforts.**

**A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve Ordinance 22-565 to grant the Specific Use Permit to Memorial Forest Club at 12122 Memorial Drive.**

**The motion carried 4 to 0.**

## **V. POLICE COMMISSIONER REPORT**

Commissioner, Jay Smyre, gave an update on December activities, including personnel and calls for service. Commission Smyre continued to highlight the successes of the ALPR System and the benefits to the Villages.

## **VI. FIRE COMMISSION LIAISON REPORT**

Liaison, Keith Brown, gave an update on the Commission and Department activities, staffing, calls for service and response times, and the 2021 Budget to date.

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

- A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 22-566, 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

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 through February 2022 and ensures that any support needed from other agencies would be available to the City. The open meetings provision is no longer included; therefore, all open meetings must include members in person.

**A motion was made by Councilmember Thode and seconded by Councilmember Smyre to approve Ordinance 22-566.**

**The motion carried 4 to 0.**

- B. Consideration and Possible Action to Appoint Kyle Sears to the Harris-Galveston Subsidence District Board

Mayor Lord noted that it is time to reappoint Kyle Sears. All of the other Village Mayors will be making the same appointment.

**A motion was made by Councilmember Smyre and seconded by Councilmember Thode to appoint Kyle Sears to the Harris-Galveston Subsidence District Board.**

**The motion carried 4 to 0.**

- C. Report on Activities and Upcoming Events

- Mayor's Meeting – The Mayors will be meeting every other month.
- Appreciation Dinner for Judge Carl Moerer  
The City is hosting an appreciation dinner for Judge Moerer and his family on Wednesday, January 19, 2022 to thank him for his 30 years of service to the City of Bunker Hill Village's Municipal Court. The dinner will be at 6:00 p.m. at City Hall. A notice of possible quorum has been posted.
- Community Conversation on Crime with the Memorial Village Mayors  
This event has been postponed following Harris County's change to "red" as a result of recent cases with the virus. The Mayors want to ensure all residents, even those unvaccinated have an opportunity to attend.
- Other Updates  
Mayor Lord also noted the Birdies fore Blue Golf Tournament set for Tuesday, February 17, 2022.

## VIII. CITY ADMINISTRATOR'S REPORT

### A. Report on Activities and Upcoming Events

- **Planning and Zoning Commission Meetings**  
The Planning & Zoning Commission will now meet regularly on the 4<sup>th</sup> Tuesday of each month at 11:30 a.m. The Paratus Memorial SUP Application will be on the January 25, 2022 Agenda.
- **Memorial Drive and Gessner Road Grant Application**  
HGAC is indicating an April/May timeframe for the Grant Process. Staff is coordinating with the City's consultants on the preliminary engineering updates to see if there are any changes that need to be incorporated into the application materials.

### B. Consideration and Possible Action on Fiscal Year 2022 Proposed Calendar for Council Meetings and Special Events

Karen Glynn, City Administrator, presented the following list of recommended holidays for 2022 in addition to the proposed City Council Meetings for the year:

#### **2022 Holiday Schedule**

Friday, April 15, 2022	Good Friday
Monday, May 30, 2022	Memorial Day
Monday, July 4, 2022	Independence Day
Monday, September 5, 2022	Labor Day
Thursday - Friday, November 24 & 25, 2022	Thanksgiving
Monday - Tuesday, December 26 & 27, 2022	Christmas Eve and Day (Christmas Day is Sunday)
Friday, December 30, 2022	New Year's Day
A Floating Holiday is observed by each employee for their birthday	

#### **2022 City Council Meetings**

Tuesday, January 18, 2022  
Tuesday, February 15, 2022  
Tuesday, March 8, 2022 *Third Tuesday falls the Week of Spring Break SBISD*  
Tuesday, April 19, 2022  
Tuesday, May 17, 2022s  
Tuesday, June 21, 2022  
Tuesday, July 19, 2022 *Recommended Cancelling July Meeting*  
Tuesday, August 16, 2022  
Tuesday, September 20, 2022  
Tuesday, October 18, 2022  
Tuesday, November 15, 2022  
Tuesday, December 20, 2022 *Typically Cancel December Meeting*  
Budget Meetings - TBD

## **2022 Special Events**

City Hall Closed Thursday & Friday, February 4-5, 2022

*End of the year administration, filing and clean up*

State of the City Presentation Tuesday, April 19, 2022

Villages Independence Day Celebration Monday, July 4, 2022

Annual Holiday Party Tuesday, December 13, 2022

Twinkle Light Parade Thursday, December 15, 2022

**A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve the 2022 Holiday Schedule.**

**The motion carried 4 to 0.**

**A motion was made by Councilmember Smyre and seconded by Councilmember Thode to approve the 2022 Events Schedule as amended to state that if there is only a parade for the Village Independence Celebration, the event will occur on Monday but if there is a celebration, the event may need to occur on Saturday based on facilities.**

**The motion carried 4 to 0.**

**A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve the 2022 Council Meeting Calendar as recommended.**

**The motion carried 4 to 0.**

**C. Resident Request to Consider Banning Gas Powered Blowers**

The City Administrator shared a note and article recently received by a resident requesting to ban gas powered blowers in the City as other cities are doing nation-wide. The City Administrator sought input of Council regarding this request. The Council suggested that the Planning and Zoning Commission may be able to share some insight on this issue.

**D. Report on Capital Projects**

Public Works Director Steve Smith shared the following:

- **Water Well No. 5 Sitework and Bunker Hill Elementary School Progress**  
The City issued the notice to proceed on the site work. Langford Engineering has been designing the transmission line. The transmission line project will be advertised in February. The school is progressing very well. Photos of the building were shared.
- **Public Works and Disaster Operations Building**  
Staff is working with the architect on the CMAR selection. Proposals will be opened next week. Interviews will follow. Staff plans for a recommendation to be ready for the February Meeting.

- Safety Improvements to the Intersection of Bunker Hill Road and Taylorcrest  
Staff continues to work diligently to get the concrete wall improvements installed at a reasonable cost. The streetlight and additional flasher have been ordered.
- Pavement Failures on Bunker Hill Road  
The City's Engineer has stated that there are no additional needs on Bunker Hill Road at this time. An overlay is planned for 2023. Further needs can be addressed at that time.
- Winshire Circle Drainage Concerns  
Residents along Winshire have shared concerns with nuisance ponding. Staff and RPS have made recommendations. The Public Works Team will be performing street grinding. Discussion with the backflow presenters will be further discussed with the Drainage Committee.
- Beautification Efforts and Projects for 2022
  - Metro Improvements – staff has told Metro that plans for additional shelters need to be submitted for review.
  - Bunker Hill Road Concerns – Staff has received a request to install landscaping along Bunker Hill Road. The Council discussed a need for a policy to outline the City's plans and requirements for beautification in the City's rights of way. This should be further discussed with the Beautification Committee and City Council.
  - Beautification Committee will be meeting and outlining a proposed plan for 2022.

**IX. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE FUNDING AND TO DIRECT THE MAYOR TO REQUEST THAT SPRING BRANCH INDEPENDENT SCHOOL DISTRICT ISSUE A CHANGE ORDER TO THE CONTRACT WITH DUROTECH FOR THE RECONSTRUCTION OF BUNKER HILL ELEMENTARY SCHOOL IN THE AMOUNT OF \$3,197,439.00 FOR ADDITIONAL DRAINAGE DETENTION IN ACCORDANCE WITH THE INTERLOCAL AGREEMENT BETWEEN THE CITY AND THE DISTRICT DATED OCTOBER 2021 - Karen Glynn, Acting City Secretary/City Administrator and Loren Smith, City Attorney**

Karen Glynn presented this item:

Over the past year, staff shared information with the Mayor and City Council regarding the opportunity for the City to construct additional drainage detention at Bunker Hill Elementary School as part of the school reconstruction project. The City's modeling exercise found significant results with the added detention and as a result, the Drainage Committee recommended the project to be the highest priority project noting this opportune timing.

The City and Spring Branch Independent School District (SBISD) approved an Interlocal Agreement in October 2021. In addition, Durotech, SBISD's Contractor, submitted a letter with a firm price of \$3,197,439.00 for the change order. With approval of this item, there will be available funds remaining of approximately \$73,000 for contingency.

The detention construction will not be installed until the fall timeframe; however, it is necessary to lock in costs as soon as possible and for Durotech to have sufficient lead time to order supplies. The City will need to submit funds to SBISD upon approval of the change order.

**A motion was made by Councilmember Brown and seconded by Councilmember Thode to authorize funding and to direct the Mayor to request that Spring Branch Independent School District issue a change order to the contract with Durotech for the reconstruction of Bunker Hill Elementary School in the amount of \$3,197,439.00 for additional drainage detention in accordance with the interlocal agreement between the City and District dated October 2021.**

**The motion carried 4 to 0.**

- X. CONSIDERATION AND POSSIBLE ACTION TO AWARD A BID AND AUTHORIZE THE MAYOR TO EXECUTE CONTACTS BETWEEN THE CITY OF BUNKER HILL VILLAGE AND METRO CITY, LLC FOR THE RECONSTRUCTION OF CHAPEL BELLE AT A BASE BID PRICE OF \$ 895,939.00 AND AWARDING THE ALTERNATIVE BID OF \$100,456.00 TO RECONSTRUCT A SEGMENT OF TAMERLAINE FOR A TOTAL PRICE OF \$996,395.00 - Steve Smith, Director of Public Works/ Building Official**

*Items X, XI and XII were presented together.*

*Steve Smith, Building Official, presented these items:*

The City of Bunker Hill Village's 2021 and 2022 Capital Improvements Plan includes reconstruction of the pavement and drainage infrastructure for Chapel Belle and a segment of Tamerlaine. This project was identified as one of the City's priority pavement projects as part of the City's Pavement Assessment Project conducted in 2015. In addition, the residents of the area have been requesting this project for drainage needs. This project has been in the City's Infrastructure Management and Financial Plan as a high priority and the City has been planning for the funding over the years. Water and wastewater improvements have already been made as part of the City's Utility Rehab Projects.

Three (3) items were presented and recommended for approval for the Reconstruction Project:

***X – Award Construction Project and Possible Add Alternate***

Bidding advertisements were included in the City's newspaper of record and bids were opened on December 20, 2021. Four bids were received with the lowest bid being submitted by Metro City, LLC. The project bidding documents were created with a base bid portion for the reconstruction of Chapel Belle and an Add/Alternative bid item for the repair of Tamerlaine. The bid from Metro City, LLC is as follows:

Base Bid	\$895,939.00
Add/Alternative	<u>\$100,456.00</u>
<b>Total Bid</b>	<b>\$996,395.00</b>



The bid information was reviewed, and a recommendation provided by RPS Infrastructure. The construction bid was less than the most recent engineer's estimate and within the City's Budget.

***XI & XII – Construction Management Services***

RPS Infrastructure submitted a proposal to provide the Construction Management Services for the project. The contract also includes materials testing for \$20,553 resulting in a total of \$60,078.00 for RPS.

Lloyd Smitha and Associates will provide construction management, on-site inspection and resident coordination for the project on behalf of the City. The proposal received from Lloyd Smitha and Associates was for \$163,000.00; however, staff recommended an amount not to exceed \$100,000.00 be approved at this point in the project. This was similar to the approval process followed on the Kilts-Warrenton Project.

Funding was noted as available in the 2022 Capital Improvements Program for Streets. A project contingency of \$44,964.00 would remain. The project should be completed in 9 months (270 days).

**A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve items X, XI and XII on the agenda.**

**The motion carried 4 to 0.**

- XI. CONSIDERATION AND POSSIBLE ACTION REGARDING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND RPS INFRASTRUCTURE IN AN AMOUNT NOT TO EXCEED \$60,078.00 TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR THE CHAPEL BELLE AND TAMERLAINE RECONSTRUCTION PROJECT INCLUDING MATERIALS TESTING - Steve Smith, Director of Public Works/ Building Official**

*See discussion summary under item X.*

**Approved with Item X.**

- XII. CONSIDERATION AND POSSIBLE ACTION REGARDING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND LLOYD SMITHA & ASSOCIATES IN AN AMOUNT NOT TO EXCEED \$100,000.00 TO PROVIDE CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE CHAPEL BELLE AND TAMERLAINE RECONSTRUCTION PROJECT - Steve Smith, Director of Public Works/ Building Official**

*See discussion summary under item X.*

**Approved with Item X.**

- XIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE REPAIR OF GUARDRAIL AT THE INTERSECTION OF BUNKER HILL ROAD AND MEMORIAL DRIVE IN AN AMOUNT NOT TO EXCEED \$23,000.00 - Steve Smith, Director of Public Works/ Building Official**

Steve Smith presented this item:

A guardrail located at the intersection of Bunker Hill Road and Memorial Drive was damaged in the latter part of 2021. The cause of the damage appeared to have been related to an impact from an automobile as there were damaged parts of a vehicle left at the scene. A police report was provided; however, there were no witnesses and no indication of who may have caused the damage.

The City requested proposals from several traffic device contractors for the repair of the damaged guardrail. The only reply was from Teamwork Construction Services which is a company that has previously repaired and installed guardrails for the City. The amount of the proposal was \$20,903.00. The not to exceed amount allows for a small contingency.

**A motion was made by Councilmember Schwartz and seconded by Councilmember Brown to authorize the repair of the guardrail at the intersection of Bunker Hill Road and Memorial Drive in amount not to exceed \$23,000.00.**

**The motion carried 4 to 0.**

**XIV. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 22-567 OF THE CITY OF BUNKER HILL VILLAGE, TEXAS PROVIDING FOR THE HOLDING OF A GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 7, 2022 FOR THE PURPOSE OF ELECTING THREE COUNCIL MEMBERS (POSITION NOS. 1, 2, AND 3); PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT - *Karen Glynn, Acting City Secretary/City Administrator***

Karen Glynn, City Administrator/Acting City Secretary, presented this item:

The City of Bunker Hill Village holds its election for the Mayor and City Council on the May General Election Date for each year. The election for Positions 1, 2, and 3 are held in even numbered years, while the election for Mayor and Positions 4 and 5 are held in odd numbered years. The next scheduled City Election is Saturday, May 7, 2022 and accordingly, will be for Positions 1, 2, and 3. Filing for a position on the ballot began January 19, 2022 and will conclude February 18, 2022.

The Ordinance also names Election Judges. Officers to be named include Clara Towsley as the Presiding Judge and Tom Rigamonti as the Alternate Presiding Judge. Both were named last year; however, no election was held. Both have agreed to serve again this year if needed.

**A motion was made by Councilmember Smyre and seconded by Councilmember Brown to approve Ordinance No. 22-567.**

**The motion carried 4 to 0.**

**XV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 22-568, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NO. 1 TO THE ORIGINAL BUDGET OF THE CITY OF**

**BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2022; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT - *Susan Grass, Finance Director***

Finance Director, Susan Grass presented this item:

At the November 16, 2021 Meeting, Chief Ray Schultz presented a request for a policy and budget amendment to increase the Employee Health Insurance Benefits to cover 75% for Dependent Care versus ~50% in years past. This request was made to stay competitive with the market demands for recruiting staff and follows the recent policy change made by the Village Fire Department to offer and fund 75% of dependent care coverage.

The Council supported the policy change and voted to approve the policy and directed City Staff to submit an amendment to the City's 2022 Budget for \$20,000.00 for the City's Share. The total cost to the Police Department Budget is projected to be \$60,000 shared between the three member cities.

Amendment 1 compared the Fiscal Year 2022 Adopted Budget passed by City Council in September 2021 to the recommend Fiscal Year 2022 Amended Budget for the accounts amended.

Staff reviewed the 2022 Budget and recommended the \$20,000 be funded from "Public Safety Other."

**A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Ordinance No. 22-568.**

**The motion carried 4 to 0.**

**XVI. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 22-569 AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING ALL OF SECTION 2-4, OFFICIAL NEWSPAPER, OF ARTICLE I, IN GENERAL, OF CHAPTER 2, ADMINISTRATION, AND ADDING A NEW SECTION 2-4, OFFICIAL NEWSPAPER, OF ARTICLE I, IN GENERAL, OF CHAPTER 2, ADMINISTRATION, SAID SECTION DESIGNATING THE MEMORIAL EXAMINER (HOUSTON COMMUNITY NEWSPAPER) AS THE OFFICIAL NEWSPAPER OF THE CITY; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT - *Karen Glynn, Acting City Secretary/City Administrator***

Karen Glynn, City Administrator/Acting City Secretary, presented this item:

State Law requires that Cities shall designate an official newspaper for all official publications for the year. The City of Bunker Hill Village has utilized the Houston Community Newspaper as the official newspaper of the City in years past and staff recommended continuing with this publication.

Staff recommended approval of the Ordinance amending the City's current ordinance and designating the Houston Community Newspaper as the City's official newspaper.

The contract with the Houston Community Newspaper was included on the consent agenda. The contract provides for set costs for the year.

**A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve Ordinance 22-569.**

**The motion carried 4 to 0.**

**XVII. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING BUNKER HILL VILLAGE’S EFFORTS TO BEGIN THE PROCESS TO EXERCISE THE PROVISIONS OF THE INTERLOCAL AGREEMENT FOR FIRE AND EMERGENCY SERVICES BETWEEN THE CITIES OF BUNKER HILL VILLAGE, TEXAS, HILSHIRE VILLAGE, TEXAS, HEDWIG VILLAGE, TEXAS, HUNTERS CREEK VILLAGE, TEXAS, PINEY POINT VILLAGE, TEXAS, AND SPRING VALLEY VILLAGE, TEXAS AND THE VILLAGE FIRE DEPARTMENT DATED OCTOBER 2019 – *Robert Lord, Mayor***

Mayor Lord introduced this item.

In accordance with the Interlocal Agreement between the Cities of Bunker Hill Village, Texas, Hilshire Village, Texas, Hedwig Village, Texas, Hunters Creek Village, Texas, Piney Point Village, Texas, and Spring Valley Village, Texas and the Village Fire Department dated October 2019, the City’s deadline to decide whether or not to rejoin the Fire Department is May of 2022.

The Mayor and City Council continued discussion on this topic.

**No action was taken on this item.**

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

- A. Minutes of the November 16, 2021 Regular Council Meeting
- B. Minutes of the January 6, 2022 Special Council Meeting
- C. November 2021 Financials
- D. RPS, Invoice No. 1121037 in the amount of \$4,422.81 for professional services rendered from October 30, 2021 to November 26, 2021 under on-call services for Miscellaneous Services including Winshire Circle, Williamsburg Ditch Drainage Review, and City Council Meeting
- E. RPS, Invoice No. 1121039 in the amount of \$1,293.68 for professional services rendered from October 30, 2021 to November 26, 2021 under on-call services for Site Development Review for Drainage Impact
- F. RPS, Invoice No. 1121040 in the amount of \$1,534.20 for professional services rendered from October 30, 2021 to November 26, 2021 under on-call services for support to the Drainage Committee

- G. RPS, Invoice No. 1121041 in the amount of \$4,020.00 for professional services rendered from October 30, 2021 to November 26, 2021, under on-call services for Bunker Hill Detention Services
- H. Probstfeld & Associates, Invoice No. 64429 in the amount of \$550.00 for professional services rendered in October 2021 for engineering services for drainage site development review
- I. Neil Technical Services, Corp., Invoice No. 103974 in the amount of \$49,460.00 dated November 16, 2021 to Install the New SCADA Software
- J. Neil Technical Services, Corp., Invoice No. 103801 in the amount of \$5,140.00 dated November 9, 2021 to Install New Antenna at Water Plant No. 1
- K. Neil Technical Services, Corp., Invoice No. 106893 in the amount of \$260.00 dated December 2, 2021 to Investigate Remote Well No. 3 Alarm
- L. Langford Engineering, Inc., Invoice No. 24687 in the amount of \$5,567.07 for professional services rendered through October 29, 2021 for General Engineering Services
- M. Langford Engineering, Inc., Invoice No. 24688 in the amount of \$2,474.87 for professional services rendered through October 29, 2021 for Emergency Preparedness Plan
- N. Langford Engineering, Inc., Invoice No. 24689 in the amount of \$1,209.48 for professional services rendered through October 29, 2021 for Risk and Resilience Assessment
- O. Langford Engineering, Inc., Invoice No. 24690 in the amount of \$51,424.34 for professional services rendered through October 29, 2021 for Construction Plans for Water Well No. 5 Transmission Line
- P. PGAL, Invoice No. 10054672 in the amount of \$1,500.00 for professional services rendered from October 1, 2021 to October 31, 2021 for Municipal Facilities Planning Study
- Q. Kimley-Horn and Associates, Inc., Invoice No. 067787105-1121 in the amount of \$5,600.00 for professional services through November 30, 2021 for Safety Investigation and Recommendations for Bunker Hill Road and Taylorcrest
- R. Kimley-Horn and Associates, Inc., Invoice No. 067787105-1021 in the amount of \$5,200.00 for professional services through October 31, 2021 for Safety Investigation and Recommendations for Bunker Hill Road and Taylorcrest
- S. Houston Community Newspapers & Media Group Contract for publishing notices or other matters required by law for the period of January 1, 2022 through December 31, 2022 at set amounts
- T. Northwest Pest Patrol Contract for Mosquito Spraying under the same terms and conditions at a price increase of 6%

**Item T was removed from the consent agenda and considered separately. A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve Item T.**

**The motion carried 4 to 0.**

**A motion was made by Councilmember Brown to approve the consent agenda, minus Item T. Councilmember Thode seconded the motion.**

**The motion carried 4 to 0.**

**XIX. ADJOURN**

**A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to adjourn the meeting at 8:02 p.m.**

**The motion carried 4 to 0.**

Approved and accepted on February 15, 2022.

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Robert P. Lord, Mayor

ATTEST:

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Karen H. Glynn, Acting City Secretary/City Administrator



## Progress Report

To: Ms. Karen Glynn & Mr. Steve Smith  
Date: January 4, 2022  
Project: Bunker Hill Village: Progress Report  
RPS Project No.: 004067 – On-Call Services  
007054 – Site Development Review  
008071 – On-Call Drainage Committee Services

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Work performed from December 1, 2021 to December 31, 2021

### 004067: On-Call Services (TOTAL = \$5,257.77)

- Winshire Drainage Review and Recommendations including site visits and preparation of Tech Memo (\$2,238.35)
  - Luis Dinarte – 6.5 hrs
  - Mike McClung – 5 hrs
- Williamsburg Ditch Drainage Review and Recommendations including site visits and preparation of Tech Memo (\$938.67)
  - Luis Dinarte – 3 hrs
  - Mike McClung – 2 hrs
- Bunker Hill Road Repairs Field Visit (\$285.75)
  - Khal Elhalabi – 2.5 hrs
- FEMA CRS Application and Coordination (\$1,787.16)
  - Luis Dinarte – 8 hrs
  - Mike McClung – 3 hrs

### 007054: Site Development Reviews (TOTAL = \$1,029.71)

- Completed HGL calculations based on existing XP-SWMM model and Atlas 14: 11633 Monica, 243 Stoney Creek, 11706 Fidelia, 214 Tamerlaine (\$416.03)
  - Fasil Worku – 1 hr
  - Mike McClung – 1 hr
- 50 Williamsburg Drainage Review (\$613.68)
  - Mike McClung – 2 hrs



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

December 31, 2021  
Project No: 004067  
Invoice No: 1221038  
Legacy Project No: 0159.019.003

Bunker Hill Village On-Call

**For Professional Services rendered from November 27, 2021 to December 31, 2021:**

General On-Call Services

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Dinarte, Luis	17.50	108.33	1,895.78	
Elhalabi, Khaled	2.50	114.30	285.75	
McClung, Michael	10.00	306.84	3,068.40	
Totals	30.00		5,249.93	
<b>Total Labor</b>				<b>5,249.93</b>
				<b>\$5,249.93</b>

**Reimbursable Expenses**

Reim Exp.-Mileage - FAR-U		7.84	
<b>Total Reimbursables</b>	<b>1.0 times</b>	<b>7.84</b>	<b>7.84</b>
			<b>\$7.84</b>

**Total Due This Invoice: \$5,257.77**

**Remit Payment:**

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



Project	004067	Bunker Hill Village On-Call Contract	Invoice	1221038
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## Billing Backup

Wednesday, January 5, 2022

RPS Infrastructure Inc. (Live)

Invoice 1221038 Dated 12/31/2021

11:09:44 AM

### Professional Personnel

			Hours	Rate	Amount	
001143	20 - Dinarte, Luis	11/29/2021	1.50	108.33	162.50	
	Site Visit with Mike. Reviewed Williamsburg and Winshire					
001143	20 - Dinarte, Luis	11/30/2021	1.00	108.33	108.33	
	Site Visit with Steve. Memos					
001143	20 - Dinarte, Luis	12/1/2021	5.00	108.33	541.65	
	Final Memo comments for Winshire and Williamsburg. Quick Site viist to take additional Pictures					
001143	20 - Dinarte, Luis	12/3/2021	2.00	108.33	216.66	
	Tech Memos					
001143	20 - Dinarte, Luis	12/15/2021	3.00	108.33	324.99	
	FEMA application & Letter					
001143	20 - Dinarte, Luis	12/16/2021	2.00	108.33	216.66	
	Draft up list of needed documents to send to Steve.					
001143	20 - Dinarte, Luis	12/21/2021	3.00	108.33	324.99	
	FEMA application package to Steve					
001116	20 - Elhalabi, Khaled	12/2/2021	2.50	114.30	285.75	
000392	22 - McClung, Michael	11/29/2021	2.00	306.84	613.68	
	Winshire					
000392	22 - McClung, Michael	12/1/2021	2.00	306.84	613.68	
	Winshire					
000392	22 - McClung, Michael	12/2/2021	2.00	306.84	613.68	
	Williamsburg					
000392	22 - McClung, Michael	12/6/2021	1.00	306.84	306.84	
	Winshire Email Review and Bunker Hill Road Repairs					
000392	22 - McClung, Michael	12/7/2021	1.00	306.84	306.84	
	CRS App Review					
000392	22 - McClung, Michael	12/8/2021	1.00	306.84	306.84	
	CRS Meeting					
000392	22 - McClung, Michael	12/14/2021	1.00	306.84	306.84	
	CRS coordination					
	Totals		30.00		5,249.93	
	<b>Total Labor</b>					<b>5,249.93</b>
						<b>\$5,249.93</b>

### Reimbursable Expenses

Reim Exp.-Mileage - FAR-U					
EX	000000025269	12/8/2021	McClung, Michael / Drive to BHV / Meeting at BHV / 14.00 miles @ 0.56	7.84	
<b>Total Reimbursables</b>				<b>1.0 times</b>	<b>7.84</b>
					<b>\$7.84</b>
					<b>\$5,257.77</b>
				<b>Total this Report</b>	<b>\$5,257.77</b>



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

December 31, 2021  
Project No: 007054  
Invoice No: 1221039  
Legacy Project No: 0159.019.029

Bunker Hill Village On-Call - Site Development Review for Drainage Impacts

**For Professional Services rendered from November 27, 2021 to December 31, 2021:**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
McClung, Michael	3.00	306.84	920.52	
Worku, Fasil	1.00	109.19	109.19	
Totals	4.00		1,029.71	
<b>Total Labor</b>				<b>1,029.71</b>
				<b>\$1,029.71</b>
				<b>Total Due This Invoice: \$1,029.71</b>

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

Project	007054	BHV - Development Review On-Call	Invoice	1221039
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## Billing Backup

Wednesday, January 5, 2022

RPS Infrastructure Inc. (Live)

Invoice 1221039 Dated 12/31/2021

11:17:53 AM

### Professional Personnel

			Hours	Rate	Amount	
000392	22 - McClung, Michael	12/6/2021	2.00	306.84	613.68	
	50 Williamsburg Drainage Review					
000392	22 - McClung, Michael	12/13/2021	1.00	306.84	306.84	
	HGLs					
001135	20 - Worku, Fasil	12/13/2021	.50	109.19	54.59	
	- Extract HGLs for requested locations					
001135	20 - Worku, Fasil	12/15/2021	.50	109.19	54.60	
	- Extract HGLs for requested locations					
	Totals		4.00		1,029.71	
	<b>Total Labor</b>					<b>1,029.71</b>
						<b>\$1,029.71</b>
						<b>\$1,029.71</b>
						<b>\$1,029.71</b>
						<b>Total this Report \$1,029.71</b>



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

December 31, 2021  
Project No: 008072  
Invoice No: 1221036

City of Bunker Hill Village - On-Call BHE Detention Services

**For Professional Services rendered from November 27, 2021 to December 31, 2021:**

Description	Contract Amount	Percent Complete	Billed to Date	Previously Invoiced	Current Invoice
Final Design Services	33,500.00	62.50	20,937.50	4,020.00	16,917.50
Construction Phase Services	6,000.00	0.00	0.00	0.00	0.00
Total Fee	39,500.00		20,937.50	4,020.00	16,917.50
					<b>16,917.50</b>
					<b>\$16,917.50</b>
			<b>Total Due This Invoice:</b>		<b>\$16,917.50</b>

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



## Progress Report

**To:** Ms. Karen Glynn & Mr. Steve Smith  
**Date:** January 4, 2022  
**Project:** Bunker Hill Village: Progress Report  
**RPS Project No.:** 008072 – On-Call BHE Detention Services

---

Work performed from December 1, 2021 to December 31, 2021

**008072: On-Call BHE Detention Services** (*TOTAL = \$16,917.50*)

- Prepare detailed plans for the storm sewer junction box.
- Prepared detailed plans for the storm sewer lift station.
- Coordination with lift station vendor.
- Provided technical specifications.
- Received Change Order from Duratech and conducted initial review.



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

October 5, 2021  
Project No: 008089  
Invoice No: 921030

City of Bunker Hill Village - Street and Drainage Improvements for Chapel Belle Lane  
**For Professional Services rendered from August 28, 2021 to October 1, 2021:**

Description	Contract Amount	Percent Complete	Billed to Date	Previously Invoiced	Current Invoice
Task 1 - Data Verification	10,600.00	100.00	10,600.00	10,600.00	0.00
Task 2 - Topographic Survey (Landpoint)	3,245.00	100.00	3,245.00	3,245.00	0.00
Task 3 - Geotechnical Services (QC Labs)	4,818.00	100.00	4,818.00	4,818.00	0.00
Task 4 - Project Management/Design Coord	26,900.00	75.00	20,175.00	13,450.00	6,725.00
Task 5 - Final Design	98,200.00	60.00	58,920.00	26,514.00	32,406.00
Task 6 - Bid Phase	9,800.00	0.00	0.00	0.00	0.00
Total Fee	153,563.00		97,758.00	58,627.00	39,131.00
					<b>39,131.00</b>
					<b>\$39,131.00</b>
<b>Recap:</b>	<b>Current</b>	<b>Previous</b>	<b>To-Date</b>		
Total Billings	39,131.00	58,627.00	97,758.00		
Contract Amount			153,563.00		
Balance			55,805.00		
		<b>Total Due This Invoice:</b>			<b>\$39,131.00</b>

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

*Final design*

*06-00-00-9184.02*



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

## PROGRESS REPORT

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**Date:** Sept. 30, 2021

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**Job No.:** 008089

**Report Period:** Activities Completed in the Month of September

**Reviewed By:** Mike McClung, P.E.

**Project:** Chapel Belle Street and Drainage Improvements

---

- Continued preparing the plans including the following:
  - Cover sheet
  - General notes
  - Grading Plan
  - Demo Plan
  - Paving Plan
  - Driveway Schedule
  - Drainage Plan
  - Standard details.
- Continued preparing the contract documents.
- Continued preparing preliminary cost estimate.
- Received tree protection plan from Cary Moran and prepared sheets for tree protection.



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

December 31, 2021  
 Project No: 008089  
 Invoice No: 1221041

City of Bunker Hill Village - Street and Drainage Improvements for Chapel Belle Lane  
For Professional Services rendered from November 27, 2021 to December 31, 2021:

Description	Contract Amount	Percent Complete	Billed to Date	Previously Invoiced	Current Invoice
Task 1 - Data Verification	10,600.00	100.00	10,600.00	10,600.00	0.00
Task 2 - Topographic Survey (Landpoint)	3,245.00	100.00	3,245.00	3,245.00	0.00
Task 3 - Geotechnical Services (QC Labs)	4,818.00	100.00	4,818.00	4,818.00	0.00
Task 4 - Project Management/Design Coord	26,900.00	100.00	26,900.00	26,900.00	0.00
Task 5 - Final Design	98,200.00	100.00	98,200.00	98,200.00	0.00
Task 6 - Bid Phase	9,800.00	100.00	9,800.00	0.00	9,800.00
Total Fee	153,563.00		153,563.00	143,763.00	9,800.00
					<b>9,800.00</b>
					<b>\$9,800.00</b>
<b>Recap:</b>	<b>Current</b>	<b>Previous</b>	<b>To-Date</b>		
Total Billings	9,800.00	143,763.00	153,563.00		
Contract Amount			153,563.00		
		<b>Total Due This Invoice:</b>			<b>\$9,800.00</b>

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





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

## PROGRESS REPORT

---

**Date:** January 4, 2022

---

**Job No.:** 008089

**Report Period:** Activities Completed in the Month of December

**Reviewed By:** Mike McClung, P.E.

**Project:** Chapel Belle Street and Drainage Improvements

---

- Posted plans and project manual to Civcast.
- Prepare agenda, attended and led pre-bid meeting.
- Attended bid opening.
- Prepared bid tabulations.
- Reviewed and contacted references.
- Prepared award recommendation.

# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

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

## Invoice

DATE	INVOICE NO.
12/29/2021	64719

RECEIVED JAN 06 2022

### BILL TO:

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

Balance Due	\$455.00
DUE DATE	12/29/2021
PAYMENT TERMS	Due on recpt

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 • Grading & Drainage Plans • Detention Worksheet EMAIL PDF OF MARKUPS & LETTER TO CITY	2	150.00	12/7/2021	300.00
DRAINAGE PLAN REVIEW & LETTER #3 ~ For City of Bunker Hill Village • No Objections	1	5.00	12/7/2021	5.00
	1	150.00	12/29/2021	150.00

FOR: SALLY BURNS

AT: 202 Plantation Road ~ City of Bunker Hill Village

LGL: Lot 20 & TR 21, Block 2, Whispering Oaks (.41 ACRE)

ORDERED BY: STEVE SMITH

Thank you for the privilege to serve you!

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

Subtotal	\$455.00
Sales Tax (8.25%)	\$0.00
Total	\$455.00
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.
12/16/2021	64720

**BILL TO:**

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

<b>Balance Due</b>	<b>\$230.00</b>
<b>DUE DATE</b>	<b>12/16/2021</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 #4 ~ For City of Bunker Hill Village	1.5	150.00	12/10/2021	225.00
• For New Home				
• Grading & Drainage Plans				
• Detention Worksheet				
EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00	12/10/2021	5.00

FOR: FAWZIA JAVAD & OMAR ALVI  
AT: 347 Bunker Hill Road ~ City of Bunker Hill Village  
LGL: TR 50-3, ABST 72 • JD TAYLOR (1.08 ACRE)

ORDERED BY: STEVE SMITH

Thank you for the privilege to serve you!

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

<b>Subtotal</b>	\$230.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	<b>\$230.00</b>
<b>Payments/Credits</b>	\$0.00

PHONE: 281.829.0034

FAX: 281.829.0233

LandSurveys@Probstfeld.com

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# PROBSTFELD & ASSOCIATES

PROFESSIONAL LAND SURVEYORS | PROFESSIONAL CIVIL ENGINEERS

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

## Invoice

DATE	INVOICE NO.
12/16/2021	64721

**BILL TO:**

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

<b>Balance Due</b>	<b>\$150.00</b>
<b>DUE DATE</b>	<b>12/16/2021</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	1	150.00	12/10/2021	150.00

FOR: ALI & NAHID HAIZE

AT: 11701 Longleaf Lane ~ City of Bunker Hill Village

LGL: Lot 18, Block 2, Mayerling (.39 ACRE)

*Thank you for the privilege to serve you!*

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

<b>Subtotal</b>	<b>\$150.00</b>
<b>Sales Tax (8.25%)</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$150.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>

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.
12/12/2021	64774

**BILL TO:**

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

<b>Balance Due</b>	<b>\$305.00</b>
<b>DUE DATE</b>	<b>12/12/2021</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 #1 ~ For City of Bunker Hill Village • For New Home • Grading & Drainage Plans • Detention Worksheet	2	150.00	12/12/2021	300.00
EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00		5.00

FOR: JAMESTOWN ESTATE HOMES  
AT: 11633 Monica Street ~ City of Bunker Hill Village  
LGL: Lot 18, Block 2, Holly Hill, Section One

ORDERED BY: STEVE SMITH

Thank you for the privilege to serve you!

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

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

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.
12/29/2021	64775

**BILL TO:**

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

<b>Balance Due</b>	<b>\$305.00</b>
<b>DUE DATE</b>	<b>12/29/2021</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 #1 ~ For City of Bunker Hill Village • For New Pool • Grading & Drainage Plans • Detention Worksheet	2	150.00	12/29/2021	300.00
EMAIL PDF OF MARKUPS & LETTER TO CITY	1	5.00		5.00

FOR: STEVEN SWAIN

AT: 11723 Providence Park ~ City of Bunker Hill Village

LGL: Lot 1, Block 1, Providence Park

TR 19E-1, ABST. 72 • JD TAYLOR

ORDERED BY: STEVE SMITH

Thank you for the privilege to serve you!

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

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

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.
12/29/2021	64776

**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>12/29/2021</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 #1 ~ For City of Bunker Hill Village • For New Addition • Grading & Drainage Plans • Detention Worksheet EMAIL PDF OF MARKUPS & LETTER TO CITY	2	150.00	12/10/2021	300.00
	1	5.00		5.00
DRAINAGE PLAN REVIEW & LETTER #2 ~ For City of Bunker Hill Village • No Objections	1	150.00	12/29/2021	150.00

FOR: CURRENT OWNERS

AT: 243 Stoney Creek Drive ~ City of Bunker Hill Village

LGL: TRS 9 & 10A, Block 2, Whispering Oaks

ORDERED BY: STEVE SMITH

Thank you for the privilege to serve you!

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

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

PHONE: 281.829.0034

FAX: 281.829.0233

LandSurveys@Probstfeld.com

www.probstfeld.com

Langford Engineering, Inc.  
1080 West Sam Houston Parkway North, Suite 200  
Houston, Texas 77043

MONTHLY ESTIMATE NO. 1  
200-020, Contract No. 1B

Bunker Hill Village

Construction of Water Well No. 5, Site Improvements

22-Dec-21

Thru

31-Dec-21

*Site Work Well  
16-9054*

Owner: City of Bunker Hill Village  
11977 Memorial Drive  
Houston, Texas 77024

Contractor: McDonald Municipal and Industrial, a Division of C. F. McDonald Electric, Inc.  
5044 Timber Creek  
Houston, Texas 77017

Contract Time: 180 Calendar Days Extensions: 0 Calendar Days

Total Time: 180 Calendar Days Time Used: 9 Calendar Days

Contract Dated: 19-Oct-2021

Work Order Dated: 22-Dec-2021

Completion Date: 20-Jun-2022 (Scheduled)

Percent Time Used: 5%

Percent Complete: 4%

Current Contract: \$1,527,469.00

*✓-  
00752*



Item No.	Description	Bid Qty	Unit Meas.	Work Prior Period	Work This Period	Qty To Date	Unit Price	Total Amount
1.	Mobilization, Not to Exceed 5% of Base Bid	1	L.S.	0.00	1.00	1.00	\$ 67,000.00	\$67,000.00
2.	All Work, Materials and Labor Associated with the Installation of Proposed Well Header, from Existing Water Well No. 5 Discharge Elbow to Proposed 12" Yard Piping, Including, but not Limited to, Above Ground Piping, Meters, Valves, Fittings, Supports, Sample Ports, Gauges and Coated with a Final Color as Selected and Approved by Owner, As Per Plans and Specifications, Complete in Place	1	L.S.	0.00	0.00	0.00	\$ 150,000.00	\$0.00
3.	All Work, Materials, and Labor Associated with the Installation of 12" (DIPS CL200 DR11 HDPE or C900 Certa-Lok CL235 PVC) Water Main by Open Cut Construction, All Depths and Soil Types, Including Fittings, Within Designated Waterline Easement, Including Testing and Disinfection, as Approved by Owner, As Per Plans and Specifications, Complete in Place	100	L.F	0.00	0.00	0.00	\$ 200.00	\$0.00
4.	All Work, Materials, and Labor Associated with Electrical Work for Water Well No. 5 at Well Site, Including But Not Limited to the Installation of CT/PT Enclosure, Main Breaker, Automatic Transfer Switches, 500 kW, 60 Hz, 1800 RMP Natural Gas Emergency Generator with Custom Sound Enclosure Rated for 63 dB(A) (Painted Beige, As Selected and Approved by Owner) with Maximum Sound Enclosure Footprint To Be No Greater than 31 ft x 11 ft, Reinforced Concrete Generator Foundation (Sized Accordingly), Connection to Gas Service for a Fully Functioning Generator, Motor Control Center, Water Well Soft Start, Transformer, Low Voltage Panel, Conduit, Conductors, and Electrical Junction Boxes, per Plans and Specifications, Complete in Place	1	L.S.	0.00	0.00	0.00	\$ 615,904.00	\$0.00

5.	All Work and Materials and Labor Associated with the Installation of One (1) Motor Control Center Building, Including But Not Limited to Painted Doors (Color as Selected and Approved by Owner), Roof Structure, Painted Roof Trimming (Color as Selected and Approved by Owner), Reinforced Concrete Foundation, Brick Façade (As Approved by Owner), Windows, Lighting, Warning Beacon and AC System, As Per Plans and Specifications, Complete in Place	1	L.S.	0.00	0.00	0.00	\$	200,000.00	\$0.00
6.	Allowance for SCADA Applications Development and Implementation Per Section 13325 System Programming, As Approved by The Owner, Complete in Place	1	L.S.	0.00	0.00	0.00	\$	8,500.00	\$0.00
7.	Natural Gas Service Allowance – Allow for Gas Service By The Local Utility Provider. Exact Amount Will Be Reimbursed To The Contractor Upon Providing An Invoice From the Service Provider, Complete in Place	1	L.S.	0.00	0.00	0.00	\$	8,000.00	\$0.00
8.	All Work, Materials and Labor Associated with Installation of Temporary Power Pole, Including Temporary Yard Underground Duct Banks from New Permanent CenterPoint Power Pole, Electrical Panels and Equipment per Local and State Regulations, Including Coordination with Owner's Utility Provider, as Shown and Described on Plans. Complete in Place	1	L.S.	0.00	0.00	0.00	\$	20,000.00	\$0.00
9	Electrical Service Allowance – Allowance For Electrical Service By The Local Utility Provider. Exact Amount Will Be Reimbursed To The Contractor Upon Providing An Invoice From The Service Provider, Complete in Place	1	L.S.	0.00	0.00	0.00	\$	5,000.00	\$0.00
10.	All Work, Materials and Labor to perform Site Grading to Final Elevation, Including Cut and Fill Efforts, as Per Plans and Specifications, Complete in Place	1	L.S.	0.00	0.00	0.00	\$	20,000.00	\$0.00
11.	Preparation, Manipulation and Compaction of 6" Thick Cement Stabilized Sand Subgrade Under Driveway and Site Pavement, Including Excavation and Grading, As Per Plans and Specifications, Complete in Place	295	S.Y.	0	0	0	\$	117.00	\$0.00

12.	8" Thick (4000 PSI Compressive Strength) Concrete Driveway and Site Pavement with No. 4 Rebar, Grade 60, Spaced 18" EWOC, Including Expansion and Construction Joints (Joint Sealer Color Approved by Owner), As Per Plans and Specifications, Complete in Place	275 S.Y.	0	0	0 \$	130.00	\$0.00
13.	Furnish and Install 240 Linear Feet of Concrete Cinder Block Perimeter Wall (8' Tall Min.) with Brick Façade Face Along Exterior View, with Interior Concrete Wall Surface Painted (Color As Selected and Approved By Owner) Including Foundation System, Columns and 15 Foot Wide Lockable Manual Sliding Trex Gate, As Approved by Owner, Complete in Place	1 L.S.	0	0	0 \$	125,000.00	\$0.00
14.	Furnish and Install Storm Drainage System, Including Excavation and Backfill, Inlets, Pressure Piping of Types and Sizes Shown on Plan Drawings and Connection to Storm System to be Constructed by Others, as per Plans and Specifications, Complete in Place	1 L.S.	0	0	0 \$	20,000.00	\$0.00
15.	Furnish and Install 6" Pipe Bollards with Barco Products Sliding Flat-Top Reflective Post Sleeves (Yellow with Red Reflective Stripes) at Locations as Approved by Owner, as per Plans and Specifications	11 Ea.	0	0	0 \$	1,200.00	\$0.00
16.	Trench Safety System for all Pipe Sizes, all Depths, all Soil Types, Complete in Place	100 L.F.	0	0	0 \$	1.00	\$0.00
17.	All Work, Materials, and Labor to Install and Maintain Proposed Temporary Security Fencing with Screen surrounding Well Site Perimeter, As Per Plans and Specifications, Complete in Place	1 L.S.	0	0	0 \$	10,000.00	\$0.00
18.	Spring Branch ISD (SBISD) Background Check Allowance – Allowance For Any Fees To Be Paid By The Contractor, or It's Subcontractors, In Order to Obtain Required Background Checks and Access Badges for All Employees That Intend to Work or Access the Project Area, As Required By SBISD. Exact Amount Will Be Reimbursed To The Contractor Upon Providing Invoices of Paid Fees, As per Project Contract, Complete in Place	1 L.S.	0	0	0 \$	1,500.00	\$0.00

Alternate Items

A1.	All Work, Materials, and Labor Associated with Removing and Replacing Existing Generator at Water Plant No. 1 (Taylorcrest WP) with Same or Approved-Equal 150kW, 60 Hz, 1800 RPM, Natural Gas Emergency Generator, Including But Not Limited to Custom Sound Enclosure Rated for 63 dB(A) (Painted Beige, As Selected and Approved By Owner), Reinforced Concrete Generator Foundation (Sized Accordingly), Electrical Controls, Wiring, and Conduit, Automatic Transfer Switches, Connection to Existing VT SCADA and Low Voltage Panel, and Connection to Gas Service for a Fully Functioning Generator, Complete in	1	L.S.	0	0	0 \$	142,000.00	\$0.00
A2.	All Work, Materials and Labor Associated with the Installation of Radio Communication Equipment, Including But Not Limited to Trio JR900 Radio TBURJR900, LMR 400 Cable from Antenna To A Polyphaser Type N F/F Lightning Arrestor, N Style Connectors For The LMR 400 and PC Tel BOA-9025 Omni Antenna, Antenna Mounting System, and Installation of LMR 400 Internally of Approximately 60 Foot Flag Pole (As Produced by Federal Flags) to Make Well Site Fully Operational and Able to Communicate via Radio, As Approved by Owner, As Per Plans and Specifications, Complete in Place	1	L.S.	0	0	0 \$	15,000.00	\$0.00
A3.	All Work, Materials and Labor Associated with the Installation of Cellular Communication Equipment, Including But Not Limited to Modem(s), Antenna, Ethernet Cables, and Ethernet Switch to Make Well Site Fully Operational and Able to Communicate via Cellular, As Approved by Owner, Per Plans and Specifications, Complete in Place	1	L.S.	0	0	0 \$	2,500.00	\$0.00

Supplemental Items

a.	Extra Concrete, As Approved by Engineer	10	C.Y.	0	0	0 \$	200.00	\$0.00
b.	Extra Reinforcing Steel or Extra Welded Wire Fabric, as Approved by Engineer	250	C.Y.	0	0	0 \$	20.00	\$0.00

c.	Extra Bank Sand Bedding and/or Backfill, as Approved by Engineer	25 C.Y.	0	0	0 \$	20.00	\$0.00
d.	Extra Aggregate Bedding, as Approved by Engineer	25 C.Y.	0	0	0 \$	20.00	\$0.00
e.	Extra Cement-Stabilized Sand Backfill, as Approved by Engineer	25 C.Y.	0	0	0 \$	20.00	\$0.00
f.	Additional Underground 1" Electrical Conduit without conductors, as necessary, in place as Approved by Engineer, Complete in Place	100 L.F.	0	0	0 \$	50.00	\$0.00

Summary of Work to Date

Work Performed to Date	\$67,000.00
Less 10% Retainage	\$6,700.00
Net Amount Earned to Date	\$60,300.00
Add: Materials Stored at Close of Period	\$0.00
Less 10% Retained on Hand	\$0.00
Subtotal Work Completed and Materials Stored	\$60,300.00
Less Previous Payments	\$0.00
<b>AMOUNT DUE THIS ESTIMATE</b>	<b>\$60,300.00</b>

Summary of Adjusted Contract


**CURRENT CONTRACT AMOUNT** **\$1,527,469.00**

Note: There are no known disputes between the Contractor and Owner/Engineer Concerning the Quantities shown hereon

Recommended for Payment:

By:  Date: 01/04/2022  
Langford Engineering, Inc.

Accepted:

By:  Date: 01-05-20  
McDonald Municipal & Industrial  
a Division of C. F. McDonald Electric, Inc.

Approved:

By:  Date: 1-5-22  
Bunker Hill Village

Distribution: Bunker Hill Village (1)  
McDonald Municipal & Industrial  
a Division of C. F. McDonald Electric, Inc. (1)  
Langford Engineering, Inc. (1)

Please return one fully signed copy to Langford Engineering, Inc.

**INVOICE**  
**M C.F. McDONALD**  
**ELECTRIC, INC.**  
**CONTRACTORS • ENGINEERS**

5044 Timber Creek • Houston, TX 77017 • (713) 921-1368

Sold To:

City of Bunker Hill Village  
C/O Langford Engineering  
1080 W. Sam Houston Pwky. N., Ste. 200  
Houston, TX 77043

Date: 12/22/21

Invoice No.

W023211-1

P.O. NO.	PROJECT NAME AND / OR ADDRESS	Construction of Water Well #5 Site Improvements	SUBCONTACT NO. 200-020
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**NOTICE:** Invoice due upon receipt. A Service charge equal to the maximum legal rate of interest allowable per month will be charged on any payment not received within 30 days after date of this invoice.

"Regulated by The Texas Department of Licensing and Regulations, License #18339, P.O. Box 12157, Austin, TX 78711, 1-800-803-9202, 512-463-6599, website: [www.license.state.tx.us/complaints](http://www.license.state.tx.us/complaints)"

Base Contract Amount ----- \$1,527,469.00

Progress Billing - Tax Exempt \$67,000.00

Less 10% Retained \$6,700.00

\$60,300.00

Less Previous Billings \$0.00

TOTAL THIS INVOICE ----- \$60,300.00

**Thank You!**

AFFIDAVIT OF BILLS PAID

STATE OF TEXAS

COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day personally appeared Wayne Berkenmeier party to that certain Contract entered into between City of Bunker Hill Village (Owner) and C. F. McDonald Electric, Inc. (Contractor) for the erection, construction, and completion of certain improvements and/or additions upon the following described premises, to wit

Construction of Water Well #5 Site Improvements

Said party being by me duly sworn states upon oath that the said improvements have been erected and completed in full compliance with the above referred to Contract and the agreed plans and specifications therefore.

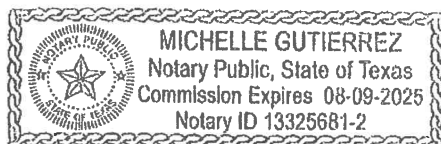
Deponent further states that he has paid all bills and claims for materials furnished and labor performed on said Contract and that there are no outstanding unpaid bills or legal claims for labor performed or materials furnished upon said job.

This affidavit is being made by the undersigned realizing that it is in reliance upon the truthfulness of the statements contained therein that final and full settlement of the balance due on said Contract is being made, and in consideration of the disbursement of funds by Owner, deponent expressly waives and releases all liens, claims and rights to assert a lien on said premises and agrees to indemnify, defend, and hold Owner safe and harmless from and against all losses, damages, costs and expenses of any character whatsoever specifically including court costs, bonding fees and attorney fees, arising out of or in any way relating to claims for unpaid labor or material used or associated with construction of improvements on the above described premises.

C. F. McDonald Electric, Inc.

Wayne Berkenmeier,  
Vice President Special Projects

Subscribed and sworn to before me, the undersigned authority, on this the 22nd day of December, 2021



Notary Public in and for Harris County  
My Commission Expires: 8/9/25



## PARTIAL WAIVER OF LIEN

THE STATE OF TEXAS  
COUNTY OF HARRIS

The undersigned contracted with City of Bunker Hill Village to furnish labor and materials in connection with certain improvements to real property located in Harris County, Texas and owned by City of Bunker Hill Village which improvements are described as follows:

### Construction of Water Well #5 Site Improvements

In consideration of Pay Estimate No. 1 in the amount of Sixty Thousand Three Hundred Dollars 00/100 (\$60,300.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and confessed, the undersigned does hereby waive and release any mechanics' lien or materialmen's lien or claims of lien that the undersigned has or hereafter has on the above mentioned real property of accounts of any labor performed or materials furnished or to be furnished or labor performed and materials furnished by the undersigned pursuant to the above mentioned contract or any constitutional lien that the undersigned may have.

Undersigned hereby guarantees that all bids for labor performed and/or materials furnished in the erection and construction of such improvements on the Property have been fully paid and satisfied and Undersigned does further guarantee that if for any reason a lien or liens are filed for material or labor against said Property arising out of any bills for material or labor in connection with the erection or construction of said improvements thereon, Undersigned will obtain a settlement of such lien or liens and a proper release thereof shall be obtained.

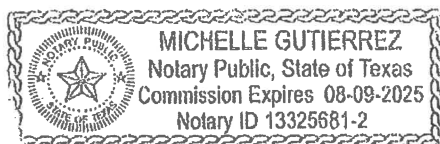
C. F. McDonald Electric, Inc.  
Contractor

Wayne Berkenmeier

Vice President Special Projects

Signature

SWORN TO AND SUBSCRIBED BEFORE ME, on this the 22nd day of December, 2021, to certify which witness my hand and seal of office.



Notary Public in and for the State Of Texas

Michelle Gutierrez

My Commission Expires: 8/9/25

## APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 2

TO OWNER: City of Bunker Hill Village

PROJECT:

Construction of  
Water Well #45 Site  
Improvements

APPLICATION NO: 1

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ENGINEER
<input checked="" type="checkbox"/>	CONTRACTOR

APPLICATION DATE: 12/22/21

PERIOD TO: 12/31/21

PD PROJECT NO: 200-020

CONTRACT DATE:

FROM CONTRACTOR: C.F. McDonald Electric, Inc.

5044 Timber Creek  
Houston, TX 77017

VIA ENGINEER:

Langford Engineering

CONTRACT FOR:

CONTRACT NO.

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	1,527,469.00
2. Net Change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (LINE 1 + 2)	\$	1,527,469.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	67,000.00

## 5. RETAINAGE:

a. 10 % of Completed Work (Column D + E on G703)	\$	67,000.00
b. 5 % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	67,000.00

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	60,300.00
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7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from Prior Certificate)	\$	0.00
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8. CURRENT PAYMENT DUE	\$	60,300.00
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9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 Less Line 6)	\$	1,467,169.00
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CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by the Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: C.F. McDonald Electric, Inc.

By:

Wayne Berkenmeier

Date: 12/22/21

State of Texas  
County of Harris  
Subscribed and sworn to before me on:  
Notary Public:  
My Commission expires: 8/9/2025




## ARCHITECTS CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified).

ENGINEER: Langford Engineering

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

## CONTINUATION SHEET

AIA DOCUMENT G703

PROJECT:

City of Bunker Hill Village

PAGE 2 OF 2

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.  
In tabulations below, amounts are stated to the nearest dollar.  
Use Column 1 on Contracts where variable retainage for line items may apply.

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK 0.00	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATIONS	THIS PERIOD	MATERIALS PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	PERCENT %	BALANCE TO FINISH	RETAINAGE 10%
BASE CONTRACT									
	Mobilization	\$ 67,000.00	-	\$ 67,000.00	\$ -	\$ 67,000.00	100%	\$ -	\$ 6,700.00
	Installation of well header	\$ 150,000.00	-	\$ -	\$ -	\$ -	0%	\$ 150,000.00	\$ -
	Installation of 12" water main by open cut construction	\$ 20,000.00	-	\$ -	\$ -	\$ -	0%	\$ 20,000.00	\$ -
	Electrical work	\$ 615,904.00	-	\$ -	\$ -	\$ -	0%	\$ 615,904.00	\$ -
	Installation of motor center building	\$ 200,000.00	-	\$ -	\$ -	\$ -	0%	\$ 200,000.00	\$ -
	ALLOWANCE: SCADA applications development	\$ 8,500.00	-	\$ -	\$ -	\$ -	0%	\$ 8,500.00	\$ -
	ALLOWANCE: Natural Gas	\$ 8,000.00	-	\$ -	\$ -	\$ -	0%	\$ 8,000.00	\$ -
	Installation of temporary power pole	\$ 20,000.00	-	\$ -	\$ -	\$ -	0%	\$ 20,000.00	\$ -
	ALLOWANCE: Electrical service by local utility provider	\$ 5,000.00	-	\$ -	\$ -	\$ -	0%	\$ 5,000.00	\$ -
	Site grading to final elevation	\$ 20,000.00	-	\$ -	\$ -	\$ -	0%	\$ 20,000.00	\$ -
	Preparation, manipulation and compaction of 6" thick cement	\$ 34,515.00	-	\$ -	\$ -	\$ -	0%	\$ 34,515.00	\$ -
	8" thick concrete driveway and site pavement	\$ 35,750.00	-	\$ -	\$ -	\$ -	0%	\$ 35,750.00	\$ -
	perimeter wall	\$ 125,000.00	-	\$ -	\$ -	\$ -	0%	\$ 125,000.00	\$ -
	Furnish and install storm drainage system	\$ 20,000.00	-	\$ -	\$ -	\$ -	0%	\$ 20,000.00	\$ -
	Furnish and install 6" pipe bollards	\$ 13,200.00	-	\$ -	\$ -	\$ -	0%	\$ 13,200.00	\$ -
	Trench safety system	\$ 100.00	-	\$ -	\$ -	\$ -	0%	\$ 100.00	\$ -
	Install and maintain temporary security fencing	\$ 10,000.00	-	\$ -	\$ -	\$ -	0%	\$ 10,000.00	\$ -
	Spring Branch ISD background check allowance	\$ 1,500.00	-	\$ -	\$ -	\$ -	0%	\$ 1,500.00	\$ -
	ALTERNATE ITEMS								
	Removing and replacing generator at Water Plant #1	\$ 142,000.00	-	\$ -	\$ -	\$ -	0%	\$ 142,000.00	\$ -
	Installation of radio communication equipment	\$ 15,000.00	-	\$ -	\$ -	\$ -	0%	\$ 15,000.00	\$ -
	Installation of cellular communication equipment	\$ 2,500.00	-	\$ -	\$ -	\$ -	0%	\$ 2,500.00	\$ -
	SUPPLEMENTAL ITEMS								
	EXTRA: Concrete	\$ 2,000.00	-	\$ -	\$ -	\$ -	0%	\$ 2,000.00	\$ -
	EXTRA: Reinforcing steel or welded wire fabric	\$ 5,000.00	-	\$ -	\$ -	\$ -	0%	\$ 5,000.00	\$ -
	EXTRA: Bank-sand bedding or backfill	\$ 500.00	-	\$ -	\$ -	\$ -	0%	\$ 500.00	\$ -
	EXTRA: Aggregate bedding	\$ 500.00	-	\$ -	\$ -	\$ -	0%	\$ 500.00	\$ -
	EXTRA: Cement-stabilized sand backfill	\$ 500.00	-	\$ -	\$ -	\$ -	0%	\$ 500.00	\$ -
	EXTRA: Additional underground 1" electrical conduit without conductors	\$ 5,000.00	-	\$ -	\$ -	\$ -	0%	\$ 5,000.00	\$ -
TOTAL BASE CONTRACT		\$ 1,527,469.00	-	\$ 67,000.00	\$ -	\$ 67,000.00		\$ 1,460,469.00	\$ 6,700.00
Change Orders									
1		\$ -	-	\$ -	\$ -	\$ -	0%	\$ -	\$ -
2		\$ -	-	\$ -	\$ -	\$ -	0%	\$ -	\$ -
3		\$ -	-	\$ -	\$ -	\$ -	0%	\$ -	\$ -
4		\$ -	-	\$ -	\$ -	\$ -	0%	\$ -	\$ -
3		\$ -	-	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Sub Total Change Orders		\$ -	-	\$ -	\$ -	\$ -	0%	\$ -	\$ -
GRAND TOTAL		\$ 1,527,469.00	-	\$ 67,000.00	\$ -	\$ 67,000.00	4%	\$ 1,460,469.00	\$ 6,700.00

10841 S Ridgeview Rd  
Olathe, KS 66061-6456

# Terracon



RECEIVED JAN 13 2022

## Statement of Account Summary of Open Invoices

Attn: Accounts Payable  
City of Bunker Hill Village TX  
11977 Memorial Dr  
Houston, TX 77024

00998

Remit Payment To:  
Terracon Consultants, Inc.  
PO Box 959673  
St Louis, MO 63195-9673

Account Number    Statement Date  
576217              12/31/21

Invoice Date	Invoice No.	Project Name	Project Number	Amount
12/20/21	TG11515	City of Bunker Hill Village - City Hall Addition	92215560	\$4,500.00
			Late Fee:	\$ .00
			TOTAL:	\$4,500.00

Handwritten notes in Project Name field:  
06-9191 33% 1530.00  
07-9191 66% 2970.00



Current

\$4,500.00

1-30 Days

\$ .00

31-60 Days

\$ .00

61-90 Days

\$ .00

Over 90 Days

\$ .00

**Terms:** Total invoice amount due upon receipt of invoice. Accounts not paid within 30 days of invoice date are subject to 1.5% per month late charge.

We appreciate your business! For copies or questions concerning this statement please email [collections@terracon.com](mailto:collections@terracon.com) or call (800) 593-7777, option 2.

The Goodman Corporation  
3200 Travis Street, Ste. 200  
Houston, TX 77006

# Invoice

<b>Bill To</b>		<b>Date</b>		<b>Invoice #</b>	
City of Bunker Hill Village 11977 Memorial Drive Houston, Texas 77024		12/31/2021		12-2021-14	
		<b>Terms</b>		<b>Project</b>	
				BHV100	
<b>Item</b>	<b>Description</b>	<b>Rate</b>	<b>Prior %</b>	<b>Curr %</b>	<b>Amount</b>
Contract Services	Task 1 H-GAC TIP Call for Projects Funding Pursuit Assistance	15,500.00	2%	1.00%	155.00
<div>✓ 00624</div> <div>Grant Prepared 06 - <del>128</del> 9184. 05</div>					
<b>Total</b>					\$155.00
<b>Balance Due</b>					\$155.00

<b>Phone #</b>	<b>Fax #</b>
713-951-7951	713-951-7957



**THE GOODMAN  
CORPORATION**

TBPE NO. F-19990

**HOUSTON:**

3200 Travis Street  
Suite 200  
Houston, TX 77006

**AUSTIN:**

911 W. Anderson Lane  
Suite 200  
Austin, TX 78757

**PHONE:** (713) 951-7951

**PROGRESS  
REPORT**

**THEGOODMANCORP.COM**

**To:** Karen Glynn

**From:** Jim Webb, AICP, ENV SP

**Date:** January 1, 2022

**Re:** Bunker Hill Village H-GAC TIP Call for Projects Funding Pursuit Assistance (BHV100) –  
December 2021

**Progress Complete**

Task	Prior Percent	Current Percent
1	2%	3%

**Details**

**1 – Memorial Drive PH 2 Project Funding Pursuit**

**Comments:**

- Continued monitoring H-GAC Call for Projects process via TAC and TPC discussions.
- Provide information / previous application to Gauge Engineering.

Gauge Engineering  
3200 Wilcrest Dr. Suite 220  
Houston, TX 77042



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

Invoice number 1719  
Date 01/12/2022

Project 1147 MEMORIAL DRIVE - BUNKER HILL

Professional Services Provided Through January 07, 2022

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Remaining	Current Billed
Basic Services	35,010.00	35.18	0.00	12,315.00	22,695.00	12,315.00
Technical Memo Development	10,770.00	0.56	0.00	60.00	10,710.00	60.00
Project Management	8,950.00	15.36	0.00	1,375.00	7,575.00	1,375.00
QA/QC	3,410.00	0.00	0.00	0.00	3,410.00	0.00
Miscellaneous/Expenses	500.00	0.00	0.00	0.00	500.00	0.00
Total	58,640.00	23.45	0.00	13,750.00	44,890.00	13,750.00

Invoice total **13,750.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
1719	01/12/2022	13,750.00	13,750.00				
	Total	13,750.00	13,750.00	0.00	0.00	0.00	0.00

I certify the above to be true and correct

A handwritten signature in black ink, appearing to be "MA", written over a dashed horizontal line.

Muhammad Ali

A handwritten signature in black ink, appearing to be "kg", written over a dashed horizontal line.

Please make checks payable to:  
Gauge Engineering, LLC  
3200 Wilcrest Dr. Suite 220  
Houston, TX 77042

Please send ACH/Wire payments to:  
Frost Bank  
Routing No.: 114000093  
Account No.: 560048747