



NOTICE OF THE CITY OF BRECKENRIDGE
**REGULAR MEETING OF THE BRECKENRIDGE CITY
COMMISSION**

May 03, 2022 at 5:30 PM

AGENDA

Notice is hereby given as required by Title 5, Chapter 551.041 of the Government Code that the City Commission will meet in a Regular Meeting of the Breckenridge City Commission on May 03, 2022 at 5:30 PM at the Breckenridge City Offices, 105 N. Rose Avenue, Breckenridge, Texas.

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

American Flag

OPEN FORUM

This is an opportunity for the public to address the City Commission on any matter of public business, except public hearings. Comments related to public hearings will be heard when the specific hearing begins.

STAFF REPORT

(Staff Reports are for discussion only. No action may be taken on items listed under this portion of the agenda, other than to provide general direction to staff or to direct staff to place such items of a future agenda for action.)

City Manager

1. Recognition of National Employee Week dates throughout May
- [2.](#) Presentation on FY 2022 Second Quarter Financials
- [3.](#) Fiscal Year 2023 Preliminary Budget Calendar

ACTION ITEMS

- [4.](#) Discuss and consider awarding a contract for engineering services for the 2022 TxCDBG Downtown Revitalization/Main Street Grant Program (DRP/MS) and authorize the City Manager to execute necessary documents on behalf of the City.

- [5.](#) Discuss and consider awarding a bid for the 2022 Meter Replacement Project funded through the American Rescue Plan Act - Coronavirus State and Local Fiscal Recovery Funds Program.
- [6.](#) Consider approval of Ordinance 2022-07 changing the zoning use designation of a 5.81 acre tract in the Northeast quarter of the Lunatic Asylum Lands Section Number 7, original grantee W. F. Lee Abstract Number 1197, City of Breckenridge, Stephens County, Texas from General Business District ("C-3") to Mobile Home Dwelling District ("MH") effective June 1, 2021; amending the Zoning Map for the City of Breckenridge to reflect such change, and adopting the Zoning Map so amended.
- [7.](#) Discuss and consider approval of Engineering Services Work Order No. 33 with Enprotech / Hibbs & Todd, Inc. to conduct a pavement evaluation for the City of Breckenridge residential streets.
- [8.](#) Consider approval of Resolution 2022-16 authorizing application for financial assistance from the Texas Water Development Board; and making certain findings in connection therewith.

WORKSHOP ITEMS

(Workshop items are for discussion only. No action may be taken on items listed under this portion of the agenda, other than to provide general direction to staff or to direct staff to place such items on a future agenda for action.)

- [9.](#) Discussion on transitioning to a tandem axle service truck through Republic Services.

CONSENT AGENDA

Any commission member may request an item on the Consent Agenda to be taken up for individual consideration.

- [10.](#) Consider approval of the April 5, 2022 Regular Commission meeting minutes as recorded.
- [11.](#) Consider approval of Resolution 2022-13 appointing Scott Harris as a member of the Board of Directors of the West Central Texas Municipal Water District for a term set to expire May 31, 2024.
12. Consider approval of Resolution 2022-14 appointing Ty Bartoskewitz to serve on the Breckenridge Economic Development Corporation Board of Directors for a term set to expire on September 30, 2022.
- [13.](#) Consider approval of Resolution 2022-15 approving the Recovery Plan in connection with the American Rescue Plan for contract TX0206.
- [14.](#) Consider approval of City of Breckenridge Second Quarter Investment report for the period including January through March, 2022.

EXECUTIVE SESSION

Pursuant to Texas Government Code, Annotated, Chapter 551, Subchapter D, Texas Open Meetings Act (the "Act"), City Commission will recess into Executive Session (closed meeting) to discuss the following:

Consultation with Attorney

§551.071(1),(2): Consultation with attorney regarding pending or anticipated litigation, or a settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter:

15. 704 S. Roberts

RECONVENE INTO OPEN SESSION

In accordance with Texas Government Code, Section 551, the City Commission will reconvene into Open Session and consider action, if any, on matters discussed in Executive Session.

RECEIVE REQUESTS FROM COMMISSION MEMBERS/STAFF FOR ITEMS TO BE PLACED ON NEXT MEETING AGENDA

Discussion under this section must be limited to whether or not the Commission wishes to include a potential item on a future agenda.

ADJOURN

NOTE: As authorized by Section 551.071 of the Texas Government Code (Consultation with City Attorney), this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

CERTIFICATION

I hereby certify that the above notice was posted in the bulletin board at Breckenridge City Hall, 105 North Rose Avenue, Breckenridge, Texas, by **5:00 PM** on the **29th day of April 2022**.

City Secretary



Persons with disabilities who plan to attend this public meeting and who may need auxiliary aid or services are requested to contact the Breckenridge City Hall 48 hours in advance, at 254-559-8287, and reasonable accommodations will be made for assistance.

CITY OF BRECKENRIDGE
FY 21-22 QUARTERLY BUDGET REPORT
2nd QUARTER (JAN-MAR, 22)
50% OF FISCAL YEAR COMPLETE

FUNDS	ADOPTED BUDGET	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GENERAL FUND</u>				
REVENUES				
Ad valorem tax	2,040,000	1,514,994	74.26%	525,006
Sales tax	925,000	556,906	60.21%	368,094
Mixed Beverage and Hotel/Motel Tax	45,500	46,715	102.67%	(1,215)
Licenses & Permits	15,500	11,525	74.36%	3,975
Charges for Services	150,000	61,530	41.02%	88,470
Franchise Fees	448,000	212,337	47.40%	235,663
Fines & Penalties	40,300	21,081	52.31%	19,219
Grants/Intergovernmental	-	-	0.00%	-
Other proceeds	37,400	18,861	50.43%	18,539
Other Sources	500,000	245,838	49.17%	254,162
TOTAL REVENUES	4,201,700	2,689,788	64.02%	1,511,912
EXPENDITURES				
Mayor & Commission	1,500	734	48.95%	766
City Manager	177,600	91,148	51.32%	86,452
City Secretary	153,200	82,883	54.10%	70,317
Public Works Director	113,200	48,507	42.85%	64,693
Finance	92,100	49,113	53.33%	42,987
Development	-	11,469		(11,469)
City Offices	53,600	26,831	50.06%	26,769
Fire Services Facility	12,600	6,516	51.72%	6,084
Police	1,107,400	478,442	43.20%	628,958
Animal Welfare	16,050	13,457	83.84%	2,593
Municipal Court	95,550	49,229	51.52%	46,321
Fire	712,500	356,720	50.07%	355,780
Aging Services Program	15,800	326	2.06%	15,474
Cemetery	59,000	25,994	44.06%	33,006
Parks & Recreation	316,200	84,663	26.78%	231,537
Street Department	361,150	168,187	46.57%	192,963
Garage & Warehouse	71,000	33,544	47.25%	37,456
Non Departmental	693,335	250,507	36.13%	442,828
TOTAL EXPENDITURES	4,051,785	1,778,270	43.89%	1,368,731
REVENUES OVER/ (UNDER) EXPENDITURES	149,915	911,517		

CITY OF BRECKENRIDGE
FY 21-22 QUARTERLY BUDGET REPORT
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50% OF FISCAL YEAR COMPLETE

FUNDS	ADOPTED BUDGET	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>SPECIAL REVENUE FUNDS</u>				
102-WATER FUND				
REVENUES	2,457,850	1,047,739	42.63%	1,410,111
EXPENDITURES	1,380,650	653,429	47.33%	727,221
OTHER USES	400,000	200,002	50.00%	199,998
REVENUES OVER/ (UNDER) EXPENDITURES	<u>677,200</u>	<u>194,308</u>		
103-WASTEWATER FUND				
REVENUES	1,193,300	584,227	48.96%	609,073
EXPENDITURES	927,300	238,374	25.71%	688,926
OTHER USES	125,000	62,500	50.00%	62,500
REVENUES OVER/ (UNDER) EXPENDITURES	<u>141,000</u>	<u>283,354</u>		
104-SANITATION FUND				
REVENUES	1,020,450	522,930	51.25%	497,520
EXPENDITURES	936,400	418,167	44.66%	518,233
OTHER USES	50,000	16,672	33.34%	33,328
REVENUES OVER/ (UNDER) EXPENDITURES	<u>34,050</u>	<u>88,092</u>		
105-FIRE DEPARTMENT SPECIAL FUND				
REVENUES	300	6,541	2180.41%	(6,241)
EXPENDITURES	1,000	1,691	169.14%	(691)
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(700)</u>	<u>4,850</u>		
106-CEMETERY TRUST FUND				
REVENUES	45,000	(13,009)	-28.91%	58,009
EXPENDITURES	7,500	3,406	45.42%	4,094
REVENUES OVER/ (UNDER) EXPENDITURES	<u>37,500</u>	<u>(16,415)</u>		

**CITY OF BRECKENRIDGE
FY 21-22 QUARTERLY BUDGET REPORT
2nd QUARTER (JAN-MAR, 22)
50% OF FISCAL YEAR COMPLETE**

FUNDS	ADOPTED BUDGET	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
111-EQUIPMENT REPLACEMENT FUND				
REVENUES (<i>Other Sources</i>)	75,500	33,433	44.28%	42,067
EXPENDITURES	55,000	49,421	89.86%	5,579
REVENUES OVER/ (UNDER) EXPENDITURES	<u>20,500</u>	<u>(15,989)</u>		
113-STREET MAINTENANCE SALES TAX				
REVENUES	231,700	139,886	60.37%	91,814
EXPENDITURES	200,000	32,411	0.00%	167,589
REVENUES OVER/ (UNDER) EXPENDITURES	<u>31,700</u>	<u>107,475</u>		
116-PARK FUND				
REVENUES	475	10	2.05%	465
EXPENDITURES	2,000	-	0.00%	2,000
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(1,525)</u>	<u>10</u>		
130-POLICE DEPARTMENT SPECIAL FUND				
REVENUES	60	11	18.48%	49
EXPENDITURES	-	-		-
REVENUES OVER/ (UNDER) EXPENDITURES	<u>60</u>	<u>11</u>		
197-CAPITAL IMPROVEMENTS PROJECT FUND				
REVENUES	1,343,743	673,517		670,226
EXPENDITURES	-	-		-
REVENUES OVER/ (UNDER) EXPENDITURES	<u>1,343,743</u>	<u>673,517</u>		
198-GENERAL DEBT SERVICE FUND				
REVENUES	359,000	533,225	148.53%	(174,225)
EXPENDITURES	469,339	338,680	72.16%	130,659
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(110,339)</u>	<u>194,545</u>		

CITY OF BRECKENRIDGE 2022-2023 BUDGET CALENDAR

Assumes above No New Revenue Tax Rate

AND

Adopted Rate does not Exceed Voter-Approval Tax Rate

- May 4** Receive Preliminary Totals for property valuations from Central Appraisal District
- May 10** Finance review of revenue begins
- May 20** Budget worksheets due from department directors
- May 20** Review revenue projections – City Manager, Finance Director
- June 1 -3** Budget meetings with City Manager and department directors.
- June 2** Post notice of budget workshop
- June 7** 1st review of budget with City Manager, Finance Director, Departments
- June 9** Council Budget Workshop. 1st Preliminary draft of budget presented to Council.
- June 16** 2nd review of budget with City Manager, Finance Director, Other Directors
- June 16** Review budget with Finance Committee to allow for feedback from budget workshop held on June 9th.
- July 25** Receive certified tax roll from Central Appraisal District
- July 28** File a copy of complete budget with City Secretary and post on website. **(Must be 30 days prior to the tax rate adoption and 16 days prior to hearing on budget. – Earliest date to adopt the tax rate will be September 1)** **The filed budget must contain a special cover page if the budget will raise more total property taxes than the previous year.**
Local Government Code Sec. 102.005. PROPOSED BUDGET FILED WITH MUNICIPAL CLERK; PUBLIC INSPECTION.
 - (a)** The budget officer shall file the proposed budget with the municipal clerk before the 30th day before the date the governing body of the municipality makes its tax levy for the fiscal year.
 - (b)** A proposed budget that will require raising more revenue from property taxes than in the previous year must contain a cover page with the following statement in 18-point or larger type: "This budget will raise more total property taxes than last year's budget by (insert total dollar amount of increase and percentage increase), and of that amount (insert amount computed by multiplying the proposed tax rate by the value of new property added to the roll) is tax revenue to be raised from new property added to the tax roll this year."
 - (c)** The proposed budget shall be available for inspection by any person. If the municipality maintains an Internet website, the municipal clerk shall take action to ensure that the proposed budget is posted on the website.
- August 2** Designated officer or employee must submit the no-new-revenue and voter approval tax rates to City Council. Post the calculated no-new-revenue, voter-approval tax rates

2022-2023 BUDGET CALENDAR, cont'd

and debt information on home page of website. (Texas Tax Code § 26.04(e) and § 26.04(d-3))

- August 2** Council vote on maximum proposed tax rate (Must be roll call vote)
- August 9** Finance Director will publish notice of budget public hearing. Note that the notice may not be published earlier than the 30th day before the hearing. The budget hearing notice must contain specific information about property tax increases. TEX. LOC. GOV'T CODE §102.0065(d)
- August 23** last day to publish notice of budget hearing. TEX. LOC. GOV'T CODE § 102.0065 (not later than 10th day before the budget hearing).
- August 30** **Special Meeting - Public hearing on the proposed budget and Ordinance adopting the budget by roll call vote. A quorum of the City Council must be present.**
- September 6** **Pass ordinance adopting 2022-2023 Budget filed with City Secretary Public hearing on the proposed tax rate and Ordinance adopting the tax rate by roll call vote, and “ratify the tax” increase. A quorum of the City Council must be present.**
- September 30** Last day to adopt tax rate that is equal to or less than the voter approval tax rate



Commission Meeting Agenda Item Memorandum

ITEM TYPE

Action Item

MEETING DATE:

May 3, 2022

PRESENTER:

Erika McComis, City Manager

ITEM DESCRIPTION:

Discuss and consider awarding a contract for engineering services for the 2022 TxCDBG Downtown Revitalization/Main Street Grant Program (DRP/MS) and authorize the City Manager to execute necessary documents on behalf of the City.

BACKGROUND INFORMATION:

The City will be applying to the 2021 Texas Community Development Block Grant Program Downtown Revitalization Grant Program. The grant program will fund a project between \$250,000 and \$500,000 with at least 50% of the project being focused on sidewalks in a downtown area to be determined during the planning phase. Staff will work closely with the Breckenridge EDC to determine a project that is beneficial for our downtown area and our community.

Staff sent out request for proposals to various engineering firms with a required response date of April 28, 2022. The City received statement of qualification (SOQ) responses from Enprotech / Hibbs & Todd, Inc and Jacob and Martin. Staff and a commission member will be reviewing the SOQ to present their findings to the commission during the meeting on Tuesday evening.

FISCAL IMPACT:

- Not Applicable
- Proposed Expenditure:
- General Ledger Code:
- Proposed Revenue:
- Budget Amendment Required: No
- Financial Review Completed by:

LEGAL REVIEW:

Not applicable.

ATTACHMENTS:

Enprotech / Hibbs & Todd, Inc. SOQ
Jacob & Martin SOQ

RECOMMENDED MOTION AND/OR ACTION:

Move to award a contract with _____ for engineering services and authorize the City Manager to execute necessary documents on behalf of the City.

STATEMENT OF QUALIFICATIONS

ENGINEERING SERVICES

TXCDBG DOWNTOWN REVITALIZATION PROGRAM

APRIL 27, 2022



Enprotec | Hibbs & Todd

Abilene | Lubbock | Granbury

PE Firm Registration No. 1151

PG Firm Registration No. 50103

RPLS Firm Registration No. 10011900

Corporate Headquarters

402 Cedar Street

Abilene, Texas 79601

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April 27, 2022

City of Breckenridge
Attn: Erika McComis
City Manager
105 N. Rose Avenue
Breckenridge, Texas 76424

**Re: RFQ for Engineering Design Services
TxCDBG Downtown Revitalization/Main Street Program (DRP/MS) Fund**

Dear Ms. McComis:

Enprotec / Hibbs & Todd, Inc. (eHT) is pleased to submit the qualifications of our firm to the City of Breckenridge (City) for consideration to provide professional engineering design services for the Texas Community Development Block Grant (TxCDBG) Program Downtown Revitalization Program Project. We are committed to providing the City with the highest quality of professional services and consulting for this important and timely project.

Our Abilene, Granbury and Lubbock and offices are staffed with highly-skilled engineers, scientists, plant operators, surveyors, construction management personnel and technicians that stand ready to work on this project. Further, you will be personally taken care of by principals of our firm. We have worked with the TDA TxCDBG Program for over 30 years and are conversant to the rules and regulations.

Should additional information be desired, please don't hesitate to contact me.

Sincerely,

Enprotec / Hibbs & Todd, Inc.

Sage Diller, PE
Associate Vice President

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- Team Experience
- Key Personnel

Work Performance

- Regional Funded Projects
- Ability to Meet Schedules
- Community Service Projects
- Federally Funded Construction Projects
- Cost Control
- Permitting & Regulatory Compliance
- Labor Resources
- Quality of Work
- Project Approach

Appendix

- Insurance
- Affirmative Action
- Registration
- System for Award Management
- TDA TxCDBG Certification
- Certification Regarding Lobbying
- Conflict of Interest Questionnaire



PROFILE

About eHT

Enprotec / Hibbs & Todd, Inc. (eHT) is a civil, municipal, environmental and geotechnical engineering firm with offices in Abilene, Granbury and Lubbock in the State of Texas. Our staff consists of engineers, surveyors, geologists, scientists, construction material lab technicians and field operations professionals.

Our success is based on enduring partnerships with our clients. eHT professionals bring a solid foundation of expertise and innovation to each client's project.

Client Vision Statement

Our goal is to be an organization where we attract clients with whom we can create enduring relationships. We want our clients to feel that we care about them personally and to view our people as being knowledgeable (experts) and honest. We desire to be a "user-friendly" company, providing clear, informative communication and quality work. We define product quality as timely, accurate and complete work. We define service quality as being dependable, trustworthy and confident in our work.

eHT is a forward-thinking and progressive team of engineers and scientists with deep industry expertise, knowledge and resources. We understand the importance of being a consulting firm that clients can depend on for knowledge and expertise.

More than 80% of our business comes from repeat clients. We feel that in order to take care of our clients, we must learn their business. We realize that we are working for you, and for the citizens you serve as well.

We are in the business of improving community infrastructure while creating sustainable development and preserving some of our most prized natural resources. In essence, we offer engineering solutions with a view for tomorrow.

With offices serving Texas, our resources are strategically located to meet our clients' need for personal and reliable service. Each of our offices has a unique set of skill sets that complement each other. We have helped our clients place the past behind them, manage the present and plan for a profitable future. Our diverse staff of professionals is one of our greatest assets. Our people care about their work and their relationships with clients. From planning to completion, each project is personally handled by people who know our clients and their businesses. Our staff of engineers and professionals provides clients with practical, cost-effective engineering solutions.



Resources

High Senior Staff Interaction

Regional Texas Offices

Diverse Expertise Across Texas

Low Overhead

Engineering-Science-Operations Mix

System Operators on Staff

Emphasis on Relationships

Regulatory Agency Relationships

Funding Agency Relationships

Client Commitment

Experienced Attention to Project Needs and Goals

Partnership, Advocacy and Planning

Client Benefits

Appropriate Attention to Project Needs and Goals

Higher Personal Interaction and Responsiveness

Solid Advice to Clients on Infrastructure Issues

Efficient and Effective Design and Construction

User-Friendly Engineering Design

Efficient and Effective Funding Agency Coordination

Our experience with mid-sized clients provides a customized approach – ONE SIZE DOES NOT FIT ALL!

**WE ARE IN THE BUSINESS OF IMPROVING
COMMUNITY INFRASTRUCTURE WHILE
CREATING SUSTAINABLE DEVELOPMENT
AND PRESERVING SOME OF OUR
MOST PRIZED NATURAL RESOURCES.
IN ESSENCE, WE OFFER ENGINEERING
SOLUTIONS WITH A VIEW FOR
TOMORROW.**



Funding Objectives and Sources

Engineering and construction services funded under the Texas Department of Agriculture (TDA) can improve, modernize and expand local resources enabling entities to accommodate current and future needs of the community. eHT has extensive experience with TDA-funded projects and processes. You can rely on our services to assist in the application process and you can rely on our expertise to deliver sound engineering projects. Our project team has a long-term record of experience with state and federal funding agency requirements to manage projects without unnecessary delays. An important aspect of working with local governments is understanding the funding mechanisms and programs. eHT has been involved over the past 30 years in helping municipalities and counties obtain the necessary funding they need for their public works projects.

We have experience with the following programs and agencies:

- Texas Department of Agriculture (TDA): Community Development Fund (CD), Community Development Block Grant (CDBG), Texas Capital Fund (TCF), Colonia Planning Fund (CPF), Colonia Construction Fund (CFC), Colonia Economically Distressed Areas Program (CEDAP), Planning and Capacity Building Fund (PCB), Disaster Relief Fund (DR), Urgent Need (UN), Small Towns Environment Program (STEP), Renewable Energy Demonstration Pilot Program (REDPP), American Recovery & Reinvestment Act (ARRA), Disaster Recovery, Renewable Energy
- Texas Water Development Board (TWDB): Economically Distressed Areas Program (EDAP), Drinking Water State Revolving Fund (DWSRF), Clean Water State Revolving Fund (CWSRF), Rural Water Assistance Fund, Water Infrastructure Fund, State Participation Program-Regional Water and Wastewater Facilities, Regional Facility Planning Grant Program, Texas Water Development Fund (DFund)
- Rural Development (RD)
- Economic Development Administration (EDA)
- North American Development Bank (NADBank)
- South Texas Development Council (STDC)
- Texas Department of Transportation (TxDOT)
- Texas Parks and Wildlife Department (TPWD)

Company Principals

Scott F. Hibbs, PE, President	Keith P. Kindle, PE, COO
Bob Benham, CFO	Scott D. Hay, PE, VP
Scott Yungblut, PE, VP	Jordan S. Hibbs, PE, VP
Joshua L. Berryhill, PE, VP	Sage Diller, PE, Ass. VP
Chris Hay, PE, Ass. VP	Colden S. Rich, Ass. VP

eHT Services

Water Resources

Water Supply Planning
Development of Water Supplies
Water Transmission / Distribution
Water Treatment
Elevated / Ground Storage
Pump Station Design and Improvements

Wastewater Services

Wastewater Treatment
Wastewater Collection and Transmission
Reclaimed Water
Wastewater Master Planning

General Civil

Street, Paving, Grading and Drainage Design
Land Development
Stormwater Management
Park and Trail Design
Municipal Pool Design
Athletic Facilities
Downtown Revitalization and Sidewalk Improvements

Assessment Services

Monitoring Programs
Feasibility Studies
Risk-Based Assessments
TRRP Assessments
Air Quality Sampling
Water and Soil Sampling
Subsurface and Groundwater Assessments
Phase I and II Transaction Assessments
Indoor Air Quality Assessments
Pollution Prevention

Regulatory Compliance

Process Safety Management
Risk Management Plans
Compliance Audits
Sara Title III Compliance
Regulatory Agency Interface
NEPA Environmental Documents

Remediation Services

Corrective Action Plans
Feasibility Studies
Pilot Tests
Groundwater Recovery
Implementation of Remedial Technologies such as Vapor Extraction, Bioremediation, Soil Venting, Air Sparging
Water, Soil and Air Treatment
Plume Stability Monitoring
Closure Plans



Solid / Hazardous Waste

Landfill Design and Permitting
 Solid Waste Planning
 Landfill Construction Quality Control and Assurance
 Soil Liner Evaluations, Inspections and Reports
 Landfill Closure / Post Closure Monitoring
 Hazardous Waste Management Plans
 RCRA Facility Permitting
 TSD Facility Audits
 Air Quality Sampling
 Water and Soil Sampling
 Aquifer Testing
 Soil Vapor Surveys
 Subsurface and Groundwater Assessments

Permitting

Domestic Wastewater Permitting
 Industrial Wastewater Permitting
 Air Permitting
 Solid / Hazardous Waste Permitting
 Development of CT Studies for Potable WTPs

Pollution Prevention Services

Recycling and Resource Recovery
 Waste Stream Reduction and Alternatives
 Stormwater Management
 Pollution Prevention Plans
 Spill Prevention Control and Countermeasure Plans

Construction Management and Inspection

Construction Administration and Management
 Peer Review
 Bidding Support
 Start-up Support
 Construction Support
 Resident Construction Inspection

Contract Operations

Surface and Groundwater Treatment Plant Operations
 Wastewater Treatment Plant Operations
 Water Distribution System Flushing Programs
 Public Water System Tank Inspections
 Monthly, Quarterly and Annual Monitoring and Reports
 Collection and Analysis of Compliance Samples
 Organizing and Digitizing Plant Information
 Optimizing and Troubleshooting Chloramine Residuals
 Identifying and Resolving System and Water Quality Issues
 Monitoring Plans, Laboratory Approval and NAPs
 Water and Wastewater Facilities Startup and Commissioning
 Production of Operations and Maintenance Manuals
 Response Measures to TCEQ Issued Violations
 Alternative Capacity Requirements for Public Water Systems
 Water Conservation and Drought Contingency Plans and
 Annual Water Conservation Reporting
 Risk Management Plans (RMP) and RMP Training
 Emergency Response Plans

Mold Consulting

Sampling and Testing
 Mold Inspection and Assessment
 Mold Remediation Plans

Asbestos Consulting

Building / Facility Surveys
 Condition Assessments
 Bulk Sample Collection
 Preparation of Operation and Maintenance Programs
 Asbestos Abatement Project Design & Specifications
 Asbestos Abatement Contractor Bid Evaluation
 Abatement Monitoring and Administration
 Hazard Awareness Training and Consulting
 OSHA Compliance Consulting
 AHERA Compliance Consulting
 NESHAP Compliance Consulting

Geotechnical Engineering

Subsurface Explorations - Borings
 Soil Property Evaluations
 Foundation Recommendations
 Pavement Recommendations
 Roadway and Parking Lot Upgrades

Construction Materials Testing

Material Sampling
 Concrete Mix Design
 Concrete Cylinders and Beams
 Slump Testing
 Air Content Testing
 Plant Inspection
 Moisture Contents
 Atterberg Limits Testing
 Sieve Analysis
 Specific Gravity and Absorption
 Proctor Information
 Field Density Testing
 Core Sampling
 Wet Ball Mill Testing
 Soundness Testing
 Abrasion Testing
 CBR Testing
 Hot Mix Design

Surveying Services

Boundary, Topographic, Route, ALTA/ACSM, Plats/Maps



EXPERIENCE

Experience with Federal and Grant Programs Past 10 Years

City of Abilene	2018 TWDB Water Meter Replacement	Irion County	2012 CDBG Paving Improvements
Acton MUD	2019 TWDB Wastewater Treatment Plant	Johnson County SUD	2019 TWDB Water System Improvements
City of Albany	2010 RD Water Treatment Plant	Jones County	2016 CDBG Water System Improvements
City of Ballinger	2020 CDBG Paving Improvements 2013 CDBG Wastewater Improvements	LLWSSSC	2013 TWDB Water Treatment Improvements
City of Beeville	2018 TWDB WTP Improvements	City of Loraine	2017 CDBG Water System Improvements 2012 CDBG Water and Sewer Improvements
City of Big Lake	2020 CDBG Water Line Improvements 2017 CDBG Water System Improvements	City of Malone	2015 TWDB Water System Improvements
City of Breckenridge	2021 TWDB Wastewater Improvements 2016 TWDB Wastewater Treatment Plant 2015 TWDB Water Treatment Plant 2014 CDBG Water Line Replacement 2013 TWDB Water Treatment Improvements 2012 TWDB Wastewater Improvements	City of Mason	2017 TWDB Water Treatment Project
City of Brownfield	2018 TDA Downtown Revitalization Project	City of Mertzson	2012 CDBG Water and Wastewater System 2013 CDBG Water and WW Improvements
City of Cisco	2018 TWDB Water Treatment Plant 2018 CDBG Paving Improvements 2017 FEMA HGMP Emergency Sirens 2016 TWDB Water Treatment Plant 2014 TWDB WWTP Improvements 2013 TCF Sewer Infrastructure 2012 CDBG Water Improvements	City of New Deal	2019 CDBG Water System Improvements 2018 TWDB Water System Improvements
City of Coahoma	2021 USDA RD Wastewater Improvements	City of Paducah	2020 TWDB Water System Improvements 2011 TWDB Wastewater Treatment Plant
City of Cool	2014 CDBG Water System Improvements	Palo Pinto County	2013 TWDB Water Treatment Improvements
Concho County	2013 CDBG Water System Improvements	Parker County SUD	2018 TWDB Water System Improvements
Crockett County WCID1	2016 CDBG Sewer Line Improvements	Pecos County	2017 CDBG Water Transmission Line 2014 CDBG Water System Improvements
Crosby County	2012 CDBG Water System Improvements 2011 TWDB Water System & Treatment	Richmond-Rosenberg	2014 TWDB Water Treatment Plant
City of De Leon	2013 TWDB Water Treatment Improvements	City of Roma	2020 CDBG Paving Improvements 2017 CDBG Paving Improvements 2015 TWDB Regional Water System 2012 GLO Disaster Relief Paving
Dickens County	2013 TWDB Water Treatment Improvements	City of Roby	2014 CDBG Water System Improvements
City of Eden	2020 CDBG Water Line Improvements 2019 USDA RD Water and Wastewater System 2015 CDBG Water Line Replacement	Rolling Hills Water	2016 TWDB Water System Improvements
City of Eastland	2018 TWDB Water System Improvements 2017 CDBG WWTP Improvements 2016 TWDB Wastewater Treatment Plant	City of Roscoe	2019 TWDB Water Distribution Improvements 2016 TWDB Wastewater Collection System 2013 TWDB Wastewater Treatment
Eastland County (ECWSD)	2019 TWDB Water System Improvements 2017 CDBG Water Lines	City of San Angelo	2019 TWDB Groundwater Supply Project
City of Evant	2016 Water System Improvements 2014 Water System Improvements	City of Santa Anna	2019 CDBG Wastewater System Improvements
Fisher County	2021 CDBG Water Line Improvements	City of Smyer	2014 CDBG Water and Wastewater 2013 TWDB Water System Improvements
City of Glen Rose	2020 CDBG Street and Drainage Improvements 2018 TWDB Collection System Improvements 2016 CDBG Water System Improvements 2013 TWDB Wastewater Treatment Plant	City of Spur	2019 CDBG Water and Sewer Improvements
City of Granbury	2018 TWDB Water Treatment Plant Expansion 2018 TWDB Wastewater Treatment Plant 2017 TWDB Water System Improvements 2016 TWDB Meter Replacement Project 2016 TCF Water System Improvements	City of Stamford	2016 TWDB Water System Improvements 2013 CDBG Water Storage Improvements
Hawley WSC	2016 CDBG Water System Improvements	Sutton County	2020 CDBG Wastewater Improvements
Hood County	2020 CDBG Pump Systems 2015 CDBG Sewer System Improvements	City of Sweetwater	2020 TWDB Water System Improvements 2020 TWDB Wastewater System Improvements 2018 CDBG Water Line Replacement 2016 TWDB Water System Improvements 2014 TWDB Water Treatment Improvements
		City of Texico	2017 CDBG Wastewater System Improvements
		ULRMWD	2013 TWDB Water System Improvements
		City of Winters	2020 CDBG Wastewater Collection System 2017 CDBG Wastewater Collection 2017 TWDB Water System Improvements 2014 CDBG Wastewater System Improvements 2014 TWDB Water Treatment Improvements 2010 TWDB WTP Improvements



Downtown Sidewalk and Lighting Improvements City of Eden



eHT provided project management and design for 2,500 square yards of concrete sidewalk, curb ramps, driveways, curb and gutter and pedestrian lighting for the downtown square in Eden. The project was funded through the TxDOT Transportation Alternatives Program (TAP). Construction began in August 2019 and was completed in March 2020. The project improved downtown aesthetics, provided a continuous ADA compliant route and upgraded pedestrian lighting for the business area that fronts the downtown square.

Contact:
Laura Beeson, City Administrator, (325) 869-2211

Downtown Revitalization Project City of Seminole



eHT provided project management and design for approximately 600 linear feet of new sidewalk on two blocks of the downtown square of Seminole. The project consisted of stamped concrete, colored concrete, handicap accessibility to all store fronts, planter boxes with irrigation, custom light poles, and custom railing and handicap ramps. The project utilized funds from the Texas Capital Fund.

Contact:
Adam Niolet, City Manager, (432) 758-3676

Downtown Enhancement Project City of Ballinger

eHT designed approximately 2,100 linear feet of new concrete sidewalk, brick pavers, handicapped accessible ramps, decorative street lighting, trees and irrigation systems along U.S. Hwy 67 in the downtown business district of Ballinger. The project was used as a model by TxDOT for the Transportation Efficiency Act for the 21st Century (TEA-21) program.

Contact: Brian Frieda, City Manager, (325) 365-3511

Downtown Enhancement Project City of Winters

eHT assisted the City of Winters with successful application for funding of approximately 4,500 linear feet of new concrete sidewalk, brick pavers, ADA ramps, decorative street lighting, benches, planters, trees, and irrigation system along US Highway 83 in the downtown business district. The project was funded through the TxDOT Statewide Transportation Enhancement Program (TEA-21).

Contact: Sheila Lincoln, City Secretary, (325) 754-4424

Central Business District Street Repair City of Abilene



eHT provided surveying, design, and construction management of a concrete street repair project in the Central Business District (CBD) for the City of Abilene. The project scope included identification and mapping of widespread pavement deficiencies within the 44-block CBD. A subcontractor was hired to perform an aerial drone survey to develop the project base map, which was utilized to identify the various layout configurations of the existing concrete panels. eHT then utilized engineering staff to conduct a field survey to identify the pavement deficiencies and catalog the appropriate repairs. The project included repair of approximately 20,000 square yards (SY) of concrete streets including full/partial depth concrete pavement repair, spalled concrete repair, joint repair and concrete crack sealing.

Contact: Michael Rice, Assistant City Manager, (325) 676-6386



College Hills Boulevard Paving and Drainage City of San Angelo



eHT is providing project management, design and construction administration for the replacement of aging roadway surface with full depth base, as well as drainage improvements along College Hills Boulevard (CHB). The project includes the rehabilitation of water and sewer utilities, roadway design, drainage evaluation and improvements, right-of-way verification, design survey, geotechnical investigation and the development of plans and specifications.

Originally constructed in the 1970s, College Hills Boulevard crosses the Red Arroyo drainage basin which frequently experiences roadway closures due to floodwaters overtopping the roadway. eHT has determined that raising the roadway out of the 100-year floodplain would require upwards of 4 feet of vertical fill, significant re-grading of adjacent streets, and mitigation of multiple other flooding considerations. eHT is now assisting the City with development of solutions through a Master Drainage Plan and the City has applied for grant funding through the FHA BUILD program in order to fund drainage improvements.

Drainage analysis completed by eHT as part of the project has shown that the primary cause of flooding of CHB is the low and flat roadway profile across the Red Arroyo floodplain. The existing drainage structures under CHB are undersized and contribute little to preventing the roadway from overtopping during frequent rainfall events. Cost analysis performed by eHT showed that raising the profile of CHB across the Red Arroyo out of the floodplain exceeds the budget due to the vertical fill required to raise the roadway and the impacts on intersecting streets, commercial driveways and existing adjacent structures. Implementation of an underground drainage system along CHB was evaluated but large flows and high water levels within the Red Arroyo limit the effectiveness of this system without some form of upstream improvement. In order to meet the City's budgeted timeline while drainage solutions are developed and evaluated, eHT is preparing a utility replacement package to bid prior to roadway improvements.

Contact:
Shane Kelton, Executive Director of Public Works,
(325) 657-4206

Sayles Boulevard Project City of Abilene



eHT provided design, surveying, geotechnical and construction materials testing, project management and construction management for the pavement rehabilitation along Sayles Boulevard from Buffalo Gap Road to South Danville Drive. Design tasks included analysis of the drainage patterns to identify areas where grade changes could improve flow, recognizing areas with heavy vehicle, bicycle, and pedestrian traffic specifically in the areas adjacent to the school, and identifying existing utilities that were a significant hazard to construction efforts. eHT recommended and the City ultimately chose to implement a few minor grade changes, construct heavy duty concrete pavement in intersections and the section of road in front of the school, and install bike lanes and sidewalks where none were previously located. The project included lime stabilization of the subgrade, 42,000 square yards of flexible base, 10,000 tons of hot mix, 5,000 square yards of concrete pavement, concrete valley gutters and drainage crossings, traffic signal improvements and a concrete intersection at South 27th Street, 7,400 square yards of milling and asphalt replacement, and 47,000 square feet of new sidewalk.

Contact:
Scott Chandler, City Engineer, (325) 676-6077

University Drive City of Eastland

eHT provided project management, surveying, design, construction materials testing and construction management and inspection for a new hot-mix asphaltic concrete (HMAC) street in the City of Eastland which is approximately 215 feet in length and 40 feet wide with under-lying new flexible base material.

Contact: JJ Oznick, City Manager, (254) 629-8321



Drainage, Paving and Utilities Project City of Breckenridge



eHT provided project management, design, bid phase services and funding application support along with on-going construction administration services and inspection for this multi-faceted project including full depth roadway replacement, roadway excavation, new base material, grading, compaction, new hot mix asphalt, concrete pavement, new concrete curb and gutter and sidewalks. A storm drainage system has been installed that includes curb inlets, grate inlets, pipe, junction boxes and outfall structures. The project includes replacement of existing water lines and sewer lines in all areas of the paving project. Over 11,000 LF of water distribution lines (sizes 4", 6", 8" & 10" C900 PVC) and over 7,000 LF of wastewater collection line (sizes 6", 8" & 10" SDR-35 PVC) have been installed. More than 23,000 SY of reinforced concrete paving has been completed, which equates to more than twenty (20) City blocks. The paving improvements include new concrete driveways and street intersections along with over 4,300 square yards of sidewalk replacement. The project was funded through US Rural Development – Rural Utilities Service.

Contact: Houston Satterwhite, Public Works Director,
(254) 559-8287

Paving Improvements City of Big Lake

eHT provided project management, design, bid phase services and construction administration for paving improvements along Pennsylvania Avenue and East 12th Street in the City of Big Lake. The existing paving conditions were deteriorated due to age and heavy traffic. The project consisted of 29,000 cubic yards of existing asphalt and base removal and replacement.

Contact: Sheri Benson, City Secretary, (325) 884-2511

Street Improvement Project City of Roma

eHT provided project management and design for roadway pavement reconstruction of approximately 2,420 linear feet of North Gladiator Boulevard including removal of existing pavement, re-compaction of existing base material, new hot mix and replacement of concrete valley gutters and curb and gutter. The project received grant funding through the Texas Department of Agriculture Texas Community Development Block Grant Program.

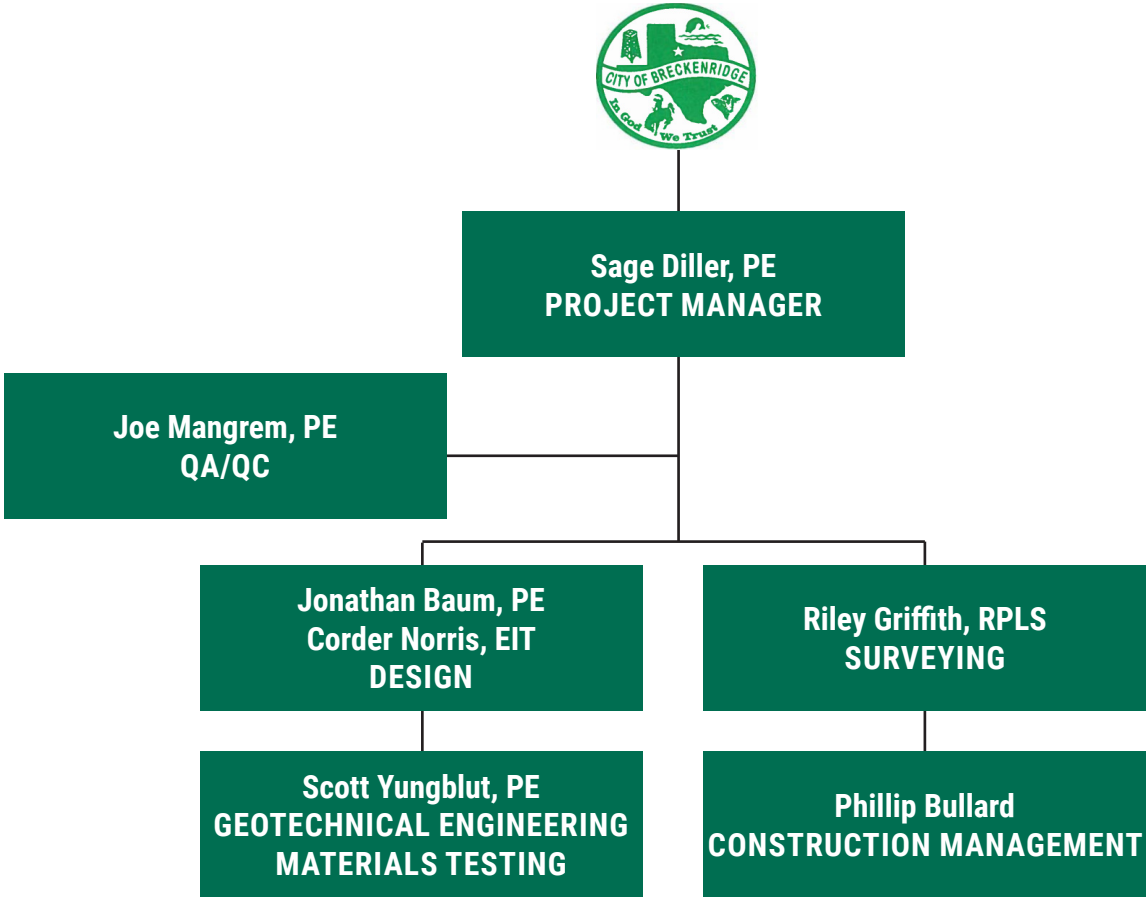
Contact: Alejandro Barrera, City Manager, (956) 849-1411



CAPACITY TO PERFORM

Organizational Structure

Key Personnel are listed herein. Additional personnel are available as needed.



Team Experience

Our Project Manager and Team Members have a strong understanding of the design, construction, regulatory and funding issues related to TDA funded projects.

We have listed key Team Members who will assist in accomplishing the objectives of various projects. Additional support personnel are available for the Project as needed.

Our resources include additional engineering professionals, survey crew members and Registered Professional Land Surveyors, geologists/geoscientists, field technicians and drafting personnel.

Resumes for the above personnel follow.



Sage Diller, PE Project Manager

PROFESSIONAL EXPERIENCE

Mr. Diller has over 19 years of experience in project design, management and construction oversight on a wide range of projects for municipal, state and private entities. His past projects have included municipal water and sewer systems, groundwater wells and storage facilities, state and county roadways and private developments. In addition to design and construction management, Mr. Diller has extensive experience assisting clients in applying for grant/loan funding through various funding agency programs, including Texas Water Development Board DWSRF and CWSRF, USDA Rural Development, Texas Department of Agriculture CDBG and DTR and TxDOT Utility Relocation and TAP Programs.

PROJECT EXPERIENCE

- **Downtown Enhancement Project, City of Eden:** Mr. Diller served as Project Manager and provided project management and design for 2,500 square yards of concrete sidewalk, curb ramps, driveways, curb and gutter and pedestrian lighting. The project is funded through the TxDOT Transportation Alternatives Program (TAP).
- **Paving Improvements, Texas State Technical College Sweetwater:** Project Manager for improvements along Homer K. Taylor Drive and College Drive. The project consisted of the removal of existing pavement, installation of new flexible (HMAC) and rigid (Concrete) pavement, miscellaneous drainage improvements, sealcoating and striping.
- **Park Street Paving and Drainage Improvements, City of Breckenridge:** Project Manager for construction of approximately 1,000 tons of hot mix asphalt paving, 23,400 square yards of concrete paving, 32,900 square yards of flexible base material, 11,500 linear feet of 4-inch to 12-inch water line, 7,400 linear feet of 6-inch to 10-inch sewer line, 1,400 linear feet of 18-inch to 36-inch storm drain, including curb, gutter and sidewalks.
- **Central Business District Concrete Street Repair, City of Abilene:** Mr. Diller served as Project Manager for the identification and mapping of widespread pavement deficiencies within the 44-block Central Business District of Abilene. An aerial drone survey was performed and a base map was developed.
- **Paving and Sealcoat Project, City of Seminole:** Mr. Diller has served as Project Manager and provided design, bidding and construction management for the City of Seminole's annual sealcoat projects for the last several years. Each year, the project includes approximately 100,000 square yards of sealcoat work.
- **Street Improvement Project, City of Roma:** Mr. Diller provided project management and design for roadway pavement reconstruction of approximately 2,420 linear feet of North Gladiator Boulevard including removal of existing pavement, re-compaction of existing base material, new hot mix and replacement of concrete valley gutters and curb and gutter. The project received grant funding through the Texas Department of Agriculture Texas Community Development Block Grant Program.



EDUCATION

Bachelor of Science, Civil Engineering
Texas Tech University, 2001

REGISTRATIONS

Registered Professional Engineer –
Texas #96645, 2005

PROFESSIONAL/CIVIC ORGANIZATIONS

Texas Society of Professional Engineers

United Way of Abilene, Executive Board and Finance Committee Chair

Texas Tech Alumni Abilene Chapter, President, 2015

CERTIFICATIONS/EDUCATION

eHT Leadership Development Program, 2013

Construction Specifications Institute

Priority Management, Dale Carnegie

HEC-RAS, Floodplain Management

Highway Capacity, Geopak I & II

AWARDS

20 Under 40, Abilene Young Professionals

PROFESSIONAL ENDEAVORS

Enprotec / Hibbs & Todd, Inc.
Associate Vice President
Abilene, Texas
2007 - present

Texas Department of Transportation (TxDOT), Lubbock District
Project Engineer
Lubbock, Texas
2001 - 2007



Joe Mangrem, PE

QA/QC

PROFESSIONAL EXPERIENCE

Mr. Mangrem brings a unique owner's perspective with over seven years of experience in design, bidding, construction management, operation and maintenance of water, wastewater, street and drainage infrastructure. Working with input from the development community, Mr. Mangrem has developed and implemented design standards for municipalities, reviewed all aspects of development plans and performed field coordination between developer contractors and utility owners.

He is a skilled and capable civil engineer with a solid record of successful municipal public works design and construction projects. Prior to joining eHT he was the Assistant City Engineer for the City of San Angelo and provided direct support to the City Engineer with day to day operation of the department. Mr. Mangrem assisted with preparation of the annual operating budget and Capital Improvement Project plan and provided engineering support to the Planning and Development Services department as well as other city departments. He managed review and approval for acquisition and abandonment of public easement and right-of-ways and managed review and development plans and specifications for public infrastructure improvements. He also served as Project Engineer for the City of San Angelo. He reviewed development plans and specifications for compliance with City standards and evaluated material submittals to ensure compliance with City specifications. In this capacity he collaborated with City of San Angelo staff and the development community to compile and implement design standards for water and sewer.

Prior to his position with the City of San Angelo, Mr. Mangrem worked for the City of Lubbock as a Civil Engineering Associate. He designed and administered water utility capital improvement projects and prepared and reviewed construction plans, specifications and cost estimates. Mr. Mangrem managed multiple professional service contracts for studies, designs and construction representation and reviewed plans and specifications prepared by engineers for compliance with City of Lubbock standards. He also compiled and managed the City of Lubbock Public Works Design Standards manual.

PROJECT EXPERIENCE

- College Hills Boulevard Paving and Drainage, City of San Angelo
- Paving Improvements, City of Big Lake
- Sayles Boulevard, City of Abilene
- Airport Lift Station Improvements, City of Midland
- Water Distribution System Hydraulic Model Analysis, City of Midland
- Water Distribution System Disinfectant Residual Evaluation, City of Midland
- Wastewater System Model Analysis, City of Midland
- Wadley Elevated Storage Tank Piping Improvements, City of Midland



EDUCATION

Bachelor of Science, Ocean Engineering
Texas A&M University, 2010
New Mexico Military Institute, 2004

REGISTRATIONS

Registered Professional Engineer –
Texas #117205

PROFESSIONAL/CIVIC ORGANIZATIONS

American Society of Civil Engineers
National Society of Professional Engineers
Texas Society of Professional Engineers
American Waterworks Association
Abilene Chamber Young Professionals Association
Leadership San Angelo, 2016
Dale Carnegie Leadership Training, 2019

AWARDS

20 Under 40, Abilene Young Professionals

PROFESSIONAL ENDEAVORS

Enprotec / Hibbs & Todd, Inc.
Project Manager
Abilene, Texas
2017 - present
City of San Angelo
Assistant City Engineer
San Angelo, Texas
2015 - 2017
Project Engineer



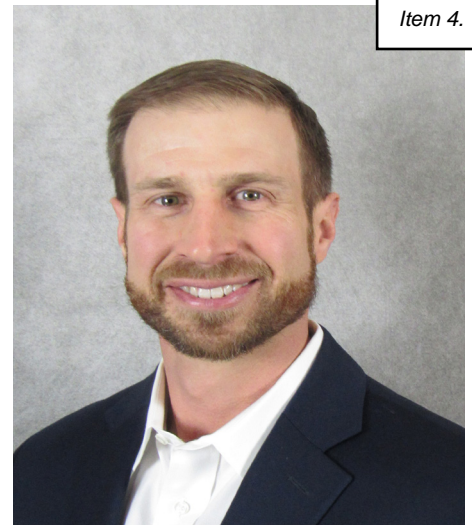
Jonathan Baum, PE Design

PROFESSIONAL EXPERIENCE

Mr. Baum has experience in the design of streets, water, sewer and gas lines, detention basins, water quality ponds, parking lots, storm drainage systems, retaining walls and stormwater pollution prevention plans. Mr. Baum's experience includes the design and plan production of over 50 residential and commercial developments. He has experience in project management, construction management and operations support. Mr. Baum has previous experience working as a Bridge Inspection Assistant on over 700 bridges. In this capacity, he produced TxDOT bridge appraisals and bridge summary forms, helped to develop software to integrate inspection reports and appraisal programs, calculated load rating analyses, created bridge inventory sketches using AutoCad and Microstation and drafted bridge designs using I10/Domion Dr. and Friendswood-Link Rd.

PROJECT EXPERIENCE

- **Abilene Law Enforcement Center, City of Abilene:** Mr. Baum provided site grading and paving plans for a new parking lot and sidewalks for the facility. He provided design of the stormwater drainage plan and underground storm drain piping for landscaping areas.
- **Student Housing Apartments, Hardin Simmons University:** Mr. Baum provided site grading and layout of retaining walls between new apartment buildings and existing City streets. He provided construction layout of buildings, curb and gutter and site utilities.
- **Remington Ridge Church of Christ:** Mr. Baum provided site plan layout and construction plans for site grading, paving, site utilities and stormwater detention. The project included a TxDOT driveway permit.
- **Whistle Stop RV Park:** Mr. Baum provided site grading, drainage plans, and private water and sewer utilities for clubhouse, offices and RV spaces. The project included public utility easement dedication for a City sewer main extension and building elevation certificates. He provided construction layout for all utilities, site curbing and parking areas.
- **Hendrick Home for Children Residence Cottages:** Mr. Baum provided construction layout and resolved elevation datum differences between plans and current GPS datum.
- **Fort Concho Barracks 3 and 4, San Angelo Area Foundation:** Mr. Baum provided pre-design topographic and utility surveying and prepared plans for site grading and site utilities for the construction of the two new buildings on a historical site.
- **Hampton Hills Section 3:** Mr. Baum provided design for a new residential subdivision and provided construction plans that consisted of street paving, water lines and sewer lines to serve 28 new homes.
- **Dyess Air Force Base Hospital Facilities, SES Construction and Fuels Services, LLC:** Mr. Baum provided project management and site plan design for the construction of temporary mobile units to be used as a temporary office building for Dyess Air Force Base personnel while hospital offices are renovated.



EDUCATION

Bachelor of Science, Civil Engineering
Texas A&M University, 2003

REGISTRATIONS

Registered Professional Engineer –
Texas #100982

PROFESSIONAL/CIVIC ORGANIZATIONS

American Society of Civil Engineers
Texas Society of Professional Engineers, Sporting Clays Tournament Chair
Hill Country Aggie Club

CERTIFICATIONS/EDUCATION

Erosion Control Materials and Soil Stabilization, Geo-Solutions, Inc.

Composite Elevated Water Tanks, Landmark Structures

Safety Inspection of In-Services Bridges, NHI/FHWA

Steel Bridge Design Conference, NHI/NSBA LRFD

PROFESSIONAL ENDEAVORS

Enprotec / Hibbs & Todd, Inc.
Project Manager
Abilene, Texas
2008 - present

Matkin-Hoover Engineering & Surveying
Assistant Project Manager
Boerne, Texas
2004 - 2008



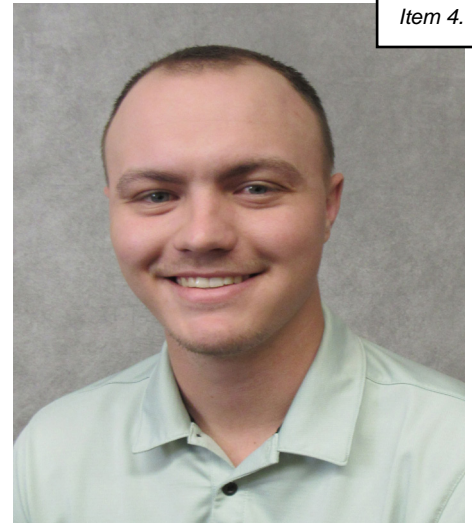
Corder Norris, EIT Design

PROFESSIONAL EXPERIENCE

Mr. Norris has worked on a variety of civil and municipal projects in Texas. His experience includes paving and drainage, pond design, site development, client coordination and cost estimation. Additionally, he is experienced with utility design, including water distribution, wastewater and site utilities. He has provided environmental support including assisting with development of stormwater pollution prevention plans and site inspections to identify possible contaminants on construction sites.

PROJECT EXPERIENCE

- Downtown Paving Project, City of Eden
- E.N. 10th Street Roadway Rehabilitation, City of Abilene
- Mills County Pump Station, Corix Utilities
- Parking and Paving Improvements, Caldwell ISD
- Mill Ridge Estates Subdivision
- New Batting Cages, Hardin Simmons University
- Industrial Park Renovations, City of Eden
- Hardison Boat and RV Storage
- Annexed Properties Utility Improvements, City of Seminole
- Stormwater Pollution Prevention Plan- Sierra Sunset Apartment Additions
- Public Works Building, City of Blyde
- Carter Asset Management Office Building, Parkhill
- Double Ott Pump Station, Corix Utilities
- US 190 Waterline Relocation, TxDOT/Lometa



EDUCATION

Bachelor of Science, Civil Engineering, Angelo State University, 2021

REGISTRATIONS

Engineer in Training

PROFESSIONAL/CIVIC ORGANIZATIONS

American Society of Civil Engineers
Angelo State Ramengineers

PROFESSIONAL ENDEAVORS

Enprotec / Hibbs & Todd, Inc.
Staff Engineer
Abilene, Texas
2022 - present

Harding Earthworks
Project Engineer Intern
San Angelo, Texas
2020 - 2022

Cutter's Lanscaping
Job Site Manager
Austin, Texas
2018 - 2019

Chambers Welding and Construction
Construction Hand
Coleman, Texas
2017 - 2018



Scott Yungblut, PE

Geotechnical Engineering and Materials Testing

PROFESSIONAL EXPERIENCE

Mr. Yungblut has 27 years of experience in performing engineering analysis and design on geotechnical and construction materials testing projects throughout Texas, Louisiana, Arkansas and Oklahoma. He supervises and manages eHT's soil and materials testing laboratory responsibilities including proposal preparation, field investigation, field and laboratory analysis, report preparation and construction quality assurance and quality control.

The eHT laboratory staff utilizes state-of-the-art equipment and instrumentation. eHT procedures and methodologies conform to federal and/or state standards such as American Standards and Testing Methods (ASTM), TxDOT and American Concrete Institute (ACI).

PROJECT EXPERIENCE

Geotechnical Expertise

Mr. Yungblut's geotechnical expertise includes:

- Subsurface Exploration
- Soil Property Evaluations
- Shallow and Deep Foundation Design Recommendations
- Foundations on Expansive Soils
- Pavement Design and Evaluation
- Roadway and Parking Lot Upgrades
- Airfield Pavements

Notable Civil Projects

- Abilene ISD: Various new schools and athletic facilities
- City of Midland Monopole Tower Sites
- Lamesa High School Improvements
- Hampton Inn & Suites, Lubbock
- Abilene Fire Training Academy
- Burger King/Popeyes, Midland
- Chisolm Truck Stop, Lubbock
- Hendrick Home for Children, Main Building, Abilene
- Avis Lube 126, Midland



EDUCATION

Bachelor of Science, Civil Engineering
University of Texas at Arlington, 1993

REGISTRATIONS

Registered Professional Engineer –
Texas #85640, 1999

CERTIFICATIONS/EDUCATION

Concrete Evaluation and Repair I & II,
2011

Retaining Wall Design, 2010

Shrink Swell Soils, Texas A&M

Forensics Engineering Conference,
2007

Texas Accessibility Academy, 2005

TxDOT HotMix (HMACP) Inspector,
2003

ParSales Training, 1996

Dale Carnegie Leadership Course,
1995

PROFESSIONAL ENDEAVORS

Enprotec / Hibbs & Todd, Inc.
Vice President
Abilene, Texas
2000 - present

Giles Engineering Associates
Project Engineer
Dallas, Texas
1997 - 2000

Professional Endeavors (Cont.)

Professional Service Industries, Inc.
Project Manager, Department
Manager, Technician, Geotechnical
Services
Dallas, Texas
1994 - 1997



Phillip Bullard

Construction Management

PROFESSIONAL EXPERIENCE

Mr. Bullard has over 30 years of experience in construction management and inspection. He is hard-working, conscientious, and responsible with effective problem solving and analytical skills. He is skilled in planning and execution of projects during time critical environments. He has extensive knowledge in directing, coordinating and exercising authority for planning, organization, control and completion of projects as well as managing employee talents. He has conducted critical inspections on projects and provided solutions for related issues. He is skilled at solving customer relations issues by seeking first to understand and then to be understood. He is effectively able to communicate with customers, contractors and management to meet customer needs while still maintaining compliance with applicable codes. He can approach projects with a contractor's understanding of how to complete a project as well as an understanding of the engineering concepts of the project.

Mr. Bullard serves as a Resident Project Representative for eHT. In this capacity, he inspects materials for uniformity to the approved submittal and the incorporation of materials and labor into projects. Mr. Bullard witnesses all testing, such as: hydrostatic water line and bacteria tests, air test sanitary sewer tests, vacuum manhole tests, tapping sleeve air tests, soil/base densities and asphalt core samples for testing. He coordinates information between contractors, owners, engineers and utility owners. He also records installation locations and quantities for as builts and pay applications.

PROJECT EXPERIENCE

- **TxDOT Sanitary Sewer Utility Relocation, City of Breckenridge:** Installation of new sanitary sewer main line, sewer services, manholes, asphalt repair and traffic control.
- **TWDB DWSRF Contract D - Water System SCADA Improvements, City of Sweetwater:** SCADA package that includes new and refurbished antennae, new radios in panel boxes with programming to allow the water wells to communicate with the booster pumps and elevated/ground storage tanks.
- **Quela Street Lift Station Replacement, City of Monahans:** Installation of a new sanitary manhole, gravity and force main, a wet well with Flyte grinder pumps, a concrete valve vault and all new electrical service and pump controls surrounded by a security fence.
- **CDBG Water Line Improvements, City of Eden:** Installation of new water mains, gate valves, fire hydrants, water services and asphalt repair.
- **Hogan/Wadley Elevated Storage Tank Improvements, City of Midland:** Installation of new interior piping, flow control meter, flow meter and inside new concrete vaults. New SCADA, programming, radio, and controls to be centrally operated from the Water Purification Plant.
- **TWDB DWSRF Contract D - Water Line Replacement, City of Sweetwater:** Installation of new water mains, water services, fire hydrants, gate valves and asphalt repair.
- **Sealcoat Project, City of Seminole:** Installation of 185,000 square yards of street seal coating.



EDUCATION

Bachelor of Science, Civil Engineering, Texas Tech University, 1993

Associate of Science, Pre-Engineering, South Plains College, 1990

CERTIFICATIONS/EDUCATION

Hot Mix Asphalt Level 1B, 2014

Nuclear Density Gauge Certification, 2014

Water Distribution Operator Class C, 2013, WD0011340

Class A Commercial Drivers License, 2011

Wastewater Collection Operator 1, 2011, WW0044811

Water Utilities Safety Certification, 2011

Cross Connection Control & Pumps Certification, 2009

Confined Space Entry Certification, 2008

PROFESSIONAL ENDEAVORS

Enprotec / Hibbs & Todd, Inc.
Construction Inspector
Abilene, Texas
2017 - present

PSI Groundworks, Inc.
Contractor/Owner
Lubbock, Texas
2015 - 2017

City of Lubbock
Senior Construction Inspector
Lubbock, Texas
2011 - 2015



Riley Griffith, RPLS

Surveying

PROFESSIONAL EXPERIENCE

Mr. Griffith is the Survey Department Manager of Enprotec / Hibbs & Todd, Inc., and has 20 years experience in the field of land surveying. He has worked on residential and commercial land development projects; ALTA surveys; wind farms; oil and gas pipelines; oil field projects; water and sewer projects; a flood control dam; TxDOT ROW projects; Patent Surveys for the GLO; residential, commercial, and farm and ranch surveys. He has experience with pipeline route surveys, construction staking and ALTA surveys across West Texas, including boundary and topographic surveys; elevation certificates; ground bed surveys in Texas and Oklahoma; subdivision platting; and, oil well location staking.

PROJECT EXPERIENCE

- Airport Lift Station Improvements, City of Midland
- Water Distribution System, City of Midland
- Wadley Elevated Storage Tank Improvements, City of Midland
- Northeast Water System Improvements, City of Midland
- Wadley Boosting Station, City of Midland
- Central Business District Street Repair, City of Abilene
- Convention Center Renovations, City of Abilene
- Fire Training Facility, City of Abilene
- Memorial Hospital District, City of Ballinger
- Hendrick South Medical Buildings
- Dyess Air Force Base Hospital Facilities, SES Construction and Fuel Services, LLC
- Stonewall County Nursing Facility
- Rehabilitation of Hospital of Abilene, Med Properties
- Fire Station #7, City of Abilene
- Abilene Law Enforcement Center, City of Abilene
- Tuscany Ridge Development
- ACU Irrigation Pump Station
- Hampton Hills Development
- Water System Improvements, City of Stamford
- Wylie ISD New Elementary School
- College Hills Boulevard Rehabilitation Project, City of San Angelo
- Hardin-Simmons University Moody Center and Behrens Auditorium
- Highway 18/36 Development, Development Corporation of Abilene



EDUCATION

Bachelor of Science, Horticulture
Texas A&M University, 1993

REGISTRATIONS

Registered Professional Land
Surveyor – Texas #4683, 2006; OK
#1662

PROFESSIONAL ENDEAVORS

Enprotec / Hibbs & Todd, Inc.
Survey Department Manager
Abilene, Texas
2017 - present

RG Surveying, Inc.
Owner
2015 - 2017

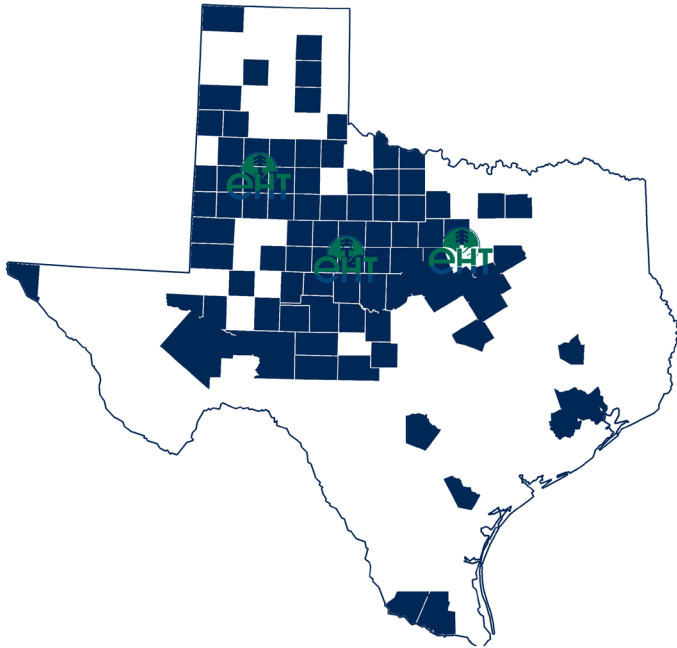
West Company of Abilene Land
Surveying
Managing RPLS
2006 - 2015



WORK PERFORMANCE

Regional Funded Projects

We have provided engineering services for a large part of Texas for TDA-funded projects. Our experience includes many successfully completed municipal infrastructure projects. The insight gained through this experience coupled with our level of service will allow us to provide a design that will meet the needs of the residents in the area. Our design will be cost effective, efficient and practical. The map below highlights areas of the State where we have provided engineering services for state or federally funded projects.



Ability to Meet Schedules



Based on current staffing, existing projects and known awards, sufficient staff will be available during the time period of this contract. In the event of workload peaks or the need for specialized disciplines, eHT has access to additional employees to meet project requirements. eHT will commit the appropriate staff resources to meet necessary schedules. eHT assures that this project will be a priority and we will have the qualified staff necessary to ensure its success.



Community Service Projects

We have provided engineering services for a large part of Texas for TDA-funded projects. Our experience includes many successfully complete

eHT regularly assists our clients with community service programs such as Supplemental Environmental Projects (SEPs) which reduce the amount of pollution reaching the environment and enhance the quality of the environment in the community. Additionally, we regularly assist our clients with community outreach and public information pertaining to projects that impact residents, as well as community impact programs such as citywide cleanup projects.



Federally Funded Construction Projects

The ability to identify and provide a funding source for public improvements is both critical and necessary in today's tight financial markets. Municipalities and counties need a consultant that not only knows how to get the funding but has an in-depth understanding of the program and agency as well. For over 30 years, eHT has been successful in helping our clients apply for and receive funding for critical public works projects.

We have experience with the following programs:

- Texas Water Development Board (TWDB)
- Texas Department of Rural Affairs (TDRA)
- USDA Rural Development (RD)
- Economic Development Administration (EDA)
- North American Development Bank (NADBank)
- South Texas Development Council (STDC)
- Texas Department of Transportation (TxDOT)
- Texas Parks and Wildlife Department (TPWD)



Cost Control

Cost control is achieved by:

- 1) close coordination with the client for input and to ensure the client's needs are being accurately addressed;
- 2) project cost estimates produced by experienced professionals; and,
- 3) attention to detail in preparation of construction



Our “commitment” to cost control is best illustrated with our water / wastewater treatment projects.

New Treatment Plants. Typically, new treatment plants are constructed on vacant sites with little or no “unknowns”. Our projects under construction are 2% below project cost estimates, with a combined Change Order amount of less than 0.2% of the construction contract amounts.

Plant Renovations and Expansions. These type projects have a greater degree of unknowns than “new” projects. These “unknowns” impact not only cost estimates developed for the project, but Change Orders during construction. Our emphasis on developing accurate cost estimates during the planning phase resulted in construction contracts approximately 1.5% less than presented in the estimates.



Labor Resources

eHT can be supplemented and supported by other professionals within the company to handle peaks and illness. We do not anticipate substantial attrition. We have a very stable and cohesive group of employees. In the event that the Principal-in-Charge or Project Manager are not available during the performance period, their responsibilities will be assumed by other officers of eHT.

eHT is prepared to increase staff as necessary to complete projects to the satisfaction and expectations of the client. This is a high priority project for our company and we will not accept additional projects that could adversely affect our ability to meet the demands of this project.



Quality of Work

eHT has managed more TDA-funded projects than most engineering firms in the state. As such, we have a vast array of experience designing and managing all types of water, wastewater and infrastructure improvement projects.

Project Approach

Agency Involvement. Our engineers will work closely with client representatives during the entire project. Clear communication and close coordination during the project will be critical for its success. There are several methods for establishing strong communication including using established communications procedures, specific TxCDBG protocol and a Strategic Decision Group.

Strategic Decision Group. eHT has informally implemented a Strategic Decision Group on each of our TDA-funded projects. The Client, Grant Consultant and Engineer have worked together to keep the projects free of “snags” and on target. Construction firm principals will be added at the appropriate time. This decision-making group will anticipate “snags” and inefficiencies in the project and resolve any major problems that may arise. This will help avoid long periods of downtime that often result because of lengthy negotiations and ineffective decision-making. This group’s purpose is to keep the project on target.

Stakeholder Input. We advocate incorporating local input from the Client on important project decisions and options. Our experience indicates this level of communication and helps to provide a project that will meet the local needs. We feel Client leadership helps to shape the outcome of the project.

We accomplish this by:

- Providing frequent technical briefings regarding the details of the project.
- Providing field tours for Client representatives to view proposed equipment and processes.
- Ensuring critical project decisions are made by the Client and implemented by the design team.

As your consulting partner, the first step will be to meet with your staff and review the objectives for your project. A preliminary engineering report (PER) will be prepared to evaluate existing conditions, alternatives and associated costs.

The Client’s needs and desires must be integrated into the project from the start. Input concerning functional issues during design and construction phases will result in a more “user-friendly” system. Our staff will maintain constant communication, focusing on sensitive issues and potential roadblocks to success.

Task 1.0: Preliminary Engineering Report

- A. Consult with the Client to determine specific needs and requirements.
- B. Prepare a preliminary engineering study and report on the project in sufficient detail to indicate problems involved and the alternate solutions available to the Client, to include schematic layouts and sketches, general cost projection for the Project and a schedule to set forth the Engineer’s recommendations.
- C. Determine whether or not the project requires acquisition of property. Make any necessary surveys of existing right-of-way, topography, utilities, or other field data required for proper design of the project.

Provide consultation and advise as to the necessity of the Client providing or obtaining other services such as auger borings, core borings, soil tests, or other subsurface explorations; laboratory testing and inspecting of samples or materials; other special consultations; and act as the Client's representative in connection with any such services.

D. Determine whether or not the project requires acquisition of property and if applicable furnish to the locality: Legal Description of Parcels to be acquired; Map showing entire tract with designation of part to be acquired.

Task 2.0: Design Plans and Specifications

A. On the basis of the approved preliminary design documents and preliminary engineering findings, we prepare detailed construction drawings and specifications for the Project.

B. Furnish engineering data that will assist in the preparation of the required documents to secure approval of such governmental authorities as have jurisdiction over design criteria applicable to the Project for the Client. Special considerations include obtaining approval of plans and specifications by the Texas Commission on Environmental Quality (TCEQ), Austin, Texas.

C. Advise the Client of any adjustment to the cost projection for the Project caused by changes in scope, design requirements, or construction costs and furnish a revised cost projection for the Project based on the completed drawings and specifications.

Task 3.0: Bid Administration

A. Prepare Bid Packet/Contract Documents.

B. Place advertisement/solicitation (advertised in newspaper of general circulation for two consecutive weeks at minimum).

C. Issue addenda for any necessary clarification of bid documents including incorporation of any wage rate modifications (if applicable).

D. Open bids (bid opening to be held at least two weeks from publication date of first advertisement).

E. Tabulate bids (include completeness and eligibility screening).

F. Announce lowest and best bid, if applicable (at bid opening). If required, issue a rejection of all bids and re-advertise bids.

G. Conduct construction Contractor eligibility verification.

H. Approve contract award by local governing body.

Task 4.0: Construction Phase - Field Testing and Inspection

A. Direct and hold a pre-construction conference with Client representatives, Contractor and Engineer.

B. Issue Notice to Proceed to construction to Contractor.

C. Establish Progress Payment Schedule and construction for Contractor's submittal of cost estimates.

D. Process and submit Change Orders.

E. Perform site visits and observations (by Project Engineer).

F. Check samples, catalog data, shop drawings, laboratory and mill tests of materials and equipment and other data which the Contractor is required to submit, only for the conformance with the design concept of the Project and compliance with the information given by the plans, specifications and contract documents.

G. Based on the Consultant's on-site observations as an experienced and qualified design professional and on the Consultant's review of the Contractor's Applications for Payment, determine the amount owed to the Contractor in such amounts.

H. Prepare Certificate of Construction Completion.

I. Prepare resolution for consideration by the locality for acceptance of the completed Project.

Task 5.0: Closeout Phase

A. Conduct, in company with Client representative(s), a final inspection of the Project for conformance with the design concept of the Project, and compliance with the plans, specifications, and contract documents, and recommend in writing, final payment to the Contractor.

B. Make an inspection of the Project prior to expiration of the warranty period and report observed discrepancies under warranty provided by the construction contract.

C. Furnish the Client a set of record prints of drawings and addendum drawings showing those changes made during the construction period, based upon the marked up prints, drawing and other data furnished by the Contractor which the Consultant considers to be significant.

Deliverables

eHT will provide plans, specifications and executed documents as determined by the Client, but typically include: Two sets of final plans and specifications during the bid process; Three sets of executed contract documents; and, One set of drawings of record.

eHT follows the standard project implementation schedule for TDA-funded projects including specific milestone dates set forth by the funding agency.



AFFIRMATIVE ACTION

It is the policy of Enprotec / Hibbs & Todd, Inc. to afford equal opportunity of employment to all individuals regardless of race, color, religion, sex, or national origin. The Company will take affirmative action to ensure that it will:

- 1) Recruit, hire and promote all job classifications without regard to race, color, religion, sex, or national origin.
- 2) Base decisions on employment so as to further the principle of equal employment opportunity.
- 3) Ensure that promotion decisions are in accord with principles of equal employment opportunities.

The successful achievement of nondiscriminatory employment programs requires maximum cooperation between management and employees. In fulfilling its part in this cooperative effort, management is obliged to lead the way by establishing and implementing affirmative procedures and practices which will insure objectives, namely, equitable employment opportunity for all.

I certify that the officers of this company will direct the establishment of and monitor the implementation of personnel procedures to guide our affirmative action program.



Scott Hibbs, PE
President



REGISTRATION



SYSTEM FOR AWARD MANAGEMENT

SAM Search Results			
List of records matching your search for :			
Search Term : Enprotec V Hibbs & Todd, Inc.*			
Record Status: Active			
ENTITY	Enprotec / Hibbs & Todd, Inc.		Status: Active
DUNS: 199821034	+4:	CAGE Code: 0HLV8	DoDAAC:
Expiration Date: 01/18/2022	Has Active Exclusion?: No	Debt Subject to Offset?: No	
Address: 402 Cedar St Ste Lower		State/Province: TEXAS	
City: Abilene		Country: UNITED STATES	
ZIP Code: 79601-5734			



TDA TXCDBG CERTIFICATION



Joe Mangrem, PE, is a Project Manager with eHT.



Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, Enprotec / Hibbs & Todd, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Sage Diller

Signature of Contractor's Authorized Official

Sage Diller, PE, Associate Vice President

Printed Name and Title of Contractor's Authorized Official

April 26, 2022

Date



CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Enprotec / Hibbs & Todd, Inc.

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No N/A

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No N/A

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 Sage Dilh April 26, 2022

Signature of vendor doing business with the governmental entity Date





PROFESSIONAL ENGINEERING SERVICES

DOWNTOWN REVITALIZATION/MAIN STREET PROGRAM | CDBG - TDA



CITY OF BRECKENRIDGE



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4/27/2022

City of Breckenridge
Attn: Erika McComis, City Manager
105 N. Rose Avenue
Breckenridge, Texas 76424

RE: Downtown Revitalization/Main Street Program | CDBG-TDA

Members of the Selection Committee:

JACOB | MARTIN is pleased to respond to the Request for Qualifications for the City of Breckenridge's Downtown Revitalization/Main Street Projects. We understand the significance of this project and the importance to "deliver a return on investment" to the City of Breckenridge and its citizens on this high-visibility project. We understand clearly the scope of services the City is requesting. We feel the qualifications of our team, our local expertise and our methodology are best suited for the successful completion of this project.

Since 1948, our firm has been providing engineering, surveying, and more recently architectural services to local governmental entities throughout the area. We pride ourselves on providing our clients with projects which are on time and under budget. We are committed to delivering "best in class" engineering, architectural, and surveying services using the latest technologies and the most efficient processes for the given project.

Thank you again for considering our Statement of Qualifications. If you have any questions regarding our company, feel free to call us. I will be available at your convenience to meet with you to discuss our submittal and answer any questions you might have concerning our qualifications. We are excited about this opportunity and have the office and field staff ready to start immediately. Please contact me directly if you have any questions or if you need any additional information.

Regards,

Kirt Harle, PE
Professional Engineer



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Section 1: Ability to Provide Service



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About Us

Our firm offers a wide scope of architectural, engineering, surveying, and specialized services to meet the needs of municipalities, counties, utility districts, and private organizations. We believe that direct and personal interaction and consultation with you, the City of Breckenridge, is the most important component to the problem-solving process.

JACOB | MARTIN strives every day to deliver results. Even though we have had the privilege to work for some of our clients for decades, we strive to earn their business with each and every project. Our project managers' "hands-on approach" to design and construction administration ensure a successful project delivery while keeping the City of Breckenridge informed every step of the way.

Our team of highly qualified professionals are the strength of **JACOB | MARTIN**. Each team member is uniquely gifted and contributes according to his or her area of expertise. Our employees bring experience, innovation, and a pledge to excellence every day. We encourage opportunities to grow professionally, personally, and spiritually. That's what makes us unique. That's what makes us strong.



What We Believe.

Integrity • Excellence • Trust

These principles define who we are and guide everything we do. We believe that relationships are built on a foundation of integrity, excellence, and trust. We believe that honesty and open communication are the keys to success for every relationship and every project. The services we make available, the designs we generate, and the method in which we deliver them are testimony to these principles.

Our Services



ENGINEERING



ARCHITECTURE



SURVEYING



CONSTRUCTION



ENVIRONMENTAL

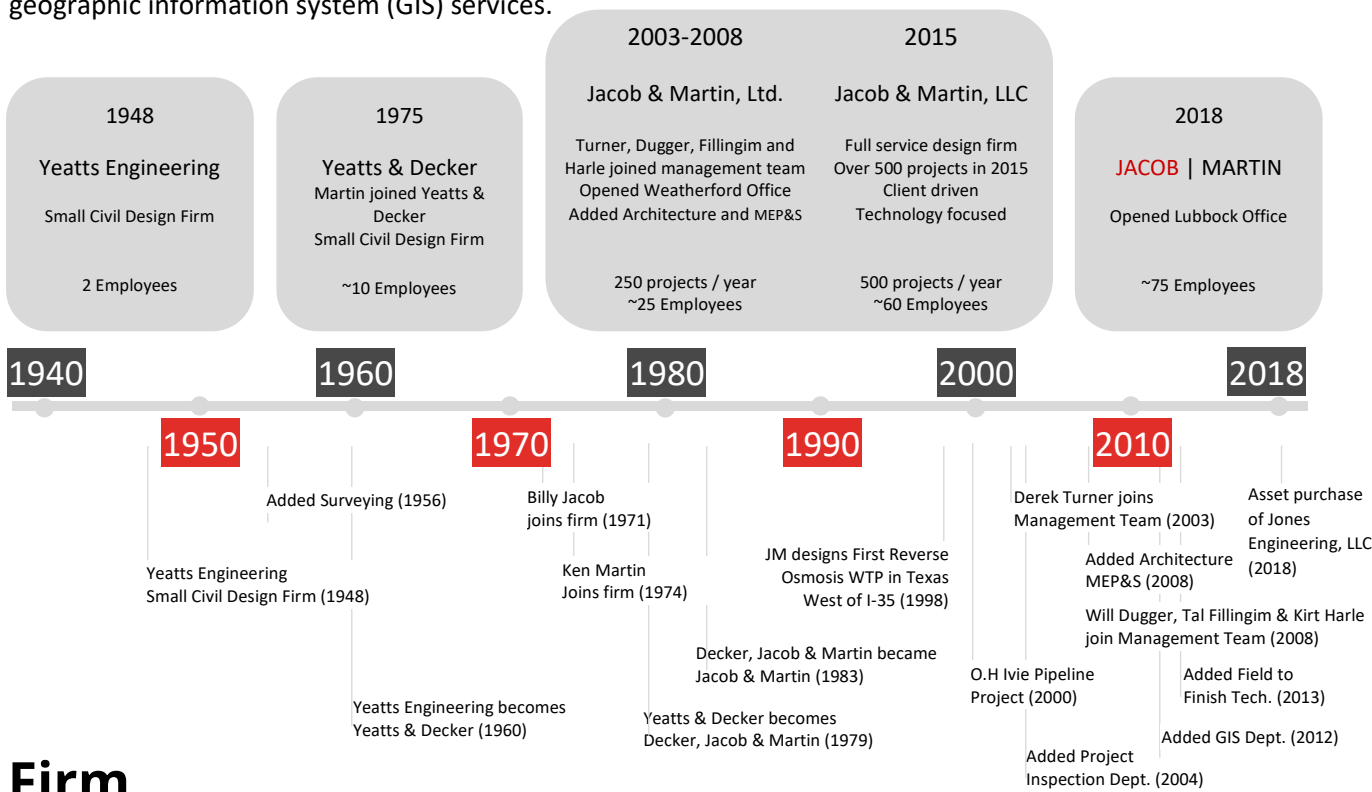


GIS



Company History

JACOB | MARTIN can trace its roots back to Abilene, Texas in 1948 when a man named Earnest Yeatts began Yeatts Engineering. The company has seen only a handful of owners in the past 70+ years, providing excellent service to communities throughout Texas. The firm began as a civil design firm adding a surveying department back in 1956. While public infrastructure projects are still the core of our business, our service offering has expanded to include architecture, mechanical, electrical, plumbing, and structural design along with a full complement of support services. We also provide environmental services, project inspection, and geographic information system (GIS) services.



Firm

Legal Name
Jacob & Martin, LLC

Address
3465 Curry Lane
Abilene, Texas 79606

Date of Formation
1948

Legal Description
Limited Liability Corporation

Team Members
JACOB | MARTIN

Corporate ID
DUNS #: 128010667
CAGE CODE: 5TYQ2

Point of Contact
Kirt Harle, PE
Professional Engineer
(325) 695-1070 x102
kirth@jacobmartin.com

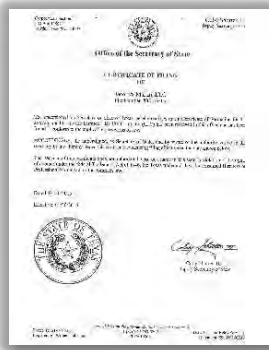
Firm Registrations TBPE Firm #: 2448 | TBAE Firm #: BR 2261 | TBPLS Firm #: 10194493 – Abilene | TBPELS Firm #: 10194590 - Weatherford

3465 Curry Lane | Abilene, Texas 79606 | 325.695.1070



Financial Stability

JACOB | MARTIN holds a valid Certificate of Registration from the Texas Board of Professional Engineers. Our firm number is F-2448. Jacob & Martin also holds a valid Certificate of Registration for the Texas Board of Architectural Examiners. Our firm number is BR-2261. The Certificate of Filing with the State of Texas Office of the Secretary of State demonstrates our license to do business in the State of Texas. The Certificate of Conversion documents the Limited Partnership’s conversion to a Limited Liability Corporation effective January 30, 2015.



Statement of Existence

JACOB | MARTIN has operated an established office in the State of Texas since 1948.

Statement of Experience

JACOB | MARTIN employs numerous licensed architects and engineers with no less than five (5) years’ experience licensed by the State of Texas.

Material Adverse Changes in Financial Position

JACOB | MARTIN, converted from a Limited Partnership to a Limited Liability Corporation in January 2015. This does not represent an adverse change in financial position. No other historical, existing or anticipated changes in financial position exist.

Bankruptcy

JACOB | MARTIN has never declared bankruptcy or filed for protection from creditors under state or federal proceedings.

Completion of Contracts

JACOB | MARTIN has completed all contracts within the determined schedule.

Violation of Laws

JACOB | MARTIN has not been convicted of any criminal conduct or been found in violation of any federal, state, or local statute, regulation or court order.



Summary of Experience

THE JM ADVANTAGE

ARCHITECTURE

JACOB | MARTIN's architects bring over 75 years of experience to bear across a wide variety of markets and applications including government, medical, education, multi-family, commercial/retail, higher education and industrial facilities. Our multi-disciplinary approach to delivering architecture projects improves communication internally and with the Client by engaging a subject matter expert during all phases of design. We are actively engaged throughout the Texas region enabling our architects to meet on site with facility owners with minimal coordination.

MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING

JACOB | MARTIN provides a full complement of MEP services. Our Mechanical department has worked on numerous mechanical systems supporting higher education, K-12, general commercial, district energy production, and municipal governments. The Electrical department has extensive experience and knowledge in electrical distribution systems, emergency generator and transfer switch design, building electrical systems, building lighting, street lighting, building fire and energy control systems, and arc-flash studies.

CIVIL AND STRUCTURAL ENGINEERING

JACOB | MARTIN was established in 1948 as a civil design firm. Our civil engineers provide numerous services to local governments for all types of public infrastructure including water, wastewater, streets, sidewalk, storm water, parks & recreation, land development, site planning, and geographic information system projects. We also provide services to non-governmental entities including residential and commercial land development, site planning and design, utility extensions, drainage analysis along with foundation and structural design.

ENVIRONMENTAL ENGINEERING

JACOB | MARTIN's environmental and civil engineers are actively engaged throughout the Texas region on numerous environmental projects including industrial waste, landfill, wastewater treatment, permitting, spill prevention, and other regulatory issues. Mr. Charles Keith, R.S. leads our Environmental Department having retired from the Texas Commission on Environmental Quality in 2006. He brings over 40 years of environmental experience having worked for the Texas Health Department, Texas Water Commission, Texas Natural Resource Conservation Commission, and the Texas Commission on Environmental Quality.

BUILDING ENERGY PERFORMANCE ENGINEERING

JACOB | MARTIN has provided over forty energy audits for local government facilities throughout Texas. Our MEP Engineers have established track records of building energy performance life-cycle analysis and capital improvement planning.

BUILDING ENVELOPE ANALYSIS

JACOB | MARTIN has provided numerous evaluations of existing structures to determine the safety and structural integrity of the existing building envelope. We have performed evaluations on various structures including a historic hotel, a building damaged by fire, a multi-story abandoned building, a nursing home facility, and multi-family facilities. Our architects and engineers have recommended and designed improvements for these type projects.



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Section 2: Project Approach



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PRINCIPALS

Ken Martin, PE
 Kirt Harle, PE
 Tal Fillingim, PE
 Derek Turner, PE, CFM
 Will Dugger

CIVIL ENGINEERING TEAM

Kirt Harle, PE
 Team Leader

ABILENE

Tal Fillingim, PE
 Ken Martin, PE
 Clayton Farrow, PE
 Cory Higgins, PE
 Tristan King, EIT
 Ruben Madrid, EIT
 Emma Davis, EIT
 Jax Pimentel, EIT
 Wiley Haydon, EIT

WEATHERFORD

Derek Turner, PE, CFM
 Mark Kestner, PE
 Cruz Trujillo, EIT

LUBBOCK

Allen Phillips, PE
 Josh Baker, EIT

BOERNE

Luke Van Diest, PE

STRUCTURAL TEAM

Sam Hurley, PE
 Team Leader

Richard Cordero

ENVIRONMENTAL ENGINEERING TEAM

Charles Keith
 Team Leader

Kirt Harle, PE
 Cory Higgins, PE
 Allen Phillips, PE
 David Hudson
 Sarah Fernandez

MATERIALS ENGINEERING and TESTING TEAM

Barry Fowlkes, PE
 Team Leader

Blake Steen
 Brendon Day
 Hunter Bergeron
 Steven Romero
 Chase Mann
 Landon Jones
 Coleton Davis

GEOGRAPHICAL INFORMATION SYSTEMS (GIS) TEAM

Chris Mayhall
 Team Leader

Dave Browne

MECHANICAL, ELECTRICAL, and PLUMBING ENGINEERING TEAM

Ed Wells, PE
 Team Leader

Justin Helms, EIT
 Cole Carpenter, EIT

FIELD INSPECTION TEAM

Ronny Koehn
 Team Leader

Robert Cheek
 Landon Jones
 Mike Ammons
 Scott Marler
 Bill Drake
 Tom Cowley

SURVEYING TEAM

Lee Rosenbaum, RPLS
 Team Leader

Mark Brown, RPLS
 Dustin Van Zandt
 Bryan Althouse
 Brett Roberts
 Toby Coomer
 Robert Cheek
 Brandon Johnson
 Nathaniel McCue
 Damon Butterffras
 Michael Ehler

ARCHITECTURAL TEAM

William Duncan, AIA, NCARB
 Team Leader

Richard Flores, AIA, NCARB
 Tyser Robertson, AIA, NCARB
 Priscila Ruiz-Beck, Assoc., AIA
 Jaden Dement, RID, NCIDQ
 Mariel Delgado, RID, NCIDQ



Project Approach

JACOBI | MARTIN has a proven track record of delivering wastewater, water system, drainage, and paving projects. Our approach and delivery of the project is provided entirely in-house with **JACOBI | MARTIN**'s experienced and proven personnel. This allows for a seamless line of communication which is paramount for the success of any project.

JACOBI | MARTIN will provide the following project approach to deliver the City of Breckenridge's Improvement project. Our surveying crews will provide all required topographic and construction surveying using the latest technologies guaranteeing unparalleled accuracy, speed of collection, and efficiency in processing. We will provide preliminary design services with current day cost estimates. Our knowledge of local contractors will ensure that these estimates serve as solid planning tools for the City of Breckenridge. The project design team will finalize design and cost estimates after consultation with the City of Breckenridge. Our engineers and support staff will finalize construction plans, specifications, and contract documents for bidding purposes.



JACOBI | MARTIN will assist the City of Breckenridge in selecting the most qualified bidder and prepare all construction contracts. The project management team will conduct a pre-construction conference with Owner, contractor, and others. Our engineering staff will provide periodic and final inspection of the project(s) to confirm the projects are built according to specifications. Lastly, our project management team will provide construction management throughout the project, coordinate efforts with the contractor, and provide construction plan interpretation. We take pride in managing the process while keeping you, our client, apprised of each milestone.



Project Scope of Services (Provided In-House)

- Determine sizing of infrastructure requirements
- Prepare preliminary and final plans and specifications
- Topographic and construction surveying
- Preparation of all construction and bid documents
- Conduct pre-construction conference
- Construction administration and management



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Section 3: Staffing Capabilities



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Kirt Harle, P.E.

Principal Engineer - Civil Engineering Services



Education

B.S.in Civil Engineering
Texas Tech University, 2002
M.S.in Civil Engineering
Texas Tech University, 2003

Registrations

Registered Professional
Engineer,
Texas, P.E. No. 98381

Expertise

- Detention & Retention Facilities
- Drainage Analysis
- Roadway & Paving Design
- Sidewalk Design
- Utility Infrastructure
- Hydraulic Modeling
- Master Planning
- Pump Station Design
- Water Distribution
- Water Storage
- Water Treatment
- Sanitary Sewer Rehabilitation
- Sewer Collection
- Wastewater Treatment

Summary

Kirt Harle graduated from Texas Tech University with a Bachelor of Science degree in Civil Engineering. Mr. Harle continued his education and completed his Master of Civil Engineering in December of 2003. Since joining JACOB|MARTIN in 2003, Mr. Harle has worked with numerous municipalities, water supply corporations and water district projects. Mr. Harle has played a primary role in many projects from conception to completion.

Project Specific Expertise

Mr. Harle has designed and been the project manager for numerous wastewater and water systems improvements. Mr. Harle is proficient in hydraulic modeling, design of elevated tanks, ground storage tanks, rural water lines, lift stations, sewer lines, wastewater treatment plant, microfiltration and reverse osmosis treatment. He has prepared numerous engineering reports to secure funding for federal and local municipalities. These reports include hydraulic analyses of existing water and wastewater systems, cost estimates and recommendations for proposed improvements.

Relevant Project Expertise

2021 - City of Big Spring - Water Line Replacement
 2021 - City of Snyder - WTP and WTP Improvements
 2021 - City of Big Spring - 2021 Seal Coat
 2020 - City of Snyder - Water and Sewer Line Replacements
 2020 - City of Big Spring - Water and Sewer Line Replacements
 2019 - City of Big Spring - 2018/19 Water Line Replacements
 2019 - City of Abilene - Buffalo Gap Elevated Tank Rehab
 2019 - City of Big Spring - F700 30 " Sewer Line Replacement
 2018 - Lawn, Buffalo Gap, and Tuscola - Abilene Treated Water Supply
 2018 - City of Abilene - North 6th Water Line Improvements
 2018 - Zephyr WSC - Thunderbird Bay Water Supply
 2018 - Coleman Co SUD - Phase 8 Water System Improvements
 2018 - City of Coleman - Water Treatment Plant
 2018 - City of Bangs - Water System Improvements
 2018 - City of Abilene - Water Distribution System Evaluation, Modeling, and Master Plan



Tal Fillingim, PE

Principal Engineer - Civil Engineering Services



Education

B.S. in Civil Engineering
Texas Tech University, 2001

Registrations

Registered Professional
Engineer,
Texas, P.E. No. 97395

Expertise

- Residential Development
- Drainage Infrastructure
- Cost Estimation
- Construction Staking
- Drainage Design
- Easement Acquisition
- Infrastructure Studies
- Phase I Site Assessments
- Structural Design
- Master Planning
- Commercial Site Development
- Roadway & Paving Design
- Utility Infrastructure

Summary

Tal Fillingim graduated from Texas Tech University in December of 2001 with a Bachelor of Science in Civil Engineering. Mr. Fillingim joined JACOB | MARTIN in May of 2005. Since joining the JACOB | MARTIN team Mr. Fillingim has designed numerous residential subdivisions and commercial site developments within the state of Texas. Mr. Fillingim has also prepared a number of drainage studies and infrastructure projects.

Project Specific Expertise

Mr. Fillingim has served as Project Manager and Principal Engineer on multiple roadway and paving projects. Many of these projects include the initial horizontal alignments and layouts of proposed roadways as well as providing pavement section redesign. Over the years, Mr. Fillingim has overseen multiple paving rehabilitation projects for several municipalities and school districts across the state. These projects include an existing pavement analysis preparation of rehabilitation construction documents and construction management of the improvements

Relevant Project Expertise

- 2022 - City of Abilene - Maple Street Improvements
- 2021 - City of Abilene – Griffith Road Reconstruction
- 2020 - AYSA - New Dodge Jones Youth Sports Complex
- 2020 - Abilene ISD - Transportation Maintenance Yard Paving Improvements
- 2018 - City of Abilene – SODA Roadway Improvements
- 2018 - Rick & Tammy Worley - Southern Cross Section 3
- 2018 - Aaron Waldrop - Carriage Hills Estates
- 2017 - Gerry McDowell, LLC - Griffith Road Development
- 2015 - Beltway Park - North Campus Site & Paving Improvements
- 2015 - Abilene ISD - Campus Paving and Circulation Improvements
- 2015 - City of Abilene - New Street Extension at Memorial Drive
- 2014 - Development Corp. of Abilene - Enterprise Drive Extension
- 2013 - City of Early - Buffalo Trail Roadway & Drainage Improvements



Cory Higgins, P.E.

Professional Engineer - Civil Services



Education

B.S.in Civil Engineering
Texas Tech University, 2010

Registrations

Registered Professional
Engineer,
Texas, P.E. No. 122012

Expertise

- Detention & Retention Facilities
- Drainage Analysis
- Elevation Studies
- Groundwater Development
- Master Planning
- Sidewalk Design
- Street Draining Design & Planning
- Utility Infrastructure
- Permitting
- Water Distribution
- Water Storage
- Water Supply Studies

Summary

Cory Higgins graduated from Texas Tech University in 2010 with a Bachelor of Science Degree in Civil Engineering. Mr. Higgins joined JACOB|MARTIN in 2013 after spending a couple of years with Daniel & Brown Engineering in Farmersville Texas. Over the years, Mr. Higgins has been involved in the engineering design and project management for numerous water, wastewater and water treatment projects.

Project Specific Expertise

Mr. Higgins has designed and been the project manager for multiple sidewalk and drainage projects. These projects include design of sidewalks, pedestrian bridges, street lighting, storm drainage features, as well as project management and oversight. Mr. Higgins has substantial experience with TAS and ADA guidelines that are required for accessible sidewalk design.

Relevant Project Expertise

- 2020 – City of Abilene – FM89 Utility Relocate
- 2020 – City of Lawn – Treated Water Supply Line
- 2020 – City of Snyder – Water Distribution and Sewer Collection Improvements
- 2020 – City of Snyder – Water Storage Tank Rehabilitation
- 2020 – City of Bangs – Water Distribution and Disinfection System Improvements
- 2019 – City of Goree – Sewer System Improvements
- 2019 – City of Lawn – Water System Improvements
- 2019 – City of Snyder – Water Line Improvements
- 2018 - City of Goldthwaite - DRP Sidewalk Improvements
- 2018 - Zephyr WSC - Thunderbird Bay Water Supply
- 2018 - Coleman County SUD - Phase 8 Water System Improvements
- 2018 - City of Snyder - New WTP Rehabilitation
- 2018 - City of Lueders - TWDB - DWSRF AMR Metering System and Water System Improvements



Tristan King, EIT

Engineer In Training - Civil Engineering Services



Education

B.S.in Civil Engineering
Tarleton State University, 2019

Expertise

- Culvert Design
- Drainage Study
- Hydraulic Modeling
- Lift Station Design
- Master Planning
- Regulatory Assistance
- Sewer Collection
- Street Draining Design & Planning
- Wastewater Treatment
- Water Distribution
- Water Storage
- Water Supply Studies
- Water Treatment

Summary

Tristan King graduated from Tarleton State University in 2019 with a Bachelor of Science in Civil Engineering. He joined the JACOB | MARTIN team in 2018. Mr. King has worked with numerous municipalities, water supply corporations, and private entities while working for JACOB | MARTIN. He specializes in drainage design, water distribution and sewer collection systems, water and wastewater treatment, and site development.

Project Specific Expertise

Mr. King has provided planning, design, and project management services for a number of water, wastewater, and drainage projects. He is proficient in preparing engineering reports, cost estimation, and obtaining regulatory approval from agencies such as TCEQ. Mr. King has experience in all phases of project development, including project planning, funding acquisition, project design, generation of plans and specifications as well as construction management.

Relevant Project Expertise

2021 - Fort Griffin SUD - Water Line Improvements

2021 - City of Strawn - TPWD Offsite Water & Sewer

2021 - City of Gordon - TWDB Water System Improvements Phase 2

2021 - City of Grandview - Water, Wastewater & Street Impact Fees

2021 - City of Gordon - CDBG Water System Improvements

2021 - City of Gordon - Disinfection Improvements

2019 - City of Willow Park - Well Supply

2018 - City of Gordon - Water System Improvements

2018 - City of Graford - Water & Wastewater Improvements

2018 - Steamboat Mountain WSC - Steamboat Cedar Gap ET/GST/PS

2018 - City of Strawn - Groundwater Supply

2018 - City of Colorado City - New Wallace and Perkins Water Wells



Edward R. Wells, PE

Professional Engineer - Mechanical/Electrical/Plumbing Services



Education

B.S. in Electrical Engineering
Texas A&M University, 1984
MBA
Angelo State University, 1999

Registrations

Registered Professional
Engineer,
Texas, P.E. No. 66579
Licensed Master Electrician,
Texas, No. 31401

Expertise

- Electrical Service Sizing & Design
- Energy Conservation
- Electrical Distribution & Transmission Systems
- ARC Flash Studies
- Grounding
- Military Installations
- Commercial

Summary

Edward Wells graduated from Texas A&M University in 1984 with a Bachelor of Science in Electrical Engineering. Mr. Wells continued his education by completing his Masters in Business Administration from Angelo State University in 1999. He is an expert Electrical Engineer and has a successful career in both the private and government sectors. Mr. Wells joined JACOB | MARTIN in April 2017.

Project Specific Expertise

Mr. Wells has over thirty years of electrical engineering experience, and has been a Project Manager and supervisor for numerous companies during his career. He is highly skilled at providing energy efficient solutions to customers and being responsible for the direction and preparation of all technical activities related to Electrical Design from conception to completion. He is experienced with high-voltage electrical systems in industrial, commercial, residential and government buildings, including telecom support infrastructure.

Relevant Project Expertise

2022 - Johnson County SUD - Electrical Evaluations
2022 - City of Colorado City - Senate Bill 3 Back up Power Requirements (6 sites)
2021 - TxHHSC - Replacement of Exterior Fire Stairways
2021 - City of Ranger - Senate Bill 3 Back up Power Requirements (8 sites)
2020 - TxHHSC - Anti-Ligature & Exterior Stairway Upgrades
2020 - Abilene Youth Sports Authority - New Dodge Jones Youth Sports Complex
2020 - 202 Pine Renovations
2019 - TxHHSC – 18-105-ABL Steam Heating Replacement for Quads
2019 - 250 Cypress Renovations
2019 - Hardin-Simmons University - Houston Lantrip Facility
2018 - Sanford Construction LLC - Blake Fulenwilder Dealership, Snyder
2018 - Cross Plains ISD - Elementary Gym & Storm Shelter
2018 - ColeySquared Management, LLC - New Dental Office



Barry Fowlkes, P.E.

Professional Engineer - Materials Testing Services



Education

B.S.in Civil Engineering
Texas A&M University, 1983

Registrations

Registered Professional
Engineer,
Texas, P.E. No. 98759
NICET
Civil Engineering Technology,
C.T. Certificate No. 509
NICET Level IV
Certified Engineering
Technician, S.E.T.
Concrete, Soils & Asphalt
Certificate No. 68488

Expertise

- Construction Materials Engineering & Testing
- Geotechnical Engineering Services
- Investigation of Construction Design
- Foundation Investigations
- Pavement Design and Analysis
- Concrete and Asphalt Pavement Mix Design

Summary

Barry Fowlkes graduated from Texas A & M University in 1983 with a Bachelor of Science in Civil Engineering Technology. Mr. Fowlkes has 36 years of experience in materials testing and geotechnical engineering services. Mr. Fowlkes served 21 years with Trinity Engineering Corporation / Kleinfelder as an Area Manager. He was responsible for providing materials and geotechnical engineering services throughout Abilene, San Angelo, Brownwood and Wichita Falls area. Mr. Fowlkes joined JACOB | MARTIN in 2006 as Manager of JACOB | MARTIN's Geotechnical and Material Testing Division.

Project Specific Expertise

Mr. Fowlkes has directly supervised many government and private sector construction projects throughout Texas. He has provided interpretation and analysis for material investigations in which he issues reports stating whether the work and material met the specific project specifications. Mr. Fowlkes has developed and designed construction material engineering and testing programs for many projects.

Relevant Project Expertise

- 2019 - City of Abilene - Water and Sewer Construction Projects
- 2019 - City of Big Spring - Water Line Replacements
- 2019 - City of Coleman - USDA Water Treatment Improvements
- 2018 - Morton Valley WSC – Water System Improvements
- 2018 - City of Seymour - Water Treatment Plant Improvements
- 2017 - City of Baird - New Wastewater Treatment Plant
- 2017 - Cooper Tire and Vehicle Testing Center – Process Water Treatment Facility, Pearsall, Texas
- 2017 - City of Early - New WWTP
- 2017 - City of Baird - WWTP Improvements
- 2017 - City of Munday - NCTMWA Water Treatment Plant
- 2016 - City of Snyder - Water and Sewer Improvements



Charles Keith

Senior Engineering Technician - Environmental Services



Education

B.S.in Microbiology
Texas Tech University, 1978

Registrations

Registered Sanitarian,
Texas, No. 1799

Expertise

- Groundwater Development
- Operational Assistance
- Permitting
- Regulatory Assistance
- Sanitary Sewer Rehabilitation
- Sludge Handling & Disposal
- Water Distribution
- Water Storage
- Water Supply Studies
- Wastewater Treatment

Summary

Charles Keith received his Bachelor of Science Degree in Microbiology from Texas Tech University in 1978. Mr. Keith retired from the Texas Commission on Environmental Quality (TCEQ) in 2006 where he served as the Region 3, Abilene Water Section Director. Mr. Keith joined JACOB | MARTIN in 2006 where he currently serves as the Director of Environmental Services. Mr. Keith has used his extensive knowledge of water and wastewater operations along with his notable expertise with TCEQ regulations and procedures to manage the environmental, operational and regulatory facets of numerous successful projects throughout West Central Texas.

Project Specific Expertise

During his tenure at TCEQ, Mr. Keith inspected and assisted public water systems, wastewater treatment facilities, septic systems, municipal solid waste, storm water and surface water quality monitoring of natural waterways. Since joining JACOB|MARTIN, Mr. Keith has lead our environmental team to assist clients in regulatory compliance for all matters relating to water and waste water systems.

Relevant Project Expertise

- 2020 - City of Alpine - WWTP Improvements
- 2019 - City of Ralls - WWTP Improvements
- 2019 - City of Colorado City – WWTP Facility Major upgrade
- 2018 - City of Gordon - Water System Improvements
- 2018 - City of Vernon - TWDB CWSRF WWTP Improvements
- 2018 - City of Coleman - Water Treatment Plant
- 2018 - City of Haskell - WWTP Improvements
- 2018 - City of Ranger - WWTP Improvements
- 2017 - City of Coleman - WWTP Improvements
- 2017 - City of Baird - New Wastewater Treatment Plant
- 2016 - City of Bronte - Water Supply Improvements
- 2016 - City of Rhome - West Side WWTP and Collection System Improvements
- 2016 - City of Early - New Wastewater Treatment Plant



Lee Rosenbaum, R.P.L.S.

Registered Professional Land Surveyor - Surveying Services



Education

B.S. in Geography
Texas A&M University, 2005

Registrations

Registered Professional Land
Surveyor,
Texas, R.P.L.S. No. 6394

Expertise

- ALTA Survey
- Boundary Survey
- Detention & Retention Facilities
- Construction Staking
- Easement Acquisition
- Elevation Studies
- Groundwater Development
- Master Planning
- Regulatory Assistance
- Topographic Survey
- Commercial Site Development
- Utility Infrastructure

Summary

Lee Rosenbaum has been licensed by the State of Texas as a Registered Professional Land Surveyor since December 2012. Mr. Rosenbaum joined JACOB|MARTIN in April of 2005. Since March of 2019, he has been our Chief Land Surveyor and Survey Department Supervisor. Mr. Rosenbaum oversees all survey operations which include land acquisition, platting, preliminary topographic mapping, and construction layout.

Project Specific Expertise

During his career at JACOB|MARTIN, Mr. Rosenbaum has served as a Survey Project Manager on multiple land development and building services projects. Additionally, Mr. Rosenbaum has worked with numerous municipalities, school districts, water supply corporations, water districts, and wastewater entities.

Relevant Project Expertise

- 2019 - City of Big Spring - 2018/19 Water Line Replacements - Big Spring
- 2018 - City of Lueders - TWDB - DWSRF AMR Metering System and Water System Improvements
- 2017 - Zephyr WSC - Waterline Improvements
- 2017 - City of Baird - New Wastewater Treatment Plant
- 2016 - Town of Buffalo Gap - Water Line Improvements
- 2016 - Town of Buffalo Gap - Buffalo Gap First Time Sewer Project
- 2016 - City of Early - New Wastewater Treatment Plant
- 2015 - Bitter Creek WSC - RWF Well Water Supply
- 2014 - City of Snyder - Water & Sewer Improvements
- 2014 - City of Ranger - TXDOT I-20 Rest Stop Water and Sewer Improvements



Ronny Koehn

Resident Project Representative - Inspection Services



Summary

Ronny Koehn joined JACOB | MARTIN in 2008 as a Resident Project Representative. During his tenure with JACOB | MARTIN, Mr. Koehn has provided project inspection on numerous projects involving water and wastewater improvements, street and roadway projects and airport improvement projects. Mr. Koehn has over sixteen years experience in construction management and project inspection. Mr. Koehn recently served as the Resident Project Representative for improvements to Abilene Regional Airport. His efforts were vital to a successful project and paramount to the implementation of the specifications as called out by architects and engineers.

Expertise

- Construction Material Testing
- Construction Staking Easement Acquisition
- Geotechnical Engineering Services
- Investigation of Construction Design
- Permitting
- Project Inspection
- Water & Sewer Lines
- Water & Wastewater Treatment
- Building Services

Project Specific Expertise

Mr. Koehn's resume is full of relevant project experience in street and roadway construction and rehabilitation projects. Mr. Koehn has extensive experience with airport project including all type of pavement construction. Mr. Koehn's experience includes Abilene Regional Airport, Decatur Airport, and Kickapoo Airpark located in Wichita Falls, Texas.

Relevant Project Expertise

- 2019 – Western Texas College – Agricultural Expansion & Renovation
- 2019 – Motis Investments - 202 Pine Street Renovations
- 2019 – JAR Land & Investments, LLC - 250 Cypress Renovations
- 2019 – Hardin Simmons University – New Houston Lantrip Facility
- 2018 – Cross Plains ISD – New Elementary Gym/Storm Shelter
- 2018 – Abilene Youth Sports Association – New Sports Complex
- 2018 - Garver LLC - Abilene Regional Airport Seal Coat Project
- 2018 – City of Willow Park – Ranch House Road Improvements
- 2016 - Garver LLC - Abilene Regional Airport - Runway 17R-35L Rehabilitation
- 2015 - Garver LLC - Abilene Regional Airport - Runway 17-L and 35R Rehabilitation



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Section 4: History of Successful Performance



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Weatherford, TX 76086
817.594.9880

4920 S. Loop 289, Suite 104
Lubbock, TX 79414
806.368.6375



Project Schedule History

Client	Project Description	Year of Completion	Schedule History
City of Keene	County Road 316 Paving Improvements - TDA	2021	Design Schedule Met Construction Schedule Met
City of Keene	4 th Street & College Dr. Sewer Line Replacement	2020	Design Schedule Met Construction Schedule Met
Abilene Youth Sports Authority	Dodge Jones Youth Sports Center	2020	Design Schedule Met Construction Schedule Met
City of Melvin	Radium Removal Water Treatment Plant	2019	Design Schedule Met Construction Schedule Met
Hardin-Simmons University	Houston Lantrip Facility	2019	Design Schedule Met Construction Schedule Met
City of Abilene	Buffalo Gap Elevated Tank Rehabilitation	2019	Design Schedule Met Construction Schedule Met
City of Early	Wastewater Treatment Plant	2018	Design Schedule Met Construction Schedule Met
City of Baird	Wastewater Treatment Plant	2018	Design Schedule Met Construction Schedule Met
Parker County SUD	Greenwood Pump Station Expansion	2018	Design Schedule Exceeded Construction Schedule Exceeded
City of Abilene	Elmdale Pump Station and Ground Storage Tank	2018	Design Schedule Met Construction Schedule Met
City of Goldthwaite	2018 - TDA - DRP - Sidewalk Improvements	2018	Design Schedule Met Construction Schedule Met
North Central Texas Municipal Water Authority	Membrane Water Treatment Plant	2017	Design Schedule Met Construction Schedule Met
City of Willow Park	Capital Improvement Plan	2017	Design Schedule Met Construction Schedule Met
City of Abilene	2 nd Pressure Plane Water Lines	2017	Design Schedule Met Construction Schedule Met
City of Strawn	Master Plan	2017	Design Schedule Met Construction Schedule Met
City of Rhome	Capital Improvement Plan	2016	Design Schedule Met Construction Schedule Met
City of Andrews	Water Treatment Plant	2015	Design Schedule Met Construction Schedule Met
City of Abilene	Maple Street Pump Station Improvements	2015	Design Schedule Met Construction Schedule Met
City of Early	Salt Creek Pump Station	2015	Design Schedule Met Construction Schedule Met
City of Comanche	Water System Improvements	2015	Design Schedule Met Construction Schedule Met
Abilene Independent School District	Campus Paving and Circulation Improvements	2015	Design Schedule Met Construction Schedule Met



Project Budget History

Client	Project Description	Year of Completion	Budget	Final Project Cost
City of Keene	County Road 316 Paving Improvements – TDA Texas Capital Fund	2021	\$1,075,000	\$946,896.50
City of Keene	4 th Street & College Dr. Sewer Line Replacement	2020	\$160,00	\$134,824
City of Wolfe City	Water System Interconnection Improvements – TDA CDBG	2020	\$222,250	\$183,950
Abilene Youth Sports Authority	Dodge Jones Youth Sports Center	2020	\$10,100,000	\$10,003,085
City of Keene	Well #6 Tank Rehab	2019	\$80,000	\$81,710
City of Azle	Oak Harbor Drainage Channel	2019	\$175,000	\$172,000
City of Willow Park	Well Supply	2019	\$500,000	\$450,000
City of Mingus	Water System Improvements – TDA CDBG	2020	\$550,000	\$550,000
City of Gordon	Water Treatment Plant Improvements – TDA CDBG	2019	\$550,000	\$550,000
City of Azle	Bailey Drive Improvements – TDA CDBG	2019	\$170,000	\$208,000
Hardin-Simmons University	Houston Lantrip Facility	2019	\$4,100,000	\$4,488,395
City of Abilene	Buffalo Gap Elevated Tank Rehabilitation	2019	\$950,000	\$768,500
City of Graford	Sewer Systems Improvements – TDA CDBG	2018	\$212,250	\$212,672
City of Wolfe City	Wastewater Treatment Plant Improvements – TDA CDBG	2018	\$212,750	\$230,222
City of Early	Wastewater Treatment Plant	2018	\$4,900,000	\$3,800,000
City of Baird	Wastewater Treatment Plant	2018	\$2,890,000	\$2,860,000
City of Goldthwaite	2018 - TDA - DRP - Sidewalk Improvements	2018	\$200,000	\$176,770
North Central Texas Municipal Water Authority	Membrane Water Treatment Plant	2017	\$5,650,000	\$3,815,000
City of Abilene	2 nd Pressure Plane Water Lines	2017	\$2,000,000	\$1,701,000
City of Strawn	Drainage Improvements	2017	\$150,000	\$150,000
City of Mingus	Paving Improvements	2016	\$75,000	\$75,000
City of Gordon	Paving Improvements	2016	\$75,000	\$75,000
City of Andrews	Water Treatment Plant	2015	\$6,061,130	\$6,212,650
City of Abilene	Maple Street Pump Station Improvements	2015	\$929,000	\$869,686
City of Early	Salt Creek Pump Station	2015	\$2,378,400	\$2,460,169



Ground Water Projects

Year	Client	Project Description
2020	City of San Saba	Water Well Improvements
2019	City of Vernon	Irrigation Well Conversions
2019	Concho County	Millersview-Doole WSC Wells
2019	City of Willow Park	Well Supply
2018	Holiday Beach WSC	Hurricane Harvey Water System Repairs
2018	Colorado City	New Wallace and Perkins Water Wells
2018	Barton WSC	Water System Improvements Phase 2
2016	City of Bronte	Texas Tech Water Wells
2016	City of Vernon	Well Field Improvements
2016	Baylor WSC	Bufkin Well Field Development
2016	City of Bronte	Water Supply Improvements
2015	City of Seminole	BW Primoris - Well Field Improvements
2015	Colorado City	Mitchell Wallace Wells
2015	City of Munday	Disaster Relief Wells
2015	City of Seymour	Darnell Well Rehab and Approvals
2015	City of Haskell	Disaster Relief Wells
2015	City of Knox City	Disaster Relief Wells

Water Storage Projects

Year	Client	Project Description	Tank Capacity	Tank Type	Materials
2019	City of Abilene	Buffalo Gap Elevated Storage Tank Rehab	1.0 MG	Multi-Leg Elevated	Welded Steel
2019	City of Melvin	Elevated Storage Tank Recoat	0.05 MG	Multi-Leg Elevated	Welded Steel
2019	Steamboat Mountain WSC	Cedar Gap Elevated Storage Tank	0.2 MG	Spheroid Elevated	Welded Steel
2019	Steamboat Mountain WSC	Cedar Gap Ground Storage Tank	0.2 MG	Ground	Welded Steel
2019	City of Gustine	Ground Storage Tank	0.03 MG	Ground	Welded Steel
2019	Ira WSC	Elevated Storage Tank	0.1 MG	Multi-Leg Elevated	Welded Steel
2019	Morton Valley WSC	Ground Storage Tank	0.1 MG	Ground	Welded Steel
2019	City of Coleman	Elevated Storage Tank Recoat	0.5 MG	Multi-Leg Elevated	Welded Steel
2019	City of Electra	Elevated Storage Tank Recoat	0.25 MG	Multi-Leg Elevated	Welded Steel
2018	City of Abilene	Grimes WTP Clearwell Rehabilitation	5.0 MG	Ground	Welded Steel
2017	City of Abilene	Elmdale Pump Station Ground Storage Tank	0.5 MG	Ground	Welded Steel
2017	City of Abilene	Highland Elevated Storage Tank Rehabilitation	1.5 MG	Multi-Leg Elevated	Welded Steel
2017	City of Abilene	5 Points Business Park Elevated Storage Tank Rehabilitation	0.2 MG	Spheroid Elevated	Welded Steel
2017	City of Early	Elevated Storage Tank Recoat	0.5 MG	Multi-Leg Elevated	Welded Steel
2016	City of Jayton	Ground Storage Tank	0.1 MG	Ground	Welded Steel
2015	City of Abilene	5 Points Business Park Ground Storage Tank Rehabilitation	5.5 MG	Ground	Welded Steel



Paving and Street Experience

Each of the following projects included the following services provided by **JACOB | MARTIN** personnel: all topographic and any boundary survey required, determination of all boundary necessary for roadway right of way, all visible and located utilities, and encroachments. In some instances, right of way acquisitions and preparation of required platting was provided. **JACOB | MARTIN** prepared all construction plans with dimensional control layouts, paving plan and profiles, drainage plans, erosion control plans, and associated construction details. During the bidding and construction phases of these projects, **JACOB | MARTIN** provided construction administration and on-site inspection for construction completeness, verification of all pay requests, construction cost estimates, bidding of prepared construction plans, pre-construction and construction meetings, review of all shop drawings and all associated coordination. Additionally, materials testing services were provided by **JACOB | MARTIN** for all construction elements, including but not limited to subgrade preparation, road base installation and asphaltic hot-mix and/or concrete placement.

Year of Completion	Client	Project Description	Reference
2021	City of Abilene	Griffith Road Reconstruction	Robert Hanna, City Manager
2021	City of Keene	County Road 316 Paving Improvements	Bernie Parker, City Manager
2021	City of Abilene & Carriage Hills Development Corporation	Maple Street Improvements	Robert Hanna, City Manager
2020	Abilene Youth Sports Authority	New Dodge Jones Youth Sports Complex	Brandon Osborne, Director
2020	Abilene ISD	Transportation Maintenance Yard Paving Improvements	Scott McLean, Asst. Supt. for Operations
2019	City of Azle	Bailey Drive Improvements – TDA CDBG	Tom Muir, City Manager
2019	City of Willow Park	Ranch House Rd Rehabilitation	Bryan Grimes, City Manager
2018	City of Abilene	SODA Roadway Improvements	Robert Hanna, City Manager
2018	City of Willow Park	Street Reconstruction	Bryan Grimes, City Manager
2017	City of Abilene	2017 South of Downtown Area (SODA) Paving Rehabilitation	Robert Hanna, City Manager
2015	City of Abilene	Memorial Drive Extension	Robert Hanna, City Manager
2015	Abilene AISD	Campus Paving and Circulation Improvements	Scott McLean, Asst. Supt. for Operations
2015	Beltway Park Baptist	North Campus Site & Paving Improvements	David McQueen, Lead Pastor
2015	City of Early	Meadow and Mockingbird Street Improvements	Tony Aaron, City Manager



STREET RECONSTRUCTION | CITY OF WILLOW PARK



Client: City of Willow Park
 Location: Willow Park, Texas
 Date of Completion: 2018
 Original Budget: \$3,350,000
 Construction Cost: \$2,685,474

Jacob & Martin Project Team:
 Project Manager: Derek Turner, P.E.
 Design Engineer: Derek Turner, P.E.
 Survey Team Lead: Mark Brown, R.P.L.S.
 Materials Testing: Barry Fowlkes, P.E

City of Willow Park
 Bryan Grimes | City Administrator
 817.441.7108 | bgrimes@willowpark.org

RANCH HOUSE RD REHABILITATION | CITY OF WILLOW PARK

Client: City of Willow Park
 Location: Willow Park, Texas
 Date of Completion: 2019
 Original Budget: \$1,500,000
 Construction Cost: \$1,203,607

Jacob & Martin Project Team:
 Project Manager: Derek Turner, P.E.
 Design Engineer: Derek Turner, P.E.
 Survey Team Lead: Mark Brown, R.P.L.S.
 Materials Testing: Barry Fowlkes, P.E

City of Willow Park
 Bryan Grimes | City Administrator
 817.441.7108 | bgrimes@willowpark.org



SHADY OAKS PAVING IMPROVEMENTS | CITY OF KEENE

Client: City of Keene
 Location: Keene, Texas
 Date of Completion: 2017
 Original Budget: \$500,000
 Construction Cost: \$444,731

Jacob & Martin Project Team:
 Project Manager: Derek Turner, P.E.
 Design Engineer: Tom Marquardt, P.E.
 Survey Team Lead: Mark Brown, R.P.L.S.
 Materials Testing: Barry Fowlkes, P.E.

City of Keene
 Brian LaBorde | City Administrator
 512.365.3677 | brian.laborde@taylortx.gov





GRIFFITH ROAD RECONSTRUCTION | CITY OF ABILENE



Location: Abilene, Texas
 Date of Completion: 2021
 Original Budget: \$1,334,196
 Construction Cost: \$1,341,572

Jacob & Martin Project Team:

Project Manager: Clayton Farrow, P.E.
 Design Engineer: Clayton Farrow, P.E.
 Survey Team Lead: Lee Rosenbaum, R.P.L.S.
 Materials Testing: Barry Fowlkes, P.E

Firm's Role: Design/Construction Management/Permitting

Project Description: Design of Griffith Road from EN 10th Street to Marathon Road

City of Abilene

Robert Hanna | City Manager
 325.676.6206 | robert.hanna@abilenetx.gov

MAPLE STREET IMPROVEMENTS | CITY OF ABILENE

Location: Abilene, Texas
 Date of Completion: Ongoing
 Original Budget: \$19,500,000

Jacob & Martin Project Team:

Project Manager: Clayton Farrow, P.E.
 Design Engineer: Clayton Farrow, P.E.
 Survey Team Lead: Lee Rosenbaum, R.P.L.S.
 Materials Testing: Barry Fowlkes, P.E

Firm's Role: Design/Construction Management/Permitting

Project Description:

Phase 1: Design of Maple Street Roadway Improvements from Carriage Hills Parkway to Loop 322

Phase 2: Design of Loop 322 to East South 11th Street

City of Abilene

Robert Hanna | City Manager
 325.676.6206 | robert.hanna@abilenetx.gov



SOUTH DOWNTOWN PAVING IMPROVEMENTS - PHASE 1 | CITY OF ABILENE

Location: Abilene, Texas
Date of Completion: Ongoing
Original Budget: \$1,200,000
Construction Cost: \$800,237

Jacob & Martin Project Team:

Project Manager: Tal Fillingim, P.E.
Design Engineer: Roy Wright, P.E.
Survey Team Lead: Mark Brown, R.P.L.S.
Materials Testing: Barry Fowlkes, P.E



City of Abilene
Robert Hanna | City Manager
325.676.6206 | robert.hanna@abilenetx.gov

PAVING & CIRCULATION IMPROVEMENTS | ABILENE ISD



Location: Abilene, Texas
Date of Completion: 2015
Original Budget: \$1,520,503
Construction Cost: \$1,408,628

Jacob & Martin Project Team:

Project Manager: Tal Fillingim, P.E., C.F.M
Design Engineer: Roy Wright, P.E.
Design Engineer: Blake Howard, P.E.
Survey Team Lead: Mark Brown, R.P.L.S.
Materials Testing: Barry Fowlkes, P.E

Abilene Independent School District
Scott McLean | Associate Superintendent
325.677.1444 | scott.mclean@abileneisd.org

ENTERPRISE DRIVE EXTENSION | DEVELOPMENT CORPORATION OF ABILENE

Location: Abilene, Texas
Date of Completion: 2015
Original Budget: \$225,000
Construction Cost: \$256,017

Jacob & Martin Project Team:

Project Manager: Tal Fillingim, P.E.
Design Engineer: Blake Howard, P.E.
Survey Team Lead: Mark Brown, R.P.L.S.
Materials Testing: Barry Fowlkes, P.E

Development Corporation of Abilene
Kent Sharp | Executive Director
325.673.7349 | DCOA@abilenetx.gov



3465 Curry Lane | Abilene, Texas 79606 | 325.695.1070



MEADOW & MOCKINGBIRD STREET IMPROVEMENTS | CITY OF EARLY



Location: Early, Texas
Date of Completion: 2015
Original Budget: \$315,000
Construction Cost: \$300,773

Jacob & Martin Project Team:
Project Manager: Ken Martin, P.E.
Survey Team Lead: Mark Brown, R.P.L.S.
Materials Testing: Barry Fowlkes, P.E

City of Early
Tony Aaron | City Administrator
325.643.5451 | taaron@earlytx.net
325.643.5451

PATRIOT AVENUE | CITY OF WEATHERFORD

Client: Keg 1 North Texas
Location: Weatherford, Texas
Date of Completion: 2014
Original Budget: \$350,000
Construction Cost: \$350,000

Jacob & Martin Project Team:
Project Manager: Derek Turner, P.E.
Design Engineer: Derek Turner, P.E.
Survey Team Lead: Mark Brown, R.P.L.S.

City of Weatherford
Bill Smith | City Engineer
817.598.4033 | wsmith@weatherfordtx.gov



STREET REHABILITATION | CITY OF WILLOW PARK

Client: City of Willow Park
Location: Willow Park, Texas
Date of Completion: 2015
Original Budget: \$500,000
Construction Cost: \$465,000

Jacob & Martin Project Team:
Project Manager: Derek Turner, P.E.
Design Engineer: Derek Turner, P.E.

City of Willow Park
Bryan Grimes | City Administrator
817.441.7108 | bgrimes@willowpark.org



3465 Curry Lane | Abilene, Texas 79606 | 325.695.1070



Parks, Water Parks, Sports Facility and Sidewalk Projects

Year Completed	Client	Project Description
2022	City of Abilene	Lee Park Splash Pad
2022	City of Abilene	Redbud Park Train Improvements
2022	City of Abilene	Cobb Park Restroom Facilities
2022	City of Abilene	Sears Park Train Improvements
2019	City of Big Spring	Aquatic Center Rehabilitation
2019	Cross Plains ISD	New Gymnasium/Storm Shelter
2019	City of Abilene	Rose Park Adventure Cove Aquatic Center Expansion
2019	Ballinger ISD	Baseball Complex
2019	City of Abilene	Scarborough Splash Pad and Paving Improvements
2019	City of Azle	Golf Course Pavilion
2019	Abilene Youth Sports Authority (AYSA)	New Indoor Sports Complex
2019	City of Abilene	Sears Park Restroom Renovation
2019	City of Sweetwater	Newman Park Splash Pad
2019	City of Big Spring	Splash pad
2019	White River MWD	New Restroom and Shower facility with two new boat docks
2018	City of Early	Basketball court
2018	City of Abilene	Redbud Park Splashpad
2018	City of Abilene	Sears Park Splashpad
2018	City of Abilene	Stevenson Park Splash Pad and Paving Improvements
2018	City of Abilene	Nelson Park Pavilion Structure
2017	City of Dublin	Pavilion Structural Upgrade
2017	City of Abilene	Rose Park Adventure Cove Aquatic Center
2016	City of Abilene	Nelson Park Splash Pad and Restrooms
2016	City of Dublin	Park Improvements
2016	City of Abilene	Scarborough and Kirby Park Restrooms and Concession Stand
2016	City of Rhome	City Park Pavilion Slab



Year Completed	Client	Project Description
2009	City of Clyde	City Park – Design and construction of new pavilion, public restroom, multi-sport court, playground, picnic area, and walking trail with bridges
2004	City of Early	City park – new swimming pool, lighted multi-purpose court and jogging track, picnic area, restroom and parking improvements, and improvements to baseball facility
2001	City of Strawn	City park - new playground and picnic area, improvements to baseball facility and lake park
2000	City of Hamlin	City park – addition of lighted jogging track and multi-purpose court, playground, and picnic facilities
1999	City of Anson	City Park – playground, soccer field, pavilion, gazebo, jogging track, picnic area, and RV Park
1999	City of Anson	Pool Renovation, pumps and dressing room renovation
1995	City of Seymour	City park –Pool and Dressing Rooms made handicap accessible, soccer field, and tennis courts
1995	City of Munday	City Park – pool building and rehabilitation, playground upgrades, and new multi-purpose court

Sidewalk Projects

Year Completed	Client	Project Description
2020	City of Stephenville	2020 Downtown Revitalization Program
2020	City of Mineral Wells	2020 Downtown Revitalization Program
2020	City of Grandview	2020 Downtown Revitalization Program
2019	City of Post	DRP Sidewalk Design
2018	City of Abilene	Sidewalk Capital Plan – Phase 1
2018	City of Goldthwaite	DRP Sidewalk Improvements
2018	City of Coleman	DRP Sidewalk Improvements
2015	City of Goldthwaite	Fourth Street Sidewalk Improvements
2014	City of San Saba	Lighting Improvements - TxDot
2012	City of San Saba	Sidewalk and Lighting Improvements
2011	City of Goldthwaite	Fisher Street Sidewalk Improvements
2010	City of Seymour	DRP Sidewalk Improvements
1995	City of Wichita Falls	Williams Park Sidewalk Trail
1995	City of Wichita Falls	Holliday Creek Sidewalk and Trail



Sidewalk Experience

SIDEWALK CAPITAL PLAN - PHASE I | CITY OF ABILENE

Location: Abilene, Texas
 Date of Completion: 2018
 Original Budget: \$ 731,000
 Construction Cost: \$ 492,000

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design
 Project Manager: Tal Fillingim, P.E., C.F.M.
 Design Engineer: Tal Fillingim, P.E., C.F.M.



REFERENCE:

City of Abilene
 Zack Rainbow
 Assistant Director of Planning Services
 (325) 676-6234

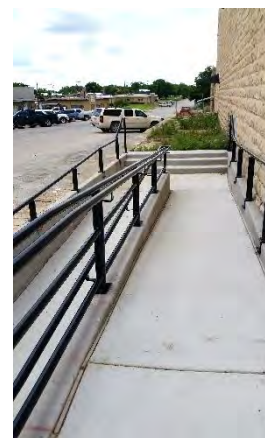
Project Description: Engineering design and construction administration for the installation of 11,000 LF of concrete sidewalks, including sidewalk ramps, drive way repairs, and retaining walls

SIDEWALK IMPROVEMENTS - DRP | CITY OF GOLDTHWAITE

Location: Goldthwaite, Texas
 Date of Completion: 2019
 Original Budget: \$ 226,100
 Construction Cost: \$ 220,910

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design
 Project Manager: Kirt Harle, P.E.
 Design Engineer: Cory Higgins, P.E.



Project Description: Engineering design and construction administration of 600 SY of concrete sidewalk reconstruction, including ramps, curb and gutter, and street lighting

REFERENCE:

City of Goldthwaite
 Rob Lindsey, City Manager
 325-648-3186



SIDEWALK IMPROVEMENTS – DRP | CITY OF COLEMAN

Location: Coleman, Texas
 Date of Completion: 2018
 Original Budget: \$ 225,000.00
 Construction Cost: \$ 178,989.50

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design
 Project Manager: Allen Phillips, P.E.
 Design Engineer: Allen Phillips, P.E.



Project Description: Engineering design and construction administration for the Installation of one block of concrete sidewalk reconstruction in downtown Coleman. The project included, curb and gutter, steps, and one sidewalk ramp along the sidewalk as well handicap ramps at the street intersections.

REFERENCE:

City of Coleman
 Ms. Diana Lopez, City Manager
 325-625-5114

SIDEWALK & LIGHTING IMPROVEMENTS – DRP | CITY OF SAN SABA

Location: San Saba, Texas
 Date of Completion: 2011
 Original Budget: \$ 228,032
 Construction Cost: \$ 226,952

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design
 Project Manager: Allen Phillips, P.E.
 Design Engineer: Allen Phillips, P.E.



Project Description: Engineering design and construction administration for approximately 9,000 SF of new sidewalk in compliance with the American Disability Act (ADA) and demolish the existing sidewalk

REFERENCE:

City of San Saba
 Stan Weik, City Manager



Water, Sewer, and Drainage Projects

Year Completed	Client	Project Details
2022	City of Early	Sewer Line Replacement
2022	Sun WSC	Waterline and AMR Meters
2022	City of Cross Plains	Waterline Improvements
2022	Morton Valley WSC	Water Distribution Improvements
2021	City of Gordon	Water Treatment Plant Improvements
2020	City of Goree	Sewer System Improvements
2020	City of Gordon	Water System Improvements
2020	City of San Saba	Water System Improvements
2020	City of Colorado City	Waterline Improvements
2019	City of Big Spring	Sewer Line Replacement
2019	City of Comanche	Water System Improvements
2019	City of Azle	Ash Avenue Sewer Replacement
2019	City of Dublin	Sewer System Improvements
2019	City of Abilene	Sanitary Sewer Overflow Initiative (SSOI) Sewer Line & Manhole Rehabilitation (CIPP & Pipe burst)
2018	Holiday Beach WSC	TWDB Hurricane Harvey Water System Repairs
2018	City of Springtown	Stormwater Drainage Improvements
2018	City of Azle	Wilshire Ave Drainage Improvements
2018	City of Willow Park	Weatherford Water Supply Line
2018	City of Keene	Water Model System
2018	City of Willow Park	Water System Improvements
2018	City of Comanche	Wastewater System Improvements
2017	City of Dublin	Sewer Line Replacements
2017	City of Willow Park	Chuck Wagon Trail IH20 Drainage
2017	City of Willow Park	Street Rehabilitation and Improvements
2017	City of Dublin	Water System Improvements
2016	City of Azle	Ash Avenue East Drainage Improvements
2016	City of Rhome	West Side WWTP & Collection System Improvements



Water Supply/Distribution System Experience

2nd PRESSURE PLANE WATER LINES | CITY OF ABILENE

Location: Abilene, Texas
 Date of Completion: 2017
 Original Budget: \$2,000,000
 Construction Cost: \$1,701,000

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design
 Project Manager: Kirt Harle, P.E.
 Design Engineer: Kirt Harle, P.E.



Project Description: Engineering design and construction administration for the installation of approximately 19,000 linear feet of 6" – 18" PVC water lines including all valves, fittings, water line connections, bore and encasement, pavement repair

REFERENCE:

City of Abilene
 Rodney Taylor, Director
 of Water Utilities
 (940) 422-4051

INDUSTRIAL BLVD WATER LINE REPLACEMENT | CITY OF ABILENE

Location: Abilene, Texas
 Date of Completion: 2017
 Construction Cost: \$835,000

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design
 Project Manager: Kirt Harle, P.E.
 Project Manager: Cory Higgins, P.E.



Project Description: Engineering design and construction administration for the installation of approximately 4,500 linear feet of 12" water line, valves, fittings, water line connections, service re-connections, bore & encasement, and incidentals

REFERENCE:

City of Abilene
 Rodney Taylor, Director
 of Water Utilities
 (940) 422-4051



AMBLER WATER LINE REPLACEMENT | CITY OF ABILENE

Location: Abilene, Texas
 Date of Completion: 2017
 Budget Cost: \$2,200,000
 Construction Cost: \$1,900,000

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design
 Project Manager: Ken Martin, P.E.
 Project Manager: Ken Martin, P.E.



Project Description: Engineering design and construction administration for the Installation of approximately 20,360 linear feet of 12" Thru 1" water line, valves, fittings, water line connections, service re-connections, bore & encasement, and incidentals

REFERENCE:

City of Abilene
 Rodney Taylor, Director
 of Water Utilities
 (940) 422-4051

SAN SABA RAW WATER SUPPLY | CITY OF GOLDTHWAITE

Location: Goldthwaite, Texas
 Date of Completion: 2015
 Budget Cost: \$1,836,000
 Construction Cost: \$1,874,000

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design
 Project Manager: Kirt Harle, P.E.
 Project Manager: Brice Campbell, P.E.



Project Description: Engineering design and construction administration for the Installation of an intake structure on Mill Creek and approximately 70,000 LF of 10" raw water supply line. **JM** also assisted with an amendment to the San Saba water rights for withdraw of water from Mill Creek at an alternative take point.

REFERENCE:

City of Goldthwaite
 Rob Lindsey, City Manager
 (325) 648-3186



Sewer System Experience

SEWER SYSTEM IMPROVEMENTS | CITY OF GOREE

Location: Goree, Texas
 Date of Completion: 2020
 Construction Cost: \$200,000

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design/Construction Admin.
 Project Manager: Cory Higgins, P.E.
 Design Engineer: Cory Higgins, P.E.



Project Description: Engineering design and construction administration for the installation of approximately 2,500 linear feet of 8" and 6" PVC sewer lines including all manholes, bore and encasement, pavement repair, and incidentals.

REFERENCE:
 City of Goree
 Crystal Graham
 City Secretary
 (940) 422-5306

SANITARY SEWER OVERFLOW INITIATIVE – SEWER MAIN AND MANHOLE REHABILITATION | CITY OF ABILENE

Location: Abilene, Texas
 Date of Completion: 2019
 Construction Cost: \$960,000

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design/ Construction Admin.
 Project Manager: Kirt Harle, P.E.
 Design Engineer: Kirt Harle, P.E.



Project Description: Engineering design and construction administration for the rehabilitation of approximately 7,500 linear feet of 6", 10", 18", and 21" sewer lines by CIPP and pipe bursting and rehabilitation of 40 manholes.

REFERENCE:
 City of Abilene
 Rodney Taylor, Director of
 Water Utilities
 (325) 676-6452



30 - INCH SEWER LINE REPLACEMENT | CITY OF BIG SPRING

Location: Big Spring, Texas
 Date of Completion: 2019
 Construction Cost: \$300,000

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design/Construction Admin.
 Project Manager: Kirt Harle, P.E.
 Design Engineer: Kirt Harle, P.E.



Project Description: Engineering design and construction administration for the replacement of approximately 1,500 linear feet of 30" sewer line and manholes.

REFERENCE:
 City of Big Spring
 John Medina, Assistant
 City Manager
 (432) 264-2345

COLLECTION SYSTEM IMPROVEMENTS | CITY OF SNYDER

Location: Snyder, Texas
 Date of Completion: 2015
 Construction Cost: \$750,000

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design/Construction Admin.
 Project Manager: Cory Higgins, P.E.
 Design Engineer: Cory Higgins, P.E.



Project Description: Engineering design and construction administration for the rehabilitation of approximately 13,600 linear feet of 6", 8", 10", 12", and 24" PVC sewer lines, manholes, bore & encasement, and incidentals.

REFERENCE:
 City of Snyder
 Eli Torres, Director of
 Public Works
 (325) 575-3110



Drainage Experience

OAK HARBOR DRAINAGE CHANNEL | CITY OF AZLE

Location: Azle, Texas
 Date of Completion: 2019
 Construction Cost: \$68,150

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design
 Project Manager: Derek Turner, P.E.
 Design Engineer: Derek Turner, P.E.



Project Description: Engineering design and construction administration for the Installation of approximately 2,700 square yards of grass lined drainage channel, and incidentals.

REFERENCE:
 City of Azle
 Rick White, Director of
 Public Services
 (817) 444-2541

ASH AVENUE DRAINAGE IMPROVEMENTS | CITY OF AZLE

Location: Azle, Texas
 Date of Completion: 2016
 Construction Cost: \$80,500

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design
 Project Manager: Derek Turner, P.E.
 Design Engineer: Derek Turner, P.E.



Project Description: Engineering design and construction administration for the Installation of approximately 1,500 of ditch grading, driveway culverts, 6'x6' area drain, and incidentals.

REFERENCE:
 City of Azle
 Rick White, Director of
 Public Services
 (817) 444-2541



GOLFER'S WAY CULVERT REHABILITATION | CITY OF AZLE

Location: Azle, Texas
 Date of Completion: 2015
 Construction Cost: \$189,000

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design
 Project Manager: Derek Turner, P.E.
 Design Engineer: Derek Turner, P.E.



Project Description: Engineering design and construction administration for the Installation of a two barrel, 78" PE culvert liner by slip lining, and incidentals.

REFERENCE:
 City of Azle
 Rick White, Director of
 Public Services
 (817) 444-2541

BAILEY DRIVE IMPROVEMENTS | CITY OF AZLE

Location: Azle, Texas
 Date of Completion: 2019
 Construction Cost: \$208,000

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design
 Project Manager: Eddie Aguilar, P.E.
 Design Engineer: Derek Turner, P.E.



Project Description: Engineering design and construction administration for the Installation of approximately 540 square yards of concrete rip rap slope protection, paving, and incidentals.

REFERENCE:
 City of Azle
 Rick White, Director of
 Public Services
 (817) 444-2541



Texas Department of Agriculture Projects

Funding Cycle	Program	Client	Project Description	Population
2020/2021	CDBG	City of Azle	Locust Street Channel Improvements	14,289
2019/2020	DRP	City of Mineral Wells	Downtown Renovation Project	15,447
2019/2020	DRP	City of Stephenville	Sidewalk and Paving Improvements	21,990
2019/2020	CDBG	City of Ropesville	Lift Station Improvements	434
2019/2020	CDBG	City of Moran	Sewer System Improvements	270
2019/2020	CDBG	City of Rotan	Water Supply Line	1,508
2019/2020	CDBG	City of Lorenzo	Lift Station Improvements	1,147
2019/2020	CDBG	City of Bronte	Water Line Improvements	995
2019/2020	CDBG	City of Cross Plains	Water Line Replacement	989
2019/2020	TCF	City of Keene	Paving Improvements	6,106
2019/2020	CDBG	City of Granite Shoals	Water Treatment Improvements	4,910
2019/2020	CDBG	City of Rising Star	AMR Water Meter System	829
2019/2020	CDBG	City of De Leon	Public Infrastructure Improvements	2,246
2019/2020	DRP	City of Mineral Wells	Sidewalk Improvements	15,447
2019/2020	CDBG	City of Mingus	Water Improvements	235
2019/2020	CDBG	City of Munday	AMR Water Meter System	1,273
2019/2020	CDBG	City of Dublin	Sewer System Improvements	3,654
2019/2020	CDBG	City of Azle	Channel Improvements	14,289
2019/2020	CDBG	City of Gordon	Water Improvements	478
2019/2020	DRP	City of Grandview	Downtown Revitalization	1,753
2019/2020	DRP	City of Post	Sidewalk Design	5,547
2017/2018	CDBG	City of Anson	Wastewater Treatment Plant Improvements	2,430
2017/2018	CDBG	City of Wellman	Water Distribution Improvements and Water Well Rehab	203
2017/2018	CDBG	City of Wolfe City	TDA Public Infrastructure Improvements Water System Interconnection	1,412
2017/2018	CDBG	Concho County	Millersview Doole SUD Water Well	4,276
2017/2018	CDBG	City of Azle	Bailey Street Improvements	14,289
2019/2020	CDBG	Haskell County	Paint Creek WSC – Water Line Improvements	5,813
2017/2018	CDBG	City of San Saba	Pump Station & Water Well Improvements	3,158
2017/2018	CDBG	City of Gustine	Pump Station Improvements	455
2017/2018	CDBG	North San Saba WSC	San Saba County Water Line Replacement	6,054
2017/2018	CDBG	McCulloch County	Wastewater Treatment Plant Improvements	7,987
2017/2018	CDBG	City of Electra	Elevated Storage Tank Improvements	2,791
2017/2018	DRP	City of Goldthwaite	Sidewalk Improvements	1,878
2017/2018	CDBG	City of Rule	Wastewater Treatment Plant Improvements	636
2017/2018	CDBG	City of Goldthwaite	Water Line Replacement	1,878
2017/2018	CDBG	City of Goree	Sewer Line Replacement	203
2017/2018	CDBG	City of Lawn	Water Line Replacement	315
2017/2018	CDBG	City of Melvin	Elevated Storage Tank Improvements	178
2015 / 2016	CDBG	City of Azle	Wilshire Avenue Drainage Improvements	13,258



Wastewater Treatment Experience

YEAR	CLIENT	PROJECT DESCRIPTION	POPULATION
2021	City of Vernon	WWTP Improvements	10,509
2020	City of Ranger	WWTP Pond System	2,468
2018	City of Tye	Wastewater Collection	1,206
2018	City of Colorado City	WWTP Improvements	4,146
2018	City of Baird	New WWTP	1,722
2018	City of Graford	WW System Improvements	639
2018	City of Early	New WWTP	2,991
2018	City of Willow Park	Package WWTP	5,146
2018	City of Ranger	New WWTP Improvements	2,468
2018	City of Anson	WWTP Improvements	2,430
2017	City of Dublin	Wastewater Improvements	3,554
2017	McCulloch County	WWTP Improvements	8,057
2017	City of Comanche	WW SCADA Improvements	4,206
2017	City of Rule	WWTP Improvements	636
2017	City of Rhome	West Side WWTP & Collection System Improvements	1,813
2016	City of Wolfe City	WWTP Improvements	1,412

Water Treatment Experience

YEAR	CLIENT	PROJECT DESCRIPTION	WTP TYPE	POPULATION
2021	City of Snyder	WTP & WTP Improvements	Conventional	11,202
2019	Rochelle WSC	New WTP (Radium Removal)	Ion Exchange	372
2019	City of Gordon	WTP Improvements	Microfiltration	467
2019	City of Coleman	New WTP	Microfiltration	4,709
2019	City of Melvin	New WTP (Radium Removal)	Ion Exchange	148
2018	City of Seymour	WTP Improvements	Reverse Osmosis	2,740
2017	City of Rochester	New WTP	Reverse Osmosis	324
2017	North Central Texas Municipal Water Authority	WTP Improvements	Microfiltration	9,398
2016	Gaines County Water Co.	New WTP (Arsenic Removal)	Reverse Osmosis	8,917
2014	City of Andrews	New WTP (Arsenic / Fluoride Removal)	Activated Alumina	13,816



Water & Wastewater Treatment Experience

PACKAGE WASTEWATER TREATMENT PLANT | CITY OF WILLOW PARK

Location: Willow Park, TX
 Date of Completion: 2018
 Original Budget: \$2,259,284
 Construction Cost: \$2,108,547



JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design/Construction
 Management/Permitting

Project Manager: Derek Turner, P.E.
 Design Engineer: Derek Turner, P.E.

Project Description: 0.5 MGD conventional, activated sludge, package wastewater plant
 The project included procurement of turnkey aeration, clarification, filtration, and disinfection equipment as well as appurtenances and site contracts.

NEW WASTEWATER TREATMENT PLANT | CITY OF EARLY

Location: Early, Texas
 Date of Completion: 2018
 Original Budget: \$8,365,000
 Construction Cost: \$5,311,148

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design/Construction
 Management/Permitting

Project Manager: Ken Martin, P.E.
 Design Engineer: Ken Martin, P.E.

Project Description: 0.475 MGD wastewater facility
 The project included the construction of a facultative lagoon, stabilization pond, and irrigation holding pond as well as a center pivot, land irrigation system, lift station, and appurtenances.





NEW WASTEWATER TREATMENT PLANT | CITY OF BAIRD

Location: Baird, Texas
 Date of Completion: 2018
 Construction Cost: \$ 2,860,000

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design
 Project Manager: Allen Phillips, P.E.
 Design Engineer: Allen Phillips, P.E.



Project Description: Project is a 250,000 gpd facultative lagoon WWTP pond system

NEW WASTEWATER TREATMENT PLANT | CITY OF COMANCHE

Location: Comanche, Texas
 Date of Completion: 2016
 Original Budget: \$1,071,500
 Construction Cost: \$750,000

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design/Construction
 Management/Permitting

Project Manager: Derek Turner, P.E.
 Design Engineer: Eddie Aguilar, P.E.



Project Description: Renovation of a 0.595 MGD wastewater treatment plant. The project included the construction of two new clarifiers, sludge drying beds, electrical, and appurtenances.



MEMBRANE WATER TREATMENT PLANT | NORTH CENTRAL TEXAS MUNICIPAL WATER AUTHORITY

Location: Munday, Texas
 Date of Completion: 2017
 Original Budget: \$5,650,000
 Construction Cost: \$3,815,000

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design
 Project Manager: Kirt Harle, P.E.
 Design Engineer: Kirt Harle, P.E.



Project Description: 4.0 MGD Surface Treatment Plant Improvements
 The project included a pilot study of multiple membrane filtration vendors and construction of a 4.0 MGD membrane filtration system for the existing WTP. The project was successfully completed in 2017.

REFERENCE:
 NCTMWA
 David Kuehler, Manager
 (940) 422-4051

NEW ULTRAFILTRATION WATER TREATMENT PLANT | CITY OF COLEMAN

Location: Coleman, Texas
 Date of Completion: 2021
 Construction Cost: \$8,000,000

JM Project Team:

Project Format: Design/Bid/Build
 Firm's Role: Design
 Project Manager: Allen Phillips, P.E.
 Design Engineer: Allen Phillips, P.E.



REFERENCE:
 City of Coleman
 Diana Lopez
 City Manager
 (325) 625-5114

Project Description: 4.5 MGD Surface Treatment Plant Improvements
 The project included a pilot study of multiple membrane filtration vendors and construction of a 4.5 MGD membrane ultrafiltration system and new Water Treatment Plant. The project also included the construction of a new high service pump station as well as a new chemical storage facility. The expected completion is 2021.



Materials Testing and Engineering

Project Example

CATCLAW DRIVE RECONSTRUCTION PROJECT | CITY OF ABILENE

Location: Abilene, Texas
Date of Completion: 2016

JM Project Team:

Project Format: Design
Firm's Role: Design/Materials
Project Manager: Barry Fowlkes, P.E.



Project Description: Remove existing hot mix pavement, and rework existing base and subbase courses. Lay Type C and D hot mix asphalt courses. Site concrete work was also included, like curb and gutter, sidewalks etc.

Scope of Services Provided on Example Projects

SOILS:

- Field Sampling
- Atterberg Limits
- Sieve Analysis
- Developed Moisture Density Curves
- Field Compaction Tests of the soils



CONCRETE:

- Sampling Freshly Mix Concrete
- Temperature of Concrete
- Slump Test of Concrete
- Entrained Air Content of Concrete
- Made and Cured Concrete Test Specimens
- Tested Compressive Strength Concrete Specimens

ASPHALT PAVING:

- Sampling Hot Mix Pavement
- Rice Theoretical Specific Gravity of HMA
- Established Roller Patterns for HMA using Nuclear Density Gauge
- Drilled core samples
- Laboratory Density of Compacted HMA samples



Certifications

Barry Fowlkes, P.E., C.T., S.E.T.

- Registered Professional Engineer in Texas
- Certified Engineering Technologist, CT
- Certified Senior Engineering Technician, S.E.T., Level IV, Asphalt, Concrete, Soils

Employee	Certification	Issuing Agency
NICET		
Barry Fowlkes	Certified Engineering Technologist in Civil Engineering, C.T.	NICET
Barry Fowlkes	Certified Senior Engineering Technician, Level IV Asphalt	NICET
Barry Fowlkes	Certified Senior Engineering Technician, Level IV Concrete	NICET
Barry Fowlkes	Certified Senior Engineering Technician, Level IV Soils	NICET
American Concrete Institute		
Blake Steen	Concrete Field Testing Technician – Grade 1	ACI
Hunter Bergeron	Concrete Field Testing Technician – Grade 1	ACI
Steve Romero	Concrete Field Testing Technician – Grade 1	ACI
Chase Mann	Concrete Field Testing Technician – Grade 1	ACI
Nuclear Density/Moisture Gauge		
Barry Fowlkes	Nuclear Gauge Safety Certification	Component Sales
Barry Fowlkes	Nuclear Gauge Radiation Safety Officer Training	Component Sales
Blake Steen	Nuclear Gauge Safety Certification	Troxler
Steve Romero	Nuclear Gauge Safety Certification	Troxler
Chase Mann	Nuclear Gauge Safety Certification	Troxler
Brendon Day	Nuclear Gauge Safety Certification	Troxler
Kevin Allen	Nuclear Gauge Safety Certification	Troxler
Landon Jones	Nuclear Gauge Safety Certification	Troxler
Hazmat Certification		
Barry Fowlkes	Hazmat Certification	Component Sales
Blake Steen	Hazmat Certification	Troxler
Steve Romero	Hazmat Certification	Troxler
Kevin Allen	Hazmat Certification	Troxler
Landon Jones	Hazmat Certification	Troxler
Brendon Day	Hazmat Certification	Troxler
Chase Mann	Hazmat Certification	Troxler



GIS Mapping and Asset Management

CLIENT	PROJECT DESCRIPTION	POPULATION
MUNICIPALITIES		
City of Andrews	Web-based Geographic Information System Work Flow Management System	13,574
City of Big Spring	Web-based Geographic Information System Work Flow Management System	28,532
City of Brownwood	Web-based Geographic Information System	19,153
City of Clyde	Web-based Geographic Information System	3,842
City of Coleman	Web-based Geographic Information System	4,431
City of Colorado City	Web-based Geographic Information System	4,001
City of Comanche	Web-based Geographic Information System	4,206
City of Dublin	Web-based Geographic Information System	3,626
City of Early	Web-based Geographic Information System	2,991
City of Fort Stockton	Web-based Geographic Information System	8,515
City of Goldthwaite	Web-based Geographic Information System Work Flow Management System	1,867
City of Granite Shoals	Web-based Geographic Information System	5,117
City of Haskell	Web-based Geographic Information System	3,192
City of Mineral Wells	Web-based Geographic Information System Work Flow Management System	17,450
City of Monahans	Web-based Geographic Information System	7,638
City of Snyder	Web-based Geographic Information System	7,638
City of Springtown	Web-based Geographic Information System	3,223
Town of Argyle	Web-based Geographic Information System	4,006
Town of Buffalo Gap	Web-based Geographic Information System	468
WATER DISTRICTS		
Brookesmith SUD	Web-based Geographic Information System	13,765
Brown County WID 1	Web-based Geographic Information System Work Flow Management System	36,292
Coleman County SUD	Web-based Geographic Information System	5,000
Fort Belknap WSC	Web-based Geographic Information System	5,235
Potosi WSC	Web-based Geographic Information System	7,011
Reeves County	Web-based Geographic Information System	15,281
Richland SUD	Web-based Geographic Information System	2,000
Steamboat Mountain WSC	Web-based Geographic Information System	7,724



INTEGRITY
EXCELLENCE
TRUST

Section 5: Additional Information



info@jacobmartin.com
www.jacobmartin.com



3465 Curry Lane
Abilene, TX 79606
325.695.1070

1508 Santa Fe, Suite 203
Weatherford, TX 76086
817.594.9880

4920 S. Loop 289, Suite 104
Lubbock, TX 79414
806.368.6375



Client References

Client	Contact	Phone/Email
City of Big Spring	Mr. John Medina Assistant City Manager	432-264-2345
City of Cross Plains	Ms. Debbie Gosnell City Administrator	254-725-6114 deb@crossplains.org
City of Early	Mr. Tony Aaron City Administrator	325-643-5451 taaron@earlytx.net
City of Coleman	Ms. Diana Lopez City Manager	325-625-5114
City of San Saba	Mr. Scott Edmonson City Manager	325-372-5144
City of Goldthwaite	Mr. Rob Lindsey City Manager	325-648-3186
City of Willow Park	Mr. Bryan Grimes City Manager	806-773-6116
City of Snyder	Mr. Merle Taylor City Manager	325-573-4957 mtaylor@ci.snyder.tx.us
Brookesmith SUD	Steve Adams Manager	325-646-5731
Ft. Griffin SUD	Mark Gardenhire Manager	325-762-2575
SUN SUD	Finley Barnett Manager	325-668-8082
Potosi WSC	Tom Cowley Manager	325-529-3269
Steamboat Mountain WSC	Billy Lodermeier Manager	325-554-7454
Coleman County SUD	Travis Rhoads Manager	325-647-2222
Cross Plains Independent School District	Mr. Dade Cosby Superintendent	254-725-6121 dcosby@cplains.esc14.net
Hardin Simmons University	Mr. Andrew Briscoe Construction Manager	325-670-1692 andrew.briscoe@hsutx.edu
Abilene Independent School District	Mr. Scott McLean Asst. Supt. for Operations	325-677-1444 scott.mclean@abileneisd.org
Abilene Youth Sports Authority	Mr. Brandon Osborne Executive Director	325-692-2972



Entity Information Search Results 1 Total Results

Filter by:

Keyword	Status
128010667	Active

Jacob & Martin, Ltd. Active

Entity Registration

DUNS Unique Entity ID: 128010667

Physical Address:

Expiration Date:

SAM Unique Entity ID: CTY8LEQ1XA15

3465 Curry Ln
Abilene, TX

Jul 26, 2022

CAGE/NCAGE: 5TYQ2

79606 USA

Purpose of Registration:

All Awards


Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, JACOB | MARTIN, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.



 Signature of Contractor's Authorized Official

Kirt Harle, P.E. - Principal Engineer and Vice President
 Printed Name and Title of Contractor's Authorized Official

04/27/2022
 Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

N/A

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

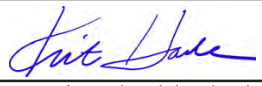
Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7



Signature of vendor doing business with the governmental entity

04/27/2022

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
 - (B) that the vendor has given one or more gifts described by Subsection (a); or
 - (C) of a family relationship with a local government officer.



Commission Meeting Agenda Item Memorandum

ITEM TYPE

Action Item

MEETING DATE:

May 3, 2022

PRESENTER:

Erika McComis, City Manager

ITEM DESCRIPTION:

Discuss and consider awarding a bid for the 2022 meter replacement project funded through the American Rescue Plan Act - Coronavirus State and Local Fiscal Recovery Funds Program.

BACKGROUND INFORMATION:

Staff will present the findings on the RFP process during the meeting on Tuesday evening. The bids were due to the City on Friday afternoon therefore staff and engineers are still reviewing the submittals.

FISCAL IMPACT:

- Not Applicable
- Proposed Expenditure:
- General Ledger Code:
- Proposed Revenue:
- Budget Amendment Required: No
- Financial Review Completed by:

LEGAL REVIEW:

Not applicable.

ATTACHMENTS:

N/A

RECOMMENDED MOTION AND/OR ACTION:

Move to award a bid to _____ for the 2022 Meter Replacement Project.



Commission Meeting Agenda Item Memorandum

ITEM TYPE

Action Item

MEETING DATE:

May 3, 2022

PRESENTER:

Erika McComis, City Manager

ITEM DESCRIPTION:

Consider approval of Ordinance 2022-07 changing the zoning use designation of a 5.81 acre tract in the Northeast quarter of the Lunatic Asylum Lands section number 7, original grantee W. F. Lee Abstract Number 1197, City of Breckenridge, Stephens County, Texas from General Business District ("C-3") to Mobile Home Dwelling District ("MH") effective June 1, 2021; amending the Zoning Map for the City of Breckenridge to reflect such change, and adopting the Zoning Map so amended.

BACKGROUND INFORMATION:

The commission originally approved the zoning change request in June 2021; however, it was not approved by an ordinance. The commission will need to approve the zoning amendment by ordinance to be included on the zoning map. Staff will then forward the ordinance to the GIS vendor to update the zoning map for the city.

FISCAL IMPACT:

- Not Applicable
- Proposed Expenditure:
- General Ledger Code:
- Proposed Revenue:
- Budget Amendment Required: No
- Financial Review Completed by:

LEGAL REVIEW:

The City Attorney reviewed this item.

ATTACHMENTS:

Ordinance 2022-07
Zoning Change Request by Petitioner
City Commission Minutes from June 21, 2021

RECOMMENDED MOTION AND/OR ACTION:

Move to approve Ordinance 2022-07 as presented.

ORDINANCE NO. 2022-07

AN ORDINANCE OF THE CITY OF BRECKENRIDGE, TEXAS CHANGING THE ZONING USE DESIGNATION OF A 5.81 ACRE TRACT IN THE NORTHEAST QUARTER OF THE LUNATIC ASYLUM LANDS SECTION NUMBER 7, ORIGINAL GRANTEE W. F. LEE ABSTRACT NUMBER 1197, CITY OF BRECKENRIDGE, STEPHENS COUNTY, TEXAS FROM GENERAL BUSINESS DISTRICT (“C-3”) TO MOBILE HOME DWELLING DISTRICT (“MH”) EFFECTIVE JUNE 1, 2021; AMENDING THE ZONING MAP FOR THE CITY OF BRECKENRIDGE TO REFLECT SUCH CHANGE; AND ADOPTING THE ZONING MAP SO AMENDED.

WHEREAS, pursuant to state law, the City Commission of the City of Breckenridge, Texas (the “City Commission”) adopted a zoning ordinance and appointed a Planning & Zoning Commission to recommend amendment of that ordinance, from time to time;

WHEREAS, the owner of a 5.81 acre tract of land in the Northeast Quarter of the Lunatic Asylum Lands, Section Number 7, Original Grantee W. F. Lee Abstract Number 1197, City of Breckenridge, Stephens County, Texas (the “Property”) submitted a petition requesting that the zoning use designation for the Property be changed from General Business District (“C-3”) to Mobile Home Dwelling District (“MH”) to accommodate the development of an RV park on the Property;

WHEREAS, the Planning & Zoning Commission held a public hearing regarding the request on May 11, 2021, after giving due notice regarding same, considered the request, and made a recommendation to the City Commission that the request be approved;

WHEREAS, the City Commission held a public hearing on June 1, 2021, after giving due notice regarding same according to the procedures imposed by state law and approved the request but inadvertently did not adopt an ordinance reflecting said zoning change; and

WHEREAS, the City Commission finds that the zoning change approved on June 1, 2021 and formally adopted by this ordinance is in furtherance of the public interest, for the good government, peace, order, trade and commerce of the City, and is made in accordance with the City’s Comprehensive Plan.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS THAT:

1. That the zoning use designation of property described as a 5.81 acre tract of land in the Northeast Quarter of the Lunatic Asylum Lands, Section Number 7, Original Grantee W. F. Lee Abstract Number 1197, City of Breckenridge, Stephens County, Texas, as more particularly described in the attached **Exhibit “A”** is hereby changed from General Business District (“C-3”) to Mobile Home Dwelling District (“MH”).
2. That the official zoning map of the City of Breckenridge is hereby amended to reflect the zoning use designation change described above, and that the map so amended is hereby adopted.

3. This ordinance shall take effect immediately upon its adoption by the City Commission; however, it is the City Commission's intention that the zoning change take effect as of June 1, 2021.

PASSED, APPROVED, AND ADOPTED on this the 3rd day of May 2022.

ATTEST:

Bob Sims, Mayor

Jessica Sutter, City Secretary

S E A L

EXHIBIT "A"

OWEN SURVEYING CO.
P. O. BOX 336, BRECKENRIDGE, TX 76424

MICHAEL DAVIS,
PRESIDENT
OFFICE 254-559-9898
FAX 254-559-7372

ERIC BRENNAN, RPLS #5560
Firm Number 10069000
www.owensurveying.com

METES AND BOUNDS DESCRIPTION
Parcel Two - 5.81 Acre Tract

All that certain 5.81 acre tract or parcel of land situated in northeast quarter of the Lunatic Asylum Lands Section Number 7, original grantee W. F. Lee Abstract Number 1197, City of Breckenridge, County of Stephens, State of Texas, said tract being the remainder of a called 6.00 acre tract as described in deed to Billy Cook, filed 04 September 2009, and recorded in volume 1961 page 250 of the Official Public Records of Stephens County, and being more particularly described as follows;

BEGINNING for the southwest corner of the tract being described herein at a set 1/2 rebar on the east line of Farm to Market Road Number 3099, said rebar being the remainder of said Cook tract, and said rebar being the southeast corner of a called 0.195 acre tract as described in deed from Bob Cook to the State of Texas, filed 27 April 1994, and recorded in volume 1155 page 58 of the Deed Records of said Stephens County, same being the northwest corner of a called 17.2 acre tract as described in deed to Sloan Thompson, filed 30 December 1960, and recorded in volume 312 page 14 of said official public records, said rebar also having NAD83 NCTZ grid coordinates of N-6958471.2, E-1831566.56;

THENCE: North 04 degrees 03 minutes 16 seconds East, with the east line of said road, a distance of 237.37 feet to a set 1/2 inch rebar for an angle point in the east line of said road;

THENCE: North 11 degrees 18 minutes 25 seconds East, with the east line of said road, a distance of 113.9 feet to a set 1/2 inch rebar for the northwest corner of this tract and the remainder northwest corner of said Cook tract 6.00 acre tract, same being the southwest corner of a called 2.94 acre tract as described in deed to Wimberley, Inc., filed 04 February 2013, and recorded in volume 2040 page 416 of said official public records;

THENCE: North 89 degrees 51 minutes 54 seconds East, with the north line of said Cook 6 acre tract, and with the south line of said Wimberley tract, and with a barbed wire fence and passing at 295.38 feet a T-Post near the southeast corner of said Wimberley tract, and continuing on said course and passing at 698.19 feet a pipe fence corner post, and continuing on said course leaving said fence, a total distance of 701.79 feet to a set 1/2 inch rebar for the northeast corner of said Cook 6 acre tract;

THENCE: South 00 degrees 09 minutes 31 seconds West, with the east line of said Cook 6 acre Tract, a distance of 349.34 feet to a pipe fence corner post for the southeast corner of said Cook 6 acre tract, and said post being on the north line of said Thompson tract;

THENCE: South 89 degrees 56 minutes 21 seconds West, with the south line of said Cook 6 acre tract and with the north line of said Thompson tract, and with a barbed wire fence, a distance of 739.94 feet to the POINT OF BEGINNING and containing 5.81 acres of land.

NAD83 Grid Bearings and Distances reflect surface measurements.



Eric Brennan

Eric Brennan, Texas Registered
Professional Land Surveyor
Number 5560
Dated 28 May 2020



Regular Meeting of the Breckenridge City Commission

Tuesday, June 01, 2021 at 5:30 PM

Breckenridge City Offices Commission Chambers
105 North Rose Avenue
Breckenridge, Texas 76424

MINUTES

CALL TO ORDER

Mayor Pro Tem Moore called to order at 5:33 pm

INVOCATION

Invocation led by Brother Otho Noggle

PLEDGE OF ALLEGIANCE

Led by Brother Otho Noggle

APPROVAL OF MINUTES

1. Request to approve Minutes of the May 4, 2021, City Commission Meeting

PUBLIC TESTIMONY

None

CONSENT AGENDA

All items listed below are considered to be routine by the City Commission and will be enacted with one motion. There will be no separate discussion of items unless a Commission Member or Citizen so request, in which event, the item will be removed from the General Order of Business and considered in its normal sequence.

2. Request to approve Departmental Reports

INDIVIDUAL CONSIDERATION

3. Request to approve Planning and Zoning Commission recommendations:

A. PZ 21-01 - Billy Cook requests zone change from C-3 - General Business District to MH - Mobile Home Dwelling District at A1197 LAL, Sec 7, Tract NE/4, 6.000 acres in Breckenridge, Texas.

Fire Chief Chaney reviewed P & Z request: The P & Z Meeting was held on May 11, 2021 the only opposition was from a realtor concerning the flood zone and flood area. A no rise

certificate was done stating requirements and restrictions. It will be zoned for mobile homes, but the only thing this area can be used for is a RV park with no permanent structures allowed.

4. Request to approve Ordinance 21-06 amending Chapter 15 Parks and Recreation

Interim City Manager Robertson-Caraway explains this has been addressed on previous agendas; this is just formally changing the name of the South portion of the park to Booker T. Washington Park.

Motion made by Commissioner Blue, Seconded by Commissioner Mercer.

Voting Yea: Mayor Sims, Commissioner Moore, Commissioner Blue, Commissioner Durham, Commissioner Mercer.

DEPARTMENT HEAD REPORTS

5. Public Works and Community Update

Public Works Director Satterwhite discussed the increase in town growth, people buying property, new apartments, new drug store, Domino's, coffee shop on Walker, several changes coming. We have to get ahead of the curve, make changes, improve salaries get . We have also had people talking about making our Fire Department a Volunteer Fire Department thinking it will save money. It would require 30 volunteers to replace 10 skilled Fire Fighters. Current insurance rates would raise to a 9 this would be a 27% increase in Fire Insurance. Adding more Fire Fighters would decrease our ISO to possibly a 4, not a savings with Volunteer Fire Fighters. Satterwhite also talked about the infiltration study done on the sewer issues should be back soon, then Contractors will come in and check the system.

Fire Chief Chaney discussed more manpower and more equipment would decrease our ISO to possibly a 4 maybe a 3 and this would be a savings to the City. They would require a map of our entire water systems with meters included. They will inform us of the information they need. The manpower and equipment is very important. We have a lot of improvements with dispatch and this will also be included in the ISO's reports. A lot of improvements have been done since the last review in 2015. Our Fire fighters response makes a difference in life or death, losing a structure or saving it. Chaney also spoke about the changes and growth coming to Breckenridge.

CITY MANAGER REPORTS

6. July 4th Holiday will be observed on Monday July 5th.

Interim City Manager Robertson-Caraway states the July 4th Holiday will be recognized by the City on Monday July 5th.

7. City Picnic

Interim City Manager Robertson-Caraway explains due to COVID, staff shortages, budgetary factors, and community perception we will again not be having an employee picnic.

8. SGR Update

Interim City Manager Robertson-Caraway mentions that Larry Gilley with SGR has provided the data on the three finalists. I will be contacting the committee members to meet and review the data and begin to schedule Zoom interviews.

ITEMS NOT REQUIRING FORMAL ACTION

Fire Chief Chaney and Public Works Director Satterwhite review Memorial Day Weather and flooding issues and possible future issues over the next week with more rain coming.

ADJOURN at 6:32 pm

Motion made by Commissioner Blue, Seconded by Commissioner Mercer.
Voting Yea: Mayor Sims, Commissioner Moore, Commissioner Blue, Commissioner Durham, Commissioner Mercer.

ATTEST

Bob Sims,
Mayor

Heather Robertson-Caraway, CCCII, TRMC
Interim City Manager / City Secretary

SEAL



CITY OF BRECKENRIDGE
105 N. Rose Ave.
Breckenridge, TX 76424
254-559-8287

APPLICATION FOR:

Planning & Zoning

Board of Adjustments

DATE: 4-7-2021

APPLICANT: Billy "Bo" Cook PHONE #: 254-559-0674

AGENT: _____ PHONE #: _____

MAILING ADDRESS: P.O. Box 1367 BRECKENRIDGE 3429 W. WALKER

LEGAL DESCRIPTION: 5.81 ACRES (6 ACRES)

PROPERTY ZONED: C3

LOCATION / PROPERTY ADDRESS: 3099 South

PRESENT USE OF PROPERTY: AG + STORAGE

DESIRED USE OF PROPERTY: R.V. PARK

WHAT IS THE SPECIFIC REQUEST? change zoning allowing R.V. PARK

C3 to MA

APPLICANT AND/OR AGENT MUST BE PRESENT FOR APPLICATION TO BE CONSIDERED
FILING FEE: \$75.00 (Make check payable to the City of Breckenridge)

The undersigned has read the above application and does hereby certify that all information contained therein is true and correct; and does hereby request that all necessary legal steps be taken to submit such request to the proper Commission at its next regular meeting.

Billy Cook

Signature of property owner or authorized agent

(FOR OFFICE USE ONLY)

CASE #: 21-01

CONSIDERATION DATE: 5-11-21

RECEIPT #: _____

ACTION: _____

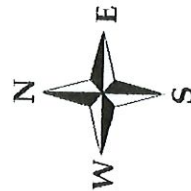
Map



-  Local Road Labels
-  Local Roads
-  Extra-territorial Jurisdiction
-  City Limits
-  Stephens CAD Parcels



Data displayed were gathered by the City of Breckenridge for municipal purposes. No guarantee is made regarding suitability for any other use or purpose.



04/28/21 11:15

**ENVIRONMENT CONSULTANTS, INC.****P.O. Box 1016****Breckenridge, Texas 76424****254-559-6414****FAX 254-559-2452**

April 5, 2021

Mr. Bo Cook
3429 West Walker
Breckenridge, TX 76424

RE: 5.81 acre tract as described in the attached Owen Surveying Co. document dated May 28, 2020.
Breckenridge, Texas 76424

Mr. Cook and To Whom It May Concern.

This report is on the 5.81 acre tract referenced above. The property is in the area designated as Zone A on the Stephens County Flood Insurance Rate Map #48429C0095 C. (attached)

The plan for this property is to remove the trash and debris, remove the cattle pens and remove the brush from the property. The property will then be developed to serve as a travel trailer recreational vehicle park. There are no plans to construct any structures such as an office building, restroom facility, picnic tables, area gathering facility or any other permanent structures.

A site visit was performed to inspect the present conditions of the property and the adjoining properties (see attached photos). The current use of the property is by an oilfield equipment company for storage and maintenance of equipment. The used/junk oilfield equipment, storage tanks etc.; will be removed.

There is a large amount of junk and trash on the southwest perimeter of the property (old tires, etc.) that will be removed from the property.

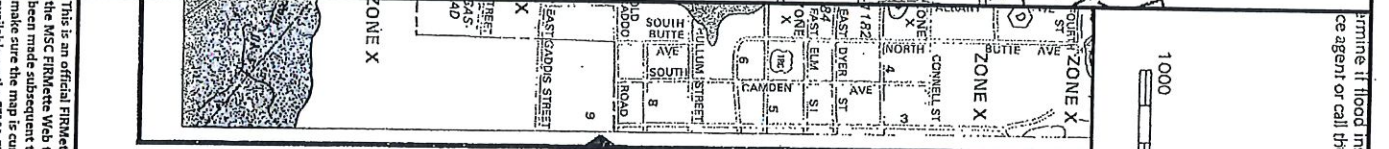
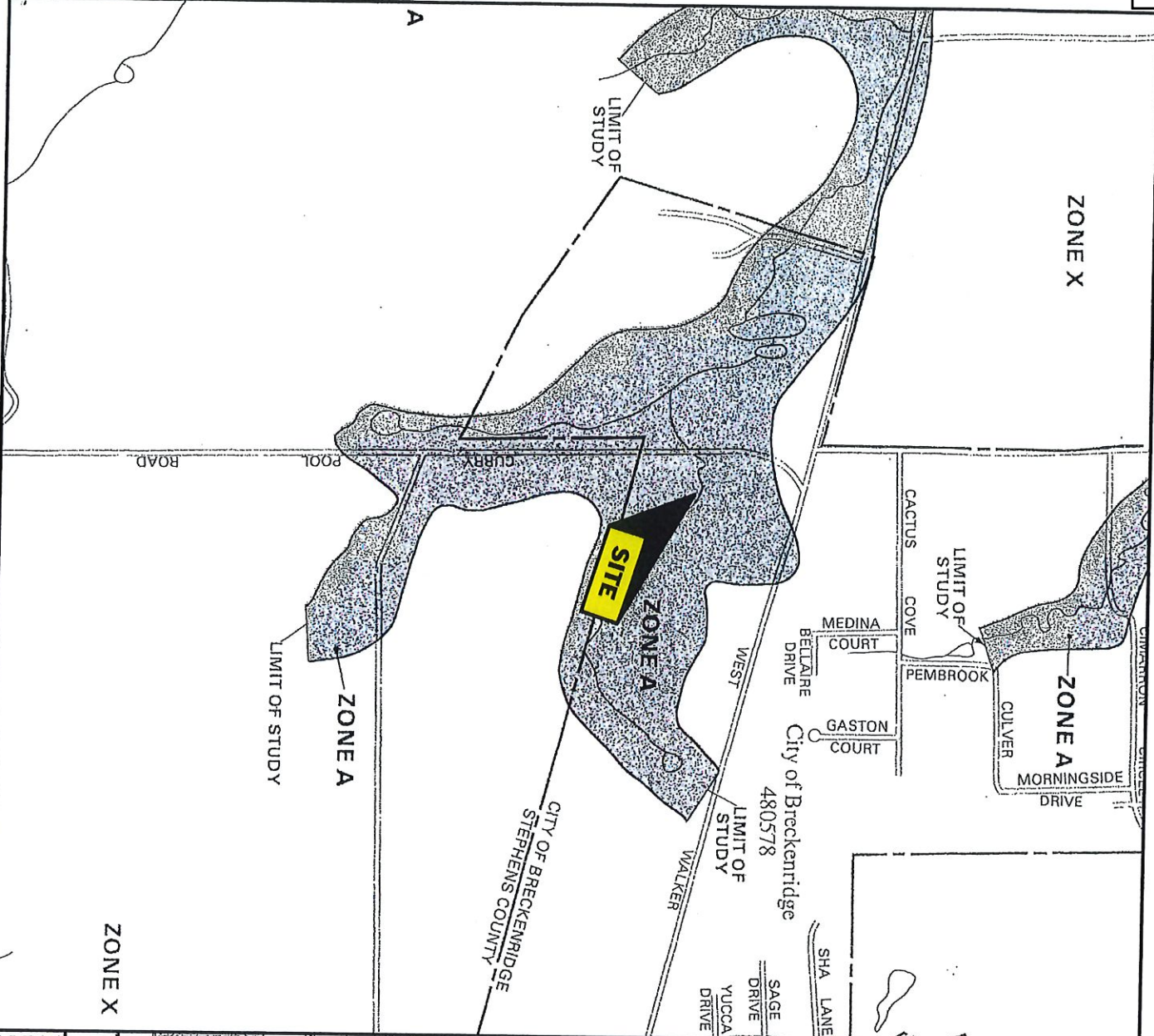
The boundary of the property is currently fenced.

It is my professional opinion that the development of the travel trailer park, after the removal of trees, cattle pens, brush vegetation, junk equipment and trash will not be an increased impediment to the flow of water during a flood event.

Sincerely;



Michael D. Thornton PE



APPROXIMATE SCALE

1000 0 1000 FEET

NATIONAL FLOOD INSURANCE PROGRAM

FIRM

FLOOD INSURANCE RATE MAP

STEPHENS COUNTY, TEXAS AND INCORPORATED AREAS

PANEL 95 OF 300
(SEE MAP INDEX FOR PANELS NOT PRINTED)

DRAWING	NUMBER	PANEL	SHEET
BRECKENRIDGE CITY #	48285	026	C
UNINCORPORATED AREAS	48124	005	C

PANEL LOCATION

95

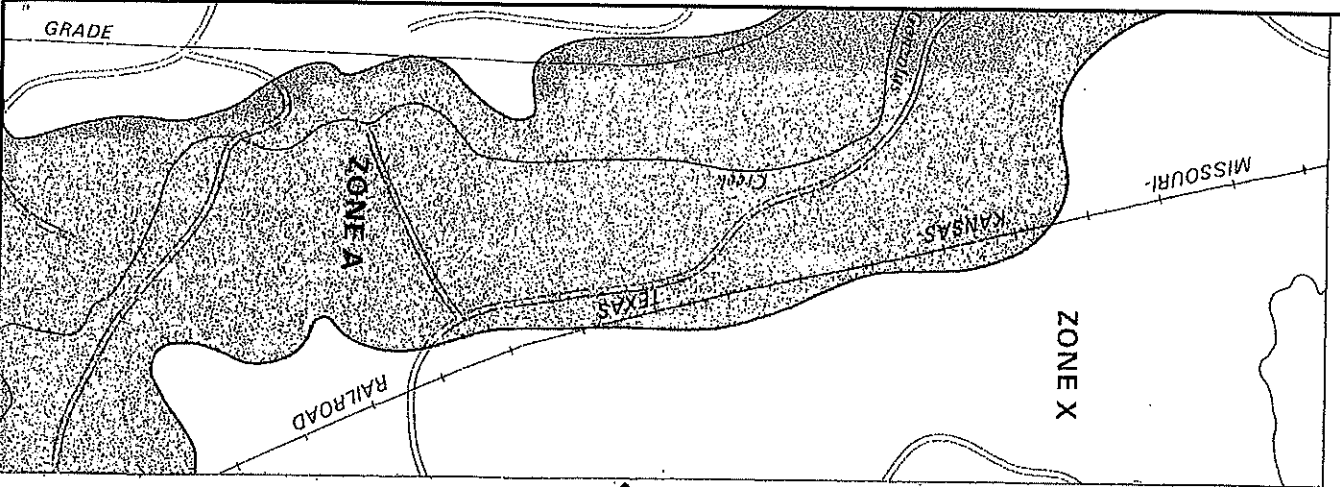
MAP NUMBER
484290095 C

EFFECTIVE DATE:
JANUARY 2, 1991

Federal Emergency Management Agency


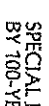

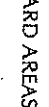

This is an official FIRMette showing a portion of the above-referenced flood map created from the MSC FIRMette Web tool. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For additional information about how to make sure the map is current, please see the Flood Hazard Mapping Updates Overview Fact Sheet available on the FEMA Flood Map Service Center home page at <https://msc.fema.gov>.




Firmette flood insurance is available in this community; contact your agent or call the National Flood Insurance Program at (800) 638-6620.



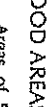




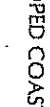
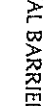
LEGEND



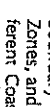
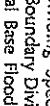
SPECIAL FLOOD HAZARD AREAS INUNDATED BY 100-YEAR FLOOD



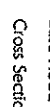
-  **ZONE A**
No base flood elevations determined.
-  **ZONE AE**
Base flood elevations determined.
-  **ZONE AH**
Flood depths of 1 to 3 feet (usually areas of ponding); base flood elevations determined.
-  **ZONE AO**
Flood depths of 1 to 3 feet (usually sheet flow on sloping terrain); average depths determined. For areas of alluvial fan flooding; velocities also determined.
-  **ZONE A99**
To be protected from 100-year flood by Federal flood protection system under construction; no base flood elevations determined.

-  **ZONE V**
Coastal flood with velocity hazard (wave action); no base flood elevations determined.
-  **ZONE VE**
Coastal flood with velocity hazard (wave action); base flood elevations determined.
-  **FLOODWAY AREAS IN ZONE AE**

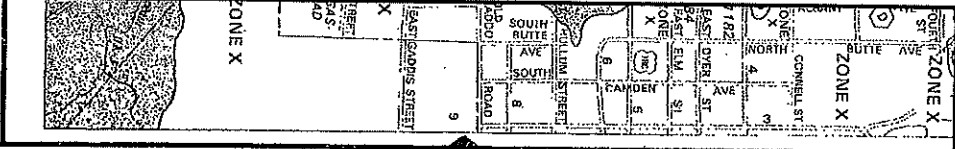
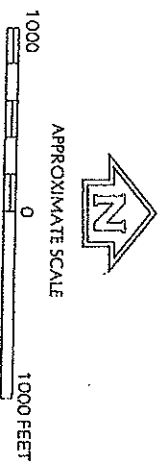
-  **OTHER FLOOD AREAS**
ZONE X
Areas of 500-year flood; areas of 100-year flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 100-year flood.
-  **OTHER AREAS**
ZONE X
Areas determined to be outside 500-year-flood-plan.
-  **ZONE D**
Areas in which flood hazards are under-estimated.

-  **UNDEVELOPED COASTAL BARRIERS**
-  Floodplain Boundary
-  Floodway Boundary
-  Zone D Boundary

-  Boundary Dividing Special Flood Hazard Zones; and Boundary Dividing Areas of Different Coastal Base Flood Elevations Within Special Flood Hazard Zones.
-  Base Flood Elevation Line; Elevation in Feet*
-  Cross Section Line
-  Base Flood Elevation in Feet Where Uniform Within Zone*

-  513 (EL 987)
-  RM7X
-  Elevation Reference Mark

Printed if flood insurance is available in this community, contact your agent or call the National Flood Insurance Program at (800) 638-6620.



NATIONAL FLOOD INSURANCE PROGRAM

FIRM

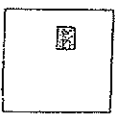
FLOOD INSURANCE RATE MAP

STEPHENS COUNTY, TEXAS AND INCORPORATED AREAS

PANEL 95 OF 300


SEE MAP INDEX FOR PANELS NOT PRINTED

COMMUNITY	NUMBER	PANEL	SHEET
STEPHENS COUNTY, TEXAS AND INCORPORATED AREAS	4124	095	C



PANEL LOCATION

MAP NUMBER
444290095 C
EFFECTIVE DATE:
JANUARY 2, 1991


Federal Emergency Management Agency

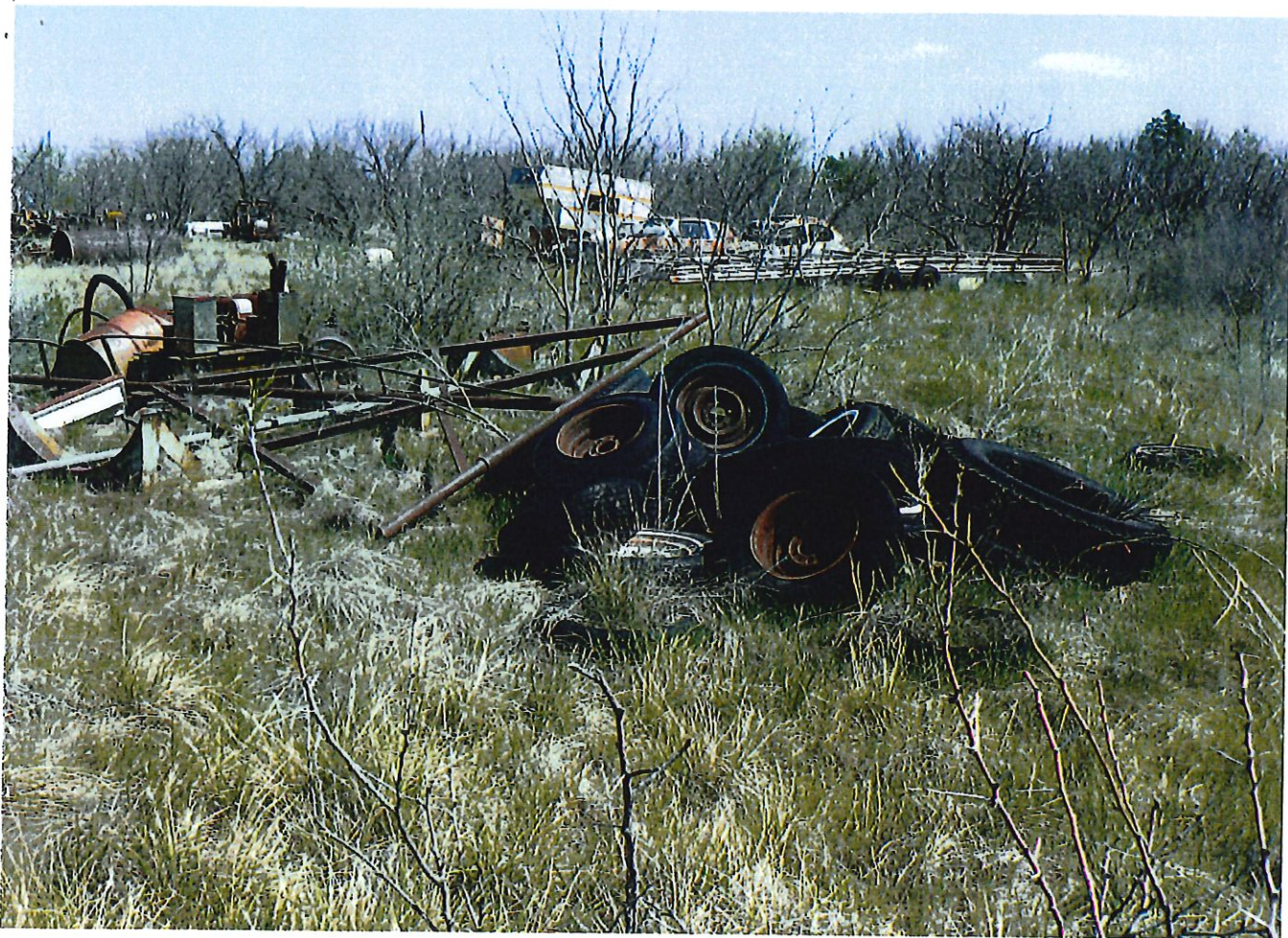
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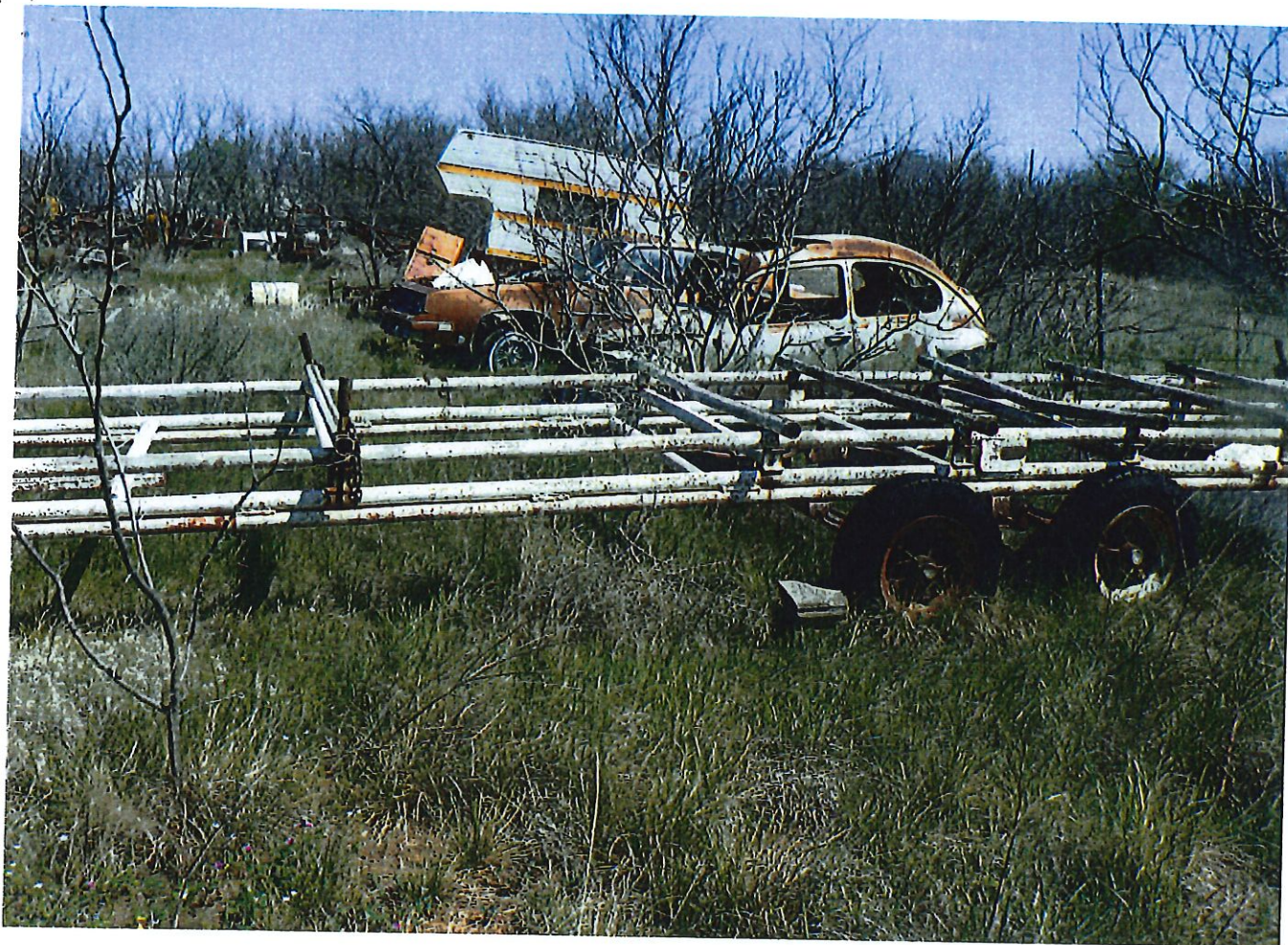














OWEN SURVEYING CO.

P. O. BOX 336, BRECKENRIDGE, TX 76424

MICHAEL DAVIS,
PRESIDENT
OFFICE 254-559-9898
FAX 254-559-7372

ERIC BRENNAN, RPLS #5560

Firm Number 10069000
www.owensurveying.com**METES AND BOUNDS DESCRIPTION****Parcel Two – 5.81 Acre Tract**

All that certain 5.81 acre tract or parcel of land situated in northeast quarter of the Lunatic Asylum Lands Section Number 7, original grantee W. F. Lee Abstract Number 1197, City of Breckenridge, County of Stephens, State of Texas, said tract being the remainder of a called 6.00 acre tract as described in deed to Billy Cook, filed 04 September 2009, and recorded in volume 1961 page 250 of the Official Public Records of Stephens County, and being more particularly described as follows;

BEGINNING for the southwest corner of the tract being described herein at a set 1½ rebar on the east line of Farm to Market Road Number 3099, said rebar being the remainder of said Cook tract, and said rebar being the southeast corner of a called 0.195 acre tract as described in deed from Bob Cook to the State of Texas, filed 27 April 1994, and recorded in volume 1155 page 58 of the Deed Records of said Stephens County, same being the northwest corner of a called 17.2 acre tract as described in deed to Sloan Thompson, filed 30 December 1960, and recorded in volume 312 page 14 of said official public records, said rebar also having NAD83 NCTZ grid coordinates of N-6958471.2, E-1831566.56;

THENCE: North 04 degrees 03 minutes 16 seconds East, with the east line of said road, a distance of 237.37 feet to a set 1/2 inch rebar for an angle point in the east line of said road;

THENCE: North 11 degrees 18 minutes 25 seconds East, with the east line of said road, a distance of 113.9 feet to a set 1½ inch rebar for the northwest corner of this tract and the remainder northwest corner of said Cook tract 6.00 acre tract, same being the southwest corner of a called 2.94 acre tract as described in deed to Wimberley, Inc., filed 04 February 2013, and recorded in volume 2040 page 416 of said official public records;

THENCE: North 89 degrees 51 minutes 54 seconds East, with the north line of said Cook 6 acre tract, and with the south line of said Wimberley tract, and with a barbed wire fence and passing at 295.38 feet a T-Post near the southeast corner of said Wimberley tract, and continuing on said course and passing at 698.19 feet a pipe fence corner post, and continuing on said course leaving said fence, a total distance of 701.79 feet to a set 1/2 inch rebar for the northeast corner of said Cook 6 acre tract;

THENCE: South 00 degrees 09 minutes 31 seconds West, with the east line of said Cook 6 acre Tract, a distance of 349.34 feet to a pipe fence corner post for the southeast corner of said Cook 6 acre tract, and said post being on the north line of said Thompson tract;

THENCE: South 89 degrees 56 minutes 21 seconds West, with the south line of said Cook 6 acre tract and with the north line of said Thompson tract, and with a barbed wire fence, a distance of 739.94 feet to the POINT OF BEGINNING and containing 5.81 acres of land.

NAD83 Grid Bearings and Distances reflect surface measurements.



Eric Brennan, Texas Registered
Professional Land Surveyor
Number 5560
Dated 28 May 2020



Commission Meeting Agenda Item Memorandum

ITEM TYPE

Consent Agenda

MEETING DATE:

April 5, 2022

PRESENTER:

Erika McComis, City Manager

ITEM DESCRIPTION:

Discuss and consider approval of Engineering Services Work Order No. 33 with Enprotech / Hibbs & Todd, Inc. to conduct a pavement evaluation for the City of Breckenridge residential streets.

BACKGROUND INFORMATION:

Staff met with Colden and Sage with our engineering firm EHT to discuss developing a Street Improvement Program for the City to be incorporated into the budget moving forward. The program will need to consider the priorities of the streets by using a scoring matrix which will consider traffic loading, roadway condition, and the condition of water and sewer lines under the roadway (if applicable). As a part of the evaluation conducted by EHT a geotechnical boring will be performed on the most critical streets to determine the depth and condition of the asphalt and base material. The results of the geotechnical investigation and priority list developed will be used to develop a pavement improvement plan which will include proposed phasing and cost estimates for the improvements required.

The plan will be brought forward each budget cycle for staff and commission to determine priorities and maintain a list of projects to be completed each fiscal year.

FISCAL IMPACT:

- Not Applicable
- Proposed Expenditure: up to \$23,000
- General Ledger Code: 101-5-43-5513
- Proposed Revenue: Street Maintenance Sales Tax
- Budget Amendment Required: No
- Financial Review Completed by: City Manager

LEGAL REVIEW:

Not applicable.

ATTACHMENTS:

Work Order No. 33

RECOMMENDED MOTION AND/OR ACTION:

Move to approve work order 33 with EHT.

**Engineering Services
Work Order No. 033
Under Engineering Services Agreement Executed on April 29, 2022**

Pavement Evaluation

Scope of Services:

ENGINEER to provide engineering services to facilitate the evaluation of residential streets throughout the City of Breckenridge. The proposed scope of this evaluation will include the following:

- Visual and drive-through inspection of each of the streets
- Development of a condition scoring matrix with will consider:
 - Traffic loading
 - Roadway condition
 - Condition of water and sewer lines under roadway, if applicable
- Following the completion of the scoring, the ENGINEER and OWNER will identify the streets which are the highest priority for repair/resurfacing.
- Geotechnical borings will be performed on the streets identified as the most critical to determine the depth and condition of the asphalt and base material.
- The results of the geotechnical investigation and priority list developed will be used to develop a pavement improvements plan which will include proposed phasing and cost estimates for the paving improvements required.

Compensation

The work is authorized under the terms and conditions of the Engineering Services Agreement, between the City of Breckenridge (OWNER) and ENGINEER. The compensation for services shall be as follows:

Pavement Evaluation: Lump sum amount of **\$18,000** for the preparation and development of the Pavement Evaluation.

Geotechnical Investigation of Pavement: Hourly not-to-exceed billing basis in accordance with the attached *Schedule of Charges*. Estimated cost for this task is **\$5,000** and shall not be exceeded without approval by the OWNER.

Deliverables

1. Pavement Evaluation Report summarizing the condition of the existing pavement, proposed pavement improvements phasing plan, and anticipated cost for improvements.

Upon execution, this Work Order authorizes ENGINEER to proceed with the above-referenced services.

ENPROTEC / HIBBS & TODD, INC.

CITY OF BRECKENRIDGE, TEXAS



Signature

4/29/22

Date

Signature

Date

Colden S. Rich

Printed or Typed Name

Printed or Typed Name

Associate Vice President

Title

Title



Commission Meeting Agenda Item Memorandum

ITEM TYPE

Action Item

MEETING DATE:

May 3, 2022

PRESENTER:

Erika McComis, City Manager

ITEM DESCRIPTION:

Discuss and consider of Resolution 2022-16 authorizing application for financial assistance from the Texas Water Development Board; and making certain findings in connection therewith

BACKGROUND INFORMATION:

The City must receive approval from the Commission to seek approval from the legislative body authorizing the City to seek financial assistance from the Texas Water Development Board. The resolution states that the City is seeking an amount not to exceed \$5,500,000 to provide for the costs of improvements to the City's water system, including repairs, rehabilitation and/or improvements to the water treatment plant and water intake structure, various water lines within the distribution system, and related infrastructure improvements.

This approval is for a new grant submittal that will assist the city in addressing turbidity issues within the City's water system.

FISCAL IMPACT:

- Not Applicable
- Proposed Expenditure:
- General Ledger Code:
- Proposed Revenue:
- Budget Amendment Required: No
- Financial Review Completed by:

LEGAL REVIEW:

The City Manager reviewed this item.

ATTACHMENTS:

Resolution

RECOMMENDED MOTION AND/OR ACTION:

Move to approve Resolution 2022-16

RESOLUTION NO. 2022-16

RESOLUTION AUTHORIZING APPLICATION FOR FINANCIAL ASSISTANCE FROM THE TEXAS WATER DEVELOPMENT BOARD; AND MAKING CERTAIN FINDINGS IN CONNECTION THEREWITH

THE STATE OF TEXAS §
COUNTY OF STEPHENS §
CITY OF BRECKENRIDGE §

WHEREAS, the City of Breckenridge, Texas (the "City") hereby finds and determines that there is an urgent need for the construction of improvements to the City’s water system; and

WHEREAS, such capital improvements cannot be reasonably financed unless financial assistance is obtained from the Texas Water Development Board; and

WHEREAS, it is hereby officially found and determined: that public notice of the time, place, and purpose of said meeting was given, all as required by Texas Government Code, Chapter 551.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE:

1. An application is hereby approved and authorized to be filed with the Texas Water Development Board seeking financial assistance in an amount not to exceed \$5,500,000 to provide for the costs of improvements to the City’s water system, including repairs, rehabilitation and/or improvements to the water treatment plant and water intake structure, various water lines within the distribution system, and related infrastructure improvements.

2. That the Mayor, the City Manager and the City Secretary of said City are hereby designated the authorized representatives of the City for the purpose of furnishing such information and executing such documents as may be required in connection with the preparing and filing of such application for financial assistance and with complying with the rules of the Texas Water Development Board.

3. That the following firms and individuals are hereby authorized and directed to aid and assist in the preparation and submission of such application and appear on behalf of and represent the City before any hearing held by the Texas Water Development Board on such application, to-wit:

Financial Advisor

Erick Macha
Hilltop Securities Inc.
717 N. Harwood, Suite 3400
Dallas, Texas 75201
Phone: (214) 953-4033
Fax: (214) 840-5081
email: erick.macha@hilltopsecurities.com

Bond Counsel

Rodolfo Segura Jr
McCall, Parkhurst & Horton L.L.P.
717 N. Harwood, 9th Floor
Dallas, Texas 75201-6587
Phone: (214) 754-9268
Fax: (214) 754-9250
email: rsegura@mphlegal.com

Engineer

Keith Kindle, P.E.
Enprotec / Hibbs & Todd, Inc.
1310 Weatherford Highway
Suite 116
Granbury, Texas 76048
Phone: (682) 498-6000
Fax: (682) 498-6293
email: keith.kindle@e-ht.com

and the Mayor, the City Manager and the City Secretary of the City are each hereby authorized to execute contracts for services with such firms and individuals on behalf of the City.

SIGNED this, the 3rd day of May, 2022.

Jessica Sutter, City Secretary

Bob Sims, Mayor

CERTIFICATE FOR RESOLUTION

THE STATE OF TEXAS §
COUNTY OF STEPHENS §
CITY OF BRECKENRIDGE §

I, the undersigned secretary of said City, hereby certify as follows:

1. The City Commission of said City convened in REGULAR MEETING ON THE 3RD DAY OF MAY, at the designated meeting place, and the roll was called of the duly constituted officers and members of said City Commission, to wit:

- Bob Sims, Mayor
- Russell Blue, Commissioner Place 1
- Rob Durham, Commissioner Place 2
- Vince Moore, Mayor Pro-Tem, Commissioner Place 3
- Gary Mercer, Commissioner Place 4

and all of said persons were present, thus constituting a quorum. Whereupon, among other business, the following was transacted at said Meeting: a written

RESOLUTION AUTHORIZING APPLICATION FOR FINANCIAL ASSISTANCE FROM THE TEXAS WATER DEVELOPMENT BOARD; AND MAKING CERTAIN FINDINGS IN CONNECTION THEREWITH

was duly introduced for the consideration of said City Commission. It was then duly moved and seconded that said Resolution be adopted and, after due discussion, said motion, carrying with it the adoption of said Resolution, prevailed and carried by the following vote:

AYES: All members of the City Commission shown present above voted "Aye," except as shown below:

NOES: _____

ABSTAIN: _____

2. That a true, full and correct copy of the aforesaid Resolution adopted at the Meeting described in the above and foregoing paragraph is attached to and follows this Certificate; that said Resolution has been duly recorded in said City Commission’s minutes of said Meeting; that the above and foregoing paragraph is a true, full and correct excerpt from said City Commission’s minutes of said Meeting pertaining to the adoption of said Resolution; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of said City Commission as indicated therein; that each of the officers and members of said City Commission was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid Meeting, and that said Resolution would be introduced and considered for adoption at said Meeting, and each of said officers and members consented, in advance, to the holding of said Meeting for such purpose, and that said Meeting was open to the public and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code.

SIGNED this, the 3rd day of May, 2022.

Jessica Sutter, City Secretary

CERTIFICATE FOR RESOLUTION AUTHORIZING APPLICATION FOR FINANCIAL ASSISTANCE FROM
THE TEXAS WATER DEVELOPMENT BOARD; AND MAKING CERTAIN FINDINGS IN CONNECTION
THEREWITH



Commission Meeting Agenda Item Memorandum

ITEM TYPE

Workshop Item

MEETING DATE:

May 3, 2022

PRESENTER:

Erika McComis, City Manager

ITEM DESCRIPTION:

Discussion on transitioning to a tandem axle service truck through Republic Services.

BACKGROUND INFORMATION:

Staff has met with our local Republic Services representative to discuss transitioning to a tandem axle service truck in order to allow for a lighter and more even load on the pavement of our residential streets. Republic Service in turn has requested that the City agree to an additional 8 year contract in order to allow them to purchase a new tandem axle truck and replace the current dual axle truck. The cities current contract is through July 2025 thus the extension would put the cities contract through July 2033. Staff has discussed the issue and would not like to see the city agree to an extension past five years and if this is not acceptable is willing to let the current contract run out and put the service up for bid.

FISCAL IMPACT:

- Not Applicable
- Proposed Expenditure:
- General Ledger Code:
- Proposed Revenue:
- Budget Amendment Required: No
- Financial Review Completed by:

LEGAL REVIEW:

Not applicable.

ATTACHMENTS:

Memo on Single vs Double Axle Truck

RECOMMENDED MOTION AND/OR ACTION:

No Action. Discussion only.



**HEIL ENVIRONMENTAL
INDUSTRIES, LTD.**

A **DOVER** COMPANY

ANALYSIS: IMPACT OF TRUCK TIRE PRESSURE ON STREET SURFACE SINGLE AXLE vs DUAL

By: Houston Ratledge

STUDY ONE

Formula 4000 – 18 cubic yard body

Typical RT chassis, International 7400 conventional cab configuration with single rear axle.

Tires, front, 315/80R22.5 w/ 88 "2 patch x 2 = 176 "2 total

Tires, rear, 11R22.5 w/ 75 "2 patch x 4 = 300 "2

Laden weight total = 35,300 # @ 750 #/Y³

Laden weight @ front axle = 10,000 # (5,000 # / tire) = 56.82 #/''² each tire

Laden weight @ rear axle = 25,300 # (6,325 # / tire) = 84.33 #/''² each tire

$(56.82)(2) + (84.33)(4) \div 6 = 75.16 \text{ #/''}^2 \text{ each tire}$

STUDY TWO

DuraPack 5000 – 25 cubic yard body

Typical RT chassis, Mack MR cab-over-engine configuration with tandem rear axle.

Tires, front, 425/65R22.5 w/ 119 "2 patch x 2 = 238 "2 total

Tires, rear, 11R22.5 w/ 75 "2 patch x 8 = 600 "2

Laden weight total = 59,500 # @ 1,000 #/Y³

Laden weight @ front axle = 18,100 # (9,050 # / tire) = 76.05 #/''² each tire

Laden weight @ rear axle = 41,400 # (5,175 # / tire) = 69.00 #/''² each tire

$(76.05)(2) + (69.00)(8) \div 10 = 70.41 \text{ #/''}^2 \text{ each tire}$

CONCLUSION

Study one – single rear,

Front tire patch = 56.82 #/''² each tire

Rear tire patch = 84.33 #/''² each tire ~22% greater

Overall average = 75.16 #/''² each tire

Study two – tandem rear

~Front tire patch = 76.05 #/''² each tire

Rear tire patch = 69.00 #/''² each tire

Overall average = 70.41 #/''² each tire

The conclusion is obvious. The single rear tires have a greater detrimental impact on the road surface, whereas, the tandem axle chassis front tires have a greater impact on the road surface. **Overall, the tandem exerts the lowest average load per tire on the road surface.**



Commission Meeting Agenda Item Memorandum

ITEM TYPE

Consent Agenda

MEETING DATE:

May 3, 2022

PRESENTER:

Jessica Sutter, City Secretary

ITEM DESCRIPTION:

Consider approval of the April 5, 2022 Regular Commission meeting minutes as recorded.

BACKGROUND INFORMATION:

The minutes of the City Commission Meeting are recorded by the City Secretary and presented to the Commission for approval.

FISCAL IMPACT:

- Not Applicable
 Proposed Expenditure:
 General Ledger Code:
 Proposed Revenue:
 Budget Amendment Required: No
 Financial Review Completed by:

LEGAL REVIEW:

Not applicable.

ATTACHMENTS:

A. Minutes

RECOMMENDED MOTION AND/OR ACTION:

Move to approve the minutes of the City Commission of Breckenridge as recorded.

APRIL 05, 2022

REGULAR TOWN COMMISSION MEETING OF THE TOWN OF BRECKENRIDGE, TEXAS, HELD ON THIS DATE WITH THE FOLLOWING MEMBERS PRESENT:

MAYOR
COMMISSIONER PLACE 2
MAYOR PRO TEM, PLACE 3
COMMISSIONER PLACE 4

BOB SIMS
ROB DURHAM
VINCE MOORE
GARY MERCER

CITY MANAGER
PUBLIC WORKS DIRECTOR
PARKS DIRECTOR
CITY SECRETARY

ERIKA MCCOMIS
HOUSTON SATTERWHITE
STACY HARRISON
JESSICA SUTTER

ABSENT
COMMISSIONER PLACE 1

RUSSELL BLUE

CALL MEETING TO ORDER

Mayor Sims called the regular meeting to order at 5:30 p.m.

OPEN FORUM

This is an opportunity for the public to address the City Commission on any matter of public business, except public hearings.

No speakers.

PUBLIC HEARING ITEMS

1. Conduct a public hearing for the 2022 TxCDBG – Downtown Revitalization/Main Street Grant Program (DRP/MS).

A presentation was given by Ken Coignet with Public Management Inc.

The public hearing was opened at 5:31 p.m. by Mayor Sims. The public hearing was closed at 5:37 p.m. with no members of the public speaking.

CONSENT AGENDA

2. Consider approval of the March 1, 2022, Regular Commission meeting minutes as recorded.
3. Consider approval of Resolution 2022-08 appointing Bonnie Robbins to serve on the Board of Adjustments for a term set to expire on November 30, 2022.

4. Consider awarding a contract for application and administration services for the 2022 TxCDBG – Downtown Revitalization/Main Street Grant Program (DRP/MS) to Public Management Inc.

Commissioner Durham moved to approve the consent agenda as presented. Mayor Pro Tem Moore seconded the motion. **The motion passed 3-0.**

ACTION ITEMS

5. Discuss and consider adoption of a Resolution 2022-09 directing publication of Notice of Intention to issue Combination Tax and Revenue Certificates of Obligation to the Texas Water Development Board to provide funds for sewer system improvement projects; and resolving other matters relating to the subject.

City Manager McComis informed the commission that items 5 and 6 are both for grants and loans applied for previously through Texas Water Development Board Clean Water and Drinking Water Revolving Fund. Two Certificates of Obligation will be issued. Hilltop Securities will be present for June 7, 2022 meeting to discuss options for final issuance. If approved at the June meeting, funds will be received on July 13, 2022 and projects will move forward.

Commissioner Durham moved to approve Resolution 2022-09 as presented. Mayor Pro Tem Moore seconded the motion. **The motion passed 4-0.**

6. Discuss and consider adoption of a Resolution 2022-10 directing publication of Notice of Intention to issue Combination Tax and Revenue Certificates of Obligation to the Texas Water Development Board to provide funds for water system improvement projects; and resolving other matters relating to the subject.

Commissioner Mercer moved to approve Resolution 2022-10 as presented. Commissioner Durham seconded the motion. **The motion passed 4-0.**

7. Discuss and consider approval of Resolution 2022-11 approving the 2022 Employee Personnel and Administrative Regulations Manual (PARM).

City Manager McComis presented the commission with the 2022 Employee Personnel and Administrative Regulations Manual (PARM), which includes Personnel and Administrative Regulations. A portion of the manual was previously approved by the commission. The remaining policies and regulations have been discussed and reviewed by staff during the last few months, including legal obligations, defined employee rights, employee injury, modified duty, FMLA, onboarding process, termination process, and other standard processes. Anything having to do with pay is stipulated to refer to the budget. During the budget process, if funds are not approved, then the expenditure will not be approved.

Commissioner Durham moved to approve Resolution 2022-11 as presented. Mayor Pro Tem Moore seconded the motion. **The motion passed 4-0.**

8. Discuss and consider approval of Resolution 2022-12 approving a contract for the purpose of financing the purchase of a tractor and vehicles.

City Manager McComis informed the commission during the budget process the items needed were not provided for by the previous administration. The purchase will include a John Deere Tractor for parks, Meter Reader, water crew, and street crew trucks. The proposed contract with Government Capital is for a 3-year lease agreement consisting of annual payments in the amount of \$50,413.78. The first payment will not be paid until the next fiscal year. John Deere Tractor has already been purchased. The city is in the process of getting approximately 10 out of service trucks sent to auction through Renee Bates. The money collected from the auctioned vehicles will go back into the equipment replacement fund to offset expenditures.

Mayor Pro Tem Moore moved to approve Resolution 2022-12, approving a contract with Government Capital for the lease-purchase of three vehicles as presented. Commissioner Mercer seconded the motion. **The motion passed 4-0.**

9. Discuss and consider the appointment of a member to serve on the West Central Texas Municipal Water District Board for a two-year term expiring in May 2024.

City Manager McComis presented to the commission that Mr. Scott Harris is moving and cannot be re-appointed to the West Central Texas Municipal Water District Board. His term expires in May and is a two-year term. Colton Buckley, Director of BEDC, expressed the recommendation that the replacement nominee should be a supporter of allowing more commercializing and recreational use of the lake. Commissioner Durham agreed that this position is vital to the growth of our city and recommended a possible interview process for potential nominees before a decision is made. Manager McComis advised if there are no nominations known at this time, the action item may be tabled to allow more thought and nominations to be presented at the May meeting.

Commissioner Durham moved to table item 9 to discuss and consider the appointment of a member to serve on the West Central Texas Municipal Water District Board until May 3, 2022. Mayor Pro Tem Moore seconded this motion. **Motion passed 4-0.**

ADJOURN

There being no further business, the Mayor adjourned the regular session at 5:52 p.m.

Bob Sims, Mayor

Jessica Sutter, City Secretary



Commission Meeting Agenda Item Memorandum

ITEM TYPE

Consent Agenda

MEETING DATE:

May 3, 2022

PRESENTER:

Erika McComis, City Manager

ITEM DESCRIPTION:

Consider approval of Resolution 2022-13 appointing Scott Harris as a member of the Board of Directors of the West Central Texas Municipal Water District for a term set to expire May 31, 2024.

BACKGROUND INFORMATION:

Mr. Harris' term is set to expire at the end of May and has asked that he be reappointed for the two year term. He will be moving out of the city later in the year; however, he would like to remain active on the board through the budget process and to allow the commission the time to receive applications from those interested in being the cities representative on the board.

FISCAL IMPACT:

- Not Applicable
- Proposed Expenditure:
- General Ledger Code:
- Proposed Revenue:
- Budget Amendment Required: No
- Financial Review Completed by:

LEGAL REVIEW:

Not applicable.

ATTACHMENTS:

Resolution

RECOMMENDED MOTION AND/OR ACTION:

Move to adopt Resolution 2022-13 as presented.

RESOLUTION NO. 2022-13

A RESOLUTION OF THE CITY OF BRECKENRIDGE, STEPHENS COUNTY, TEXAS, APPOINTING A MEMBER TO THE BOARD OF DIRECTORS OF THE WEST CENTRAL TEXAS MUNICIPAL WATER DISTRICT.

WHEREAS, the City Commission of the City of Breckenridge is charged to annually appoint a member to the Board of Directors of the West Central Texas Municipal Water District; and

WHEREAS, the term of office for Scott Harris does expire on May 31, 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, STEPHENS COUNTY, TEXAS AS FOLLOWS:

That Scott Harris be reappointed to the Board of Directors of the West Central Texas Municipal Water District for a term of two years which shall expire on May 31, 2024.

PASSED AND APPROVED by the City Commission of the City of Breckenridge, Stephens County, Texas on this the 3rd day of May 2022.

APPROVED:

Bob Sims, Mayor

ATTEST:

Jessica Sutter, City Secretary



Commission Meeting Agenda Item Memorandum

ITEM TYPE

Consent Agenda

MEETING DATE:

May 3, 2022

PRESENTER:

Erika McComis, City Manager

ITEM DESCRIPTION:

Consider approval of Resolution 2022-15 approving the Recovery Plan in connection with the American Rescue Plan for contract TX0206.

BACKGROUND INFORMATION:

Local entities have the flexibility to determine how best to use the ARPA funds for their community within their communities and population. The expenses must fall within the eligible expenditures under the Coronavirus Relief Fund. The City received an allocation of \$1,343,753 paid out in two tranches. Tranche No. 1 was \$671,876.50 which was received in August 2021 and Tranche No. 2 in the amount of \$671,876.50 will be received in August of this year. The City is required to provide a Recovery Plan outlining the need and use of the funds in order to provide transparency and guidance.

In the spirit of transparency the plan developed discusses the cities intent on utilizing the funds to allow for the Water Meter Replacement Project estimated to be between \$1,000,000 and \$1,500,000. If by chance, the project comes in under budget the remaining funds will be used to rehabilitate lift station number 4 which is near the Walker Sayle Unit Prison.

The City originally discussed the possibility of using the funds for essential worker pay; however, due to the expected cost of the water meter replacement project this expense was removed from the Recover, Plan thus the need to bring forward an update for approval by the commission. The Essential Worker Resolution (2022-01) was approved by the Commission during the January meeting. Employee salary adjustments were also approved during this meeting with the assumption that if needed, the essential pay could be used to fund the raise. The essential pay is not needed and has been removed from the Recovery Plan being presented to Commission at this time.

FISCAL IMPACT:

- Not Applicable
- Proposed Expenditure:
- General Ledger Code:
- Proposed Revenue:
- Budget Amendment Required: No
- Financial Review Completed by:

LEGAL REVIEW:

Not applicable.

ATTACHMENTS:

Recovery Plan Update for ARPA

RECOMMENDED MOTION AND/OR ACTION:

Move to approve Resolution 2022-15 as presented.

COVID-19 Pandemic Relief Recovery Plan

City of Breckenridge, Texas



American Rescue Plan Act of 2021
Coronavirus Local Fiscal Recovery Fund

Approved on _____

RESOLUTION 2022- 15

A RESOLUTION OF THE CITY OF BRECKENRIDGE, TEXAS, AUTHORIZING THE APPROVAL OF THE CITY OF BRECKENRIDGE RECOVERY PLAN ASSOCIATED WITH THE IMPLEMENTATION OF THE COUNTY'S AMERICAN RESCUE PLAN ACT (ARPA) – CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS (CLFRF) ALLOCATION.

WHEREAS, the City of Breckenridge desires to develop a transparent and viable program to ensure funding and program identification are clearly discussed and presented that will allow the City of Breckenridge to recovery and respond to the COVID-19 Pandemic; and

WHEREAS, certain conditions exist which represent a threat to the public health and safety; and

WHEREAS, it is necessary and in the best interests of City of Breckenridge to approve the Recovery Plan to utilize and implement ARPA - CLFRF funding;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF BRECKENRIDGE, TEXAS:

1. Approves the City of Breckenridge Recovery Plan

Passed and approved this 3rd day of May, 2022.

Bob Sims, City Mayor
City of Breckenridge, Texas

Jessica Sutter, City Secretary
City of Breckenridge, Texas

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ARPA BACKGROUND

Since the first case of coronavirus disease 2019 (COVID-19) was discovered in the United States in January 2020, the disease has infected over 30 million and killed over 550,000 Americans. The disease has impacted every part of life: as social distancing became a necessity, businesses closed, schools transitioned to remote education, travel was sharply reduced, and millions of Americans lost their jobs. In April 2020, the national unemployment rate reached its highest level in over seventy years following the most severe month-over-month decline in employment on record. As of April 2021, there were still 8.2 million fewer jobs than before the pandemic. During this time, a significant share of households has faced food and housing insecurity. Economic disruptions impaired the flow of credit to households, State and local governments, and businesses of all sizes. As businesses weathered closures and sharp declines in revenue, many were forced to shut down, especially small businesses.

Amid this once-in-a-century crisis, State, territorial, Tribal, and local governments (State, local, and Tribal governments) have been called on to respond at an immense scale. Governments have faced myriad needs to prevent and address the spread of COVID-19, including testing, contact tracing, isolation and quarantine, public communications, issuance and enforcement of health orders, expansions to health system capacity like alternative care facilities, and in recent months, a massive nationwide mobilization around vaccinations. Governments also have supported major efforts to prevent COVID-19 spread through safety measures in settings like nursing homes, schools, congregate living settings, dense worksites, incarceration settings, and public facilities.

At the same time, State, local and Tribal governments launched major efforts to address the economic impacts of the pandemic. These efforts have been tailored to the needs of their communities and have included expanded assistance to unemployed workers; food assistance; rent, mortgage, and utility support; cash assistance; internet access programs; expanded services to support individuals experiencing homelessness; support for individuals with disabilities and older adults; and assistance to small businesses facing closures or revenue loss or implementing new safety measures.

In responding to the public health emergency and its negative economic impacts, State, local, and Tribal governments have seen substantial increases in costs to provide these services, often amid substantial declines in revenue due to the economic downturn and changing economic patterns during the pandemic. Facing these budget challenges, many State, local, and Tribal governments have been forced to make cuts to services or their workforces, or delay critical investments. From February to May of 2020, State, local, and Tribal governments reduced their workforces by more than 1.5 million jobs and, in April of 2021, State, local, and Tribal government employment remained nearly 1.3 million jobs below pre-pandemic levels. These cuts to State, local, and Tribal government workforces come at a time when demand for government services is high, with State, local, and Tribal governments on the frontlines of fighting the pandemic. Furthermore, State, local, and Tribal government austerity measures can hamper overall economic growth, as occurred in the recovery from the Great Recession.

Finally, although the pandemic's impacts have been widespread, both the public health and economic impacts of the pandemic have fallen most severely on communities and populations disadvantaged before

it began. Low-income communities, people of color, and Tribal communities have faced higher rates of infection, hospitalization, and death, as well as higher rates of unemployment and lack of basic necessities like food and housing. Pre-existing social vulnerabilities magnified the pandemic in these communities, where a reduced ability to work from home and, frequently, denser housing amplified the risk of infection. Higher rates of pre-existing health conditions also may have contributed to more severe COVID-19 health outcomes. Similarly, communities or households facing economic insecurity before the pandemic were less able to weather business closures, job losses, or declines in earnings and were less able to participate in remote work or education due to the inequities in access to reliable and affordable broadband infrastructure. Finally, though schools in all areas faced challenges, those in high poverty areas had fewer resources to adapt to remote and hybrid learning models. Unfortunately, the pandemic also has reversed many gains made by communities of color in the prior economic expansion.

OPPORTUNITY FOR CITY OF BRECKENRIDGE

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law by the President. Within this legislation, 16 Section 9901 of ARPA amended Title VI of the Social Security Act¹⁷ (the Act) to add section 602, which establishes the Coronavirus State Fiscal Recovery Fund, and section 603, which establishes the Coronavirus Local Fiscal Recovery Fund (together, the Fiscal Recovery Funds). The Fiscal Recovery Funds are intended to provide support to State, local, and Tribal governments (together, recipients) in responding to the impact of COVID-19 and in their efforts to contain COVID-19 on their communities, residents, and businesses. The Fiscal Recovery Funds build on and expand the support provided to these governments over the last year, including through the Coronavirus Relief Fund (CRF).

Through the Fiscal Recovery Funds, Congress provided State, local, and Tribal governments with significant resources to respond to the COVID-19 public health emergency and its economic impacts through four categories of eligible uses. Section 602 and section 603 contain the same eligible uses; the primary difference between the two sections is that section 602 establishes a fund for States, territories, and Tribal governments and section 603 establishes a fund for metropolitan cities, non-entitlement units of local government, and counties. Sections 602(c)(1) and 603(c)(1) provide that the funds may be used:

- a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
- c) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and
- d) To make necessary investments in water, sewer, or broadband infrastructure.

The ARPA provides a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, more equitable economy as the country recovers. First, payments from the Fiscal Recovery Funds

help to ensure that State, local, and Tribal governments have the resources needed to continue to take actions to decrease the spread of COVID-19 and bring the pandemic under control. Payments from the Fiscal Recovery Funds may also be used by recipients to provide support for costs incurred in addressing public health and economic challenges resulting from the pandemic, including resources to offer premium pay to essential workers, in recognition of their sacrifices over the last year. Recipients may also use payments from the Fiscal Recovery Funds to replace State, local, and Tribal government revenue lost due to COVID-19, helping to ensure that governments can continue to provide needed services and avoid cuts or layoffs. Finally, these resources lay the foundation for a strong, equitable economic recovery, not only by providing immediate economic stabilization for households and businesses, but also by addressing the systemic public health and economic challenges that may have contributed to more severe impacts of the pandemic among low-income communities and people of color.

Within the eligible use categories outlined in the Fiscal Recovery Funds provisions of ARPA, State, local, and Tribal governments have flexibility to determine how best to use payments from the Fiscal Recovery Funds to meet the needs of their communities and populations. Eligible uses of ARPA funds build on eligible expenditures under the CRF, including some expansions in eligible uses to respond to the public health emergency, such as vaccination campaigns. They also reflect changes in the needs of communities, as evidenced by, for example, nationwide data demonstrating disproportionate impacts of the COVID-19 public health emergency on certain populations, geographies, and economic sectors. Implementation of the Fiscal Recovery Funds also reflect the importance of public input, transparency, and accountability.

ARPA ALLOCATION

The ARPA-CLFRF provides \$19.53 billion to states for distribution to Non-entitlement Units of local Government (NEUs). The Act further requires that A State is required to allocate and distribute the Local Fiscal Recovery Fund payment received from Treasury to each NEU in the State an amount that bears the same proportion to the amount of such payment as the population of the NEU bears to the total population of all the NEUs in the State.¹ However, the total amount to be distributed to an NEU may not exceed the amount equal to 75 percent of its most recent budget as of January 27, 2020

Based on this methodology, City of Breckenridge received an allocation of \$1,343,753.00 paid out in two tranches. Tranche No. 1 is \$671,876.50 with Tranche No. 2. In the amount of \$671,876.50.

On July 1, 2021, the Texas Division of Emergency Management (TDEM) announced they would be the state agency in charge with distributing NEU allocations – as detailed by the legislation, the state is required to distribute NEU allocations and not the U.S. Treasury. Following the July 1st announcement, TDEM opened their Grant Management System (GMS) portal and the city officially requested their first tranche on July 23, 2021. On August 24, 2021 TDEM deposited into the City’s account their 1st tranche. The second tranche can be requested approximately twelve months from the receipt of the first tranche on or around August 24, 2022.

NEED IN CITY OF BRECKENRIDGE

Based on the American Community Survey (ACS) 2019 5-year estimate, City of Breckenridge is currently home to 5,187 residents. Situated in north central Texas, Breckenridge is located 58.8 miles northeast of Abilene, 36.7 miles southeast of Throckmorton, and 69.3 miles west of Weatherford. The City of Breckenridge encompasses an area of approximately 4.2 square miles and is rural in nature. Further demographic analysis of the city lists the following critical statistics:

- Poverty Rate for children under 18: 26.8% (ACS 5-year estimate data table DP03)
- Language spoken at home other than English: Spanish – 1,237 or 24.4% (ACS 5-year estimate data table DP02)
- Disability: 1,095 or 20.4% (ACS 5-year estimate data table DP02)
- Without Health Insurance: 1,144 or 21.3% (ACS 5-year estimate data table DP03)
- Unemployment Rate: 6.2% (ACS 5-year estimate data table DP03)
- Per Capita Income: \$23,589 (ACS 5-year estimate data table DP03)
- At risk population aged 65 years and older: 865 or 15.9% (ACS 5-year estimate data table DP05)

The demographic data coupled with the Low-to-Moderate Income Statistical Data (LMISD) as provided by the United States Department of Housing and Urban Development (HUD), establishes the City and surrounding Census Tracts and Block Groups as low income with social disparities. Data collected from the LMISD shows the city to have 6.9% LMI population with multiple block groups with the surrounding area of the city which are equal to or greatly exceed HUD's 51% LMI threshold to be deemed disadvantaged. Moreover, maps have been developed and included with this plan which detail the following boundary and thematic data (see Appendix I):

- Difficult Development Area & Qualified Census Tracts
- City Social Vulnerability Index
- City Uninsured Index
- City COVID-19 Trend

The collection of this data suggests that the city is a high priority area for pandemic assistance. Various statistical data sets confirm the City's overall need for pandemic recovery compared to the national averages.

RECOVERY GOALS AND OBJECTIVES

The purpose of the recovery plan is to create transparency and accountability of the fund's designation and expenditure. City of Breckenridge seeks to establish the following goals and objectives to determine the greatest need and best use of funds:

Goal #1: Sustainable Recovery Identification

Objective #1: Coordinate with local stakeholders about recovery needs.

Objective #2: Develop projects and programs that aid in recovery efforts.

Goal #2: Transparent Process

Objective #1: Create a recovery plan with a detailed assessment and implementation schedule.

Objective #2: Adopt a recovery plan and publish for public consumption.

Objective #3: Develop period reporting that tracks recovery activities and makes them available to the public.

Goal #3: Implement recovery

Objective #1: Develop program implementation processes for tracking reporting.

Objective #2: Develop program/project delivery schedules to ensure funds are allocated timely.

Objective #3: Monitor and document recordkeeping for audit and accountability requirements.

Goal #4: Finalize Recovery

Objective #1: Develop a final recovery report that details performance and fund utilization.

Objective #2: Present a final report to the governing body for review and approval.

Objective #3: Make the final report available to the public.

The City of Breckenridge understands the federal requirements which govern these funds and will adhere to all applicable laws and regulations. Moreover, the City seeks to establish a program which guides program/project implementation that clearly details program/projects needs and justification as well as the process implementation that will be followed to ensure transparency and accountability.

IMPLEMENTING ARPA

The ARPA-CLFRF is a direct allocation with a broad range of eligible uses. Additionally, the published regulatory guidance is rather vague in some instances and clear in others. For these reasons the following procedures have been established to ensure consistent management practices for this funding and transparent records to validate compliance with the federal requirements. To this end, we believe the following implementation practices will apply:

- 2 CFR 200 - This includes all applicable sections of the code with special attention place on the sections related to Methods of Procurement, Financial Management, Monitoring, Reporting and Audit Requirements.
- Davis Bacon and Related Acts (DBRA) - Options are presented by the Treasury's guidance that encourage fair labor provisions for constructed projects. However, the most practical for implementation, reporting and tracking are those related to DBRA.
- Civil Rights & Fair Housing - References within the Treasury's guidance are made to ensure funds are allocated to areas that have been disproportionately impacted by the COVID-19 Pandemic. The associated Terms and Conditions for fund distribution reflect adherence to Title VI of the Civil

Rights Act of 1964. Implementation will ensure civil rights and fair housing activities are met and that funds are utilized in a fair and equitable manner.

- Uniform Relocation Act (URA) - It is understood that construction projects that require the acquisition of real property for designated and eligible uses must follow URA requirements and proper notification, valuation, and documentation will be necessary.
- Environmental Review - The Treasury has made clear in the various iterations of the Frequently Asked Questions (FAQ) that National Environmental Policy Act provisions do not apply to the administration of these funds unless these funds are combined with other federal funds where such provisions do apply. However, it is noted in the Terms and Conditions for fund distribution to follow all generally applicable federal laws and regulations. Due to the conflicting statements, and the general lack of clarity from the Treasury on the environmental review process, for construction projects a preliminary environmental review will be conducted to determine general environmental impacts. Based on these findings, on a per project basis, additional assessment will be conducted to determine the necessity for historic preservation, biological surveys, wetlands delineation, and USACE permitting.
- Reporting - The City is subject to reporting requirements directly to the Treasury. The Treasury Department has announced they are currently developing an online portal where recipients of ARPA-CLFRF dollars will submit reports. The expectation is this reporting portal will be launched in August of 2021. Specific reporting requirements as outlined by the Treasury are:
 - Non-Entitlement Units:
 - Yearly Report will include financial data, information on contracts and subawards over \$50,000, types of projects funded, and other information regarding a recipient's utilization of award funds.
 - The initial yearly report is now due April 30, 2022, and will cover the period between award date and March 31, 2022. The subsequent yearly will be submitted to Treasury based on their published schedule.
- Financial Management - Records will be maintained according to the Generally Accepted Accounting Principles (GAAP) best practices. Included in this process are the development of financial ledgers, Purchase Order (PO), invoice and receipt review and payment, aligned with all applicable source and back-up documentation to procurement, contracting, and payments that comply with the applicable financial requirements as stated in 2 CFR 200.
- Procurement & Contracting - The City will comply with the local government code for procurement and contracting where applicable. However, it is noted that 2 CFR 200.320 Methods of Procurement will be followed in the implementation of these funds.

Administrative guidance is expected to evolve and modifications to implementation practices will be made accordingly. However, the proposed implementation strategy is to identify and utilize processes which require the most stringent management practices (similar to CDBG and FEMA implementation).

PROJECT IDENTIFICATION

The following project listing represents the City's proposed projects for ARPA-CLFRF. The table includes the project title, priority ranking, estimated budget, project schedule, and eligibility category according to the ARPA-CLFRF, as well as the justification of the project for expenditure using these funds. Appendix II includes the detailed project description and funding justification for each project.

The intent of this project listing is to provide a prioritized list of projects to select from. While this is not an exhaustive list of projects, it does represent eligible uses that would be critical to the overall City recovery efforts. Additionally, the listing of projects exceeds the total allocation to the city, however it is presented here for evaluation purposes. The ranking order may change based on project costs and timeframes which will impact the final selection of projects.

<u>Project</u>	<u>Priority</u>	<u>Estimated Cost</u>	<u>Schedule</u>	<u>Eligibility</u>
Water Meter Replacement	1	\$1,000,000 - \$1,500,000	14 months	Water/Sewer/Broadband
Prison Lift Station Rehabilitation	2	\$150,000 - \$350,000	24 months	Water/Sewer/Broadband
Total		\$1,800,000		

Based on the projects listed above, the city has identified and prioritized three (3) project activities. Project budgets range from \$150,000 to \$1,500,000 for a combined total project listing of 1,850,000. The acceptance of this Recovery Plan does not commit the city to these expenditures. Rather, the Recovery Plan details the total list of potential expenditures that are aligned with eligible activities and project costs as defined by the Treasury.

The projects detailed in the tables above are based on preliminary assessments of need and may be subject to change if the project is officially pursued. The City deems all listed projects to be in line with the Treasury's guidance on project identification and eligibility. Significant changes to proposed projects may require an amendment to the Recovery Plan, but minor changes in scope and budget will not necessitate an amendment.

The City recognizes the federal regulations associated with the implementation of these funds and deems any professional service that assists with the management, implementation, planning, design, feasibility, and any other direct and indirect activities necessary in the compliance of the ARPA-CLFRF. To that end, the City will comply with applicable procurement of professional services to document and justify their costs.

REVENUE LOSS CALCULATION

Recipients may use payments from the ARPA-CLFRF for the provision of government services to the extent of the reduction in revenue experienced due to the COVID-19 public health emergency. Pursuant to sections 602(c)(1)(C) and 603(c)(1)(C) of the Act, a recipient's reduction in revenue is measured relative to the revenue collected in the most recent full fiscal year prior to the emergency. Treasury's Final Rule, effective April 1, 2022, allows Recipients may determine their revenue loss by (a) choosing a standard allowance for revenue loss up to \$10 million, not to exceed their award amount during the program, or (b) calculating their jurisdiction's specific revenue loss each year using Treasury's formula, which compares actual revenue to a counterfactual trend.

In general, if a recipient chooses to calculate their revenue loss instead of the standard allowance, recipients will compute the extent of the reduction in revenue by comparing actual revenue to a counterfactual trend representing what could have been expected to occur in the absence of the pandemic. This approach measures losses in revenue relative to the most recent fiscal year prior to the COVID-19 public health emergency by using the most recent pre-pandemic fiscal year as the starting point for estimates of revenue growth absent the pandemic. In other words, the counterfactual trend starts with the last full fiscal year prior to the COVID-19 public health emergency and then assumes growth at a constant rate in the subsequent years. Because recipients can estimate the revenue shortfall at multiple points in time throughout the covered period as revenue is collected, this approach accounts for variation across recipients in the timing of pandemic impacts. Although revenue may decline for reasons unrelated to the COVID-19 public health emergency, to minimize the administrative burden on recipients and taking into consideration the devastating effects of the COVID-19 public health emergency, any diminution in actual revenues relative to the counterfactual pre-pandemic trend would be presumed to have been due to the COVID-19 public health emergency.

For purposes of measuring revenue growth in the counterfactual trend, recipients may use a growth adjustment of either 5.2 percent per year or the recipient's average annual revenue growth over the three full fiscal years prior to the COVID-19 public health emergency, whichever is higher. The option of 5.2 percent represents the average annual growth across all State and local government "General Revenue from Own Sources" in the most recent three years of available data. This approach provides recipients with a standardized growth adjustment when calculating the counterfactual revenue trend and thus minimizes administrative burden, while not disadvantaging recipients with revenue growth that exceeded the national average prior to the COVID-19 public health emergency by permitting these recipients to use their own revenue growth rate over the preceding three years.

Recipients should calculate the extent of the reduction in revenue as of four points in time: December 31, 2020; December 31, 2021; December 31, 2022; and December 31, 2023; or the last day of each of the recipient's fiscal years ending in 2020, 2021, 2022, and 2023. To calculate the extent of the reduction in revenue at each of these dates, recipients should follow a four-step process:

- Step 1: Identify revenues collected in the most recent full fiscal year prior to the public health emergency (i.e., last full fiscal year before January 27, 2020), called the base year revenue.
- Step 2: Estimate counterfactual revenue, which is equal to base year revenue * [(1 + growth adjustment) ^{n/12}], where n is the number of months elapsed since the end of the base year to the calculation date, and growth adjustment is the greater of the average annual growth rate across all State and Local Government "general revenue from own sources" in the most recent three years prior to the emergency, 5.2 percent, or the recipients average annual revenue grown in the three full fiscal years prior to the COVID-19 public hearing emergency.
- Step 3: Identify actual revenue, which equals revenues collected over the past twelve months as of the calculation date.
- Step 4: The extent of the reduction in revenue is equal to counterfactual revenue less actual revenue. If actual revenue exceeds counterfactual revenue, the extent of the reduction in revenue is set to zero for that calculation date.

The city's estimated allocation amount is less than the standard allowance of \$10 million and therefore fully eligible for Provision of Government Services

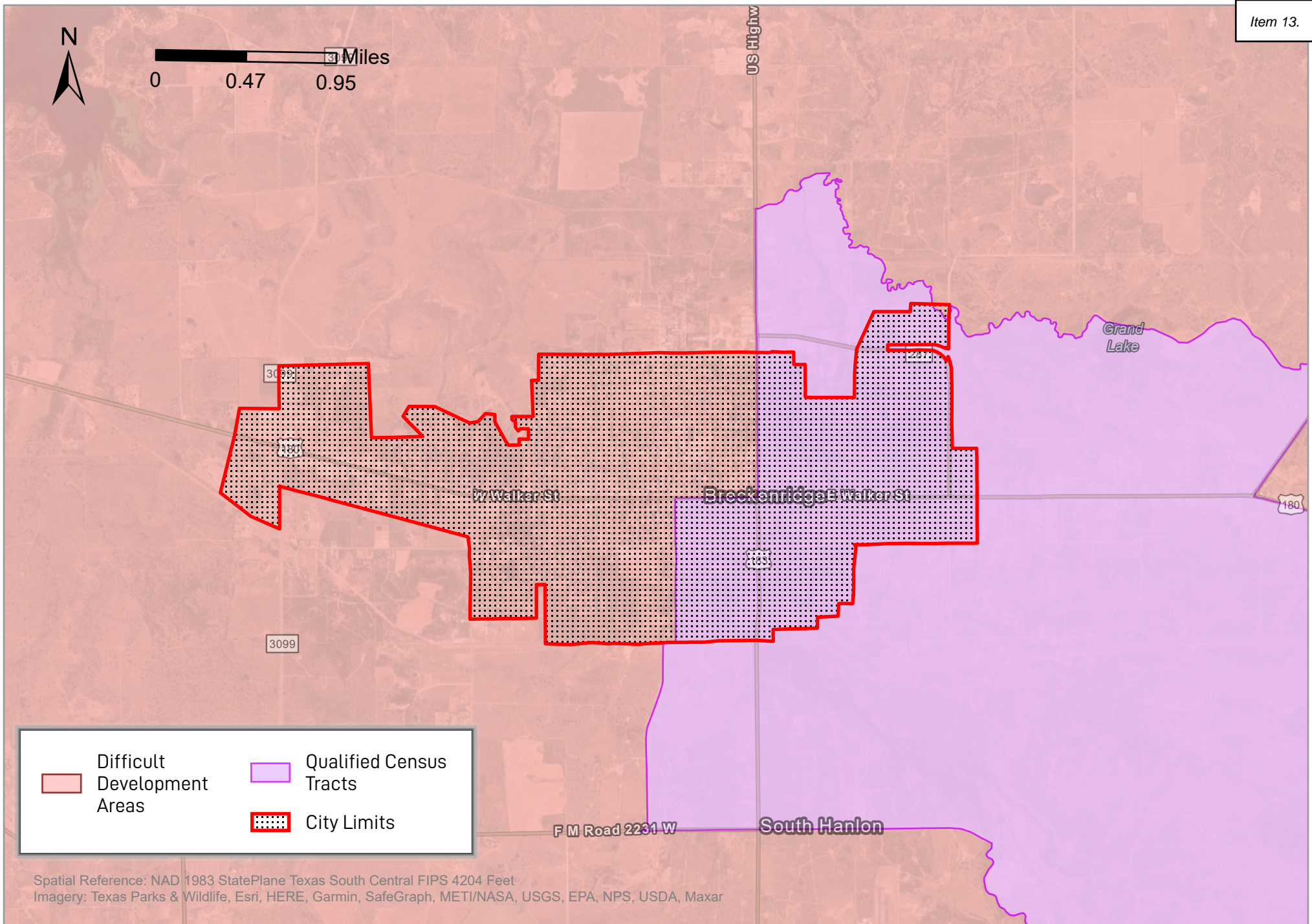
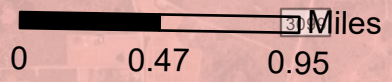
SCHEDULE FOR ARPA FUNDS




The Treasury has implemented a general fund obligation and expenditure timeline. As a recipient of an award, the City may use ARPA-CLFRF funds to cover eligible costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024, as long as the award funds for the obligations incurred by December 31, 2024 are expended by December 31, 2026 for infrastructure projects. Costs for projects incurred prior to March 3, 2021 are not eligible, as provided for in Treasury's Interim Final Rule.

Projects detailed in the section above have varying project schedules ranging from four (4) to forty-eight (48) months. Project schedules may either be advanced or delayed depending on various factors, including, but not limited to: market conditions, material costs and supply chain delays, scope modification, design delays, permitting, and environmental coordination and compliance.

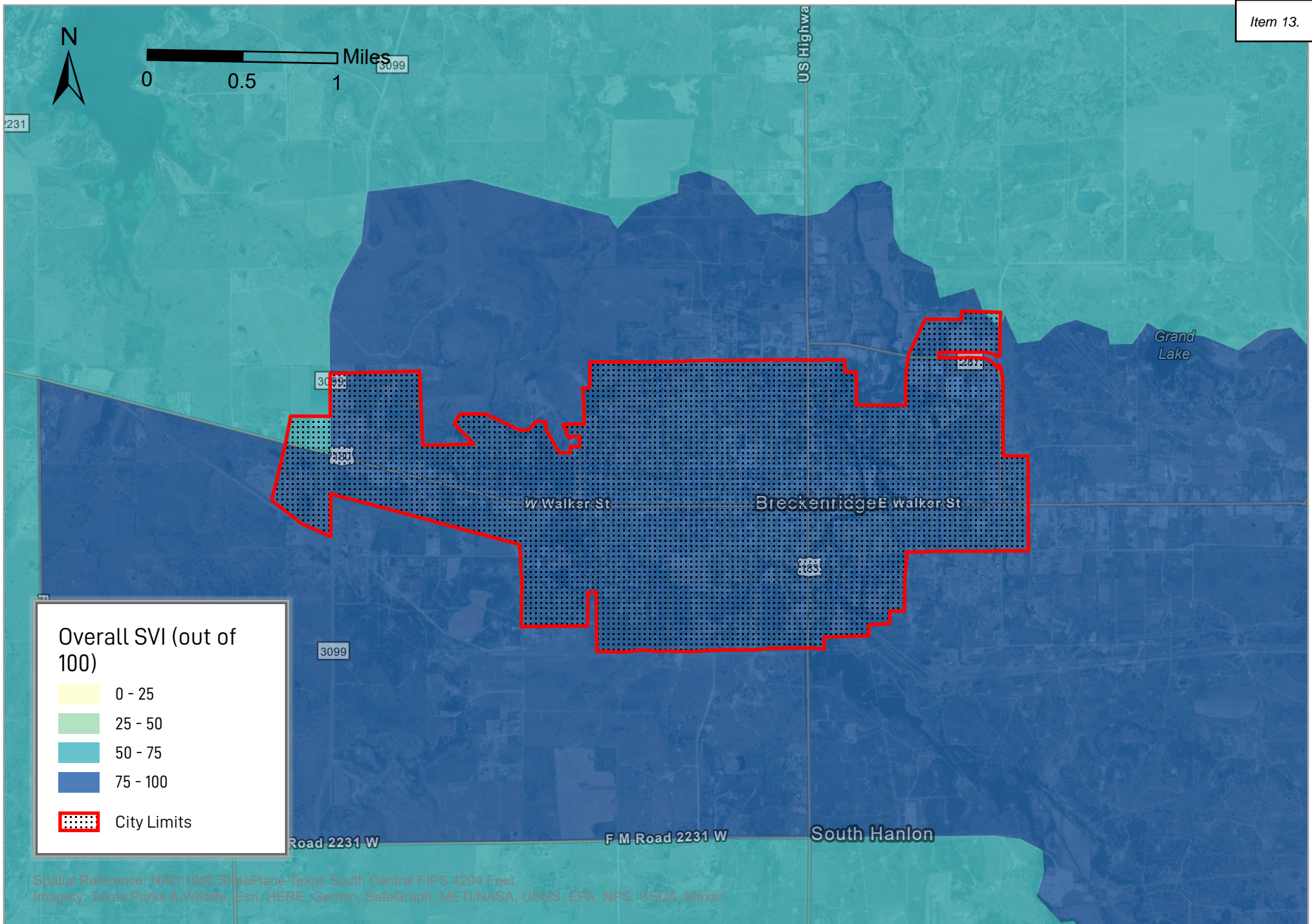


APPENDIX I

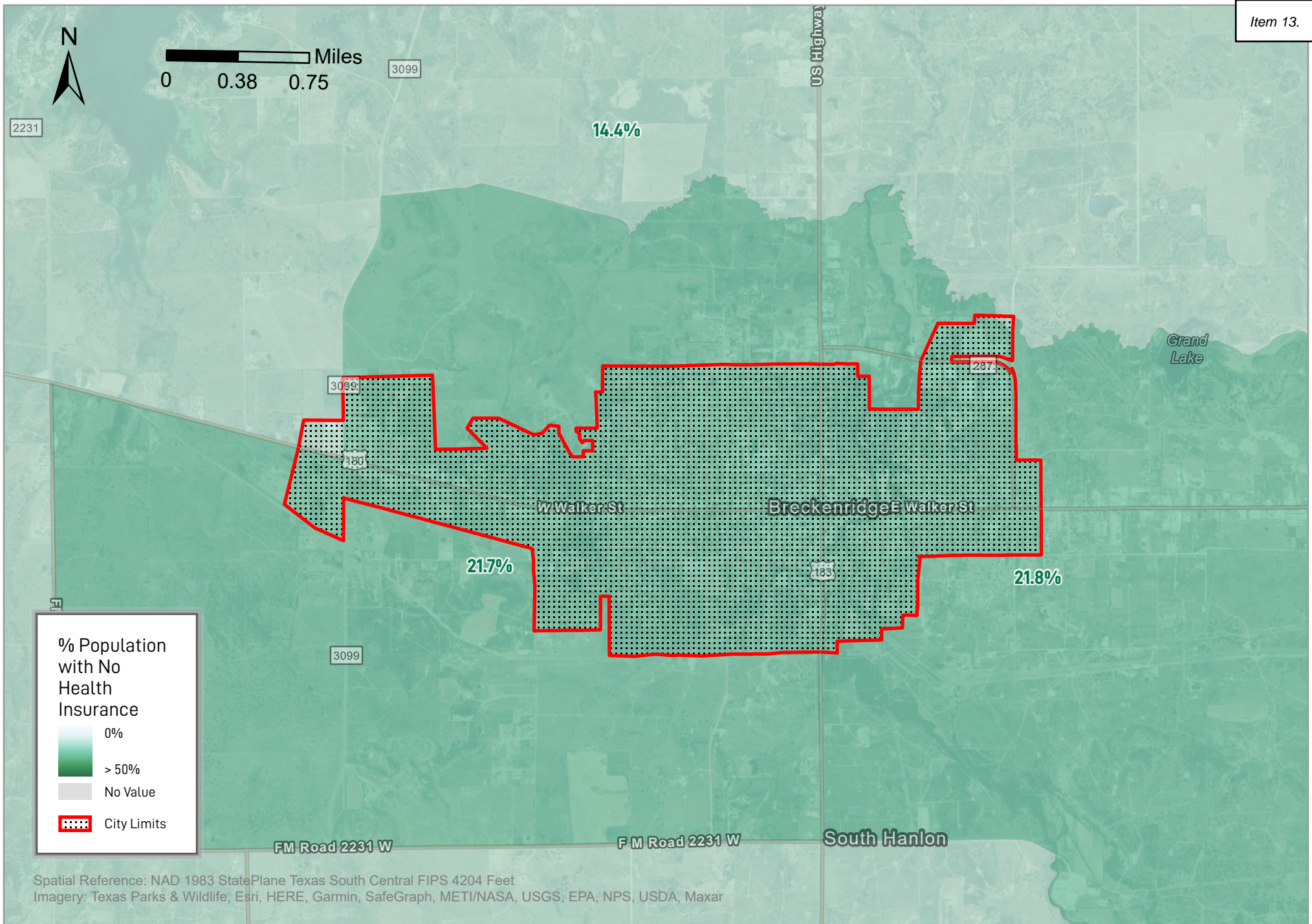


	Difficult Development Areas		Qualified Census Tracts
	City Limits		

Spatial Reference: NAD 1983 StatePlane Texas South Central FIPS 4204 Feet
 Imagery: Texas Parks & Wildlife, Esri, HERE, Garmin, SafeGraph, METI/NASA, USGS, EPA, NPS, USDA, Maxar



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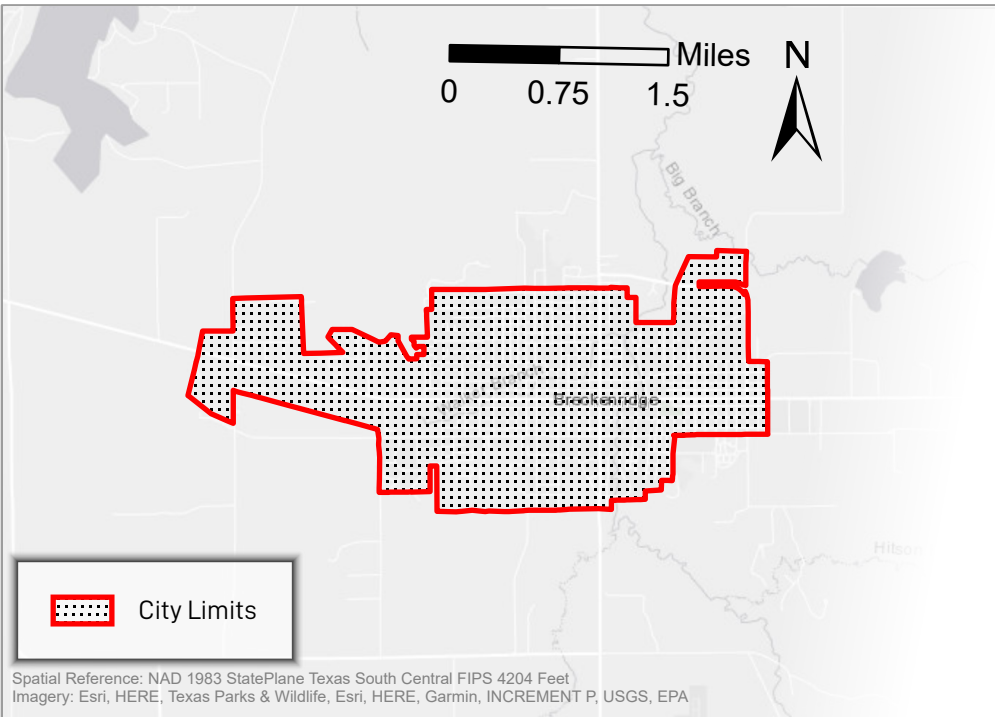
Spatial Reference: NAD 1983 StatePlane Texas South Central FIPS 4204 Feet
 Imagery: Texas Parks & Wildlife, Esri, HERE, Garmin, SafeGraph, METI/NASA, USGS, EPA, NPS, USDA, Maxar

Stephens County, TX COVID-19 Data

1,097
Total Number of Cases

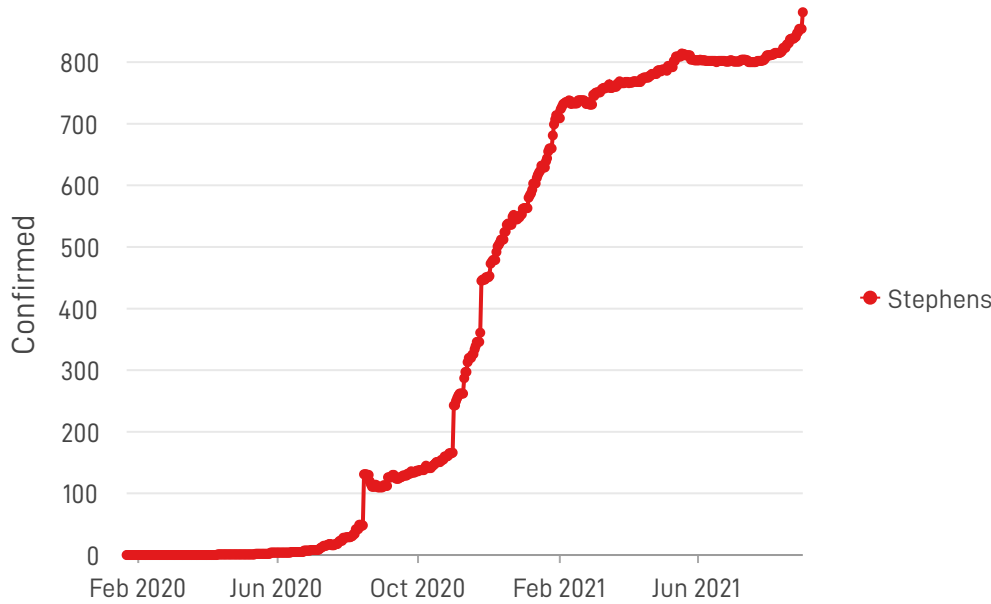
32
Total Number of Deaths

Sources: Johns Hopkins University CSSE

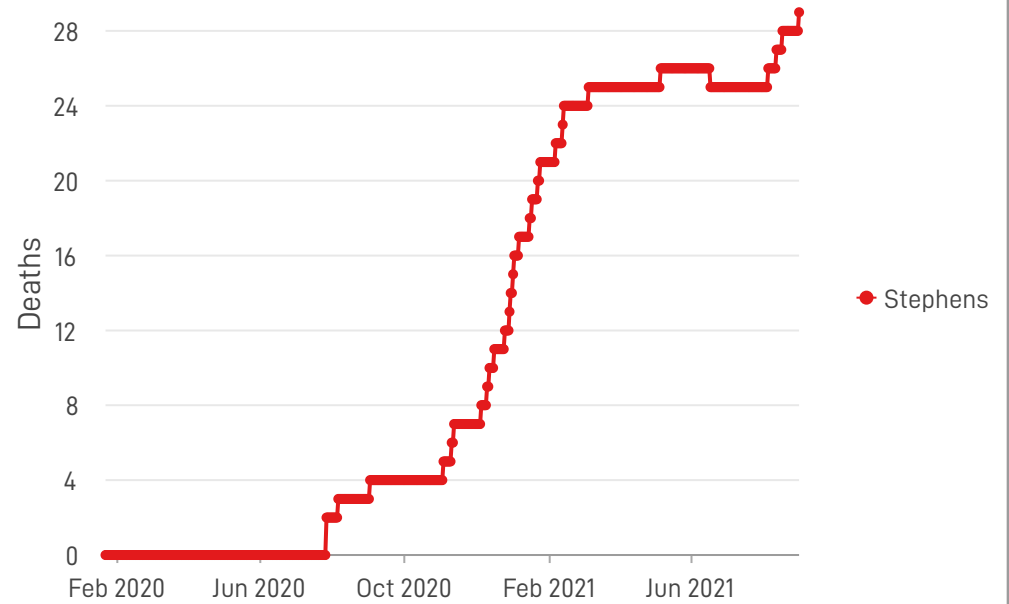


Spatial Reference: NAD 1983 StatePlane Texas South Central FIPS 4204 Feet
Imagery: Esri, HERE, Texas Parks & Wildlife, Esri, HERE, Garmin, INCREMENT P, USGS, EPA

COVID Cases Over Time



COVID Deaths Over Time





APPENDIX II

Project Title:	Water Meter Replacement	Priority:	1
Project Description:	Update and replace water meters within the City of Breckenridge.		
Cost Estimate:	\$1,000,000 – 1,500,000	Project Schedule:	14 months
Requesting Department:	Public Works	Eligibility Category:	Water/Sewer/Broadband
Funding Justification:	The project is aligned with necessary investment in water, sewer, and broadband infrastructure. The water meters within the city are out dated and in need of replacing for accurate readings in usage and billing. The city will allocate American Rescue Plan dollars towards or replacing water meters. Per the Treasury’s Final Rule, page 274 item (ii), the project is eligible under the Drinking Water State Revolving Funds for the repair or installation of transmission and distribution pipes to prevent contamination caused by leaks or breaks in the pipes, and therefore eligible for American Rescue Plan - Fiscal Recovery Funds (ARP-CLFRF).		

Project Title:	Prison Lift Station Improvements	Priority:	2
Project Description:	Replace the existing lift station pumps, electrical and shade structure to improve functionality of the lift station.		
Cost Estimate:	\$150,000 - \$350,000	Project Schedule:	24 Months
Requesting Department:	Public Works	Eligibility Category:	Water/Sewer/Broadband
Funding Justification:	This project is aligned with necessary investment in water, sewer, and broadband infrastructure. The city will allocate American Rescue Plan dollars towards repairing or replacing lift station pumps, electrical and shade structures that are past useful life. Per the Treasury’s Final Rule, page 276, the project is eligible under the Clean Water State Revolving Funds for repair or replacement of existing systems and therefore eligible for American Rescue Plan - Fiscal Recovery Funds (ARP-CLFRF).		



Commission Meeting Agenda Item Memorandum

ITEM TYPE

Consent Agenda

MEETING DATE:

May 3, 2022

PRESENTER:

Erika McComis, City Manager

ITEM DESCRIPTION:

Consider approval of City of Breckenridge Second Quarter Investment report for the period including January through March, 2022.

BACKGROUND INFORMATION:

The City approves an investment policy that is in compliance with the Public Funds Investment Act of 1987 every year. The City allows investments in money market accounts, certificates of deposits, and investment pools. The finance director or their designee is required to provide a quarterly investment report to Council.

The report discloses the beginning and ending cash amounts for the quarter as well as interest earned for the City's cash holdings at First National Bank and the Cemetery Trust Fund.

FISCAL IMPACT:

- Not Applicable
- Proposed Expenditure:
- General Ledger Code:
- Proposed Revenue:
- Budget Amendment Required: No
- Financial Review Completed by:

LEGAL REVIEW:

Not applicable.

ATTACHMENTS:

Fiscal Year 2022 Second Quarter Investment Report

RECOMMENDED MOTION AND/OR ACTION:

Move to approve the second quarter investment report for the City of Breckenridge as presented.

City of Breckenridge
Quarterly Investment Report
March 31, 2022



Bank Account	March 31, 2022 Balance	Interest YTD Revenue
General Fund	1,302,905.85	855.65
Arson Fund	509.40	-
Federal Tax & Loan	77.44	-
Paying	7.43	-
Water Fund	798,071.11	1,283.13
Wastewater Fund	312,499.82	210.12
Sanitation	60,717.33	66.84
Fire Dept. Special	12,531.96	11.23
Forfeited Property	1,249.43	1.37
Equipment Replacement Fund	64,547.79	96.59
Street Maintenance	655,354.26	659.87
Breckenridge Park Fund	8,888.36	9.72
Police Department Special	10,120.47	11.09
Excess Sales Tax Revenue	17,564.15	19.24
Breckenridge Trade Days	39,145.90	45.45
CO 2017 A&B Sinking/Rd	440,089.79	-
Capital Improvement Project	676,484.13	317.59
General Debt Service Fund	1,176,307.80	1,749.16
Total Cash Balance & Interest Earnings	\$ 5,577,072.42	\$ 5,337.05

This report is in compliance with the City's Investment Policy Section V. and the Reporting and Texas Government Code Section 2256.023.

Erika McComis

Erika McComis, City Administrator

Cemetery Trust		
Account	March 31, 2022 Balance	Earnings/(Loss)
Cemetery Trust Cash	10,422.44	-
Investments - Bonds	428,345.10	(18,652.50)
Investments - Stocks	184,370.96	(1,723.03)

Interest Rates Comparatives			
Date	FNB	Texstar	
April-21	0.25%	0.0100%	
May-21	0.25%	0.0100%	
June-21	0.25%	0.0100%	
July-21	0.25%	0.0100%	
August-21	0.25%	0.0100%	
September-21	0.25%	0.0100%	
October-21	0.25%	0.0113%	
November-21	0.25%	0.0100%	
December-21	0.25%	0.0100%	
January-22	0.25%	0.0100%	
February-22	0.25%	0.0010%	
March-22	0.25%	0.1070%	

All funds held at First National Bank Breckenridge except the Cemetery Trust.

REGIONS

Overview of Account - 7979028989 BRECKENRIDGE CEMETERY PC TX

Investment Objective: Current Income, with Cash

Activity Summary

	This Period (\$)	Year to Date (\$)
Beginning Market Value	632,432.53	661,042.41
Cash & Security Transfers	0.00	0.00
Contributions	443.75	1,554.26
Income & Capital Gain Distributions	1,589.69	3,388.72
Fees	-658.99	-2,017.35
Withdrawals	-1,277.89	-1,277.89
Change in Account Value	-9,403.90	-39,564.96
Market Value on Mar 31, 2022	\$623,125.19	\$623,125.19

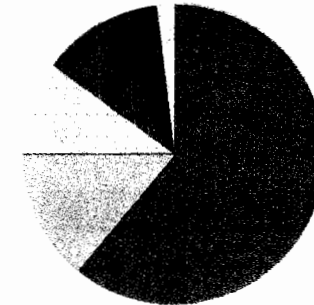
Income Earned

	This Period (\$)	Year to Date (\$)
Taxable Income	1,589.69	3,388.72
Tax-Exempt Income	0.00	0.00
Tax-Deferred Income	0.00	0.00
Total Income Earned	\$1,589.69	\$3,388.72
Total ST Realized Capital Gain/Loss	-\$15.43	-\$34.35
Total LT Realized Capital Gain/Loss	-\$42.52	-\$176.86
Total Realized Capital Gain/Loss	-\$57.95	-\$211.21

This summary is for your reference. It is not intended for tax-reporting purposes. Taxable income is taxable at the federal level and may be taxable at the state level.

Asset Allocation on March 31, 2022

		Market Value (\$)	Percent
■ Taxable Domestic Fixed Income	1154	386,980.58	61%
□ Domestic Large Cap	1156	84,222.46	14%
□ International Equity	1156	59,889.44	10%
■ Taxable International Fixed Income	1154	41,364.52	7%
■ Domestic Small-Mid Cap	1156	40,259.06	6%
□ Capital Portfolio	1067	9,984.84	2%
■ Income Portfolio	1067	437.60	0%
Subtotal		\$623,138.50	100%
Cash Processing / Liability		-13.31	
Total of Your Account		\$623,125.19	



Fixed Income 1154 428,345.10
 Equity 1156 184,370.96
 Cash 1067 10,422.44