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PO 117757
REC 307711
3/31/15

Invoice



Richard Stolleis
Fort Bend County
301 Jackson
Richmond, TX 77469

March 25, 2015
BBI Project No: 0000201500
Invoice No: 22621

BBI Project 0000201500 Fort Bend Co. - 2013 Road Bond Project Management; SOQ 14-025;
P. O. No. 117757, 09/12/2014;

E-MAIL INVOICE TO: Jillian Hernandez Jillian.Hernandez@fortbendcountytexas.gov

Professional Services from February 01, 2015 to February 28, 2015

Phase 0001 Project Management

Professional Personnel

	Hours	Rate	Amount
Sr. Project Manager (Eng. VI)			
Cromer, Tommy	5.00	218.25	1,091.25
Lyng, Timothy	2.00	218.25	436.50
Totals	7.00		1,527.75
Total Labor			1,527.75

Billing Budget	Current	Prior	To-Date
Total Billings	1,527.75	71,513.18	73,040.93
Budget			100,000.00
Budget Remaining			26,959.07
		Total this Phase	\$1,527.75

Phase 3101 1 st Street

Professional Personnel

	Hours	Rate	Amount
Sr. Project Manager (Eng. VI)			
Cromer, Tommy	10.00	218.25	2,182.50
Lyng, Timothy	8.00	218.25	1,746.00
Project Manager (Eng. V)			
Jaynes, Jerry	4.00	185.00	740.00
Project Engineer (Eng. IV)			
Zhang, Wenxiu	2.00	155.00	310.00

Sr. Clerical / Sr. Administrator			
Blackburn, Rachel	1.00	78.75	78.75
Totals	25.00		5,057.25
Total Labor			5,057.25

Billing Budget	Current	Prior	To-Date
Total Billings	5,057.25	1,097.00	6,154.25
Budget			36,000.00
Budget Remaining			29,845.75
		Total this Phase	\$5,057.25

Phase 3102 A. Myers Road

Professional Personnel

	Hours	Rate	Amount
Sr. Project Manager (Eng. VI)			
Cromer, Tommy	1.00	218.25	218.25
Lyng, Timothy	1.00	218.25	218.25
Project Manager (Eng. V)			
Jaynes, Jerry	1.00	185.00	185.00
Sr. Clerical / Sr. Administrator			
Blackburn, Rachel	1.00	78.75	78.75
Totals	4.00		700.25
Total Labor			700.25

Billing Budget	Current	Prior	To-Date
Total Billings	700.25	749.75	1,450.00
Budget			44,000.00
Budget Remaining			42,550.00
		Total this Phase	\$700.25

Phase 3105 Doris Road Overpass

Professional Personnel

	Hours	Rate	Amount
Sr. Project Manager (Eng. VI)			
Cromer, Tommy	1.00	218.25	218.25
Lyng, Timothy	1.00	218.25	218.25
Sr. Clerical / Sr. Administrator			
Blackburn, Rachel	1.00	78.75	78.75
Totals	3.00		515.25
Total Labor			515.25

Billing Budget	Current	Prior	To-Date
Total Billings	515.25	749.75	1,265.00
Budget			51,000.00
Budget Remaining			49,735.00
		Total this Phase	\$515.25

Phase 3106 FM 7632 Ext/10th Street

Professional Personnel

	Hours	Rate	Amount	
Sr. Project Manager (Eng. VI)				
Cromer, Tommy	9.00	218.25	1,964.25	
Lyng, Timothy	4.00	218.25	873.00	
Project Manager (Eng. V)				
Jaynes, Jerry	1.00	185.00	185.00	
Project Engineer (Eng. IV)				
Zhang, Wenxiu	3.50	155.00	542.50	
Sr. Clerical / Sr. Administrator				
Blackburn, Rachel	1.50	78.75	118.13	
Totals	19.00		3,682.88	
Total Labor				3,682.88

Reimbursable Expenses

Travel and Lodging				
2/10/2015	Zhang, Wenxiu	Drop off hard drive to to download LiDAR	40.83	
2/11/2015	Zhang, Wenxiu	Pick up LiDAR data from Fort Bend County	40.83	
Total Reimbursables			1.0 times	81.66
				81.66

Billing Budget

	Current	Prior	To-Date	
Total Billings	3,764.54	4,505.07	8,269.61	
Budget			61,000.00	
Budget Remaining			52,730.39	
			Total this Phase	\$3,764.54

Phase 3107 Ladonia Street

Professional Personnel

	Hours	Rate	Amount	
Sr. Project Manager (Eng. VI)				
Lyng, Timothy	3.00	218.25	654.75	
Totals	3.00		654.75	
Total Labor				654.75

Billing Budget

	Current	Prior	To-Date	
Total Billings	654.75	749.75	1,404.50	
Budget			31,000.00	
Budget Remaining			29,595.50	
			Total this Phase	\$654.75

Phase 3109 Old Needville/Fairchild Rd

Professional Personnel

	Hours	Rate	Amount
Sr. Project Manager (Eng. VI)			
Cromer, Tommy	1.00	218.25	218.25

Sr. Clerical / Sr. Administrator				
Blackburn, Rachel	1.00	78.75	78.75	
Totals	2.00		297.00	
Total Labor				297.00

Billing Budget	Current	Prior	To-Date	
Total Billings	297.00	844.75	1,141.75	
Budget			50,000.00	
Budget Remaining			48,858.25	
		Total this Phase		\$297.00

Phase 3110 Powerline Road

Professional Personnel

	Hours	Rate	Amount	
Sr. Project Manager (Eng. VI)				
Cromer, Tommy	1.00	218.25	218.25	
Project Manager (Eng. V)				
Jaynes, Jerry	1.00	185.00	185.00	
Sr. Clerical / Sr. Administrator				
Blackburn, Rachel	1.00	78.75	78.75	
Totals	3.00		482.00	
Total Labor				482.00

Billing Budget	Current	Prior	To-Date	
Total Billings	482.00	844.75	1,326.75	
Budget			25,000.00	
Budget Remaining			23,673.25	
		Total this Phase		\$482.00

Phase 3111 Sansbury Road

Professional Personnel

	Hours	Rate	Amount	
Sr. Project Manager (Eng. VI)				
Cromer, Tommy	12.00	218.25	2,619.00	
Lyng, Timothy	4.00	218.25	873.00	
Project Manager (Eng. V)				
Jaynes, Jerry	1.00	185.00	185.00	
Sr. Clerical / Sr. Administrator				
Blackburn, Rachel	1.00	78.75	78.75	
Totals	18.00		3,755.75	
Total Labor				3,755.75

Billing Budget	Current	Prior	To-Date	
Total Billings	3,755.75	2,283.25	6,039.00	
Budget			36,000.00	
Budget Remaining			29,961.00	

Total this Phase \$3,755.75

Phase 3112 South Post Oak Road

Professional Personnel

	Hours	Rate	Amount	
Sr. Project Manager (Eng. VI)				
Cromer, Tommy	1.00	218.25	218.25	
Lyng, Timothy	1.00	218.25	218.25	
Sr. Clerical / Sr. Administrator				
Blackburn, Rachel	1.00	78.75	78.75	
Totals	3.00		515.25	
Total Labor				515.25

Billing Budget	Current	Prior	To-Date	
Total Billings	515.25	749.75	1,265.00	
Budget			35,500.00	
Budget Remaining			34,235.00	
				Total this Phase \$515.25

Phase 3113 Sycamore Road

Professional Personnel

	Hours	Rate	Amount	
Sr. Project Manager (Eng. VI)				
Cromer, Tommy	18.00	218.25	3,928.50	
Lyng, Timothy	4.00	218.25	873.00	
Project Manager (Eng. V)				
Jaynes, Jerry	1.00	185.00	185.00	
Project Engineer (Eng. IV)				
Zhang, Wenxiu	2.00	155.00	310.00	
Sr. Clerical / Sr. Administrator				
Blackburn, Rachel	1.00	78.75	78.75	
Totals	26.00		5,375.25	
Total Labor				5,375.25

Billing Budget	Current	Prior	To-Date	
Total Billings	5,375.25	3,284.14	8,659.39	
Budget			25,000.00	
Budget Remaining			16,340.61	
				Total this Phase \$5,375.25

Phase 3115 Willie Melton Blvd

Professional Personnel

	Hours	Rate	Amount
Sr. Project Manager (Eng. VI)			
Cromer, Tommy	10.00	218.25	2,182.50
Lyng, Timothy	5.00	218.25	1,091.25

Billing Backup

Wednesday, March 25, 2015

Binkley & Barfield, Inc.

Invoice 22621 Dated 3/25/2015

1:37:29 PM

BBI Project 0000201500 Fort Bend Co. - 2013 Road Bond Project Management; SOQ 14-025;
P. O. No. 117757, 09/12/2014;

Phase 0001 Project Management

Professional Personnel

			Hours	Rate	Amount
Sr. Project Manager (Eng. VI)					
01006	103 - Cromer, Tommy	2/4/2015	5.00	218.25	1,091.25
01062	102 - Lyng, Timothy	2/4/2015	1.00	218.25	218.25
01062	102 - Lyng, Timothy	2/19/2015	1.00	218.25	218.25
Totals			7.00		1,527.75
Total Labor					1,527.75
Total this Phase					\$1,527.75

Phase 3101 1 st Street

Professional Personnel

			Hours	Rate	Amount
Sr. Project Manager (Eng. VI)					
01006	103 - Cromer, Tommy	2/2/2015	2.00	218.25	436.50
01006	103 - Cromer, Tommy	2/10/2015	8.00	218.25	1,746.00
01062	102 - Lyng, Timothy	2/16/2015	1.00	218.25	218.25
01062	102 - Lyng, Timothy	2/18/2015	1.00	218.25	218.25
01062	102 - Lyng, Timothy	2/19/2015	2.00	218.25	436.50
01062	102 - Lyng, Timothy	2/24/2015	2.00	218.25	436.50
01062	102 - Lyng, Timothy	2/26/2015	2.00	218.25	436.50
Project Manager (Eng. V)					
00735	104 - Jaynes, Jerry	2/12/2015	1.00	185.00	185.00
00735	104 - Jaynes, Jerry	2/17/2015	1.00	185.00	185.00
00735	104 - Jaynes, Jerry	2/20/2015	1.00	185.00	185.00
00735	104 - Jaynes, Jerry	2/25/2015	1.00	185.00	185.00
Project Engineer (Eng. IV)					
00743	106 - Zhang, Wenxiu	2/10/2015	.50	155.00	77.50
00743	106 - Zhang, Wenxiu	2/17/2015	.50	155.00	77.50
00743	106 - Zhang, Wenxiu	2/17/2015	1.00	155.00	155.00
Sr. Clerical / Sr. Administrator					
01150	113 - Blackburn, Rachel	2/27/2015	1.00	78.75	78.75
Totals			25.00		5,057.25
Total Labor					5,057.25
Total this Phase					\$5,057.25

Phase 3102 A. Myers Road

Professional Personnel

			Hours	Rate	Amount
Sr. Project Manager (Eng. VI)					
01006	103 - Cromer, Tommy	2/4/2015	1.00	218.25	218.25
01062	102 - Lyng, Timothy	2/9/2015	1.00	218.25	218.25
Project Manager (Eng. V)					
00735	104 - Jaynes, Jerry	2/12/2015	1.00	185.00	185.00
Sr. Clerical / Sr. Administrator					
01150	113 - Blackburn, Rachel	2/27/2015	1.00	78.75	78.75
Totals			4.00		700.25
Total Labor					700.25
Total this Phase					\$700.25

Phase 3105 Doris Road Overpass

Professional Personnel

			Hours	Rate	Amount
Sr. Project Manager (Eng. VI)					
01006	103 - Cromer, Tommy	2/4/2015	1.00	218.25	218.25
01062	102 - Lyng, Timothy	2/19/2015	1.00	218.25	218.25
Sr. Clerical / Sr. Administrator					
01150	113 - Blackburn, Rachel	2/27/2015	1.00	78.75	78.75
Totals			3.00		515.25
Total Labor					515.25
Total this Phase					\$515.25

Phase 3106 FM 7632 Ext/10th Street

Professional Personnel

			Hours	Rate	Amount
Sr. Project Manager (Eng. VI)					
01006	103 - Cromer, Tommy	2/20/2015	2.00	218.25	436.50
01006	103 - Cromer, Tommy	2/25/2015	1.00	218.25	218.25
01006	103 - Cromer, Tommy	2/26/2015	6.00	218.25	1,309.50
01062	102 - Lyng, Timothy	2/4/2015	1.00	218.25	218.25
01062	102 - Lyng, Timothy	2/17/2015	1.00	218.25	218.25
01062	102 - Lyng, Timothy	2/18/2015	2.00	218.25	436.50
Project Manager (Eng. V)					
00735	104 - Jaynes, Jerry	2/4/2015	1.00	185.00	185.00
Project Engineer (Eng. IV)					
00743	106 - Zhang, Wenxiu	2/10/2015	1.00	155.00	155.00

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00743	106 - Zhang, Wenxiu	2/11/2015	2.50	155.00	387.50
	Sr. Clerical / Sr. Administrator				
01150	113 - Blackburn, Rachel	2/24/2015	1.50	78.75	118.13
	Totals		19.00		3,682.88
	Total Labor				3,682.88

Reimbursable Expenses

Travel and Lodging					
EX	00000000882	2/10/2015		Zhang, Wenxiu / Drop off hard drive to to download LiDAR / 71.00 miles @ 0.575	40.83
	4				
EX	00000000882	2/11/2015		Zhang, Wenxiu / Pick up LiDAR data from Fort Bend County / 71.00 miles @ 0.575	40.83
	4				
	Total Reimbursables		1.0 times	81.66	81.66
			Total this Phase		\$3,764.54

Phase 3107 Ladonia Street

Professional Personnel

			Hours	Rate	Amount
	Sr. Project Manager (Eng. VI)				
01062	102 - Lyng, Timothy	2/4/2015	1.00	218.25	218.25
01062	102 - Lyng, Timothy	2/23/2015	2.00	218.25	436.50
	Totals		3.00		654.75
	Total Labor				654.75
			Total this Phase		\$654.75

Phase 3109 Old Needville/Fairchild Rd

Professional Personnel

			Hours	Rate	Amount
	Sr. Project Manager (Eng. VI)				
01006	103 - Cromer, Tommy	2/25/2015	1.00	218.25	218.25
	Sr. Clerical / Sr. Administrator				
01150	113 - Blackburn, Rachel	2/23/2015	1.00	78.75	78.75
	Totals		2.00		297.00
	Total Labor				297.00
			Total this Phase		\$297.00

Phase 3110 Powerline Road

Professional Personnel

				Hours	Rate	Amount
Sr. Project Manager (Eng. VI)						
01006	103 - Cromer, Tommy	2/25/2015		1.00	218.25	218.25
Project Manager (Eng. V)						
00735	104 - Jaynes, Jerry	2/4/2015		1.00	185.00	185.00
Sr. Clerical / Sr. Administrator						
01150	113 - Blackburn, Rachel	2/24/2015		1.00	78.75	78.75
Totals				3.00		482.00
Total Labor						482.00
					Total this Phase	\$482.00

Phase 3111 Sansbury Road

Professional Personnel

				Hours	Rate	Amount
Sr. Project Manager (Eng. VI)						
01006	103 - Cromer, Tommy	2/4/2015		1.00	218.25	218.25
01006	103 - Cromer, Tommy	2/16/2015		4.00	218.25	873.00
01006	103 - Cromer, Tommy	2/17/2015		3.00	218.25	654.75
01006	103 - Cromer, Tommy	2/18/2015		3.00	218.25	654.75
01006	103 - Cromer, Tommy	2/24/2015		1.00	218.25	218.25
01062	102 - Lyng, Timothy	2/10/2015		2.00	218.25	436.50
01062	102 - Lyng, Timothy	2/17/2015		2.00	218.25	436.50
Project Manager (Eng. V)						
00735	104 - Jaynes, Jerry	2/3/2015		1.00	185.00	185.00
Sr. Clerical / Sr. Administrator						
01150	113 - Blackburn, Rachel	2/27/2015		1.00	78.75	78.75
Totals				18.00		3,755.75
Total Labor						3,755.75
					Total this Phase	\$3,755.75

Phase 3112 South Post Oak Road

Professional Personnel

				Hours	Rate	Amount
Sr. Project Manager (Eng. VI)						
01006	103 - Cromer, Tommy	2/4/2015		1.00	218.25	218.25
01062	102 - Lyng, Timothy	2/12/2015		1.00	218.25	218.25
Sr. Clerical / Sr. Administrator						
01150	113 - Blackburn, Rachel	2/27/2015		1.00	78.75	78.75
Totals				3.00		515.25
Total Labor						515.25

Total this Phase \$515.25

Phase 3113 Sycamore Road

Professional Personnel

			Hours	Rate	Amount
Sr. Project Manager (Eng. VI)					
01006	103 - Cromer, Tommy	2/11/2015	5.00	218.25	1,091.25
01006	103 - Cromer, Tommy	2/16/2015	1.00	218.25	218.25
01006	103 - Cromer, Tommy	2/17/2015	4.00	218.25	873.00
01006	103 - Cromer, Tommy	2/18/2015	4.00	218.25	873.00
01006	103 - Cromer, Tommy	2/24/2015	4.00	218.25	873.00
01062	102 - Lyng, Timothy	2/12/2015	1.00	218.25	218.25
01062	102 - Lyng, Timothy	2/16/2015	2.00	218.25	436.50
01062	102 - Lyng, Timothy	2/18/2015	1.00	218.25	218.25
Project Manager (Eng. V)					
00735	104 - Jaynes, Jerry	2/17/2015	1.00	185.00	185.00
Project Engineer (Eng. IV)					
00743	106 - Zhang, Wenxiu	2/10/2015	1.00	155.00	155.00
00743	106 - Zhang, Wenxiu	2/17/2015	1.00	155.00	155.00
Sr. Clerical / Sr. Administrator					
01150	113 - Blackburn, Rachel	2/25/2015	1.00	78.75	78.75
Totals			26.00		5,375.25
Total Labor					5,375.25
Total this Phase					\$5,375.25

Phase 3115 Willie Melton Blvd

Professional Personnel

			Hours	Rate	Amount
Sr. Project Manager (Eng. VI)					
01006	103 - Cromer, Tommy	2/12/2015	1.00	218.25	218.25
01006	103 - Cromer, Tommy	2/19/2015	2.00	218.25	436.50
01006	103 - Cromer, Tommy	2/20/2015	2.00	218.25	436.50
01006	103 - Cromer, Tommy	2/23/2015	3.00	218.25	654.75
01006	103 - Cromer, Tommy	2/24/2015	2.00	218.25	436.50
01062	102 - Lyng, Timothy	2/2/2015	1.00	218.25	218.25
01062	102 - Lyng, Timothy	2/16/2015	2.00	218.25	436.50
01062	102 - Lyng, Timothy	2/25/2015	2.00	218.25	436.50
Project Manager (Eng. V)					
00735	104 - Jaynes, Jerry	2/3/2015	1.00	185.00	185.00
00735	104 - Jaynes, Jerry	2/20/2015	1.00	185.00	185.00
00735	104 - Jaynes, Jerry	2/25/2015	1.00	185.00	185.00

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Sr. Clerical / Sr. Administrator					
01150	113 - Blackburn, Rachel	2/23/2015	1.00	78.75	78.75
01150	113 - Blackburn, Rachel	2/24/2015	.50	78.75	39.38
	Totals		19.50		3,946.88
	Total Labor				3,946.88
				Total this Phase	\$3,946.88

Phase XXXX Braxton Road

Professional Personnel

			Hours	Rate	Amount
Sr. Project Manager (Eng. VI)					
01006	103 - Cromer, Tommy	2/19/2015	1.00	218.25	218.25
01006	103 - Cromer, Tommy	2/20/2015	2.00	218.25	436.50
01006	103 - Cromer, Tommy	2/23/2015	3.00	218.25	654.75
01006	103 - Cromer, Tommy	2/24/2015	1.00	218.25	218.25
01006	103 - Cromer, Tommy	2/25/2015	1.00	218.25	218.25
01062	102 - Lyng, Timothy	2/3/2015	1.00	218.25	218.25
Project Engineer (Eng. IV)					
00743	106 - Zhang, Wenxiu	2/17/2015	1.00	155.00	155.00
Sr. Clerical / Sr. Administrator					
01150	113 - Blackburn, Rachel	2/23/2015	1.00	78.75	78.75
	Totals		11.00		2,198.00
	Total Labor				2,198.00
				Total this Phase	\$2,198.00
				Total this Project	\$28,789.92
				Total this Report	\$28,789.92

Project Manager (Eng. V)			
Jaynes, Jerry	3.00	185.00	555.00
Sr. Clerical / Sr. Administrator			
Blackburn, Rachel	1.50	78.75	118.13
Totals	19.50		3,946.88
Total Labor			3,946.88

Billing Budget	Current	Prior	To-Date
Total Billings	3,946.88	1,192.00	5,138.88
Budget			35,000.00
Budget Remaining			29,861.12
		Total this Phase	\$3,946.88

Phase 3116 Braxton Road

Professional Personnel

	Hours	Rate	Amount
Sr. Project Manager (Eng. VI)			
Cromer, Tommy	8.00	218.25	1,746.00
Lyng, Timothy	1.00	218.25	218.25
Project Engineer (Eng. IV)			
Zhang, Wenxiu	1.00	155.00	155.00
Sr. Clerical / Sr. Administrator			
Blackburn, Rachel	1.00	78.75	78.75
Totals	11.00		2,198.00
Total Labor			2,198.00

Billing Budget	Current	Prior	To-Date
Total Billings	2,198.00	973.75	3,171.75
Budget			40,500.00
Budget Remaining			37,328.25
		Total this Phase	\$2,198.00

TOTAL DUE THIS INVOICE: \$28,789.92

Billings to Date

	Current	Prior	Total
Labor	28,708.26	89,300.51	118,008.77
Expense	81.66	236.38	318.04
Totals	28,789.92	89,536.89	118,326.81

*OK, JFS
03/26/15*



MONTHLY PROGRESS REPORT – February 1, 2014 – February 28, 2015

I. Project

Fort Bend County 2013 Mobility Bond Program

Precinct 1 Program Management

BBI Job # 201500

Fort Bend County P.O. No. 117757

Work Completed thru February 2015

Phase 0001 – Project Management:

1. Updated tracking system and project binders for all projects.
2. Continued close coordination with other PMC firms to help in project information sharing and continuity of management styles.
3. Performed other management responsibilities as needed for the project.
4. Coordinate contracting issues with FBC engineers.
5. Prepared invoice and progress report.

Phase 3101 – 1st Street (13101):

1. Initiated scope and fee communications with Kelly Kaluza Engineers.
2. Prepared project data including LiDAR, parcel information, mapping, and project-related status sheet for Commissioner's use.
3. Initiated portal preparation.

Phase 3102 – A. Myers Road (13102):

1. Prepared project data including LiDAR, parcel information, mapping, and project-related status sheet for Commissioner's use.
2. Initiated portal preparation.

Phase 3105 Doris Road Overpass (13105):

1. Initiated portal preparation.

Phase 3106 – FM 762/10th Street (13106):

1. Finalized contract negotiations of project scope and fee for FM762/10th Street with CobbFendley engineers and submitted to FBC for execution.
2. Initiated portal preparation.

Phase 3107 – Ladonia Street (13107):

1. Initiated preparations of project data including LiDAR, parcel information, mapping

Phase 3109 - Old Needville/Fairchild Road (13109):

2. Initiated portal preparation.



Phase 3110 – Powerline Road (13110):

1. Initiated portal preparation.

Phase 3111 – Sansbury Boulevard (13111):

1. Finalized contract negotiations of project scope and fee for Sansbury Boulevard with IDC engineers and submitted to FBC for execution.
2. Initiated portal preparation.

Phase 3112 – Sycamore Road (13112):

1. Finalized contract negotiations with EPIC engineers to establish project scope and fee for Sycamore Road and send contract and forms to County.
2. Initiated portal preparation.

Phase 3115 – Willie Melton Boulevard (13115):

1. Initiated scope and fee communications with Doucet & Associates.
2. Prepared project data including LiDAR, parcel information, mapping, and project-related status sheet for Commissioner's use.
3. Entered data into project portal.

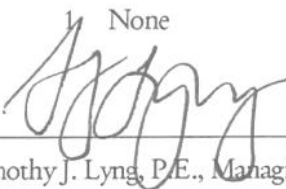
Phase 3116 – Braxton (13116):

3. Initiated scope and fee communications with Doucet & Associates.
4. Prepared project data including LiDAR, parcel information, mapping, and project-related status sheet for Commissioner's use.
5. Entered data into project portal.

II. Work Anticipated for March 2015

1. Meet with FBC staff as needed to discuss project needs and any changes.
2. Continue to review 3 selected engineers' scopes and fees and resolve issues prior to submittal to FBC.
3. Recommend Kendleton projects (3) scopes and fees to FBC for consideration and comment.
4. Assist in preparations of ROE documents for the surveyors and environmentalists.
5. Performed other management efforts, such as document control, PMC inter-communications, action item lists, and email archives as needed for the project.
6. Continue invoice and progress report development.
7. Prepare quarterly report status of project for Pct. 1.
8. Hold project Kick-off meetings for projects approved by the FBC Commissioners' Court.

III. Issues Pending

1. None


Timothy J. Lyng, P.E., Managing Director

Date: 3-12-2015