

PO# 136091
AMS Rec 492138



February 22, 2019

Project No: 10.001021.0000

Invoice No: 0293272

Jillian Peterson
Fort Bend County
301 Jackson Street
Richmond, TX 77469

Project 10.001021.0000 Westpark Park and Ride PO# 136091

TOTAL CONTRACT AMOUNT: \$62,100.00 ✓

AMOUNT INVOICED TO DATE: \$47,624.77 ✓

CURRENT INVOICE AMOUNT: \$18,951.37

REMAINING FUNDS AVAILABLE: \$14,475.23 ✓

Professional Services from August 25, 2018 to February 22, 2019

Professional Personnel

	Quantity	Rate	Amount	
Documents Manager				
Bush, Melissa	12.0	80.00	960.00	
Documents Specialist				
Cervantes, Aleyna	8.0	65.00	520.00	
George, Kathy	24.0	65.00	1,560.00	
Kimbrell, Jennifer	1.0	65.00	65.00	
Project Manager				
Kaplan, Arlene	58.0	85.00	4,930.00	
Relocation Agent				
Romoser, Suzyette	9.0	75.00	675.00	
Right of Way Agent (1-5 Years)				
Michael Trares	144.0	65.00	9,360.00	
Suzyette Romoser	10.0	65.00	650.00	
Total Labor				18,720.00
Reimbursable Expenses				
Mileage			33.87	
Copies			40.65	
Postage			156.85	
Total Reimbursables			231.37	231.37
Total this Invoice				\$18,951.37

APPROVED
RJS
5/15/19

PERCHERON INVOICE DETAIL

Billing Period from August 25, 2018 to February 22, 2019

Date	Qty	Rate	Total Labor	Miles	Amt (Miles x Rate)	Lodging	Meals	Per Diem	Phone	Comp	Filing Fees	Copies	Pstg	Other Exp	Total Exp	Total
Cervantes, Aleyna																
1/30/2019	2.000	65.00	130.00													130.00
Work Detail	1/30/19-Aleyna Cervantes-FBC- Started payment for parcel 406-04. Responded to emails															
1/31/2019	4.000	65.00	260.00													260.00
Work Detail	1/31/19-Aleyna Cervantes- FBC-Westpark- Preparing payment package. Responding to emails. Waiting on HUD from title to complete package.															
2/1/2019	2.000	65.00	130.00													130.00
Work Detail	2/1/19-Aleyna Cervantes-Westpark P&R- Received HUD, completed payment package. Sent to arlene and Michael for review.															
Total Cervantes, Aleyna:	8.000		520.00													520.00
Kimbrell, Jennifer																
2/21/2019	1.000	65.00	65.00	36.00	20.88										20.88	85.88
Work Detail	2/21/2019 - Jennifer Kimbrell - FBC Picked up payment package for P406-004 Bonaventure															
Total Kimbrell, Jennifer:	1.000		65.00	36.00	20.88										20.88	85.88
Bush, Melissa																
10/30/2018	2.000	80.00	160.00													160.00
Work Detail	10/30/2018 - Melissa Bush - FBC Park & Ride - Review IOL for P406_004 & P406_003															
11/1/2018	2.000	80.00	160.00													160.00
Work Detail	11/1/2018 - Melissa Bush - Update IOL for P406-003 as per instructions from Arlene - forwarded for mailout															
12/11/2018	2.000	80.00	160.00													160.00
Work Detail	12/11/2018 - Melissa Bush - FBC Westpark Park & Ride - Create FOL and mail out P406-003 CubeSmart															
12/12/2018	4.000	80.00	320.00													320.00
Work Detail	12/12/2018 - FBC Westpark Park & Ride - Download, Print and arrange docs into a file for Condemnation for Arlene-P406-003 CubeSmart															
12/13/2018	2.000	80.00	160.00													160.00
Work Detail	12/13/2018 - Melissa Bush - FBC Westpark Park & Ride - Finish File folder for Arlene on P406-003 CubeSmart.															
Total Bush, Melissa:	12.000		960.00													960.00
Traes, Michael																
10/22/2018	8.000	65.00	520.00													520.00
Work Detail	Acquisition - Doc Prep - Owner contact															
10/23/2018	8.000	65.00	520.00													520.00
Work Detail	Acquisition - Doc Prep - Owner contact															
10/24/2018	8.000	65.00	520.00													520.00
Work Detail	Acquisition - Doc Prep - Owner contact															
10/25/2018	8.000	65.00	520.00													520.00
Work Detail	Acquisition - Doc Prep - Owner contact															
10/26/2018	8.000	65.00	520.00													520.00
Work Detail	Acquisition - Doc Prep - Owner contact															
11/8/2018	8.000	65.00	520.00													520.00
Work Detail	Acquisitions Support/Documentation															
11/12/2018	8.000	65.00	520.00													520.00
Work Detail	Acquisitions Support/Documentation															
11/29/2018	8.000	65.00	520.00													520.00
Work Detail	Acquisitions Support/Documentation															
12/4/2018	8.000	65.00	520.00													520.00
Work Detail	Acquisitions Support/Documentation															
12/11/2018	4.000	65.00	260.00													260.00
Work Detail	Acquisitions Support/Documentation creation FOL or parcel P003, call to P004															
12/12/2018	6.000	65.00	390.00													390.00
Work Detail	Acquisitions Support/Documentation counteroffer creation for parcel P003, call to P004															
12/18/2018	6.000	65.00	390.00													390.00
Work Detail	Acquisitions Support/Documentation creation FOL or parcel P003, call to P004															
12/19/2018	6.000	65.00	390.00													390.00
Work Detail	Acquisitions Support/Documentation counteroffer creation for parcel P003, call to P004															

Billing Period from August 25, 2018 to February 22, 2019

Date	Qty	Rate	Total Labor	Miles	Amt (Miles x Rate)	Lodging	Meals	Per Diem	Phone	Comp	Filing Fees	Copies	Pstg	Other Exp	Total Exp	Total
Trares, Michael																
12/21/2018	2.000	65.00	130.00													130.00
Work Detail	Acquisitions Support/Documentation															
12/27/2018	2.000	65.00	130.00													130.00
Work Detail	Acquisitions Support/Documentation creation FOL, sent to P004															
1/4/2019	6.000	65.00	390.00													390.00
Work Detail	Acquisitions Support/Documentation P406-003 Prepare Parcel for ED															
1/8/2019	8.000	65.00	520.00													520.00
Work Detail	Acquisitions Support/Documentation P406-004 Prepare Acceptance of offer.															
1/11/2019	2.000	65.00	130.00													130.00
Work Detail	Acquisitions Support/Documentation/phone call about P406-004 Acceptance of offer.															
1/14/2019	2.000	65.00	130.00													130.00
Work Detail	Acquisitions Support/Documentation/phone call about P406-004 FOL Delivery															
1/15/2019	2.000	65.00	130.00													130.00
Work Detail	Acquisitions Support/Documentation/followup on why delivery was not made. P406-004 FOL Delivery															
1/17/2019	2.000	65.00	130.00													130.00
Work Detail	Acquisitions Support/Documentation/Checking FEDEX delivery problems with this parcel. P406-004 FOL Delivery															
1/28/2019	4.000	65.00	260.00													260.00
Work Detail	Acquisitions Support/Documentation - P406-004 Set up appoin. getting docs together															
1/29/2019	2.000	65.00	130.00													130.00
Work Detail	Acquisitions Support/Documentation - P406-004 Signed docs put payment package together															
2/1/2019	2.000	65.00	130.00													130.00
Work Detail	Acquisitions Support/Documentation - P406-004 working on payment package															
2/4/2019	4.000	65.00	260.00													260.00
Work Detail	Acquisitions Support/Documentation - P406-004 working on payment package															
2/12/2019	4.000	65.00	260.00													260.00
Work Detail	Acquisitions Support/Documentation - P406-001 and 002, Setting up files and begin process to contact property owners.															
2/13/2019	4.000	65.00	260.00													260.00
Work Detail	Acquisitions Support/Documentation - P406-001 and 002, Setting up files. Researched contact info and made phone calls to property owners.															
2/18/2019	2.000	65.00	130.00													130.00
Work Detail	Acquisitions Support/Documentation - P406-003 called Mr Brouwer at CubeSmart about PUA from FBC															
2/21/2019	2.000	65.00	130.00													130.00
Work Detail	Acquisitions Support/Documentation - P406-003and P406-004 called and emailed 004 about closing and emailed Mr Brouwer at CubeSmart about PUA from FBC															
Total Trares, Michael:	144.000		9,360.00													9,360.00
George, Kathy																
10/25/2018	2.000	65.00	130.00													130.00
Work Detail	10/25/2018 - Kathy George - Westpark & Ride; Request from Mike Trares, agent, to prepare the IOL package for a water line and sewer line easement purchase. (P406-003). Requested an updated appraisal from agent. Started letter.															
10/26/2018	2.000	65.00	130.00													130.00
Work Detail	10/26/2018 - Kathy George - Westpark & Ride; P 406-003 & 406-004. Completed letters, updated the acknowledgment receipts, assembled packages then forwarded to the agent for review.															
10/29/2018	2.000	65.00	130.00													130.00
Work Detail	10/29/2018 - Kathy George - Westpark Park & Ride; P406-300 & 400; Revisions made to both IOL's as directed by Arlene Kaplan. An additional document, "the acknowledgment to purchase offer" was completed for both parcels and attached at the end of the offer packages. Forwarded for final review.															
10/30/2018	2.000	65.00	130.00													130.00
Work Detail	10/30/2018 - Kathy George - Westpark P & R - Request from Arlene Kaplan to update the acquisition brochure to P406-003.															
11/6/2018	2.000	65.00	130.00													130.00
Work Detail	11/06/2018 - Kathy George - FBC/Westpark Park & Ride; Request from agent to correct the mailing address. Address updated to the IOL, Acknowledgment Form and Acceptance Offer Letter, package reassembled and emailed to agent.															
11/16/2018	2.000	65.00	130.00													130.00
Work Detail	11/16/2018 - Kathy George - FBC/Westpark Park & Ride; Request from Mike Trares to resend 406-400 IOL FedEx. Printed documents. Prepared FedEx package.															
12/19/2018	2.000	65.00	130.00													130.00
Work Detail	12/19/2018 - Kathy George - FBC/Westpark Park & Ride - request from Mike Trares to prepare the FOL Package for parcel 406-004. Forwarded to agent and PM for review.															
12/21/2018	2.000	65.00	130.00													130.00
Work Detail	12/21/2018 - Kathy George - FBC/Westpark Park & Ride - Received the FOL back from the PM with minor visions. Forwarded to agent and PM for review.															
12/27/2018	2.000	65.00	130.00													130.00
Work Detail	12/27/2018 - Kathy George - FBC/Westpark P&R; Received an email from Mike Trares to mail out the FOL package for parcel 406-004. Printed and assembled documents.															

Billing Period from August 25, 2018 to February 22, 2019

Date	Qty	Rate	Total Labor	Miles	Amt (Miles x Rate)	Lodging	Meals	Per Diem	Phone	Comp	Filing Fees	Copies	Pstg	Other Exp	Total Exp	Total
George, Kathy																
1/22/2019	2.000	85.00	130.00													130.00
Work Detail	1/22/2019 - Kathy George - FBC/Westpark Park & Ride; Request from Arlene Kaplan to prepare a FedEx package to ship the ED file to Ft. Bend County Legal.															
1/28/2019	2.000	85.00	130.00													130.00
Work Detail	1/28/2019 - Kathy George - FBC Westpark Park & Ride; Request from Mike Trares to FedEx the FOL for parcel 4406-004.															
1/29/2019	2.000	85.00	130.00													130.00
Work Detail	1/29/2019 - Kathy George - FBC/Westpark Park & Ride; Request from Suzy Romoser to prepare a water and sewer easement agreement for parcel 406-004. Sent via email to Suzy.															
Total George, Kathy:	24.000		1,560.00													1,560.00
Kaplan, Arlene																
9/18/2018	1.000	85.00	85.00													85.00
Work Detail	Working through questions with Bryan and Rick before offers start out the door. Bryn did say wait for Title Co to be on board.															
10/2/2018	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: Talked to Bryan, appraisal, and legal for Park & Ride issues															
10/9/2018	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: Conversation with appraisal regarding appraisal changes.															
10/15/2018	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: Discussion with appraisers and engineering for surveys for P03 and P04 and corrected appraisals to include TCEs for P03 and P04.															
10/22/2018	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: Working on preparing lettered for IOLs for Easements (not fee); checked with title															
10/24/2018	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: Called title to ensure delivery so offers can go; promised for Friday-Monday															
10/26/2018	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: Title In for 3 and 4 (both with survey and appraisal). Title for 1 and 2 due Friday Sat.; reviewed and approved IOLs for 1 and 2 to go out on Monday.															
10/29/2018	3.000	85.00	255.00													255.00
Work Detail	Arlene Kapla: Reviewed IOLs for P03 and P04; sent edits to Marcus for approval; edited IOLs for easements as opposed to standard fee taking															
10/31/2018	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: Final review of P03 and P04 packages before they go out the door.															
11/5/2018	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: Talked to appraisal for 001 and 002; still waiting for surveys; spoke to Bryan; surveys will be done soon.															
11/8/2018	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: Established report for project; worked with Mike for PO contacts															
11/13/2018	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: Discussed parcel status with Mike; preparing FOLs for 003 and 004															
11/19/2018	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: Updated report; sent emails for 03; administrative tasks.															
11/21/2018	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: cumulative time for P406-003 for issues that needed answers for their legal department; got answers and directed Mike to inform property owner and see about coming to an agreement.															
11/27/2018	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: Follow up on status of parcels where offer is out (P003 and P004).															
12/5/2018	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: Went over logs and discussed with Mike. Keep project on track and start preparing for FOL. Checked with appraiser to see if he is still waiting for the surveys for P001 and P002															
12/6/2018	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: Walked Mike through the next steps to insure we stay on schedule															
12/11/2018	6.000	85.00	510.00													510.00
Work Detail	Arlene Kaplan: Worked on CubeSmart counteroffer for the FBC submittal.															
12/17/2018	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: edited and submitted Adm Settlement Package for 003.															
12/18/2018	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: reviewed denial of adm settlement with Mike and discussed some options for the property owner in case they want to rethink their counter and support it.															
12/19/2018	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: Reviewed another file for compliance															
1/2/2019	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: Working on submitting files to legal.															
1/7/2019	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: Met with FBC to go over budget and Phase 1 title costs															

Billing Period from August 25, 2018 to February 22, 2019

Date	Qty	Rate	Total Labor	Miles	Amt (Miles x Rate)	Lodging	Meals	Per Diem	Phone	Comp	Filing Fees	Copies	Patg	Other Exp	Total Exp	Total
Kaplan, Arlene																
1/10/2019	4.000	85.00	340.00													340.00
Work Detail	Arlene Kaplan: working on audit files; preparing table of costs for Phase 1 title insurance for County															
1/14/2019	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: Communication with FBC and Stewart title working on title co invoices															
1/15/2019	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: working on documents electronic file for ED for P406-004.															
1/17/2019	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: Worked with Mike on a plan to work with P406-004; hard to reach land owner who indicated he was accepting the County offer.															
1/23/2019	2.000	85.00	170.00													170.00
Work Detail	A Kaplan: final review of 003 hard file to legal and preparation for FedEx to the County Legal															
1/28/2019	1.000	85.00	85.00													85.00
Work Detail	A Kaplan: Worked with Mike and Siuzy to set up meeting with P406-004 and get acceptance and check request documents signed for closing the file.															
1/29/2019	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: Worked on forms for closing P406-004 and reviewed signed documents.															
2/3/2019	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: Proofed and edited payment package for "easements" as opposed to fee acquisitions.															
2/4/2019	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: Completed and submitted the payment request for 004.															
2/7/2019	1.000	85.00	85.00													85.00
Work Detail	Arlene Kapla: Talked to Rick about remaining surveys; and prepared report.															
2/13/2019	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: Cumulative time with surveys, appraisers and FBC for the final two surveys on this project															
2/18/2019	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: Discussed claim with displacee on 410 and working on claim forms for eligible claims.															
2/22/2019	1.000	85.00	85.00													85.00
Work Detail	copied documents for P406-004 closing; arranged for documents to go to title to close file.															
Total Kaplan, Arlene:	58.000		4,930.00													4,930.00
Romoser, Suzyette																
1/30/2019	1.000	75.00	75.00													75.00
Work Detail	Suzy Romoser - Westpark; Conference call with FBC attorney in preparation for the suit for P421.															
1/29/2019	4.000	75.00	300.00	22.40	12.99									12.99		312.99
Work Detail	Suzy Romoser - Park and Ride: P406-004 - Meeting w/property owner to sign MOA/Deed and vendor forms for FBC; assisted property owner with additional questions and concerns on the project; other administrative tasks.															
2/7/2019	4.000	75.00	300.00													300.00
Work Detail	Suzy Romoser - Park N Ride; Updated files; reviewed payment package; and other administrative tasks.															
9/10/2018	6.000	65.00	390.00													390.00
Work Detail	Suzy Romoser - Park N Ride; Reviewed appraisals for pending offers; other administrative duties.															
9/28/2018	4.000	65.00	260.00													260.00
Work Detail	Suzy Romoser - Park N Ride; Reviewed appraisals in preparation of offers; had questions on appraisal report; sent to appraiser for attention; other tasks.															
Total Romoser, Suzyette:	19.000		1,325.00	22.40	12.99									12.99		1,337.99
Expense, General																
11/1/2018													45.95		45.95	45.95
Total Expense, General:													45.95		45.95	45.95
FedEx																
12/31/2018													110.90		110.90	110.90
AP Detail	Fedex @ Katy															
Total FedEx:													110.90		110.90	110.90
Katy Copy Count w/e 11-16-2018																
11/16/2018													40.35		40.35	40.35
Total Katy Copy Count w/e 11-16-2018:													40.35		40.35	40.35

Project 10.001021.0000 FBC-Westpark Park and Ride Invoice 0293272

Billing Period from August 25, 2018 to February 22, 2019

Date	Qty	Rate	Total Labor	Miles	Amt (Miles x Rate)	Lodging	Meals	Per Diem	Phone	Comp	Filing Fees	Copies	Pstg	Other Exp	Total Exp	Total
PFS - Katy Copy Count w/e 2-22-19																
2/22/2019												.15			.15	.15
Total PFS - Katy Copy Count w/e 2-22-19:												.15		.15	.15	
PFS Katy Copy Count w/e 1-25-19																
1/25/2019												.15			.15	.15
Total PFS Katy Copy Count w/e 1-25-19:												.15		.15	.15	
Invoice Total	266.000		18,720.00	58.40	33.87							40.65	156.85		231.37	18,951.37

FEDEX

POD

Original Customer Reference	Delivery Date	Recipient Name	Recipient Address Line 1	Recipient City	Shipper Name	Shipper City	Net Charge Amount
FBC Westpark Park & Ride	20181207	Debbie Duncan	14100 Southwest Freeway	SUGAR LAND	KATHY GEORGE	KATY	\$18.81
FBC Westpark Park & Ride	20181117	Sanjiv Khanna	1434 Carolina Grove Lane	HOUSTON	GEORGE MI chael Trares	KATY	\$79.16
FBC Westpark Park & Ride	20181128	Mr. Khanna	19830 FM 1093	RICHMOND	KATHY GEORGE	KATY	\$12.93
							\$110.90

Prospect:	Westpark Park
Client:	& Ride
Description:	Ft. Bend County
Amount:	FedEx
	\$ 110.90

5315

Percheron Field Services
1904 West Grand Parkway North Suite 200
Katy, Texas 77449

Copy Expense for Billing Week Ending 11.16.2018

Billable to:
Fort Bend County

Westpark Park & Ride

Total Prints and Copies	269 @ 0.15 per copy=	\$40.35
Total Percheron Copy expense		\$40.35

Percheron Field Services
1904 West Grand Parkway North Suite 200
Katy, Texas 77449

Copy Expense for Billing Week Ending 02.22.2019

Billable to:
Fort Bend County

Westpark Park & Ride

Total Prints and Copies	1 @ 0.15 per copy=	\$0.15
Total Percheron Copy expense		\$0.15

Percheron Field Services
1904 West Grand Parkway North Suite 200
Katy, Texas 77449

Copy Expense for Billing Week Ending 01.25.2019

Billable to:
Fort Bend County

Westpark Park & Ride

Total Prints and Copies	1 @ 0.15 per copy=	\$0.15
Total Percheron Copy expense		\$0.15

Staigle, Rick

From: Arlene Kaplan <arlene.kaplan@percheronllc.com>
Sent: Tuesday, May 14, 2019 12:02 PM
To: Staigle, Rick
Cc: Norton, Bryan
Subject: RE: Westpark P&R
Attachments: Park & Ride Report 05-13-19.xlsx

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sure thing, Rick

I am attaching the report I submitted yesterday and the following update:

- P406-001: I've submitted the revised appraisal from JLL for approval and working with Kevin Hedges to send the appraisal with the FOL this week; the attorney, Donny Griffin, for the property owner only wants to hear from legal; following mailing that out, we'll get the file to legal for their attention going forward.
- P406-002: essentially the same owner and the same attorney as P406-001; I received the the appraisal Kevin requested at 10:50 today; I am preparing the summary to submit that appraisal to FBC today. Following the approval of that, I can get that FOL out and move the file to legal
- P406-003: that suit was to have been filed 04/49/19; I don't have confirmation yet.
- P406-004: Closed and in possession.

Short of some additional request for support or documentation from legal, we'll essentially be finished with what we can do on this project.

If there is anything else we can help with, please let me know.

Arlene

Arlene Kaplan, RW/RAC

Project & Relocation Manager | Percheron Field Services

o. (832) 300-6400 | c. (817) 821-9152

Arlene.Kaplan@percheronllc.com

www.percheronllc.com

From: Staigle, Rick <Rick.Staigle@fortbendcountytexas.gov>
Sent: Tuesday, May 14, 2019 11:40 AM
To: Arlene Kaplan <arlene.kaplan@percheronllc.com>
Cc: Norton, Bryan <Bryan.Norton@fortbendcountytexas.gov>
Subject: Westpark P&R

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