



June 28, 2019  
Project No: 10.004808.0000  
Invoice No: 0296694  
Due Date: August 12, 2019

Bryan Norton  
Fort Bend County  
301 Jackson Street  
Richmond, TX 77469

Project 10.004808.0000 McCrary Road PO# 167428 Project No. 17313x

**Professional Services from June 1, 2019 to June 28, 2019**

**Professional Personnel**

	Quantity	Rate	Amount	
<b>Documents Manager</b>				
Strickland, Morgan	2.0	80.00	160.00	
<b>Documents Specialist</b>				
Cervantes, Aleyna	6.0	65.00	390.00	
George, Kathy	12.0	65.00	780.00	
Powell, Michael	15.0	65.00	975.00	
<b>GIS Technician</b>				
Buchanan, Sean	9.0	75.00	675.00	
Coffel, Cody	6.0	75.00	450.00	
<b>Project Manager</b>				
Kaplan, Arlene	64.0	90.00	5,760.00	
<b>Relocation Agent</b>				
Romoser, Suzyette	76.0	75.00	5,700.00	
<b>Total Labor</b>				<b>14,890.00</b>

**Reimbursable Expenses**

Mileage			35.84	
Copies			265.05	
Postage			141.21	
<b>Total Reimbursables</b>			<b>442.10</b>	<b>442.10</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	15,332.10	73,485.34	88,817.44
Limit			284,150.00
Remaining			195,332.56

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Project	10.004808.0000	FBC - McCrary Road PO#167428 Proj#17313x	Invoice	0296694
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<b>Total this Invoice</b>	<b>\$15,332.10</b>
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## PERCHERON INVOICE DETAIL

Billing Period from June 01, 2019 to June 28, 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
<b>Cervantes, Aleyna</b>																
6/18/2019	2.000	65.00	130.00													130.00
Work Detail	Aleyna Cervantes-6.18.19-McCrary Road-P06- Reviewed FOL and mailed out. P09- Reviewed FOL and mailed out.															
6/20/2019	1.000	65.00	65.00													65.00
Work Detail	Aleyna Cervantes-6.20.19-McCrary Road-P11-Uploaded certified receipt to t-drive and Sharepoint P03-Uploaded certified receipt to t-drive and Sharepoint P01-Uploaded certified receipt to t-drive and Sharepoint P09-Uploaded certified receipt to t-drive and Sharepoint															
6/21/2019	1.000	65.00	65.00													65.00
Work Detail	Aleyna Cervantes-6.21.19-McCrary Road-P14-Preparing IOL															
6/3/2019	2.000	65.00	130.00													130.00
Work Detail	6/3/19-Aleyna Cervantes-FBC Prepared IOL for P03															
<b>Total Cervantes, Aleyna:</b>	<b>6.000</b>		<b>390.00</b>													<b>390.00</b>
<b>Strickland, Morgan</b>																
6/24/2019	2.000	80.00	160.00													160.00
Work Detail	Morgan Strickland - 06.24.19 - McCrary Rd - Parcel 14 - Processing Initial Offer Letter															
<b>Total Strickland, Morgan:</b>	<b>2.000</b>		<b>160.00</b>													<b>160.00</b>
<b>Buchanan, Sean</b>																
6/3/2019	4.000	75.00	300.00													300.00
Work Detail	06/03/2019 - Sean Buchanan - Fort Bend County - McCrary Road - Using georeferencing to overlay alignment on requested areas. Lining up ROW on alignments with provided ROW. Using driveways to match sheets with imagery. Very little imagery to help.															
6/4/2019	5.000	75.00	375.00													375.00
Work Detail	06/04/2019 - Sean Buchanan - Fort Bend County - McCrary Road - Using georeferencing to overlay alignment on requested areas. Creating exhibits/maps showing each tract with overlay of alignment.															
<b>Total Buchanan, Sean:</b>	<b>9.000</b>		<b>675.00</b>													<b>675.00</b>
<b>Powell, Michael</b>																
6/12/2019	2.000	65.00	130.00													130.00
Work Detail	06/12/2019 Michael Powell FBC McCrary Road Document review and preparation															
6/13/2019	6.000	65.00	390.00													390.00
Work Detail	06/13/2019 Michael Powell FBC McCrary Road Document review and preparation															
6/14/2019	4.000	65.00	260.00													260.00
Work Detail	06/14/2019 Michael Powell FBC McCrary Road Document review and preparation															
6/17/2019	3.000	65.00	195.00													195.00
Work Detail	Michael Powell - 06.17.19 - L Keith Slade - Parcel 06 - composition and mailout of final offer letter, Lynn Bannan - Parcel 09 - composition and mailout of final offer letter															
<b>Total Powell, Michael:</b>	<b>15.000</b>		<b>975.00</b>													<b>975.00</b>
<b>George, Kathy</b>																
6/6/2019	2.000	65.00	130.00													130.00
Work Detail	6/06/2019 - Kathy George - FBC - Changed mailing address; printed IOL package and prepared for certified mailing.															
6/7/2019	4.000	65.00	260.00													260.00
Work Detail	6/07/2019 - Kathy George - FBC - Assembled IOL packages; printed IOL package and prepared for certified mailing.															
6/12/2019	2.000	65.00	130.00													130.00
Work Detail	6/12/2019 - Kathy George - FBC - Reviewed IOL/FOL packages.															
6/13/2019	2.000	65.00	130.00													130.00
Work Detail	6/13/2019 - Kathy George - FBC - Reviewed IOL/FOL packages.															
6/14/2019	2.000	65.00	130.00													130.00
Work Detail	6/14/2019 - Kathy George - FBC - Reviewed IOL/FOL packages.															
<b>Total George, Kathy:</b>	<b>12.000</b>		<b>780.00</b>													<b>780.00</b>
<b>Kaplan, Arlene</b>																
6/3/2019	5.000	90.00	450.00													450.00
Work Detail	Arlene Kaplan: Initial review of appraisal for p10, 12, and 13; also reviewed USPS for delivery of IOL and documentation of delivery confirmation as required for files.; confirming delivery of IOLs to property owners by documentation on USPS site															
6/4/2019	2.000	90.00	180.00													180.00
Work Detail	Arlene Kaplan: updating reports and status of each parCEL ON PROJECT FOR COUNTY.															

Billing Period from June 01, 2019 to June 28, 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
<b>Kaplan, Arlene</b>																
6/5/2019	6.000	90.00	540.00													540.00
Work Detail	Arlene Kaplan: Review of appraisal and preparation of the IOL for P10, 12, and 13															
6/6/2019	3.000	90.00	270.00													270.00
Work Detail	Arlene Kaplan: Went over IOL documents for P10, 12 and 13; made needed edits for clarity and to insure that all was correct															
6/7/2019	4.000	90.00	360.00													360.00
Work Detail	Arlene Kaplan: Final review of IOL for P10, 12, and 13. Iol sent out															
6/11/2019	5.000	90.00	450.00													450.00
Work Detail	Arlene Kaplan: Reviewing and see to mailing of P02 FOL; Reviewed and proofed P05 FOL; Final review of P09 FOL															
6/12/2019	4.000	90.00	360.00													360.00
Work Detail	Arlene Kaplan: Review appraisal and IOL for P08; assisted with preparation and review of P06 FOL															
6/13/2019	4.000	90.00	360.00													360.00
Work Detail	Arlene Kaplan: Prepared payment package for P18 based on agreement with FBC Legal and property owner; general discussion with negotiator regarding status of all other parcels on project.															
6/14/2019	6.000	90.00	540.00													540.00
Work Detail	Arlene Kaplan: Final review and mailing of IOLs and FOLs for P04, P05, P06 and P09.; checked status of all parcels for updating report to FBC on Monday															
6/17/2019	4.000	90.00	360.00													360.00
Work Detail	Arlene Kaplan: went over report and determined what parcels have needs to be addressed in this week: p06 and p09 needed FOLs; P14, 16 and 17 need IOLs moved into preparation; discussed with negotiator to stay on track.															
6/18/2019	4.000	90.00	360.00													360.00
Work Detail	Arlene Kaplan: over saw prep and mailing of P06 and P09 documents; discussed staking with Bryan															
6/19/2019	5.000	90.00	450.00													450.00
Work Detail	Arlene Kaplan: reviewing requests for FOLs for P03, 04 and 05. and then FOL package review prior to mailing. Completed documents for Sager payment request (P18) and sent to atty for property owner to complete.															
6/24/2019	4.000	90.00	360.00													360.00
Work Detail	Arlene Kaplan: Prepared project reports for Bryan; reviewed and prepared counteroffer submission for P09 Bannan to the County.															
6/25/2019	4.000	90.00	360.00													360.00
Work Detail	Arlene Kaplan: Prepared reports for meeting with FBC on 06/26; discussed temporary HOLD on project and discussed explanation for property owners.															
6/28/2019	4.000	90.00	360.00													360.00
Work Detail	Arlene Kaplan: Worked with Suzy to prepare documentation for brief hold on project for all parcels on the project except P18; this will close.															
<b>Total Kaplan, Arlene:</b>	<b>64.000</b>		<b>5,760.00</b>													<b>5,760.00</b>
<b>Coffel, Cody</b>																
6/3/2019	6.000	75.00	450.00													450.00
Work Detail	06/03/19... Coffel, Cody... FBC - McCrary Road PO #167428... Digitized and georeferenced PDF images onto the proposed right-of-way throughout the project per Suzy Romoser's request.															
<b>Total Coffel, Cody:</b>	<b>6.000</b>		<b>450.00</b>													<b>450.00</b>
<b>Romoser, Suzyette</b>																
6/5/2019	6.000	75.00	450.00													450.00
Work Detail	Suzy Romoser - McCrary; Made weekly calls to propety owners to obtain updates on counteroffers or intent to proceed; updated files and logs for P01, P02, P04, P05, P06, P09; other tasks.															
6/7/2019	8.000	75.00	600.00	31.00	17.98									17.98		617.98
Work Detail	Suzy Romoser - McCrary; Prepared IOL packets for P08 and P10,12,13; FOL for P04 and met w/property owners on P05 to discuss offer and counteroffer to County; other tasks.															
6/10/2019	7.000	75.00	525.00													525.00
Work Detail	Suzy Romoser - McCrary; Prepared and reviewed IOL packets for P08; Prepared FOL packets for P02, P04, and other tasks.															
6/11/2019	7.000	75.00	525.00													525.00
Work Detail	Suzy Romoser - McCrary; Prepared and reviewed FOL packets for P05, P06 and P09; and other administrative tasks.															
6/12/2019	8.000	75.00	600.00													600.00
Work Detail	Suzy Romoser - McCrary; Confirmed IOL delivery for P10,12-13; received call from PO with concerns on offer packet and requested additional information regarding access to property; sent additional aerial maps and project road design map to property owner; provided additional aerial maps for P04; P05; and P09, other tasks.															
6/13/2019	6.000	75.00	450.00													450.00
Work Detail	Suzy Romoser - McCrary; Communicated with P03; sent additional information and confirmed delivery of IOL packet; property owners are submitting a counteroffer; made additional calls for status on outstanding offers; other tasks.															
6/14/2019	6.000	75.00	450.00													450.00
Work Detail	Suzy Romoser - McCrary; Discussed counteroffer w/P09; prepared counteroffer and sent to property owner for signature; preparing counteroffer packet to be submitted to FBC; scheduled property owner appointment for next week for P04; reviewing appraisal report for P14; other tasks.															
6/18/2019	8.000	75.00	600.00													600.00
Work Detail	Suzy Romoser - McCrary; Conference Call w/P02 to discuss the road design and drainage concerns; confirmed delivery of IOL packets for P01; confirmed delivery of FOL for P02; and other administrative tasks.															
6/19/2019	8.000	75.00	600.00	30.80	17.86									17.86		617.86
Work Detail	Suzy Romoser - McCrary; Travel to/from the project to meet with property owners on P04, P06 and P10,12-13; discussed concerns with the road; drainage, process and counteroffers; other tasks.															

Billing Period from June 01, 2019 to June 28, 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
<b>Romoser, Suzyette</b>																
6/20/2019	4.000	75.00	300.00													300.00
Work Detail	Suzy Romoser - McCrary; Reviewed appraisal reports for P14, P15 and P17; other tasks.															
6/21/2019	2.000	75.00	150.00													150.00
Work Detail	Suzy Romoser - McCrary; Reiveid and prepared the IOL packets for P14 and P15; other tasks.															
6/24/2019	4.000	75.00	300.00													300.00
Work Detail	Suzy Romoser - McCrary; P14 - prepared the IOL; confirmed acceptance on P11; updated files and logs; other tasks.															
6/26/2019	2.000	75.00	150.00													150.00
Work Detail	Suzy Romoser - McCrary; Meeting w/FBC to discuss project and new design; other tasks.															
<b>Total Romoser, Suzyette:</b>	<b>76.000</b>		<b>5,700.00</b>	<b>61.80</b>	<b>35.84</b>										<b>35.84</b>	<b>5,735.84</b>
<b>Expense, General</b>																
6/20/2019													112.05		112.05	112.05
<b>Total Expense, General:</b>													<b>112.05</b>		<b>112.05</b>	<b>112.05</b>
<b>FedEx</b>																
6/24/2019													29.16		29.16	29.16
AP Detail	Fedex @ Katy A. Kaplan															
<b>Total FedEx:</b>													<b>29.16</b>		<b>29.16</b>	<b>29.16</b>
<b>Katy Office Copy Count w/e 6-14-19</b>																
6/14/2019												217.50			217.50	217.50
<b>Total Katy Office Copy Count w/e 6-14-19:</b>												<b>217.50</b>			<b>217.50</b>	<b>217.50</b>
<b>PFS - Katy Copy Count w/e 6-28-19</b>																
6/28/2019												47.55			47.55	47.55
<b>Total PFS - Katy Copy Count w/e 6-28-19:</b>												<b>47.55</b>			<b>47.55</b>	<b>47.55</b>
<b>Invoice Total</b>	<b>190.000</b>		<b>14,890.00</b>	<b>61.80</b>	<b>35.84</b>							<b>265.05</b>	<b>141.21</b>		<b>442.10</b>	<b>15,332.10</b>

**FEDEX**

**POD**

Original Customer Reference	Delivery Date	Recipient Name	Recipient Address Line 1	Recipient City	Shipper Name	Shipper City	Net Charge Amount
FBC - McCrary Road PO#167428 Proi#17313x 10.004808.0000	20190612	AXEL LINDHOLM	3730 KIRBY DR STE 1200	HOUSTON	ARLENE KAPLAN	KATY	\$29.16

Prospect:	McCrary Road
Client:	PO#167428
Description:	Ft. Bend County
Amount:	FedEx \$ 29.16

GP4397

Stamps.com	FBC/McCrary		
Date	Quantity	Amount	Totals
5/24/2019	1	\$ 2.05	\$ 2.05
5/24/2019	3	\$ 0.50	\$ 1.50
5/30/2019	4	\$ 0.50	\$ 2.00
6/3/2019	1	\$ 0.50	\$ 0.50
6/3/2019	1	\$ 11.05	\$ 11.05
6/18/2019	2	\$ 11.05	\$ 22.10
6/18/2019	2	\$ 0.50	\$ 1.00
6/19/2019	1	\$ 11.05	\$ 11.05
6/20/2019	2	\$ 11.05	\$ 22.10
6/20/2019	2	\$ 0.50	\$ 1.00
6/20/2019	2	\$ 0.50	\$ 1.00
6/20/2019	2	\$ 11.05	\$ 22.10
6/20/2019	1	\$ 14.10	\$ 14.10
6/20/2019	1	\$ 0.50	\$ 0.50
<b>Total</b>			<b>\$ 112.05</b>

Prospect: McCrary  
Client: Ft. Bend County  
Description: postage  
Amount: \$ 112.05