

PO # 135939

AMS Rec 444350



PERCHERON

February 23, 2018

Project No: 10.001159.0000

Invoice No: 0280953

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

Project 10.001159.0000 Westpark FM 1093 Phase 2 PO#135939

TOTAL CONTRACT AMOUNT: \$711,535.00 ✓

AMOUNT INVOICED TO DATE: \$624,389.80 ✓

REMAINING FUNDS AVAILABLE: \$87,145.20 ✓

Professional Services from January 27, 2018 to February 23, 2018

Professional Personnel

	Quantity	Rate	Amount
Documents Manager			
Rickelman, Mintra	2.0	80.00	160.00
Documents Specialist			
Cervantes, Aleyna	3.0	65.00	195.00
George, Kathy	5.0	65.00	325.00
Project Manager			
Kaplan, Arlene	17.0	85.00	1,445.00
Miller, Rhia	8.0	85.00	680.00
Right of Way Agent (1-5 Years)			
Suzyette Romoser	68.0	65.00	4,420.00
Total Labor			7,225.00

Reimbursable Expenses

Mileage	15.15 ✓
Copies	23.85 ✓
Postage	22.06 ✓
Total Reimbursables	61.06

Total this Invoice \$7,286.06

02/24
04/10/18

PERCHERON INVOICE DETAIL

Billing Period from January 27, 2018 to February 23, 2018

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
Miller, Rhia																
1/29/2018	2.000	85.00	170.00													170.00
Work Detail	Rhia Miller: Worked on files for closure (400, P407, P425, P506, P507)															
1/30/2018	2.000	85.00	170.00													170.00
Work Detail	Rhia Miller: Westpark Phase 2 - started input of information from status report and ED report on FBC spreadsheet;															
1/31/2018	3.000	85.00	255.00													255.00
Work Detail	Rhia Miller: Westpark Phase 2 - finished input of information from status report and ED report on FBC spreadsheet; worked with Arlene to complete information for spreadsheet.															
2/22/2018	1.000	85.00	85.00													85.00
Work Detail	Rhia Miller: Westpark Phase 2: P423 - Spoke with agent re: closing. Prepared submittal form to return check															
Total Miller, Rhia:	8.000		680.00													680.00
Cervantes, Aleyna																
2/6/2018	1.000	65.00	65.00													65.00
Work Detail	2/6/18-Aleyna Cervantes-Westpark Phase 2- Printed documents for Suzy															
2/15/2018	1.000	65.00	65.00													65.00
Work Detail	2/15/18-Aleyna Cervantes-Westpark Phase 2- Scanned P423 check. Gave check to Rhia to send to Stewart title.															
2/21/2018	1.000	65.00	65.00													65.00
Work Detail	2/21/18-Aleyna Cervantes- FBC- Westpark Phase 2- Made Fedex label for P409.															
Total Cervantes, Aleyna:	3.000		195.00													195.00
Rickelman, Mintra																
2/5/2018	2.000	80.00	160.00													160.00
Work Detail	2.5.2018 - Mintra Rickelman - Fort Bend County - Westpark Phase 2 - delivery of files to Dannenbaum															
Total Rickelman, Mintra:	2.000		160.00													160.00
George, Kathy																
2/14/2018	1.000	65.00	65.00													65.00
Work Detail	2/14/2018 - Drove to Ft. Bend County to pick up the acquisition check for parcel 423. (Westpark Phase 2).															
2/20/2018	2.000	65.00	130.00													130.00
Work Detail	2/20/2018 - Relocation checks for (Westpark Phase 2) parcel 409 - scanned, saved to T: drive and uploaded to AMPS. Preparing envelopes for FedEx to landowners.															
2/21/2018	2.000	65.00	130.00													130.00
Work Detail	2/21/18 - Prepared FedEx packages for parcel 409 (David Lewis, May and Bill Fogle, Linda Meyer, Bill Cash, James and Judy Collins); scanned FedEx shipment saved to T: drive and uploaded to AMPS.															
Total George, Kathy:	5.000		325.00													325.00
Kaplan, Arlene																
1/29/2018	3.000	85.00	255.00													255.00
Work Detail	Arlene Kaplan: looked over displacee packages for claim payment.															
1/31/2018	4.000	85.00	340.00													340.00
Work Detail	Arlene Kaplan: With Rhia, researching data from several reports to compile into the report Bryan requested.															
2/7/2018	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: Reviewed preliminary rent supplement for 410															
2/9/2018	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: reviewed rent supplement and sent it to Joe Cox to decide how to proceed: in acquisition or in relocation.															
2/14/2018	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: Discussion with Rhia to complete report requested by County.															
2/16/2018	3.000	85.00	255.00													255.00
Work Detail	Worked with claim forms and accounting to cut checks for P409 storage units; discussed arrangements and required documents for delivery of checks with agent															
2/19/2018	1.000	85.00	85.00													85.00
Work Detail	Arlene Kaplan: P410 - Talked to Robert Dinger to get demo scheduled asap as he is in violation of his agreement with FBC.															
2/22/2018	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: P410 - Realized all my emails to legal were not getting delivered after calling Joe Cox and finally reaching him. Discussed problems with residential relocation and learned that this cannot go into acquisition. Stepped back and contacted Tom Maxfield about putting this in with his business relocation since he needs to rent temporary place for on-site manager. Since this is a business need, we'll go forward as a move related expense. Tom said that would work. Will rework claim accordingly															
2/23/2018	1.000	85.00	85.00													85.00

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Kaplan, Arlene																
Work Detail	Arlene Kaplan: reviewing and updating reports.															
Total Kaplan, Arlene:	17.000		1,445.00													1,445.00
Romoser, Suzyette																
1/29/2018	4.000	65.00	260.00													260.00
Work Detail	Suzy Romoser - Westpark Ph 2; P409 - Updated files, logs and prepared payment packages; other administrative duties.															
1/30/2018	4.000	65.00	260.00													260.00
Work Detail	Suzy Romoser - Westpark Ph 2; P410 - Provided status to relocation eligibility; P409 prepared additional claim payment packages; updated files and logs; other administrative duties.															
2/1/2018	2.000	65.00	130.00													130.00
Work Detail	Suzy Romoser - Westpark Ph 2; P409 - Updated displacees on payment status; communicated to displacees with outstanding forms; other administrative duties.															
2/2/2018	4.000	65.00	260.00													260.00
Work Detail	Suzy Romoser - Westpark Ph 2; P409 - Prepared claim packages for payment; updates files and logs; other administrative duties.															
2/4/2018	2.000	65.00	130.00													130.00
Work Detail	Suzy Romoser - Westpark Ph 2; P409 - prepared claim packages; followed-up with displacees with outstanding paperwork.															
2/6/2018	4.000	65.00	260.00													260.00
Work Detail	Suzy Romoser - Westpark Ph 2; Weekly staff meeting to discuss outstanding parcels, ED parcels, relocation parcels; other administrative duties.															
2/7/2018	6.000	65.00	390.00													390.00
Work Detail	Suzy Romoser - Westpark Ph 2; P410 - Researched and prepared comparables for relocation eligibility for displacee; working up relocation packet; other administrative duties.															
2/8/2018	4.000	65.00	260.00													260.00
Work Detail	Suzy Romoser - Westpark Ph 2; P409 - prepared claim packages; followed-up with displacees with outstanding paperwork; other administrative duties.															
2/9/2018	6.000	65.00	390.00													390.00
Work Detail	Suzy Romoser - Westpark Ph 2; P409 - prepared claim packages; followed-up with displacees with outstanding paperwork; other administrative duties.															
2/11/2018	2.000	65.00	130.00													130.00
Work Detail	Suzy Romoser - Westpark Ph 2; P409 - prepared claim packages; sending for review and payment.															
2/12/2018	4.000	65.00	260.00													260.00
Work Detail	Suzy Romoser - Westpark Ph 2; P409; Prepared claim packages for displacees for review and payment; update status on lockers; displacees; followed-up on relocation paperwork; other administrative duties.															
2/13/2018	2.000	65.00	130.00													130.00
Work Detail	Suzy Romoser - Westpark Ph 2; P409 - prepared claim packages for review and payment; updated files; other administrative duties.															
2/15/2018	2.000	65.00	130.00													130.00
Work Detail	Suzy Romoser - Westpark Ph 2; P409 - prepared claim packages for review and payment; weekly follow-up with displacees on paperwork; updated files; other administrative duties.															
2/16/2018	4.000	65.00	260.00													260.00
Work Detail	Suzy Romoser - Westpark Ph 2; P409 - prepared claim packages; resent relocation forms; updated files; other administrative duties.															
2/19/2018	4.000	65.00	260.00													260.00
Work Detail	Suzy Romoser - Westpark Ph 2; P409 - Received relocation documents back from displacees; prepared claim packages; other administrative duties.															
2/20/2018	2.000	65.00	130.00													130.00
Work Detail	Suzy Romoser - Westpark Ph 2; P409 - Picked-up relocation checks for displacees; prepared closure packets; made arrangements w/displacees for delivery; and other administrative duties.															
2/21/2018	6.000	65.00	390.00	27.80	15.15										15.15	405.15
Work Detail	Suzy Romoser - Westpark Ph 2; P409 - Traveled to/from project; met displacees to pickup relocation checks; signed relocation closure packet; other administrative duties.															
2/22/2018	2.000	65.00	130.00													130.00
Work Detail	Suzy Romoser - Westpark Ph 2; P409 - Made revisions to claim packages and resent to displacee for signature; other administrative duties.															
2/23/2018	4.000	65.00	260.00													260.00
Work Detail	Suzy Romoser - Westpark Ph 2; P410 - Communicated to displacee no relocation; P409 - Made revisions and prepared claim packages; other administrative duties.															
Total Romoser, Suzyette:	68.000		4,420.00	27.80	15.15										15.15	4,435.15
FedEx																
2/23/2018													22.06		22.06	22.06
AP Detail	Fedex @ Katy FtBend															
Total FedEx:													22.06		22.06	22.06
KATY CC PFS 1.27 to 2.09.2018																
2/9/2018												7.80			7.80	7.80
Total KATY CC PFS 1.27 to 2.09.2018:												7.80			7.80	7.80

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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	
KATYCC FIELD SERVICE 02.10 to 2.23.2018																	
2/23/2018												16.05				16.05	16.05
Total KATYCC FIELD SERVICE 02.10 to 2.23.2018:												16.05				16.05	16.05
Invoice Total	103.000		7,225.00	27.80	15.15							23.85	22.06			61.06	7,286.06

FEDEX

Original Customer Reference	POD Delivery Date	Recipient	Recipient Address Line 1	Recipient City	Shipper Name	Shipper City	Net Charge Amount
Westpark FM 1093 Phase 2 PO#135939/ Ft. Bend County	20180117	Dustin and Lacy Kalister	27510 Windcrest Key Lane	FULSHEAR	Suzy Romoser	KATY	\$22.06
							\$22.06

Prospect:	Katy Flewellen
Client:	Ft. Bend County
Description:	FedEx
Amount: \$	22.06

5315

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

Copy Expense for Period 01.27.2018 - 02.09.2018

Billable to:
Fort Bend County

West Park Phase 2

Total Prints and Copies	52 @ 0.15 per copy=	\$7.80
Total Percheron Copy expense		\$7.80

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

Copy Expense for Period 02.10.2018 - 02.23.2018

Billable to:
Fort Bend County

West Park Phase 2

Total Prints and Copies	107 @ 0.15 per copy=	\$16.05
Total Percheron Copy expense		\$16.05