City Council City Council Regular Meeting
Monday, November 18, 2019
6:00 PM

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (979) 265-2082 or FAX (979) 265-7345 for further information.

AGENDA

BE IT KNOWN that the **City Council** of the City of Richwood will meet in **City Council Regular Meeting** on **Monday, November 18, 2019** at **6:00 PM** at 1800 N. Brazosport Blvd., Richwood, TX 77531 at the Richwood City Hall in the Council Chambers with the following agenda:

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE — 4
Pledge of Allegiance and Texas Pledge

IV. ROLL CALL OF COUNCIL MEMBERS

V. PUBLIC COMMENTS
All commends will be subject to the following rules: All speakers will be permitted to speak not longer than 3 minutes; all speakers will only be permitted to speak once; speakers cannot defer their 3 minutes to another speaker. Discussion is not allowed on items no posted on the agenda.

VI. CONSENT AGENDA

A. Approval of Minutes of Previous Meetings

1. Minutes from Regular Council Meeting held October 14, 2019 — 5
2. Minutes from Special Meeting held October 23, 2019 — 27

B. Payment of Bills

1. Pooled Cash - October 2019 — 33

C. Appointment of Kimberly Mayer as Executive Director of Keep Richwood Beautiful Committee. — 45

D. Resolution appointing Kirsten Garcia, City Secretary, as an additional authorized contact on all Bank of America accounts. — 46

VII. COUNCIL CONSIDERATION AND ACTION ITEMS

A. Presentation and possible approval to proceed with a Stormwater Master Plan by Strand Associates. — 47
Presented by Ryan Tinsley and Mark Shubak with Strand Associates.

B. Presentation and Possible Acceptance of a draft Task Order illustrating a turn-key option for design of Richwood road repair, Request for Proposal process for road construction and assistance with contractor selection. — 62
Presented by Ryan Tinsley and Tom Hart with Strand Associates

C. Consideration and Possible Action to adopt a Policy Resolution permitting special signage for Veteran and Active Duty Military Personnel parking at City facilities. — 73

D. Discussion and Possible Action authorizing the Mayor to sign an amendment to the City's Clute-Richwood Regional Sewerage System Agreement with the Brazos River Authority. — 77

VIII. CITY MANAGER'S REPORT

IX. FUTURE AGENDA ITEMS

X. COUNCIL MEMBER COMMENTS AND REPORTS

A. - Possible update from Council member Johnson regarding agreement with Richwood VFD

XI. MAYOR'S REPORT

XII. ADJOURNMENT

The City Council may go into Executive Session on any item listed on the Agenda in accordance with Section 551.071 of the Government Code (attorney-client privilege).

I, Kirsten Garcia, do hereby certify that I did, _________________ at ________ p.m., post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

____

Kirsten Garcia, City Secretary
City of Richwood

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Pledge of Allegiance

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Texas Pledge

Honor the Texas flag. I pledge allegiance to thee, Texas, one and indivisible.

Minutes of City Council

The City Council Regular Meeting of Monday, October 14, 2019

BE IT KNOWN THAT, a City Council Regular Meeting of the City Council of City of Richwood was held Monday, October 14, 2019, beginning at 6:15 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

I. CALL TO ORDER
The meeting was called to order at 6:05 p.m.

II. INVOCATION
Lindsay Koskiniemi led the invocation.

III. PLEDGE OF ALLEGIANCE
Pledge of Allegiance and Texas Pledge
Mayor Pro Tem, Mike Johnson led the pledges.

IV. ROLL CALL OF COUNCIL MEMBERS
Steve Boykin – Mayor, Absent
Mike Johnson – Position 1
Melissa Strawn – Position 2
Matt Yarborough – Position 3
Mark Brown II – Position 4
Katie Johnson – Position 5

Others present: Lindsay Koskiniemi, Interim City Manager; Clif Custer, Public Works Director; Jarrett Skelton, Detective; Stephen Mayer, Police Chief; Kirsten Garcia, City Secretary

V. *PUBLIC COMMENTS*
All commends will be subject to the following rules: All speakers will be permitted to speak not longer than 3 minutes; all speakers will only be permitted to speak once; speakers cannot defer their 3 minutes to another speaker. Discussion is not allowed on items no posted on the agenda.

There were no public comments.

VI. CONSENT AGENDA

Approval of Minutes of Previous Meetings – September 16, 2019 and September 23, 2019.

On motion by Mark Brown II second by Matthew Yarborough with all present members voting "aye" all consent agenda items were approved.

VII. COUNCIL CONSIDERATION AND ACTION ITEMS

A. **Presentation to Council of the proposed Water and Wastewater Master Plan / Capital Improvement Projects for adoption.**
Kendall Ryan presented Water and Wastewater Master Plan.

WATER AND WASTEWATER MASTER PLAN

RICHWOOD CITY COUNCIL MEETING

City of Richwood
TEXAS

October 14th, 2019

1

Agenda

- Master Plan Orientation/Overview
- Population Projections
  - Water Demand and Wastewater Flow Projections
- Water System Overview
  - ✓ TCEQ Water System Design Criteria
  - ✓ Pressure Testing Results
  - ✓ Water System Path Forward
- Wastewater System Overview
  - ✓ TCEQ Wastewater System Design Criteria
  - ✓ Flow Monitoring Results
  - ✓ Wastewater System Path Forward
- Water and Wastewater Capital Improvement Plans
- Next Steps

2

Orientation: Master Plan vs. Impact Fee Study

- Master Plan Evaluates *Condition* and *Capacity* of **Existing Systems** and **Growth** for **25 years**
- Impact Fee Study Considers *Capacity* Required for **Growth** for **Next 10 years**

*Richwood adopted Water and Wastewater Impact Fees for the 10-year Water and Wastewater Capacity Projects on August 12, 2019

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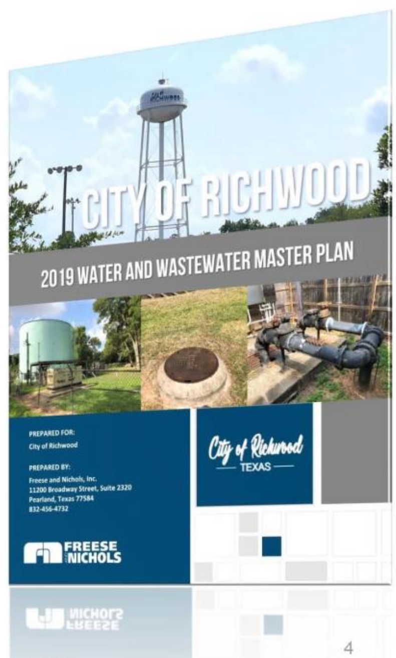
Overview of City of Richwood's Water & Wastewater Master Plan

- **Population projections**
- Water **demand** and wastewater **flow projections**
- Identification of existing and future **system deficiencies**
- **Prioritized, phased CIP** with **cost estimates** *and* **business case** for recommended projects
- Very clear, easy to read **CIP maps** that show location and phasing of projects
- Comprehensive **Master Plan Report**
- **Model tools** for dealing with future development



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Agenda

- **Master Plan Orientation/Overview**
- **Population Projections**
  - Water Demand and Wastewater Flow Projections
- **Water System Overview**
  - ✓ TCEQ Water System Design Criteria
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  - ✓ Water System Path Forward
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- **Water and Wastewater Capital Improvement Plans**
- **Next Steps**

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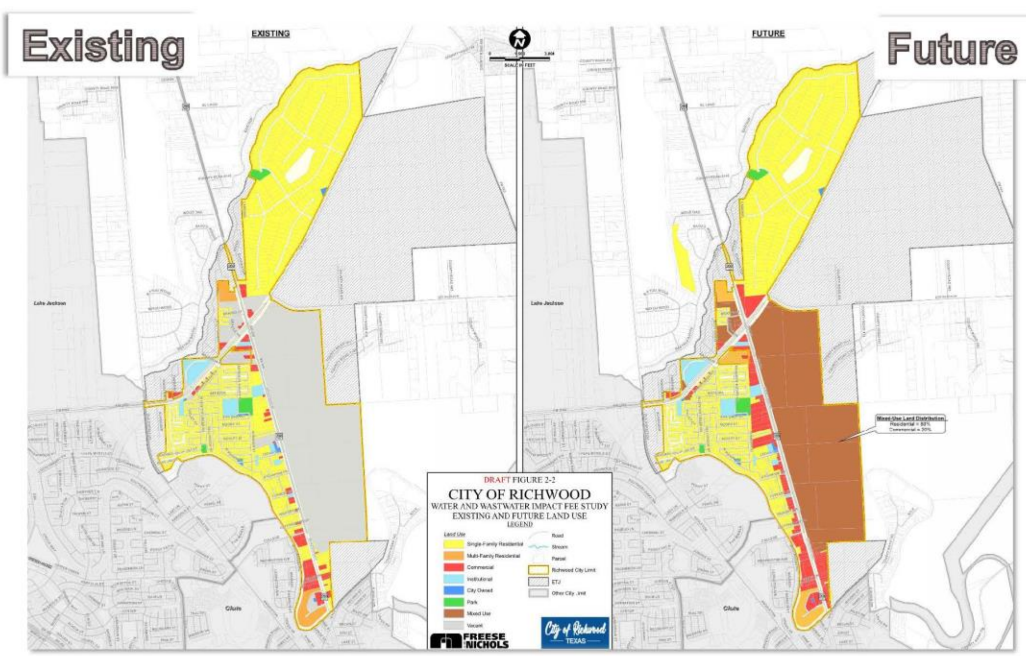
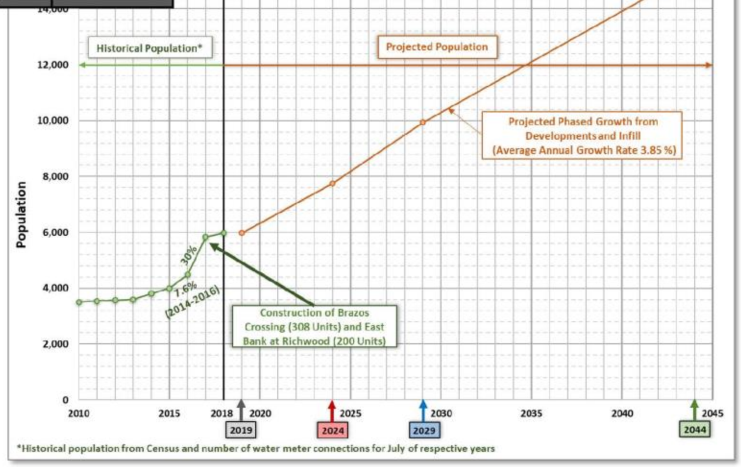
Land Use Assumptions



Population Projections

FREESE AND NICHOLS

Year	Population Projection	Annual Average Growth Rate	Commercial Acreage
2019	5,976	-	126
2024	7,750	5.3%	194
2029	9,937	5.1%	260
2044	15,371	3.0%	467
Annual Average Growth Rate		4.5%	-



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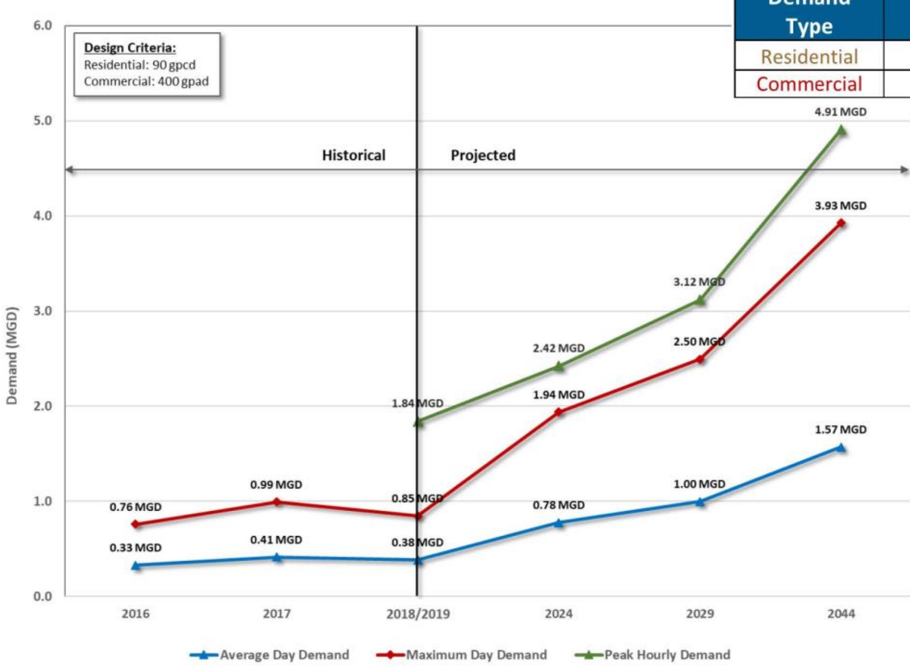
Historical and Projected Water Demands

FREESE AND NICHOLS

Demand Type	Planning Criteria
Residential	90 gpcd
Commercial	400 gpad



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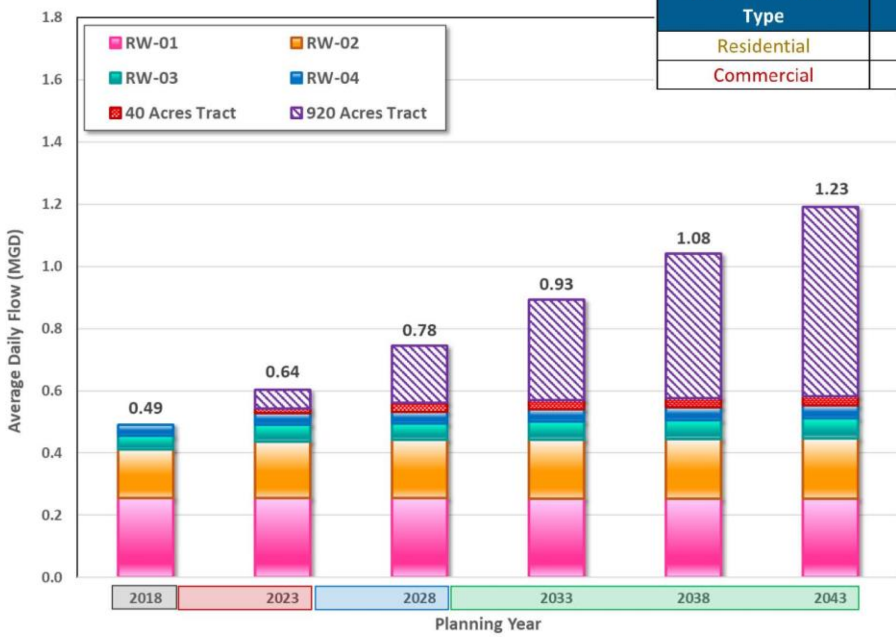
Historical and Projected Wastewater Flows

Wastewater Flow Type	Flow Rate
Residential	70 gpcd
Commercial	325 gpcd



Agenda

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- **Next Steps**

Water System Overview

FREESE AND NICHOLS

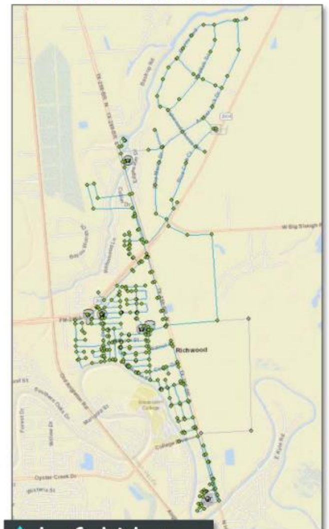
Existing Water System

- 30 miles of water lines
  (2-inch – 12-inch diameters)
- 1 high service water pump station
- 1 ground storage tank (GST)
- 2 groundwater wells

Under Design/Rehab

- 2 groundwater wells
- North Water Plant
  1 groundwater well, 1 pump station, 1 GST

Richwood Water Model



InfoWater
Innovyze

TCEQ Water System Design Criteria

FREESE AND NICHOLS

- Texas Commission on Environmental Quality
  - Chapter 290 of Texas Local Government Code
- Minimum System Pressure > 35 psi under normal conditions
- Water Supply
  - TCEQ minimum = 0.60 gpm/connection
- Elevated Storage > 100 gallons/connection
- Booster pump capacity must supply sufficient pressure during peak hour demand
- Fire Flows
  - Minimum residual pressure of 20 psi
  - Fire flow = 1,000 gallons per minute

Effective: June 02, 2016

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
Permanent Rule Adoption

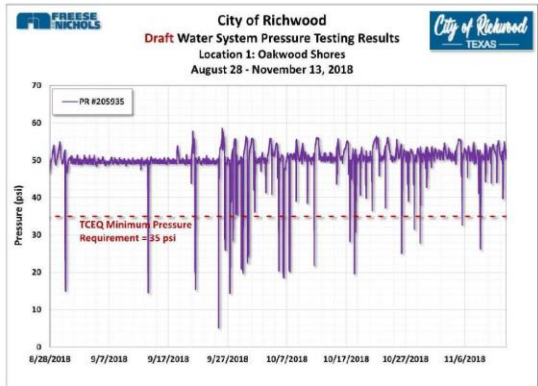
Chapter 290
Public Drinking Water
Subchapter E

TCEQ

12

Pressure Testing Results

Four Sensors
Capturing Pressure
Readings Every
Five Minutes



- Low water system pressures were measured (below 35 psi)
- TCEQ requires minimum pressure to be > 35 psi

Water System Path Forward

- FNI provided an evaluation of water system alternatives (February 2019)
- A **water plant with pump station** was determined to be the most economical project to provide the TCEQ required minimum pressure of 35 psi.
- **North Pump Station** is currently under design by 3rd Party
- **FNI recommends construction of future water CIP projects to continue to improve water system**

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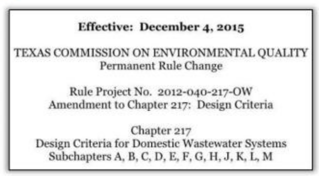
TCEQ Wastewater System Design Criteria

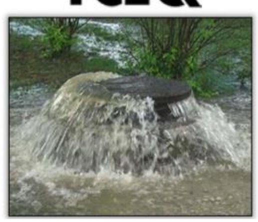
- Texas Commission on Environmental Quality
  - Chapter 217 of Texas Local Government Code
- Chapter 217 says:
  - §217.53 (j) (3) that "An owner must ensure that the collection system has capacity to prevent a surcharge."
  - §217.61 (c) that "the firm pumping capacity of a lift station must handle the peak flow."
- The peak flow includes the domestic wastewater contribution plus the wet weather infiltration and inflow (I/I)
- Surcharging occurs when a gravity pipe is full of wastewater and could cause an overflow
- An Overflow is an unauthorized discharge of untreated wastewater from the wastewater system


Effective: December 4, 2015

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
Permanent Rule Change

Rule Project No. 2012-040-217-OW
Amendment to Chapter 217: Design Criteria

Chapter 217
Design Criteria for Domestic Wastewater Systems
Subchapters A, B, C, D, E, F, G, H, J, K, L, M



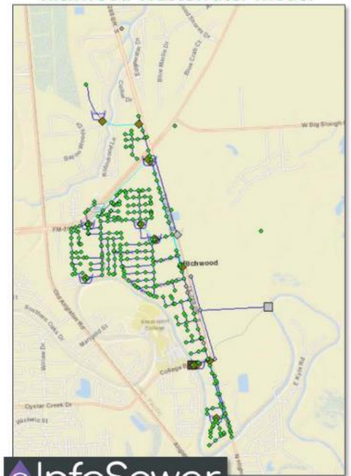
Wastewater System Overview

FREESE AND NICHOLS

Existing Wastewater System

- 16 miles of sewer lines
  (6-inch – 36-inch diameters)
- 10 lift stations
- 1 wastewater treatment plant* (WWTP)

Richwood Wastewater Model



InfoSewer
Innovyze

* WWTP jointly owned by Richwood and Clute

- Richwood has 25% ownership of the 4 MGD plant.
- Operated by Brazosport River Authority (BRA)

Wastewater Treatment

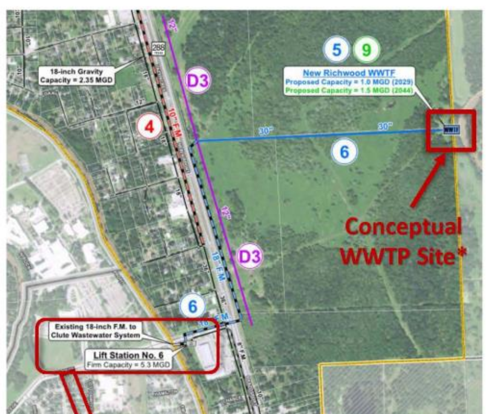
FREESE AND NICHOLS

Existing Treatment

- Pay to transport wastewater to jointly operated WWTP
- Richwood nearing allotted limit of flows

Proposed WWTP CIP Project

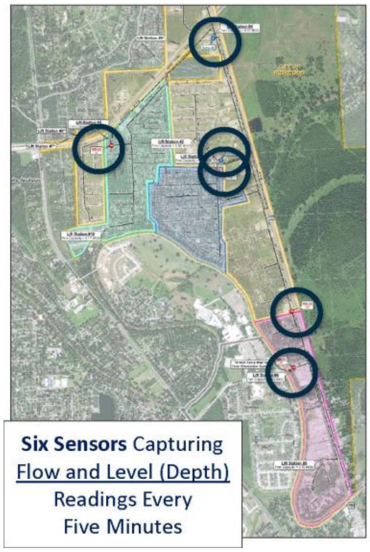
- Sell back 25% stake in joint WWTP
- Construct Richwood's own WWTP
- Apply transport costs towards operation and maintenance



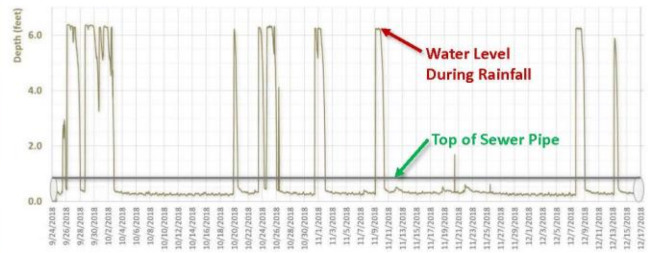
* To be verified via future siting study

To Richwood/Clute WWTP

Flow Monitoring Results



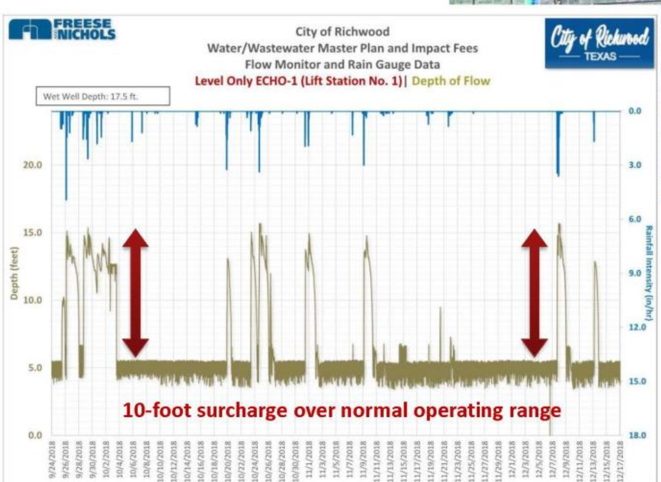
Six Sensors Capturing Flow and Level (Depth) Readings Every Five Minutes



PF = Peaking Factor

Flow Monitoring Results

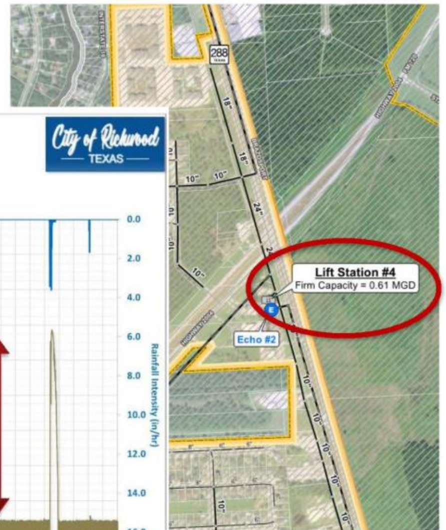
- Lift Station No. 1 undersized for observed peak flows

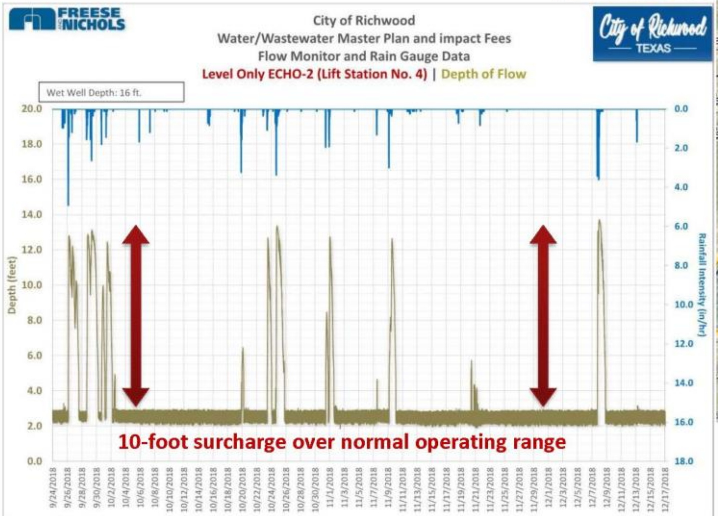


- Lift Station No. 1 not designed to accept flows from Lift Station No. 2

Flow Monitoring Results

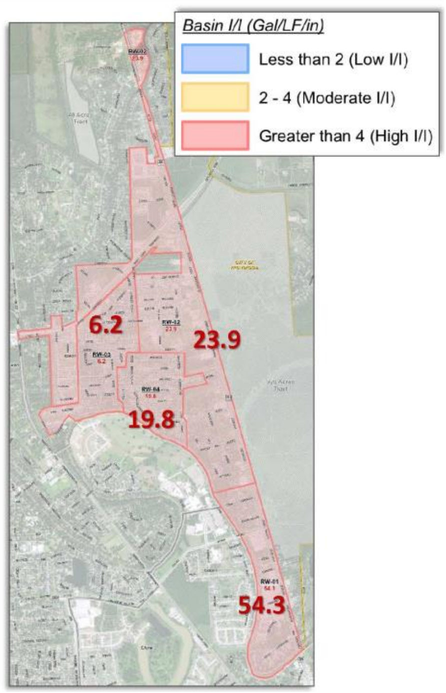
- Lift Station No. 4 undersized for observed peak flows





Inflow and Infiltration Results

- Inflow and Infiltration (I/I) is rainwater and groundwater that enters sewer pipes and manholes
- I/I can be thought of as the "leakiness" of the system
- **High I/I** is addressed through **S**anitary **S**ewer **E**valuation **S**tudy (SSES) projects
- Three SSES projects are included in the Wastewater CIP



Wastewater System Path Forward

- **Major Issues:**
  - Lift stations No. 1 and No. 4 are undersized for existing peak flows
    - Risk of unauthorized discharge
  - High I/I in all four flow monitor basins (throughout system)
    - Increases conveyance and treatment costs and contributes to surcharging/overflows

- **FNI Recommends beginning the SSES and Lift Station Expansion Projects (5-Year CIP)**

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- **Next Steps**

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Water CIP Projects

FREESE AND NICHOLS

Phase	Project Number	Project Name	Cost (2019 Dollars)
5-Year (by 2024)	1	North Water Plant (Located in Oakwood Shores)	$ 4,049,800
	2	Construct New 12-inch East Water Line Loop	$ 2,457,800
	3	Construct New 0.5 MG Ground Storage Tank at BWA Take Point	$ 780,000
		Total 2019 - 2024	**$ 7,287,600**
10-Year (by 2029)	4	New 0.5 MG Elevated Storage Tank (EST)	$ 2,925,000
	5	Replace System Pumping	$ 2,340,000
		Total 2024 - 2029	**$ 5,265,000**
25-Year (by 2044)	6	Raise Elevated Storage Tank (0.25 MG)	$ 546,000
	7	Construct Additional 650 gpm (0.94 MGD) Pumping	$ 1,950,000
	8	Rehab/Replace 330,000 Gallon GST	$ 514,800
		Total 2029 - 2044	**$ 3,010,800**
		Total Water CIP	**$ 15,563,400**
Developer Projects	D1	Construct New Northeast 8-inch Water Line Loop	$ 1,852,400
	D2	Construct New East 12-inch Water Line Loop	$ 3,202,300

Included in Impact Fee CIP

CIP cost estimates include 30% contingency and 15% Engineering and Survey for lines (or) 20% Engineering and Survey for facilities 25

Wastewater CIP Projects

FREESE AND NICHOLS

Phase	Project Number	Project Name	Cost (2019 Dollars)
5-Year (by 2024)	1	Sanitary Sewer Evaluation Study (SSES) - Phase 1 **(Lift Station No. 1 and No. 2 Service Areas)**	$ 136,100
	2	New 1.5 MGD Lift Station No. 2A and 8-inch Force Main	$ 2,614,600
	3	Sanitary Sewer Evaluation Study (SSES) - Phase 2 **(Hwy 288B Corridor & Part of Lift Station No. 4 Service Area)**	$ 193,500
	4	New 2.6 MGD Lift Station No. 4A and 10-inch Force Main	$ 3,379,000
		Total 2019 - 2024	**$ 6,323,200**
10-Year (by 2029)	5	New 1.0 MGD Wastewater Treatment Facility	$ 13,260,000
	6	New Wastewater Transfer System (Lift Station No. 6 to New WWTF)	$ 3,381,700
	7	Sanitary Sewer Evaluation Study (SSES) - Phase 3 **(Lift Station No. 3 Service Area)**	$ 99,800
	8	Lift Station No. 3 Expansion to 0.8 MGD	$ 842,400
		Total 2024 - 2029	**$ 17,583,900**
25-Year (by 2044)	9	WWTF 0.5 MGD Expansion to 1.5 MGD Capacity	$ 6,240,000
		Total 2029 - 2044	**$ 6,240,000**
		Total Wastewater CIP	**$ 30,147,100**
Developer Projects	D1	New 12-inch Gravity Lines along FM 2004/288B	$ 1,054,000
	D2	New 8-inch Gravity Lines, 0.14 MGD (100 gpm) Lift Station, & Force Main	$ 996,300
	D3	New 12-inch Gravity Lines East of Highway 288B	$ 818,800

Included in Impact Fee CIP

CIP cost estimates include 30% contingency and 15% Engineering and Survey for lines (or) 20% Engineering and Survey for facilities 26

Wastewater Capital Improvements Plan - Implementation

FREESE AND NICHOLS

Next Steps

- Council feedback on Water and Wastewater Master Plan
- Adoption of Water and Wastewater Master Plan CIP
- Consider TWDB State Revolving Fund (SRF) Loan* for **Wastewater CIP Projects 1 & 2**

Project Number	Wastewater CIP Projects No. 1 & 2	Cost (2019 Dollars)
1	Sanitary Sewer Evaluation Study (SSES) - Phase 1 (Lift Station No. 1 and No. 2 Service Areas)	$136,100
2	New 1.5 MGD Lift Station No. 2A and 8-inch Force Main	$2,614,600
	Total	$2,750,700

*More information on next slide

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Texas Water Development Board (TWDB) State Revolving Fund (SRF)

FREESE AND NICHOLS

Clean Water State Revolving Fund

- Sewer financing at rates below market
- Multi-year financing allows phased closing of funding
  - Don't incur interest on construction dollars until you need them
- Steps:
  - **Pre-Application Stage (PIF) (1-2 months)** ✔ **Process started**
  - **Application Stage (6-9 months)**

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Texas Water Development Board (TWDB) State Revolving Fund (SRF)

FREESE AND NICHOLS

Clean Water State Revolving Fund

TWDB loan calculated savings: **$758,239.00**

- **Wastewater CIP Projects 1 & 2**
- **Interest Rate of 0.34% vs. Market Rate of 1.997%***
- ***Calculated on 9/24/2019 by Texas Water Development Board***

Rates are fixed at closing (after **Application Stage)*

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FREESE AND NICHOLS

Thank You!

Kendall Ryan, P.E.
(832) 456-4732
Kendall.Ryan@freese.com

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Mark Brown asked if the projections include apartment complexes or just single-family home?

Mr. Ryan responded; no apartment complexes are used in this projection. We are looking at the property across the highway as multiuse, which could include apartments, but not in this projection specifically.

Matthew Yarborough asked if we have contacted Clute to find out how close we are to using up our 25% stake at the treatment plant and how close are they to using all of theirs.

Mark Brown II asked if the plant is at capacity as a whole?

Clif Custer responded that it's fine during normal conditions – when it's a problem is when it rains.

Mark Brown II asked what is it costing us to treat water that isn't wastewater?

Mr. Ryan said it hasn't been evaluated, but I can get that answer easily.

Matthew Yarborough asked what documentation we have of this.

Cliff Custer said its basically by sight, but the at the manholes we can tell.

Mr. Ryan advised that no infrastructure is designed for a Harvey type event.

Mark Brown II asked if there are penalties when heavy rains cause wastewater spills.

Clif Custer said no, but we do have to report it.

Mark Brown II asked about the graph of peaking factor that shows top of sewer pipe, so it's not coming out daily.

Mr. Ryan stated correct, it's coming out during rain events.

Mark asked what is the cost savings if we spend the $1.5 million up front rather than waiting?

Mr. Ryan advised, it's minor. It's not needed for so long; it's not cost effective in the long run.

Lindsay Koskiniemi stated that it is staff's recommendation to adopt this master plan and look at low interest loans to fund projects. She added that rates are at an all-time low and it's the most strategic thing to do.

Mr. Ryan continued his presentation, with information on Texas Water Development Board State Revolving Fund, the loan interest financing.

Mark Brown II asked why the City needs the $1.5 million lift station 2A now.

Mr. Ryan stated is because lift station one is overworked from the work put on it by the flow of lift station 2. It wasn't built to handle the load of both lift stations.

Mark Brown II stated that if I&I is our problem, it would make more sense to fix that if our water is fine without so much I&I.

Mr. Ryan stated this project and costs is assuming the I&I problem is brought down to a manageable level. The lift station project would be considerably more expensive without managing the I&I.

Discussion held on managing Inflow and Infiltration.

Melissa Strawn asked how the City would pay for this?

Lindsay Koskiniemi reported that we are just looking at this to get a plan to adopted. The application process for the loan is about 14 months, not anything in this fiscal year.

Discussion held on financing options.

Mark Brown asked why we aren't looking at infiltration first.

Mr. Ryan advised we are only looking at project 2 now because it is needed either way. It's needed most because of the current I&I.

Mark Brown II asked how much money are we going to be asking for once we identify the problem. Let's figure that out first, fix it, and then get the newer lift station.

Discussion held on identifying inflow and infiltration.

No motions made.

B. **Presentation of Keep Richwood Beautiful's 5 Year Strategic Plan, Present by Brittany Figaro, Co-Chair of KRB**

Mark Brown II asked what was keeping the committee from becoming a 501(c)3.

Brittany Figaro stated that it's due to funding and how we spend it. We don't have the savings or enough money to put the money directly back into the community.

Matt Yarborough asked if there has been any discussion about how many parks we have for such a small area. Maybe we should look at just having one or two parks and focus our money there?

Brittany Figaro stated that the committee agrees, and most parks only need upkeep. We just see a lot of potential in Larry Johnson.

Lindsay Koskiniemi stated that she doesn't see why the city couldn't apply for grants on behalf of parks.

Mark Brown II stated his only concerns with Larry Johnson Park is that there is no parking and heavy traffic in and out of there. He added that he would feel uncomfortable sending my child there to play due to the busy road right there.

Mike Johnson stated that most people he sees is adults playing basketball, but he doesn't see the walking trail being feasible.

Brittany Figaro reported that the committee was looking at Larry Johnson Park due to the size of the land.

C. **Final review and action of replats of Lots 41 & 42; Block 1 of Oakwood Shores Subdivision Section 1, also known as 31834 & 31842 Bayou Bend.**

On motion by Mark Brown II second by Matthew Yarborough with all present members voting “aye”, the final replat of Lots 41 & 42; Block 1 of Oakwood Shores Subdivision Section 1 was approved.

D. **To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee: Kirsten Garcia as City Secretary/Court Administrator**

Regular session adjourned at 7:17 p.m. to Executive Session.

Regular session reconvened at 7:34 p.m.

On motion by Katie Johnson second by Matthew Yarborough with all present members voting “aye”, Kirsten Garcia was appointed to City Secretary / Court Administrator.

E. **Discussion and possible action on a service agreement/contract between the City of Richwood and Richwood Volunteer Fire Department**

Lindsay Koskiniemi reported that at the time Assistant Fire Chief, Mark Guthrie, was Mayor, Council adopted a strategic plan to execute a contract between the City and the Richwood Volunteer Fire Department. In August, I was approached by Fire Department leadership for assistance in executing a contract between the City and the Volunteer Fire Department since, as they stated, they feel like they are viewed by Council as “Outsiders”. Before they left my office, they were given a draft of an contractual agreement to review and stated that they would present it at their Department meeting in September and then return it with their revisions in preparation to present at City Council’s October meeting. The proposed agreement is attached. Since, I have not received any comments from the Fire Department. I bring this to Council for guidance, I feel this is appropriate and would promote transparency as they are funded by taxpayer dollars.

Fire Chief Clint Kocurek and Assistant Fire Chief Mark Guthrie presented, reporting they had reached out to previous City Manager to find out if this is something we need.

Mark Guthrie added that the Fire Department doesn’t have a problem with it, but we have a charter and personnel policy that already exists. When we did meet about the agreement, it had already been looked at by many parties. It wasn’t drafted it was pulled from another department and manipulated to fit for us. Our request is to start from scratch and create something that we need. We are not sure what we aren’t giving you now. We are all volunteers and a lot of reporting takes our time. So, be sure that what you’re asking for is what you need and what you will use.

Discussion held on drafting possible contracts.

Melissa Strawn asked what it hurts to have a contract.

Mark Guthrie stated that it doesn’t, and we’ve never said we didn’t want one.

Clint Kocurek added that he just wants to know what Council expects in a contract. There were talks of quarterly reports, but it never was set in stone.

Lindsay Koskiniemi stated that a strategic plan is something to start with, especially regarding to finances since the departments 501(c)3 status has been suspended.

Clint Kocurek advised the suspension happened well before the current Fire Department leaders were in office.

Matt Yarborough stated that there is a gap, between council and the commissions/FD.

Matt Yarborough motioned to table this discussion until a new City Manager is hired. No second.

Mike Johnson requested a special committee to work with City and the Fire Department to come up with a contract.

Melissa Strawn stated that adding updates into the weekly report is a good start. Then we know just what's going on and where we need to focus our budgeting.

Mark Brown II stated the Fire Department will continue to have needs, having metrics are good and will help us understand exactly why you need what you need. I think that's fair.

Mark Guthrie stated that he agrees, but he wants to council to decide what information is important to them.

Lindsay Koskiniemi stated she feels the performance metrics for the department is important.

Mark Guthrie stated that he would like to see more interest in what they do from Council.

Mike Johnson stated he would be the liaison between City Council and the Fire Department, and he will arrange a meeting.

F. **Presentation of the Richwood Volunteer Fire Department's report on all fiscal quarters in FY19 Presentation will be furnished to Council at the time the item is heard.**
Presenter: Clint Kocurek

Mike Johnson asked if there was no "On Call" for members of the department.

Clint Kocurek answered, no there aren't enough of us to do that, we are all always on call and answer any of the calls that we can.

Mark Brown II asked what the optimal number of volunteers is.

Clint Kocurek responded that the department has 11 active members; the optimal number could be about 16-18 with 14-15 active. We try to budget for 2 new gear sets every year. It's about $4800 a person for gear.

Discussion held on ISO rating and how it affects the residents.

Mark Brown II asked if having a lower ISO rating would open the department up to receiving more grants.

Clint Kocurek responded yes; we are definitely better off than we were so anything is going to help.

Melissa Strawn asked how much the department receives water bill donations.

Clint Kocurek reported $18-1900 a month; we use it in our budget for trainings, meals, upgrades around the fire station.

Mark Brown II asked if he was understanding that the Fire Department feels like the city doesn't provide them with enough funds.

Clint Kocurek stated that the Fire Department's funds supplement a lot.

Mark Brown asked who manages the investment fund.

Clint Kocurek responded that the Fire Department does; it's in Wells Fargo under Dow Stock.

Mark Brown II asked about the loss of nonprofit status.

Clint Kocurek advised that the department still has it, it's just suspended. It requires proper filing to become active again.

Discussion held on money used from which funds.

G. **Discussion and possible action on Fire Department's sale of Engine 1**

Fire Chief, Clint Kocurek presented.

Mike Johnson asked if this was City or Fire Department funds for the equipment replacement fund.

Clint Kocurek stated it was city funds, but the line item was removed from the budget.

Discussion held on equipment replacement funds.

Mark Brown II asked if at the time of the agreement, did council not already approve this sale and recovery of money.

Mark Guthrie advised that council had approved the plan that Clint presented, with the City reimbursing the down payment.

Discussion held on why this an action item now.

Mark Brown stated he thinks it should be sold and then decide where the money goes. From what he can tell, council approved the purchase with the knowledge that the sale money will go back to the Fire Department.

Mike Johnson proposed the money goes to equipment replacement fund.

Clint Kocurek reported that the Fire Department had to approve using their funds on the basis that they would get the money back to their account.

Discussion held on back up and documentation on where original agreement was made.

Clint Kocurek stated that he wants to ensure that there won't be restrictions on the funds.

Discussion held on the use of the funds and where it should be allocated after the sale.

Melissa Strawn asked if council gets to see the budget from the Fire Department accounts.

Mark Guthrie reported that information is in their financial reports.

Mark Brown II motioned to sell old engine one and allocate the funds to fire department, second by Katie Johnson, with all present members voting “aye”, the motion carries.

I. **Review and possible action on rescheduling November meeting, 11/11/2019**

No Discussion or Action.

VIII. CITY MANAGER'S REPORT
Lindsay Koskiniemi reported that she attended TML conference.

IX. FUTURE AGENDA ITEMS
Utility rate
Possible sale of the property at 215 Halbert

X. COUNCIL MEMBER COMMENTS AND REPORTS
Mark Brown II reported that national night out was awesome and the kids loved it. He thanked everyone that contributed their efforts.

XI. MAYOR'S REPORT
No report.

XII. ADJOURNMENT
There being no further business the meeting adjourned at 10:30 p.m.

Minutes of City Council

The City Council Special Meeting of Wednesday, October 23, 2019

BE IT KNOWN THAT, a City Council Special Meeting of the City Council of City of Richwood was held Wednesday, October 23, 2019, beginning at 6:00 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

I. CALL TO ORDER
The meeting was called to order at 6:04 p.m.

II. INVOCATION
Lindsay Koskiniemi led the invocation.

III. PLEDGE OF ALLEGIANCE
Pledge of Allegiance and Texas Pledge

The pledges were led by Mayor Boykin

IV. ROLL CALL OF COUNCIL MEMBERS
Steve Boykin – Mayor
Mike Johnson – Position 1
Melissa Strawn – Position 2
Matt Yarborough – Position 3
Mark Brown II – Position 4
Katie Johnson – Position 5

Others present: Lindsay Koskiniemi, Interim City Manager; Clif Custer, Public Works Director; Stephen Mayer, Police Chief; Kirsten Garcia, City Secretary

V. PUBLIC COMMENTS
All commends will be subject to the following rules: All speakers will be permitted to speak not longer than 3 minutes; all speakers will only be permitted to speak once; speakers cannot defer their 3 minutes to another speaker. Discussion is not allowed on items no posted on the agenda.

There were no public comments.

VI. COUNCIL CONSIDERATION AND ACTION ITEMS

A. Discuss and consider an ordinance setting the Utility Fee Schedule to generate additional revenue of at least $176,160 to support the bond payment as well as possible increases to address negative fund balance for activities consisting of Water, Wastewater, and Solid Waste.
This presentation will be presented with a live spreadsheet to show Council utility discounts, issued debt, and outstanding debt to consider when adopting a rate structure

and amortizing the outstanding debt to be repaid over a period of time.
Presenter: Clif and Lindsay

Mark Brown II asked where the $45840 amount is coming from.

Lindsay Koskiniemi reported that staff was going by the accounts that consistently use over 20k gallons a month.

Mark Brown II stated that this number isn't new revenue. We would have to take the difference in the old rate and the new rate to figure out the new revenue.
He added that the numbers based on the annual amount, if we do this increase, is a projected increase of $206K, which would cover the increase. If we did go with the proposed plan here, we would have enough to cover it and maybe even more. He stated he is not convinced this is the right way to go since we are still looking at quite a discrepancy between the bulk of the users and how much revenue they generate.

Discussion held on how many accounts use over 20,000 gallons of water.

Mark Brown II asked about the one bedroom apartments versus the 3 or 4 bedroom apartments being charged the same amount. The smaller usage residents in the apartments will be punished by this.

Clif Custer reported that the demand placed on the system by the high usage accounts is where we come up with the higher number. It's not to punish anyone, but to cover the effect they hold on our system.

Matthew Yarborough stated he favored the multi-tier system.

Mark Brown II asked if staffs has a different rate for residential and commercial?

Lindsay Koskiniemi stated she wouldn't recommend it. The commercial accounts we have aren't necessarily using any different amount than residential accounts.

Clif Custer added that it's hard to justify seeing as we have so few businesses in the city.

Mark Brown II stated he was thinking certain businesses that use a lot, such as ones with a car wash.

Clif Custer reported he is leaning more towards using a usage based rate rather than commercial versus residential. We also found out we are not eligible for TCEQ grant funding without a tiered rate.

Mayor Boykin asked if we are looking at a rate study, so what we are doing tonight is just temporary?

Clif Custer reported yes, but we aren't sure what that is going to look like or how long that will take.

Mayo Boykin stated that what we can do tonight is go ahead and cover the bond and not get us any further behind.

Council took a 5 minute recess at 6:29 p.m.

Council reconvened regular session at 6:35 p.m.

Discussion held on debt in the utility funds.

Lindsay Koskiniemi stated that we aren't utility rate specialist and we have a lot going to the wayside here. Her recommendation is that if we can't come up with a decision, we need to employ an agency to assist with this.

Melissa Strawn stated that all of our surrounding cities do this rate structure that we are looking at.

Mark Brown II stated that we don't always have to do things the way everyone else does it. It's not always the best. He would like to get down to the core of the problem. That being that we don't have a good grasp on what it's costing us for water from BWA.

Discussion held on the expenditures of our utility system.

Matt Yarborough asked if it was common practice to charge a meter fee for apartment complexes.

Clif Custer stated that it's not in this area, but he hasn't done too much research into the idea at this point. John created this plan to increase revenue and have higher usage accounts paying their fair share. He added that with the tier rate, we still have quite a bit of users who will see a significant increase, around $10.00

Mayor Boykin stated that this plan is a work in progress and we have a year to work on it before the rate study. He stated he prefers the multi-tier rates, but I see where this gets the job done for now.

Lindsay Koskiniemi requested feedback on what threshold Council would like to see the tiers be at.

Melissa Strawn stated she is happy with the way this is presented and it seems like we change the rate every year.

Matthew Yarborough stated that's the problem, we are always just fixing for the year and never really fixing the problem.

Discussion held on past rate study.

New/Revised Water Rate Fees and Charges	
GALLONS INCLUDED IN BASE RATE	2,000
PER MONTH Minimum monthly charge	$29.79
Monthly usage in excess of 2,000 gallons but below 20,000 gallons	$4.90 Per each additional 1,000 gallons of usage
Monthly usage in excess of 20,000 gallons	$5.10 Per each additional 1,000 gallons of usage
New/Revised Sewer Rate Fees and Charges	
GALLONS INCLUDED IN BASE RATE	2,000
PER MONTH Minimum monthly charge	$24.65
Amounts in excess of 2,000 gallons	$4.35 Per each additional 1,000 gallons of usage
New/Revised Solid Waste Collection Fees	
PER MONTH Includes one garbage and one recycle bin	$18.85
ADDITIONAL BIN CHARGE PER MONTH	$7.00
ACCUMULATION OF BULK WASTE	$20.00 per cubic yard

IN EXCESS OF 5 CUBIC YARDS	
Water and Sewer Base Discount	
OVER 65 DISCOUNT	$7.50
Any person who meets the criteria of "Voting member" of the Richwood Volunteer Fire Department as defined by their Constitution and By-Laws, or any member of the Richwood City Council, will receive the first 4,000 gallons free and then be charged ~~$4.35~~ $4.90 per each additional 1,000 gallons of usage	
Solid Waste Collection Discount	
OVER 65 DISCOUNT	$1.50

On motion by Melissa Strawn, second by Mike Johnson, with Mike Johnson, Melissa Strawn, Matthew Yarborough and Katie Johnson voting "aye", Mark Brown II voting "nay" the ordinance setting the Utility Fee Schedule to generate additional revenue of at least $176,160 to support the bond payment as well as possible increases to address negative fund balance for activities consisting of Water, Wastewater, and Solid Waste was approved.

B. Review and possible action to reschedule regular Council meeting in November. Discussion and possible action to re-schedule November Regular Council Meeting from November 11, 2019 to Tuesday, November 12, 2019. November 11, 2019 is Veteran's Day, and City Hall is closed on that date.

Matthew Yarborough requested the 18th of November

On motion by Mark Brown II, second by Melissa Strawn and all present members voting "aye", the November Regular Council meeting was moved from November 11, 2019 to November 18, 2019.

VII. CITY MANAGER'S REPORT

Lindsay Koskiniemi reported that interim audit is next week, and she has a long ways to go before its ready. She will be concentrating efforts there.

VIII. FUTURE AGENDA ITEMS

Strand and associate's presentation
Property at 215 Halbert
Update on flood mitigation meeting – regional flood advisory committee

IX. COUNCIL MEMBER COMMENTS AND REPORTS

No report

X. MAYOR'S REPORT

No Report

XI. ADJOURNMENT

There being no further business the meeting adjourned at 7:17 p.m.

City of Richwood
Check Register
1 - Checking - Pooled Cash - 10/01/2019 to 10/31/2019

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
AIRGAS USA, LLC	39627	9965400831	09/30/2019	10/25/2019	63.58	acetylene and oxygen	10025240 - Expendable Operating S
					$63.58		
ALVARADO, CAROLYN	39604	OCTOBER19	10/18/2019	10/18/2019	98.00	DEPOSIT REFUND	10294118 - Municipal Building Renta
ALVARADO, CAROLYN	39604	OCTOBER19	10/18/2019	10/18/2019	100.00	DEPOSIT REFUND	10292133 - Facility Rental Deposits
					$198.00		
					$198.00		
ANDY'S TREE SERVICES	39605	342407	10/10/2019	10/18/2019	4,500.00	Tree Removal	10085310 - Building & Grounds M&
ANDY'S TREE SERVICES	39605	342407-	10/14/2019	10/18/2019	1,400.00	Tree removal in parks	10085310 - Building & Grounds M&
					$5,900.00		
					$5,900.00		
ARNOLD TIRE COMPANY	39551	4180	09/22/2019	10/03/2019	30.00	tire repair	10055340 - Vehicle M&R
ARNOLD TIRE COMPANY	39628	4221	10/18/2019	10/25/2019	15.00	tire repair	10055340 - Vehicle M&R
					$45.00		
AT&T	39606	october19	09/21/2019	10/18/2019	1,629.94	scada telephone	30215420 - WATER Telephone
AT&T	39629	october19-	10/01/2019	10/25/2019	438.48	dispatch phone	10055420 - Telephone
					$2,068.42		
AT&T MOBILITY	39630	287290249608x	09/30/2019	10/25/2019	66.92	service center internet	10025420 - Telephone
					$66.92		
AUL AMERICAN UNITED LIFE IN	ACH.3714.100	october19	10/01/2019	10/03/2019	170.00	insurance	10292136 - Insurance Payable
					$170.00		
AVENU INSIGHTS & ANALYTICS,	ACH.5154.100	inv06-007037	09/30/2019	10/03/2019	2,942.42	Sales & Use Tax Compliance Reviews	10015695 - Special Services - Misce
					$2,942.42		
B&B Classics, LLC	39602	237	10/17/2019	10/17/2019	237.00	vehicle maint	10055340 - Vehicle M&R
					$237.00		
BCOS OFFICE TECHNOLOGIES	ACH.4485.101	ar257052	09/30/2019	10/18/2019	129.54	copier contract	30215210 - WATER Office Supplies
BCOS OFFICE TECHNOLOGIES	ACH.4485.101	ar257053	09/30/2019	10/18/2019	30.61	copier contract	10015210 - Office Supplies
					$160.15		
BCOS OFFICE TECHNOLOGIES	ACH.4485.102	ar257311	10/11/2019	10/25/2019	52.72	copier	10055240 - Expendable Operating S
					$212.87		
BHHS PREMIER PROPERTIES	39552	RFD 40147503.0	09/30/2019	10/03/2019	27.15	Deposit Refund: 40147503 - BHHS PREMIER	30302220 - Customer Meter Deposit
					$27.15		
BIG KOUNTRY SHOOTING	39574	1301	10/04/2019	10/14/2019	1,100.00	peace officer training program	10055130 - Training & Travel
					$1,100.00		

City of Richwood
Check Register
1 - Checking - Pooled Cash - 10/01/2019 to 10/31/2019

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
BRAZORIA COUNTY TREASURE	39631	eng19-114	09/30/2019	10/25/2019	1,541.36	Costs for Brazoria County Storm Water Interlo	10105660 - Dues & Subscriptions
					$1,541.36		
BRAZORIA COUNTY WATER LAB	39575	20192983	09/12/2019	10/14/2019	120.00	water sample test	30215390 - Water Lines M&R
BRAZORIA COUNTY WATER LAB	39575	20193020	09/16/2019	10/14/2019	45.00	water sample test	30215390 - Water Lines M&R
					$165.00		
					$165.00		
BRAZOS RIVER FUELING	ACH.5094.100	50030047	09/06/2019	10/03/2019	548.30	2000 gallons gas and 500 gallons diesel	10025230 - Oil, & Lubricants
BRAZOS RIVER FUELING	ACH.5094.100	50030047	09/06/2019	10/03/2019	1,583.37	fuel	30215230 - WATER Gas, Oil, & Lubr
BRAZOS RIVER FUELING	ACH.5094.100	50030047	09/06/2019	10/03/2019	3,289.80	fuel	10055230 - Oil, & Lubricants
					$5,421.47		
					$5,421.47		
BRAZOSPORT TIRE	39576	476417	09/17/2019	10/14/2019	114.50	tire for trailer	10085365 - Other Equipment M&R
					$114.50		
BRAZOSPORT WATER AUTHORI	39607	07-0464	09/30/2019	10/18/2019	21,996.00	water contract	30215995 - Brazosport Water Autho
					$21,996.00		
BROOKSIDE EQUIPMENT SALE	39553	ia08861	09/03/2019	10/03/2019	159.96	mower spindle	10085365 - Other Equipment M&R
BROOKSIDE EQUIPMENT SALE	39553	ia08969	09/04/2019	10/03/2019	159.96	mower spindle	10085365 - Other Equipment M&R
BROOKSIDE EQUIPMENT SALE	39553	ia09000	09/11/2019	10/03/2019	185.09	mower parts	10085365 - Other Equipment M&R
BROOKSIDE EQUIPMENT SALE	39553	ia09010	09/06/2019	10/03/2019	159.96	mower spindle	10085365 - Other Equipment M&R
BROOKSIDE EQUIPMENT SALE	39553	ia09301	09/12/2019	10/03/2019	21.44	mower parts	10085365 - Other Equipment M&R
					$686.41		
BROOKSIDE EQUIPMENT SALE	39608	ia09705	09/30/2019	10/18/2019	174.19	72" mower parts	10085365 - Other Equipment M&R
BROOKSIDE EQUIPMENT SALE	39608	ia10145	10/09/2019	10/18/2019	55.54	parks mower parts	10085365 - Other Equipment M&R
					$229.73		
BROOKSIDE EQUIPMENT SALE	39623	ia10058	10/09/2019	10/18/2019	165.44	cable for mower	10085365 - Other Equipment M&R
					$1,081.58		
BUENO, BELIA	39554	september19	09/25/2019	10/03/2019	100.00	building deposit refund	10292133 - Facility Rental Deposits
					$100.00		
BUSINESS CARD	39625	0230537925310	09/09/2019	10/25/2019	279.99	office chair	10055320 - Office Furniture/Fixture
BUSINESS CARD	39625	0230537925510	09/11/2019	10/25/2019	99.99	office chair	10055320 - Office Furniture/Fixture
BUSINESS CARD	39625	0230537927120	09/27/2019	10/25/2019	54.09	wiper blades	10055340 - Vehicle M&R
BUSINESS CARD	39625	0514048925974	09/16/2019	10/25/2019	67.79	food	10015201 - Food
BUSINESS CARD	39625	0514048926371	09/19/2019	10/25/2019	10.05	travel	10015130 - Training & Travel
BUSINESS CARD	39625	0514048926674	09/23/2019	10/25/2019	25.98	food	10015201 - Food
BUSINESS CARD	39625	0514048927374	09/30/2019	10/25/2019	35.77	food	10055201 - Food
BUSINESS CARD	39625	0522702925330	09/10/2019	10/25/2019	395.94	fittings	10025365 - Other Equipment M&R
BUSINESS CARD	39625	0522702926320	09/19/2019	10/25/2019	4.79	training and travel	10015130 - Training & Travel
BUSINESS CARD	39625	0541019926729	09/25/2019	10/25/2019	299.99	monitor	10015210 - Office Supplies
BUSINESS CARD	39625	0543684925000	09/06/2019	10/25/2019	111.75	tire	10085365 - Other Equipment M&R

City of Richwood
Check Register
1 - Checking - Pooled Cash - 10/01/2019 to 10/31/2019

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
BUSINESS CARD	39625	0543684925550	09/11/2019	10/25/2019	100.00	postage	10015210 - Office Supplies
BUSINESS CARD	39625	0543684926230	09/19/2019	10/25/2019	5.40	training	10015130 - Training & Travel
BUSINESS CARD	39625	0543684926230	09/19/2019	10/25/2019	1.55	training and travel	10015130 - Training & Travel
BUSINESS CARD	39625	0543684926330	09/20/2019	10/25/2019	8.37	training	10015130 - Training & Travel
BUSINESS CARD	39625	0543684926910	09/25/2019	10/25/2019	24.79	food	10065240 - Expendable Operating S
BUSINESS CARD	39625	0543684927150	09/27/2019	10/25/2019	100.00	postage	10015210 - Office Supplies
BUSINESS CARD	39625	0543684927440	09/30/2019	10/25/2019	637.09	food for national night out	10055201 - Food
BUSINESS CARD	39625	0543684927510	10/01/2019	10/25/2019	46.70	food	15605287 - Community Outreach
BUSINESS CARD	39625	0543684927630	10/03/2019	10/25/2019	16.34	food	10055201 - Food
BUSINESS CARD	39625	0543684927660	10/02/2019	10/25/2019	290.66	lights for national night out	10085310 - Building & Grounds M&
BUSINESS CARD	39625	2526508926100	09/17/2019	10/25/2019	3.00	vehicle registration fee	30215340 - WATER Vehicle M&R
BUSINESS CARD	39625	2526508926100	09/17/2019	10/25/2019	8.25	vehicle registration	30215340 - WATER Vehicle M&R
BUSINESS CARD	39625	4518742926800	09/25/2019	10/25/2019	100.00	dues and subscriptions	10025660 - Dues & Subscriptions
BUSINESS CARD	39625	5530959925083	09/06/2019	10/25/2019	63.98	fuel treatment	30215230 - WATER Gas, Oil, & Lubr
BUSINESS CARD	39625	5530959925783	09/13/2019	10/25/2019	55.96	antifreeze	30215230 - WATER Gas, Oil, & Lubr
BUSINESS CARD	39625	5530959926183	09/17/2019	10/25/2019	38.38	oil filter	30215365 - WATER Other Equipme
BUSINESS CARD	39625	5530959926183	09/17/2019	10/25/2019	9.34	tire patch kit	30215220 - WATER Tools
BUSINESS CARD	39625	5530959926440	09/20/2019	10/25/2019	49.42	travel	10015130 - Training & Travel
BUSINESS CARD	39625	5530959927783	10/03/2019	10/25/2019	13.99	vehicle maint	10025240 - Expendable Operating S
BUSINESS CARD	39625	5530959927783	10/03/2019	10/25/2019	20.98	vehicle maint	10025270 - Chemicals
BUSINESS CARD	39625	5531020927075	09/26/2019	10/25/2019	89.27	travel hotel	10015130 - Training & Travel
BUSINESS CARD	39625	5531020927202	09/29/2019	10/25/2019	16.23	subscription	30215210 - WATER Office Supplies
BUSINESS CARD	39625	5542950925389	09/10/2019	10/25/2019	179.95	cotton candy machine	10055201 - Food
BUSINESS CARD	39625	5542950925489	09/11/2019	10/25/2019	34.99	food	10055201 - Food
BUSINESS CARD	39625	5542950925489	09/11/2019	10/25/2019	38.45	sugar floss for cotton candy machine	10055201 - Food
BUSINESS CARD	39625	5542950925789	09/14/2019	10/25/2019	19.35	cotton candy bags	10055201 - Food
BUSINESS CARD	39625	5542950927589	10/02/2019	10/25/2019	30.00	supplies	10065210 - Office Supplies
BUSINESS CARD	39625	5543286925220	09/09/2019	10/25/2019	75.00	training	10015130 - Training & Travel
BUSINESS CARD	39625	5543286925320	09/10/2019	10/25/2019	125.34	training/hotel	10015130 - Training & Travel
BUSINESS CARD	39625	5543286925420	09/10/2019	10/25/2019	638.60	training and travel	10015130 - Training & Travel
BUSINESS CARD	39625	5543286925420	09/10/2019	10/25/2019	25.00	training and travel	10015130 - Training & Travel
BUSINESS CARD	39625	5543286925420	09/10/2019	10/25/2019	25.00	training and travel	10015130 - Training & Travel
BUSINESS CARD	39625	5543286925520	09/12/2019	10/25/2019	17.28	certified mail labels	10065210 - Office Supplies
BUSINESS CARD	39625	5543286925520	09/12/2019	10/25/2019	155.57	certified mail labels	10095210 - Office Supplies
BUSINESS CARD	39625	5543286925520	09/12/2019	10/25/2019	250.68	travel/hotel	10015130 - Training & Travel
BUSINESS CARD	39625	5543286925520	09/12/2019	10/25/2019	-125.34	credit for hotel	10015130 - Training & Travel
BUSINESS CARD	39625	5543286925720	09/13/2019	10/25/2019	13.23	fuel	30215230 - WATER Gas, Oil, & Lubr
BUSINESS CARD	39625	5543286926020	09/16/2019	10/25/2019	17.39	fuel for mosquito sprayer	10085310 - Building & Grounds M&
BUSINESS CARD	39625	5543286926120	09/18/2019	10/25/2019	115.90		10085365 - Other Equipment M&R
BUSINESS CARD	39625	5543286926320	09/20/2019	10/25/2019	29.98		10085365 - Other Equipment M&R
BUSINESS CARD	39625	5543286926320	09/20/2019	10/25/2019	14.06	amazon prime membership	10025660 - Dues & Subscriptions
BUSINESS CARD	39625	5543286926420	09/21/2019	10/25/2019	34.99	postage	10015210 - Office Supplies
BUSINESS CARD	39625	5543286926720	09/24/2019	10/25/2019	3,263.92		10085365 - Other Equipment M&R
BUSINESS CARD	39625	5543286927420	10/01/2019	10/25/2019	370.00	training	10065130 - Training & Travel
BUSINESS CARD	39625	5543286927520	10/01/2019	10/25/2019	34.16	food	10055201 - Food
BUSINESS CARD	39625	5543286927720	10/03/2019	10/25/2019	116.10		10085310 - Building & Grounds M&
BUSINESS CARD	39625	5543687925864	09/15/2019	10/25/2019	360.30	Extended stay accomodation - Interim Finance	10015102 - Contract Labor
BUSINESS CARD	39625	5543687926764	09/25/2019	10/25/2019	360.30	Extended stay accomodation - Interim Finance	10015102 - Contract Labor

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BUSINESS CARD	39625	5543687927364	09/30/2019	10/25/2019	227.70	Extended stay accomodation - Interim Finance	10015102 - Contract Labor
BUSINESS CARD	39625	5544641924908	09/05/2019	10/25/2019	65.17	pump and hose	30215220 - WATER Tools
BUSINESS CARD	39625	5548077925328	09/10/2019	10/25/2019	240.00	training	10015130 - Training & Travel
BUSINESS CARD	39625	5548077926228	09/19/2019	10/25/2019	75.00	training	10015130 - Training & Travel
BUSINESS CARD	39625	5548077926320	09/19/2019	10/25/2019	11.73	travel	10015130 - Training & Travel
BUSINESS CARD	39625	5548382927409	09/30/2019	10/25/2019	268.34	food	10055201 - Food
BUSINESS CARD	39625	5548382927409	09/30/2019	10/25/2019	100.00	membership	10055660 - Dues & Subscriptions
BUSINESS CARD	39625	5549967925479	09/11/2019	10/25/2019	117.57	pipe	30215390 - Water Lines M&R
BUSINESS CARD	39625	5549967925979	09/16/2019	10/25/2019	17.95	concrete mix	30215392 - Sewer Lines M&R
BUSINESS CARD	39625	5549967926179	09/18/2019	10/25/2019	49.99	floor fan	10025310 - Building & Grounds M&
BUSINESS CARD	39625	5549967926679	09/23/2019	10/25/2019	57.33		10085365 - Other Equipment M&R
BUSINESS CARD	39625	5549967926779	09/24/2019	10/25/2019	16.99		30215220 - WATER Tools
BUSINESS CARD	39625	5549967927379	09/30/2019	10/25/2019	16.79	sevin granular	10085310 - Building & Grounds M&
BUSINESS CARD	39625	5549967927579	10/02/2019	10/25/2019	63.53	sanding sponge, pliers, screwdriver, extension	30215220 - WATER Tools
BUSINESS CARD	39625	5550036925008	09/07/2019	10/25/2019	27.04	bases for ball field	10085310 - Building & Grounds M&
BUSINESS CARD	39625	5550036926240	09/19/2019	10/25/2019	16.51	training and travel	10015130 - Training & Travel
BUSINESS CARD	39625	5550036926279	09/19/2019	10/25/2019	18.94	food	10015130 - Training & Travel
BUSINESS CARD	39625	5550036926340	09/20/2019	10/25/2019	18.65	travel	10015130 - Training & Travel
BUSINESS CARD	39625	5550036926420	09/20/2019	10/25/2019	10.79	travel	10015130 - Training & Travel
BUSINESS CARD	39625	5550036926420	09/20/2019	10/25/2019	8.10	travel	10015130 - Training & Travel
BUSINESS CARD	39625	5550036926440	09/22/2019	10/25/2019	26.44	travel	10015130 - Training & Travel
BUSINESS CARD	39625	5554186926801	09/24/2019	10/25/2019	64.95	popcorn packs	10055201 - Food
BUSINESS CARD	39625	5554750927712	10/03/2019	10/25/2019	50.00	tires	30215340 - WATER Vehicle M&R
BUSINESS CARD	39625	7513425927590	10/01/2019	10/25/2019	569.76	vehicle maint	10025340 - Vehicle M&R
BUSINESS CARD	39625	7513850925690	09/13/2019	10/25/2019	12.22	food	10055201 - Food
BUSINESS CARD	39625	85347119263980	09/19/2019	10/25/2019	405.94	ramp for trailer	10085365 - Other Equipment M&R
BUSINESS CARD	39625	8550499924990	09/05/2019	10/25/2019	85.65	blood draw kits	10055220 - Tools
BUSINESS CARD	39625	8550647927670	09/26/2019	10/25/2019	434.63	vehicle maint	30215270 - WATER Chemicals
					$12,383.74		
					$12,383.74		
C & S JANITORIAL SERVICES, IN	39609	33273	10/01/2019	10/18/2019	275.00	custodial services city hall	10015102 - Contract Labor
					$275.00		
CAPITAL ONE PUBLIC FUNDING,	39632	0005301352	09/20/2019	10/25/2019	32,712.17	spartan pumper truck lease purchase	10075935 - Equipment - Time Paym
					$32,712.17		
CENTERPOINT ENERGY	39633	october19	09/30/2019	10/25/2019	21.82	natural gas	30215430 - WATER Natural Gas
CENTERPOINT ENERGY	39633	october19-	09/30/2019	10/25/2019	0.34	natural gas	30215430 - WATER Natural Gas
					$22.16		
					$22.16		
CHAVEZ, CHRISTINA	39577	RFD 40147502.0	09/17/2019	10/14/2019	27.15	Deposit Refund: 40147502 - CHAVEZ, CHRIS	30302220 - Customer Meter Deposit
					$27.15		
City of Angleton	39578	october19	10/11/2019	10/14/2019	15,000.00	Yearly animal control services contract	10055558 - Animal Control
					$15,000.00		

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CITY OR RICHWOOD PETTY	39555	september19-	09/16/2019	10/03/2019	108.24	replenish petty cash	10025240 - Expendable Operating S
					$108.24		
CLEAN HARBORS	39556	SEPTEMBER19	09/25/2019	10/03/2019	113.00	deposit refund for park	10294118 - Municipal Building Renta
					$113.00		
CLUTE POSTMASTER	39573	october19	10/11/2019	10/11/2019	86.10	late notice postage	30215240 - WATER Expendable Op
CLUTE POSTMASTER	39626	october19-	10/25/2019	10/25/2019	396.55	postage for utility bills	30215240 - WATER Expendable Op
					$482.65		
Coastal Pump Services	39610	12765	09/30/2019	10/18/2019	6,696.00	new check valve on booster 2 at Ground Stora	30215390 - Water Lines M&R
					$6,696.00		
COLE, BARBARA	39579	october19	10/03/2019	10/14/2019	100.00	deposit refund	10292133 - Facility Rental Deposits
					$100.00		
COMBINED INSURANCE CO. OF	39557	541862	10/02/2019	10/03/2019	74.48	insurance	10292136 - Insurance Payable
					$74.48		
COMCAST	39558	september19--	09/02/2019	10/03/2019	10.77	cable	10075420 - Telephone
COMCAST	39558	september19---	09/16/2019	10/03/2019	64.70	acct# 8777 70 113 0202267	10015420 - Telephone
COMCAST	39558	september19---	09/16/2019	10/03/2019	64.70	acct# 8777 70 113 0202267	10045294 - Expenditures - Court Te
COMCAST	39558	september19---	09/16/2019	10/03/2019	240.30	acct# 8777 70 113 0202267	10055420 - Telephone
					$380.47		
COMCAST	39634	october19	10/01/2019	10/25/2019	92.50	internet	10075420 - Telephone
					$472.97		
CORDOBA LAW FIRM. P.L.L.C.	39580	49266	09/30/2019	10/14/2019	4,967.50	attorney	10015570 - Attorney's Fees
CORDOBA LAW FIRM. P.L.L.C.	39580	49268	09/30/2019	10/14/2019	120.00	attorney	10065570 - Attorney's Fees
					$5,087.50		
					$5,087.50		
CORRALES, JEANNIE	39559	RFD 20710003.0	09/26/2019	10/03/2019	18.49	Deposit Refund: 20710003 - CORRALES, JE	30302220 - Customer Meter Deposit
					$18.49		
CRAWFORD'S FURNITURE & AP	39560	SEPTEMBER19	09/03/2019	10/03/2019	6,909.94	tax reimbursement	10294802 - Crawford Furniture 380
					$6,909.94		
CREATIVE PRODUCT SOURCE	39581	cpi081323	09/10/2019	10/14/2019	356.20	law enforcement wall calender	10055190 - Uniforms
CREATIVE PRODUCT SOURCE	39581	cpi081613	09/24/2019	10/14/2019	517.75	mardi gras pen	10055190 - Uniforms
					$873.95		
					$873.95		
CROWELL, JERRY JR.	39582	october19	10/03/2019	10/14/2019	100.00	deposit refund	10292133 - Facility Rental Deposits
					$100.00		

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CUSTER, CLIFTON	39635	october19	10/01/2019	10/25/2019	31.90	travel	10025130 - Training & Travel
CUSTER, CLIFTON	39635	october19	10/01/2019	10/25/2019	31.90	travel	30215130 - WATER Training & Trav
					$63.80		
					$63.80		
DE LAGE LANDEN FINANCIAL S	39611	65160619	10/01/2019	10/18/2019	167.76	ciouer	10055935 - Equipment - Time Paym
DE LAGE LANDEN FINANCIAL S	39611	65162334	10/01/2019	10/18/2019	63.98	copy machine	10015935 - Equipment - Time Paym
DE LAGE LANDEN FINANCIAL S	39611	65162334	10/01/2019	10/18/2019	350.93	copy machine	30215935 - WATER Equipment - Ti
					$582.67		
					$582.67		
DENBOW, VICTORIA	39561	SEPTEMBER19	09/25/2019	10/03/2019	100.00	deposit refund	10292133 - Facility Rental Deposits
DENBOW, VICTORIA	39561	SEPTEMBER19	09/25/2019	10/03/2019	113.00	deposit refund	10294118 - Municipal Building Renta
					$213.00		
					$213.00		
Denton, Stephen	39583	Refund: 1048500	10/07/2019	10/14/2019	77.15	Refund: 10485002 - Denton, Stephen	30301230 - Utility Receivables
					$77.15		
DUKE, DANNY	39584	000047	10/11/2019	10/14/2019	250.00	music for national night out	15605287 - Community Outreach
					$250.00		
DXI INDUSTRIES, INC.	39636	055018045-19	10/22/2019	10/25/2019	340.33	150 lb. chlorine cylinders / yearly supply	30215270 - WATER Chemicals
DXI INDUSTRIES, INC.	39636	055018046-19	10/22/2019	10/25/2019	229.55	150 lb. chlorine cylinders / yearly supply	30215270 - WATER Chemicals
DXI INDUSTRIES, INC.	39636	de05007667-19	09/30/2019	10/25/2019	40.00	chlroine	30215270 - WATER Chemicals
DXI INDUSTRIES, INC.	39636	de05008215-19	09/30/2019	10/25/2019	10.00	chlorine	30215270 - WATER Chemicals
DXI INDUSTRIES, INC.	39636	de05008216-19	09/30/2019	10/25/2019	50.00	chlorine	30215270 - WATER Chemicals
DXI INDUSTRIES, INC.	39636	de05008217-19	09/30/2019	10/25/2019	40.00	chlorine	30215270 - WATER Chemicals
DXI INDUSTRIES, INC.	39636	de05008259-19	09/30/2019	10/25/2019	10.00	chlorine	30215270 - WATER Chemicals
					$719.88		
					$719.88		
EVR-GREEN	39562	25776	09/05/2019	10/03/2019	381.56	landscape at city hall	10025310 - Building & Grounds M&
EVR-GREEN	39612	25951	10/01/2019	10/18/2019	306.56	landscape at city hall	10015310 - Building & Grounds M&
					$688.12		
FIRST NATIONAL BANK OF LAKE	39637	october19	09/30/2019	10/25/2019	5,347.16	Quarterly payment - City Hall Loan # 961342	40505960 - City Hall Bank Note
FIRST NATIONAL BANK OF LAKE	39651	2323.55	10/11/2019	10/25/2019	2,323.55	note# 961342	40505960 - City Hall Bank Note
					$7,670.71		
FLEET SAFETY EQUIPMENT, IN	39585	594364	09/11/2019	10/14/2019	883.00	dds installation	10055340 - Vehicle M&R
					$883.00		
GARCIA, MARISA	39586	october19	10/03/2019	10/14/2019	100.00	deposit refund	10292133 - Facility Rental Deposits
					$100.00		

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GULF COAST PAPER	ACH.3784.101	1543917	08/20/2019	10/14/2019	-31.39	credit	10085215 - Custodial Supplies
GULF COAST PAPER	ACH.3784.101	1732850	09/12/2019	10/14/2019	300.89	Assorted paper goods/trash bags	10025215 - Custodial Supplies
GULF COAST PAPER	ACH.3784.101	1733849	09/13/2019	10/14/2019	51.24	kitchen roll towel	10025215 - Custodial Supplies
					$320.74		
					$320.74		
HTI CONSTRUCTION, INC.	39638	1921	10/18/2019	10/25/2019	5,000.00	Change Order Quail Run	25405385 - Drainage M&R
HTI CONSTRUCTION, INC.	39638	1921-	10/17/2019	10/25/2019	19,920.00	Quail Run Drainage	25405385 - Drainage M&R
					$24,920.00		
					$24,920.00		
ICMA-RC PLAN #307447	ACH.5050.101	PR091519-5050	09/13/2019	10/17/2019	165.37	Def 457	10292132 - Retirement Payable
ICMA-RC PLAN #307447	ACH.5050.101	PR093019-5050	09/30/2019	10/17/2019	172.48	Def 457	10292132 - Retirement Payable
					$337.85		
					$337.85		
INCREDIBLE EVENTS, INC.	39550	19634	10/01/2019	10/01/2019	4,640.00	entertainment for national night out	15605287 - Community Outreach
					$4,640.00		
INTERNAL REVENUE SERVICE	0	october19	10/21/2019	10/21/2019	6.62	taxes and penalities	10015240 - Expendable Operating S
INTERNAL REVENUE SERVICE	ach	PR101419-4045	10/17/2019	10/17/2019	34.32	Social Security Tax	10292144 - Social Security Payable
INTERNAL REVENUE SERVICE	ach	PR101419-4045	10/17/2019	10/17/2019	1,326.12	Medicare Tax	10292144 - Social Security Payable
INTERNAL REVENUE SERVICE	ach	PR101419-4045	10/17/2019	10/17/2019	4,195.88	Federal Income Tax	10292131 - Federal W/H Payble
INTERNAL REVENUE SERVICE	ach	PR102819-4045	10/31/2019	10/31/2019	34.32	Social Security Tax	10292144 - Social Security Payable
INTERNAL REVENUE SERVICE	ach	PR102819-4045	10/31/2019	10/31/2019	1,340.26	Medicare Tax	10292144 - Social Security Payable
INTERNAL REVENUE SERVICE	ach	PR102819-4045	10/31/2019	10/31/2019	4,165.61	Federal Income Tax	10292131 - Federal W/H Payble
					$11,096.51		
INTERNAL REVENUE SERVICE	VOID39652	PR102819-4045	10/31/2019	10/31/2019	34.32	Social Security Tax	10292144 - Social Security Payable
INTERNAL REVENUE SERVICE	VOID39652	PR102819-4045	10/31/2019	10/31/2019	1,340.26	Medicare Tax	10292144 - Social Security Payable
INTERNAL REVENUE SERVICE	VOID39652	PR102819-4045	10/31/2019	10/31/2019	4,165.61	Federal Income Tax	10292131 - Federal W/H Payble
					$5,540.19		
					$16,643.32		
JONES, ASHLEE	39587	october19	10/03/2019	10/14/2019	100.00	deposit refund	10292133 - Facility Rental Deposits
					$100.00		
KHOVNANIAN	39563	RFD 17490000.0	09/27/2019	10/03/2019	51.20	Deposit Refund: 17490000 - KHOVNANIAN	30302220 - Customer Meter Deposit
KHOVNANIAN	39564	RFD 17170000.0	09/27/2019	10/03/2019	51.20	Deposit Refund: 17170000 - KHOVNANIAN	30302220 - Customer Meter Deposit
KHOVNANIAN	39588	Refund: 1717000	10/07/2019	10/14/2019	24.40	Refund: 17170000 - KHOVNANIAN	30301230 - Utility Receivables
KHOVNANIAN	39589	Refund: 1740000	10/07/2019	10/14/2019	24.40	Refund: 17400000 - KHOVNANIAN	30301230 - Utility Receivables
KHOVNANIAN	39590	Refund: 1749000	10/07/2019	10/14/2019	24.40	Refund: 17490000 - KHOVNANIAN	30301230 - Utility Receivables
KHOVNANIAN	39613	RFD 17290000.1	10/18/2019	10/18/2019	75.60	Deposit Refund: 17290000 - KHOVNANIAN	30302220 - Customer Meter Deposit
KHOVNANIAN	39639	RFD 17530000.1	10/21/2019	10/25/2019	68.10	Deposit Refund: 17530000 - KHOVNANIAN	30302220 - Customer Meter Deposit

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KHOVNANIAN	39640	RFD 17500000.1	10/22/2019	10/25/2019	75.60	Deposit Refund: 17500000 - KHOVNANIAN	30302220 - Customer Meter Deposit
					$394.90		
KONA ICE	39591	inv-0135	10/11/2019	10/14/2019	750.00	konas ice for national night out	15605287 - Community Outreach
					$750.00		
KOSKINIEMI, LINDSAY	39601	october19	10/14/2019	10/14/2019	257.87	travel pay	10015130 - Training & Travel
					$257.87		
LIBERTY NATIONAL LIFE INSUR	39565	PR091519-5506	09/13/2019	10/03/2019	87.27	Liberty National - Post tax	10292136 - Insurance Payable
LIBERTY NATIONAL LIFE INSUR	39565	PR091519-5506	09/13/2019	10/03/2019	159.75	Liberty National - Pretax	10292136 - Insurance Payable
LIBERTY NATIONAL LIFE INSUR	39565	PR093019-5506	09/30/2019	10/03/2019	87.27	Liberty National - Post tax	10292136 - Insurance Payable
LIBERTY NATIONAL LIFE INSUR	39565	PR093019-5506	09/30/2019	10/03/2019	159.75	Liberty National - Pretax	10292136 - Insurance Payable
					$494.04		
					$494.04		
MCCOY'S BUILDING SUPPLY	39592	1327084	09/17/2019	10/14/2019	10.35	bushings and clamps	10085365 - Other Equipment M&R
					$10.35		
MERCER CONTROLS	39641	17574	10/22/2019	10/25/2019	890.83	Mercer Controls / SCADA Diagnostic	30215390 - Water Lines M&R
					$890.83		
METRO FIRE APPARATUS INC.	ACH.3941.101	144193-1	09/27/2019	10/18/2019	119.00	Large Dupont Nanoflex Hood	10075220 - Tools
METRO FIRE APPARATUS INC.	ACH.3941.101	144193-1	09/27/2019	10/18/2019	119.00	Medium Dupont Nanoflex Hood	10075220 - Tools
METRO FIRE APPARATUS INC.	ACH.3941.101	144193-1	09/27/2019	10/18/2019	119.00	XL Dupont Nanoflex Hood	10075220 - Tools
METRO FIRE APPARATUS INC.	ACH.3941.101	144193-1	09/27/2019	10/18/2019	179.00	5" STORZ 4.5" Hydrant Adapter	10075220 - Tools
METRO FIRE APPARATUS INC.	ACH.3941.101	144193-1	09/27/2019	10/18/2019	191.00	shipping	10075220 - Tools
METRO FIRE APPARATUS INC.	ACH.3941.101	144193-1	09/27/2019	10/18/2019	288.00	On-Scene Decome Wet Cloths 12 boxes of 20	10075220 - Tools
METRO FIRE APPARATUS INC.	ACH.3941.101	144193-1	09/27/2019	10/18/2019	1,020.00	Knicklehead Bunker Coat Light	10075220 - Tools
METRO FIRE APPARATUS INC.	ACH.3941.101	144193-1	09/27/2019	10/18/2019	1,176.00	Rigid Handheld Light	10075220 - Tools
METRO FIRE APPARATUS INC.	ACH.3941.101	144193-1	09/27/2019	10/18/2019	1,504.00	Bullard Traditional Fire Helmet	10075220 - Tools
					$4,715.00		
					$4,715.00		
MIKE SORRELL TRUCKING & MA	39642	7958	10/22/2019	10/25/2019	3,306.86	Crushed limestaon	25405380 - Streets M&R
					$3,306.86		
NETPROTEC LLC	ACH.5179.102	1304	10/16/2019	10/25/2019	295.00	video magistrate	10055542 - Jail Expense
					$295.00		
OFFERPAD LLC	39614	RFD 40150502.1	10/15/2019	10/18/2019	27.15	Deposit Refund: 40150502 - OFFERPAD LLC	30302220 - Customer Meter Deposit
					$27.15		
OFFICE DEPOT	39593	2345018097	09/25/2019	10/14/2019	271.82	office supplies	10015210 - Office Supplies
OFFICE DEPOT	39615	2340397041	09/09/2019	10/18/2019	42.07	board, foray	10015210 - Office Supplies
OFFICE DEPOT	39643	306878604001	05/31/2019	10/25/2019	957.99	Lenovo Think Station P330	10065210 - Office Supplies
					$1,271.88		

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OFFICE OF ATTORNEY GENERA	39603	PR101419-5136	10/17/2019	10/17/2019	262.15	Child Support	10292138 - Child Support Payable
OFFICE OF ATTORNEY GENERA	39652	PR102819-5136	10/31/2019	10/31/2019	262.15	Child Support	10292138 - Child Support Payable
					$524.30		
OMNIBASE SERVICES OF TEXA	39644	319-111020	09/30/2019	10/25/2019	90.00	quarterly activity report	10292140 - Municipal Court Costs
					$90.00		
PELORUS METHODS INC.	ACH.5153.101	191001	10/11/2019	10/14/2019	2,500.00	Pelorus Methods Accounting System Service	10015550 - Information Technology
					$2,500.00		
PERDUE, BRANDON, FIELDER,	39594	ivc00049054	09/17/2019	10/14/2019	477.34	attorney fees for fine collection	10292140 - Municipal Court Costs
					$477.34		
QUILL CORPORATION	ACH.3829.101	1256784	09/17/2019	10/14/2019	235.79	own brand 22 deep 4 dr commer	10015210 - Office Supplies
QUILL CORPORATION	ACH.3829.101	1296744	09/18/2019	10/14/2019	14.02	laffy taffy	10065240 - Expendable Operating S
QUILL CORPORATION	ACH.3829.101	9988527	09/05/2019	10/14/2019	26.99	index cards folder, binder, sheet protector	10015210 - Office Supplies
QUILL CORPORATION	ACH.3829.101	9988527	09/05/2019	10/14/2019	55.98	index cards folder, binder, sheet protector	10065210 - Office Supplies
					$332.78		
QUILL CORPORATION	ACH.3829.102	1847220	10/10/2019	10/25/2019	13.20	office supplies	30215210 - WATER Office Supplies
QUILL CORPORATION	ACH.3829.102	1847220	10/10/2019	10/25/2019	16.59	office supplies	10065210 - Office Supplies
QUILL CORPORATION	ACH.3829.102	1847220	10/10/2019	10/25/2019	123.51	office supplies	10015210 - Office Supplies
					$153.30		
					$486.08		
R & M TELEPHONE SERVICE	39566	47147	09/19/2019	10/03/2019	148.18	it services	10015550 - Information Technology
					$148.18		
RAMOS, BEATRICE	39595	october19	10/03/2019	10/14/2019	100.00	deposit refund	10292133 - Facility Rental Deposits
					$100.00		
SCB CLINIC, PLLC	39567	4665/9433	09/08/2019	10/03/2019	63.00	employment drug test	10025695 - Special Services - Misce
SCB CLINIC, PLLC	39645	4665-9464	09/30/2019	10/25/2019	88.00	non-dot alcohol	30215240 - WATER Expendable Op
					$151.00		
Secure Outcomes	39616	561	10/10/2019	10/18/2019	1,134.00	1 year warranty maint	10055542 - Jail Expense
					$1,134.00		
SMITH, WILLIAM E.	39624	OCTOBER19	10/21/2019	10/21/2019	50.00	chaplain training at angleton pd	10055130 - Training & Travel
					$50.00		
SPRINT	39617	677639496-026	09/30/2019	10/18/2019	21.32	call out phone	10015420 - Telephone
SPRINT	39617	677639496-026	09/30/2019	10/18/2019	21.32	call out phone	30215420 - WATER Telephone
					$42.64		
					$42.64		

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
SQUARE3IT	39568	85320	08/23/2019	10/03/2019	110.00	it services	10065550 - Information Technology
SQUARE3IT	39646	85033	07/26/2019	10/25/2019	110.00	IT Services	10055550 - Information Technology
SQUARE3IT	39646	85036	07/26/2019	10/25/2019	27.50	it services	10015550 - Information Technology
SQUARE3IT	39646	85112	08/05/2019	10/25/2019	286.00	IT Services	10055550 - Information Technology
					$423.50		
					$533.50		
Strategic Government Resources	ACH.5563.101	2019-101026	09/30/2019	10/14/2019	4,691.04	Interim Finance Director Contract	10015102 - Contract Labor
Strategic Government Resources	ACH.5563.101	2019-101102	09/30/2019	10/18/2019	2,250.00	Interim Finance Director Contract	10015102 - Contract Labor
					$6,941.04		
TEXAS MUNICIPAL COURTS AS	39596	october19	10/11/2019	10/14/2019	75.00	DUES FOR JUDGE JACK BROWN	10065660 - Dues & Subscriptions
					$75.00		
TEXAS MUNICIPAL COURTS ED	39597	october19	10/11/2019	10/14/2019	200.00	registration for jack brown	10065130 - Training & Travel
					$200.00		
TEXAS MUNICIPAL RETIREMEN	ACH.3855.100	PR091519-3855	09/13/2019	10/08/2019	8,042.49	TMRS	10292132 - Retirement Payable
TEXAS MUNICIPAL RETIREMEN	ACH.3855.100	PR093019-3855	09/30/2019	10/08/2019	8,113.26	TMRS	10292132 - Retirement Payable
					$16,155.75		
					$16,155.75		
TML HEALTH	39647	7071910a	10/01/2019	10/25/2019	17,949.07	insurance	10292136 - Insurance Payable
					$17,949.07		
TODD, VANESSA	39618	RFD 22420002.1	10/17/2019	10/18/2019	50.00	Deposit Refund: 22420002 - TODD, VANESS	30302220 - Customer Meter Deposit
					$50.00		
TX COMPTROLLER OF PUBLIC	39619	october19	09/30/2019	10/18/2019	9,140.96	state criminal costs and fees	10292140 - Municipal Court Costs
TX COMPTROLLER OF PUBLIC	39619	october19-	09/30/2019	10/18/2019	77.45	child safety and seat belt violations fines	10292140 - Municipal Court Costs
					$9,218.41		
					$9,218.41		
TXU ENERGY	39648	054027770857	09/30/2019	10/25/2019	76.60	electricity	10085410 - Electricity
TXU ENERGY	39648	054027770857	09/30/2019	10/25/2019	163.33	electricity	10075410 - Electricity
TXU ENERGY	39648	054027770857	09/30/2019	10/25/2019	845.92	electricity	10015410 - Electricity
TXU ENERGY	39648	054027770857	09/30/2019	10/25/2019	2,671.56	electricity	10025410 - Electricity
TXU ENERGY	39648	054027770857	09/30/2019	10/25/2019	3,766.35	electricity	30215410 - WATER Electricity
					$7,523.76		
					$7,523.76		
UNITED RENTALS (NORTH AME	39569	170832775-001	06/28/2019	10/03/2019	1,489.36	bypass	10035385 - Drainage M&R
					$1,489.36		
UTILITY DATA SYSTEMS OF TEX	ACH.3867.101	18681	10/11/2019	10/14/2019	168.00	remote back up	10065660 - Dues & Subscriptions
					$168.00		

City of Richwood
Check Register
1 - Checking - Pooled Cash - 10/01/2019 to 10/31/2019

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
UTILITY SERVICE CO., INC.	39649	488398	10/22/2019	10/25/2019	2,254.86	Yearly contract fees	30215595 - WATER Professional Se
UTILITY SERVICE CO., INC.	39649	488399	10/22/2019	10/25/2019	1,143.96	Yearly contract fees	30215595 - WATER Professional Se
UTILITY SERVICE CO., INC.	39649	488400	10/22/2019	10/25/2019	1,437.51	Yearly contract fees	30215595 - WATER Professional Se
					$4,836.33		
					$4,836.33		
Vehicle Reman LLC	ACH.5376.100	1935	10/08/2019	10/08/2019	9,240.72	Vehicle Reman @ 2 Crown Vic/Taurus	15605340 - Vehicle M&R
Vehicle Reman LLC	ACH.5376.100	1936	10/08/2019	10/08/2019	11,045.05	Vehicle Reman @ 2 Crown Vic/Taurus	15605340 - Vehicle M&R
					$20,285.77		
					$20,285.77		
VERIZON WIRELESS	39650	623317353-0000	09/30/2019	10/25/2019	303.92	broadband	10055420 - Telephone
					$303.92		
VILLAGE OF SURFSIDE BEACH	39570	bcca081913	08/22/2019	10/03/2019	40.00	bcca dinner	10015130 - Training & Travel
					$40.00		
VILLARREAL, CARLOS	39571	SEPTEMBER19	09/25/2019	10/03/2019	100.00	DEPOSIT REFUND	10292133 - Facility Rental Deposits
					$100.00		
WASTE CONNECTIONS OF TX, L	39620	2067564	09/30/2019	10/18/2019	244.23	dump fees	10025245 - Dump Charges
WASTE CONNECTIONS OF TX, L	39620	2067565	09/30/2019	10/18/2019	22,559.70	residential trash	30215994 - Solide Waste Charges
					$22,803.93		
					$22,803.93		
WHOLESALE ELECTRIC SUPPLY	ACH.3880.101	0071-10480046	09/17/2019	10/18/2019	371.34	fuses for baseball field	10085310 - Building & Grounds M&
					$371.34		
WILLIAMS, JOHN	39598	OCTOBER19	10/03/2019	10/14/2019	100.00	deposit refund	10292133 - Facility Rental Deposits
					$100.00		
WOODMAN LIFE	39599	october19	10/03/2019	10/14/2019	98.00	deposit refund	10294118 - Municipal Building Renta
WOODMAN LIFE	39599	october19	10/03/2019	10/14/2019	100.00	deposit refund	10292133 - Facility Rental Deposits
					$198.00		
					$198.00		
XEROX BUSINESS SOLUTIONS	ACH.5551.100	in2259992	10/01/2019	10/03/2019	100.13	printer contract	10065210 - Office Supplies
XEROX BUSINESS SOLUTIONS	ACH.5551.100	in2259992	10/01/2019	10/03/2019	100.13	printer contract	30215210 - WATER Office Supplies
XEROX BUSINESS SOLUTIONS	ACH.5551.100	in2259992	10/01/2019	10/03/2019	190.26	printer contract	10015210 - Office Supplies
					$390.52		
					$390.52		
Y. TELLO FLOORCARE	39621	507584	09/26/2019	10/18/2019	80.00	comm. bldg floor maint	10085310 - Building & Grounds M&
					$80.00		
YAKLIN BRAZOSPORT	39622	345012	10/11/2019	10/18/2019	47.85	VEHCILE MAINT	10055340 - Vehicle M&R

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
YAKLIN BRAZOSPORT	39622	345021	10/11/2019	10/18/2019	77.25	vehicle maint	10055340 - Vehicle M&R
					$125.10		
					$125.10		
ZEIGLER'S SCREEN PRINTING	39600	22652	09/24/2019	10/14/2019	36.00	signs	10055190 - Uniforms
					$36.00		
					$311,211.17		

City of Richwood
1800 Brazosport Blvd.
Richwood, TX 77531
Phone (979) 265-2082
Fax (979) 265-7345

MEMORANDUM

TO: Honorable Mayor and Members of Council

FROM: Lindsay Koskiniemi, Interim City Manager
DATE: NOVEMBER 18, 2019
ENCLOSURES: 1) Keep Richwood Bylaws

RE: Council Appointment of new Keep Richwood Beautiful Executive Director

Overview

In October 2019, the Keep Richwood Beautiful (KRB) Executive Director resigned. This is a volunteer position where responsibilities of the position are provided in the KRB bylaws (Enc. 1). The KRB bylaws specify the Executive Director is appointed by the City Manager. As Interim City Manager, I attended the most recent KRB public meeting on November 5, 2019 and requested the committee's recommendation/nomination of a new Executive Director. A motion was made, seconded, and carried to nominate Kimberly Mayer to serve as the committee's new Executive Director.

Rather than arbitrarily appointing an Executive Director, I felt it was most appropriate to seek the committee's input and recommendation and add this item to Council's agenda for discussion and possible action. Additionally, new committee members are approved with Council action; therefore, I feel the Executive Director's appointment should be included for Council's consideration as new business.

Recommendation to Council

I recommend Council accept KRB's nomination of Kimberly Mayer to serve as KRB's Executive Director. Mrs. Mayer has shown dedication to the tasks of keeping Richwood beautiful, including but not limited to assisting with planning, conducting necessary research to develop a long term strategic plan, budgeting, and researching grants relevant to committee.

Thank you,

Lindsay Koskiniemi
Interim City Manager

RESOLUTION 19-R-19

WHEREAS, The City of Richwood has multiple credit accounts through Bank of America that are utilized for purchases as authorized in the purchasing policy;

WHEREAS, the City recently had change in administrative staff in the last couple of years and the point of contacts had not been changed;

WHEREAS, the City of Richwood finds that it is necessary to update the point of contacts on the Bank of America accounts, to ensure proper handling of the accounts;

WHEREAS, the City of Richwood wishes to designate Lindsay Koskiniemi, Interim City Manager; Kirsten Garcia, City Secretary; and Linda Pace, Administrative Assistant as authorized contacts on the City of Richwood Bank of America accounts.

NOW THEREFORE, BE IT RESOLVED that the City of Richwood hereby designates Lindsay Koskiniemi, Interim City Manager; Kirsten Garcia, City Secretary; and Linda Pace, Administrative Assistant as authorized contacts on the City of Richwood Bank of America accounts.

PASSED AND APPROVED this 18th day of November, 2019

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia
City Secretary

MEMORANDUM

To: City Council

From: Clif Custer, Public Works Director

Date: November 7th, 2019

Subject: Presentation and possible approval to proceed with a Stormwater Master Plan by Strand Associates/Presentation and possible acceptance of a draft Task Order illustrating a turn-key option for design of Richwood road repair, Request for Proposal process for road construction, and assistance with contractor selection.

- Stormwater Master Plan

Ryan Tinsley and Mark Shubak will be presenting the individual options within the proposed Stormwater master plan for Council's consideration. Council will have the opportunity to discuss these options with Strand Associates.

- Draft Task Order for Road Repair

Ryan Tinsley and Tom Hart will be presenting the Draft Task Order for road repair within the City of Richwood utilizing General Obligation Bond Funds. Council will have the opportunity to discuss with Strand Associates the full process of road repair stating with design and moving through construction completion.

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City of Richwood TEXAS

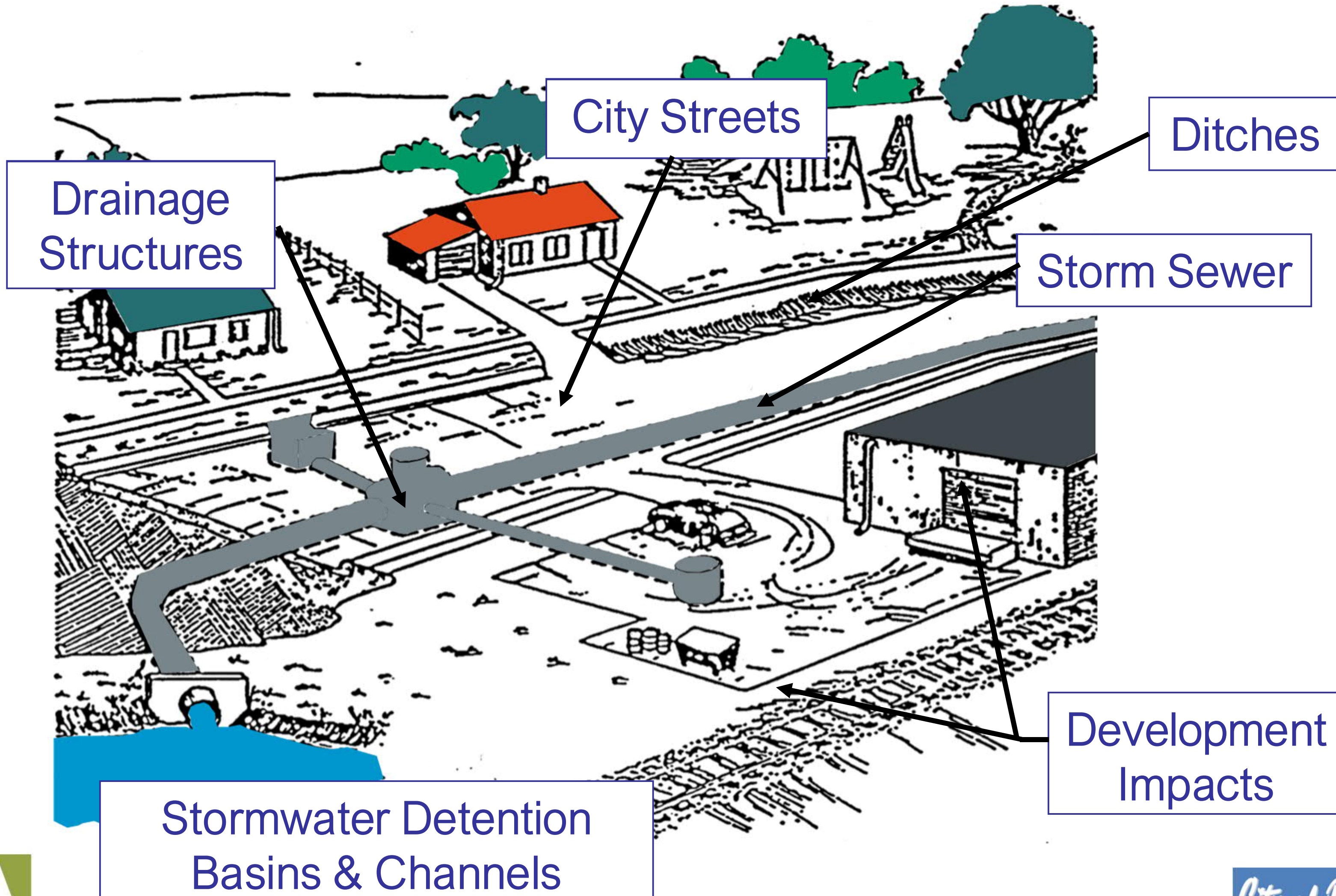
Strand Associates, Inc.®

Stormwater Management Master Plan

City of Richwood

November 18, 2019

Drainage System Represents Increasing Share of Tax Burden



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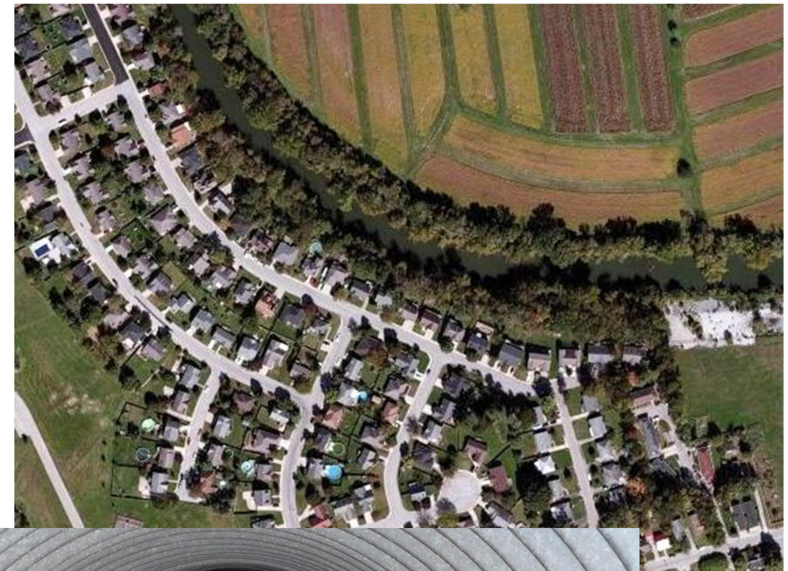
Understanding the Challenges

Stormwater Management Challenges:

- Growth/Population
- Urbanized Watersheds
- Flat Topography
- Land Development Changes
- Increased Impervious Area
- Aging Infrastructure
- Changes in Weather
- More Complex and Stringent Regulatory Requirements



Typical Stormwater Program Components

Administration

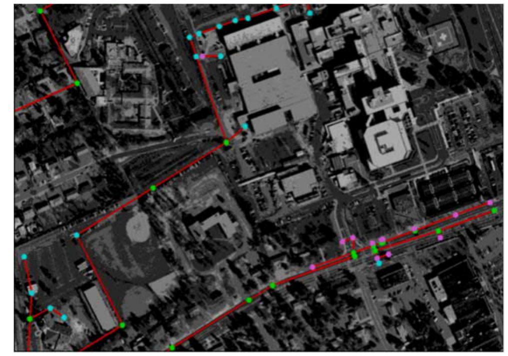
- Stormwater System Mapping
- Stormwater Master Planning
- Floodplain Ordinance Enforcement

Operation and Maintenance

- Detention Basin Maintenance
- Drainage Ditch & Culvert Maintenance
- Street Sweeping
- Storm Sewer Cleaning and Repair

Capital Improvement Projects

- Flood Control Projects (storm sewers, culverts, ditches, detention basins)
- Streambank Restoration



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How Do Communities Best Address Flooding Problems

Develop and Implement a Comprehensive Stormwater Master Plan

1. **Understand the Problem:**
   - *Where? (location of flooding)*
   - *What? (type of flooding)*
   - *How Often? (frequency)*
   - *How much? (extent of flooding)*

2. **Evaluate Existing Drainage System**
3. **Evaluate Range of Alternatives and Costs**
4. **Develop a Recommended Plan and Priorities**
5. **Implement the Plan**

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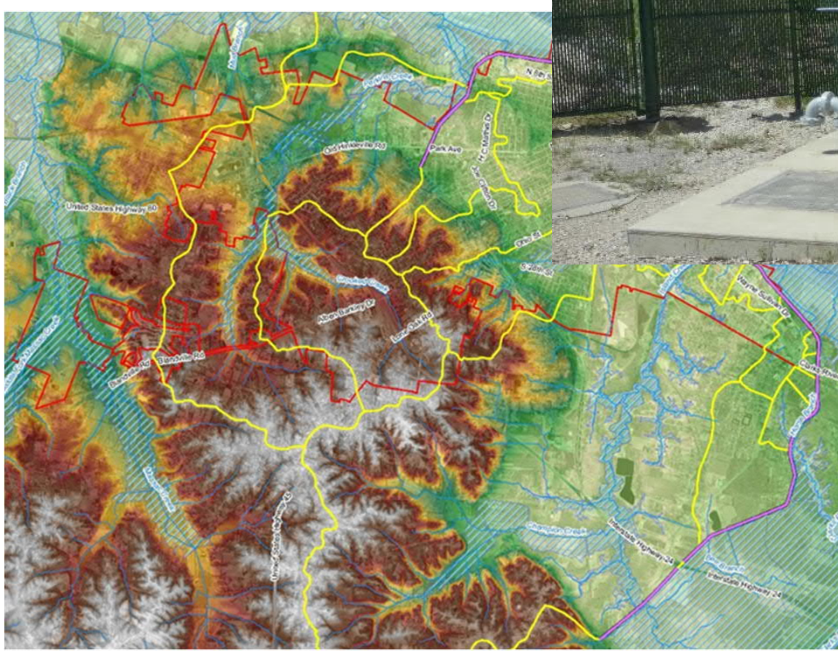
Understand the Existing System

- Rainfall
- Runoff (land cover, slopes, soils)
- Infrastructure
  - Pipes
  - Ditches
  - Pump stations
  - Detention facilities



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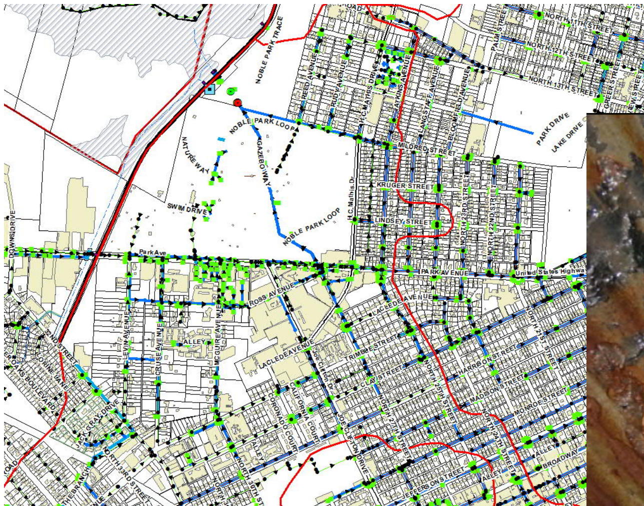
Conveyance System Review Provides Foundation for Problem Area Understanding

Challenges	Response
Capacity and Condition of Existing Stormwater Systems	Targeted Evaluations Stormwater System Conditions



Stormwater System GIS Mapping

Corroded CMP Culvert

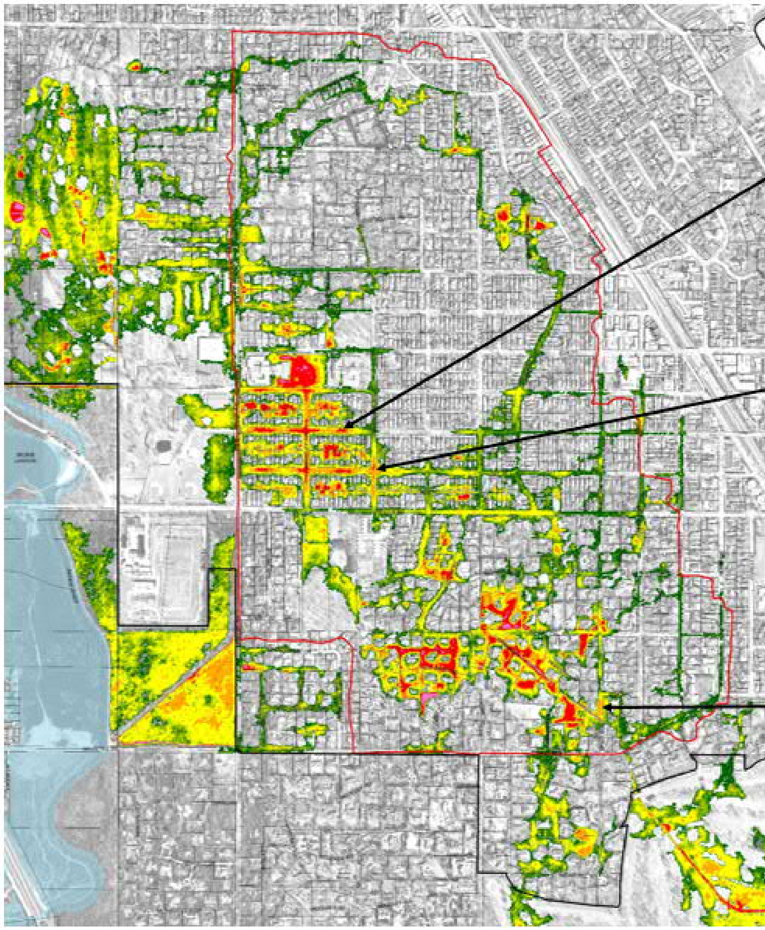
Typical Brick Sewer Televising Footage

<u>Stormwater System Evaluation Needs</u>:

- **Size, Type & Locations – Build GIS System Mapping**
- **Condition Assessment – CCTV Program to Identify Deficiencies**
- **System Capacity/Level of Service – Stormwater Modeling**

Stormwater System Modeling Techniques for Flood Studies

EXISTING CONDITIONS, 100-YR, 3-HR EVENT



July 2011 – 1200 Block of Cherry

July 2011 – Ash and Glendale

April 2013 – Birch and Alles

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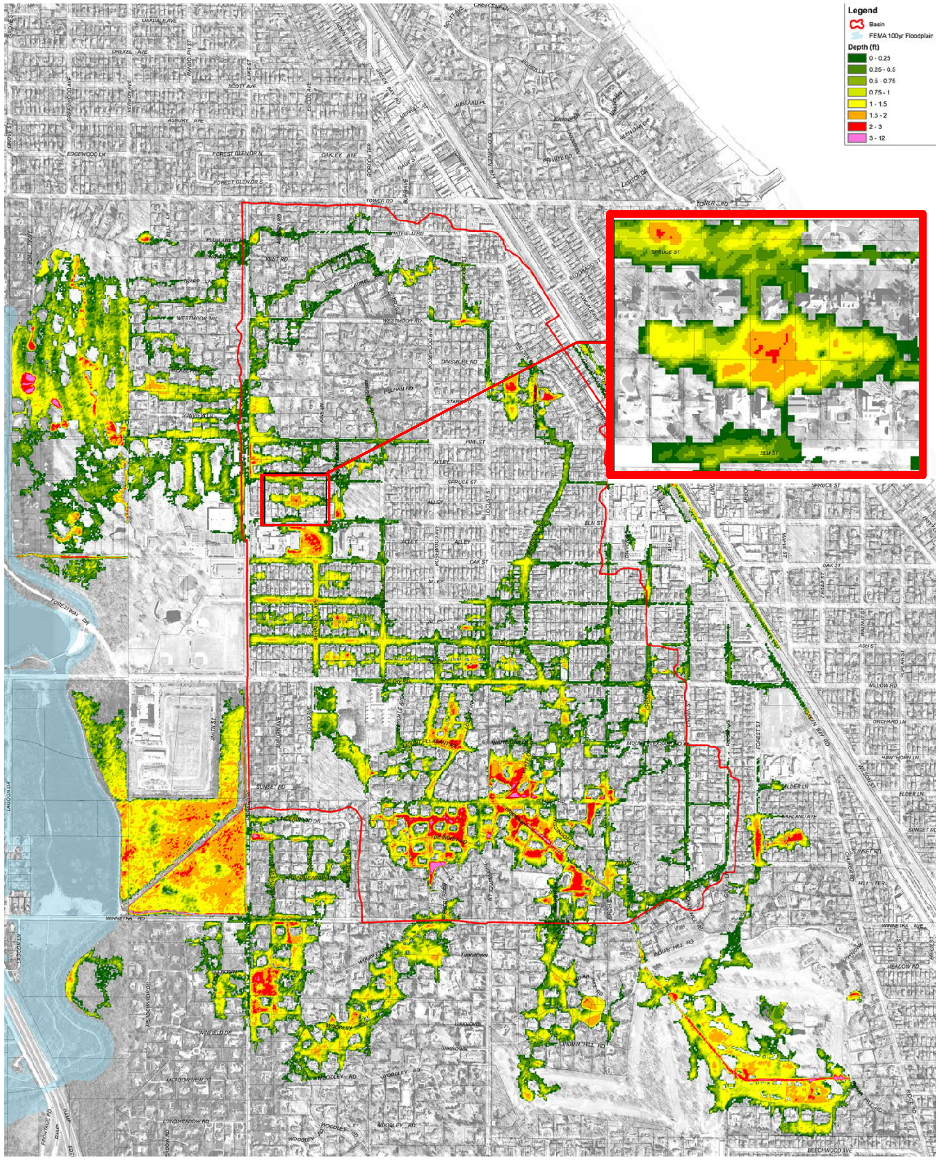
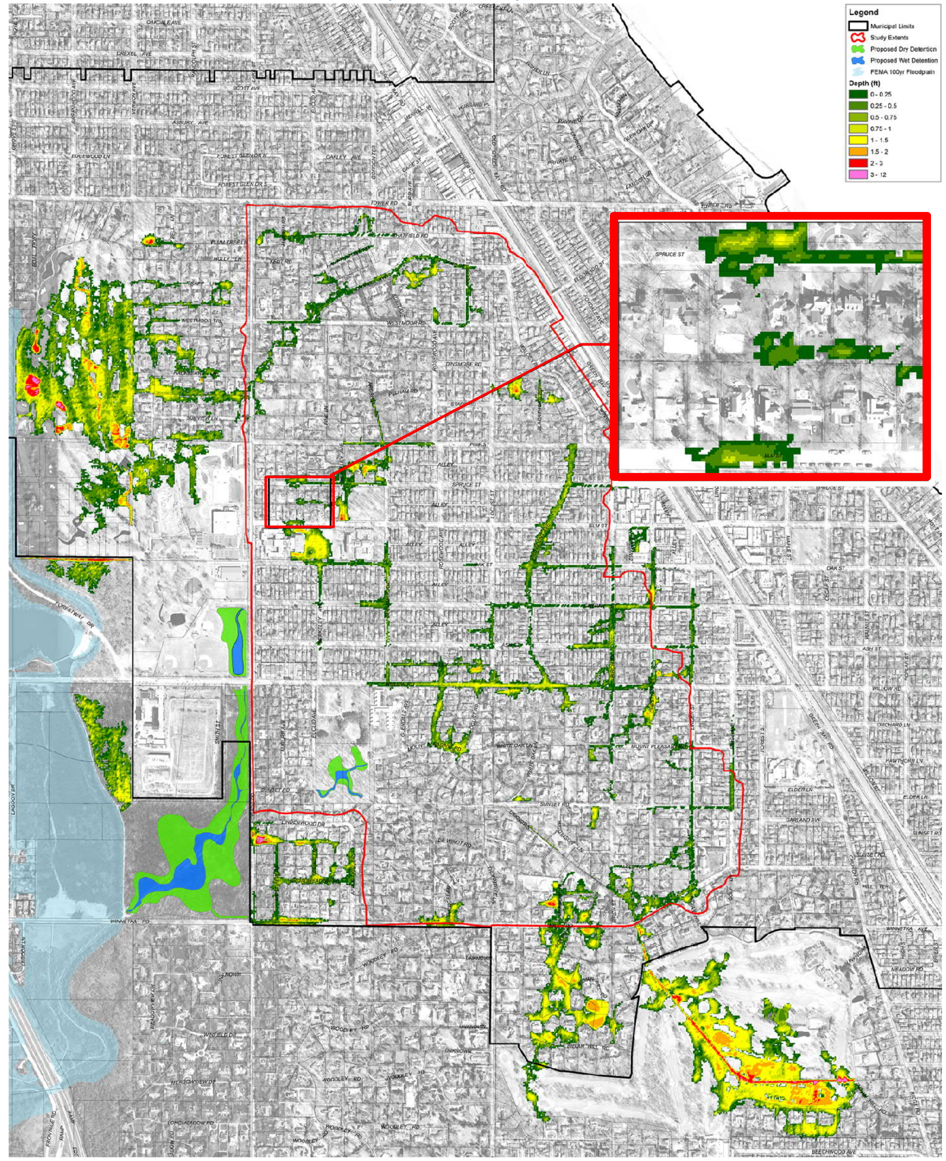
EXISTING CONDITIONS, 100-YR, 3-HR EVENT



PROPOSED CONDITIONS, 100-YR, 3-HR EVENT



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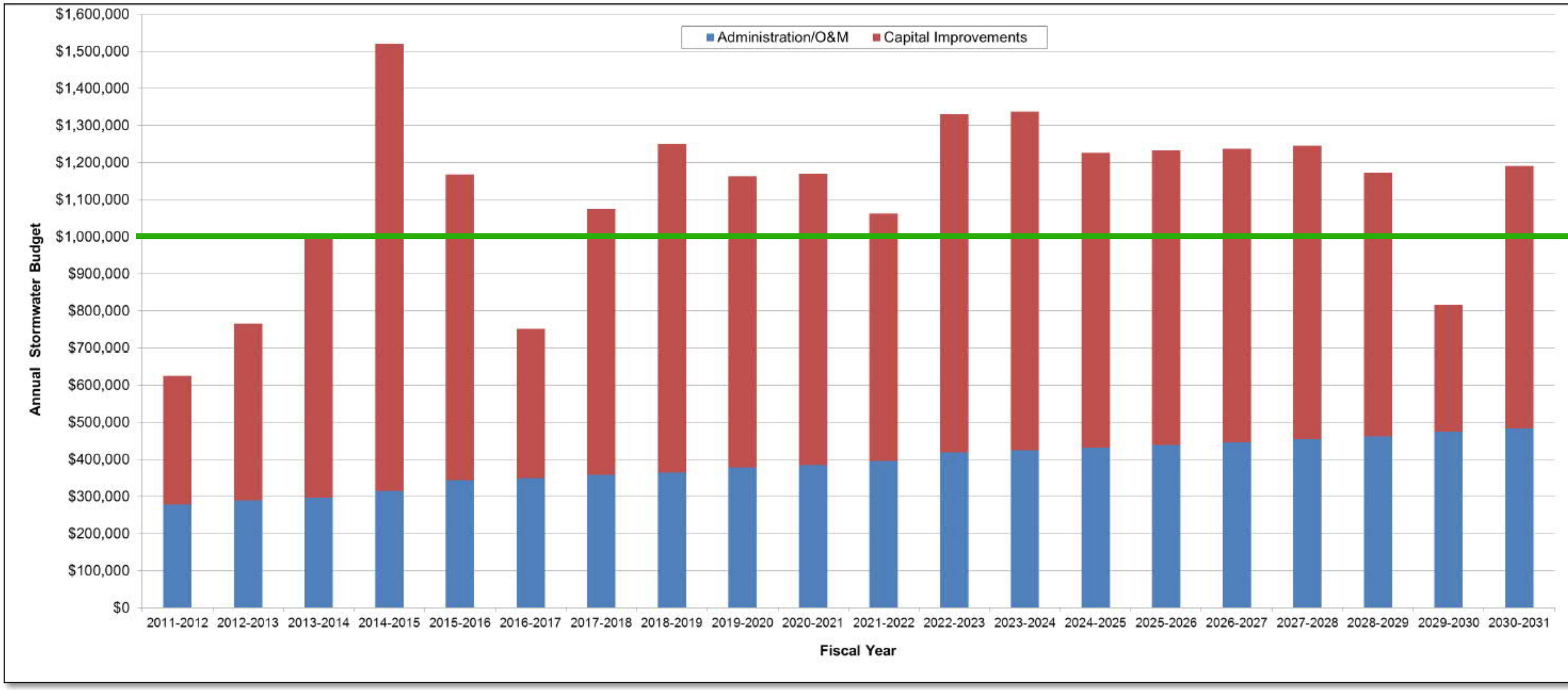
Traditional Solutions Form the Backbone of Flood Mitigation Strategies

- Wet Detention/Retention
- Dry Detention
- Underground Storage
- Pump/Lift Stations
- Surface/Roadway Storage
- Maximizing Existing Infrastructure
- Storm Sewer Upgrades





Example 20-Year Stormwater Program Budget Projections



Average Annual Stormwater Program Budget

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List of Proposed Tasks

Task	Scope of Services	Cost
1a	Field Topographic Survey of Existing Stormwater Infrastructure	$10,000
1b	GIS Mapping Development of Existing Stormwater Infrastructure	$10,000
2	Closed Circuit Televising (CCTV) of Enclosed Stormwater Drainage System	$30,000
3	Review CCTV and Perform Condition Assessment of Open Stormwater Drainage System	$10,000
4	Identification and Prioritization of Stormwater Drainage Issues (5 problem areas)	$10,000
5	Existing Conditions Hydrologic and Hydraulic (H&H) Analysis (5 problem areas)	$15,000
6, 7 & 8	Proposed Stormwater Alternatives Development (2 each) and H&H Analysis (10 total)	$30,000
9	Stormwater Management O&M Needs Assessment and Budget Development	$5,000
10	Stormwater Capital Improvements Budget and Plan Development	$7,500
11	Review, Assessment, and Potential Revisions to Floodplain Management Ordinance	$5,000
12 & 14	Stormwater Management Master Plan Report Development with City Meetings	$15,000
13	Stormwater Management Master Plan Presentation to City Council	$2,500

TOTAL FEE: $150,000

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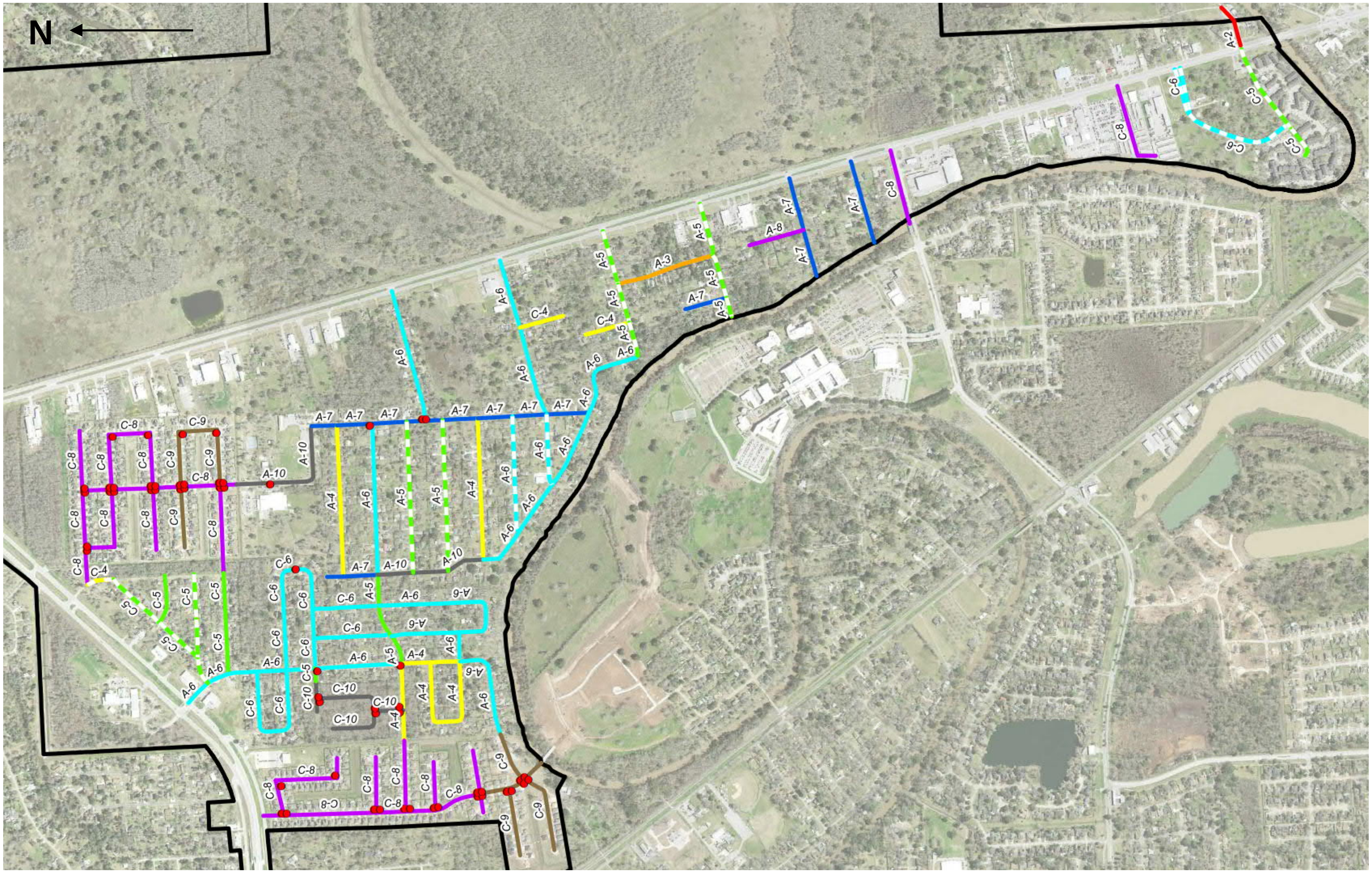
2020 Richwood Street Improvements

City of Richwood

November 18, 2019

Pavement Condition Assessment – Southern Portion



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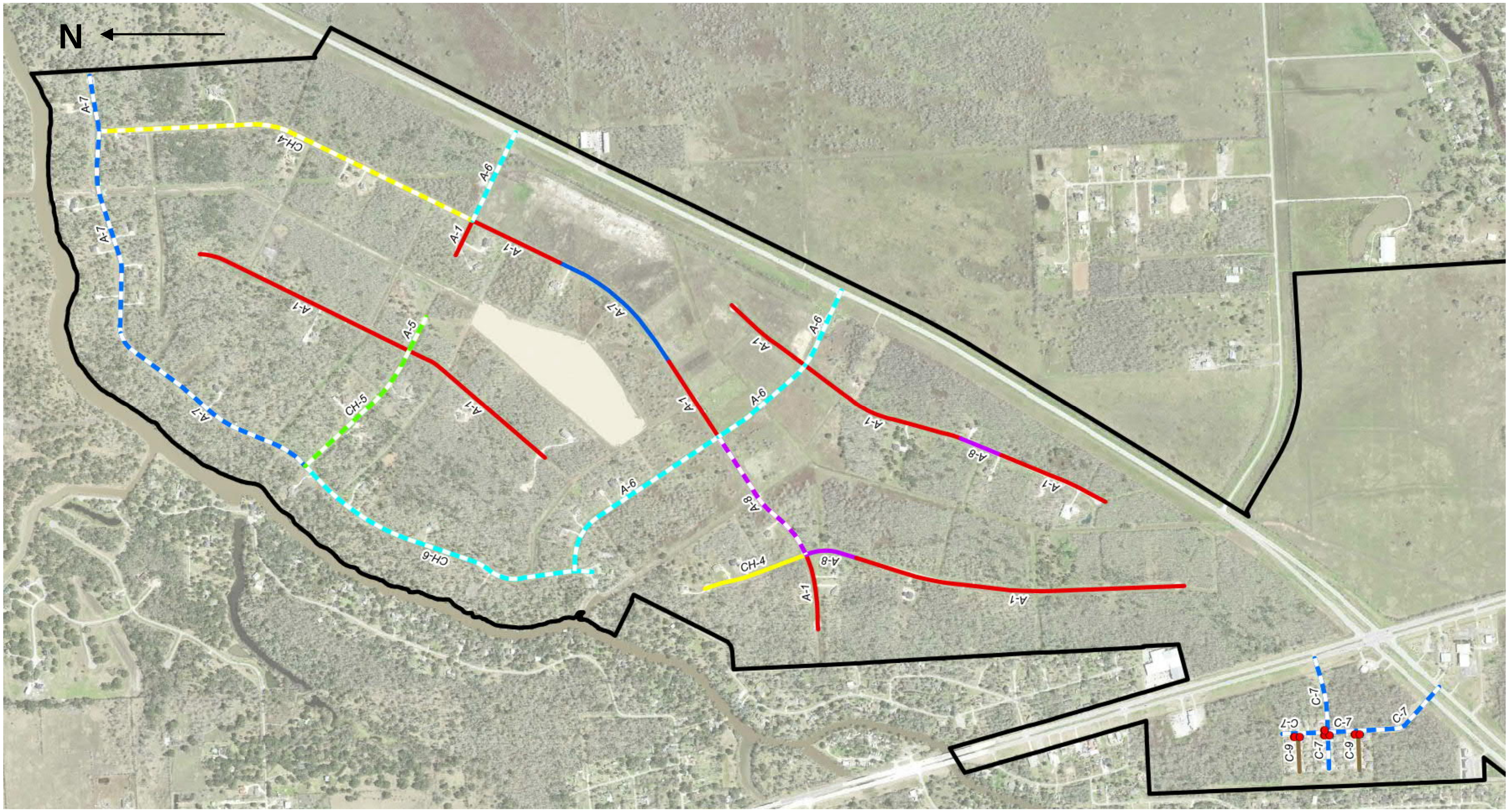
Pavement Condition Assessment – Northern Portion



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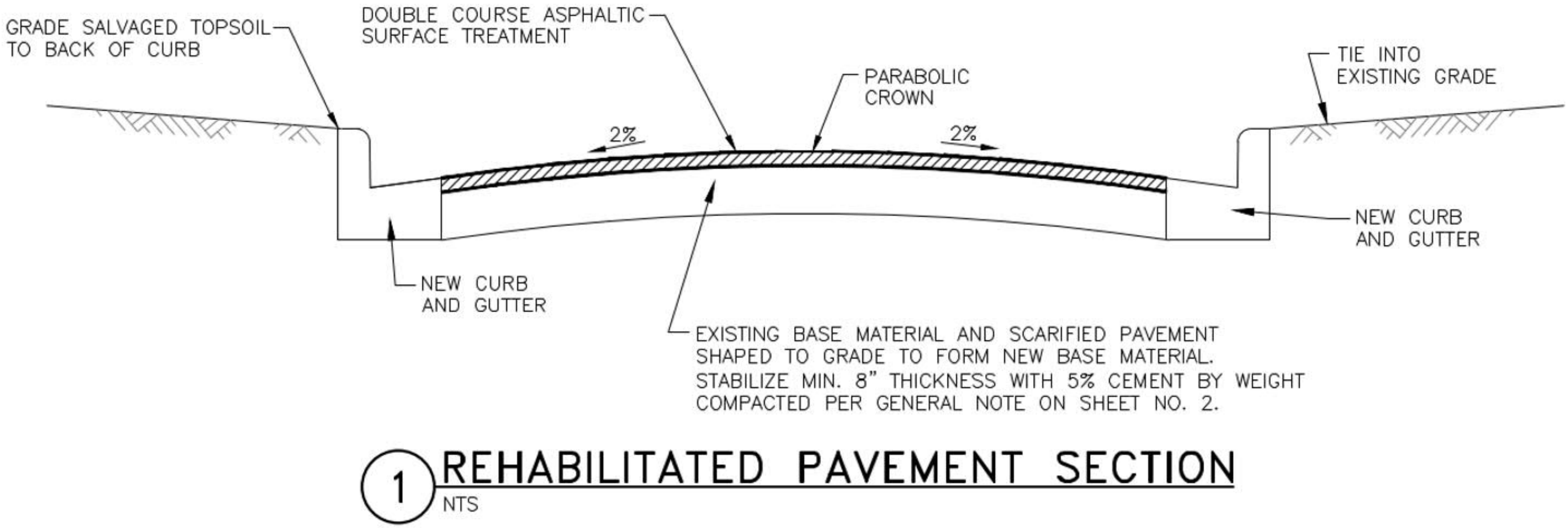
Conceptual Alternatives – Pavement Rehabilitation



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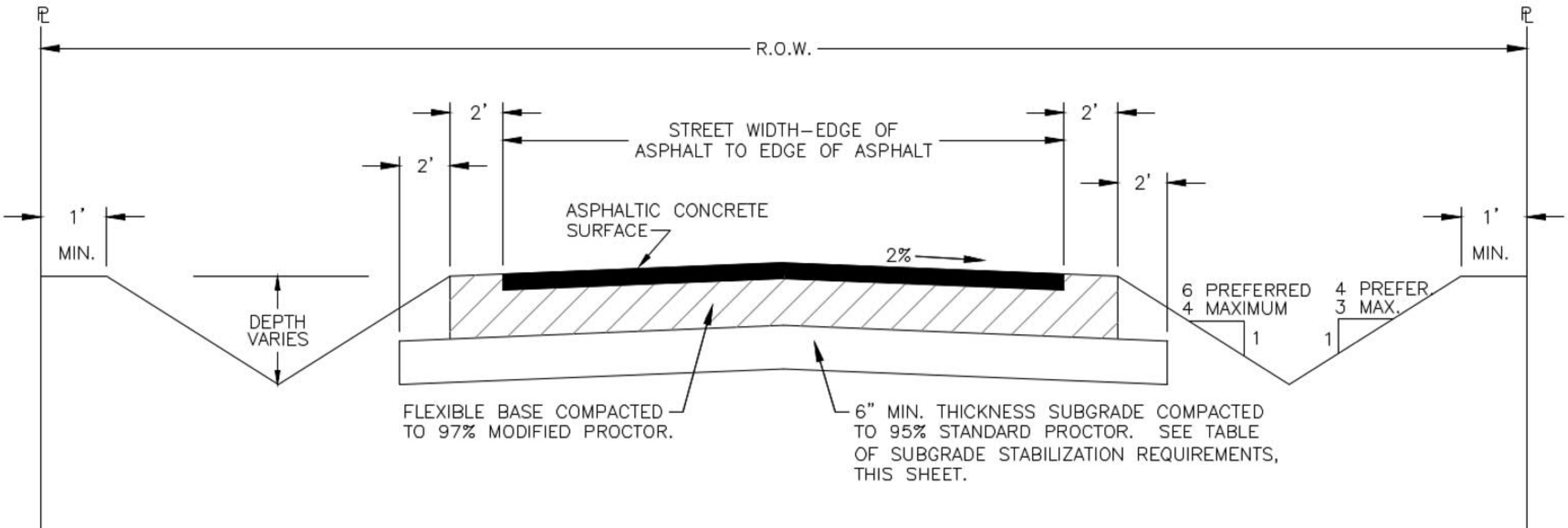
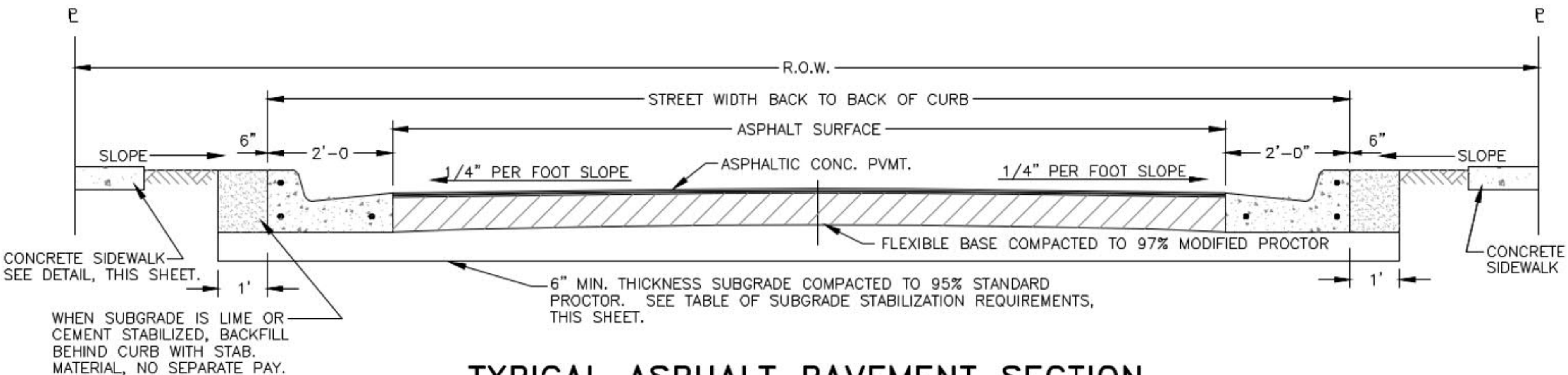
Conceptual Alternatives – Asphalt, No Curb and Gutter



TYPICAL ASPHALT PAVEMENT SECTION
WITH NO CURB & GUTTER

Conceptual Alternatives – Asphalt, Curb and Gutter



TYPICAL ASPHALT PAVEMENT SECTION
WITH CURB & GUTTER

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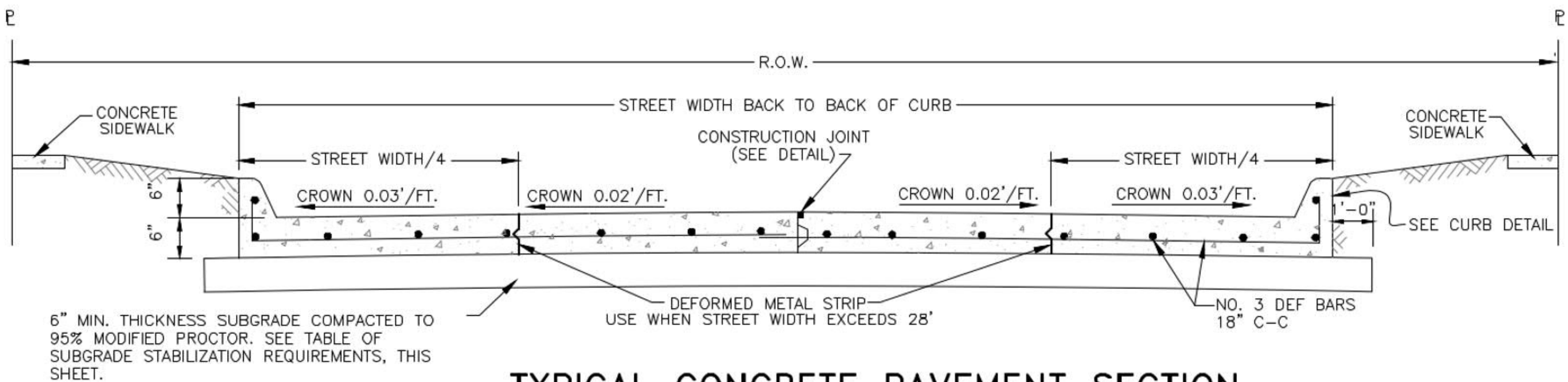
Conceptual Alternatives - Concrete



TYPICAL CONCRETE PAVEMENT SECTION

List of Proposed Tasks

Task	Scope of Services – Basic Services	Cost
A-1 & 2	Site Reconnaissance and Geotechnical Investigation (up to 50 bores) and Report	$60,000
A-3 to 5	Conceptual Design Alternatives with Preliminary Cost Opinions and Prioritization	$20,000
A-6	Topographic Survey and Base Mapping for up to 5,000 LF of Street Reconstructions	$25,000
A-7 to 10	50 Percent Design – Drawings, Cost Opinion, Permit Requirements, and City Meeting	$55,000
B-1 to 3	90 Percent Design – Drawings, Cost Opinion, Technical Specifications, and City Meeting	$55,000
B-4	Final Bidding Documents – Project Manual, Technical Specifications, and Drawings	$17,000
B-5	Prepare and Submit Permit Applications	$3,000
C-1 to 4	Bidding-Related Services – Distribution, Advertisement, Pre-Bid Meeting, Bid Opening, Bid Tabulation, Award Assistance, and Prepare Contract Documents for Signature	$10,000
D-1 to 3	Construction-Related Services – Contract Administration, Pre-Construction Conference, Review Shop Drawings, Review Pay Requests, Progress Meetings, Periodic Site Visits, and Project Closeout Participation (based on a 270-day construction schedule)	$35,000
D-4	Prepare Record Drawings	$3,000

TOTAL BASIC SERVICES FEE: $283,000

List of Proposed Tasks

Task	Scope of Services – Additional Services	Cost
1	Construction Staking of Street Improvements	$14,000
2	Resident Project Representative Services (8-hours per week for 38 weeks)	$33,000

TOTAL ADDITIONAL SERVICES FEE: $47,000

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City of Richwood TEXAS

City of Richwood
1800 Brazosport Blvd.
Richwood, TX 77531
Phone (979) 265-2082
Fax (979) 265-7345

MEMORANDUM

TO: Honorable Mayor and Members of Council

FROM: Lindsay Koskiniemi, Interim City Manager
DATE: NOVEMBER 18, 2019
ENCLOSURES: 1) Image of Proposed Parking Sign

RE: Active Duty Military and Veteran Designated Parking at City Hall

Overview

City staff requested to have a front-row parking space at City Hall designated for Active Duty and veterans of the U.S. Armed Forces. City staff feels this would show appreciation for those in the community who are or have served in our nation's military. An ordinance has been prepared for Council's review and approval to dedicate the use of one parking space for military members past and present.

Recommendation to Council

I recommend Council approve the ordinance to dedicate a parking space at City Hall to Active Duty military members and veterans of the Armed Forces. Another municipality in our general vicinity that has a similar sign at their city hall is the City of Clute

Thank you,

Lindsay Koskiniemi
Interim City Manager

RESOLUTION NO. 19-R-18

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, APPROVING A PARKING POLICY DESIGNATING PARKING SPACES FOR VERTERANS AND ACTIVE DUTY SERVICE PERSONNEL AT CITY FACILITIES.

WHEREAS, the City of Richwood, Texas recognizes the value of the sacrifice and dedication made by Veterans and Active Duty Service Personnel serving in the Armed Forces and;

WHEREAS, the City Council of the City of Richwood, Texas wishes to honor the service of our Veterans and Active Duty Service Personnel;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, THAT:

The City hereby approves and adopts the attached Exhibit A creating a policy designating parking spaces for Veterans and Active Duty Service Personnel at City facilities.

PASSED AND APPROVED this the 18th day of November 2019.

THE CITY OF RICHWOOD, TEXAS **ATTEST**

____
Steve Boykin, Mayor

____
Kirsten Garcia, City Secretary

City of Richwood

Service Member and Veteran's Reserved Parking Policy

Date: On installation of the signage following the approval of City Council.

Purpose: To establish a Policy providing for Reserved Parking spaces dedicated to Veterans and Active Service Personnel at all City facilities.

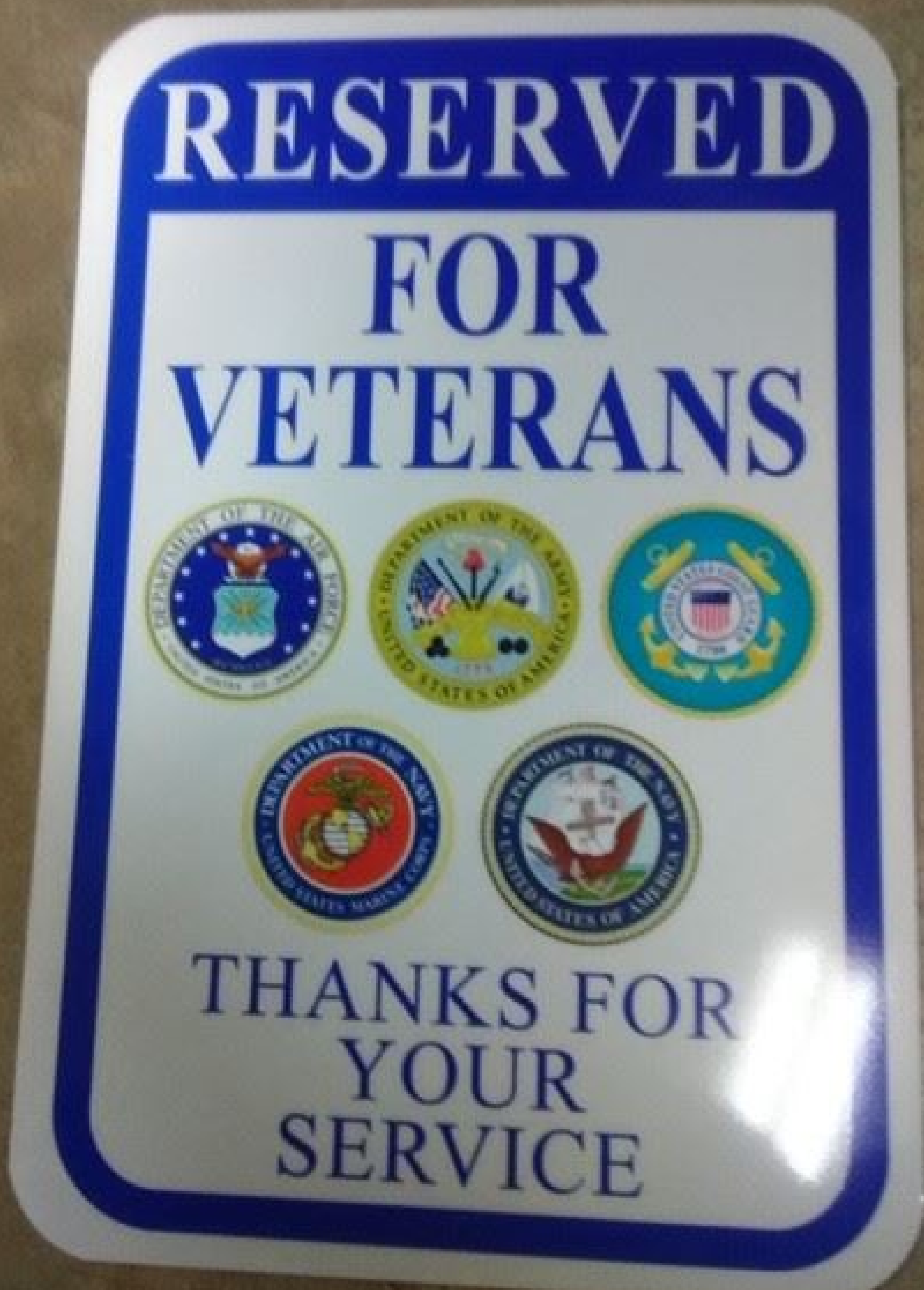
Policy: The city of Richwood shall provide one designated parking space for Veterans or Active Duty Service Personnel in the public parking area of all City facilities which would generally be open and accessible to the public.

Said space shall be located as close as possible to the main entrance of each facility provided that they will in no way impede the installation of or access to any Handicap Parking spot at the facility.

Such space is available to Veterans of and/or Active Duty Service Personnel currently serving in the Regular or Reserve forces in the United States Military or Coast Guard and/or the Texas National Guard and/or the Texas State Guard.

Access to the spot by Veterans and Active Duty Personnel shall not require any form of insignia, specialty plate or other proof of service and there is no civil or criminal penalty associated with use of the space by those not meeting the aforementioned criteria.

Exhibit A to Resolution 19-R-17


RESERVED
FOR
VETERANS
THANKS FOR
YOUR
SERVICE

Brazos River Authority

July 31, 2019

The Honorable Calvin Shiflet
Mayor
City of Clute
P.O. Box 997
Clute, Texas 77531

Re: Fourth Amendment to Clute-Richwood Regional Sewerage System Agreement

Dear Mayor Shiflet:

Enclosed are three copies of a 4th Amendment, as referenced above. Please sign and attest all three copies. After your signature, please mail them to Mayor Steve Boykin at the City of Richwood. I'll copy Mayor Boykin on this letter so he knows that the amendment is on the way and that he needs to sign and attest all three copies before returning them to me. When I get the copies back from Mayor Boykin, we'll have our General Manager sign and date them and send you both an original.

If you have any questions, please call me at (254) 761-3176.

Sincerely,

Cathy

CATHY DOMINGUEZ
Regional Government & Customer
Relations Manager, Lower Basin

CD:kld
Enclosure
cc: The Honorable Steve Boykin - Mayor, City of Richwood

4600 Cobbs Drive • P.O. Box 7555 • Waco, Texas 76714-7555
254-761-3100 • FAX 254-761-3215

FOURTH AMENDMENT TO THE CLUTE-RICHWOOD REGIONAL SEWERAGE SYSTEM AGREEMENT

This FOURTH AMENDMENT TO THE CLUTE-RICHWOOD REGIONAL SEWERAGE SYSTEM AGREEMENT ("Amendment") is entered in to be effective as of the date last executed below ("Effective Date") by and between BRAZOS RIVER AUTHORITY ("Authority"), a river authority of the State of Texas, the CITY OF CLUTE ("Clute") of Brazoria County, Texas, and the CITY OF RICHWOOD ("Richwood") of Brazoria County, Texas (collectively the "Parties").

RECITALS

WHEREAS, the Parties entered into the Clute-Richwood Regional Sewerage System Agreement ("Agreement") on October 1, 2000, whereby the Authority agreed to operate a sewage treatment plant for Clute and Richwood; and

WHEREAS, Clute and Richwood have taken over ownership of a wastewater re-use facility located on the grounds of the existing Treatment Plant; and

WHEREAS, the Cities of Clute and Richwood desire that the Brazos River Authority should assume operation and maintenance of the re-use facility; and

WHEREAS, the Parties desire to amend the Agreement to allow the Brazos River Authority to operate and maintain the re-use facility.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises contained herein, the Parties agree to amend the Agreement as follows:

AMENDMENT

1. The term "Treatment Plant" as used in the Agreement shall be amended to include both the sewerage treatment plant and the re-use facility.

This Amendment shall be deemed a part of the Agreement and shall be binding on the parties. Except as revised by this Amendment, the terms and conditions of the Agreement, as amended, remain in full force and effect.

Signatures appear on the following page.

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed, intending to be bound thereby.

BRAZOS RIVER AUTHORITY		**CITY OF CLUTE**	
By:	____________________	By:	____________________
	DAVID COLLINSWORTH		
Title:	**GENERAL MANAGER/CEO**	Title:	____________________
Date:	____________________	Date:	____________________
Attest:	____________________	Attest:	____________________

CITY OF RICHWOOD

By: ____________________

Title: ____________________

Date: ____________________

Attest: ____________________