



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 6/14/2021 OPEN SESSION</b>	
<b>SUBJECT</b>	Commissioners Court Meeting Minutes
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	County Clerk's Office Sally Peters, Deputy Clerk/Administrative Assistant
<b>PHONE # OR EXTENSION #</b>	830-249-9343, ext. 212
<b>TIME NEEDED FOR PRESENTATION</b>	1 minute
<b>WORDING OF AGENDA ITEM</b>	Consideration and action on approval of the Minutes for May 24, 27, and June 9, 2021.
<b>REASON FOR AGENDA ITEM</b>	To approve the Minutes from the previous Commissioners Court meetings.
<b>WHO WILL THIS AFFECT?</b>	The public
<b>ADDITIONAL INFORMATION</b>	None



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 6/14/2021 OPEN SESSION</b>	
<b>SUBJECT</b>	FY2021 Budget Admendments
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	County Auditor's Office Corinna Speer, County Auditor
<b>PHONE # OR EXTENSION #</b>	830-249-9343 Ext. 240
<b>TIME NEEDED FOR PRESENTATION</b>	5 Minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action on the approval of amending the FY2021 budget through regular budget adjustments.
<b>REASON FOR AGENDA ITEM</b>	To correctly allocate funds needed in the budget.
<b>IS THERE DOCUMENTATION</b>	Yes Financial Transparency Link / County Auditor Web Page
<b>WHO WILL THIS AFFECT?</b>	Department budgets that needed an amendment
<b>ADDITIONAL INFORMATION</b>	None.

TO: KENDALL COUNTY COMMISSIONERS COURT

FROM: COUNTY AUDITOR'S OFFICE

DATE: JUNE 14, 2021

**THE FOLLOWING BUDGET AMENDMENTS TRANSFER BUDGETED FUNDS FROM ONE LINE ITEM TO ANOTHER.**

ELECTIONS:

10-404-54620	LEASE - OFFICE EQUIPMENT	+	75
10-404-54842	ELECTION EXPENSE	+	19,527
10-404-54522	HARDWARE MAINTENANCE	-	10,390
10-404-54523	SOFTWARE MAINTENANCE	-	9,137
10-409-54010	ACCOUNTING/AUDITING	-	75

JP #1:

10-455-54800	BONDS	+	93
10-455-53330	OPERATING	-	93

CRIMINAL DISTRICT ATTORNEY:

10-470-54240	INTERNET SERVICES	+	585
10-470-54620	LEASE - OFFICE EQUIPMENT	+	400
10-470-54020	LEGAL	-	985

AUDITOR:

10-495-54061	COUNTY APPRAISAL DISTRICT	+	17,948
10-495-54620	LEASE - OFFICE EQUIPMENT	+	50
10-401-56020	CONTINGENCIES - MISCELLANEOUS	-	17,948
10-409-54010	ACCOUNTING/AUDITING	-	50

DETENTION:

10-512-53330	OPERATING	+	2,000
10-512-54620	LEASE - OFFICE EQUIPMENT	+	280
10-512-53100	OFFICE SUPPLIES	-	2,000
10-409-54010	ACCOUNTING/AUDITING	-	280

E.M.S.:

10-540-54530	RADIO/RADAR - REPAIR & MAINT	+	500
10-540-54620	LEASE - OFFICE EQUIPMENT	+	50
10-540-54861	CONTRACT SERVICES	+	950
10-540-54075	EMS BILLING COLLECTIONS	-	1,450
10-409-54051	ACCOUNTING/AUDITING	-	50

SISTERDALE VFD:

10-548-54861	CONTRACT SERVICES	+	2,500
10-548-54500	BUILDINGS - REPAIR & MAINT	-	2,500

HEALTH INSPECTOR:

10-636-54523	SOFTWARE MAINTENANCE	+	4,100
10-636-55520	SOFTWARE	-	4,100

PARKS:

10-660-54861	CONTRACT SERVICES	+	2,500
10-660-53330	OPERATING	-	2,500

TO: KENDALL COUNTY COMMISSIONERS COURT

FROM: COUNTY AUDITOR'S OFFICE

DATE: JUNE 14, 2021

**THE FOLLOWING BUDGET AMENDMENTS TRANSFER BUDGETED FUNDS FROM ONE LINE ITEM TO ANOTHER.**

DISTRICT CLERK:

10-450-54620	LEASE - OFFICE EQUIPMENT	+	450
10-409-54010	ACCOUNTING/AUDITING	-	450

HUMAN RESOURCES:

10-496-54620	LEASE - OFFICE EQUIPMENT	+	110
10-409-54010	ACCOUNTING/AUDITING	-	110

SHERIFF:

10-560-54620	LEASE - OFFICE EQUIPMENT	+	800
10-409-54010	ACCOUNTING/AUDITING	-	800

DEVELOPMENT MGMT:

10-590-54620	LEASE - OFFICE EQUIPMENT	+	35
10-409-54010	ACCOUNTING/AUDITING	-	35

EXTENSION SERVICE:

10-665-54620	LEASE - OFFICE EQUIPMENT	+	75
10-409-54010	ACCOUNTING/AUDITING	-	75



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 6/14/2021 OPEN SESSION</b>	
<b>SUBJECT</b>	Accounts Payable Claims
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Auditor's Office Corinna Speer, County Auditor
<b>PHONE # OR EXTENSION #</b>	830-249-9343 Ext. 240
<b>TIME NEEDED FOR PRESENTATION</b>	5 Minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action on the approval of accounts payable claims for purchases, services and vendors.
<b>REASON FOR AGENDA ITEM</b>	To pay current accounts payable claims.
<b>IS THERE DOCUMENTATION</b>	Yes Financial Transparency Link / County Auditor Web Page
<b>WHO WILL THIS AFFECT?</b>	Departments that have AP claims
<b>ADDITIONAL INFORMATION</b>	None



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 6/14/2021 OPEN SESSION</b>	
<b>SUBJECT</b>	Accept Donations
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	County Auditor's Office Corinna Speer, County Auditor
<b>PHONE # OR EXTENSION #</b>	830-249-9343 Ext. 240
<b>TIME NEEDED FOR PRESENTATION</b>	2 Minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action on accepting the list of donations on behalf of Kendall County as per Local Government Code 81.032.
<b>REASON FOR AGENDA ITEM</b>	Accept donations received in May 2021.
<b>WHO WILL THIS AFFECT?</b>	County Wide
<b>ADDITIONAL INFORMATION</b>	None

Kendall County, Texas  
Donation List for Commissioners Court June 14, 2021

*Pursuant to LGC 81.032, the commissioners court may accept a gift, grant, donation, bequest, or devise of money or other property on behalf of the county, including a donation under Chapter 26, Government Code, for the purpose of performing a function conferred by law on the county or a county officer.*

The following donations were received from May 1, 2021 to May 31, 2021.

**Monetary Donations:**

<u>Date</u>	<u>Amount</u>	<u>Received From</u>	<u>Description of Donation</u>	<u>Specific Department or Purpose</u>
05/03/21	\$ 75.00	Jon and Edelgard Fehr	Check	EMS
05/07/21	\$ 5.00	Hannah Ramirez	Cash	Animal Control
05/06/21	\$ 100.00	Judith Skipworth	Cash	Animal Control
05/07/21	\$ 20.00	Shawannah Goodloe	Credit Card	Animal Control
05/08/21	\$ 20.00	R.T. Everett	Cash	Animal Control
05/10/21	\$ 20.00	Albert Smith	Cash	Animal Control
05/14/21	\$ 20.00	Anonymous	Cash	Animal Control
05/14/21	\$ 50.00	Shelia Bennett	Cash	Animal Control
05/17/21	\$ 200.00	Perry Deckard	Credit Card	Animal Control
05/20/21	\$ 410.00	Michael Stoecker	Credit Card	Animal Control
05/24/21	\$ 10.00	Anonymous	Cash	Animal Control
05/24/21	\$ 10.00	Joshua Cravey	Cash	Animal Control
05/24/21	\$ 35.00	Terri Holcombe	Cash	Animal Control
05/24/21	\$ 50.00	Claudia Anz	Cash	Animal Control
05/25/21	\$ 100.00	Genevieve Siebert	Cash	Animal Control
05/26/21	\$ 25.00	Anonymous	Cash	Animal Control
05/27/21	\$ 5.00	Todd Edwards	Credit Card	Animal Control
05/29/21	\$ 25.00	Bonnie Horton	Cash	Animal Control

**Other Donations:**

<u>Date</u>		<u>Received From</u>	<u>Description of Donation</u>	<u>Specific Department or Purpose</u>
05/26/21	N/A	Robert Burns	26 Cases of 16oz Bottles of Hand Sanitizer	Sheriff's Office



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

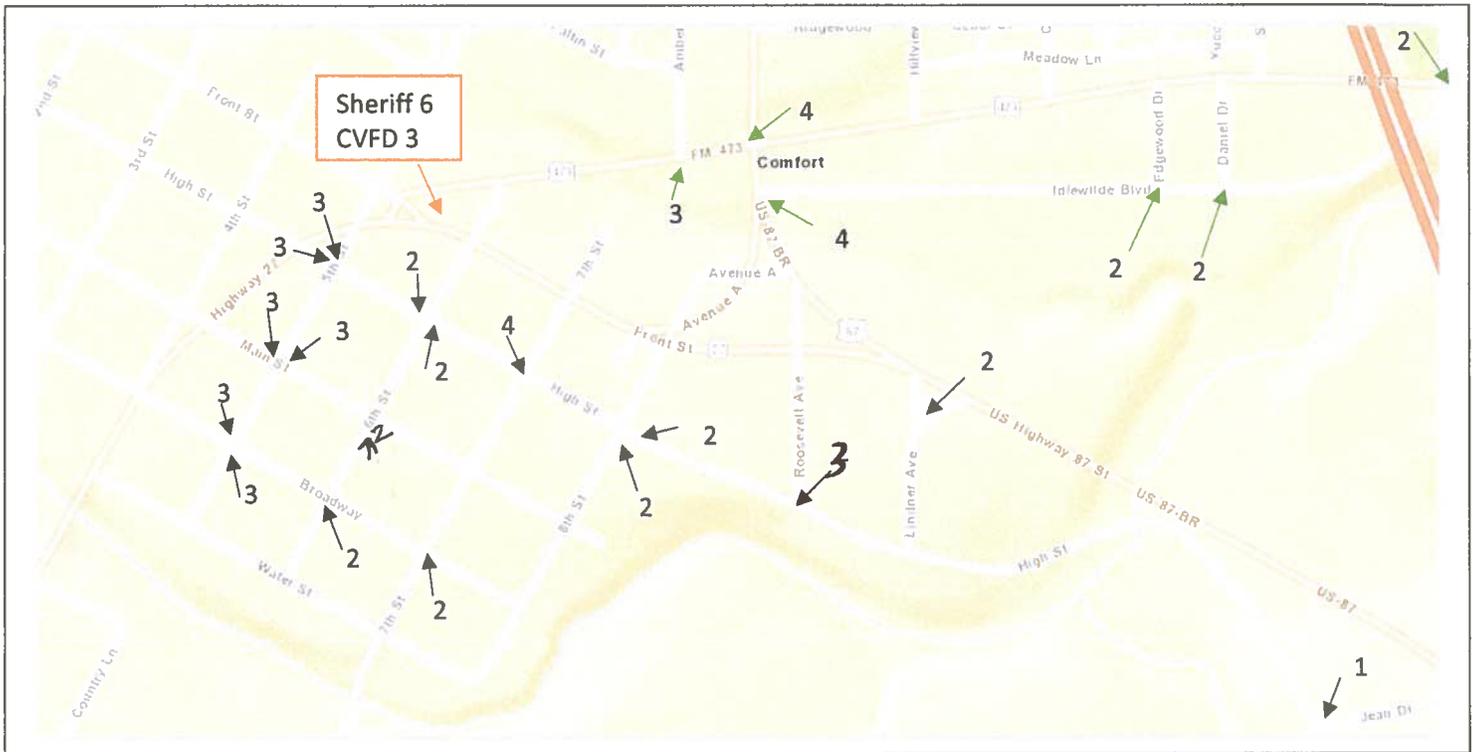
<b>COMMISSIONER COURT DATE: 6/14/2021 OPEN SESSION</b>	
<b>SUBJECT</b>	Burn Ban
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Darrel L. Lux, County Judge Jeffery Fincke, Fire Marshal
<b>PHONE # OR EXTENSION #</b>	830-249-9343
<b>TIME NEEDED FOR PRESENTATION</b>	3 minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action on the burn ban (Authority Section 352.081, Local Government Code)
<b>REASON FOR AGENDA ITEM</b>	To determine whether or not there is a need for a ban on burning
<b>WHO WILL THIS AFFECT?</b>	Countywide
<b>ADDITIONAL INFORMATION</b>	None



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 6/14/2021 OPEN SESSION</b>	
<b>SUBJECT</b>	Street Closures for Comfort's Independence Celebration Parade
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Don Durden, Commissioner Pct 4
<b>PHONE # OR EXTENSION #</b>	210-414-9099
<b>TIME NEEDED FOR PRESENTATION</b>	3 minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action to approve closing the following streets in Comfort from 6:30 a.m. to 11:30 a.m. for the Independence Celebration parade on Saturday, July 3rd: Idlewilde Boulevard, Daniel Drive, Edgewood Drive, part of Highway 87 and 27, Lindner Avenue, High Street from Lindner Avenue to 5th Street, 5th Street from High Street to Broadway, Broadway from 5th Street to 7th Street, 6th Street from Broadway to Main Street.
<b>REASON FOR AGENDA ITEM</b>	To close streets to allow for Comfort's Independence Celebration parade.
<b>WHO WILL THIS AFFECT?</b>	Downtown area of Comfort
<b>ADDITIONAL INFORMATION</b>	None

# Saturday, July 3, 2021 – Independence Day Parade





**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 6/14/2021 OPEN SESSION</b>	
<b>SUBJECT</b>	Parking for the Comfort Independence Celebration
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Don Durden, Commissioner Pct 4
<b>PHONE # OR EXTENSION #</b>	210-414-9099
<b>TIME NEEDED FOR PRESENTATION</b>	3 minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action to grant permission for use of the north portion of Faltin Field at Main and 8th Streets in Comfort for parking for the Independence Celebration on Saturday, July 3rd.
<b>REASON FOR AGENDA ITEM</b>	To allow parking on County property.
<b>WHO WILL THIS AFFECT?</b>	Precinct 4
<b>ADDITIONAL INFORMATION</b>	The Community Garden on the south side of the property has given its permission for parking on the open area not used by the Garden.





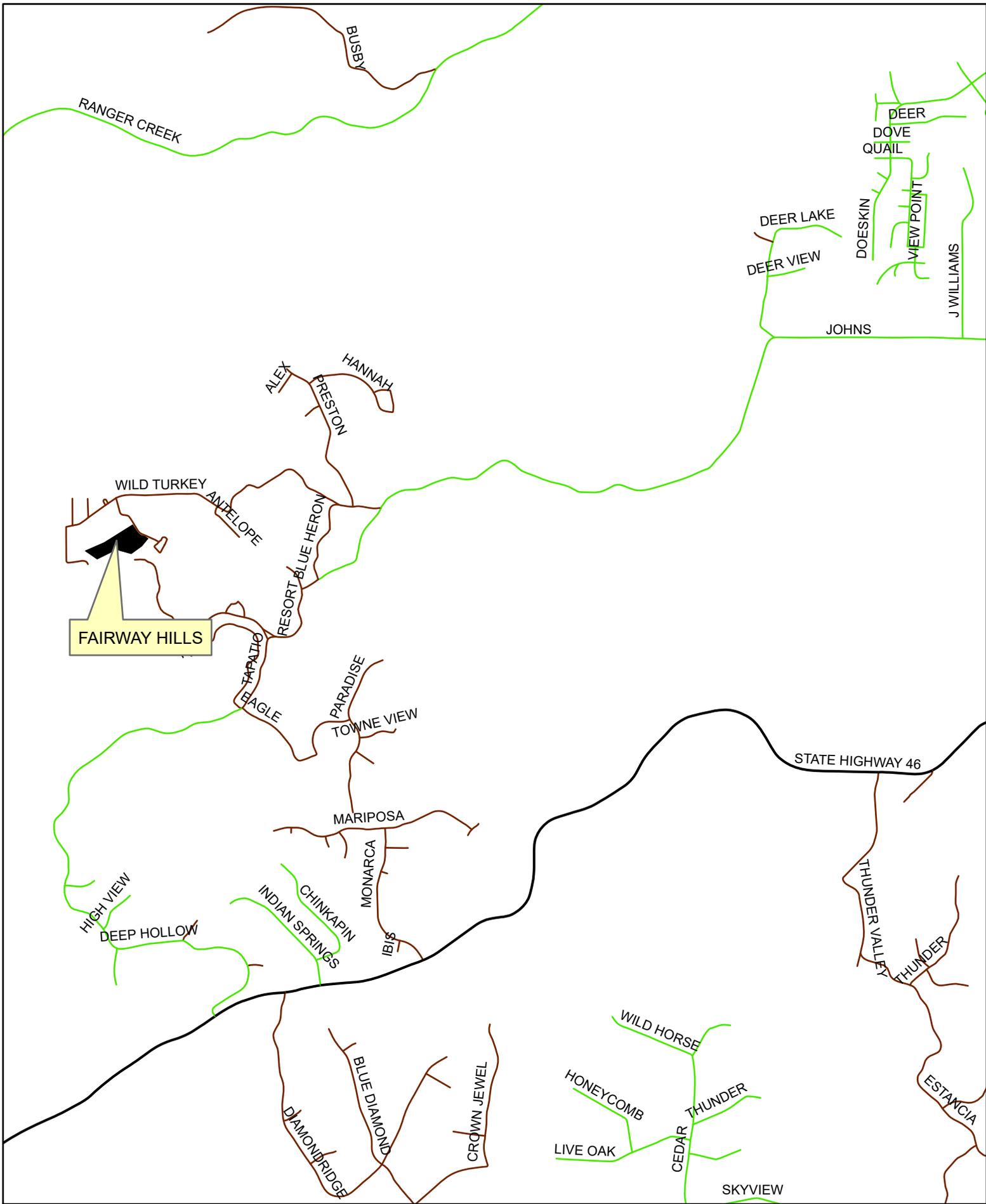
## KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

<b>COMMISSIONER COURT DATE: 6/14/2021 OPEN SESSION</b>	
<b>SUBJECT</b>	Letter of Permission for TABC - Comfort's Independence Celebration Event
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Don Durden, Commissioner Pct 4
<b>PHONE # OR EXTENSION #</b>	210-414-9099
<b>TIME NEEDED FOR PRESENTATION</b>	2 minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action on a letter of permission from Commissioners Court to the Comfort Chamber of Commerce for the Texas Alcoholic Beverage Commission (TABC) to allow the Chamber to sell beer at their booth at the Comfort Park from 9:00 a.m. until 3:00 p.m. during Comfort's Independence Celebration event Saturday, July 3rd.
<b>REASON FOR AGENDA ITEM</b>	TABC requires a letter from the County.
<b>WHO WILL THIS AFFECT?</b>	Precinct 4
<b>ADDITIONAL INFORMATION</b>	None

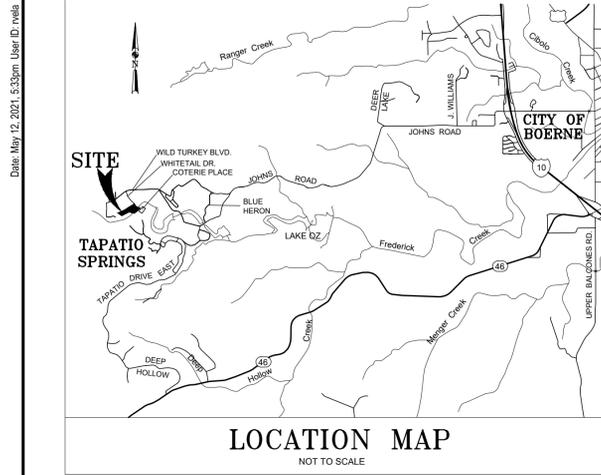


**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 6/14/2021 OPEN SESSION</b>	
<b>SUBJECT</b>	Preliminary Development Plan of Fairway Hills Condos at Tapatio Springs
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Development Engineer - Mary Ellen Schulle
<b>PHONE # OR EXTENSION #</b>	830-249-9343 ext 252
<b>TIME NEEDED FOR PRESENTATION</b>	5 Minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action on approving the preliminary Development Plan of Fairway Hills Condos at Tapatio Springs.
<b>REASON FOR AGENDA ITEM</b>	Preliminary Development Plan of Fairway Hills Condos at Tapatio Springs
<b>WHO WILL THIS AFFECT?</b>	Pct # 1
<b>ADDITIONAL INFORMATION</b>	Development is subject to Court Order 06-27-2016A: Requirements for Condominiums, Other Multi-Family Housing Developments, Other Multi-Unit Developments, Commercial Establishments and Public Buildings.

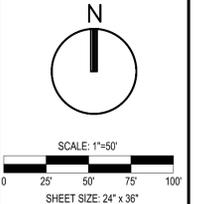


1 INCH = 0.5 MILES



# PRELIMINARY DEVELOPMENT PLAN FOR FAIRWAY HILLS CONDOS AT TAPATIO SPRINGS

LEGAL DESCRIPTION: BEING 10.24 ACRES OUT OF THE F. HERFF SURVEY NO. 722, ABSTRACT 265, AND THE F. HERFF SURVEY NO. 721, ABSTRACT 267, KENDALL COUNTY, TEXAS; AND BEING ALL OF 7.521 ACRE TRACT AS RECORDED IN VOLUME 1583, PAGE 294 OF THE OFFICIAL PUBLIC RECORDS OF KENDALL COUNTY, TEXAS; AND ALL OF A 2.503 ACRE TRACT AS RECORDED IN VOLUME 1728, PAGE 129 OF THE OFFICIAL PUBLIC RECORDS OF KENDALL COUNTY, TEXAS.



This document is released for REVIEW PURPOSES ONLY, NOT FOR CONSTRUCTION and was prepared under the authorization of Ken B. Kolacny, Registered Professional Engineer, State of Texas, Registration No. 86300. DATE: MARCH 2021

REVISIONS:

4/30/21 - COUNTY COMMENTS
4/12/21 - REVISED PERIMETER FENCING

**MATKINHOOVER**  
ENGINEERING & SURVEYING

3305 SHILL ROAD SUITE 100  
BOERNE, TEXAS 78006  
CONTACT: 817.868.2244  
OFFICE: 817.868.2244  
WWW.MATKINHOOVER.COM  
TEXAS REGISTERED ENGINEERING FIRM F-004512 SURVEYING FIRM F-1002400



Curve #	Length	Radius	Delta
C1	46.911	232.970	011.5370
C2	62.089	73.880	048.1516
C3	206.898	235.000	050.4441

- NOTES:
- FIRE/EMERGENCY ACCESS TO BE PROVIDED PER IFC.
  - DOMESTIC AND FIRE PROTECTION WATER TO BE PROVIDED BY KENDALL WEST UTILITY.
  - SANITARY SEWER COLLECTION AND TREATMENT TO BE PROVIDED BY KENDALL WEST UTILITY.
  - ELECTRIC SERVICE SHALL BE PROVIDED BY BANDERA ELECTRIC COOPERATIVE.
  - TELEPHONE SERVICE SHALL BE PROVIDED BY SUNDALUPE VALLEY TELEPHONE COOPERATIVE.
  - COMMERCIAL SOLID WASTE COLLECTION SERVICE WILL BE PROVIDED AT THIS SITE.
  - NO ON-STREET PARKING WILL BE ALLOWED WITHIN THIS DEVELOPMENT.
  - FIRE HYDRANTS MEETING KENDALL COUNTY FIRE MARSHALL REQUIREMENTS WILL BE PROVIDED FOR THIS DEVELOPMENT.
  - DETAILED DESIGN AND CONSTRUCTION PLANS FOR GRADING, DRAINAGE, UTILITIES, AND BUILDING TO BE PROVIDED WITH FINAL DEVELOPMENT PLAN.
  - OUTDOOR LIGHTING WITHIN THIS SITE SHALL UTILIZE DARK-SKY COMPLIANT FIXTURES IN ACCORDANCE WITH KENDALL COUNTY STANDARDS.
  - ALL-WEATHER FIRE ACCESS LANE IS BEING PROVIDED AS A BENEFIT TO THE CONDOMINIUM DEVELOPMENT AND IS NOT REQUIRED BY THE KENDALL COUNTY DEVELOPMENT RULES AND REGULATIONS OR THE 2015 INTERNATIONAL FIRE CODE AS ADOPTED BY KENDALL COUNTY.
  - FENCING/LANDSCAPE SCREENING TO BE PROVIDED IN ACCORDANCE TO SECTION 6.2 OF COURT ORDER 06-27-2016A.

PROJECT ACREAGE = 10.024 Ac.

PARKING COUNT SUMMARY	
NO. OF EXTERIOR PARKING SPACES	134
NO. OF GARAGE PARKING SPACES	212
TOTAL PARKING SPACES PROVIDED	346
REQUIRED PARKING SPACES @ 2.5/UNIT	330
GOLF CART PARKING SPACES IN GARAGE	100
OPEN SPACE SUMMARY	
OPEN SPACE INCLUDING ACCESS/PARKING	7.50 Ac.
NOT INCLUDING ACCESS/PARKING	5.10 Ac.

OWNER / DEVELOPER	ENGINEER / SURVEYOR
FAIRWAY HILLS GROUP, LLC C/O DOMINICK CARUSO III 475 NORTH BRIDGE ST. BRIDGEWATER, NJ 08807	KEN B. KOLACNY, P.E., KYLE PRESSLER, R.P.L.S., MATKIN HOOVER ENGINEERING & SURVEYING 8 SPENCER ROAD, SUITE 100 BOERNE TEXAS 78006 (830) 249-0600

PRELIMINARY DEVELOPMENT PLAN FOR FAIRWAY HILLS CONDOS AT TAPATIO SPRINGS KENDALL COUNTY, TEXAS

FIG 1.0

JOB NO. 2003.76.01  
DESIGNED BY: CDK  
DRAWN BY: SGL  
CHECKED BY: KBK  
SHEET #

Date: May 12, 2021, 5:33pm User ID: rvela  
Z:\PROJECTS\2020\0376 - 7.5 Acres Atorn Bluffs Dev\01 - Fairway Hills Condos\Exhibits\Figures\1.0 - Development Plan.dwg

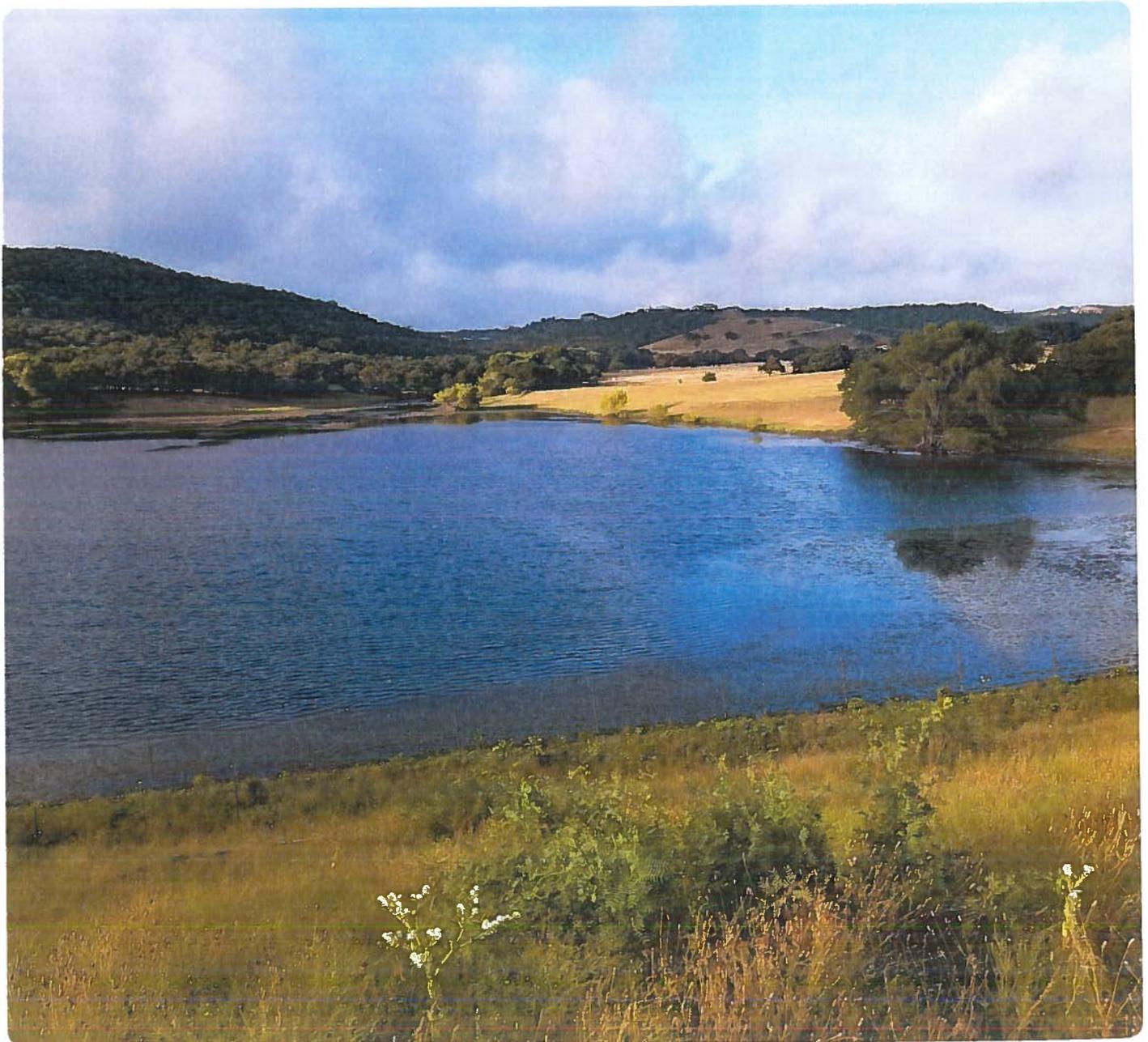


**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 6/14/2021 OPEN SESSION</b>	
<b>SUBJECT</b>	Selection of provider for Architectural/Engineering services
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	County Engineer - Richard Tobolka
<b>PHONE # OR EXTENSION #</b>	830-249-9343 Ext. 250
<b>TIME NEEDED FOR PRESENTATION</b>	5 Minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action concerning selection of Schnabel Engineering as provider for Architectural/Engineering services and for staff to enter into contract negotiations for providing professional contract administration supporting the rehabilitation of Upper Cibolo Creek Flood Control Structure No. 4.
<b>REASON FOR AGENDA ITEM</b>	Selection of provider for Architectural/Engineering services.
<b>WHO WILL THIS AFFECT?</b>	Pct #1
<b>ADDITIONAL INFORMATION</b>	none

# A/E Services for Professional Contract Administration for the Rehabilitation of Upper Cibolo Creek Flood Control Structure No. 4

May 28, 2021 / Kendall County, TX



### 1.0 CERTIFIED STATEMENT

Schnabel Engineering, LLC (Schnabel) is registered in the State of Texas and licensed to perform engineering services in the State of Texas. We certify that none of our professional engineers are disbarred, suspended or otherwise prohibited from professional practice by any federal, state or local agency.

### 2.0 BASIC QUALIFICATIONS AND CAPABILITIES

#### Firm Overview

Established in 1956, Schnabel is a national firm providing civil engineering services with a focus on dam and levee safety, geotechnical engineering, geostructural design, tunnel and underground engineering, and engineering support during construction. With 22 offices located across the United States, including Austin and Dallas, TX, our multi-disciplinary staff of 400+ professionals includes dam, geotechnical, civil, hydraulic, structural, mechanical, environmental, and geostructural engineers; hydrogeologists and hydrologists; geophysicists and geologists; wetland specialists; construction quality assurance managers; and engineering technicians.

Schnabel has more than 160 professionals that work exclusively on dams and levees. These professionals specialize in the planning, assessment, analysis, design, and construction support for all types of new and existing dams. As a national leader in dam and levee engineering for the past 25 years, nearly 50% of Schnabel's total revenue is related to dams, with experience on over 2,000 dam and water resources projects.

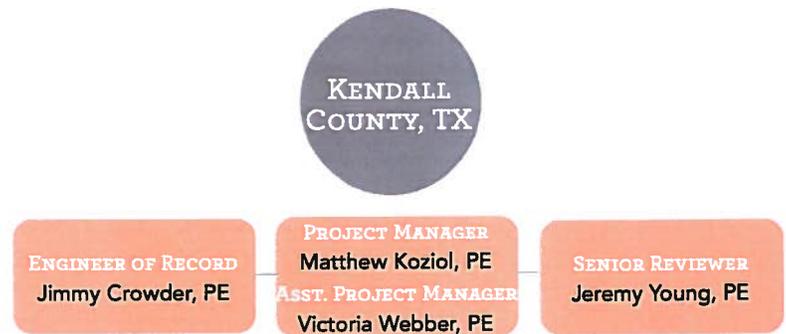
Dam engineering work is a corporate commitment and a critical part of our long-term strategy and business plan. Schnabel's commitment to the industry is exemplified by our involvement in professional societies and industry development initiatives. We are a sustaining member of the Association of State Dam Safety Official (ASDSO) and the US Society on Dams (USSD), the two preeminent dam and levee organizations in the US; our staff serve as Chairs and members of many committees within these organizations.

#### Project Team

Schnabel has assembled a dedicated team of qualified and experienced professionals to perform the requested and required services for the Upper Cibolo Creek Flood Control Structure No. 4 (Upper Cibolo No. 4). The core of our proposed team has direct experience in the upgrading design of Upper Cibolo No. 4 and/or similar design and construction experience of recently completed projects in TX, and all are registered Professional Engineers in TX. Our team will be led by [Matthew Koziol, PE](#), who will serve as the Project Manager (PM) and your primary point of contact for this contract. Matt has more than 12 years of experience

in construction management, observation, and monitoring for dams, tunnels, deep excavations, and other heavy civil construction projects. Matt will be responsible for all aspects of the project, including project planning, client communications, and implementation of technical reviews. In addition, Matt will maintain document controls and file systems, manage budgets and schedule, coordinate with Kendall County (County) on scope changes and impacts to the budget, monitor project quality, and ensure successful project completion. Matt served as PM and provided similar services during the repairs of six dams located in the Chambers Creek watershed (Ellis County, TX).

#### ORGANIZATION CHART



Matt will be supported by [Victoria Webber, PE](#), who will serve as Assistant PM for this project. Victoria has nearly 10 years of experience in design and construction services. Victoria managed and coordinated the geotechnical explorations and laboratory testing programs, as well as developed the Geologic Investigation Reports, to support the upgrade design for Upper Cibolo No. 4 and five other dams concurrently in the Chambers Creek watershed in Ellis and Navarro Counties. Victoria also has prior experience with project management and contract administration for a construction phase of a lagoon repair project in the state of New York. Prior to joining Schnabel in 2018, Victoria worked for specialty geotechnical contractors gaining experience in various geotechnical construction applications and construction project management.

[Jimmy Crowder, PE](#), will serve as the Engineer of Record for this important project with the County. Jimmy has over 27 years of experience in the design and construction of new dams, and for the rehabilitation of existing dams. Jimmy has broad experience in the hydrologic evaluation of watersheds; hydraulic and structural design of spillways, outlet works, conduits and inlet towers; and the preparation of bidding documents, construction plans, and specifications for projects very similar in nature to Upper Cibolo No. 4. Jimmy lead the upgrading design of Upper Cibolo and five other dams in the Chambers Creek watershed.

Senior Review will be provided by [Jeremy Young, PE](#). Jeremy has more than 20 years of experience in dam engineering. His technical experience includes preparing and reviewing construction contracts for more than 50 dam rehabilitation projects. The Construction Specifications Institute recognizes Jeremy as a Certified Construction Specifier, which demonstrates comprehensive knowledge of the design and construction process, contractual relationships, and use of construction documents. Jeremy participated in the evaluation of upgrading alternatives for Upper Cibolo No. 4 and provided senior technical review of the upgrading designs for two dams located in the Chambers Creek watershed.

Detailed resumes for our proposed key personnel are provided in Section 6.0.

### 3.0 ABILITY TO PERFORM

Schnabel has a broad range of experience on all types of dams, including flood control structures. Our experts have designed foundation improvements, slope stabilizations, crest raisings, concrete dam stabilizations, and a multitude of spillway retrofittings, expansions, and modifications. Common dam design engineering services include site investigations, geotechnical analyses, hydrologic and hydraulic analyses, structural analyses, feasibility studies (basis of design), detailed design, permitting, and construction oversight services.

Schnabel has provided engineering services for more than 350 NRCS flood control projects nationwide, including:

#### Texas

- Rehabilitation design and construction Services for Lower East Fork Laterals Site No. 1
- Design of embankment repairs for Chambers Creek Sites 6, 23, 79A, 107, 110 and 125
- Rehabilitation design for Upper Cibolo No. 4, and Chambers Creek Sites 1, 7, 9, 15 and 129
- Big Sandy 26 Supplemental Watershed Plan-EA

#### Oklahoma

- Rehabilitation planning and design of modifications to Cobb Creek Dam #1
- Structural design for rehabilitation of Upper Elk Creek Dam 23D

#### Georgia

- Design of labyrinth weir spillways for Yellow River Dam No. 3, South River Dam No. 4, and South River Dam No. 29
- Dam rehabilitation assessments for 26 dams
- Support of Supplemental Watershed Plan-EE for Bull Creek Dam Nos. 12 and 14
- Design of RCC overtopping spillways for Yellow River No. 16, Soque River No. 29, Soque River No. 36, and Noonday Creek No. 4

- Design of auxiliary spillway expansions and control section modifications for No Business Creek No. 1, South River No. 29, Soque River No. 29, Soque River No. 36

#### Pennsylvania

- Dam rehabilitation design of Conneautville, Kintz Creek and Beechwood Dams
- Lackawaxen Watershed Dams Supplemental Watershed Plan-EA

#### Virginia

- Rehabilitation design and construction services for Marrowbone Lake, Huntsman Lake, Stony Creek Dams No. 9 and 10, and Mountain Run Nos. 11 and 50 Dams
- Preliminary Rehabilitation Design of RCC Spillway for Beaver Creek Dam No. 1
- Hearthstone Dam rehabilitation design and construction

For nearly all of our dam rehabilitation designs, Schnabel provides ongoing services during construction. This includes providing Contract Administration and Resident Project Representatives (RPR), along with quality assurance testing. Our Contract Administrator's (CAs) provide a source of professional advice related to enforcement of construction contract requirements including interpretation of the Contract Documents and responses to RFIs, review of contractor claims and change order requests, conducting periodic site visits, and coordinating with the design staff regarding technical issues. Our CAs also provide excellent communication to the project team to ensure that all project stakeholders are kept informed. We have a team of qualified RPRs and field technicians who provide services for projects all over the country. To illustrate our depth of experience in this area, we are currently providing services for nine dam rehabilitation projects under construction:

- Plant Yates Dam, GA
- Cobbs Creek Reservoir, VA
- Bullock Pen Dam, KY
- Boiling Springs, NC
- Ludington Pumped Storage, MI
- Roxboro Labyrinth, NC
- Sugar Hollow Dam Inflatable Crest Gate Repair, VA
- Silver Lake, DE
- Round Valley Reservoir, NJ

We understand that the project will be advertised for bid this spring or summer and that a construction notice to proceed will be issued shortly thereafter. Since Schnabel is already under contract with the TSSWCB to provide engineering support during construction of Upper Cibolo No 4 and five other dams located in the Chambers Creek watershed, with much of the same staff proposed herein, Schnabel is well suited to provide the necessary resources to promptly and cost effectively deliver a successful project to the County.

#### 4.0 PERFORMANCE HISTORY/REFERENCES

We are dedicated to providing technical excellence, value, environmental stewardship, and innovation on every project. Schnabel considers client satisfaction our most important mission. We endeavor to exceed expectations on every project, and through regular client satisfaction surveys, clients assure us that they consider Schnabel to be superior in technical quality and service as compared to our competitors. One of the hallmarks of Schnabel is the longevity of our staff with the firm and the range of services that we provide, allowing for continuity of services from the initial phases to the end of construction of projects. Knowing that our clients are the best source of information in regards to our past performance, we have listed individuals who have direct knowledge of our capabilities pertaining to similar projects that we have completed. Schnabel encourages the County to call these references for purposes of evaluating Schnabel for this contract and acknowledges that any information obtained from the references will not be disclosed to Schnabel.

### Texas State Soil and Water Conservation Board (TSSWCB) IDIQ / Statewide, TX

#### REFERENCE

TSSWCB  
 Steven Bednarz, PE / 254-773-2250  
 sbednarz@tsswcb.texas.gov  
 Ellis County  
 Tom Sulak / 972-937-2660  
 tom.sulak@co.ellis.tx.us

#### DATES SERVICES PROVIDED

2018 - Ongoing

Schnabel currently holds an IDIQ contract with the Texas State Soil and Water Conservation Board to provide engineering services, geologic investigations, soil testing and analysis, planning, design of foundations, earth embankments, RCC structures, earthwork, reinforced concrete structures, water control gates, rock riprap, structures and channel bank stabilization measures. Our services under this contract have included:

- **Ellis County Dam Repairs and Construction Phase Services:** Schnabel provided design services for the repair of six NRCS dams. Schnabel also provided construction



phase services for these six dams. Construction was completed in 2020.

- **Dam Upgrade Designs:** Schnabel provided preliminary design services and spillway upgrade alternatives analyses for four NRCS dams in Ellis County, one NRCS dam in Navarro County, and one NRCS dam in Kendall County (Upper Cibolo No. 4). Schnabel developed construction drawings and supporting documents to support the upgrade designs of the dams. Construction is anticipated to start this summer.
- **Big Sandy Creek Site 26:** Supplemental Watershed Plan-Environmental Assessment for NRCS dam in Wise County.

### Lake Ogletree Dam Rehabilitation / Auburn, AL

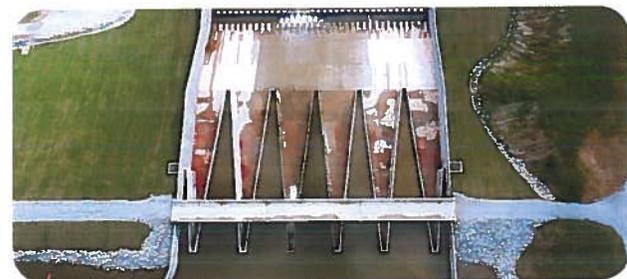
#### REFERENCE

City of Auburn  
 Eric Carson, PE / 334-501-3061  
 ecarson@auburnalabama.org

#### DATES SERVICES PROVIDED

2009 - 2017

Lake Ogletree Dam is a 48-foot high structure originally constructed in 1941. By 2009 the auxiliary spillway had greatly deteriorated. Seepage issues associated with voids beneath the concrete slabs and open joints between slabs had become apparent. Schnabel was hired to develop alternatives for temporary repairs that would prolong the service life of the spillway. Our deliverables included construction documents for a grouting and joint sealing operation, as well as construction administration and observation services.



The temporary repair measures allowed the city more time to develop a long-term solution. In 2014, the city sought a more permanent solution for the high-hazard dam's spillway that would also increase the reservoir's drinking water storage capacity. Once again, we were called on to develop a solution, which was a 218-foot-wide labyrinth-crested concrete chute spillway. Raising the crest of the new structure by six inches enabled the city to increase water supply volume by 50 million gallons.

Schnabel provided contract administration, construction observation, and materials testing throughout the project.

## Mountain Run Watershed Dams / Culpeper, VA

### REFERENCE

Town of Culpeper  
Jim Hoy / 540-829-8280  
jhoy@culpeperva.gov

### DATES SERVICES PROVIDED

2015 - 2019

Mountain Run Watershed Dams No. 11 and No. 50 are NRCS multi-purpose structures, providing flood control and water supply for Culpeper. Prior to the recently completed rehabilitation measures, neither dam met state nor NRCS dam safety criteria for high hazard dams. The deficiencies included inadequate spillway and storage capacity to pass the probable maximum flood; auxiliary spillways that do not meet NRCS stability and integrity criteria; and the principal spillway riser for Mountain Run No. 11 did not meet seismic stability criteria.

Schnabel completed a preliminary engineering and planning study for the dams to assess their condition. Each study comprised data review, hydraulic and hydrologic



engineering analyses, geological and geotechnical evaluation, seismic stability analyses of the principal spillway risers, and development of rehabilitation alternatives. We used the NRCS SITES computer program to evaluate the dams and spillways, and to develop rehabilitation alternatives. The alternatives were developed in accordance with Virginia and NRCS dam safety criteria.

Final design for spillway and embankment improvements required additional geotechnical, hydraulic, hydrologic, and structural analyses. Our design solutions for each dam received Virginia Department of Conservation and Recreation and NRCS approval. Following design, we provided bid and construction phase services.

## South River Watershed Dam No. 29 / Madison County, GA

### REFERENCE

GA NRCS  
Eric Harris / 706-546-2217  
eric.harris@usda.gov

### DATES SERVICES PROVIDED

2012 - 2013

The South River Watershed Dam No. 29 is a 44-foot high earthen embankment built in 1971 by the USDA Natural Resources Conservation Service (NRCS). The dam was originally designated as a low hazard dam. The dam has now been reclassified as a Category I, or high-hazard dam, by the Georgia Safe Dams Program (SDP). Potential dam safety deficiencies prior to remediation included insufficient spillway capacity and improper vegetation on the dam.

In 2004, Schnabel was selected by NRCS to study five existing flood control structures in the South River Watershed, including South River No. 29. Dam breach inundation analyses were performed to confirm the current hazard classification. Hydrologic and hydraulic analyses assessed the compliance of the existing dams with NRCS and SDP criteria. Alternatives analyses were also performed to evaluate no action, decommissioning, non-structural, and structural alternatives to correct the identified deficiencies to the existing dams.



In 2012, the Georgia Soil and Water Conservation Commission (GSWCC) selected Schnabel to design remediation measures for the dam. Based on the previous alternatives analyses, an alternative requiring the construction of a new labyrinth-crested concrete chute spillway over the existing embankment was selected. Geotechnical explorations and evaluations of the dam, hydraulic design, and structural design of the proposed auxiliary spillway were included in the design services.

Construction plans and specifications for the upgrade of the dam were developed for the proposed modifications. Schnabel assisted the GSWCC with bid phase services prior to commencement of construction, and contract administration services for the duration of the project. Schnabel also provided full-time construction monitoring and testing services during construction of the rehabilitation. Construction was completed in 2013.

## 5.0 PROPOSED PROJECT APPROACH AND SCOPE OF SERVICES TO BE PROVIDED

### Project Understanding, Goals and Objectives

Schnabel recently prepared an upgrade design under contract with the TSSWCB to bring Upper Cibolo No. 4 into compliance with NRCS and TCEQ dam safety criteria. The proposed upgrades generally include raising top of dam and flattening the downstream slope with earthfill; extending the principal spillway conduit and constructing a riprap lined plunge pool; replacing the low-level sluice gate and trash rack; constructing a cast-in place concrete labyrinth spillway over the existing embankment; and miscellaneous site improvements. NRCS is currently reviewing the design. It is anticipated that the project will be ready to advertise for bidding pending their approval.

Based on our review of the RFQ, we understand that Kendall County seeks the services of a professional engineer to assist with administering the construction contract at Upper Cibolo No. 4. It is important to note that TSSWCB has also retained Schnabel to provide bid and construction phase services for this project, and that there is significant overlap between our TSSWCB work order and the scope of services described in the RFQ. Therefore, the objective for this project is to provide only the bid and construction phase services to Kendall County necessary to augment the TSSWCB work order without duplication of effort.

### Demonstrated Capabilities

As described in detail in Section 3.0, Schnabel has extensive experience in the design and construction of dam projects. Our experts have designed foundation improvements, slope stabilizations, crest raisings, concrete dam stabilizations, and a multitude of spillway retrofittings, expansions, and modifications. Common dam design engineering services include site investigations, geotechnical analyses, hydrologic and hydraulic analyses, structural analyses, feasibility studies (basis of design), detailed design, permitting, and construction oversight services. Schnabel provides ongoing services during construction for nearly all our dam rehabilitation designs. This includes providing Contract Administration and resident engineering, as well as quality assurance testing.

### Scope of Work

Our bid phase services will include assembling front-end procurement and contracting documents. We assume that the County will provide document templates (e.g. agreement, general conditions, etc.) and input necessary to complete various bid and contract forms. Schnabel will be responsible for compiling the procurement and contracting documents with the design documents (Construction Plans and Technical Specifications) and assisting the County with bid advertisement and distribution.

The following will be performed under our TSSWCB work order, and are therefore excluded from the scope of services proposed herein:

- Attendance at the pre-bid meeting
- Preparation of meeting minutes
- Responding to technical questions
- Issuing bid addenda
- Evaluating bids

Our TSSWCB work order includes many of the construction phase services identified in the RFQ including:

- Attending pre-construction meeting
- Conducting regular site visits and attending construction conferences
- Performing full-time construction observation
- Reviewing submittals and shop drawings
- Responding to RFIs and resolving technical issues
- Reviewing quantities
- Providing close-out services (e.g. prepare punch-list and record drawings)

The only outstanding scope items include reviewing and processing change orders and contractor pay requests, which could be performed very economically by our proposed project team that would already be involved in the project.

### Key Personnel

Schnabel proposes a team of highly qualified and experienced Texas registered Professional Engineers to perform the services for this project. Our proposed project team is shown in the table below. Refer to Section 2.0 for additional details and the resumes included in Section 6.0 describing our key personnel's expertise and relevant experience.

Role	Key Personnel
Project Manager/Contract Administrator	Matthew Koziol, PE
Asst. Project Manager/Asst. Contract Administrator	Victoria Webber, PE
Engineer of Record	Jimmy Crowder, PE
Senior Review	Jeremy Young, PE

## 6.0 RESUMES

As requested by the RFQ, detailed resumes for our key personnel follow.

# Matt Koziol, PE

## PROJECT MANAGER

### Expertise

Construction Management, Onsite Inspection, Project Risk Management, Tunnel and Shaft Design, Shoring and Structural Design, Cost Estimating, and Project Management

### Education

Master of Science in Civil Engineering, Geotechnical Engineering, University of Washington

Bachelor of Science, Civil Engineering, Washington State University

### Registrations

Professional Engineer / TX

### Affiliations

ASCE, UCTA of Texas

### Years with Schnabel/Total

11/12

Matt has extensive experience in construction management, observation, and monitoring for tunnels, shafts, dams, deep excavations, and other heavy civil construction projects. He has assisted in the design of both rock and soft ground tunnels including precast segments, ribs and lagging, liner plates, rock bolts, and shotcrete. He has assisted in the design of ground support for shafts utilizing structural design of steel, concrete, and timber members. Matt has assisted in performing tunnel construction cost estimates requiring estimation of labor, equipment, and material costs as well as crew sizes and production rates. He also has experience in traditional geotechnical design including shoring design, slope stability, and deep foundations. Lastly, Matt has extensive experience facilitating risk management workshops and performing risk analyses including qualitative, quantitative cost and schedule, decisions making, and alternatives assessment.

### Chambers Creek Dam Repair Projects / Ellis County, TX

Resident Engineer/Senior Engineer. The Natural Resources Conservation Service (NRCS) and Texas State Soil and Water Conservation Board (TSSWCB) have identified multiple flood control dams in Ellis County, Texas that require upgrades and/or repairs. Schnabel was engaged to design the repairs to six of these dams, most of which were experiencing shallow slope failures on the embankments. Major design features include lime treatment of soils, riprap wave berms and plunge pools, pipe slip-lining, and internal drains. Matt served as the Resident Engineer overseeing the construction of all six repairs concurrently. Tasks included conducting preconstruction meetings, facilitating progress meetings, coordinating with individual inspectors at each site, review of contractor submittals, facilitating discussions between contractors and design engineers, review of contractor payment applications, and general Quality Assurance inspection and oversight.

### Upper Hidden Basin Diversion Project (Terror Lake) / Kodiak, AK

Resident Engineer/Inspector/Senior Engineer. The Upper Hidden Basin Diversion (UHBD) project for Kodiak Electric Association, Inc. (KEA) is a plan to supplement the existing Terror Lake Hydroelectric Facility with new water supply and generate an additional estimated 30 gigawatt-hours of energy for Kodiak Island, Alaska. The project captures a drainage area of four square miles in an area known as the Upper Hidden Basin and conveys the water through a tunnel to the Terror Lake reservoir. Key features include a 1.2-mile-long conveyance tunnel, two diversion dams, a 0.6-mile-long diversion pipe and access road connecting the two dams, and a 4-mile-long primary access road. Schnabel conducted a geotechnical field investigation consisting of geotechnical borings, geophysical studies and geologic field mapping resulting in the authorship of the Geotechnical Data Report (GDR) and a conceptual design report for the project. Schnabel then was retained to finalize design of the project including full plans, specifications, and a Geotechnical Baseline Report (GBR) and assisted in evaluating the bids received. Schnabel remained on board during construction to provide construction management services including: development and execution of a Construction Quality Control Inspection Program, processing of pay applications, review of construction submittals, responding to RFI's, development of daily and weekly reports for KEA, and coordination for and review of contractor designs. Matt was responsible for producing design calculations and associated plans and specifications for the tunnel and portal ground support as well as assisted in the development of the GBR and basis of design report. During construction he spent extended periods of time

# Matt Koziol, PE

## PROJECT MANAGER

on site providing quality assurance and inspection for both tunnel and dam-related construction activities including: tunnel ground support installation, shotcrete coring, tunnel face probe drilling, instrumentation installation and monitoring, dam embankment compaction, concrete structures, diversion pipe installation, roadway construction, and shotcrete application. Finally, he also filled in as head resident engineer for a total of four weeks, coordinating all Quality Assurance inspection and observation of up to four inspectors and multiple other engineers and owner personnel at a given time. This included facilitating discussions between Schnabel, KEA, and the contractor.

### **Westcliff Drainage Tunnel / Fort Worth, TX**

Project Manager. The Westcliff Drainage Tunnel project involves the installation of a new storm drain pipeline in Fort Worth Texas. As part of the new pipeline, a tunnel is required for installation under an existing railroad track and major roadway. The tunnel will be 96-inches in diameter, 175 feet in length, and consist of steel liner plate initial support. Ground conditions consist of sediments, primarily clays, overlying weak limestone. The depth to the tunnel crown is limited, varying from 6 to 8 feet, resulting in less than one diameter of cover over the crown of the pipe. Schnabel was retained by the lead designer, Wade Trim Inc., to provide tunnel engineering and consulting services during the design phase. Schnabel was responsible for providing input regarding the geotechnical investigation, characterization of subsurface conditions, evaluating applicable tunneling means and methods, performing tunnel settlement analyses, evaluating settlement mitigation measures, and evaluating locations and available space for jacking and receiving pits. Schnabel prepared a geotechnical tunnel report presenting the results of our assessments and performance specifications for the installation of the tunnel. Schnabel was then retained during the bidding and construction phase to lead and participate in preconstruction meetings with the contractor, review contractor submittals, and make periodic site visits during tunnel and shaft excavation work. During the design phase, Matt assisted in developing requirements for the subsurface investigation, assessing subsurface conditions and feasibility of tunneling methods, and analysis of tunnel settlement. He also observed the subsurface exploration drilling and sampling. During the construction phase, he took over as project manager, facilitated preconstruction meetings, and reviewed and provide comment on contractor submittals.

### **East Bank-West Bank Interceptor Project / Dallas, TX**

Project Engineer. The Dallas Water Utilities (DWU), East Bank-West Bank Interceptor Tunnel Project was constructed to replace aging infrastructure and provide the City of Dallas with a reliable solution for conveying wastewater from the East Bank Interceptor to the West Bank Interceptor and on to the Central Wastewater Treatment Plant in south Dallas. The project included construction of five access shafts, 20, 25, 30, 40, and 50 feet in diameter respectively; and parallel 3,500-foot-long, 11-foot excavated diameter tunnels beneath the Trinity River. Schnabel provided construction management support for all of the associated underground portions of the project. Over a five-year period, Matt's role as tunnel inspector included periods of full time inspection and additional discrete visits to observe tunnel mining and shaft excavation operations through challenging ground conditions; reporting details of the tunnel and shafts initial support conditions, ground type, water inflow, etc.; probe hole logging; and observation of canopy spiling, ribs and lagging, and liner plates installation. He also performed field observations as QA/QC inspector for a water cut-off slurry wall constructed as part of the project. All inspections and observations required him to prepare written reports submitted to DWU and the Army Corp of Engineers. Matt also assisted the Owner with change order negotiations as necessary. Lastly, he represented Schnabel at monthly construction meetings attended by DWU representatives, civil consultant engineers, schedulers, and the contractors.

# Victoria Webber, PE

## ASSISTANT PROJECT MANAGER

### Expertise

Geotechnical Engineering,  
Geostructural Engineering,  
Project Management,  
Construction Oversight, Cost  
Estimating, Dam Engineering

### Education

Master of Science,  
Geotechnical Engineering,  
New Jersey Institute of  
Technology

Bachelor of Engineering, Civil  
Engineering, Stevens  
Institute of Technology

### Registrations

Professional Engineer / CO, NJ,  
NY, TX

### Certifications

Autodesk AutoCAD Certified  
User Certificate

### Affiliations

ASCE

### Years with Schnabel/Total

4/9

Victoria is a project engineer with experience in geotechnical design and construction industry since 2012. She has experience in both geotechnical construction and geotechnical consulting. Victoria joined Schnabel in 2018 to help develop geotechnical and dam engineering solutions for projects in the commercial, municipal, and federal infrastructure sectors. She assists in geotechnical analysis, design, and project coordination/management for the full range of project phasing, from initial site evaluation and conceptual layout and rehabilitation alternatives through detailed design and construction. Before joining Schnabel, Victoria previously had professional experience in geotechnical construction including estimating, design, field QA/QC, and supervision/management for geotechnical applications including grouting for ground improvement and water cutoff, dewatering, micropiles, drilled displacement piles, soldier beam and lagging earth retention, soil nail walls, underpinning, and tieback anchors.

### Chambers Creek Dam Upgrade Projects / Ellis County, TX

Project Engineer for Schnabel's IDIQ contract with the Texas State Soil & Water Conservation Board (TSSWCB). Schnabel provided preliminary design services, spillway upgrade alternatives analyses, and final upgrade design services for five NRCS dams (Chambers Creek Sites 1, 7, 9, and 15) in Ellis County, and one NRCS dam (Upper Cibolo Creek Site 4) in Kendall County, Texas. The preliminary designs included geologic investigations, hydrological and hydraulic evaluations of the existing dams and spillways, spillway upgrade alternatives analyses, and preliminary cost estimates to assist in the selection of a preferred spillway alternative. As an amendment to the original work order for these dams, Schnabel is providing final design services to develop construction drawings and supporting documents that may be used to upgrade the dams. The preferred alternative spillways include the construction of new principal spillway pipe and riser structures, as well as concrete auxiliary spillways. Ms. Webber's responsibilities included coordination and management of the final design phase subsurface explorations at all five sites concurrently as well the development of laboratory testing programs and geologic investigation reports for all five dams.

### Broken Oak Ranch Dam / Sequin, TX

Assistant Project Manager/Project Engineer for the design of the geotechnical elements of the rehabilitation of an embankment dam owned and operated by Kiteboard Ranch, LLC. Flood routing results indicate that the existing Broken Oak Ranch Dam does not have sufficient storage and/or spillway capacity to safely store and/or pass the design storm event. Therefore, Schnabel designed rehabilitation components to include raising the dam with onsite borrow materials, abandoning an existing concrete chute spillway and replacing it with a reinforced-concrete riser with a 60-inch diameter reinforced-concrete conduit and SAF stilling basin. Responsibilities of Ms. Webber include general project management and geotechnical design tasks to include development of a soil laboratory testing program from onsite investigations, selection of soil parameters for geotechnical evaluations, slope stability analysis, soil liquefaction screening, settlement analysis, cost estimating, and development of design drawings and specifications.

# Victoria Webber, PE

## ASSISTANT PROJECT MANAGER

### **Feura Bush WTP Lagoon 2 Modifications and Site Improvements / Feura Bush, NY**

Project Manager/Project Engineer for the design and construction phase of the Feura Bush WTP Lagoon 2 modifications and site improvements project. The site consisted of an actively eroding slope adjacent client's settling basins for their water treatment facility. Prior site observations and engineering assessment by Schnabel, indicated the 80-foot tall slope, which has the Onesquethaw Creek flowing along its toe, had significantly eroded due to high stream flows during storm events, which had in turn caused localized sloughing and slope failure. The site stratigraphy suggested that the ongoing erosion of a lower-lying fine-grained stratum could have undermined the overall slope and jeopardize the settling basins located at the top of the slope. The project design and construction elements included relocating the Lagoon 2 creek side berm out of the way of slope failure, replacement of the Lagoon 2 slide gate to allow for greater storage capacity within the lagoon, and flattening of the earthen slope leading from the Lagoon 2 down to the Onesquethaw Creek. Ms. Webber provided general project management, development of project specifications and contract documents for bid, development of the engineering design report, bid phase coordination, and project management/contract administration tasks during the construction phase.

### **Loughberry Lake Dam Rehabilitation / Saratoga Springs, NY**

Project Manager/Project Engineer for the design of the geotechnical elements of the rehabilitation of the high-hazard, water supply dam owned and operated by the City of Saratoga Springs, New York. The high-hazard earthen embankment dam with original construction thought to date to pre-1880, now has a 4-lane arterial highway located along the dam crest. The rehabilitation design phase services included a geotechnical and culvert exploration program which assessed the existing condition of the principal and auxiliary spillway culverts and evaluated subsurface conditions within the upstream, crest, and downstream portions of the embankment dam. The rehabilitation concepts for this project include stabilization of the upstream embankment slope with a rockfill stability berm, rehabilitation of the principal spillway, repairs of both the principal and auxiliary spillway culverts with slip lining or spin casting techniques, and replacement of a portion of the downstream principal spillway culvert to reduce existing flow restrictions within the culvert. Ms. Webber's responsibilities include general project management and geotechnical design tasks to include involvement within soil laboratory testing collaboration and analysis, selection of soil parameters for geotechnical evaluations, slope stability analysis and upstream slope stability design, soil liquefaction screening and liquefaction mitigation design, settlement analysis due to upstream rockfill placement, and cost estimates for the proposed rehabilitation to bring the dam into compliance with NYSDEC regulations.

### **Cooper Lake Dam Rehabilitation Design / Woodstock, NY**

Project Engineer for the design of the geotechnical elements of the rehabilitation of the high-hazard, water supply dam located in the Catskill Mountains. Cooper Lake Dam was originally constructed in the early 1800's and the current dam contains earthfill, concrete, and masonry structures dating from 1899. Project elements include raising the dam embankment; stabilizing the embankment downstream slope; and construction of a new water supply intake tower and piping, a new low-level outlet, drop-inlet spillway, and impact basin. Ms. Webber provided geotechnical design tasks including slope stability analysis based on new soil boring and laboratory testing data, downstream slope stability design, soil liquefaction screening, settlement analysis due to downstream fill placement for slope stabilization and raising of the dam, seepage analysis with new rehabilitation components, design of seepage controls, and contributions to the 60% engineering design report.

# James R. Crowder, PE

## ENGINEER OF RECORD

### Expertise

Hydrologic, Hydraulic, and  
Structural Design /  
Construction Engineering

### Education

Bachelor of Civil Engineering,  
Georgia Institute of  
Technology

### Registrations

Professional Engineer / AL, AR,  
FL, GA, MS, OK, TN, TX

NCEES Record Holder

### Affiliations

Association of State Dam Safety  
Officials (ASDSO) – Member  
United States Society on Dams  
(USSD) - Member  
Georgia Engineering  
Foundation (GEF) – Past  
President  
Georgia Society of Professional  
Engineers (GSPE) – GEF  
Representative  
National Watershed Coalition  
(NWC)

### Certifications

Georgia Safe Dams Engineer-of-  
Record Civil Engineering

**Years with Schnabel/Total**  
26/28

Jimmy Crowder has over 25 years of experience in the design and construction of new dams, and for the renovation of existing dams. He has broad experience in the hydrologic evaluation of watersheds, hydraulic and structural design of spillways, and the preparation of bidding documents, construction plans, and specifications. He also provides technical leadership in areas of erosion and sediment control, stormwater management, dam breach inundation analyses, and construction administration. Jimmy has had significant involvement in the design and construction of over 50 high hazard dams. These structures include over two dozen chute/overflow spillways, over 30 riser/intake structures, and numerous conduits through embankment dams.

### TSSWCB Chambers Creek Dam Repair Projects / Ellis County, TX

Project Manager for engineering services related to the development of repair plans for six flood control dams located in Ellis County. The work was performed as a task order under a two-year ID/IQ contract. The repairs to the dams addressed embankment slope failures, wave action erosion, plunge pool erosion, seepage issues, trash rack clogging, slide gate replacements, and conduit slip-lining. Deliverables for each dam included schedule estimates, cost estimates, bid schedules, construction plans and specifications, design reports, storm water pollution prevention plans, construction quality assurance plans, and environmental evaluations. Construction work on all six projects was completed in 2020. Schnabel provided contract administration and quality control services during construction.

### TSSWCB Upgrade Designs / Ellis, Kendall, and Navarro Counties, TX

Project Manager for engineering services for the development of upgrade designs for six NRCS flood control dams to bring the structures into compliance with current NRCS and/or TCEQ Dam Safety criteria. Services include field surveys, geotechnical explorations, pipe camera inspections, hydrologic and hydraulic analyses, downstream flood modelling, geotechnical engineering, structural design, preparation of construction plans and specifications, and development of construction opinions of probable cost. The proposed designs for upgrading the dams include dam raises, enlarged principal spillways, vegetated auxiliary spillway modifications, and labyrinth-crested concrete chute auxiliary spillways over the embankments.

### Lake Ogletree Dam / Auburn, AL

Senior Reviewer and Client Contact for an alternatives analysis of the existing 48-foot-high water supply dam. The auxiliary spillway for the high-hazard dam, originally constructed in 1941, had deteriorated over time and exhibited seepage issues associated with voids beneath the concrete slabs and open joints between slabs. Schnabel prepared plans, specifications, and contract documents for a grouting and joint sealing operation intended to prolong the service life of the spillway until a more permanent spillway upgrade can be implemented. For the subsequent spillway replacement project, Schnabel provided a design to increase spillway capacity of the dam as well as increase reservoir storage. The project included

# James R. Crowder, PE

## ENGINEER OF RECORD

geotechnical explorations, hydrologic and hydraulic design, structural design, plan preparation, and specification preparation for a new structural auxiliary spillway, consisting of a labyrinth-crested chute spillway with a SAF stilling basin. Construction administration, bid phase services, construction observation, and materials testing services were also provided by Schnabel. Construction was completed in the fall of 2017.

### **Soque River Watershed Dam Nos. 29 and 36 / Habersham County, GA**

Senior Reviewer for design work to bring the existing high-hazard, earthen embankment dams into compliance with current Georgia Safe Dams Program criteria. Services provided by Schnabel included geotechnical explorations, hydraulic design, and structural design. The proposed improvements to the dams include converging roller-compacted concrete auxiliary spillways over the embankments. The crests of the dams were also raised and the existing earthen auxiliary spillways were modified from previous configurations. Construction work was completed in 2016. Three dam remediations, to include these projects and the Soque River No. 34 project (designed by a subconsultant firm), were built under a single construction contract. Schnabel also provided bidding and construction phase engineering services, including pay request review, submittal review, and bid evaluations.

### **Hard Labor Creek Reservoir Dam / Walton County, GA**

Project Manager responsible for the design of the 98-foot-high water supply reservoir dam. The reservoir impounds a pool with a surface area of 1,320 acres. Spillway structures for the high hazard, earthen embankment include a 128-foot-wide labyrinth-crested chute spillway and a 600-foot-wide vegetated auxiliary spillway. Construction of the \$18 million project was completed in August 2015. Schnabel provided a dedicated team of professionals responsible for bidding, construction observation, and testing services during the course of the project. Schnabel also prepared a dam breach inundation analysis and emergency action plan for the project.

### **South River No. 29 / Madison County, GA**

Senior Reviewer for the design and construction of remedial measures to bring the 44-foot-high earthen dam originally designed by the NRCS, into compliance with current Georgia Dam Safety requirements for high hazard dams. The project included geotechnical explorations, hydraulic design, and structural design for a new structural auxiliary spillway over the embankment. Remediation plans and specifications were also prepared for the project. The spillway, construction of which was completed in 2013, consists of a labyrinth-crested weir chute spillway with a SAF stilling basin. Schnabel also provided construction engineering, inspection, and materials testing services for the project.

### **Yellow River Watershed Dam No. 16 (Y16) / Gwinnett County, GA**

Project Manager for the alternatives analysis and remediation design for this existing high hazard, NRCS-designed, flood control dam. Alternatives analyses included the study of means of providing additional spillway capacity to meet design criteria of the NRCS and Georgia Safe Dams Program. Construction engineering, inspection, and materials testing services were provided for the rehabilitation of the dam. Construction of the preferred alternative, RCC overtopping protection of the embankment, was completed in 2008.

# Jeremy R. Young, PE

## SENIOR REVIEWER

### Expertise

Dam Evaluation and Design,  
Construction Contract  
Documents, and Project  
Management

### Education

Master of Science, Civil  
Engineering, Villanova  
University

Graduate Certificate,  
Engineering Management,  
Drexel University

Bachelor of Science, Civil  
Engineering, Pennsylvania  
State University

### Registrations

Professional Engineer / DE, MA,  
MD, NY, PA, TX, VA, WV

NCEES Record Holder

### Certifications

CSI - Certified Construction  
Specifier  
CSI - Construction Documents  
Technology

### Affiliations

ASCE, ASDSO, CSI, ASTM, SAME

Years with Schnabel/Total  
20/20

Jeremy has 20 years of experience with evaluation, design, and construction on a variety of dam engineering projects. His primary role is managing Schnabel's Austin branch office. He excels in project management and dam rehabilitation design. His technical experience includes preparing and reviewing construction contract documents for 50 dam rehabilitation projects. The Construction Specifications Institute recognizes Jeremy as a Certified Construction Specifier, which demonstrates comprehensive knowledge of the design and construction process, contractual relationships, and use of construction documents. He also is a co-coordinator for our Plans, Specs and Construction Discipline Group, tasked with coordinating technical approaches and resources, evolving the state of the practice, and promoting a collaborative working environment within the dam and levee engineering business unit.

Jeremy's dam engineering experience includes hydrologic modeling, hydraulic design of dams and spillways, embankment evaluation and design, gravity dam design and stability analysis, and design of embankment overtopping protection (ACB and RCC). Jeremy is committed to advancing the practice and developing emerging technologies related to embankment overtopping protection; he has managed a collaborative research effort at Villanova University to investigate grout enriched RCC and incorporation of air-entraining admixtures to improve freeze-thaw resistance, and serves on the ASTM subcommittee on ACB revetments. Other engineering experience includes construction contract administration and observation services, conducting visual inspections of dams, and supervision of subsurface explorations.

### Texas State Soil and Water Conservation Board Upper Cibolo Creek FRS No. 4 / Kendall County, TX

Senior reviewer for the evaluation of the existing spillway capacity and upgrading alternatives for this 56-foot-tall embankment dam. The dam was originally constructed as a low hazard dam, but was subsequently reclassified as a high hazard structure. Due to inadequate spillway capacity, evaluated auxiliary spillway upgrades including RCC overtopping protection, structural labyrinth spillway and dam raising combinations to safely pass the PMF in accordance with NRCS design requirements.

### Texas State Soil and Water Conservation Board Dam Upgrade Designs / Ellis County, TX

Independent Technical Reviewer. Responsible for independent technical reviews of upgrading designs to bring two NRCS flood control structures (Chambers Creek Sites 9 and 120) into compliance with NRCS and state dam safety criteria. The review was performed as part of the project's design quality control program and focused on technical specifications, construction drawings, and design documentation. Designs are complete and construction is anticipated to start summer 2021.

# Jeremy R. Young, PE

## SENIOR REVIEWER

### **380 Town Centre Dam Rehabilitation Design / City of McKinney, TX**

Project Manager and Engineer of Record for developing a design to bring this 28-ft tall earthen embankment into compliance with TCEQ Dam Safety criteria. Schnabel was responsible for structural engineering and developing plans and specifications detailing the rehabilitation, which consisted of two new concrete principal spillway risers and conduits, an ACB armored auxiliary spillway, and flattening the downstream slope. 90% Complete design documents were submitted in March 2021.

### **Upper Brushy Creek WCID Dam 14 Assessment / Round Rock, TX**

Project Manager responsible for assessing the erosion potential of the existing vegetated auxiliary spillway and evaluating upgrading alternatives to address dam safety deficiencies at this 25-ft tall earthen flood control dam. Services include a limited geotechnical exploration, updating previous hydrologic and hydraulic analyses and evaluation of upgrading alternatives.

### **Pohick Creek Watershed Dam No. 8 (Huntsman Lake) Rehabilitation / Fairfax County, VA**

Design Reviewer for upgrading a vegetated auxiliary spillway to meet NRCS stability and integrity criteria. An ACB armored spillway was designed as part of comprehensive dam rehabilitation to bring this high-hazard earth dam into compliance with NRCS and VA DCR dam safety criteria. Hydraulic modeling was performed with HEC-RAS to support the ACB stability analysis. Design calculations, plans and performance specifications were prepared as part of the final design package. Also served as Project Manager, Construction Contract Administrator and Design Liaison during construction. Final construction cost was \$2.2M.

### **Pennsylvania NRCS Kintz Creek Dam Rehabilitation / Pike County, PA**

Project Manager and Engineer of Record responsible for developing a rehabilitation design of this 36-foot-high NRCS-assisted earth dam. Providing comprehensive dam engineering services to evaluate, design and permit rehabilitation measures to address known dam safety deficiencies and to bring the dam into compliance with NRCS and PADEP criteria. The proposed construction generally includes modifying and armoring the existing auxiliary spillway with roller compacted concrete, installing internal embankment drainage, and stabilizing the existing earthen embankment. Detail design (90% Complete) is complete and permit applications were submitted in March 2021.

### **NRCS Conneautville Dam Rehabilitation / Crawford County, PA**

Assistant Project Manager and Engineer of Record responsible for developing a rehabilitation design to address dam safety and operation deficiencies at this high hazard NRCS flood control dam. The upgrading measures include lime treatment of the embankment and auxiliary soils to address dispersive soils; realignment of the auxiliary spillway channel; installation of a sheet pile diversion wall in the auxiliary spillway; reconfiguration of the embankment drain outlets; installation of the filter diaphragm around the principal spillway conduit and installation of replacement trash rack on the reservoir drain. Final Design was completed in June 2020.



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 6/14/2021 OPEN SESSION</b>	
<b>SUBJECT</b>	Storm water run off
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Richard Elkins, Commissioner Precinct 2
<b>PHONE # OR EXTENSION #</b>	830-249-9343
<b>TIME NEEDED FOR PRESENTATION</b>	10 minutes
<b>WORDING OF AGENDA ITEM</b>	Discussion concerning storm run off in Kendall County areas.
<b>REASON FOR AGENDA ITEM</b>	Storm run off is causing property damage
<b>WHO WILL THIS AFFECT?</b>	Countywide
<b>ADDITIONAL INFORMATION</b>	None



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 6/14/2021 OPEN SESSION</b>	
<b>SUBJECT</b>	Public Hearing - Bluff View Apartments
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Bill Ballard, General Counsel
<b>PHONE # OR EXTENSION #</b>	830-249-9343 ext 303
<b>TIME NEEDED FOR PRESENTATION</b>	5 Minutes
<b>WORDING OF AGENDA ITEM</b>	(9:30 a.m.) Public hearing on the proposed development, Bluff View Apartments, and its application to the Texas Department of Housing and Community Affairs ("TDHCA") for 2021 [Housing Tax Credits/Private Activity Bond] funds.
<b>REASON FOR AGENDA ITEM</b>	Public Hearing - Required by Tex. Gov't Code §2306.67071 and 10 TAC §11.204(4).
<b>WHO WILL THIS AFFECT?</b>	Kendall County
<b>ADDITIONAL INFORMATION</b>	None



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 6/14/2021 OPEN SESSION</b>	
<b>SUBJECT</b>	Public Hearing Resolution - Bluff View Apartments
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Bill Ballard, General Counsel
<b>PHONE # OR EXTENSION #</b>	830-249-9343 ext 303
<b>TIME NEEDED FOR PRESENTATION</b>	5 Minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action on a resolution concerning the Public Hearing on the proposed development, Bluff View Apartments, and its application to the Texas Department of Housing and Community Affairs ("TDHCA") for 2021 [Housing Tax Credits/Private Activity Bond] funds.
<b>REASON FOR AGENDA ITEM</b>	Required by Tex. Gov't Code §2306.67071 and 10 TAC §11.204(4).
<b>WHO WILL THIS AFFECT?</b>	Kendall County
<b>ADDITIONAL INFORMATION</b>	None

**STATE OF TEXAS**

**COUNTY OF KENDALL**

**KENDALL COUNTY RESOLUTION NO. \_\_\_\_\_**

**WHEREAS** Kendall County is recognized as one of the Hill Country's best places to live and one of the fastest growing counties in the nation; and

**WHEREAS**, Roers Company has proposed a development for affordable rental housing at [address of proposed site] named Bluff View Apartments in the Boerne, Kendall County ETJ and

**WHEREAS**, Roers Companies has communicated that it intends to submit an application to the Texas Department of Housing and Community Affairs ("TDHCA") for 2021 [Housing Tax Credits/Private Activity Bond] funds for Bluff View Apartments.

**NOW THEREFORE BE IT RESOLVED**, that in accordance with the requirements of Tex. Gov't Code §2306.67071 and 10 TAC §11.204(4), it is hereby found that:

1. Notice has been provided to the Governing Body in accordance with Tex. Gov't Code, §2306.67071(a); and
2. The Governing Body has had sufficient opportunity to obtain a response from the Applicant regarding any questions or concerns about the proposed Development; and
3. The Governing Body has held a hearing at which public comment may be made on the proposed Development in accordance with Tex. Gov't Code, §2306.67071(b); and
4. After due consideration of the information provided by the Applicant and public comment, the Governing Body does not object to the proposed Application.

PASSED and APPROVED on this \_\_\_\_\_ day of June, 2021 by the Kendall County Commissioners Court.

\_\_\_\_\_  
Darrel L. Lux, County Judge

\_\_\_\_\_  
Christina Bergmann, Commissioner Precinct 1

\_\_\_\_\_  
Richard W. Elkins, Commissioner Precinct 2

\_\_\_\_\_  
Richard Chapman, Commissioner Precinct 3

\_\_\_\_\_  
Don Durden, Commissioner Precinct 4

Attest:

\_\_\_\_\_  
Darlene Herrin, County Clerk



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 6/14/2021 OPEN SESSION</b>	
<b>SUBJECT</b>	Resolution of Support - Bluff View Apartments
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Bill Ballard, General Counsel
<b>PHONE # OR EXTENSION #</b>	830-249-9343 ext 303
<b>TIME NEEDED FOR PRESENTATION</b>	5 Minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action on a resolution supporting the proposed Bluff View Apartment project in Kendall County.
<b>REASON FOR AGENDA ITEM</b>	Required by Tex. Gov't Code §2306.67071 and 10 TAC §11.204(4).
<b>WHO WILL THIS AFFECT?</b>	Kendall County
<b>ADDITIONAL INFORMATION</b>	None

**STATE OF TEXAS**

**COUNTY OF KENDALL**

**KENDALL COUNTY RESOLUTION NO. \_\_\_\_\_**

**WHEREAS** Kendall County is recognized as one of the Hill Country's best places to live and one of the fastest growing counties in the nation; and

**WHEREAS**, Roers Company has proposed a development for affordable rental housing at [address of proposed site] named Bluff View Apartments in the Boerne, Kendall County ETJ and

**WHEREAS**, Roers Companies has communicated that it intends to submit an application to the Texas Department of Housing and Community Affairs ("TDHCA") for 2021 [Housing Tax Credits/Private Activity Bond] funds for Bluff View Apartments [name of development]

**NOW THEREFORE BE IT RESOLVED**, that as provided for in 10 TAC §11.3(c), it is expressly acknowledged and confirmed that the City of Boerne, Texas has more than twice the state average of units per capita supported by Housing Tax Credits or Private Activity Bonds and

**FURTHER RESOLVED**, that Kendall County hereby acknowledge the proposed Bluff View Apartments, and confirms that its governing body has voted specifically to approve the construction or rehabilitation of the Development and to authorize an allocation of Housing Tax Credits for the Development pursuant to Tex. Gov't Code §2306.6703(a)(4), and

PASSED and APPROVED on this \_\_\_\_\_ day of June, 2021 by the Kendall County Commissioners Court.

\_\_\_\_\_  
Darrel L. Lux, County Judge

\_\_\_\_\_  
Christina Bergmann, Commissioner Precinct 1

\_\_\_\_\_  
Richard W. Elkins, Commissioner Precinct 2

\_\_\_\_\_  
Richard Chapman, Commissioner Precinct 3

\_\_\_\_\_  
Don Durden, Commissioner Precinct 4

Attest:

\_\_\_\_\_  
Darlene Herrin, County Clerk



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 6/14/2021 OPEN SESSION</b>	
<b>SUBJECT</b>	County Orders
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Al Auxier, County Sheriff
<b>PHONE # OR EXTENSION #</b>	830-249-9343
<b>TIME NEEDED FOR PRESENTATION</b>	10 minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action concerning certain existing Kendall County orders and the possibility of needed amendments and/or new orders to address certain conditions in the County.
<b>REASON FOR AGENDA ITEM</b>	Health and Safety
<b>WHO WILL THIS AFFECT?</b>	Kendall County
<b>ADDITIONAL INFORMATION</b>	Kendall County is growing and the Sheriff's Department is encountering situations that may be harmful to the safety of its citizens but the Sheriff's Office is not authorized to enforce: Examples are noise, nuisance, littering.



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 6/14/2021 OPEN SESSION</b>	
<b>SUBJECT</b>	LESO Agreement with Texas DPS/US Department of Defense
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Al Auxier, County Sheriff
<b>PHONE # OR EXTENSION #</b>	830-249-9343
<b>TIME NEEDED FOR PRESENTATION</b>	5 minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action on approving the application to participate in the Law Enforcement Support Office ("LESO") program.
<b>REASON FOR AGENDA ITEM</b>	This agreement allows the Sheriff's Department to receive U.S. Department of Defense excess property. Kendall County has participated in this program, previously called the 1033 program.
<b>WHO WILL THIS AFFECT?</b>	Kendall County Sheriff's Department
<b>ADDITIONAL INFORMATION</b>	None



## KENDALL COUNTY COMMISSIONERS COURT AGENDA REQUEST

<b>COMMISSIONER COURT DATE: 6/14/2021</b> <b>OPEN SESSION</b>	
<b>SUBJECT</b>	Pavilion Application
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Parks Department, Daniel Vetter, Parks Director
<b>PHONE # OR EXTENSION #</b>	830-388-7073 Ext. 509
<b>TIME NEEDED FOR PRESENTATION</b>	2 Minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action to approve the revised application form to reserve pavilions at Joshua Springs Park.
<b>REASON FOR AGENDA ITEM</b>	To make the pavilion rental process more efficient.
<b>WHO WILL THIS AFFECT?</b>	Parks Department
<b>ADDITIONAL INFORMATION</b>	None

## Pavilion Reservation Application

The completed reservation form and fees are due at the time of the reservation. Payment must be in the form of debit/credit.

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date(s) of Rental: \_\_\_\_\_ Approximate number of guests: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Facility:    Large Pavilion    East Pavilion    West Pavilion

Event Type: \_\_\_\_\_

Music:   Yes \_\_\_\_\_ No \_\_\_\_\_      Select One:    DJ      Recorded Music      Live Music

Will alcohol be present?   YES \_\_\_\_\_ NO \_\_\_\_\_ (*Kegs are prohibited*)

FEE \$: \_\_\_\_\_

**Reservation Policies:** The APPLICANT agrees to the regulations listed below as established by the Kendall County Parks Department.

**Cancellations/Modifications:** If the APPLICANT wishes to cancel or reschedule an event, written notification must be provided at least forty-eight (48) hours in advance of the reservation date. Failure to comply with this deadline will result in the forfeiture of the rental fee. The Kendall County Parks Department reserves the right to cancel an event due to unsafe facility conditions. In such instances, full refunds will be given or the APPLICANT will have the option to reschedule their event.

**Alcohol:** If selling alcohol, proof of a TABC license is required.

**Decorations:** Decorations are permitted but must be removed at the end of the event.

**Catering/Food:** You may provide your own food, hire a caterer, or have a restaurant deliver food.

**Damages:** The APPLICANT grants the county permission to charge the card on file if damages occur. The county will provide the APPLICANT with proof of damages and receipts of expenses associated with the damages.

**Clean-Up Responsibilities:** Clean-up is the APPLICANT's responsibility and must be completed no later than the closure of the park. APPLICANT is responsible for cleaning the grounds that are used for their event. Please leave the park in the same condition than you found it.

**Liability Waiver:** I, the APPLICANT, assume all risks associated with the use of the property identified in the reservation application. I agree to indemnify the Kendall County, its employees, elected officials, and agents from any and all damages, liabilities, actions, losses, costs, expenses, claims and demands arising out of the use of the property specified herein including without limitation, death, personal injuries, damage to or loss of property which may be incurred as a result of such use. I agree to abide by all Kendall County rules and regulations and to abide by the policies governing the use of this facility.

**Acknowledgement:** I have read the rules, regulations and liability waiver concerning the use of the pavilions and agree to adhere to the rules and waiver as stipulated.

I agree

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Park Office Phone: (830) 388-7071 / Email: joe.reissig@co.kendall.tx.us



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

**COMMISSIONER COURT DATE: 6/14/2021  
OPEN SESSION**

<b>SUBJECT</b>	Ring Mountain Event Center Lease Agreement
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	Daniel Vetter, Parks Director
<b>PHONE # OR EXTENSION #</b>	830-388-7073 Ext 509
<b>TIME NEEDED FOR PRESENTATION</b>	2 Minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action to approve the revised Ring Mountain Event Center Lease Agreement.
<b>REASON FOR AGENDA ITEM</b>	To make the reservation process more efficient.
<b>WHO WILL THIS AFFECT?</b>	Parks Department
<b>ADDITIONAL INFORMATION</b>	None

# Kendall County Ring Mountain Event Center Lease Agreement

This agreement, made and entered into this day by and between Kendall County, Texas a political subdivision of this state of Texas herein after called Lessor, acting by and through its duly authorized Parks Director, and \_\_\_\_\_ hereinafter called Lessee, is as follows:

1. That, upon the terms and conditions herein expressed and in consideration of the covenants and agreements herein expressed, Lessor does hereby grant unto Lessee the right to use and occupy the following described space and Premises of the Kendall County Ring Mountain Event Center, in the Town of Comfort, Kendall County, Texas to-wit: Kendall County Ring Mountain Event Center all grounds surrounding and/or adjacent to it, as well as, all furniture, equipment, or personal property appertaining to it (hereinafter the "Premises") This agreement allows the use of facilities by the Lessee for the said purpose of: \_\_\_\_\_ on dates and times as indicated:

**DATE**

**IN TIME**

**OUT TIME**

2. **The Lessee must provide a security deposit in the sum of FIVE HUNDRED AND 00/100 DOLLARS (\$500.00) to the Lessor to reserve a date. The security deposit must be paid by credit/debit card and will be credited towards the rental fee. If damages occur, the Lessee grants the Lessor the right to charge the card on file to cover the expenses pertaining to the damages. The Lessor will provide the Lessee with proof of damages and receipts of expenses associated with the damages.**
3. Lessee hereby covenants and agrees to pay the Lessor, at its office, for the use of the Premise \_\_\_\_\_ AND 00/100 DOLLARS (\$ \_\_\_\_\_), payable as set forth in this lease no later than 120 days before said date listed above. If Lessee fails to submit payment by the 120 day deadline, the Lessee then grants the Lessor the right to release the agreed upon date listed above as available. Lessee acknowledges a receipt of a copy of the schedule of fees and charges and covenants that it is bound thereby.
4. Lessee shall have possession of the premises for the purpose and term aforesaid, including corridors necessary to accommodate patrons, along with restrooms.
5. Lessor will furnish, at its expense, all utilities necessary for operation of the Kendall County Ring Mountain Event Center and all janitorial service deemed necessary by Lessor. Lessor shall not be responsible for any loss resulting from any lack of heat, water or lights due to an act of God or failure of equipment to operate properly through no fault of Lessor.
6. Lessor shall have the right to enforce the observance of the Regulations of the Kendall County Ring Mountain Event Center by Lessee's ushers, gate men, and all other employees and agents of Lessee and to remove all such employees and agents (i) not complying with said Regulation or (ii) not conducting themselves in an acceptable manner, is the Lessor's sole discretion. Lessor through its officers and agents, shall also have the authority to eject any objectionable person(s) from the Premises. In the event of the exercise of this authority, Lessee hereby waives and releases any claim for damages against Lessor, its, agents and employees on account thereof.
7. The Lessee is responsible for contracting and providing the required number of Peace Officers, determined by the Kendall County staff, in the event that alcoholic beverages are to be served. Charges for these services are the responsibility of Lessee. Kendall County requires one (1) Peace Officer per one hundred (100) guests. Peace Officer services must be paid no later than the end of the event. If the Lessee is required to provide Peace Officers and fails to comply with policy, the Kendall County staff reserves the right to terminate any dispersion of alcoholic beverages.
8. No machinery shall be operated on the Premises without the prior written consent of the Kendall County staff. Candles are permitted but must be enclosed in a non-flammable structure. Doors under lighted exit signs may not be blocked or locked. Decorations are permitted according to the guidelines set forth in the Kendall County Ring Mountain Event Center Lease Agreement.
9. Lessor reserves the right after the termination of the time for which the Premises are rented, to remove from the building all personal property remaining. Lessor shall not be liable in any way to Lessee on account of so removing and storing such personal property. Lessee shall return the facilities in the same condition as when received.
10. The Lessee agrees to and shall indemnify and hold harmless and defend the Lessor, its officers, agents, elected officials and employees from and against any and all claims, losses, damages, causes of action, suits and liability of every kind, including all expenses of litigation, court costs and attorney's fees, for injury to or death of any person, or damage to any property, or for any breach of contract arising out of or in connection with this lease agreement and the purposes for which this lease agreement was entered into, including but not limited to property damage, injuries and death due to the act, omission, mistake, fault, default, or negligence of (1) the Lessor, its, agents, employees; (2) the Lessee, its agents and employees; and (3) any invitees, licensees or guests of the Lessee.
11. Cancellations: In order to receive a full refund of the fees that have already been processed, a written cancellation notice must be given 90 days prior to the said date listed above. The lessee will forfeit all of their fees if cancellation is received less than 90 days before the time of occupancy. Lessee will also forfeit all of their fees for a "No Show". Lessor reserves the right to cancel any event that has not met all criteria outlined in the Event Center policies. Lessee will forfeit any fees for cancellation of an event due to failure to comply with policies. If Lessee must reschedule, a request must be submitted 90 days prior to the said date listed above in order for a revised date to be granted.
12. Neither the corridors, passageways, nor exits shall be obstructed by Lessee, nor shall be used for any purpose other than ingress or egress.
13. In the event the Premises or the building of which the Premises are a part shall be destroyed by fire or other cause, or of any other casualty or unforeseen occurrence or other causes shall render the fulfillment of the agreement by Lessor impossible, then the term of this agreement shall end and Lessee shall be liable to pay rent only up to the time of such termination, and Lessee hereby waives and releases any claim for damages or compensation on account of such termination. The Lessor will refund all processed fees to the Lessee in the event the Premises are destroyed or are non-accessible.
14. Lessor, through its staff, security officers, or other designated representatives, shall have the right at any time to enter any portion of the Premises for any purpose whatsoever, and the entire building, including the Premises covered by this agreement, shall be at all times be under the charge and control of the Kendall County staff.

15. Lessee agrees to comply with all laws of the United States, the State of Texas, all ordinances of Kendall County, Texas, and all rules and regulations adopted by the Commissioner's Court of Kendall County, Texas governing the use of the Kendall County Ring Mountain Event Center. Lessee agrees to obtain and pay for any and all necessary permits and licenses.
16. Lessee will not post, exhibit or allow to be posted or exhibited, any signs, advertisements, show bills, lithographs, posters or cards of any description on the Premises (inside or outside the building or on any adjacent grounds), except as authorized by the Kendall County staff. Lessee agrees to immediately remove all signs, advertisements, show bills or other material, which are unacceptable to the Kendall County staff.
17. This agreement may not be assigned by Lessee in whole or in part. Lessee further agrees and understands that it may not sublet any portion of the Premises, without the written consent of the Lessor.
18. Lessee accepts the building, its fixtures and equipment, in their present condition and state of repair. All repairs and replacement required to return the building and its furnishings, fixtures and equipment to their present condition will be at the expense of Lessee upon demand by Lessor.
19. Lessor reserves all rights and privileges for outgoing television and radio broadcasts originating from the Kendall County Ring Mountain Event Center during the term of this agreement, should Lessor grant to Lessee such privilege. Lessor has the right to require advance payment of any estimated related cost to Lessor and may also require payment for said privilege in addition to rental fee. The grant of such privilege must be in writing, and obtained from the Kendall County staff in advance of the broadcast date.
20. Lessee shall not install any wire, electrical appliances, plumbing fixtures or pipes without first securing the written consent of the Kendall County staff.
21. Lessee agrees to pay reasonable attorney fees in the event the Lessor must collect from Lessee any amount due hereunder by judicial proceedings.
22. Lessee shall not admit to the Premises a number greater than the seating capacity of 150 persons.
23. Alcohol served or consumed on the Premises must comply with the regulations of the Texas Alcoholic Beverage Commission. Lessee is responsible for providing proof of a licensed TABC bartender if alcohol is served. Alcohol cannot be served until officers arrived and will be cut off 30 minutes prior to the end of the event.
24. Lessee accepts full responsibility for the actions of all individuals or groups invited, hired, or participating in the event.
25. Smoking is permitted at the designated smoking area only.
26. Lessee shall be responsible for providing a shuttle service for attendees due to the lack of parking at the Ring Mountain Event Center. Only ten (10) vehicles are allowed to park at the Ring Mountain Event Center, the remaining vehicles must park at the shuttle lot which is provided by the Lessor at no cost to the Lessee.
27. Final Appointment: The Lessor must schedule a final appointment with the Lessee no later than thirty (30) days before the event to determine the final layout of the event.
28. Lessor reserves the right to cancel an event due to unsafe facility condition. In such instances, full refunds will be given or the Lessee will have the option to reschedule the event.
29. Nails, screws, glitter, confetti, and stickers are prohibited.

**IF LESSEE AGREES WITH ALL TERMS OF THIS CONTRACT, THE LESSEE WILL NEED TO SIGN THE CONTRACT AND RETURN, ALONG WITH PAYMENT, TO KENDALL COUNTY. ONCE RECEIVED, THE CONTRACT WILL BE SIGNED BY THE PARKS STAFF.**

**KENDALL COUNTY, TEXAS**

**LESSOR**

By: \_\_\_\_\_  
Kendall County Staff

\_\_\_\_\_  
Date

**LESSEE**

By: \_\_\_\_\_  
Authorized Agent

\_\_\_\_\_  
Date



**KENDALL COUNTY COMMISSIONERS COURT  
AGENDA REQUEST**

<b>COMMISSIONER COURT DATE: 6/14/2021 OPEN SESSION</b>	
<b>SUBJECT</b>	Seal Coat
<b>DEPARTMENT &amp; PERSON MAKING REQUEST</b>	County Auditor's Office Corinna Speer, County Auditor
<b>PHONE # OR EXTENSION #</b>	830-249-9343 Ext. 240
<b>TIME NEEDED FOR PRESENTATION</b>	5 Minutes
<b>WORDING OF AGENDA ITEM</b>	Consideration and action to award the Seal Coat Bid 2021-03 to Clark Construction of Texas for FY2021.
<b>REASON FOR AGENDA ITEM</b>	Award Seal Coat Bid
<b>WHO WILL THIS AFFECT?</b>	Road and Bridge
<b>ADDITIONAL INFORMATION</b>	None