



December 21, 2021

Mayor and City Council  
City of Hilshire Village  
8301 Westview Drive  
Houston, Texas 77055

Re: Engineer's Report for December 21, 2021 Council Meeting  
HDR Job No. 10281855

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from November 12, 2021 to December 17, 2021.

1. On-Going Services (10281855):

a. 8001 Bromley Road –

- On November 23, 2021, HDR received a Drainage Plan for 8001 Bromley Road for construction of a new home and pool on the lot . HDR is currently reviewing the proposed drainage plan.

b. 1302 Friarcreek Lane –

- On December 9, 2021, HDR reviewed and returned to the City and Contractor the Erosion Control Plans for 1302 Friarcreek Lane. The erosion control plans required corrections for the proposed installation shown (i.e. provide additional information on the plan, verify and show limits of floodplain, provide notation of site plan items, etc.), therefore it must be revised and resubmitted.

c. 1226 Glourie Drive –

- On December 2, 2021, HDR performed a pre-demolition inspection of the property at 1226 Glourie Drive. The inspection did not pass due to the improper installation of silt fencing along the front property line and for portions missing along the rear and side perimeters; therefore, a reinspection will be required.

- d. 1334 Glourie Drive –
  - On November 12, 2021, HDR reviewed and returned a Pool Drainage Plan resubmittal for 1334 Glourie Drive. The drainage plan was approved with exceptions noted.
- e. 8201 Mallie Court –
  - On December 3, 2021, HDR received additional erosion control plan material that was required for a portion of the erosion control project at 8201 Mallie Court. The plan resubmittal information is currently under review.
- f. 1306 Pine Chase Drive –
  - On November 22, 2021, an onsite meeting was held with the resident regarding the recently installed parking pad, and HDR and the City are currently working with the Resident to complete revisions to the parking pad installation.
- g. 14 Pine Creek Lane –
  - On November 18, 2021, HDR review and returned a Drainage Plan Resubmittal for 14 Pine Creek Lane. The drainage plan was approved with exceptions noted.
- h. 7915 S. Villa Circle
  - On November 12, 2021, HDR reviewed and returned a Pool Drainage Plan Resubmittal for 7915 S. Villa Circle. The pool drainage plan was approved with exceptions noted.
- i. Wirt Road Safety Project –
  - HDR has been coordinating with the COH regarding the Wirt Road Safety Project. HDR has requested a status update from Mr. Patrick Nguyen (COH) on the Interlocal Agreement (ILA) between the City of Hilshire Village and the City of Houston for this project.
  - HDR is currently preparing the Professional Engineering Services Proposal for this project. As requested by the City of Hilshire Village, the ILA and HDR's Professional Engineering Services Proposal for this Project would be tentatively scheduled for concurrent approval by the City of Hilshire Village at the January 18, 2022 Regular City Council Meeting.

j. Water Meter Vault Upgrades –

- On November 30, 2021, HDR had a MS-Team Meeting with the City of Houston regarding the Water Meter replacements at Pine Chase Grove (2) and Hickory Shadows Water Meter Vaults. Mr. Matthew Thomas (COH Assistant Director Meter Operations), Mr. Dennis Telley (COH Customer Service Section Chief), and Ms. Veronica Osegueda (COH Water Resources Manager) were in attendance for the COH.
- HDR provided a brief overview on the reasons to replace the existing water meters at these locations, including age, water pressure and delivery issues. HDR noted that the existing combination fire/domestic flow meters would be replaced with electromagnetic flow meters similar to the one installed at the City Hall Water Meter Vault in Pine Creek Lane back in 2016.
- The COH noted that they have a Water Meter Replacement Program in their current 5-Year Capital Improvement Project (CIP), and the water meters in Hilshire Village are included in this replacement program. The COH agreed to replace the existing water meters with electromagnetic flow meters at the three (3) locations.
- HDR inquired on the need to replace the existing meter vaults at each location. COH noted that as long as the meter vaults are structurally sound, they would only replace the water meter assembly within the vault. Otherwise, they would also replace the water meter vault.
- HDR noted that the condition of the Hickory Shadows Water Meter Vault is deteriorated and would require replacement. HDR also explained the current ownership/easement situation at this water meter vault location (i.e. partially in Hilshire Village ROW and in TxDOT ROW) and will work with Hilshire Village and TxDOT to address accordingly.
- The COH noted that any existing improvements/betterments (i.e. shrubs, plants, etc.) within the meter vault easements, if removed, will not be replaced by the COH since the water meter easement agreements between the COH and Hilshire Village require them to be cleared/unobstructed to facilitate access, maintenance and replacement of these facilities.
- The COH asked HDR to prioritize the water meter replacement for Hilshire Village. HDR stated that the priority would be as follows: (1) Hickory Shadows 8-inch water meter, (2) Pine Chase Grove 10-inch water meter, and (3) Pine Chase Grove 6-inch water meter.

- As a result of this meeting, Hilshire Village will not have to spend funding from the American Rescue Plan Act of 2021 on the water meters and/or meter vault replacement. The COH will be responsible for the upgrade/replacement of these water meters and vault, as necessary, as part of their Water Meter Replacement Program CIP. Hilshire Village will only have to absorb the cost associated with replanting shrubs or any other betterment within the water meter vault easements, if needed or desired.
- The COH will coordinate with their staff to check on their electromagnetic flow meters inventory and begin the process to replace the three (3) water meters and meter vault. The COH anticipates replacement of these meters/vault within the next 2 years, potentially starting as early as January 2022.
- The COH will follow up and coordinate with HDR in January 2022 on the status of their Water Meter Replacement Program for the City of Hilshire Village.

If there are any questions concerning the information contained in this report, we will be glad to discuss them with you.

Sincerely,

HDR Engineering, Inc.



Efrain A. Him, P.E.  
Senior Project Manager

cc: Files (10281855)