



**BENBROOK WATER AUTHORITY**

Board of Directors Meeting

Tuesday, June 7, 2022

1121 Mercedes Street, Benbrook, TX 76126

3:00 p.m.

**The BWA Board of Directors may discuss, consider, and take all necessary action, including possible expenditure of funds, regarding each of the agenda items below**

1. Call To Order
2. Invocation
3. Citizen Comment On Any Agenda Item
4. Consent Agenda
  - Minutes of the May 17, 2022 Board of Directors Meeting
  - Financial Statement for May 2022
  - Semi-annual Report from Capital Improvements Advisory Committee

Documents:

[MAY 2022 FINANCIAL SUMMARY.PDF](#)  
[SEMI-ANNUAL REPORT CIAC.PDF](#)

5. General Manager's Report And Update

The General Manager and staff will brief the Board on the administrative, financial, or operational matters of the BWA including without limitation activities of the General Manager and staff since the last board meeting, new or ongoing residential, commercial, or other developments in the BWA, capital projects, planning activities, issues involving the water treatment plant, water distribution system, wastewater collection system, and other infrastructure and facilities, service extensions, billing and customer services issues, interactions with other governmental entities or officials, and any other items included in the General Manager's written report, which may include without limitation the following items:

  1. Update on current administrative activities.
  2. Report on developments under contract with BWA.
  3. Report on developments that are currently proposed, but not under contract.
  4. Update on active capital projects.

5. Update on miscellaneous projects.

6. New Business

- 6.I. Consider And Approve Standard Agreement For Professional Services With Freese & Nichols For Project 2022-114 (South Benbrook Water Mains)

Documents:

[SAPES 2022-114 SR 6-7-22.PDF](#)

- 6.II. Consider And Possibly Approve The Expenditure Of \$26,000 For Leak Detection Services To Be Provided By ASTERRA

Documents:

[LEAK DETECTION SR 6-7-22.PDF](#)

- 6.III. Consider And Possibly Approve Emergency Response / Mutual Aid Agreement With The City Of Benbrook

Documents:

[MUTUAL AID AGREEMENT SR 6-7-22.PDF](#)  
[MUTUAL AID AGREEMENT.PDF](#)  
[MUTUAL AID AGREEMENT - EXHIBIT A.PDF](#)  
[MUTUAL AID AGREEMENT - EXHIBIT B.PDF](#)

7. Request To Appear Before Board Of Directors

Mr. Huddleston - Water leaks, documentation of repairs and unknown charges

8. Public Comment

All persons wishing to provide public comment should complete a public comment information form and submit it to the General Manager before the meeting.

Documents:

[PUBLIC COMMENT FORM.PDF](#)

9. Director / Staff Comment

Announcements from Board Members and / or Staff; there will be no discussion or formal action taken on these items.

10. Executive Session

Conduct Closed Executive Session Pursuant to Chapter 551, Government Code, for: consultation with the BWA attorney regarding pending or contemplated litigation, settlement offers, or other attorney-client matters (§551.071); deliberation regarding real property (§551.072); deliberation regarding prospective gifts (§551.073); personnel matters (§551.074); or deliberation regarding security devices (§551.076).

1. Any other item set forth in any section of this notice/agenda.

11. Re-Convene In Open Meeting

Take any Action Necessary from Executive Session

12. Adjournment

Next regular meeting scheduled for June 21, 2022

13. Work Session

Discussion of current / future agenda items

*The above agenda schedule represents an estimate of the order for the indicated items and is subject to change at any time. Public hearings and public meetings of the BWA Board of Directors are available to all persons. This facility is wheelchair accessible. If you require special assistance to attend a hearing or meeting, please call (817) 249-1250 at least 24 hours in advance of the hearing or meeting to coordinate any special physical access arrangements. For sign interpretative services, please call 48 hours in advance.*



BENBROOK WATER AUTHORITY

## May 2022 Financial Summary

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### Financial Statement May 2022<sup>(1)</sup>

1. Total Operating Revenues	\$1,030,401
2. Total Operating Expenditures	\$ 929,087
3. Monthly Operating Net	\$101,314

### Year to Date (YTD) Financial Statement<sup>(1)</sup>

1. Total Operating Revenues	\$4,809,300
2. Total Operating Expenditures	\$ 4,645,021
3. YTD Operating Net	\$ 164,279

### Consolidated Cash Summary<sup>(1)</sup>

#### Restricted & Unrestricted Cash – Non-bond Fund Accounts

1. Beginning Balance	\$10,273,611
2. Ending Balance	\$10,108,546

#### Bond Funds

1. Beginning Balance	\$10,388,982
2. Ending Balance	\$10,298,964

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<sup>(1)</sup> As of 5/31/2022  
Prepared 6/2/2022



**BENBROOK WATER AUTHORITY**

May 23, 2022

Board of Directors  
Benbrook Water Authority  
1121 Mercedes Street  
Benbrook, TX 76126

Dear Members of the Board:

The members of the Capital Improvements Advisory Committee, have been briefed on any changes to the Land Use Assumptions, and after receiving an update with respect to the progress of the Capital Improvements Plan, file the following semi-annual report:

1. Approved New Land Use Assumptions presented on May 23, 2022
2. Ready to move forward with Impact Fee Analysis

Respectfully submitted,

A handwritten signature in black ink that reads 'Marshall Carminati'.

Marshall Carminati

**Water is Life**

1121 Mercedes Street · P.O. Box 26929 · Benbrook, Texas 76126 · 817.249.1250

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Meeting Date

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June 7, 2022

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New Business Item #1

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**Subject**

Standard Agreement for Professional Engineering Services (SAPES)  
8 Thru 16-inch South Benbrook Water Mains  
BWA Project No. 2022-114

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**Recommendation**

Staff recommends the Board of Directors approve the Standard Agreement for Professional Engineering Services for Project No. 2022-114 with Freese and Nichols, Inc. for a total not to exceed fee of \$403,029, as described below.

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**Background**

Earlier this year, BWA acquired property necessary for the construction of a proposed 400,000-gallon elevated water storage tank in south Benbrook. As part of the Authority's Water and Wastewater Master Plan, also updated earlier this year, various water mains ranging in size from 8 to 16 inches will need to be constructed to accommodate future growth and improve system reliability. These improvements include approximately 6,400 linear feet of 12-inch water main from the proposed tank to an existing 24-inch transmission main southeast of Winscott Road and Loop 820 (which will include a new 12-inch water main to cross Loop 820), as well as approximately 1,400 linear feet of 16-inch water main between Mont Del Elevated Tank and an existing 16" water main near Bellaire Drive and Loop 820. The preliminary opinion of probable construction cost is currently \$2,210,400. Funding was previously obtained through the Authority's 2016 Bond issue.

BWA has negotiated a Standard Agreement for Professional Engineering Services (SAPES) with Freese and Nichols, Inc. for the project. The scope of work generally includes survey services, geotechnical engineering services and other professional engineering services associated with the design, bid and construction phases of the project. Preparation of easement documents will be required for this project and has also been incorporated into the scope of work.

Basic Services, including design and bid phase services, will be provided on an hourly basis, not to exceed \$154,142. Special Services, including survey, geotechnical engineering, minor environmental permit coordination, construction phase general and resident project representation services, will be provided for a not to exceed amount of \$248,887. The total not to exceed fee proposed for all services is \$403,029.

**Financial Impact**

Funding for this project is available from 2016 Bond Proceeds.



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Meeting Date

June 7, 2022

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New Business Item #2

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**Subject**

Leak Detection Services

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**Recommendation**

Staff recommends the Board of Directors approve the expenditure of \$26,000 for water system survey and leak detection services to be provided by ASTERRA.

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**Background/Analysis**

BWA, in accordance with the mission statement adopted by the BWA Board, endeavors to provide water service in an environmentally and fiscally responsible way. The promotion and implementation of water conservation to minimize the impact on water supplies, and minimizing costs to our customers, are vital to this mission.

In 2019, in accordance with Texas Commission on Environmental Quality requirements (30 TAC §288.30), BWA adopted its current Water Conservation Plan (WCP), which updated the previously adopted 2014 WCP. Each year, BWA conducts a water loss audit and submits the audit, as well as an annual water conservation annual report (showing progress toward WCP goals) to the Texas Water Development Board as required.

A review of annual water loss audits and annual reports indicates that between 2014 and 2018, the Authority generally saw a decline in water loss as a percentage of total system input (water production) and, for a time, was achieving its water loss percentage goals. Staff attribute this improvement to various factors, such as better water accounting resulting from metering infrastructure improvements, greater diligence in accounting for unmetered usage (from main breaks or hydrant flushing) and the elimination of leaks by the renewal of aging water infrastructure. However, since 2018, BWA has observed a general upward trend in water loss and is no longer meeting its water loss goals.

The 2024 target for water loss as a percentage of water produced is 11.6%. However, the most recent water loss audit (for 2021) indicated a water loss percentage of approximately 16%, up from 14% the previous year. Over the last three years, the average annual estimated retail cost of real losses (per BWA’s 2019-2021 water loss audits) has approached \$290,000.

The increase in apparent losses is likely the result of various factors, including aging and less accurate metering (which tends to indicate lower than actual volumes) as well as leaks at joints or connections with aging pipe that are not detectable at the ground surface.

As authorized by the BWA Board in 2021, BWA is in the process of acquiring additional meters which, besides keeping up with demands associated with new development, will enable the replacement of failing meters as they are identified. Additionally, Staff is planning the development of a more robust meter replacement program to be implemented over the next few years (subject to Board approval).

To address leaks that are not visible on the surface, Staff propose to undertake a leak detection and elimination program which would begin with a system-wide scan of the service area utilizing satellite technology, analysis of

# ***Staff Report***

potential target areas to focus leak detection efforts followed by uncovering and repairing identified leaks. Pursuant to these goals, Staff requested and received a proposal from ASTERRA (formerly Utilis) to acquire satellite imagery, analyze data obtained via satellite, identify points of interest (areas where leaks are suspected) and provide up to 5 days of leak detection pinpointing (in the field). BWA would use these services to identify pipes or connections needing repair or replacement so that currently unknown leaks may be eliminated. Like results seen with other utilities utilizing this technology, Staff expect the expense for the services proposed to be offset by future water savings.

## **Financial Impact**

Funding for all services is available through savings in the Field Operations budget line item for Water System Maintenance (01-6310-02-00).



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**Meeting Date**

June 7, 2022

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**New Business Item #3**

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**Subject**

Emergency Response/Mutual Aid Agreement  
City of Benbrook

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**Recommendation**

Staff recommends that BWA Board approve the mutual aid agreement for emergency response services with the City of Benbrook.

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**Background**

As authorized by Chapter 791, Texas Government Code (Interlocal Cooperation Act) and Chapter 418, Texas Government Code (Texas Disaster Act of 1975), the proposed mutual aid agreement between Benbrook Water Authority and the City of Benbrook will enable the parties to leverage the emergency response capabilities of both participating entities. The agreement may be activated in the event of:

- (1) a declaration of a local, state of disaster;
- (2) the finding of a state of civil emergency; or
- (3) a request by the governing body of a party in anticipation of a local, state of disaster.

The term of the agreement is open-ended and will remain in effect on both parties until such time as one of the parties terminates its participation in the agreement. Parties may terminate the agreement by providing a 90-day written notice of termination.

There is no cost to participate. All costs associated with the provision of mutual aid are borne by each party without guarantee or promise of reimbursement. Each entity is responsible for all matters of loss, property damage, personal injury, or death related to its services.

**Financial Impact**

None.

**Interlocal Mutual Aid Agreement  
Between the City of Benbrook and  
Benbrook Water Authority**

**STATE OF TEXAS**           §  
  §  
**COUNTY OF TARRANT** §

This Mutual Aid Agreement (“Agreement”) is entered into by and between the City of Benbrook, Texas, a Texas Home Rule City acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code, (hereinafter referred to as the “City”) and Benbrook Water Authority, a Water Conservation and Reclamation District created under the laws of the State of Texas for the purpose of supplying water and sewer service under Chapters 49 and 51 of the Texas Water Code, (hereinafter referred to as “BWA”), and (referred to individually as “Party” and collectively as “Parties”):

**RECITALS**

The Parties recognize the vulnerability of the people and the community to damage, injury, and loss of life and property resulting from disasters and/or civil emergencies and recognize that disasters and/or civil emergencies may present equipment and personnel requirements beyond the capacity of each Party.

The governing officials of the Parties desire to secure for each Party the benefits of mutual aid and protection of life and property in the event of a disaster and/or civil emergency.

The Parties wish to make suitable arrangements for furnishing mutual aid in coping with disasters and/or civil emergencies and are so authorized and make this Agreement pursuant to Chapter 791, Texas Government Code (Interlocal Cooperation Act) and Chapter 418, Texas Government Code (Texas Disaster Act of 1975).

The Parties recognize that a formal agreement for mutual aid would allow for better coordination of effort, would provide that adequate equipment and personnel is available, and would help ensure that mutual aid is accomplished in the minimum time possible, and thus desire to enter into an agreement to provide mutual aid.

**NOW, THEREFORE**, the Parties agree as follows:

**I.  
TERMS**

1. Recitals and Exhibits. The recitals set forth above are true and correct. Exhibits “A and “B” attached to this Agreement are incorporated for all purposes.
  
2. DEFINITIONS. For purposes of this Agreement, the terms listed below will have the following meanings:

- (a) "Civil emergency" means an unforeseen combination of circumstances or the resulting consequences thereof within the geographic limits of the City of Benbrook that calls for immediate action or for which there is an urgent need for assistance or relief to protect the general citizenry.
  - (b) "Disaster" means the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, riot, hostile military or paramilitary action, energy emergency (as that term is defined in Chapter 418 of the Texas Government Code), acts of terrorism, and other public calamity requiring emergency action.
  - (c) "Local government" means a county, municipality, special district, or any corporate/political entity organized under state law, of Texas or a state that borders Texas.
  - (d) "Mutual aid" includes, but is not limited to, provision of resources such as equipment, supplies, and personnel.
  - (e) "Political subdivision" means incorporated city or conservation or reclamation district.
3. Party's Emergency Management Plan. Each Party shall prepare and keep current an emergency management plan for its jurisdiction to provide for emergency/disaster mitigation, preparedness, response and recovery, in accordance with Chapter 418 of the Texas Government Code. The emergency management plan shall incorporate the use of available resources, including personnel, equipment and supplies, necessary to provide mutual aid.
4. Emergency Management Director. The Mayor of the City of Benbrook shall serve as the Emergency Management Director for the City of Benbrook and the President for BWA will serve as the Emergency Management Director for BWA. Each Emergency Management Director shall take all steps necessary for the implementation of this Agreement. Either Emergency Management Director may designate an Emergency Management Coordinator who shall serve as an assistant to the presiding officer of the political subdivision for emergency management purposes.

5. Activation of Agreement. This Agreement shall be activated in the event of:
  - (a) a declaration of a local state of disaster by a Party pursuant to Chapter 418 of the Texas Government Code; (b) the finding of a state of civil emergency by the presiding officer of the governing body of a Party; or (c) a request by the governing body of a Party made in anticipation of a local state of disaster. The activation of the Agreement shall continue whether or not the local disaster declaration or state of civil emergency is still active, until the services of the Party rendering aid are no longer required or when the officer in charge of the forces of the Party rendering determines, in its sole discretion, that further assistance should not be provided.
  
6. Request for Mutual Aid.
  - (A) Local Disaster. In anticipation or the event of a local disaster declaration, the Emergency Management Director or the designated Emergency Management Coordinator of a Party seeking mutual aid from the other Party shall request such aid from the counterpart for the other Party. Such requests may be made orally or in writing, but shall be placed in a written document, using forms such as an ICS Forms 211, 213, or 308, approved by the Emergency Management Director or Coordinator within 15 days of the request.
  
  - (B) Civil Emergency. If the presiding officer of the governing body of a Party is of the opinion that a state of civil emergency exists or is imminent that requires assistance from the other Party, the presiding officer of the Party requesting mutual aid shall make the request directly to the Party from which assistance is sought. Before the emergency assistance is provided, the governing body of the Party whose assistance has been requested shall authorize such assistance by resolution or other official action, in accordance with Chapter 791 of the Texas Government Code. In the event of a widespread civil emergency affecting either Party's ability to perform governmental functions, the county judge of Tarrant County, in which the Parties are located, shall have the authority to coordinate the call-up and assignment of resources to the affected area, pursuant to Section 8 of this Agreement.
  
  - (C) Scope of Aid. The Party rendering aid may provide services to include, but not limited to those listed in Exhibit "A".
  
7. Conditions. Any furnishing of resources under this Agreement is subject to the following conditions:
  - (a) A request for aid shall specify the amount and type of resources being requested, the location to which the resources are to be dispatched, and the specific time by which such resources are needed;

- (b) The Party rendering aid shall take such action as is necessary to provide and make available the resources requested, provided however, that the Party rendering aid, in its sole discretion, shall determine what resources are available to furnish the requested aid; and
  - (c) The Party rendering aid shall report to the Party requesting aid's designated officer in charge of the requesting Party's forces at the location to which the resources are dispatched.
- 8. Coordinating Mutual Aid. The Parties shall maintain a current listing of all personnel to be contacted within each party's organization, appropriate telephone and e-mail addresses, and other information that would be needed in order to contact each Party in the event of a disaster or civil emergency. The Parties shall also maintain current information on protocols for coordination of communications, medical response, and law enforcement activity. The Parties shall follow the provisions of Texas Government Code Section 418.1152 that are consistent with this Agreement.
- 9. Waiver of Claims against Parties; Immunity Retained. Each Party hereto waives all claims against the other Parties hereto for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this Agreement, except those caused in whole or in part by the negligence of an officer, employee, or agent of the other Party. Neither Party waives or relinquishes any immunity or defense on behalf of itself, its officers, employees and agents as a result of the foregoing sentence or its execution of this Agreement and the performance of the covenants contained herein.
- 10. Costs. All costs associated with the provision of mutual aid shall be borne by each Party without guarantee or promise of reimbursement.
- 11. State or Federal Reimbursement. The Parties acknowledge that the requesting Party may seek reimbursement of any costs incurred under this Agreement from any applicable state or federal agency and each Party agrees to cooperate fully with the other Party in taking all actions and executing all documents necessary to secure such reimbursement. Any reimbursement from state or federal agencies will be apportioned to each Party based on the percentage of funds expended during the event. It is the responsibility of each Party to maintain complete and accurate records of its expenses. In order to receive reimbursement, each Party must submit the forms and follow the procedures listed in Exhibit "B" to the Finance Director or equivalent of the Party receiving aid.
- 12. Equipment and Personnel. During the time mutual aid is being furnished, all equipment used by the Party rendering aid shall continue to be owned, leased, or rented by the Party rendering aid. At all times while equipment and personnel of a Party rendering aid are traveling to, from, or within the geographical limits of the requesting Party in accordance with the terms of this Agreement, such personnel and equipment shall be deemed to be

employed or used, as the case may be, in the full line and cause of duty of the Party rendering aid. In addition, such personnel shall be deemed to be engaged in a governmental function of their entity. This Agreement does not and shall not be construed to entitle any Party to any benefit, privilege or other amenity of employment by the other Party.

13. Expending Funds. Each Party which performs services or furnishes aid pursuant to this Agreement shall do so with funds available from current revenues of the Party. No Party shall have any liability for the failure to expend funds to provide aid hereunder.
14. Termination. It is agreed that either Party hereto shall have the right to terminate its participation in this Agreement upon ninety (90) days written notice to the other Party hereto.
15. Term. This Agreement shall become effective as to each Party when approved and executed by that Party. This Agreement shall continue in force and remain binding on both Parties until such time as the governing body of a Party terminates its participation in this Agreement pursuant to Section 14 of this Agreement.
16. Entirety. This Agreement contains all commitments and agreements of the Parties with respect to the mutual aid to be rendered hereunder during or in connection with a disaster and/or civil emergency. No other oral or written commitments of the Parties with respect to mutual aid under this Agreement shall have any force or effect if not contained herein, except as provided in Section 17 below.
17. Ratification. Each Party hereby ratifies the actions of its personnel taken prior to the date of this Agreement.
18. Other Assistance. The existence of this Agreement shall not prevent a municipality, county, rural fire prevention district, emergency services district, fire protection agency, organized volunteer group, or other emergency services entity from providing mutual aid assistance on request from another municipality, county, rural fire prevention district, emergency services district, fire protection agency, organized volunteer group, or other emergency services entity, in accordance with the provisions in Section 418.109 of the Texas Government Code. Additionally, the existence of this Agreement shall not prevent either Party from providing emergency assistance to another local government in accordance with the provisions in Section 791.027 of the Texas Government Code.
19. Interlocal Cooperation Act. The Parties agree that mutual aid in the context contemplated herein is a "governmental function and service" and that the Parties are "local governments" as those terms are defined in Section 791 of the Texas Government Code.
20. Severability. If a provision contained in this Agreement is held invalid for any reason, Or If any current or future legal limitations or requirements from a federal or state governmental with jurisdiction over the Parties affect the validity or enforceability of a provision of this Agreement, then this Agreement shall be deemed amended to the

minimum extent necessary to bring this Agreement into conformity with the requirements or limitations, and so modified, this Agreement shall continue in full force and effect.

21. Assignment. No Party may assign, in whole nor in part, any interest it may have in this Agreement without the prior written consent of the other parties.
22. Sovereign Immunity. This Agreement may not be interpreted to waive the sovereign immunity of any Party to this Agreement to the extent such Party may have immunity under Texas law.
23. Amendment. This Agreement may be amended only by the mutual written consent of the Parties.
24. Third Parties. This Agreement is intended to inure only to the benefit of the Parties hereto. This Agreement is not intended to create, nor shall be deemed or construed to create, any rights in third parties.
25. Warranty. The Agreement has been officially authorized by the governing body of each Party hereto and each signatory to this Agreement guarantees and warrants that the signatory has full authority to execute this Agreement and to legally bind the respective Party to this Agreement.
26. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Texas. Venue for an action arising under this Agreement shall lie exclusively in the County of the Party which rendered aid, or, if neither Party rendered aid, in Tarrant County.
27. Headings. The headings at the beginning of the various provisions of this Agreement have been included only in order to make it easier to locate the subject covered by each provision and are not to be used in construing this Agreement.

## **II.** **NOTICE**

Any notice or other writing required by this Agreement, shall be deemed given when personally delivered or mailed by certified or registered United States mail, return-receipt, postage prepaid, addressed as follows:

CITY OF BENBROOK:  
City Manager  
City of Benbrook  
911 Winscott Rd  
Benbrook, Texas 76126

BWA:  
General Manager  
Benbrook Water Authority  
P.O. Box 26929  
1121 Mercedes St.  
Benbrook, Texas 76126

PASSED AND APPROVED by the City Council of the City of Benbrook on this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Jason Ward, Mayor

ATTEST:

\_\_\_\_\_  
Joanna King, City Secretary

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
City Attorney

PASSED AND APPROVED by the Board of Directors of the Benbrook Water Authority on this \_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Karen Henderson, President

ATTEST:

\_\_\_\_\_  
Rick Whitehurst, Secretary

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
Benbrook Water Authority Attorney

**EXHIBIT "A"**  
**SCOPE OF AID**

1. **General Purpose:** This Agreement shall cover all services within the general governmental functions of local government that may be necessary for recovery from a disaster or emergency.
2. **Requests for Aid:** Individual requests for aid shall be made in accordance with Section 6 (A) of this Agreement.
3. **Request Form:** The Parties shall endeavor to send requests and responses through ICS Forms 211, 213, or 308 containing the signature of the Emergency Management Director or Coordinator. In the event the Parties do not initially correspond through ICS Forms and unless this Agreement directs otherwise, the Parties may request records of correspondence in an applicable ICS Form within 15 days of the related correspondence.

**EXHIBIT "B"**  
**REIMBURSEMENT FORMS AND PROCEDURES**

1. **General Requirements:** The Party rendering aid shall provide the forms listed in this Exhibit to the Finance Director or equivalent of the Party requesting aid after aid has ceased and prior to receiving reimbursement.
2. **Request Documents:** The Party rendering aid shall submit a copy of this Agreement, purchase order, ICS Forms 211, 213, or 308 or any other document the Party rendering aid relied on to provide aid.
3. **Party's Standard Invoice:** The Party rendering aid shall submit a standard invoice detailing with reasonable specificity all pertinent dates, hours, rates, costs, descriptions, quantities, and measures.
4. **FEMA Documents:** The Party rendering aid shall submit all pertinent FEMA forms and worksheets. If the documents referenced in this Section become obsolete, the Party requesting aid will provide cites to current forms.
  - a. **Labor:** For labor costs, the Party rendering aid shall submit a completed FEMA Form 90-123 Force Account Labor Summary Record.
  - b. **Equipment:** For reimbursement for Equipment costs, the Party rendering aid shall submit a completed FEMA Form 90-127 Force Account Equipment Summary Record.
  - c. **Rented or Leased Equipment:** For reimbursement for equipment rented or leased by the Party rendering aid from another entity, the Party rendering aid shall submit a Force Account Rented/Leased Equipment Worksheet.
  - d. **Materials and Other Costs:** For reimbursement for materials and other costs not included on, the Party rendering aid shall submit a completed Force Account Activity Worksheet.

