

MINUTES  
FORT BEND COUNTY LEVEE IMPROVEMENT DISTRICT NO. 17

December 14, 2017

The Board of Directors (the "Board") of Fort Bend County Levee Improvement District No. 17 (the "District") met in regular session, open to the public, on the 14<sup>th</sup> day of December, 2017, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2400, Houston, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

David Lawrence	President
NG Fook (Francis) Ming	Vice President/ Assistant Secretary
David W. Gornet	Secretary/ Assistant Vice President

and all of the above were present except Director Ming, thus constituting a quorum.

Also present at the meeting were Jeff Perry of Levee Management Services, LLC ("LMS"); Jason Kelly of LJA Engineering & Surveying, Inc. ("LJA"); Anna Duarte of Tax Tech, Inc.; Brad Koehl of Bio Landscape and Maintenance, Inc. ("Bio"); Tayo Ilori of McGrath & Co., PLLC; Parvez Hussain, resident of the District; and Whitney Higgins and Nikole Cales of Allen Boone Humphries Robinson LLP ("ABHR").

MINUTES

The Board deferred approving the minutes of the November 9, 2017, regular meeting.

PUBLIC COMMENTS

There were no public comments.

AUTHORIZE AUDITOR TO CONDUCT AUDIT FOR FISCAL YEAR END DECEMBER 31, 2017

Mr. Ilori requested authorization to conduct the District's audit for the fiscal year ending December 31, 2017. After discussion, Director Gornet moved to authorize McGrath & Co., PLLC, to conduct the District's audit for the fiscal year ending December 31, 2017. Director Lawrence seconded, and the motion passed unanimously.

UPDATE ON WEBSITE AND APPROVE POSTINGS

There were no updates on the District's website.

PHASE II MS4 STORM WATER MANAGEMENT PLAN ("SWMP")  
IMPLEMENTATION

There was no discussion regarding this item.

LAKE MAINTENANCE BY LAKE MANAGEMENT SERVICES, INC. ("LAKE  
MANAGEMENT")

There was no discussion regarding this item.

MAINTENANCE OF THE WETLAND SHELVES AND MOWING OF DISTRICT  
FACILITIES BY YELLOWSTONE LANDSCAPE

Mr. Koehl reviewed the maintenance report, a copy of which is attached. He then discussed tree management performed in the District. After review and discussion, Director Lawrence moved to approve the maintenance report. Director Gornet seconded the motion, which passed unanimously.

ENGINEERING MATTERS

Mr. Kelly reviewed the engineer's report, a copy of which is attached, and updated the Board on the status of construction projects.

Mr. Kelly updated the Board regarding the construction of a new City of Sugar Land transmission line and noted the lake will need to be dammed off to stop the water flow and allow the City to bore under the levee. Mr. Kelly reported the City will need to obtain a new easement to complete project, but has not requested one at this time. Mr. Kelly stated he will continue to monitor the situation.

Mr. Kelly requested approval of repairs to be completed by Ridgewood including a 4" irrigation mainline leak on University Boulevard south of New Territory Boulevard in the amount of \$498.96.

After review and discussion, Director Lawrence moved to (1) approve the engineer's report; and (2) approve the 4" irrigation mainline leak in the amount of \$498.96, to be completed per the District's contract with Ridgewood. Director Gornet seconded the motion, which passed unanimously.

PARK MAINTENANCE

The Board reviewed the December TCA memorandum and a request for power washing benches, copies of which are attached. Discussion ensued regarding the request to replace plants damaged by hogs and noted the Board previously approved the replacement plants and took no new action regarding this item. After review and discussion, Director Gornet moved to approve item no. 1: to replace in-ground lighting fixtures in the amount of \$902.00; deny item no. 2: pressure washing and cleaning of

brick columns as LMS will handle this project for the District; and approve the proposal for power washing and bench improvement from McKenna in the amount of \$22,650. Director Lawrence seconded the motion, which passed unanimously.

#### DEVELOPMENT IN THE DISTRICT

There was no discussion regarding this item.

#### OPERATION OF DISTRICT FACILITIES, BILLINGS, REPAIRS AND MAINTENANCE, INCLUDING REPAIRS AND MAINTENANCE TO THE DISTRICT'S SYSTEM

Mr. Perry presented and reviewed a report regarding maintenance and facility repairs performed during the previous month, a copy of which is attached. He noted ant bait treatment was applied this month.

Mr. Perry updated the Board regarding the Brazos River erosion. He stated marker no. 1 is gone and erosion continues near the Highway 59 bridge. Mr. Perry stated the markers of concern that are closer to the District's levee still have ample distance before reaching the levee. The Board directed LMS to continue to monitor and report quarterly, or more often if needed.

#### FINANCIAL AND BOOKKEEPING MATTERS, INCLUDING PAYMENT OF THE BILLS, REVIEW OF INVESTMENTS, BUDGET COMPARISON, AND DISCUSS BUDGET FOR FISCAL YEAR END DECEMBER 31, 2018

The Board reviewed the bookkeeper's report, including payment of bills, and review of investments, copies of which are attached. The Board the reviewed the proposed budget for the fiscal year ending December 31, 2018. Following review and discussion, Director Gornet moved to (1) approve the bookkeeper's report, including payment of the bills; and (2) adopt the budget for fiscal year end December 31, 2018. Director Lawrence seconded the motion, which passed unanimously.

Ms. Garcia stated the District still has a \$7,500 deposit from PS Lightwave and noted PS Lightwave requested the District return the deposit since work is complete. Mr. Kelly confirmed the work was completed to the District's satisfaction. After review and discussion, the Board authorized the release of the \$7,500 deposit to PS Lightwave.

#### TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR THE ASSOCIATION OF WATER BOARD DIRECTORS WINTER CONFERENCE

The Board discussed the upcoming Association of Water Board Directors conference January 26-27, 2018 in Dallas, Texas and noted no Board members will be attending. The Board requested the District's bookkeeper confirm if the District is a member of the AWBD and directed the bookkeeper not to renew the District's membership if they are still members.

TAX ASSESSMENT AND COLLECTION MATTERS, INCLUDING DELINQUENT TAX COLLECTIONS, INSTALLMENT AGREEMENTS, AND PAYMENT OF TAX BILLS

Ms. Duarte presented and reviewed the tax assessor/collector's report for November, 2017, and the bills for payment from the tax account, a copy of which is attached. She stated 3.87% of the District's 2017 taxes have been collected to date. Ms. Duarte reviewed a delinquent list with the Board, a copy of which is attached to the tax assessor's report. After review and discussion, Director Lawrence moved to approve the tax assessor/collector's report and payment of the tax bills. Director Gornet seconded the motion, which passed by unanimous vote.

ATTORNEY'S REPORT

The Board discussed insurance renewal. The Board authorized approval contingent upon finalization of the proposal. Upon a motion made by Director Lawrence and seconded by Director Gornet, the Board approved the insurance proposal pending finalization.

STATUS OF FEDERAL FLOOD INSURANCE LEGISLATION, AND ATTENDANCE AT A NATIONAL LEVEE, DRAINAGE, OR FLOOD RELATED CONFERENCE

Director Gornet discussed the National Association of Flood and Stormwater Management Agencies ("NAFSMA") annual conference on July 10, 2018.

REPORTS FROM DIRECTORS AND DISTRICT CONSULTANTS REGARDING EVENTS AND ACTIVITIES ATTENDED DURING THE MONTH

There being no further business to come before the Board, the Board concurred to adjourn the meeting.



Secretary, Board of Directors

(SEAL)



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