

MINUTES  
FORT BEND COUNTY LEVEE IMPROVEMENT DISTRICT NO. 17

October 11, 2018

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 11th day of October, 2018, 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 W. Gornet	President
NG Fook (Francis) Ming	Vice President/ Assistant Secretary
Vibhor Mehrotra	Secretary/ Assistant Vice President

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

Also present at the meeting were Jeff Perry and Ross Autrey of Levee Management Services, LLC ("LMS"); Jason Kelly of LJA Engineering, Inc. ("LJA"); Kristi Hebert of Tax Tech, Inc.; Christina Perry of Myrtle Cruz, Inc.; Brad Koehl of Yellowstone Landscape - Central, Inc. ("Yellowstone"); Aly Long, Tony Joubert and Jennifer Ponce of Sterling Association Services, Inc.; Larry Tallerine of Ridgewood Landscaping, Inc. ("Ridgewood"); and Lynne B. Humphries and Nikole Cales of Allen Boone Humphries Robinson LLP ("ABHR").

MINUTES

The Board reviewed the minutes of the September 13, 2018, regular meeting. After review and discussion, Director Ming moved to approve the minutes of the September 13, 2018, regular meeting as submitted. Director Gornet seconded the motion, which passed unanimously.

PUBLIC COMMENTS

No members of the public wished to address the Board.

UPDATE ON WEBSITE AND APPROVE POSTINGS

Director Gornet mentioned the tax rate notice 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, L.P. ("LAKE MANAGEMENT")

The Board reviewed lake maintenance updates, which are filed in the District's official records. The Board then reviewed the lake maintenance budget from Lake Maintenance for calendar year beginning 2019 and noted the anticipated budget of \$116,140 is on par with the 2018 budget. After review and discussion, Director Gornet moved to approve the lake maintenance budget for the 2019 calendar and fiscal year and direct that it be attached to the District's agreement with Lake Management. Director Ming seconded the motion, which passed unanimously.

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

The Board reviewed the maintenance and mowing report, a copy of which is attached. After review and discussion, Director Gornet moved to approve the maintenance and mowing report. Director Ming 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 presented a revised 7,343 square foot surface water transmission line easement to the City of Sugar Land ("Easement"). Mr. Kelly stated the City of Sugar Land is proceeding with abandoning the partial release of the previously granted easement totaling 0.1469 acres, which was the portion of the easement granted across the detention facility. After review and discussion, Director Gornet moved to approve the Easement and direct that it be filed appropriately and retained in the District's official records. Director Ming seconded the motion, which passed unanimously.

Mr. Kelly updated the Board regarding repairs at irrigation pump station no. 2 totaling \$32,961, which involves abandoning the existing pump vault due to continued settling. After review and discussion, Director Gornet moved to approve the repairs in the amount of \$32,961. Director Ming seconded the motion, which passed unanimously.

Mr. Kelly recommended the Board approve irrigation repairs totaling \$1,995.41, which were completed by Ridgewood per the District's agreement. After review and discussion, Director Gornet moved to approve the repairs in the amount of \$1,995.41 to be completed per the District's agreement with Ridgewood. Director Ming seconded the motion, which passed unanimously.

Mr. Kelly updated the Board regarding design and planning for drainage improvements.

Mr. Kelly updated the Board regarding the updated existing conditions survey.

Mr. Kelly presented and reviewed a proposal for LJA to prepare a two dimensional hydraulic analysis of flood protection system in an estimated amount of \$34,250, a copy of which is attached to the engineer's report. After review and discussion, the Board concurred to defer approval of the proposal pending additional information from City of Sugar Land regarding its studies.

Mr. Kelly stated the National Oceanic and Atmospheric Administration has released the ATLAS 14 detailing the updated rainfall criteria.

The Board discussed implementing a freezing weather policy for the irrigation pump stations to preemptively address freezing water lines and the damage that occurs as a result. The Board requested the District's engineer update the District's Emergency Action Plan to include the appropriate procedures for the freezing weather policy for irrigation facilities.

Mr. Kelly updated the Board regarding the surplus park bond funds application. He stated the application is still in technical review by the Texas Commission on Environmental Quality.

After review and discussion, Director Gornet moved to approve the engineer's report. Director Ming seconded the motion, which passed unanimously.

#### PARK MAINTENANCE

The Board reviewed the October memorandum from the TCA, a copy of which is attached. After review and discussion, Director Gornet moved to approve the following: (1) item number one to replace seven light fixtures at University Boulevard and Meadowcroft Avenue in the amount of \$2,040; (2) item number two to replace eight light fixtures and two photo cells at Meadowcroft Boulevard and Rienhart Avenue in the amount of \$2,769.80; (3) item number three to replace six light fixtures at Wescott Avenue and Barksdale Avenue in the amount of \$1,792.10; (4) item number four to replace a light fixture at University and Meadowcroft Boulevards in the amount of \$3,364.60; (5) item number five to replace six light fixtures at Wescott and Brickhaven Avenues in the amount of \$1,901.10; (6) item number six to replace 15 light fixtures at Chatham and Hetherington Avenues in the amount of \$4,471.50; (7) item number seven to replace one night at Addison and Telfair Avenues in the amount of \$502.35; (8) item number eight to replace fixtures and perform repairs at the entry in the amount of \$1,476.30; (9) item number nine to pressure wash a wooden structure and apply clear protectant sealant in the amount of \$875; and (10) approve item numbers one through five for reimbursement as detailed in the memorandum. Ms. Garcia stated she is

issuing a check in the amount of \$22,775.25 to the TCA for the approved items detailed above.

Discussion ensued regarding the District's maintenance agreement with the TCA and the TCA's request that the Board consider funding an administrator to handle costs associated with LID park maintenance items. The Board concurred to defer this item pending additional information. Representatives of the TCA and the Board agreed to continue operating under the current agreement on a month-to-month basis until this issue has been resolved.

Mr. Kelly updated the Board regarding drinking water fountains purchase and installation. He stated he contacted the City of Sugar Land regarding the purchase of the fountains and stated the City relayed they do not purchase water fountains frequently enough to facilitate a discounted rate on purchases. He stated the fountains proposed to be installed in the District are not available on Buy Board.

#### DEVELOPMENT IN THE DISTRICT

The Board discussed development in the District.

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

Mr. Perry reviewed a report regarding maintenance and facility repairs performed during the previous month, a copy of which is attached.

Mr. Perry stated the District's Tiger Dam trailer is expected to be delivered by October 15, 2018.

Mr. Perry stated he is working on having the phone lines repaired at pump station number 1.

After review and discussion, Director Gornet moved to approve the operator's report. Director Ming seconded the motion, which passed unanimously.

#### FINANCIAL AND BOOKKEEPING MATTERS, INCLUDING PAYMENT OF THE BILLS, REVIEW OF INVESTMENTS, BUDGET COMPARISON

Ms. Perry reviewed the bookkeeper's report, including payment of bills, and review of investments, copies of which are attached. Following review and discussion, Director Gornet moved to approve the bookkeeper's report, including payment of the bills. Director Ming seconded the motion, which passed unanimously.

The Board reviewed the draft budget for the fiscal year ending December 31, 2019 and discussed various revisions and updates. Ms. Perry stated she will make the

requested changes and present a revised budget next month, but will forward the budget with revisions made to the University of Houston.

Ms. Perry discussed the accounting of tax revenue and explained how and when tax collection revenue funds are reflected in the District's account. Per the Board's request, Ms. Perry stated she will show 2018 tax collection revenue amounts as well as 2019 tax collection revenue amounts to reflect a true receipt of tax revenue regardless of the receipt timing.

The Board deferred adoption of a resolution expressing intent to reimburse the District for engineering fees at this time, but noted it may adopt a resolution in the future.

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

Ms. Hebert presented and reviewed the tax assessor/collector's report for October, 2018, and the bills for payment from the tax account, a copy of which is attached. She stated 0% of the District's 2018 taxes have been collected to date. Ms. Hebert reviewed a delinquent list with the Board, a copy of which is attached to the tax assessor's report. After review and discussion, Director Gornet moved to approve the tax assessor/collector's report and payment of the tax bills. Director Ming seconded the motion, which passed by unanimous vote.

#### ATTORNEY'S REPORT

There was no discussion regarding this matter.

#### RENEWAL OF DISTRICT'S INSURANCE POLICIES

The Board discussed the upcoming expiration of the District's insurance policies and directed ABHR to request a renewal proposal from HARCO, the District's current insurance provider.

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

Director Gornet discussed the Floodwarn Seminar, a Fort Bend County educational opportunity on October 26, 2018, and the Association of Water Board Directors Conference in January, 2019.

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

There was no discussion regarding this matter.

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



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Secretary, Board of Directors

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