

MINUTES
FORT BEND COUNTY LEVEE IMPROVEMENT DISTRICT NO. 17

November 12, 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 12th day of November, 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"); Chris LeBlanc 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"); Tony Joubert of Sterling Association Services, Inc.; Justin Klump of Storm Water Solutions, LLC; Ed Pearson, resident of the District; and Lynne B. Humphries and Nikole Cales of Allen Boone Humphries Robinson LLP ("ABHR").

MINUTES

The Board reviewed the minutes of the October 11, 2018, regular meeting. After review and discussion, Director Gornet moved to approve the minutes of the October 11, 2018, regular meeting as submitted. Director Ming 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 discussed updates to the District's website.

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

Mr. Klump updated the Board on the District's Storm Water Management Plan

("SWMP"). He distributed a handout that included a summary of the Year Five goals for the SWMP, a proposed amendment to the District's Order Establishing Rules and Regulations Regarding Use of District Rights-of-Way necessary to enforce the penalties contained in the District's stormwater guidance manual (the "Stormwater Guidance Manual"), and a summary of the proposed major changes to the Texas Pollutant Discharge Elimination System General Permit Number TXR040000 anticipated for 2019. He also distributed the preamble to the Stormwater Guidance Manual and Chapter 4 of the Stormwater Guidance Manual.

Mr. Klump then began his training session with the Board and other consultants by reviewing the preamble of the Stormwater Guidance Manual and the responsibilities of each party that owns/uses the storm sewer system. Mr. Klump continued the training by reviewing the provisions of Chapter 4 pertaining to stormwater controls relative to post-construction in new development and redevelopment. Mr. Klump explained that Chapter 4 is the final chapter to be adopted as part of the Stormwater Guidance Manual. He reminded the Board of the previous chapters in the Stormwater Guidance Manual (public education, illicit discharge, construction site runoff, and good housekeeping for District-owned facilities). This concluded his training session.

Mr. Klump requested the Board: (1) approve the preamble and Chapter 4 of the Stormwater Guidance Manual; (2) adopt a Resolution Adopting Stormwater Guidance Manual; and (3) adopt an amendment to the District's Order Establishing Rules and Regulations Regarding Use of District Rights-of-Way to enforce the penalties for failure to comply with the District's Stormwater Guidance Manual.

Ms. Humphries presented and reviewed a Resolution Adopting Stormwater Guidance Manual. After review and discussion, Director Ming moved to (1) approve the preamble and Chapter 4 of the Stormwater Guidance Manual; and (2) adopt a Resolution Adopting Stormwater Guidance Manual and direct that the Resolution and Stormwater Guidance Manual be filed appropriately and retained in the District's official records. Director Gornet seconded the motion, which passed by unanimous vote.

ADOPT AMENDED ORDER ESTABLISHING RULES AND REGULATIONS REGARDING USE OF DISTRICT RIGHTS-OF-WAY

Ms. Humphries presented and reviewed an Amended Order Establishing Rules and Regulations Regarding Use of District Rights-of-Way. After review and discussion, Director Ming moved to adopt an Amended Order Establishing Rules and Regulations Regarding Use of District Rights-of-Way and direct that the Order be filed appropriately and retained in the District's official records. Director Gornet seconded the motion, which passed by unanimous vote.

CONFIRM INCLUSION OF CONSTRUCTION SITE OPERATOR AND STORM SEWER USER PENALTIES ARE INCLUDED IN OPERATING MANUAL, AND AMEND OPERATING MANUAL, IF NECESSARY

The operator and engineer confirmed inclusion of construction site operator and storm sewer use penalties in the Stormwater Guidance Manual.

LAKE MAINTENANCE BY LAKE MANAGEMENT SERVICES, L.P. ("LAKE MANAGEMENT")

There was no discussion regarding this matter.

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

Mr. LeBlanc presented the final version of the 7,343 square foot surface water transmission line easement to the City of Sugar Land ("Easement"). Mr. LeBlanc 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. LeBlanc recommended the Board approve irrigation repairs totaling \$1,550.89, 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 \$1,550.89 to be completed per the District's agreement with Ridgewood. Director Ming seconded the motion, which passed unanimously.

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

Mr. LeBlanc presented a draft of the updated Emergency Action Plan ("EAP") to include language for the "Freezing Weather Policy" for irrigation pump stations. After

review and discussion, Director Gornet moved to approve the updated EAP. Director Ming seconded the motion, which passed unanimously.

Mr. LeBlanc updated the Board regarding the Engineering Services for Drainage Facility Improvements.

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

Mr. LeBlanc presented and reviewed a revised proposal for LJA to prepare a two dimensional hydraulic analysis of flood protection system in an estimated amount of \$35,650, a copy of which is attached to the engineer's report. He stated per the Board's request, LJA requested information from the City and adjusted the proposal price accordingly. After review and discussion, Director Gornet moved to approve the proposal in the estimated amount of \$35,650. Director Ming seconded the motion, which passed unanimously.

Mr. LeBlanc 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

There was no memorandum presented by the TCA. Mr. Joubert stated the TCA is coordinating with Ridgewood regarding the new maintenance contract, which will help the TCA determine the need for an administrator to handle District park facilities.

Ms. Perry stated the TCA requested reimbursement for a project in the amount of \$1,780 last month, which was approved, but she noted upon reviewing past invoices, she believes the TCA was already paid for the project. She stated she will follow up regarding this matter.

Mr. LeBlanc updated the Board regarding drinking water fountains purchase and installation. He stated he re-submitted the construction plans to the City of Sugar Land and will provide the bidding documents for review once the plans are approved by the City of Sugar Land, prior to proceeding with bidding.

Mr. LeBlanc discussed an irrigation request for Brightview Landscape to tie into the District's irrigation. After discussion, the Board directed them to contact the City regarding installation of an irrigation meter since the water line is owned and operated by the City.

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

Mr. Perry discussed the possibility of installing gates to prevent unauthorized access in ten (10) areas of the District. He stated a barbed wire and cattle gate will cost \$900 each and a fabricated black steel gate will cost \$2,100 each.

Mr. Perry reported the bridge repair was completed this month.

Discussion ensued regarding the Tiger Dam trailer and Director Gornet requested LMS submit a request to the TCA to use the Telfair logo on the trailer.

After review and discussion, Director Gornet moved to approve the operator's report; and (2) authorize the installation of nine (9) black steel gates at a cost of \$2,100 each and one (1) barbed wire and cattle gate on the west side at Anfield Way in the amount of \$900. 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. The Board then reviewed the proposed budget for the fiscal year ending December 31, 2019. Following review and discussion, Director Ming moved to (1) approve the bookkeeper's report, including payment of the bills; and (2) defer adoption of the budget for fiscal year end December 31, 2019. Director Gornet seconded the motion, which passed unanimously.

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 November, 2018, and the bills for payment from the tax account, a copy of which is attached. She stated 0.44% 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 Ming 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

Ms. Humphries reviewed the Series 2008 and 2008A Bonds Arbitrage Reports. The Board concurred to accept the Reports and directed them to be filed appropriately and retained in the District's records.

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

Director Gornet discussed the possible transfer of land from Fort Bend County Levee Improvement District No. 7 and requested the District's engineer determine ownership for the land along the Brazos River from State Highway 99 bridge to the State Highway 59 bridge.

Director Gornet discussed the possibility of each director having a District email address and requested a proposal from Off Cinco.

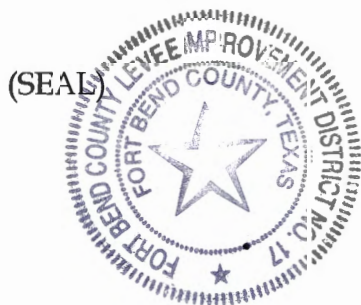
REPORTS FROM DIRECTORS AND DISTRICT CONSULTANTS REGARDING EVENTS AND ACTIVITIES ATTENDED DURING THE MONTH

There was no discussion regarding this matter.

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



Asst. Secretary, Board of Directors



LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Maintenance and mowing report,	3
Engineer's report from LJA	3
Report regarding maintenance and facility repairs	5
Bookkeeper's report.....	5
Tax assessor/collector's report.....	5