

MINUTES
FORT BEND COUNTY LEVEE IMPROVEMENT DISTRICT NO. 11

April 1, 2019

The Board of Directors (the "Board") of Fort Bend County Levee Improvement District No. 11 (the "District") met in regular session, open to the public, on the 1st day of April, 2019, inside the boundaries of the District, at the Greatwood Community Association Building, Sugar Land, Texas, and the roll was called of the members of the Board:

Justin Ring	President
Roberta Terrell	Vice President/ Assistant Secretary
Michael D. Rozell	Secretary/ Assistant Vice President

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

Also present at the meeting were Bob Grant and Mike Thelen, residents of the District; Kelly Jurecek of Tax Tech, Inc.; Christina Perry of Myrtle Cruz, Inc. ("MC"); Jeff Perry and Ross Autrey of Levee Management Services, LLC ("LMS"); Michael Rusk of LJA Engineering, Inc.; Pat Naff of CDC Unlimited, LLC ("CDC"); Pat Hughes of the City of Sugar Land ("City"); and Lynne Humphries and Nikole Cales of Allen Boone Humphries Robinson LLP.

MINUTES

The Board considered approving the minutes of the March 4, 2019, regular meeting, which were provided in advance of the meeting. Following review and discussion, Director Terrell moved to approve the March 4, 2019, minutes, as submitted. Director Rozell seconded the motion, which was approved by unanimous vote.

COMMENTS AND QUESTIONS FROM THE PUBLIC

There were no members of the public who wished to address the Board.

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Jurecek distributed and reviewed the tax assessor/collector's report, a copy of which is attached. She reported the District's 2018 taxes are currently 96.87% collected. Ms. Jurecek noted the quarterly assessment will be paid with a hand written check and reflected on next month's report. Following review and discussion, Director Rozell moved to approve the tax assessor/collector's report and payment of the tax bills. Director Terrell seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Perry distributed and reviewed the bookkeeper's report, including the monthly budget comparison and a list of checks presented for approval. She stated she will be moving funds from the District's general fund into a TexPool account, which will be reflected next month. A copy of the bookkeeper's report is attached.

Director Ring discussed the mowing and maintenance actual expenses versus the budgeted amount. Ms. Perry stated the discrepancy is due to the timing of the overseeding and fertilization. She stated the line item could be accounted for on a cash flow basis in the next fiscal year budget if the Board prefers to have it presented that way.

Following review and discussion, Director Rozell moved to approve the bookkeeper's report and authorize payment of the bills listed therein. Director Terrell seconded the motion, which passed unanimously.

LEVEE AND DITCH MOWING

Mr. Naff updated the Board regarding levee and ditch mowing.

OPERATION OF DISTRICT FACILITIES

Mr. Perry distributed and reviewed the operator's report, including maintenance and repair items completed by LMS during the previous month. A copy of the report is attached.

Mr. Perry stated the City repaired a blow off valve and restored the area back to its original condition.

Mr. Perry stated a contractor working for the Texas Department of Transportation ("TxDOT") installed an unauthorized driveway across and cut through the District's levee along Crabb River Road. He stated neither TxDOT nor its contractor received permission from the District to perform the work, nor did it notify any District representatives of the work prior to commencement. Mr. Rusk stated not only did they cut through the District's levee, they also lowered the levee approximately two feet. He stated he reached out to TxDOT's representative who informed him the contractor did not proceed as directed. The Board directed ABHR to send a letter to the contractor and TxDOT notifying them of the law violation as well as the impact breaching the levee could have to residents living behind the levee protection. Director Rozell stated he will also contact Fort Bend County Commissioner, Precinct No. 1, Vincent Morales, regarding the matter.

Mr. Perry reported on a minor erosion at the main channel ditch bottom and stated that it will be repaired as weather allows.

Mr. Perry updated the Board regarding the installation of security cameras and lighting at the pump stations and stated he received proposals to install the cameras and lighting as previously discussed in an amount not to exceed \$60,000 per pump station. He stated LMS will subcontract the work on behalf of the District. After review and discussion, Director Rozell moved to authorize LMS to subcontract the installation of cameras and lighting in an amount not to exceed \$60,000 per pump station.

Mr. Rusk discussed the drainage channel cleanout and stated he is coordinating with an environmental consultant regarding the wetlands permit requirements in that area.

Mr. Perry updated the Board regarding FEMA reimbursement.

Following review and discussion, Director Rozell moved to approve the operator's report. Director Terrell seconded the motion, which passed unanimously.

ENGINEERING MATTERS

Mr. Rusk presented and reviewed the engineer's report, a copy of which is attached.

Mr. Rusk distributed and reviewed an updated Capital Improvement Plan, a copy of which is attached.

Mr. Rusk updated the Board regarding the detention pond expansion and levee raising improvement project.

Mr. Rusk presented a proposal for preparation of the preliminary engineering report for the expansion of pump station nos. 1 and 2 in the amount of \$55,000.

Mr. Rusk updated the Board regarding the installation of backup sluice gates at pump station no. 1 and pump station no. 2 and stated no new pay estimates have been submitted by NBG Constructors, Inc. He stated four of the six gates arrived but are substantially damaged and/or still being held in quarantine and the remainder are in transit from India.

Ms. Humphries stated Wells Fargo has agreed to grant an easement on the Booth tract for the levee expansion project and noted ABHR will prepare the easement. She stated the City has not provided the necessary consent required by the Texas Parks and Wildlife Department in order for them to convey the property. Ms. Humphries discussed the language in the deed and her opinion that easements for levees are considered public rights-of-way. The Board requested Mr. Hughes follow up regarding the matter.

Mr. Rusk discussed recent and proposed improvements to the District's facilities and confirmed the District will exceed current pumping requirements and will meet or exceed ATLAS 14 pumping requirements when the new pump station is completed and operational.

After review and discussion, Director Rozell moved to (1) approve the engineer's report; and (2) approve proposal for the preparation of the preliminary engineering report for the expansion of pump station nos. 1 and 2 in the amount of \$55,000. Director Terrell seconded the motion, which passed unanimously.

ACQUISITION OF PROPERTY FOR LEVEE RAISING PROJECT

It was noted this matter was discussed under engineer's report.

MS4 STORM WATER MANAGEMENT PLAN

There was no discussion regarding this item.

WEBSITE MATTERS

There was no discussion regarding this item.

ATTORNEY'S REPORT

There was no discussion regarding this item.

DISCUSS NATIONAL ASSOCIATION OF FLOOD AND STORMWATER MANAGEMENT AGENCIES CONFERENCE, ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") MATTERS, FEDERAL FLOOD INSURANCE AND STATE LEGISLATION, PERIMETER LEVEE MAINTENANCE, AND FORT BEND FLOODPLAIN MANAGEMENT ASSOCIATION

Director Rozell discussed upcoming continuing education opportunities.

REPORTS FROM DIRECTORS AND CONSULTANTS

The Board discussed possibly moving the meeting date and time and concurred to table the matter until the next meeting.

CONVENE IN EXECUTIVE SESSION

The Board did not convene in executive session.

RECONVENE IN OPEN SESSION

The Board did not convene in executive session.

There being no further business to come before the Board, the meeting was adjourned.



Mike A. Rozell
Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

	Page <u>No.</u>
Tax assessor/collector's report	1
Bookkeeper's report.....	2
Operator's report.....	2
Engineer's report.....	3
Capital Improvement Plan	3