

MINUTES
FORT BEND COUNTY LEVEE IMPROVEMENT DISTRICT NO. 11

November 5, 2018

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 5th day of November, 2018, 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 except Director Rozell, thus constituting a quorum.

Also present at the meeting were Bob Grant, resident of the District; Kelly Jurecek of Tax Tech, Inc.; Christina Perry of Myrtle Cruz, Inc.; Pat Naff of CDC Unlimited, LLC; Jimmy A. Thompson and Jeff Perry of Levee Management Services, LLC ("LMS"); Michael Rusk of LJA Engineering, Inc.; Justin Klump of Storm Water Solutions, LLC; Jorge Alba and Pat Hughes of the City of Sugar Land ("City"); and Whitney V. Higgins and Justine M. Cherne of Allen Boone Humphries Robinson LLP.

MINUTES

The Board considered approving the minutes of the October 1, 2018, regular meeting, which were provided in advance of the meeting. Following review and discussion, Director Terrell moved to approve the October 1, 2018, minutes, as submitted. Director Ring 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 0.06% collected. Following review and discussion, Director Terrell moved to approve the tax assessor/collector's report and payment of the tax bills. Director Ring 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. A copy of the bookkeeper's report is attached. Following review and discussion, Director Terrell moved to approve the bookkeeper's report and authorize payment of the bills listed therein. Director Ring seconded the motion, which passed unanimously.

LEVEE AND DITCH MOWING

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

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 reported that repair of the roof leak at pump station no. 1 is complete.

Mr. Perry discussed the installation of security cameras at the pump stations. He stated the proposed cameras will utilize the same software as the City police department camera system. He reported the City will be able to access the security cameras. He stated that he will obtain pricing for the cameras for Board review.

Mr. Perry reported that LMS is currently monitoring river levels and utilizing the District's pumps each morning. He reported on a leak that occurred at the flap gates of pump station no. 1 that corrected itself after internal water flow dislodged debris.

Mr. Perry reported that pump no. 3 at pump station no. 2 shorted out and tripped the breaker due to a split cable casing. He stated that pump station no. 2 is pumping at full capacity with three working pumps. He recommended that Neil Technical Services replace the cable in the amount of \$18,000. He stated the cable is estimated to be delivered in eight to ten weeks. He reported the District's insurance deductible is \$15,000.

Following review and discussion, Director Terrell moved to approve the operator's report, including replacement of the cable for pump no. 3 at pump station no. 2 in the amount of \$18,000. Director Ring 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 capacity and levee improvement project. He stated advertisement for bids for the project was pending the acquisition of necessary property. He requested approval of a proposal from Tolunay-Wong Engineers, Inc. in the amount of \$14,400 for additional geotechnical services needed to determine structural parameters for the design of a retaining wall for the project. He stated that constructing a retaining wall will retain the same Fort Bend County right-of-way. He stated the cost of the proposal would be covered by the decreased cost of the District's project consisting of the installation of backup sluice gates at pump station nos. 1 and 2.

Mr. Rusk updated the Board regarding the installation of backup sluice gates at pump station no. 1 and pump station no. 2 and noted no new pay estimates were submitted by NBG Constructors, Inc. He discussed the schedule for the project and stated the schedule will be included on future engineer's reports per Director Ring's request.

Mr. Rusk updated the Board regarding the design of the pump station at Forest Green and requested authorization to advertise the project.

Mr. Rusk reported on preparation of a zone map with a spreadsheet for use by LMS to coordinate with the City on evacuation analysis. He discussed determining the sequencing of installing tiger dams for inclusion in the District's Operation and Maintenance Manual. Director Ring requested that the evacuation analysis be distributed to the Board and the City a couple of weeks prior to the December Board meeting for review.

Mr. Rusk stated there were no updates regarding acquisition of land from the Canyon Gate Homeowners Association or the land acquisition for the levee raising project. In response to Director Ring's inquiry, he stated that construction of the levee raising project would be less than 90 days after issuance of the notice to proceed.

After review and discussion, Director Terrell moved to (1) approve the engineer's report; (2) approve a proposal from Tolunay-Wong Engineers, Inc. in an amount not to exceed \$15,000, subject to engineer review of the final proposal and attorney review and receipt of a completed Texas Ethics Commission Form 1295; and (3) authorize the engineer to advertise and solicit bids for the pump station at Forest Green. Director Ring seconded the motion, which passed unanimously.

MS4 STORM WATER MANAGEMENT PLAN IMPLEMENTATION AND ADOPT RESOLUTION ADOPTING THE STORMWATER GUIDANCE MANUAL

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 reviewed a service agreement in the amount of \$7,500 for implementation of the District's SWMP beginning in 2019. Following discussion, the Board concurred to consider the agreement at the December Board meeting.

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. Higgins presented and reviewed a Resolution Adopting Stormwater Guidance Manual. After review and discussion, Director Terrell 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 Ring seconded the motion, which passed by unanimous vote.

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

Ms. Higgins presented and reviewed an Amended Order Establishing Rules and Regulations Regarding Use of District Rights-of-Way. After review and discussion, Director Terrell 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 Ring 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

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

WEBSITE MATTERS

The Board discussed posting information regarding the Directors on the District's website.

DISCUSS NATIONAL ASSOCIATION OF FLOOD AND STORMWATER MANAGEMENT AGENCIES SUMMER CONFERENCE, ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE, APPROVE REIMBURSEMENT OF ELIGIBLE EXPENSES, AND AUTHORIZE ATTENDANCE AT 2019 CONFERENCES, FEDERAL FLOOD INSURANCE AND STATE LEGISLATION, PERIMETER LEVEE MAINTENANCE, AND ATTENDANCE AT LEVEE OR FLOODPLAIN CONFERENCES

The Board reviewed upcoming Director continuing education opportunities, including a meeting of the Board of Directors of the Fort Bend Flood Management Association scheduled at noon on December 14, 2018.

REPORTS FROM DIRECTORS AND CONSULTANTS

Director Ring thanked representatives of the City for their attendance.

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



Mike D. Royle
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.....	2
Capital Improvement Plan	3