

MINUTES  
FORT BEND COUNTY LEVEE IMPROVEMENT DISTRICT NO. 14

November 12, 2018

The Board of Directors (the "Board") of Fort Bend County Levee Improvement District No. 14 (the "District") met in regular session, open to the public, on the 12th day of November, 2018, at One Avalon Place, Sugar Land, Texas, inside the boundaries of the District, and the roll was called of the members of the Board:

Jeffrey Anderson	President
Sujeeth Draksharam	Vice President/ Assistant Secretary
Herbert Krog	Secretary/ Assistant Vice President

and all of said persons were present, thus constituting a quorum.

Also present at the meeting were Jeff Perry and Ross Autrey of Levee Management Services ("LMS"); Robin Goin of Bob Leared Interests ("BLI"); Jason Kelly of LJA Engineering, Inc. ("LJA"); Christina Perry of Myrtle Cruz, Inc. ("MC"); Lenny Hardoin of Champions Hydro-Lawn, Inc. ("Champions"); David Beyer of Storm Water Solutions, LLC ("SWS"); Keisha Seals and Jorge Alba of the City of Sugar Land ("City"); and Angela Lutz and Nikole Cales of Allen Boone Humphries Robinson LLP ("ABHR").

MINUTES

The Board considered approving the minutes of the October 8, 2018, regular meeting and October 2, 2018 and October 12, 2018 special meetings. After review and discussion, Director Anderson moved to approve the minutes of the October 8, 2018, regular meeting and October 2, 2018 and October 12, 2018 special meetings, as submitted. Director Draksharam seconded the motion, which passed by majority vote.

COMMENTS FROM THE PUBLIC

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

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Perry distributed and reviewed the bookkeeper's report for November, including the list of checks presented for approval, investment report and budget comparison, a copy of which is attached. She noted check number 4301 from Champions reflects charges for fertilization and overseeding.

Discussion ensued regarding the categorization of Gator Pump expenses and the Board requested Ms. Perry create a separate line item for Gator Pump expenses. Director Draksharam requested Ms. Perry follow up regarding the Certificate of Deposit at Texas Citizens Bank.

Following review and discussion, Director Krog moved to approve the bookkeeper's report, investment reports, and authorize payment of the District's bills. Director Draksharam seconded the motion, which passed unanimously.

#### FEMA APPLICATIONS FOR FUNDING

Director Draksharam updated the Board regarding FEMA reimbursement matters.

#### TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Goin distributed and reviewed the tax assessor/collector's report for November, a copy of which is attached. She noted the District's 2018 taxes are 7.4% collected as of October, 2018. Ms. Goin reviewed a delinquent list with the Board, a copy of which is attached to the tax assessor/collector's report. After review and discussion, Director Krog moved to approve the tax assessor/collector's reports and payment of the tax bills. Director Draksharam seconded the motion, which passed by unanimous vote.

#### MATTERS PERTAINING TO THE CITY OF SUGAR LAND ("CITY")

Ms. Seals updated the Board regarding City matters and requested the District's new tax rate. Ms. Goin informed Ms. Seals the District adopted a 2018 tax rate of \$0.2095 per \$100 of assessed valuation.

Director Draksharam discussed the ponding of water west of Commonwealth and Elkins Boulevards during rain events. He noted even minor rain events cause ponding in the area and requested the City look into temporary solutions to address the issue until permanent repairs can be completed. Ms. Seals stated she will follow up regarding the matter.

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

Mr. Beyer 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. Beyer 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. Beyer continued the training

by reviewing the provisions of Chapter 4 pertaining to stormwater controls relative to post-construction in new development and redevelopment. Mr. Beyer 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. Beyer 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. Lutz presented and reviewed a Resolution Adopting Stormwater Guidance Manual. After review and discussion, Director Krog 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 Draksharam seconded the motion, which passed by unanimous vote.

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

Ms. Lutz presented and reviewed an Amended Order Establishing Rules and Regulations Regarding Use of District Rights-of-Way. After review and discussion, Director Krog 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 Draksharam 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. Lutz confirmed inclusion of construction site operator and storm sewer use penalties in the Stormwater Guidance Manual.

#### REPORT ON LEVEE MAINTENANCE

Mr. Hardoin presented and reviewed the levee maintenance report and updated the Board regarding mowing and maintenance of the District's levee. A copy of the report is attached. Upon a motion made by Director Krog and seconded by Director Draksharam, the Board voted unanimously to approve the report.

LANDSCAPE UPGRADE AND LIGHTING AROUND PICNIC AREA AND BOAT DOCK AT THE BRAZOS LANDING

Ms. Lutz stated no additional information was received from the Brazos Landing Property Owners Association as requested by the Board.

ENGINEERING MATTERS

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

Mr. Kelly updated the Board regarding matters related to EnTouch's unauthorized installation of fiber optic cables on District property.

Mr. Kelly discussed the retrofitting of the existing stop logs and overhead crane.

Mr. Kelly discussed the Board's request for the enhancement of the current pump station including: (1) replacing the submersible pumps with vertical turbine pumps while still maintaining the existing capacity, current force main and natural gas generator; and (2) adding three additional redundant pumps in the current pump station and if possible, stack the pumps for an easy bypass. He the presented a construction estimate from LJA in the amount of \$530,233 for the requested specifications. Mr. Kelly noted the proposal does not include sluice gates or access improvements. He stated the proposed modifications would increase the pumping capacity by approximately 10%, not including the additional capacity added by the Gator Pumps. The Board deferred approval of the proposal.

Mr. Kelly stated the National Oceanic and Atmospheric Administration ATLAS 14 was released and stated Fort Bend County is still determining what, if any, new requirements will be issued. After further discussion, the Board concurred to table a decision regarding the proposal for the Dynamic Analysis pending additional information from Fort Bend County.

Mr. Kelly updated the Board regarding the land conveyance from the homeowner's association. He stated the landscape reserve information has been sent to ABHR to prepare the deed, but inquired how much property the Board would like to obtain on the east side. The Board directed Mr. Kelly to prepare a legal description to include the property to within five feet of the well.

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

REVIEW PRELIMINARY ENGINEERING REPORT AND AUTHORIZE ENGINEER TO PROCEED WITH NECESSARY STEPS

The Board concurred to defer this item.

## OPERATION OF DISTRICT FACILITIES

Mr. Perry presented and reviewed the operator's report and updated the Board regarding operating matters, and maintenance and repairs within the District. A copy of the report is attached.

Mr. Perry updated the Board regarding the repair of the weather station at the District's pump station and stated the City is beginning to make repairs. Ms. Lutz presented and reviewed an Interlocal Agreement for Weather Station Repair and Maintenance between the District and City ("Agreement"). She stated the Agreement details the District's payment of \$5,425 for initial repairs to the weather station upon which time the City will take over maintenance of the weather station and the District will contribute \$1,000 annually to the City, beginning in March, 2019 for the ongoing maintenance. After review and discussion, Director Krog moved to approve the Agreement and direct that it be filed appropriately and retained in the District's official records. Director Draksharam seconded the motion, which passed unanimously.

Mr. Perry discussed the installation of a flood gauge at Ditch H and stated the gauges have been ordered.

Mr. Perry stated additional entrance and exit signs have arrived for University and Common Wealth Boulevards and noted they will be installed shortly.

Mr. Perry updated the Board regarding the installation of a metal awning at the pump station building entrance door and stated the amount should still not exceed \$3,500, which was approved last month.

Mr. Perry stated one Gator Pump has arrived and the remaining Pumps are expected shortly. Director Draksharam requested Mr. Perry prepare a map that details the location of the pumps and hoses.

Discussion ensued regarding vertical Gator Pumps and the Board concurred to further discuss the matter at the December meeting.

Mr. Perry discussed the retrofit of the aluminum stop logs, which includes joining stop logs to create larger sections that are easier to install.

Mr. Perry stated the bulkhead caps have been ordered and will be installed as the weather permits.

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

## WEBSITE

The Board discussed the District's website.

PERIMETER LEVEE INSPECTION AND MEETINGS, DISCUSS COMMON INSPECTION AND OPERATION AND MAINTENANCE AND REPORTS FROM DIRECTORS AND DISTRICT CONSULTANTS REGARDING EVENTS AND ACTIVITIES ATTENDED DURING THE MONTH

The Board confirmed its intention to join the Fort Bend Flood Management Association in January, 2019.

Director Draksharam requested Mr. Perry prepare a proposal to install hog fencing as needed to protect the District's levee and property.

DISCUSS NEXT MEETING DATE

The Board discussed its regular meeting date and concurred to meet on December 10, 2018, at 3:00 p.m.

There being no further business, the meeting was adjourned.

  
Secretary, Board of Directors

(SEAL)

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