

MINUTES  
FIRST COLONY LEVEE IMPROVEMENT DISTRICT  
OF FORT BEND COUNTY, TEXAS

April 12, 2019

The Board of Directors (the "Board") of First Colony Levee Improvement District of Fort Bend County, Texas (the "District"), convened in regular session, open to the public, on the 12<sup>nd</sup> day of April, 2019, outside the boundaries of the District, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2400, Houston, Texas, 77027, and the roll was called of the members of the Board:

Scott Jacobson	President
Richard E. Sherrill	Vice President/ Assistant Secretary
Debra Coffman	Secretary

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

Also present at the meeting were Robert McBride, a resident of the District; Treacy Ware of Off Cinco; Robin Goin of Bob Leared Interests, Inc.; Cynthia Colondres of Municipal Accounts & Consulting, L.P.; Justin Klump of Storm Water Solutions; Mike Thelen of LID Solutions, LLC ("LID Solutions"); Greg Frank and Jeff Ebersole of Costello, Inc. ("Costello"); and Greer Pagan and Anne-Marie Bradford of Allen Boone Humphries Robinson LLP ("ABHR").

MINUTES

The Board considered approving the minutes of the February 22, 2019, regular meeting. Following review and discussion, Director Jacobson made a motion to approve the minutes of February 22, 2019, as presented. Director Coffman seconded the motion, which passed unanimously.

PUBLIC COMMENTS

The Board did not receive any public comments.

MS4 STORM WATER MANAGEMENT PLAN

Mr. Klump presented and requested the Board approve a Master Services Agreement ("Agreement") for stormwater management services and a Proposal for Services ("Proposal") for the preparation, submittal, and implementation of the Notice of Intent ("NOI") and Storm Water Management Plan ("SWMP") required by the MS4 Permit. A copy of the Proposal is attached. Following review and discussion, Director Jacobson moved to approve the Agreement and Proposal, authorize Mr. Klump to proceed with preparation of the NOI and SWMP for review by the Board, and direct

that the Agreement and Proposal be filed appropriately and retained in the District's official records. Director Coffman seconded the motion, which carried unanimously.

#### DISTRICT WEBSITE

The Board reviewed website analytics reports for the months of February and March, 2019, copies of which are attached.

Ms. Ware presented and reviewed a proposal in the amount of \$4,200 for the creation and distribution of a postcard regarding the District's website, and discussion ensued regarding the design of same. A copy of the proposal is attached. After review, Director Coffman moved to approve the proposal in the amount of \$4,200. Director Jacobson seconded the motion, which passed unanimously.

The Board then discussed updating the predetermined emergency notices and reviewed drafts and revisions to the watershed map for posting to the website.

#### SECOND QUARTER PERIMETER LEVEE MEETING

The Board discussed the second quarter perimeter levee meeting scheduled for April 16<sup>th</sup> that is being chaired by the District.

#### TEXAS WATER DAY

The Board discussed the Texas Water Day conference, held in Washington D.C. on April 2 - 3, 2019. The Board reviewed a memorandum from Husch-Blackwell ("HB") regarding the conference and considered retroactively approving a proposal in the amount of \$2,500 for HB's services in coordinating meetings at the conference, copies of which are attached. After review and discussion, Director Jacobson moved to approve the proposal in the amount of \$2,500. Director Sherrill seconded the motion, which passed unanimously.

#### FINANCIAL AND BOOKKEEPING MATTERS

Ms. Colondres distributed and reviewed the bookkeeper's report, including the list of checks presented for approval and a quarterly investment report. A copy of the bookkeeper's report is attached. She presented a handwritten check no. 4032 to Director Coffman for per diem payments. Following review and discussion, Director Jacobson made a motion to (i) approve the bookkeeper's report and (ii) pay the District's bills, including check no. 4032 to Director Coffman. Director Sherrill seconded the motion, which passed unanimously.

## TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Goin distributed and reviewed the tax assessor/collector's reports for the months of February and March, 2019, copies of which are attached. Following review and discussion, Director Coffman made a motion to approve the tax assessor/collector's reports. Director Jacobson seconded the motion, which passed unanimously.

## OPERATOR'S REPORT

Mr. Thelen presented and reviewed the operator's report regarding general mowing, maintenance, weather watch, and turf management, a copy of which is attached. He then reviewed the monthly shared perimeter levee report, which is included in the operator's report.

Mr. Thelen discussed the turf management schedule and stated the trees have been trimmed, however after the recent storms more cleanup is necessary.

Mr. Thelen reviewed pictures of the District's detention facilities and stated the detention channel is scheduled for clearing.

Mr. Thelen then discussed the Fort Bend County Office of Emergency Management functional exercise scheduled for April 26, 2019. Discussion ensued regarding communications between the Board and the District consultants during emergency flood and rainfall events.

Mr. Thelen discussed rutted areas on the top of the south levee that are holding rain water. He stated he will prepare a cost estimate for repairing the ruts for the Board's consideration.

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

## ENGINEER'S REPORT

Mr. Frank presented and reviewed an engineering report, a copy of which is attached.

The Board further discussed the functional exercise scheduled for April 26<sup>th</sup>.

Mr. Frank stated the Steepbank Creek Watershed study is underway.

Mr. Frank updated the Board on the status of the Lin tract development.

Mr. Frank updated the Board on the status of the plans for the potential Flat Bank Creek Closure project.

Mr. Frank updated the Board on the status of the outfall ditch slope paving and detention pond expansions and the design of the Ditch "B" outfall structure slope paving project.

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

FORT BEND FLOOD MANAGEMENT ASSOCIATION ("FBFMA") MEETINGS AND UPDATES AND NATIONAL FLOOD INSURANCE PROGRAM ("NFIP") LEGISLATION

Director Sherrill stated the next FBMFA meeting will be on May 10<sup>th</sup> and the Board discussed future educational conferences.

The Board discussed the First Colony Community Association meeting scheduled for May 1<sup>st</sup>.

EMERGENCY ACTION PLANNING

There was no further discussion on this item.


AGENDA ITEMS FOR NEXT MEETING

The Board discussed agenda items for the next Board meeting and concurred to hold the next regular meeting on May 17, 2019, at 9:00 a.m. at ABHR and scheduled a second regular meeting for June 28, 2019, at 9:00 a.m. at ABHR.

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

(SEAL)



  
Secretary, Board of Directors

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