

MINUTES  
FORT BEND COUNTY MUNICIPAL UTILITY DISTRICT NO. 2

November 29, 2016

The Board of Directors (the "Board") of Fort Bend County Municipal Utility District No. 2 (the "District") met in regular session, open to the public, on the 29th day of November, 2016, at Townewest Club House, 10322 Old Towne Lane, Sugar Land, Texas, inside the boundaries of the District, and the roll was called of the members of the Board:

Robert Yack	President
Bernice Barclay	Vice President
Lisa Dudley	Secretary
Betty J. Stewart	Assistant Vice President
Pam Kelley	Assistant Secretary

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

Also present for all or a portion of the meeting were Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); Chad Abram of IDS Engineering Group ("IDS"); Christina Garcia of Myrtle Cruz, Inc.; Rebecca Marcucci of Municipal District Services LLC ("MDS"); David Patterson of Assessments of the Southwest, Inc. ("Assessments"); and Teshia Judkins and Merry Heyne of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

Director Barclay opened the meeting for public comments. There being no additional public comments, Director Barclay closed the meeting to public comments.

CONSENT AGENDA

The minutes from the October 25, 2016, regular Board meeting, and consultant reports were previously distributed. After discussion, Director Dudley moved to approve all items on the consent agenda, and to direct that, where appropriate, items are filed and retained in the District's official records, including the following: (1) the minutes from the October 25, 2016, regular Board meeting; (2) the tax assessor/collector's report; (3) the engineer's report; and (4) the operator's report. Director Kelley seconded the motion, which passed unanimously, with Director Yack being absent. Copies of all reports approved as part of the consent agenda are attached.

## PLANTING ALONG FLORENCE AT THE DETENTION POND

The Board reviewed construction drawings and plans previously provided by Tara Klein of Four & One Landscape Architecture for planting along Florence Road at the detention pond (the "detention pond project"), and landscaping at the lift station along West Bellfort (the "lift station project"). Discussion ensued. Following discussion, the Board concurred to not proceed with the lift station project. The Board also concurred to have Ms. Klein provide bids for a smaller segment of work for the detention pond project in order to reduce costs.

## SECURITY PATROL MATTERS

There was no discussion on this agenda item. The previously distributed Patrol Report is attached.

## FINANCIAL AND BOOKKEEPING MATTERS

Ms. Garcia presented and reviewed the bookkeeper's report, a copy of which is attached, including the District's bills, budget comparison, and investment report. Following review and discussion, Director Kelley moved to approve the bookkeeper's report, including payment of the bills. Director Dudley seconded the motion, which passed unanimously, with Director Yack being absent.

## TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR THE ASSOCIATION OF WATER BOARD DIRECTORS WINTER CONFERENCE

The Board discussed the Association of Water Board Directors winter conference and the travel reimbursement guidelines. Following discussion, Director Stewart moved to authorize up to three per diems, six meals, two hotel nights, and an advance in the amount of up to \$1,000 for any Director who requests it. Director Dudley seconded the motion, which carried by unanimous vote, with Director Yack being absent.

## ACTION ITEMS FOR ENGINEERING AND OPERATIONS

Mr. Abram updated the Board on the 2014 Sanitary Sewer Rehabilitation project (the "2014 Sanitary Sewer project"). He recommended the Board approve Pay Estimate No. 10 and Final in the amount of \$119,889.92, payable to T Construction, LLC.

Mr. Abram updated the Board on the 2016 Sanitary Sewer Manhole Inspection project (the "Manhole Inspection project"). He recommended the Board approve Pay Estimate No. 1 and Final in the amount of \$40,520, payable to Chief Solutions, Inc.

Mr. Abram updated the Board on information he received regarding the potential redevelopment of the Auto Parts Yard located at the southeast intersection of Belknap and West Belfort including a Notice of Variance Request. Discussion ensued regarding the District's current capacity availability, and the District's ability to serve redevelopment of the tract, including portions of the tract that are outside the District.

The Board discussed drainage issues in the District. Following discussion, the Board concurred to have Mr. Abram further investigate the various solutions for the drainage issues.

Following review and discussion, Director Barclay moved to (1) approve Pay Estimate No. 10 and Final for the 2014 Sanitary Sewer project in the amount of \$119,889.92, as recommended; and (2) approve Pay Estimate No. 1 and Final for the Manhole Inspection project in the amount of \$40,520, as recommended. Director Stewart seconded the motion, which passed unanimously, with Director Yack being absent.

#### DETENTION AND DRAINAGE FACILITIES AND LANDSCAPING REPORT FROM CHAMPIONS HYDRO-LAWN, INC., PROJECTS, AND RELATED AGREEMENTS

Mr. Schroeder reviewed a Detention and Drainage Facilities Report, a copy of which is attached. Mr. Schroeder noted the District's irrigation system was inspected and that there are no recommended repairs or replacements at this time.

#### NORTH FORT BEND WATER AUTHORITY MATTERS, INCLUDING LARRY'S TOOLBOX PROGRAM AND REENROLLMENT

The Board discussed participating again in Larry's Toolbox, the water conservation program that the North Fort Bend Water Authority ("NFBWA") offers to participant municipal utility districts that can result in a reduction by \$0.10 per 1,000 gallons of the groundwater pumpage or surface water fees charged to the District. Following review and discussion, Director Kelley moved to authorize MDS to fill out the appropriate documents necessary to have the District be a candidate for Larry's Toolbox. Director Dudley seconded the motion, which passed unanimously, with Director Yack being absent.

#### ACTION ITEMS FOR ENGINEERING AND OPERATIONS (CONTINUED)

Ms. Marcucci discussed adding a bill message regarding the property taxes that are due by January 31, 2017. Following review and discussion, Director Kelley moved to approve the bill message regarding the property taxes that are due by January 31, 2017. Director Barclay seconded the motion, which passed unanimously, with Director Yack being absent.

Ms. Marcucci presented and reviewed a proposal from Ready Construction to replace the damaged sidewalks on District property at Old Towne and Townway at a cost of \$15,044.40. Mr. Schroeder also presented a proposal from Champions for the same work at a cost of \$15,029.98. Following review and discussion, Director Kelley moved to accept the proposal from Champions at a cost of \$15,029.98. Director Stewart seconded the motion, which passed unanimously, with Director Yack being absent.

The Board considered a resident request to reimburse a sidewalk repair on property located at 13907 Panhandle in the amount of \$300. Ms. Marcucci informed the Board that the resident asserts the damaged sidewalk was caused by previous leaks around the meter but MDS has no record of any issues or repairs at this location. Following discussion, with no motion made in support, the request to reimburse the sidewalk repair on property located at 13907 Panhandle failed to be approved.

Director Yack arrived at the meeting.

The Board considered a resident request to replace the sidewalk on a property located at 13806 Southline Road at a cost of \$3,000. Ms. Marcucci informed the Board that the resident requests replacement of the sidewalk to make it more level for easier wheelchair use. Following discussion, with no motion made in support, the request to replace the sidewalk on property located at 13806 Southline Road failed to be approved.

Ms. Marcucci requested authorization to power wash, repaint, and seal 50 Americans with Disabilities Act ("ADA") ramps throughout the District at a cost of \$20,000. Discussion ensued regarding other options for rehabilitating the ADA ramps. Following discussion, the Board concurred to have MDS rent a power washer to clean the ADA ramps and then use concrete paint to repaint the ADA ramps.

Ms. Marcucci presented and reviewed a proposal from CDC Unlimited, LLC ("CDC") for repair of the storm outfall pipes #14A and #17 which would include replacement of the corrugated metal pipe with repairs of the slope at a cost of \$22,700. Mr. Schroeder also presented a proposal from Champions for repair of the storm outfall pipes at a cost of \$51,437.60. Following review and discussion, Director Dudley moved to accept the proposal from CDC to repair storm outfall pipes #14A and #17, as discussed, at a cost of \$22,700. Director Barclay seconded the motion, which passed unanimously.

The Board discussed the storm sewer outlet that was damaged extensively, possibly by a truck, and needs to be repaired as soon as possible. Following discussion, Director Dudley moved to authorize MDS to repair the damaged storm sewer outlet. Director Barclay seconded the motion, which passed unanimously.

HEARING ON TERMINATION OF WATER AND SEWER SERVICE TO DELINQUENT CUSTOMERS AND CUSTOMER APPEALS

Ms. Marcucci reviewed customer correspondence and discussed updates to the extensions and adjustments approved by MDS since the last Board meeting and reviewed accounts recommended for write-off as listed in the operator's report.

Following review and discussion, Director Dudley moved to approve the extensions, adjustments, and write-off accounts as recommended by MDS. Director Barclay seconded the motion, which passed unanimously. Copies of the lists for extensions, adjustments, and write-offs are included in the operator's report.

The Board next conducted a hearing on the termination of utility service to delinquent accounts. Ms. Marcucci reported that the residents on the delinquent list were mailed written notice prior to this meeting in accordance with the District's Rate Order, notifying them of the opportunity to appear before the Board to explain, contest, or correct the nonpayment of their utility service bill, and to show reason why utility service should not be terminated for reason of nonpayment. After review and discussion, Director Dudley moved to authorize that service to the customers on the termination list with accounts remaining unpaid and who were not present at the meeting and had not presented any written statement on the matter be terminated in accordance with the District's Rate Order, except for accounts in amounts below \$30.00. Director Barclay seconded the motion, which passed unanimously.

DISTRICT WEBSITE MATTERS

The Board discussed additions to the District website.

CORRESPONDENCE RECEIVED BY THE DISTRICT, DIRECTORS OR CONSULTANTS, AND REPORTS ON DISTRICT BUSINESS AND OPERATIONS

The Board discussed scheduling a document shred and electronic recycling event and concurred to hold the event in March 2017.

DETENTION AND DRAINAGE FACILITIES AND LANDSCAPING REPORT FROM CHAMPIONS HYDRO-LAWN, INC., PROJECTS, AND RELATED AGREEMENTS (CONTINUED)

The Board discussed installing cameras near the Belknap Road detention pond across from Circle K due to the illegal dumping of tile and debris that is occurring at the detention pond. Following discussion, Director Dudley moved to authorize Champions to install a camera similar to a deer camera, as discussed, near the Belknap Road detention pond. Director Barclay seconded the motion, which passed unanimously.

REVIEW AND UPDATE EMINENT DOMAIN REPORT TO THE TEXAS COMPTROLLER

Ms. Judkins informed the Board that ABHR will be filing an annual updated eminent domain report to the Texas Comptroller on the District's behalf pursuant to state requirements. She added the deadline to file is February 1, 2017.

ATTORNEY'S REPORT

There was no discussion on this agenda item.

CONVENE IN EXECUTIVE SESSION

The Board did not convene in executive session pursuant to Section 551.071, Texas Government Code.

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

(SEAL)



  
Secretary, Board of Directors

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