

FORT BEND COUNTY LEVEE IMPROVEMENT DISTRICT NO. 7

Minutes of Meeting of Board of Directors June 5, 2025

The Board of Directors (the "Board") of Fort Bend County Levee Improvement District No. 7 (the "District") met in regular session at 445 Commerce Green Blvd, Sugar Land, Fort Bend County, Texas 77478, an official meeting place of the Board, on June 5, 2025, in accordance with the duly posted Notice of Public Meeting, and the roll was called of the duly constituted officers and members of the Board, as follows:

Cindy Picazo, Chairman
Gerald Kazmierczak, Vice-Chairman
Nathan Bedee, Secretary
Susheem Mehta, Assistant Secretary
James R. Grotte, Director

and all of said persons were present, except Director Picazo, thus constituting a quorum. Director Picazo entered the meeting after it was called to order, as noted herein.

Also present were: Phil Martin and Caitlin Cox of Mike Stone Associates, Inc. dba Guideline Management Services, Inc. ("MSA"); Craig Kalkomey of LJA Engineering, Inc. ("LJA"); Tyson Duncan of AECOM Technical Services, Inc. ("AECOM"); Brittany Keeswood of Assessment of the Southwest, Inc. ("ASW"); Jeff Perry of Levee Management Services, LLC ("LMS"); Rick Marriott of Si Environmental, LLC ("SE"); Danae Dehoyos and Daenon Russell of Touchstone District Services, LLC ("Touchstone"); Tina Tran of Forvis Mazars, LLP ("FM"); Michael Walker, Executive Director, Brandon Torres, Parks and Recreation Director, and Michael Wingard, Maintenance Manager, of the New Territory Residential Community Association, Inc. ("NTRCA"); Tim Jahn of the City of Sugar Land Engineering Department; and Christopher Skinner of Schwartz, Page & Harding, L.L.P. ("SPH").

In the absence of the Chairman, the Vice Chairman called the meeting to order and declared it open for such business as might regularly come before the Board.

PUBLIC COMMENTS

The Board began by opening the meeting for public comments. No public comments were offered.

MINUTES

As the next order of business, the Board considered approving the draft minutes of the Board meetings held on April 29, 2025, May 1, 2025, and May 20, 2025. After discussion, Director Bedee moved to approve the draft minutes for the April 29, 2025, May 1, 2025, and May 20, 2025 meetings, as written. Director Mehta seconded said motion, which carried unanimously.

TAX ASSESSOR-COLLECTOR REPORT

Ms. Keeswood next presented to and reviewed with the Board the Tax Assessor-Collector Report (the "TAC Report") for the period ended May 31, 2025, which report is attached hereto as **Exhibit A**, including the disbursements presented for payment from the District's tax account, and a list of delinquent taxpayers. After discussion, Director Bedee moved that the TAC Report be approved and the disbursements identified therein be approved for payment from the District's tax account. Director Kazmierczak seconded said motion, which unanimously carried.

DELINQUENT TAX COLLECTIONS REPORT

Mr. Skinner presented to and reviewed with the Board the Delinquent Tax Report from Perdue, Brandon, Fielder, Collins & Mott L.L.P., a copy of which report is included with **Exhibit B**. Mr. Skinner noted that no action is required by the Board in connection with said report.

BOOKKEEPER'S REPORT

Ms. Tran presented to and reviewed with the Board a Bookkeeper's Report, dated June 5, 2025, prepared by FM, attached hereto as **Exhibit C**. After discussion, Director Bedee moved that the Bookkeeper's Report be approved, and the checks and wires reviewed by the Board be authorized for payment. Director Kazmierczak seconded said motion, which unanimously carried.

UNCLAIMED PROPERTY REPORT

The Board next considered approval of an Unclaimed Property Report as of March 1, 2025, and the filing of same with the Texas Comptroller of Public Accounts (the "Comptroller") prior to July 1, 2025. In connection therewith, Ms. Tran advised the Board that there was no unclaimed property in the District's operating accounts for the applicable reporting period. Ms. Keeswood then advised the Board that there was no unclaimed property in the District's tax accounts for the applicable reporting period. The Board noted that no further action was required.

FINANCIAL MANAGEMENT PLAN

It was noted this matter would be discussed further under Capital Improvements Projects later in the meeting.

STORM WATER MANAGEMENT PLAN ("SWMP")

The Board deferred consideration of matters related to the District's Storm Water Management Plan.

STATUS OF NATIONAL FLOOD INSURANCE PROGRAM COMMUNITY RATING FOR NEW TERRITORY

Mr. Martin reported on the status of National Flood Insurance Program Community Rating for New Territory.

FORT BEND LEVEE COALITION

Mr. Martin and Director Kazmierczak reported on the status of activities of the Fort Bend Levee Coalition. Mr. Martin then presented to and reviewed with the Board an invoice from the Fort Bend Chamber of Commerce (the "FBCC") for annual renewal of the District's membership and related costs of the Fort Bend Levee Coalition, organized under and part of FBCC. Following discussion, Director Grotte moved to approve payment to the FBCC in the amount of \$9,782.02 for Chairman's Circle membership at the FBCC, including said coalition. Director Kazmierczak seconded said motion, which unanimously carried.

VOTING SYSTEM ANNUAL FILING FORM

The Board next considered approval of a Voting System Annual Filing Form. Mr. Skinner advised the Board that under the Texas Election Code the District is required to complete and file a form provided by the Secretary of State regarding information related to District elections. After discussion, Director Bedee moved that the District's attorneys be authorized to complete the Voting System Annual Filing Form and to file same with the Secretary of State's office. Director Kazmierczak seconded the motion, which unanimously carried.

CRITICAL LOAD LIST

Mr. Skinner advised that state law requires the District to update its information identifying the location and description of facilities that have qualified for critical load status and its information regarding emergency contacts (a) annually to each electric utility that provides transmission and distribution service to the District and each retail electric provider that sells power to the District and (b) immediately upon any change in the information to the above entities, as well as to the Office of Emergency Management of Fort Bend County, the Public Utility Commission of Texas, and the Division of Emergency Management of the office of the Governor of the State of Texas. Following discussion, Director Bedee moved to authorize LMS to provide information regarding emergency contacts (i) annually to each electric utility that provides transmission and distribution service to the District and each retail electric provider that sells power to the District and (ii) immediately upon any change in the information to the above entities, as well as to the Office of Emergency Management of Fort Bend County, the Public Utility Commission of Texas, and the Division of Emergency Management of the Office of the Governor of the State of Texas. Director Kazmierczak seconded said motion, which unanimously carried.

RETENTION OF DISTRICT RECORDS

Mr. Skinner reminded the Board that the District's Records Retention Schedules adopted in connection with its Records Management Program require that records of the District be retained only for specific periods of time based on the type of record. As an example, he explained that notes taken during meetings and which are used to prepare the official minutes of Board meetings are to be retained for ninety days after approval of such minutes by the Board. He next presented a request from the Records Management Officer for approval to destroy certain records (which will not be scanned in and stored electronically) in accordance with the District's Records Retention Schedules, a copy of which request is attached hereto as **Exhibit D** (the "Request").

After discussion, Director Grotte moved that SPH be authorized to destroy the records described in the Request. Director Bedee seconded said motion, which carried unanimously.

AMENDMENT TO PROFESSIONAL SERVICE CONTRACT

The Board deferred consideration of approval of a First Amendment to Professional Service Contract with SE.

AMENDMENT TO (I) EMERGENCY ACTION PLAN AND (II) OPERATING AND MAINTENANCE MANUAL

The Board deferred approval of an amendment to the District's (i) Emergency Action Plan and (ii) Operating and Maintenance Manual.

OPERATIONS AND MAINTENANCE REPORTS

Mr. Perry presented to and reviewed with the Board a written Operations and Maintenance Report dated June 5, 2025, attached hereto as **Exhibit E**, regarding maintenance performed on levee, pump station and drainage facilities throughout the District.

Mr. Marriott presented to and reviewed with the Board a written Operations Report prepared by SE for the month of May 2025, relative to the District's Reclaimed Water System. A copy of such Operations Report is attached hereto as **Exhibit F**.

Mr. Marriott exited the meeting at this time.

CAPITAL IMPROVEMENTS PROJECTS

Mr. Martin discussed the MSA's recent name change to Guideline Management Services, Inc. He then presented to and discussed with the Board the General Manager's Report dated June 5, 2025, attached hereto as **Exhibit G**. Regarding the Brazos River Bank Erosion Control Project (the "River Erosion Project"), following discussion, Director Kazmierczak moved to (i) approve Pay Estimate No. 19 in the amount of \$2,672,576.08 from Texas Dewatering, LLC, as recommended by MSA and AECOM, and (ii) approve the Second Supplement to Professional Service Agreement for Engineering Services for Brazos River Stabilization Project (FEMA HMGP – 100% Design, Permitting, Base Phase and construction Phase Services) with AECOM, and authorize the Chairman to execute same on behalf of the Board and the District. Director Bedee seconded said motion, which unanimously carried.

Regarding the lighting for the Sports Field Project, Mr. Martin presented to and reviewed with the Board a proposed Purchase Agreement with Musco Sports Lighting, LLC ("Musco"), a copy of which is attached hereto as **Exhibit H**. Following discussion, Director Kazmierczak moved to approve the Purchase Agreement with Musco and authorize the Vice Chairman to execute same on behalf of the Board and the District. Director Bedee seconded said motion, which unanimously carried.

Mr. Kalkomey next presented to and reviewed with the Board an Engineering Report dated June 5, 2025, prepared by LJA, attached hereto as **Exhibit I**. Regarding the Detention and Drainage Improvements and Facilities project, following discussion, Director Bedee moved to approve Pay Estimate No. 16 from Harris Construction, LLC in the amount of \$152,662.62, as recommended by LJA. Director Kazmierczak seconded said motion, which unanimously carried.

The Board next considered ratifying its prior approval of a Temporary Construction Easement For Access (0.50 acre) to Enterprise Texas Pipeline LLC. Following discussion, Director Grotte moved to ratify the Board's prior approval of the Temporary Construction Easement For Access (0.50 acre) to Enterprise Texas Pipeline LLC. Director Bedee seconded said motion, which unanimously carried.

ATTORNEY'S REPORT

The Board next considered the Attorney's Report. In connection therewith, Mr. Skinner reminded the Board that cybersecurity training is required annually by Chapter 2054, Texas Government Code, and should be completed by August 31, 2025. He requested that the directors submit their cybersecurity training certificates to SPH upon completion of the training course.

Mr. Skinner next reported that the District received the Interim Arbitrage Rebate Calculation Report, relative to the District's \$20,535,000 Unlimited Tax Levee Improvement Bonds, Series 2022 (the "Series 2022 Bonds"), a copy of which report is attached hereto as **Exhibit J**. Mr. Skinner advised the Board that, pursuant to applicable arbitrage rebate rules of the Internal Revenue Code, based on said report, the District is projected to owe, 60 days after the fifth anniversary of the issuance of the Series 2022 Bonds, an arbitrage rebate amount of \$85,745.51, calculated as of March 31, 2025, but that the final amount will be set forth in the formal fifth year report.

Mr. Skinner then reported that the District received the (i) 10th Year Arbitrage Rebate Calculation Report and (ii) 10th Year Yield Restriction Calculation Report for the District's \$14,500,000 Unlimited Tax Levee Improvement Bonds (New Territory Reclaimed Water Facilities), Series 2015 (the "Series 2015 Bonds"), copies of which reports are attached hereto as **Exhibit K**. Mr. Skinner advised that based on said report, there are no amounts owed to the IRS with respect to the Series 2015 Bonds.

WEBSITE AND COMMUNICATION MATTERS

Ms. Dehoyos presented to and reviewed with the Board Touchstone's Communications Report attached hereto as **Exhibit L**.

CLOSED SESSION

The Chairman announced at 7:07 p.m. that the Board would convene in Closed Session pursuant to Texas Government Code, Sections 551.071 and 551.072. Those in attendance, with the exception of the Board, Ms. Cox, Mr. Martin, and Mr. Skinner exited at this time.

The Board reconvened in Regular Session at 7:40 p.m.

FUTURE AGENDA ITEMS

The Board considered items for placement on future agendas.

ADJOURNMENT

There being no further business to come before the Board, on motion made by Director Bedee, seconded by Director Kazmierczak and carried unanimously, the meeting was adjourned.



Secretary
Board of Directors

LIST OF ATTACHMENTS TO MINUTES

EXHIBIT A	Tax Assessor/Collector Report
EXHIBIT B	Delinquent Tax Report
EXHIBIT C	Bookkeeper's Report
EXHIBIT D	Records Destruction Request Letter
EXHIBIT E	LMS Operation and Maintenance Report
EXHIBIT F	SE Operations Report
EXHIBIT G	MSA Report
EXHIBIT H	Purchase Agreement with Musco Sports Lighting, LLC
EXHIBIT I	LJA Report
EXHIBIT J	Interim Arbitrage Rebate Calculation Report for Series 2022 Bonds
EXHIBIT K	10 th Year Arbitrage Rebate Calculation Report for Series 2015 Bonds; 10 th Year Yield Restriction Calculation Report for Series 2015 Bonds
EXHIBIT L	Communications Report