

MINUTES
FORT BEND GRAND PARKWAY TOLL ROAD AUTHORITY

April 18, 2018

The Board of Directors (the “**Board**”) of the Fort Bend Grand Parkway Toll Road Authority (the “**Authority**”) met in regular session, open to the public, on April 18, 2018, at the offices of the Greater Fort Bend Economic Development Council, One Fluor Daniel Drive, Sugar Land, Texas, and the roll was called of the members of the Board:

James D. Condrey, DDS	Chairman
Bobbie A. Tallas	Vice Chairman
Charles Rencher	Secretary
Dean Hrbacek	Assistant Secretary
William D. Kee, III	Treasurer/Assistant Vice Chairman

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

Also present for all or part of the meeting were: David Gornet of the Grand Parkway Association; Cliff Kavanaugh and Trey Cash of Hilltop Securities, Inc.; Pamela Logsdon of AVANTA Services; Richard Stolleis of Fort Bend County (the “**County**”); Gary Gehbauer of Brown & Gay Engineers, Inc. (“**BGE**”); Mike Stone and Megan Browne of Mike Stone Associates, Inc.; Richard L. Muller, Jr., Shima Jalalipour, Jenny Salgado, and Keely Campbell of The Muller Law Group, PLLC (“**MLG**”). A list of others in attendance is attached.

Director Condrey called the meeting to order.

RECEIVE PUBLIC COMMENTS

Director Condrey opened the meeting to receive public comments. There being no public comments, Director Condrey closed the meeting to public comments.

CONSENT AGENDA

Director Tallas moved to approve all items on the consent agenda, which includes: (1) the meeting minutes from March 21, 2018; (2) the bookkeeper’s report, including payment of bills; and (3) the operating report. Director Kee seconded the motion, which was approved by unanimous vote. Copies of documents related to consent agenda items are included in the attached Board Book.

JODIE STAVINOHA BRIDGE EROSION PROJECT

Mr. Stone reported on the status of the Jodie Stavinoha Bridge Erosion Project (the “**Project**”).

Mr. Stone presented and reviewed Change Order No. 4 for the addition of 33 calendar days to the contract time due to inclement weather and design changes. Following review and discussion, Director Hrbacek moved to approve Change Order No. 4. Director Kee seconded the motion, which passed unanimously.

Mr. Gehbauer presented and reviewed a proposal from BGE to perform a structural evaluation of the Project, for a fee not to exceed \$49,600. After review and discussion, Director Rencher moved to approve the proposal from BGE for a fee not to exceed \$49,600. Director Hrbacek seconded the motion, which passed unanimously.

ORDER AMENDING AND RESTATING THE RECORDS MANAGEMENT PROGRAM

Ms. Jalalipour presented and reviewed an Order Amending and Restating the Records Management Program (the “**Order**”), which amends the Authority’s Records Management Program to comply with the recommended policy of the Texas State Library and Archives Commission. Following review and discussion and based on MLG’s recommendation, Director Kee moved to approve the Order and direct that it be filed appropriately and retained in the Authority’s official records. Director Tallas seconded the motion, which passed unanimously.

ADDITIONAL OPERATING MATTERS

Ms. Browne and Mr. Stone discussed additional operating matters.

Mr. Stone reported the County currently submits an evaluation of the toll road in conjunction with the submission of the annual report. Mr. Gehbauer presented and reviewed a proposal from BGE to perform a thorough inspection and review of the Authority’s facilities and prepare a report on their condition and recommendations, for a fee not to exceed \$110,000. After review and discussion, Director Hrbacek moved to approve the proposal from BGE for a fee not to exceed \$110,000. Director Tallas seconded the motion, which passed unanimously.

Mr. Stone discussed constructing an exit and entry ramp outside the Aliana subdivision to alleviate traffic congestion at the Harlem Road intersection. Following discussion and review, the Board concurred to move forward with reviewing construction plans for an entry and exit ramp, subject to dialogue with the Commissioners. No Board action was taken.

Mr. Stone and Ms. Browne briefed the Board on the violation processing services. Mr. Stone reported an improvement to the collections rate since SWC Group, LP (“**SWC**”) was hired to manage violations in 2017. He reiterated the goal is to decrease the number of transactions, which in turn will lower costs to the Authority when collecting violations.

Mr. Stone reported the Authority had to administer code changes to the software system in order to accommodate the new business rules when the conversion to operate on the Central US Interoperability HUB took place. Those code changes resulted in a glitch to a few customer accounts. That error has since been resolved and customers will receive a refund for the amount incorrectly billed.

Ms. Browne presented and reviewed Supplemental Agreement No. 3 with SWC to pursue violators with out-of-state license plates. Following discussion and review, Director Kee moved to approve Supplemental Agreement No. 3, and direct that it be filed appropriately and retained in the Authority’s official records. Director Hrbacek seconded the motion, which passed unanimously.

SPECIAL PROJECTS

Mr. Gehbauer reported BGE is reviewing future projects with the County and the landowner developer to confirm construction of the West Airport exit ramp will not interfere with future projects. No Board action was taken.

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



A handwritten signature in black ink, appearing to be "Chris ...", written over a horizontal line.

Secretary, Board of Directors

LIST OF ATTACHMENTS

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