

MINUTES

WILLOW DRAINAGE DISTRICT

January 11, 2018

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on January 11, 2018, at the offices of AECOM, 19219 Katy Freeway, Suite 100, Houston, TX 77094-1009, outside the boundaries of the District, and the roll was called of the members of the Board:

Richard Ward	President
Dan Smith	Vice President
John Poulter	Secretary
Wendy Duncan	Assistant Vice President
Joe Robinson	Assistant Secretary

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

Also present at the meeting were David Ramsey, member of the public; Greg Sissel of BKD, LLP; Neal Stillman, Friends of the Park; Yvonne Arceneaux, Parks Director; Dray Holeman, Assistant to Ms. Arceneaux; Rich Rankin of Inframark Water & Infrastructure Services; Sean Hewitt of TBG Partners; Robert Wempe of AECOM; Fran Matuska of F. Matuska, Inc.; Jerry Schroeder, Dawn Mouton, and Lenny Hardoin of Champions Hydro-Lawn, Inc. ("Champions"); and Stephen M. Robinson and Patti Hopper of Allen Boone Humphries Robinson LLP ("ABHR").

APPROVE MINUTES

The Board reviewed the minutes of the previous drainage/park meeting. Director Poulter moved to approve the minutes. Director Smith seconded the motion, which carried unanimously.

COMMENTS FROM DISTRICT RESIDENTS

Mr. Ramsey stated he and his neighbors have standing water in their backyards every time it rains, which he believes is due to the large swale built along the Diversion Channel. He stated the addresses of the homes impacted are 6010 - 6022 Walkabout Way. Mr. Wempe stated the area needs to be regraded and seeded, and a new drain may need to be installed. He added that he would look into the matter and report back to the Board.

MAINTENANCE OF STORM SEWER LINES

Mr. Rankin reviewed the storm sewer maintenance report, a copy of which is attached. He reviewed a proposal to repair interceptor outfall for a cost of \$84,000. The Board requested Mr. Rankin to solicit two more proposals. He also updated the Board

regarding the status of inspecting and cleaning the outfalls. Mr. Rankin also updated the Board regarding the status of the FEMA claim.

HURRICANE HARVEY MATTERS

Mr. Schroeder updated the Board regarding Phase 1 and Phase 2 of the Diversion Channel north and south of the Fry Road Bridge. Discussion ensued regarding the segment from Mason Road to Exploration Park. Mr. Wempe stated Champions has run out of room to stockpile the spoils. He stated FEMA has indicated approval of an emergency haul-off if the District solicits three bids. After discussion, Director Duncan moved to declare an emergency, authorize solicitation of three bids, award the contract for the lowest unit price, for a price not to exceed \$300,000, authorize street cleaning, and authorize Director Smith to authorize additional work. Director Smith seconded the motion, which carried unanimously.

ENGAGEMENT OF COMMUNITY COMMUNICATIONS FIRM

Mr. Robinson recommended the Board solicit three proposals for the Board's consideration. After discussion, Director Smith moved to solicit three proposals. Director Poulter seconded the motion, which carried unanimously.

BOOKKEEPER'S REPORT

Ms. Matuska reviewed the bookkeeper's report, a copy of which is attached, including the checks presented for payment. After review and discussion, Director Poulter moved to approve the bookkeeper's report and payment of the bills. Director Duncan seconded the motion, which passed by unanimous vote.

ANNUAL REVIEW OF INVESTMENT POLICY

Ms. Hopper stated the District must annually review its Investment Policy in accordance with the Public Funds Investment Act. The Board next conducted the annual review. Mr. Robinson reviewed new requirements passed during the last legislative session. After review and discussion, Director Robinson moved to adopt the Resolution Regarding Annual Review of Investment Policy and to adopt the Amended Investment Policy. Director Poulter seconded the motion, which passed by unanimous vote.

ADOPT LIST OF QUALIFIED BROKER/DEALERS

Mr. Robinson reviewed an updated list of banks and broker/dealers and a Resolution Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions. After review and discussion, Director Robinson moved to adopt the Resolution Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions. Director Smith seconded the motion, which passed by unanimous vote.

ANNUAL DISCLOSURE STATEMENT

Mr. Robinson presented the Board with the annual disclosure statement for the Investment Officer/bookkeeper. He stated that the disclosure must be filed with the Texas Ethics Commission. After review and discussion, Director Robinson moved to approve the disclosure and to authorize filing of same with the Texas Ethics Commission. Director Poulter seconded the motion, which passed by unanimous vote.

AUDIT FOR FISCAL YEAR ENDED SEPTEMBER 30, 2017

Mr. Sissel reviewed the audit for the fiscal year ended September 30, 2017. After review and discussion, Director Duncan moved to approve the audit, subject to attorney review. Director Poulter seconded the motion, which carried unanimously.

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Matuska distributed the tax report, a copy of which is attached. Director Poulter moved to accept the report. Director Smith seconded the motion, which carried unanimously.

OPERATOR'S REPORT, INCLUDING AUTHORIZING DITCH MAINTENANCE

Mr. Schroeder reviewed the operator's report with the Board, a copy of which is attached, and reviewed pictures of the ditches and channels.

Mr. Schroeder updated the Board regarding ongoing and completed repairs.

Mr. Schroeder reviewed a proposal for turf establishment on the Diversion Channel west of Mason Road for an estimated cost of \$9,916.00.

Director Poulter then moved to approve the report and the proposal. Director Duncan seconded the motion, which carried unanimously.

ENGINEER'S REPORT

Mr. Wempe discussed engineering matters, including the water quality project. He stated he is working with BH Garver ("Garver") to complete the project. Mr. Wempe stated approximately \$25,000.00 in retainage remains on the contract. He stated additionally, there are trees which need to be replaced. He stated the contractor has indicated they will replace the trees. The Board requested Garver also remove the heavy equipment.

After review and discussion, Director Smith moved to approve the report and action items. Director Duncan seconded the motion, which carried unanimously.

PARK MATTERS, INCLUDING PARKS COMMITTEE RECOMMENDATIONS

Mr. Hewitt reviewed the bid tabulation for repairs to the Litchfield Bridge and recommended award of the contract to the lowest responsible bidder, D. L. Meacham, in the initial contract amount of \$54,501.00. Director Smith then moved, based on Mr. Hewitt's recommendation, to award the contract to D. L. Meacham. Director Poulter seconded the motion, which carried unanimously.

Director Ward reviewed a request from the Biology Club at Cinco Ranch High School to analyze the water in the ponds at Willow Fork Park to determine why the sediment has not settled and attempt to determine a solution. The Board concurred that this was an excellent project and to allow the Biology Club to conduct the experiments so long as they did not put any chemicals in the lake without prior approval.

Ms. Mouton stated Champions has been researching cooling options for the electrical cabinet at Central Green. She stated she received a proposal to install air conditioning in the cabinet, as well as the restrooms; however, the estimate is cost prohibitive. She stated she has requested a proposal to cool just the electrical cabinet and install ventilation in the restrooms. Director Robinson requested Ms. Mouton to also search muffin fans for cooling the electrical equipment in the electrical cabinet.

REPORT FROM PARKS DIRECTOR

Ms. Arceneaux updated the Board regarding upcoming events, including the Astros Jam and the Valentine's Day events.

CURRENT EVENTS AND ACTION ITEMS

Director Robinson updated the Board regarding current events, including regional drainage issues.

EXECUTIVE SESSION

At 1:40 p.m., the Board convened in Executive Session.

OPEN SESSION

At 2:29 p.m., the Board reconvened in Open Session and concurred to take no action.

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

(SEAL)




Secretary, Board of Directors