

MINUTES

WILLOW FORK DRAINAGE DISTRICT

June 14, 2018

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on June 14, 2018, at the Willow Fork Country Club, 21055 Westheimer Parkway, Katy, Texas, inside the boundaries of the District, and the roll was called of the members of the Board:

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| 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, except Director Duncan, thus constituting a quorum.

Also present at the meeting were Hans Surider, David Ramsey, and Robert Stowe, members of the public; Yvonne Arceneaux, Parks Director; Dray Holeman, Assistant to Ms. Arceneaux; Rich Rankin and Bob Ring of Inframark Water & Infrastructure Services ("Inframark"); Sean Hewitt of TBG Partners; Robert Wempe and Ross Gordon of AECOM; Fran Matuska of F. Matuska, Inc.; Shea Walker and Jerry Schroeder 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 meeting. Director Poulter moved to approve the minutes. Director Smith seconded the motion, which carried unanimously.

COMMENTS FROM DISTRICT RESIDENTS

There were no comments from the public.

HURRICANE HARVEY MATTERS

Mr. Ring updated the Board regarding the FEMA claim. Mr. Robinson discussed timing of FEMA reimbursement and possible interim financing.

MAINTENANCE OF STORM SEWER LINES

Mr. Ring reviewed the storm sewer maintenance report, a copy of which is attached.

Mr. Ring updated the Board regarding the status of inspecting and cleaning the outfalls. In response to a question from Director Smith, he stated the channels and outfalls are cleaned, and the District is ready as it can be for hurricane season.

BOOKKEEPER'S REPORT

Ms. Matuska reviewed the bookkeeper's report, a copy of which is attached, including the checks presented for payment. She reviewed a list of re-appraisal refunds due because of Hurricane Harvey and explained the transfers from the District's accounts to the tax fund. After review and discussion, Director Poulter moved to approve the bookkeeper's report and payment of the bills. Director Smith seconded the motion, which passed by unanimous vote.

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 pictures of graffiti. The Board requested Champions to remove the graffiti.

Mr. Schroeder reviewed a proposal for concrete stabilization on Va1c for a cost of \$12,627.00, for 24-inch polymer-coated CMP Interceptor repairs on the Diversion Channel for a cost of \$25,574.50, and 30-inch polymer-coated CMP Interceptor repairs on the Diversion Channel for a cost of \$26,809.50.

Discussion ensued regarding the five outfalls on the Canyon Gate side of the Diversion Channel near the South Wastewater Treatment Plant. Mr. Robinson stated if the project costs more than \$75,000, it will need to be bid or risk not receiving FEMA reimbursement. The Board requested Mr. Wempe and Mr. Schroeder to determine if the outfalls are below the silt level in the Diversion Channel.

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

ENGINEER'S REPORT

Mr. Wempe discussed engineering matters, including desilting of the Diversion Channel and the MS-4 program.

Discussion ensued regarding desilting of the final 8200 linear feet of the Diversion Channel and financing of same. Mr. Wempe stated because the District does not have any outfalls in that area, cleaning it out cannot be considered an emergency, and the project will need to bid. He stated because of the level of the reservoir, there may not be significant improvement in the flow after all of the District's desilting work is done. Mr. Wempe and Mr. Robinson recommended the Board authorize design and have conversations with contractors to determine if contractors will consider holding their bid prices. Mr. Robinson requested authorization to send a letter to the Corps of Engineers to proceed with corrective action within the reservoir because the current condition is impeding the District's drainage. Director Poulter moved to approve sending a letter to the Corps of Engineers. Director Smith seconded the motion, which carried unanimously.

Director Smith moved to prepare plans and specifications, advertise for bids, and preparation of a bond application. Director Poulter seconded the motion, which carried unanimously.

PARK MATTERS, INCLUDING PARKS COMMITTEE RECOMMENDATIONS

Ms. Arceneaux updated the Board regarding current events.

EXECUTIVE SESSION

At 1:08 p.m., the Board convened in Executive Session.

OPEN SESSION

At 1:33 p.m., the board reconvened in Open Session.

CURRENT EVENTS AND ACTION ITEMS

Directors Robinson and Poulter updated the Board regarding current events, including the National Association of Flood and Stormwater Management Agencies conference. He requested the Board to combine the July drainage and parks meetings into one meeting on the fourth Wednesday of the month. The Board concurred to combine the two meetings in July.

Discussion ensued regarding engineering services going forward. Mr. Robinson stated the Board could request qualifications from engineering firms. The Board concurred to hold a special meeting on July 18, 2018, to review requests for qualifications.

Mr. Rankin stated he is leaving Inframark and thanked the Board for their past support.

Mr. Gordon stated AECOM is very interested in continuing to serve as the District's engineer.

COMMUNITY COMMUNICATIONS CONSULTANT PARAMETERS

Mr. Robinson stated Ms. Renberg is preparing a preliminary plan for the Board's approval. The Board concurred Directors Ward and Duncan will be Ms. Renberg's points of contact.

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


Secretary, Board of Directors

(SEAL)

