

## MINUTES

### WILLOW FORK DRAINAGE DISTRICT

October 11, 2018

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on October 11, 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:

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 Robert Stowe, member of the public; Yvonne Arceneaux, Events Director; Dray Holeman, Assistant to Ms. Arceneaux; Katie May, Clay Brandenburg and Stacy Thibodeaux of Inframark Water & Infrastructure Services ("Inframark"); Craig Kalkomey of LJA Engineering; Cassandra Cantner of AECOM; Fran Matuska of F. Matuska, Inc.; Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); and Annette Stephens 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 residents.

#### MAINTENANCE OF STORM SEWER LINES

Ms. May reviewed the storm sewer maintenance report, a copy of which is attached.

#### HURRICANE HARVEY MATTERS, INCLUDING FEMA CLAIM

Ms. May updated the Board regarding the FEMA claim and reviewed a list of

projects being submitted for FEMA reimbursement. Director Smith then moved to approve the report. 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 Robinson 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.

#### 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. He reviewed a proposal in the amount of \$15,474.96 for pumping down the east end of the Diversion Channel so it can be inspected to determine the extent of hurricane damage.

Mr. Schroeder reviewed a proposal to remove a gabion on Va3 for an estimated cost of \$8,228.00.

Mr. Schroeder reviewed a proposal to regrade a portion of the backslope swale on Va12 for an estimated cost of \$13,850.00

Discussion ensued regarding silt in Va10 which has re-occurred since the silt plug was removed. Director Smith then moved to approve the report and the repairs as discussed. Director Poulter seconded the motion, which carried unanimously.

#### ENGINEER'S REPORT

Ms. Gates updated the Board regarding removal of the silt stockpiled along the Diversion Channel and stated work is almost complete. She recommended approval of a pay estimate payable to Texan Dirt. Director Smith then moved, based on AECOM's recommendation, to approve the pay estimate. Director Duncan seconded the motion, which carried unanimously.

Mr. Kalkomey reviewed the engineer's report, a copy of which is attached.

Mr. Kalkomey stated Atlas 14 was released on September 26, 2018, and LJA is coordinating with the Fort Bend County Flood Control District regarding the County's watershed plan.

Mr. Kalkomey requested authorization to prepare plans and specifications for the final phase of the Diversion Channel and reviewed Revised Task Order No. 1 and reviewed the services to be provided by LJA, including topographic services, design services, advertising and bidding the project, and construction management and field representation services.

Ms. Stephens reviewed a Resolution Expressing Intent to Reimburse for the costs incurred for desilting the Diversion Channel, including the last 8200 linear feet.

Mr. Kalkomey updated the Board regarding the mid block crossings and to advertise for bids. He stated AECOM is addressing final County comments on the plans and specifications.

Director Smith then moved to approve the engineer's report and Task Order No. 1. Director Duncan seconded the motion, which carried unanimously.

#### PARK MATTERS, INCLUDING PARKS COMMITTEE RECOMMENDATIONS

Ms. Arceneaux updated the Board regarding current events.

#### COMMUNITY COMMUNICATIONS

The Board reviewed the Communications Report, a copy of which is attached. Director Duncan updated the Board regarding the website update. She stated Ms. Renberg is working with Neil Stillman to promote the Friends of the Park event on October 20. After review and discussion, Director Smith moved to approve the report, the templates, as revised, and the esiteful proposal. Director Poulter seconded the motion, which carried unanimously.

#### EXECUTIVE SESSION

The Board did not convene in Executive Session.

#### OPEN SESSION

This item was not necessary.

#### CURRENT EVENTS AND ACTION ITEMS

Director Robinson updated the Board regarding current events.

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

  
Secretary, Board of Directors

(SEAL)

