

## MINUTES

### WILLOW FORK DRAINAGE DISTRICT

December 13, 2018

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on December 13, 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, Ken Braden, and Gregg Nady, members of the public; Yvonne Arceneaux, Events Director; Dray Holeman, Assistant to Ms. Arceneaux; Clay Brandenburg and Katie May of Inframark Water & Infrastructure Services ("Inframark"); Shea Walker and Jerry Schroeder of Champions Hydro-Lawn; Matt Klein of TBG Partners; Craig Kalkomey of LJA Engineering; Karen Kottke of AECOM; Fran Matuska of F. Matuska, Inc.; and Annette F. 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 Robinson seconded the motion, which carried unanimously.

#### COMMENTS FROM DISTRICT RESIDENTS

There were no comments from District residents.

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

## MAINTENANCE OF STORM SEWER LINES

Ms. May reviewed the storm sewer maintenance report, a copy of which is attached. She requested authorization to replace 16 "Keep it Clean" signs for an estimated cost of \$2,700.00. The Board requested Ms. May to determine if the new signs can be coated so that they last longer. Ms. May stated she would research the matters. After discussion, Director Smith moved to authorize up to \$3,000 to replace the signs. Director Poulter seconded the motion, which carried unanimously.

## BOOKKEEPER'S REPORT

Ms. Matuska reviewed the bookkeeper's reports for drainage and parks, copies of which are attached. After review and discussion, Director Poulter moved to approve the bookkeeper's reports 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.

## OPERATOR'S REPORT, INCLUDING AUTHORIZING DITCH MAINTENANCE

Mr. Schroeder reviewed the operator's reports for drainage and parks, copies of which are attached, and reviewed pictures of the ditches and channels, as well as the parks. Mr. Schroeder asked if the Board would be interested in planting wildflowers in the natural areas of Willow Fork Park. The Board concurred it would be interested in reviewing a proposal.

Mr. Schroeder stated water pumping from the Diversion Channel east of Mason Road to assess damage was completed on December 1. He reviewed a proposal to remove a silt plug on Va9b in the amount of \$9,694.50. Director Poulter moved to approve the report and the proposal. Director Smith seconded the motion, which carried unanimously.

## ENGINEER'S REPORT

Mr. Kalkomey updated the Board regarding removal of the silt stockpiled along the Diversion Channel and stated work is complete.

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

Mr. Kalkomey stated LJA is working with Fort Bend County Drainage District and the Harris County Flood Control District regarding the development of new criteria.

Mr. Kalkomey stated LJA is working with Inframark to develop a plan to perform additional inspections of the storm sewer lines.

Mr. Kalkomey updated the Board regarding desilting the final 8200 linear feet of the Diversion Channel. He stated LJA has completed surveying needed to develop the complete bid package for the project. Mr. Kalkomey also updated the Board regarding the repair of the gabions and/or modifying the channel bottom and removing portions of the failed gabion in this area.

Mr. Kalkomey stated Fort Bend County received its Corps permit and now needs to get an archeological permit before it can proceed with desilting the Willow Fork of the Buffalo Bayou.

Mr. Kalkomey updated the Board regarding the mid-block crossings. He stated no action was necessary.

Ms. Kottke updated the Board regarding MS-4 matters.

Director Poulter then moved to approve the engineer's report. Director Duncan seconded the motion, which carried unanimously.

#### PARK MATTERS, INCLUDING PARKS COMMITTEE RECOMMENDATIONS

Ms. Arceneaux updated the Board regarding current events. Ms. Arceneaux requested authorization to renew marketing contracts. After discussion, Director Poulter moved to extend the contracts. Director Smith seconded the motion, which carried unanimously.

Director Smith stated the Parks Committee recommends giving Ms. Arceneaux and Mr. Holeman a Christmas bonus. After discussion, Director Poulter moved to approve the bonuses. Director Smith seconded the motion, which carried unanimously.

#### COMMUNITY COMMUNICATIONS

Director Ward updated the Board regarding the communication matters and stated no action was necessary.

#### EXECUTIVE SESSION

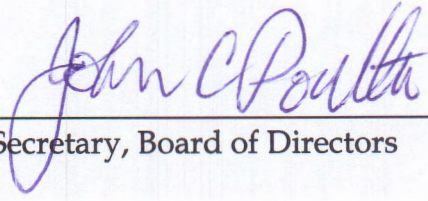
The Board did not convene in Executive Session.

#### OPEN SESSION

This item was not necessary.

CURRENT EVENTS AND ACTION ITEMS

Director Robinson updated the Board regarding current events, including the Harris County Flood Control District, NAFSMA, and flood mapping. There being no other business to come before the Board, the meeting was adjourned.

  
Secretary, Board of Directors

(SEAL)

