

MINUTES

WILLOW FORK DRAINAGE DISTRICT

September 13, 2018

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on September 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, member of the public; Yvonne Arceneaux, Events Director; Dray Holeman, Assistant to Ms. Arceneaux; Clay Brandenburg and Stacy Thibodeaux of Inframark Water & Infrastructure Services ("Inframark"); James Brown and Craig Kalkomey of LJA Engineering; Karen Kottke of AECOM; Fran Matuska of F. Matuska, Inc.; Shea Walker, Jerry Schroeder, and Dawn Mouton of Champions Hydro-Lawn, Inc. ("Champions"); and Annette Stephens and Jane Miller 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 and Ms. Thibodeaux updated the Board regarding the FEMA claim. The Board discussed adding street sweeping to the FEMA claim before it is finalized. Ms. May stated she would add the street sweeping to the claim. Discussion ensued regarding the larger than normal invoice. Mr. Brandenburg discussed the additional work done related to the Harvey claim and investigation regarding possible clogged lines. 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. She also reviewed a draft drainage budget for the fiscal year ending September 30, 2019. Director Robinson requested Director Poulter to review the Appraisal District's quarterly invoice. Discussion ensued regarding the payment from Fort Bend County Municipal Utility District No. 124. The Board concurred to refund the payment. After review and discussion, Director Poulter moved to approve the bookkeeper's report and payment of the bills, including the Appraisal District invoice upon approval by Director Poulter. Director Robinson seconded the motion, which passed by unanimous vote. Discussion ensued regarding the budget for the fiscal year ending September 30, 2019. After review and discussion, Director Poulter moved to adopt the budget. Director Robinson seconded the motion, which carried unanimously. The Board concurred to review the budget again after adoption of the tax rate.

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 proposals for a sinkhole on the east side of Mason. Discussion ensued regarding silt in Va10 which has re-occurred since the silt plug was removed. The Board requested Champions and Inframark to research, clean out the pipe if warranted, and report back to the Board.

Discussion ensued regarding sinkholes in front of the interceptor swale at the front of Exploration Park. Mr. Schroeder reviewed a proposal to repair sinkholes at Exploration Park and stated the pipe has likely developed a separation. The Board concurred to add an additional \$3,000 to the proposal to replace the pipe for a total of

\$15,979.00. 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 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. Discussion ensued regarding the County's work in the Willow Fork. Mr. Kalkomey stated he has been keeping in touch with the County, and the County hopes to start work in December or January, pending receipt of their permit.

Mr. Kalkomey requested authorization to prepare plans and specifications for the final phase of the Diversion Channel and reviewed Task Order No. 1 in the amount of \$488,000. In response to a question from the Board, Mr. Kalkomey stated the Task Order includes time to coordinate with FEMA and to determine the volume of silt. Director Smith requested a breakdown of items covered under "D" in Task Order No. 1. Mr. Brown stated typical engineering fees are 15%, and this comes to 12%. He stated the Task Order could be re-written on a time and materials basis; however FEMA does not generally approve of this approach. Ms. Stephens stated these items can be reimbursed in a future bond issue. Mr. Kalkomey stated he would resubmit for approval at the next meeting.

Mr. Kalkomey requested approval of the plans and specifications for the mid block crossings and to advertise for bids. He stated AECOM is addressing final County comments and resubmitting end of next week.

Mr. Kalkomey reviewed Task Order Nos. 3 and 4. The Board concurred to defer until the parks meeting.

Mr. Kalkomey requested authorization to design the restroom facilities for Exploration Park.

Mr. Kalkomey reviewed Task Order No. 2 for mitigation work on the remaining channels damaged by Harvey. He stated the estimated total construction contract is approximately \$400,000. Director Smith moved to approve Task Order No. 2. Director Duncan seconded the motion, which carried unanimously.

Ms. Kottke updated the Board regarding the MS-4 program. Director Smith 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.

COMMUNITY COMMUNICATIONS

The Board reviewed the Communications Report. Director Duncan stated Ms. Renberg recommended using esiteful for the District's website work. The Board reviewed templates for business cards and letterhead. Discussion ensued regarding mailers to residents. Director Robinson urged the communications committee to include information regarding the importance of flood insurance on the first mailer. 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.

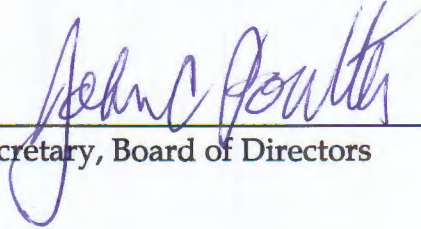
CURRENT EVENTS AND ACTION ITEMS

Director Robinson updated the Board regarding current events.

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

(SEAL)




Secretary, Board of Directors