

MINUTES

WILLOW FORK DRAINAGE DISTRICT

January 10, 2019

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on January 10, 2019, 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; Jennifer Hannah of BKD, LLP; Yvonne Arceneaux, Events Director; Dray Holeman, Assistant to Ms. Arceneaux; Clay Brandenburg and Katie May of Inframark Water & Infrastructure Services ("Inframark"); 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 updated the Board regarding the root problem in the 36-inch line. She stated five potential additional point repairs may be needed. Ms. May recommended additional root cutting to clean out the line and determine the permanent repair thereafter. 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 \$13,000 to remove the roots, and approve the Inframark charge. Director Poulter seconded the motion, which carried unanimously.

BOOKKEEPER'S REPORT

Ms. Matuska reviewed the bookkeeper's report, a copy of which is attached. 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.

AUDIT FOR FISCAL YEAR ENDED SEPTEMBER 30, 2018

Ms. Hannah reviewed the audit for the fiscal year ended September 30, 2018. The Board requested a note be added regarding the District's pursuit to obtain FEMA reimbursement for Hurricane Harvey damage. After review and discussion, Director Smith moved to approve the audit for the fiscal year ended September 30, 2018, subject to final review by the attorney and inclusion of the FEMA note. Director Duncan seconded the motion, which carried unanimously.

ANNUAL REVIEW OF INVESTMENT POLICY

Ms. Stephens stated the District must annually review its Investment Policy in accordance with the Public Funds Investment Act. The Board next conducted the annual review. After review and discussion, Director Robinson moved to adopt the Resolution Regarding Annual Review of Investment Policy and to not change the Investment Policy.

ADOPT LIST OF QUALIFIED BROKER/DEALERS

Ms. Stephens 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 Smith moved to adopt the Resolution Adopting List of Qualified Broker/Dealers with Whom

the District May Engage in Investment Transactions. Director Duncan seconded the motion, which passed by unanimous vote.

ANNUAL DISCLOSURE STATEMENT

Ms. Stephens presented the Board with the annual disclosure statement for the Investment Officer/bookkeeper. She stated that the disclosure must be filed with the Texas Ethics Commission. After review and discussion, Director Duncan moved to approve the disclosure and to authorize filing of same with the Texas Ethics Commission. 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 report, a copy of which is 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 reviewed a proposal to regrade the back slope swale on Va3e for \$10,180.00. He reviewed proposals for Va9b for removal of plugs for \$10,669.50, a sinkhole repair for \$17,748.30, install outfall protection for \$18,338.00, and removal of plugs for \$6,000. Copies of the proposals are attached. Director Smith moved to approve the report and the proposals. Director Duncan 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 recommended a stakeholder meeting for the Buffalo Bayou/Barker Reservoir watershed to discuss drainage criteria for the region. Ms. Stephens stated she would put Mr. Robinson in contact with Mr. Kalkomey.

Mr. Kalkomey stated Fort Bend County requested to use the high bank of the Diversion Channel as a haul route for the silt that will be removed from the Willow Fork. He stated he is still collecting information and will report back next month.

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 at Central Green and presented the contract for Flock of Seagulls. 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.

COMMUNITY COMMUNICATIONS

Director Ward updated the Board regarding the communication matters, including the new District website. Ms. Stephens stated she is preparing a communications policy and stated no action was necessary.

EXECUTIVE SESSION

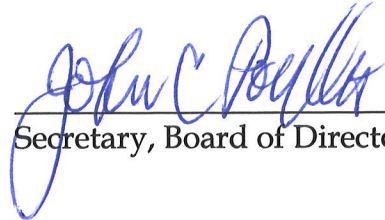
The Board did not convene in Executive Session.

OPEN SESSION

This item was not necessary.

CURRENT EVENTS AND ACTION ITEMS

Director Robinson updated the Board regarding current events, including the 86th Legislature. There being no other business to come before the Board, the meeting was adjourned.


Secretary, Board of Directors

(SEAL)

