

## MINUTES

### WILLOW FORK DRAINAGE DISTRICT

September 14, 2017

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on September 14, 2017, 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 Jennifer Hannah of BKD, LLP ("BKD"); Robert Stowe, Mike Price, Gerald Ross, and Joe Ristuccia, members of the public; Julie Williams of Rathmann & Associates, L.P.; Yvonne Arceneaux, Parks Director; Dray Holeman, Assistant to Ms. Arceneaux; Rich Rankin of Severn Trent Services, Inc.; Fran Matuska of F. Matuska, Inc.; Lou Triche, Dawn Mouton, and Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); and Stephen M. Robinson, 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 Duncan seconded the motion, which carried unanimously.

#### PUBLIC COMMENTS POLICY

The Board considered adopting a policy regarding comments from the public. Mr. Robinson reviewed a draft policy, a copy of which is attached, which allows up to ten members of the public to address the Board for a maximum of three minutes each. After review and discussion, and upon a motion by Director Duncan and a second by Director Smith, the Board voted unanimously to adopt the Public Comments Policy.

#### COMMENTS FROM DISTRICT RESIDENTS

Mr. Serrett stated he executed the Temporary Construction Easement. He stated Lucky 7 destroyed some sidewalks and landscape and plugged into the irrigation system located within Fort Bend County Municipal Utility District No. 124. Mr. Klein stated this is not a District contractor and he would contact Mr. Serrett to determine whose project this is.

Mr. Ross stated flooding due to Harvey caused street flooding in Bayou Crossing and requested the Board to contact the public regarding the District's plans and requested his correspondence be entered into the minutes.

Mr. Stowe stated he appreciates the District's efforts to prevent flooding. He stated he inspected trails and bridges and noted one trail had a washout, and barriers were erected.

#### MAINTENANCE OF STORM SEWER LINES

Mr. Rankin reviewed the storm sewer maintenance report, a copy of which is attached. He also updated the Board regarding the recent rain event. He requested approval of a pamphlet to go to homeowners regarding grass clippings and fertilizer.

He stated Severn Trent is inspecting the outfalls and performing street cleaning within the Districts most impacted by Hurricane Harvey. He requested authorization to distribute a pamphlet regarding grass clippings and fertilizer, and the impact on downstream tributaries. Upon a motion made by Director Duncan and seconded by Director Smith, the Board voted unanimously to approve a pamphlet to go to homeowners regarding grass clippings and fertilizer.

#### HURRICANE HARVEY MATTERS

The Board discussed the aftermath of Hurricane Harvey, including damage to District facilities, storm sewer cleanouts, street cleaning, and desilting. Mr. Robinson discussed the initial report prepared by the Harris County Flood Control District, a copy of which is attached. Mr. Robinson discussed the drainage system consisting of the U.S. Army Corps of Engineers Reservoir, Fort Bend County's Willow Fork Channel, the District's channels, and the Municipal Utility District sewer systems. Mr. Wempe reviewed the differences between the 2016 Tax Day event and the Hurricane Harvey event. Mr. Robinson and Mr. Wempe discussed the Corps' decision regarding the releases that occurred during the Harvey event. Mr. Robinson stated the focus now should be on cleanup, assessing, and repairing District facilities, improving communications for non-emergency information, becoming involved in regional improvements, and to make applications for FEMA assistance. Ms. Hopper reviewed a proposal from Stormwater Solutions to clean the major thoroughfares. After discussion, Director Duncan moved to authorize silt removal from major thoroughfares not to exceed \$4,500 and to authorize ST to file a FEMA claim for damage to District facilities. The motion was seconded by Director Poulter, which carried unanimously.

Director Duncan moved to authorize Severn Trent, AECOM, and Champions to assess District facilities and make recommendations for repairs for the FEMA claim. Director Smith requested that the banks of both sides of the Diversion Channel be inspected to determine if both banks are at the same level. Director Smith then seconded Director Duncan's motion, which carried unanimously.

Mr. Robinson requested the Board authorize Mr. Wempe to request Fort Bend County to remove the silt from the Willow Fork Channel and seek disaster relief funding from FEMA to complete the work. Director Duncan then moved to authorize a letter to Fort Bend County requesting them to restore the Willow Fork Channel to its original design and to continue to maintain the channel so that the District's channels are not adversely impacted. Director Poulter seconded the motion, which carried unanimously.

Mr. Robinson requested the Board to authorize Director Ward execute a letter to the congressional delegation requesting part of the Hurricane Harvey authorization be used to fully fund the Cypress Creek overflow and expedited permit. Upon a motion by Director Duncan and a second by Director Robinson, the Board voted unanimously to authorize execution of a letter to the congressional delegation requesting part of the Hurricane Harvey authorization be used to fully fund the Cypress Creek overflow and expedited permit.

The Board concurred to hold a special meeting to discuss Hurricane Harvey matters.

Discussion then ensued regarding the scope of work to rehabilitate the District's facilities. After discussion, Director Poulter moved to authorize Director Ward to make decisions regarding scope of work between meetings. Director Smith 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, 2017. After review and discussion, Director Poulter moved to approve the bookkeeper's report, payment of the bills, and adopt the budget. Director Duncan 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.

#### ENGAGEMENT OF AUDITOR

Ms. Hannah reviewed BKD's proposal to prepare the audit for the fiscal year ending September 30, 2017, for a fee of \$17,400. After discussion, Director Smith moved to engage BKD to conduct the audit. Director Poulter seconded the motion, which passed unanimously.

#### 2017 TAX RATE

Ms. Williams discussed the re-appraisal of properties damaged during the flood.

Ms. Williams reviewed Rathmann & Associates' 2017 tax rate recommendation of \$0.095 per \$100 assessed valuation for debt service and \$0.04 per \$100 assessed valuation for maintenance and operations of drainage facilities and \$0.05 per \$100 assessed valuation for park maintenance and operations. After review and discussion, Director Poulter moved to approve the 2017 tax rate recommendation and authorize the tax assessor/collector to publish notice of same in a newspaper with general circulation in the District. Director Duncan seconded the motion, which carried unanimously. The Board concurred to adopt the tax rate at the September 27, 2017, meeting.

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.

ENGINEER'S REPORT

Mr. Wempe discussed engineering matters, including the water quality project. He reviewed and recommended approval of Pay Estimate No. 18 in the amount of \$63,651.50, payable to BH Garver. After review and discussion, Director Smith moved to approve the Pay Estimate. Director Duncan seconded the motion, which carried unanimously.

PARK MATTERS, INCLUDING PARKS COMMITTEE RECOMMENDATIONS

Mr. Klein updated the Board regarding park matters. He stated Willow Fork Park has been turned over to Champions for maintenance.

REPORT FROM PARKS DIRECTOR

Ms. Arceneaux updated the Board regarding recent events. She stated she is planning a festival to help with hurricane relief.

Mr. Schroeder reviewed a proposal to repair the stage for \$3,325.00. Director Smith moved to approve the work not to exceed \$4,000.00. Director Poulter seconded the motion, which carried unanimously.

CURRENT EVENTS AND ACTION ITEMS

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

(SEAL)



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Secretary, Board of Directors

ACTION LIST

1. The Board will next meet on October 12, 2017, at 11:30 a.m.

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