

## MINUTES

### WILLOW DRAINAGE DISTRICT

February 8, 2018

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on February 8, 2018, at the offices of AECOM, 19219 Katy Freeway, Suite 100, Houston, TX 77094-1009, outside 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, except Director Duncan, thus constituting a quorum.

Also present at the meeting were David Ramsey, Anna Agnew, and Dan Coyer, members of the public; Yvonne Arceneaux, Parks Director; Dray Holeman, Assistant to Ms. Arceneaux; Rich Rankin of Inframark Water & Infrastructure Services; Matt Klein of TBG Partners; Robert Wempe of AECOM; Fran Matuska of F. Matuska, Inc.; Shea Walker and Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); 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/park meeting. Director Poulter moved to approve the minutes. Director Smith seconded the motion, which carried unanimously.

#### COMMENTS FROM DISTRICT RESIDENTS

The Board did not receive comments from District residents.

#### MAINTENANCE OF STORM SEWER LINES

Mr. Rankin reviewed the storm sewer maintenance report, a copy of which is attached. He stated three bids were received for the interceptor outfall repair, and the low bid is \$84,000. Mr. Rankin stated Inframark and Champions will coordinate the repairs. He also Board regarding the status of inspecting and cleaning the outfalls. Mr. Rankin also updated the Board regarding the status of the FEMA claim. After review and discussion, Director Poulter moved to approve the report and the repairs. Director Robinson seconded the motion, which carried unanimously.

## HURRICANE HARVEY MATTERS

Mr. Wempe updated the Board regarding the hauling contract to remove the spoils from the Diversion Channel. In response to a question from Director Poulter, Mr. Wempe stated the amount of spoil to be removed is estimated to be between 150,000 to 200,000 cubic yards.

Ms. Stephens stated Grand Lakes is preparing an agreement to outline the terms of financing Grand Lakes' portion of the Diversion Channel rehabilitation. .

## ENGAGEMENT OF COMMUNITY COMMUNICATIONS FIRM

Ms. Stephens stated proposals are being solicited, and requested the Board to table this item until a later date.

## 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 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. Director Poulter moved to accept the report. Director Smith seconded the motion, which carried unanimously.

## 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.

Mr. Schroeder reviewed proposals for turf establishment on the Diversion Channel southeast and northeast of Mason Road for estimated costs of \$9,916.00 and \$12,395.00, respectively. He also reviewed a proposal to desilt Va14 for an estimated cost of \$37,207.00.

Director Smith then moved to approve the report and the proposals. Director Poulter seconded the motion, which carried unanimously.

## ENGINEER'S REPORT

Mr. Wempe discussed engineering matters, including the water quality project. He stated he is working with BH Garver ("Garver") to complete the project. Mr.

Wempe recommended the project be closed out and money retained for the trees and various other items which need to be replaced. He stated he will present a final pay estimate and change order after the detailed are worked out with Garver.

Mr. Wempe updated the Board regarding repair of the channel behind Mr. Ramsey's home. He stated the elevations need to be measured, and the scope of work to be done will be determined after that.

After review and discussion, Director Smith moved to approve the report and action items. Director Poulter seconded the motion, which carried unanimously.

#### PARK MATTERS, INCLUDING PARKS COMMITTEE RECOMMENDATIONS

Mr. Klein stated the next phase of trails are being advertised for bids.

#### REPORT FROM PARKS DIRECTOR

Ms. Arceneaux updated the Board regarding upcoming events, including the Valentine's Day event.

#### CURRENT EVENTS AND ACTION ITEMS

Director Robinson updated the Board regarding current events, including AWBD winter conference, the upcoming summer conference. He also updated the Board regarding the NAFSMA conference and flooding in Friendswood, as well as proposed flood plain maps.

Director Ward updated the Board regarding the Cinco Ranch High School Biology experiments concerning sedimentation at the lakes at Willow Fork Park. He stated they will make a presentation to the Board at the February parks meeting.

#### EXECUTIVE SESSION

This item was not necessary.

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



  
Secretary, Board of Directors