

MINUTES

WILLOW DRAINAGE DISTRICT

December 21, 2017

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on December 21, 2017, 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, thus constituting a quorum.

Also present at the meeting were Gregg Nady, member of the public; Neal Stillman, Friends of the Park; Andrew Dunn, Matthew Dunn, and Josh Lugo of On-Site Protection Inc.; Yvonne Arceneaux, Parks Director; Dray Holeman, Assistant to Ms. Arceneaux; Rich Rankin of Inframark; Robert Wempe of AECOM; Fran Matuska of F. Matuska, Inc.; Jerry Schroeder, Dawn Mouton, and Lenny Hardoin of Champions Hydro-Lawn, Inc. ("Champions"); and Stephen M. Robinson and Patti Hopper of Allen Boone Humphries Robinson LLP ("ABHR").

APPROVE MINUTES

The Board reviewed the minutes of the previous drainage and parks meetings. Director Poulter moved to approve the minutes. Director Smith seconded the motion, which carried unanimously.

COMMENTS FROM DISTRICT RESIDENTS

There were no comments from the public.

MAINTENANCE OF STORM SEWER LINES

Mr. Rankin reviewed the storm sewer maintenance report, a copy of which is attached. He reviewed pictures of a storm sewer line to be cleaned out just south of Fry at Mason. He also updated the Board regarding the status of inspecting and cleaning the outfalls. He stated approximately 60% of the clean outs are complete. Mr. Rankin also updated the Board regarding the status of the FEMA claim.

HURRICANE HARVEY MATTERS

Mr. Schroeder updated the Board regarding Phase 1 and Phase 2 of the Diversion Channel north and south of the Fry Road Bridge. Discussion ensued regarding Phase 3. Mr. Robinson stated Grand Lakes Water Control & Improvement District No. 2 ("WCID 2") has indicated that based upon projected costs, they may not have funds on hand to pay their pro rata share of the project and will have to sell bonds to obtain the necessary monies. He stated to get the project done timely, the District may need to fund WCID 2's portion and get reimbursed. He stated if Phase 3 proceeds on this basis, he recommends entering into an Interlocal Agreement with WCID 2 outlining the specific terms and timing for reimbursement. Mr. Wempe estimated Phase 3 to cost approximately \$2,000,000 to \$3,000,000. He stated the project is being advertised for bids, and he will have a recommendation at the January, 2018 meeting. The Board requested Mr. Robinson to continue discussions with WCID 2 regarding timing and funding of the project and to prepare an Interlocal Agreement, if needed.

Mr. Robinson discussed regional projects in the greater Houston area and funding for same. Mr. Robinson also discussed the FEMA claims process and the inaccurate and misleading assertions made in the media, including the assertion that the Corps of Engineers warned the District regarding flood dangers.

Mr. Wempe discussed the last segment of the Diversion Channel. He stated Fort Bend County is cleaning the Willow Fork of the Buffalo Bayou to just past where the Diversion Channel and Willow Fork converge, and work on this segment should not begin until the County finishes its work. He stated, additionally, the area is very wet and cannot just be pitched to the top of bank to dry. He stated coordination with the Corps of Engineers will be necessary.

BOOKKEEPER'S REPORT

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

REPORT ON SECURITY MATTERS

Mr. Matthew Dunn reviewed the security report, a copy of which is attached. Mr. Andrew Dunn reviewed a proposal to install security cameras at Central Green for \$13,000.00. After review and discussion, Director Duncan moved to approve the proposal. 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 a proposal for turf establishment on the Diversion Channel north and south of Fry Road for an estimated cost of \$99,624.00.

Mr. Schroeder reviewed a proposal for Phase I Diversion Channel Road to desilt and repair the slope for an estimated cost of \$300,000.00. Director Poulter recommended the public be notified of all the work the District is undertaking to rehabilitate the facilities post Hurricane Harvey. Discussion ensued regarding preparation of an article for Community Impact and pushing through Facebook. Director Ward recommended Peter Olson's office also be notified. The Board concurred to consider engaging a public relations firm to help deliver the message.

Mr. Schroeder reviewed a proposal to desilt Va1 Apron near Buffalo Bayou for an estimated cost of \$4,000.00.

Director Poulter then moved to approve the report and the proposals. Director Duncan 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 stated Garver wants to be let out of the contract. He stated approximately \$25,000.00 in retainage remains on the contract. He stated additionally, there are trees which need to be replaced. He stated the contractor has indicated they will replace the trees. The Board requested Garver remove the heavy equipment.

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

PARK MATTERS, INCLUDING PARKS COMMITTEE RECOMMENDATIONS

The Board discussed park matters. Mr. Robinson stated the Cinco Ranch Property Owner Association did not approve the easements for the trails at their last meeting and indicated they would be willing to lease the property for the trails on a long-term basis. After discussion, Director Poulter moved not to enter into a lease agreement with the Cinco Ranch Property Owner Association. Director Duncan seconded the motion, which carried unanimously. Director Smith announced Ms. Arceneaux and Mr. Holeman would receive Christmas bonuses.

REPORT FROM PARKS DIRECTOR

Ms. Arceneaux updated the Board regarding upcoming events, including the Astros Jam and the Valentine’s Day events. After discussion, Director Duncan moved to approve the two events. Director Smith seconded the motion, which carried unanimously.

KATY CHAMBER OF COMMERCE MEMBERSHIP

Ms. Hopper stated the District received the annual membership paperwork from the Katy Chamber of Commerce. After discussion, Director Poulter moved not to renew the District’s membership. The motion was seconded by Director Smith and passed by unanimous vote.

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.


Secretary, Board of Directors

