

MINUTES
WILLOW FORK DRAINAGE DISTRICT

April 14, 2016

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on April 14, 2016, 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
April Renberg	Vice President
Joe Robinson	Secretary
Dan Smith	Assistant Vice President
John Poulter	Assistant Secretary

and all of the above were present, except Director Renberg, thus constituting a quorum.

Also present at the meeting were Yvonne Arceneaux, Parks Director; Dray Holeman, Assistant Parks Director; Robert Stowe and Mike Price, residents of the District; Bob Wempe of AECOM; Rich Rankin of Severn Trent Services, Inc.; Matt Klein of TBG Partners; Fran Matuska of F. Matuska, Inc.; Lou Triche, Shay Walker, Dawn Mouton, and Joe Mattingly 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 meeting. After review and discussion, Director Poulter moved to approve the minutes. Director Smith seconded the motion, which carried unanimously.

COMMENTS FROM DISTRICT RESIDENTS

Mr. Stowe stated the nature trail was conveyed to Fort Bend County in 2009 and that Commissioner Myers stated Willow Fork Drainage District was responsible for maintenance. He provided Mr. Robinson with a partial copy of an instrument for the dedication of an easement from the Cinco Ranch HOA to Fort Bend County for the trail. Mr. Robinson stated ABHR would research the District's records to determine if an agreement exists wherein the District agrees to maintain the trail. Director Ward stated a resident asked if she could do a planting to honor her deceased father. Director Ward stated he and Director Renberg agree that a separate planting may not be appropriate but a plaque on a bench may be appropriate. Mr. Robinson stated the Board should adopt a policy regarding plaques or other means to honor a person.

Mr. Price discussed the positive impact parks have on home values.

Director Ward stated operations of the Willow Fork Park are being reviewed by the Board. He added that he requested Champions to provide an overview of the services that could be provided.

Director Ward stated a meeting was held April 5 at which the Directors reviewed a proposal for installation of a video security system. He stated cameras will be installed at Willow Fork Park and Exploration Park.

SECURITY SERVICES

Director Poulter reported on security activities. He reported on action at Exploration Park. After discussion, Director Poulter moved to approve the report and pay the invoice. Director Smith seconded the motion, which carried unanimously. Mr. Mattingly stated he spoke with the security officer about lighting at Exploration Park. He stated the officer recommended the lights not be on at night.

MAINTENANCE OF STORM SEWER LINES

Mr. Rankin reviewed the storm sewer maintenance report, a copy of which is attached. He stated there is an issue between the second and third joint on the outfall pipe at Exploration Park. He stated he would provide pictures to AECOM and Champions. Director Poulter then moved to approve the report, invoice, and repair. Director Smith seconded the motion, which passed by unanimous vote.

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 Robinson 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 Robinson moved to approve the tax report. Director Smith seconded the motion, which carried unanimously.

OPERATOR'S REPORT, INCLUDING AUTHORIZING DITCH MAINTENANCE

Mr. Mattingly reviewed the operator's report with the Board, a copy of which is attached, and reviewed pictures of the ditches and channels. He reported the sinkhole on VA9b next to the water plant has worsened. He stated a second sinkhole has developed approximately 75 feet from the other sinkhole. He stated the cost to repair

the sinkhole is \$12,346.00, and to replace the pipe with corrugated aluminized pipe is \$18,530.00.

Mr. Mattingly updated the Board regarding the slope paving project on VA1 and stated the project is approximately 50% complete.

After review and discussion, Director Smith moved to approve the operator's report, the May mowing, repair of the sinkholes on Va9b, and the action items. Director Poulter seconded the motion, which carried unanimously.

Mr. Walker stated Champions is currently working with the City of Houston on maintenance of the park and trail system. Ms. Mouton presented an overview of the services Champions can provide regarding parks management. Discussion ensued regarding tour of parks maintained by Champions. Ms. Hopper stated she would poll the Board to schedule a meeting. The Board concurred to have the parks committee review the scope of services.

ENGINEER'S REPORT

Mr. Wempe reviewed the engineer's report, a copy of which is attached.

Mr. Wempe stated Fort Bend County is updating of the floodplain maps and filing a letter of map revision with FEMA. He stated there is no impact on the District.

Mr. Wempe updated the Board regarding the water quality project and reviewed and recommended approval of Pay Estimate No. 14 in the amount of \$179,383.27, payable to BRH-Garver, and a 16-day time extension.

Mr. Wempe stated the MS-4 action item list is attached to the engineer's report.

After review and discussion, Director Smith moved to approve the engineer's report, pay estimate, time extension, and action items. Director Poulter seconded the motion, which carried unanimously.

PARKS COMMITTEE RECOMMENDATIONS

There were no matters for consideration. Mr. Klein updated the Board regarding coordination with On-Site. Mr. Triche recommended the Board consider using all concrete trails in Willow Fork Park. The Board concurred the current plan to have several types of trails would remain.

REPORT FROM PARKS DIRECTOR

There was no report.

CURRENT EVENTS AND ACTION ITEMS

Director Robinson updated the Board regarding current events, including the State of the County address by Judge Hebert. Ms. Arceneaux stated NFL Play 60 will occur next Saturday.

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


Secretary, Board of Directors

(SEAL)



ACTION LIST

1. The Board will next meet on May 12, 2016, at 11:30 a.m.

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