

MINUTES
WILLOW FORK DRAINAGE DISTRICT

February 11, 2016

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on February 11, 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, thus constituting a quorum.

Also present at the meeting were Yvonne Arceneaux, Parks Director; Dray Holeman, Assistant Parks Director; Robert Stowe, Loren Alexander, and Scott Blaney, residents of the District; Bob Wempe of AECOM; Rich Rankin of Severn Trent Services, Inc.; Fran Matuska of F. Matuska, Inc.; Shay Walker and Joe Mattingly of Champions Hydro-Lawn, Inc. ("Champions"); and Annette Stephens 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

Ms. Alexander asked if her group could hold an awareness walk for her non-profit organization at Willow Fork Park and asked if there would be a charge. The Board informed her there would be no charge and asked Ms. Alexander and Ms. Arceneaux to coordinate the event.

SECURITY SERVICES

Director Poulter reported on security activities. He stated there was one graffiti incident. After discussion, Director Renberg moved to approve the report and pay the invoice. Director Poulter seconded the motion, which carried unanimously.

MAINTENANCE OF STORM SEWER LINES

Mr. Rankin reviewed the storm sewer maintenance report, a copy of which is attached. Director Poulter then moved to approve the report and invoice. 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. She stated one check to BRH-Garver is not on the report. After review and discussion, Director Robinson moved to approve the bookkeeper's report and payment of the bills, including the check to BRH-Garver. Director Renberg 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.

RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION

Ms. Stephens reviewed a Resolution Concerning Exemption from Taxation. Director Robinson requested to table this item until next month and asked that the financial advisor prepare an analysis of the impact various exemptions could have on the District.

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 a new sinkhole has developed on VA9b next to the water plant.

Mr. Mattingly stated the slope paving project on VA1 has been delayed because CenterPoint has determined it will need to move a power pole rather than brace it where it is. He stated this will add an additional \$6,500 to the project. After review and discussion, Director Smith moved to approve the increase in costs. Director Robinson seconded the motion, which carried unanimously.

Mr. Mattingly reported on a sinkhole on VA9b between Westheimer and Mason. He stated he would bring a proposal to make the repair to the March meeting.

Mr. Mattingly reviewed pictures of Back Slope Interceptors in need of repair. Mr. Rankin stated he will dye test the pipes to determine how much flow is going through the pipes.

Discussion ensued regarding the erosion on the channel next to VA11. Mr. Mattingly stated Fort Bend County has abandoned the repair. Mr. Wempe stated he will contact the County to determine the status of the repair.

Discussion ensued regarding the sinkhole near Exploration Park. Mr. Rankin stated he will televise the line and report back to the Board.

After review and discussion, Director Smith moved to approve the operator's report, the March mowing, and the action items. Director Robinson seconded the motion, which carried unanimously.

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. 12 in the amount of \$638,289.75, payable to BRH-Garver, and a 15-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, easements, and action items. Director Poulter seconded the motion, which carried unanimously.

PARKS COMMITTEE RECOMMENDATIONS

Mr. Klein updated the Board regarding parks matters. No action was taken.

REPORT FROM PARKS DIRECTOR

Ms. Stephens reviewed a Resolution Regarding Authority of Parks Committee and Delegation of Certain Duties to Parks Manager, giving Ms. Arceneaux authority to execute contracts up to \$2,000.00. After discussion, Director Smith moved to adopt the Resolution. Director Renberg seconded the motion, which carried unanimously.

Discussion ensued regarding two bridged which cross ditches owned by the District. Mr. Blaney and Mr. Stowe stated the HOA has not been able to locate documentation as to ownership of the bridges. The Board concurred it would research ownership and report its findings to the HOA and requested Mr. Klein to ask his structural engineer to inspect the bridge to determine its integrity.

Ms. Arceneaux requested the Board to approve replacement of the locks on Central Green bathroom doors for \$2,315.80. Director Smith moved to approve

replacement of the locks. Director Renberg seconded the motion, which carried unanimously.

ORDER CALLING DIRECTORS ELECTION

Ms. Stephens reviewed an Order Calling the 2016 Directors Election (the "Order"). After review and discussion, Director Smith moved to adopt the Order. Director Renberg seconded the motion, which passed unanimously.

CURRENT EVENTS AND ACTION ITEMS

Director Robinson updated the Board regarding current events, including legislative matters.

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

(SEAL)




Secretary, Board of Directors

ACTION LIST

1. The Board will next meet on March 10, 2016, at 11:30 a.m.

LIST OF ATTACHMENTS TO MINUTES

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