

MINUTES
WILLOW FORK DRAINAGE DISTRICT

November 12, 2015

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on November 12, 2015, 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, Dray Holeman, Robert Serrett, John Bastawrous, and Robert Stowe, residents of the District; Bob Wempe of AECOM; Rich Rankin of Severn Trent Services, Inc.; Fran Matuska of F. Matuska, Inc.; Matt Klein of TBG Partners; Lou Triche and Joe Mattingly of Champions Hydro-Lawn, Inc. ("Champions"); and Annette Stephens and Patti Hoppell of Allen Boone Humphries Robinson LLP ("ABHR").

APPROVE MINUTES

The Board reviewed the minutes of the October 8, 2015, meeting. After review and discussion, Director Poulter moved to approve the minutes. Director Renberg seconded the motion, which carried unanimously.

COMMENTS FROM DISTRICT RESIDENTS

Mr. Bastawrous introduced himself to the Board and requested the Board to consider building the trail on the north side of channel adjacent to Cinco Ranch High School in the next phase. The Board stated that the trail will be included in the next phase. In response to a question from Mr. Bastawrous, the Board indicated the trails will not be lit at night.

SECURITY SERVICES

Director Poulter reported on security activities. He stated there were no unusual events during the past month. After discussion, Director Poulter moved to approve the report. Director Renberg seconded the motion, which carried unanimously.

INCREASE FOR SECURITY OFFICERS

The Board discussed current rates. Ms. Matuska stated the officers are currently paid \$49.50 an hour for patrolling the channels and \$35.00 an hour for work at Central Green. Director Poulter stated the officers have not requested an increase. The Board concurred no action was necessary at this time. The Board requested this item be placed on the August, 2016 agenda.

MAINTENANCE OF STORM SEWER LINES

Mr. Rankin reviewed the storm sewer maintenance report, a copy of which is attached. He reviewed a list of issues found during televising of the outfalls and stated he will bring prices for repairs to the next meeting.

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, the investment report, and payment of the bills. Director Poulter 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 Poulter 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.

Mr. Mattingly reported on the sinkhole next to Exploration Park. He stated there was too much water in the channel to inspect and provide a repair estimate at this time. Mr. Mattingly reported on a sinkhole on the backslope interceptor on VA9 next to the golf course. He stated the estimated cost to make the repair is \$18,110.00.

Director Ward asked Mr. Wempe, Mr. Mattingly, and Mr. Rankin to determine if any new technology could be utilized when the ditches and outfalls are repaired.

After review and discussion, Director Smith moved to approve the operator's report, the December mowing, VA9 repair, and the action items. Director Poulter 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 he has no new information regarding Fort Bend County's updating of the floodplain maps.

Mr. Wempe updated the Board regarding the water quality project and reviewed and recommended approval of Pay Estimate No. 9 in the amount of \$497,921.85, payable to BRH-Garver, and an 11-day time extension.

Mr. Wempe stated the MS-4 action item list is attached to the engineering report.

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

PARKS COMMITTEE RECOMMENDATIONS

Director Smith stated discussions have been ongoing regarding trail crossings. Director Smith then moved to authorize the engineer to conduct a study on the feasibility of two crossings (one on Mason and one on Westheimer Parkway). Director Peterson seconded the motion, which carried unanimously.

Renberg

Mr. Wempe stated he anticipates receipt of a change order for the KISD access road, a portion of which will be attributable to traffic control. He stated the total change order will likely exceed \$50,000. Director Renberg moved to approve the change order subject to Director Smith's approval. Director Robinson seconded the motion, which carried unanimously. Discussion ensued regarding whether lines will be painted down the center of the KISD access road/parking lot. The Board concurred to consider this matter in more detail closer to completion of the project.

REPORT FROM PARKS DIRECTOR

The Board did not receive a report.

CURRENT EVENTS AND ACTION ITEMS

Director Robinson updated the Board regarding current events, including voter turnout at the recent election.

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

(SEAL)



[Handwritten Signature]
Secretary, Board of Directors

ACTION LIST

1. The Board will next meet on December ___, 2015, at 11:30 a.m.

LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Storm sewer maintenance report.....	2
Bookkeeper's report.....	2
Tax report.....	2
Operator's report.....	2
Engineer's report.....	3