

MINUTES
WILLOW FORK DRAINAGE DISTRICT

October 10, 2013

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on October 10, 2013, 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; Mike Price, District resident; Eric Webb, Wade Bradford, Robert Smith, and Ken Braden of the Falcon Ranch HOA; Rich Rankin of Severn Trent Services; Fran Matuska of F. Matuska, Inc.; Bill Odle and Matt Klein of TBG Partners ("TBG"); Lou Triche, Dennis Tiff, and Shay Walker of Champions Hydro-Lawn, Inc. ("Champions"); Robert Wempe of AECOM Technical Services, Inc. ("AECOM"); and Stephen M. Robinson and Patti Porter Hopper of Allen Boone Humphries Robinson LLP.

APPROVE MINUTES

The Board reviewed the minutes of the September 12, 2013, meeting. After review and discussion, Director Poulter moved to approve the minutes. Director Renberg seconded the motion, which carried unanimously.

COMMENTS FROM DISTRICT RESIDENTS

There were no comments from District residents.

SECURITY SERVICES

Director Poulter reviewed the security report. He stated he gave the phone number for security to the Falcon Ranch HOA, and the officers have stopped several individuals on that trail.

Discussion then ensued regarding the rate of pay for the officers. After discussion, Director Poulter made a motion to increase the hourly rate by \$2.25 per hour for the officers. Director Smith seconded the motion, which carried unanimously.

Discussion ensued regarding future security needs with the addition of new parks and trails. Director Poulter requested the Parks Committee to provide him with a list of areas to be patrolled and expectations so that he can discuss the matter with Sergeant Stark.

MAINTENANCE OF STORM SEWER LINES

Mr. Rankin distributed the storm sewer maintenance report, a copy of which is attached. Director Poulter moved to approve the report. Director Renberg seconded the motion, which carried unanimously.

2013 TAX RATE

The Board next conducted a public hearing on the 2013 tax rate. Mr. Robinson then reviewed an Order Levying Taxes and Amendment to Information Form. After review and discussion, Director Renberg moved to adopt the Order Levying Taxes for the 2013 tax year, levying a debt service tax of \$0.105 and maintenance and operation tax of \$0.085 per \$100 assessed valuation for a total 2013 tax rate of \$0.19 per assessed valuation and authorize execution and filing of the Amended Information Form. 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, the investment 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 Renberg seconded the motion, which carried unanimously.

OPERATOR'S REPORT, INCLUDING AUTHORIZING DITCH MAINTENANCE

Mr. Tiff reviewed the operator's report with the Board, a copy of which is attached, and reviewed pictures of the ditches and channels.

Mr. Tiff stated Fort Bend County repaired the walk bridge on VA9.

Discussion ensued regarding the removal of gabions on VA3 and VA3b. Mr. Wempe stated he notified the Corps. of Engineers that the District planned to remove the gabions throughout the District unless the Corps. advises the District not to do so.

Mr. Webb stated he was willing to speak to area HOAs and KISD to solicit help. He stated many students of Cinco Ranch High School use the gabion to cross the ditch to get to and from school. The Board concurred to delay removal of the gabion on VA3b until it is decided whether the District will build a bridge in that area.

Mr. Tiff requested authorization to desilt a portion of VA12 south of Gaston for an estimated cost of \$36,307.00.

After review and discussion, Director Poulter moved to approve the operator's report, the desilting, and the November mowing. Director Smith seconded the motion, which carried unanimously.

ENGINEER'S REPORT

Mr. Wempe submitted to the Board the written engineer's report, a copy of which is attached.

Mr. Wempe next updated the Board regarding MS-4 Year 6 implementation items and distributed the Year 6 task list and draft Year 6 Annual Report.

Mr. Wempe updated the Board on the Grand Lakes development and stated he had no items for the Board's approval.

Mr. Wempe updated the Board on Meadowbrook Farms and stated he had no items for the Board's approval.

Mr. Wempe reviewed and recommended approval of two proposals from Alta Terra for geotechnical work at the 32-acre Park and Diversion Channel Park.

After review and discussion, Director Renberg moved to approve the engineer's report, the MS-4 Year 6 action items and the Year 6 task list, the MS-4 annual report, and the geotechnical proposals. Director Smith seconded the motion, which passed by unanimous vote.

FORT BEND FLOOD MANAGEMENT ASSOCIATION MATTERS

Director Robinson reported on Association and FEMA matters, and water projects for the State of Texas.

PARK MATTERS

Mr. Klein stated a meeting was held with Harris-Fort Bend 5 regarding use of their effluent.


ENGAGEMENT OF PARKS DIRECTOR

Mr. Robinson stated that in working out the details of Ms. Arceneaux's contract, the issue of insurance coverage for Ms. Arceneaux in the event the District is sued and Ms. Arceneaux personally was a concern for Ms. Arceneaux. He stated after discussing the matter with the District's insurance agent and an employment lawyer, he would recommend the District engage Ms. Arceneaux as an employee rather than an independent contractor and to purchase worker's compensation insurance, business travel insurance, and a crime bond covering Ms. Arceneaux. After discussion, Director Renberg made a motion to employ Ms. Arceneaux as the District's Park Director effective October 14, 2013, and purchase additional insurance coverage as discussed. Director Poulter seconded the motion, which carried unanimously. Discussion then ensued regarding items Ms. Arceneaux will need for her office. Mr. Robinson stated Ms. Arceneaux will keep her current phone and receive reimbursement for the monthly fees, and the District will reimburse Ms. Arceneaux for a laptop computer in accordance with the budget. Director Smith then moved to authorize Ms. Arceneaux to purchase a laptop computer in accordance with the budget and his approval. Director Renberg seconded the motion, which carried unanimously.

ACTION ITEMS

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




Secretary, Board of Directors

ACTION LIST

1. The Parks Committee will keep Director Poulter informed regarding future parks and security needs.

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