

## MINUTES

### WILLOW FORK DRAINAGE DISTRICT

September 8, 2016

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on September 8, 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
John Poulter	Secretary
Dan Smith	Assistant Vice President
Joe Robinson	Assistant Secretary

and all of the above were present, except Directors Poulter and Smith, thus constituting a quorum.

Also present at the meeting were Andrew Dunn of On-Site Protection LLC; Yvonne Arceneaux, Parks Director; Drew Holeman, Assistant to Ms. Arceneaux; Mike Price, Dion Cole, Gary Gustafson, Wade Bradford, and Robert Stowe, residents of the District; Rich Rankin of Severn Trent Services, Inc.; Matt Klein of TBG Partners; Fran Matuska of F. Matuska, Inc.; Lou Triche, Dawn Mouton, and Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); and Annette F. Stephens and Patti Hopper of Allen Boone Humphries Robinson LLP ("ABHR").

#### APPROVE MINUTES

The Board reviewed the minutes of the previous meeting. Director Robinson moved to approve the minutes. Director Renberg seconded the motion, which carried unanimously.

#### COMMENTS FROM DISTRICT RESIDENTS

Mr. Stowe asked if the contractor who damaged the Cinco Ranch Monument signs has been identified. Mr. Klein stated he believes CenterPoint is responsible and will continue to follow up.

Mr. Bradford complained about the noise from the venues. Ms. Arceneaux stated the bands all check the decimeters and all are within allowed limits. He also complained about the sidewalk behind his home which borders Va3. He stated the Board should spend more time contacting the adjacent property owners. Director Ward

stated the Board met with all the HOAs about the projects and made an effort to contact affected parties. Directors Renberg and Ward thanked him for his comments.

Mr. Gustafson stated he just came to follow up on drainage issues in Cinco MUD No. 7.

### SECURITY SERVICES

Director Robinson reported on security activities. Ms. Stephens reviewed a termination letter to Deputy Stark. After discussion, Director Robinson moved to approve the report, approve the termination letter, and pay the invoice. Director Renberg 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. He reviewed a report and recommended repairs and desilting.

Director Renberg moved to approve the report, recommended desilting, and authorize Champions to prepare a proposal for the repairs.. Director Robinson 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.

### 2016 TAX RATE

Ms. Williams reviewed Rathmann & Associates' 2016 tax rate recommendation of \$0.095 per \$100 assessed valuation for debt service and \$0.04 per \$100 assessed valuation for maintenance and operations of drainage facilities and \$0.05 per \$100 assessed valuation for park maintenance and operations. After review and discussion, Director Renberg moved to approve the 2016 tax rate recommendation and authorize the tax assessor/collector to publish notice of same in a newspaper with general circulation in the District. Director Robinson seconded the motion, which carried unanimously. The Board concurred to adopt the tax rate at the October 13, 2016, 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 and payment of the bills. Director

Renberg seconded the motion, which passed by unanimous vote. Ms. Matuska reviewed the draft budget for the fiscal year ending September 30, 2017. After review and discussion, and upon a motion from Director Robinson and a second by Director Renberg, the Board voted unanimously to adopt the budget.

#### 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.

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

#### ENGINEER'S REPORT

Director Ward reviewed the engineer's report, a copy of which is attached, and noted there was nothing new to report on the updated floodplain maps being reviewed by FEMA.

Director Ward updated the Board regarding the water quality project and stated AECOM recommends approval of Pay Estimate No. 15 in the amount of \$358,770.57 and a 31-day time extension.

The Board reviewed the MS-4 action item list attached to the engineer's report.

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

#### PARKS COMMITTEE RECOMMENDATIONS

Mr. Klein updated the Board regarding new playground equipment at Exploration Park for toddlers. He also updated the Board regarding the status of Willow Fork Park.

#### REPORT FROM PARKS DIRECTOR

Ms. Arceneaux discussed upcoming events.

#### CURRENT EVENTS AND ACTION ITEMS

Director Robinson reported on the NAFSMA conference and current events.

Director Ward updated the Board regarding his health.

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 October 13, 2016, at 11:30 a.m.

LIST OF ATTACHMENTS TO MINUTES

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