

MINUTES  
WILLOW FORK DRAINAGE DISTRICT

September 10, 2015

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on September 10, 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 Mike Price, Robert Stowe, and Robert Serrett, residents of the District; Greg Sissel of BKD, LLP; Bob Wempe of AECOM; Rich Rankin of Severn Trent Services, Inc.; Matt Klein of TBG Partners; Yvonne Arceneaux and Dray Holeman; Fran Matuska of F. Matuska, Inc.; Lou Triche, Shay Walker, and Joe Mattingly of Champions Hydro-Lawn, Inc. ("Champions"); and Angela Lutz and Patti Hopper of Allen Boone Humphries Robinson LLP ("ABHR").

APPROVE MINUTES

The Board reviewed the minutes of the August 13, 2015, meeting. After review and discussion, Director Poulter moved to approve the minutes. Director Smith seconded the motion, which carried unanimously.

COMMENTS FROM DISTRICT RESIDENTS

There were no comments from the public.

SECURITY SERVICES

Director Poulter reported on security activities. After discussion, Director Poulter moved to approve the report. 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. Discussion ensued regarding landscaping in the south side of the South Plant. Mr. Klein stated there is no room on the south side for plantings and recommended no irrigation be installed on that side. Director Renberg moved to not landscape or irrigate the south side, and to pay for the irrigation on the west side and for the stub out on the south side in the event there is room upon completion of the water quality project. Director Poulter seconded the motion, which carried unanimously.

## 2015 TAX RATE

Ms. Williams reviewed Rathmann & Associates' 2015 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 Robinson moved to approve the 2015 tax rate recommendation and authorize the tax assessor/collector to publish notice of same in a newspaper with general circulation in the District. Director Poulter seconded the motion, which carried unanimously. The Board concurred to adopt the tax rate at the October 8, 2015, 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.

## BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30, 2015

Ms. Matuska reviewed the draft budget for the fiscal year ending September 30, 2016. After review and discussion, Director Smith moved to adopt the budget. Director Poulter seconded the motion, which carried unanimously.

## 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.

## ENGAGE AUDITOR

Mr. Sissel reviewed BKD's proposal to prepare the audit for the fiscal year ending September 30, 2015. After discussion, Director Robinson moved to engage BKD,

LLP, to prepare the audit. 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.

Mr. Mattingly updated the Board regarding the removal of the two gabions - one on VA9, and one on VA14, and the VA1 slope failure.

Mr. Mattingly stated the eight-acre area between VA12 and Kings Lake Subdivision has been cleared.

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 October mowing, 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. 7 in the amount of \$649,780.49, payable to BRH-Garver, and a 16-day time extension.

Mr. Wempe updated the Board regarding construction of Katy ISD parking and drainage improvements and stated he had no items for approval.

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.

#### REPORT FROM PARKS DIRECTOR

Ms. Arceneaux updated the Board regarding Central Green matters.

CURRENT EVENTS AND ACTION ITEMS

Directors Robinson, Poulter, and Ward updated the Board regarding current events, including the Fort Bend Flood Management Association and Freedom Park monument dedication.

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 8, 2015, at 11:30 a.m.

LIST OF ATTACHMENTS TO MINUTES

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