

MINUTES  
WILLOW FORK DRAINAGE DISTRICT

March 23, 2016

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in special session, open to the public, on March 23, 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 Neal Stillman and Ken Braden, residents of the District; Dray Holeman, Assistant Parks Director; Fran Matuska and Rose Montalbano of F. Matuska, Inc.; Matt Klein of TBG Partners ("TBG"); Lou Triche and Joe Mattingly of Champions Hydro-Lawn, Inc. ("Champions"); and Annette Stephens and Patti Porter Hopper of Allen Boone Humphries Robinson LLP.

MINUTES

The Board first reviewed the minutes of the February 24, 2016, Board meeting. After review and discussion, Director Poulter moved to approve the minutes. Director Smith seconded the motion, which carried unanimously.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

SECURITY SERVICES

Director Poulter reported on security matters. He stated there was significant teenage activity at Exploration Park during Spring Break and that he will request the officers to beef up patrolling at that location. Discussion ensued regarding options for lighting at Exploration Park and locks on the gates.

Director Poulter then moved to approve the report and security payments. Director Renberg seconded the motion, which carried unanimously.

## 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 Poulter seconded the motion, which passed by unanimous vote.

## ANNUAL CONTINUING DISCLOSURE REPORT

The Board reviewed the District's Annual Continuing Disclosure Report. After review and discussion, Director Robinson moved to approve the District's Annual Continuing Disclosure Report and direct that the report be filed with all required entities. Director Poulter seconded the motion, which carried by unanimous vote.

## REPORT FROM CHAMPIONS HYDRO-LAWN

Mr. Mattingly discussed maintenance of Central Green, Falcon Landing Trail, and Exploration Park. He reviewed an estimate for new electrical boxes for Central Green plus an option to replace just the lids. The Board requested Ms. Stephens to write a demand letter to the original contractor notifying them the boxes did not meet specifications. Director Smith then moved to approve the report, authorize the electrician to contact the manufacturer to determine if the box lids on the stage can be repaired/replaced or if the boxes on the stage need to be replaced, shut power off to the box under the green, and action items. Director Renberg seconded the motion, which carried unanimously.

## REPORT FROM TBG PARTNERS

Mr. Klein reported on landscape architect matters.

Mr. Klein updated the Board regarding Willow Fork Park and reviewed and recommended approval of Pay Estimate No. 4 in the amount of \$383,038.74, payable to The Millis Group, Inc.

Mr. Klein updated the Board regarding Exploration Park and reviewed and recommended approval of Pay Estimate Nos. 14, 15, 16, and 17 and Final, payable to D. L. Meacham Construction. He recommended continuing holding the payment.

Mr. Klein updated the Board regarding the status of easements.

Mr. Robinson reviewed a Resolution Authorizing Application to the Texas Commission on Environmental Quality for Change in Scope, Release of Funds from Escrow, and Use of Surplus Funds (the "Resolution"). After review and discussion, Director Smith moved to (i) approve the application and adopt the Resolution; (ii) approve the pay estimate; and (iii) approve the change order, subject to receipt of Form

1295 and necessary easements. Director Renberg seconded the motion, which passed by unanimous vote.

Director Smith then moved to approve the report and pay estimate. Director Renberg seconded the motion, which carried unanimously.

ENGINEERING REPORT

Ms. Hopper stated Mr. Wempe had no items for Board approval.

REPORT FROM PARKS DIRECTOR

Mr. Holeman updated the Board regarding Central Green matters.

PARKS COMMITTEE RECOMMENDATIONS

The Board discussed a request from Mr. Rogers to add landscaping along his fence line. Mr. Klein stated he and Mr. Mattingly would accompany Director Renberg to visit Mr. Rogers. Director Ward stated he would let Mr. Rogers know.

NEW PROJECTS

No new projects were presented for consideration.

CURRENT EVENTS

Director Robinson stated he had no new current events.

LEASES, EASEMENTS, AND OTHER REAL ESTATE MATTERS

There was no discussion on this item.

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

(SEAL)



  
Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

Minutes  
Page

Bookkeeper's report.....2