

MINUTES  
WILLOW FORK DRAINAGE DISTRICT

February 9, 2012

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on February 9, 2012, 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
Scott Lyons	Vice President
Joe Robinson	Secretary
Darrell Kainer	Assistant Vice President
April Renberg	Assistant Secretary

and all of the above were present, except Director Lyons, thus constituting a quorum.

Also present at the meeting were Les Lee of eSiteful; R.J. Linton, Jim Norowsky and Anna Agnew, District residents; Julie Williams of Rathmann & Associates; Rich Rankin of Severn Trent Services; Fran Matuska of F. Matuska, Inc.; Bill Odle and Matt Klein of TBG Partners; Lou Triche and Dennis Tiff of Champions Hydro-Lawn, Inc. ("Champions"); Melinda Garza and Melissa Meyer of AECOM, 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 January 12, 2012, meeting. After review and discussion, Director Kainer moved to approve the minutes. Director Renberg seconded the motion, which carried unanimously.

COMMENTS FROM DISTRICT RESIDENTS

Mr. Norowsky introduced himself to the Board. Mr. Norowsky requested the website be run by the District, and past agendas and minutes be posted on the website. He stated he felt the website up during the election was ambiguous and was not run by the District. Ms. Agnew stated Cinco Municipal Utility District No. 7 ("Cinco 7") asked her to convey their concern regarding the high water levels in some of the District's ditches. Ms. Agnew stated Cinco 7's counsel is working to hold a joint election with Katy Independent School District ("KISD"). Mr. Robinson stated KISD has rejected the request to conduct a joint election. Ms. Agnew stated Harris County told her they were not notified about the past bond election. Mr. Linton stated Cornerstones Municipal Utility District ("MUD") is conducting a joint election with KISD and also recommended the Board visit the Cornerstones MUD website.



## SECURITY SERVICES

Director Ward reviewed the security report. Discussion ensued regarding vehicular traffic on the channels. Mr. Robinson stated an email was received regarding traffic next to the Corps property. Mr. Robinson stated he would contact Commissioner Meyers regarding options to secure the area.

## WEBSITE SERVICES PRESENTATION

Mr. Lee reviewed samples of various websites created and managed by eSiteful. He stated some of the capabilities of the site could be to allow various users to update and change information on the site. The Board discussed administration of the site. Mr. Robinson stated the Board adopted a policy when the current website was established which will need to be updated for the new site. Director Renberg interviewed three companies and recommended eSiteful. She stated the costs are as follows:

\$5,460.00 setup;  
\$1,200.00 per year hosting charge; and  
\$130.00 per hour for additional work.

After discussion, Director Renberg moved to accept the proposal. Director Kainer seconded the motion, which carried unanimously.

## MAINTENANCE OF STORM SEWER LINES

Mr. Rankin distributed the storm sewer maintenance report, a copy of which is attached. He stated the decal installation is ongoing. He stated the next section of outfalls will be tagged and televised for the MS-4 Year 5 action items. Discussion ensued regarding the rain event on February 4, 2012. Mr. Robinson discussed the facilities of the District and of the Cinco districts and how each system operates. Ms. Salazar stated the street flooding that occurred was in Cinco Municipal Utility District No. 9 ("Cinco 9"). She stated it appeared the water did not rise above Fort Bend County criteria. She stated she notified Cinco 9's engineer and the Cinco 9 operator. Ms. Garza stated the drainage system is designed pursuant to Fort Bend County Regulations, and the streets are designed to hold water one foot above the curb. Mr. Rankin stated ST is checking inlets and removing any blockages. He stated the recent flooding was not attributable to any of the District's facilities.

## BOOKKEEPER'S REPORT

Ms. Matuska reviewed the bookkeeper's report, a copy of which is attached, including the checks presented for payment. The Board expressed its intent to reimburse the operating account from future bond proceeds for the ProWorx invoice. After review and discussion, Director Robinson moved to approve the bookkeeper's report, the



investment report, and payment of the bills. Director Renberg 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 Kainer 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 ditches.

Mr. Tiff reviewed pictures of the sinkhole/pipe failure on the Diversion Channel. He stated the estimated cost to make the repair is \$9,900.00.

Mr. Tiff reviewed pictures of graffiti on Willow Fork at Peek Road. He stated it will cost between \$500 and \$1,000 to remove it.

Mr. Tiff stated a request has been received to place additional protection on an interceptor pipe. The Board requested Mr. Tiff to place four additional horizontal bars across the interceptor.

Mr. Tiff recommended desilting VA10 at Heritage Grand for an estimated cost of \$32,032.00.

Mr. Tiff reviewed pictures of flooding in a side yard at 4314 Clay Canyon near the Corps property and greenbelt. Mr. Robinson stated the greenbelt is owned by the homeowners association.

Mr. Tiff reviewed pictures of bridge erosion on the Willow Fork Golf Course. The Board concurred maintenance of the bridge is the responsibility of the golf course.

Mr. Tiff reviewed a picture of hog damage on Orchard Drive. Discussion ensued regarding preventive measures.

After review and discussion, Director Kainer moved to approve the operator's report, repair of the sinkhole on the Diversion Channel, removal of the graffiti, desilting VA10 at Heritage Grand, and the March mowing. Director Robinson seconded the motion, which carried unanimously.

#### ENGINEER'S REPORT

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



Mr. Robinson updated the Board regarding discussions with the U.S. Army Corps of Engineers ("USACE"). He stated Pillsbury believes the District can proceed under the national permit.

Ms. Garza stated she met with the USACE regarding drainage issues in this area but has not yet received a response to AECOM's suggested solutions.

Ms. Garza updated the Board on the Grand Lakes development and stated she had no items for the Board's approval.

Ms. Garza updated the Board on Meadowbrook Farms and stated she had no items for the Board's approval.

Ms. Garza next updated the Board regarding MS-4 Year 5 implementation items and the budget.

Ms. Garza requested approval of the buffer easement for the Cinco Municipal Utility District No. 1 ("Cinco 1") Central Plant and authorization to prepare easements for the Cinco 1 reuse system.

Ms. Garza reviewed and recommended approval of a capacity reservation for UT Physicians in Cinco Municipal Utility District No. 12 ("Cinco 12").

Ms. Garza updated the Board regarding the environmental study for the proposed storm water quality feature.

Ms. Garza updated the Board on the status of the new drainage model.

After review and discussion, Director Renberg moved to approve the engineer's report, the MS-4 items listed in the engineer's report, including approval of the updated MS-4 Year 5 checklist, approve the buffer easement, and authorize preparation of the easements for the re-use system, the capacity reservation, and the action items. Director Robinson seconded the motion, which passed by unanimous vote.

#### FORT BEND FLOOD MANAGEMENT ASSOCIATION MEETINGS MATTERS

Director Robinson updated the Board regarding the Fort Bend Flood Management Association and the Association of Water Board Directors conference.

#### PARK MATTERS, BOND APPLICATION, AND WEBSITE

Mr. Odle distributed an update of the Phase 1 Park projects, a copy of which is attached. Mr. Odle stated meetings were held with all the schools. He requested authorization to advertise for bids for the school projects.



Mr. Odle stated meetings have been held with the County regarding the baseball complexes.

Ms. Salazar next reviewed the proposed park bond application. Ms. Williams stated the application is financially feasible. She added rates are at historic lows. Mr. Robinson stated to meet the construction deadlines for the schools, the bond application includes a bond anticipation note to be sold upon confirmation the Texas Commission on Environmental Quality has received the application. Mr. Robinson then reviewed a Resolution Authorizing Application to the Texas Commission on Environmental Quality for Approval of Project and Bonds. After discussion, Director Robinson moved to approve the park bond application and adopt the Resolution Authorizing Application to the Texas Commission on Environmental Quality for Approval of Project and Bonds. Director Renberg seconded the motion, which carried unanimously.

#### ADOPT ORDER CALLING DIRECTORS ELECTION

Mr. Robinson informed the Board that pursuant to Chapter 49 of the Texas Water Code, any two or more districts in which substantially all of the land is developed as a single community development may mutually agree to designate an election office and common early and regular polling places within one of the districts. He questioned whether the Board would be interested in consolidating its directors election with the elections of Cinco Municipal Utility District No. 3 ("Cinco 3"), Cinco Municipal Utility District No. 6 ("Cinco 6"), Cinco 7, Cinco 9, Cinco Municipal Utility District No. 10 ("Cinco 10"), Cinco 12, and Cinco Municipal Utility District No. 14 ("Cinco 14"). He stated, if possible, Fort Bend County will administer the election at the Cinco Ranch Library. After discussion, Director Kainer moved to consolidate its directors election with the elections for Cinco 3, Cinco 6, Cinco 7, Cinco 9, Cinco 10, Cinco 12, and Cinco 14 and authorize execution of a contract with Fort Bend County to administer the election. Director Renberg seconded the motion which passed by unanimous vote.

The Board next considered adopting the Order Calling Consolidated Directors Election with Cinco 3, Cinco 6, Cinco 7, Cinco 9, Cinco 10, Cinco 12, and Cinco 14. Director Kainer moved that the Board adopt the Order Calling Consolidated Directors Election. Director Renberg seconded the motion, which passed unanimously.

#### SET PAY FOR ELECTION OFFICIALS

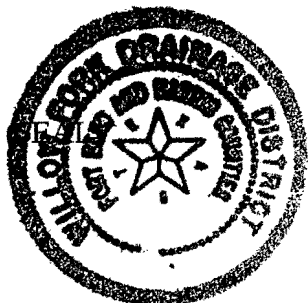
Ms. Hopper stated that the districts that are required to hold elections would pay a pro rata share of the total election costs. After discussion, Director Kainer moved that the Board pay the election officials the rate of \$12.00 per hour. Director Renberg seconded the motion, which passed unanimously.

#### ACTION ITEMS

The Board then reviewed and discussed the action items list.



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



  
Secretary, Board of Directors



ACTION ITEMS

1. The engineer will file the parks bond application.

LIST OF ATTACHMENTS TO MINUTES

	<u>Minutes</u>
	<u>Page</u>
storm sewer maintenance report.....	2
bookkeeper's report.....	2
tax report.....	3
operator's report .....	3
engineer's report .....	3
update of the Phase 1 Park projects .....	4

