

MINUTES
WILLOW FORK DRAINAGE DISTRICT

December 18, 2013

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in special session, open to the public, on December 18, 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 Jennie Bui-McCoy of Elmore Public Relations; Yvonne Arceneaux, Parks Director; Fran Matuska of F. Matuska, Inc.; Matt Klein of TBG Partners ("TBG"); Lou Triche and Dennis Tiff of Champions Hydro-Lawn, Inc. ("Champions"); Robert Wempe of AECOM Technical Services, Inc. ("AECOM"); and Annette F. Stephens and Patti Porter Hopper of Allen Boone Humphries Robinson LLP.

MINUTES

The Board first reviewed the minutes of the October 23, 2013, Board 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 the public.

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.

REPORT FROM CHAMPIONS HYDRO-LAWN

Mr. Tiff reviewed pictures of Central Green.

Mr. Tiff reviewed the revised Falcon Trail (VA3) maintenance schedule and budget. Director Renberg then moved to approve the revised maintenance schedule. Director Smith seconded the motion, which carried unanimously.

REPORT FROM TBG PARTNERS

Mr. Klein reviewed the landscape architect's report, a copy of which is attached.

Mr. Klein stated TBG is still working on pricing for Central Green Lighting and requested authorization to proceed for a price not to exceed \$25,000.00. Director Renberg then moved to authorize installation of the lighting for an amount not to exceed \$25,000.00. Director Smith seconded the motion, which carried unanimously.

Mr. Klein stated moisture is collecting in the electrical closet at Central Green, and TBG is researching solutions and requested authorization to proceed at a cost not to exceed \$7,500.00. Director Renberg then moved to authorize the repairs for an amount not to exceed \$7,500.00. Director Smith seconded the motion, which carried unanimously.

Mr. Klein stated it is necessary to relocate the Cinco Ranch High School discus area to accommodate the access road for the 32-acre park. He recommended award of a contract to Stewart Builders in the initial contract amount of \$17,264.00. After review and discussion, Director Renberg moved to award the contract to Stewart Builders. Director Smith seconded the motion, which carried unanimously.

Mr. Klein updated the Board regarding replacement of the decomposed granite and reviewed and recommended approval of Pay Estimate No. 2 in the amount of \$9,617.00, payable to Tribble & Stevens, and Change Order No. 1 in the amount of \$5,162.00. Director Poulter then moved, based on Mr. Klein's recommendation, to approve Pay Estimate No. 2 and Change Order No. 1. Director Smith seconded the motion, which carried unanimously.

Mr. Klein next updated the Board regarding Central Green Signage and stated no Board action was necessary.

Mr. Klein then updated the Board regarding Central Green Information Kiosk and stated no Board action was necessary.

Mr. Klein next updated the Board regarding the butterfly sculpture and stated no Board action was necessary.

Mr. Klein next updated the Board regarding the Falcon Ranch Trail and reviewed and recommended approval of Pay Estimate Nos. 4 and 5 and Final in the amounts of \$2,700.00 and \$39,504.50, respectively, payable to D.L. Meacham, LP. Director Poulter then moved, based on Mr. Klein's recommendation, to approve Pay

Estimate Nos. 4 and 5 and Final. Director Smith seconded the motion, which carried unanimously.

REPORT FROM AECOM

Mr. Wempe reviewed with the Board the traffic impact analysis and updated them regarding Corps issues related to the Exploration Park (formerly referred to as the Diversion Channel Park).

Mr. Wempe reviewed a costs summary for park bond application no. 2. Ms. Stephens then reviewed a Resolution Authorizing Application to the Texas Commission on Environmental Quality for Approval of Project and Bonds. After review and discussion, Director Renberg moved to approve the bond application and adopt the Resolution Authorizing Application to the Texas Commission on Environmental Quality for Approval of Project and Bonds. Director Smith seconded the motion, which carried unanimously.

REPORT FROM PARKS DIRECTOR

Ms. Arceneaux updated the Board regarding Central Green matters, including a calendar of upcoming events, the budget, and a to-do list. She requested the Board to host a children's festival for an estimated cost of \$5,000.00. She also requested authorization to use Constant Contact for a cost of \$40.00 per month. The Board concurred to authorize the use of Constant Contact, contingent upon Constant Contact allowing Director Renberg to pay for one year of service in advance with a credit card.

REPORT REGARDING PUBLIC RELATIONS MATTERS

Ms. Bui-McCoy discussed public relations matters and recapped the past six months of activity.

PUBLIC PARTICIPATION MATERS

The Board discussed future projects and public participation.

NEW PROJECTS

No new projects were presented for consideration.

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.


Secretary, Board of Directors

(SEAL)



LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Bookkeeper's report.....	1