

MINUTES
WILLOW FORK DRAINAGE DISTRICT

January 12, 2012

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on January 12, 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 Directors Lyons and Kainer, thus constituting a quorum.

Also present at the meeting were Greg Sissel of BKD LLP; Greg Nady and Anna Agnew, District residents; Rich Rankin of Severn Trent Services; Fran Matuska of F. Matuska, Inc.; Bill Odle 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 December 8, 2011, meeting. After review and discussion, Director Robinson moved to approve the minutes. Director Renberg seconded the motion, which carried unanimously.

COMMENTS FROM DISTRICT RESIDENTS

Mr. Nady introduced himself to the Board. He stated he lives in the District and is a proponent of trails for hiking, walking, and running. He requested the Board to consider constructing 10-foot wide trails and widening existing 6-foot trails along major paths. He also suggested additional trail connection points and discussed areas where additional trails may not receive usage. The Board thanked Mr. Nady for his input and requested Mr. Odle to contact Mr. Nady regarding trail planning.

SECURITY SERVICES

Director Ward reviewed the security report.



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 January 9, 2012. 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 100-year flood level. Mr. Rankin stated several municipal utility districts experienced blockage on a few inlets from leaves and debris. He stated ST is checking inlets and removing any blockages. He stated there were no issues with the District's facilities.

APPROVAL OF AUDIT

Mr. Sissel next reviewed the audit for the fiscal year ended September 30, 2011. After review and discussion, and upon a motion made by Director Robinson and seconded by Director Renberg, the Board voted unanimously to approve the audit and authorize filing of same with the Texas Commission on Environmental Quality.

ANNUAL REVIEW OF INVESTMENT POLICY

Mr. Robinson stated the District must annually review its Investment Policy in accordance with the Public Funds Investment Act. The Board next conducted the annual review. Director Robinson stated that he and Ms. Matuska had no changes. After review and discussion, Director Robinson moved to adopt a Resolution Regarding Annual Review of Investment Policy and to not amend the District's Investment Policy. Director Renberg seconded the motion, which passed by unanimous vote.

ADOPT LIST OF QUALIFIED BROKER/DEALERS

Mr. Robinson reviewed an updated list of banks and broker/dealers and a Resolution Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions. After review and discussion, Director Robinson moved to adopt the Resolution Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions. Director Renberg seconded the motion, which passed by unanimous vote.

ANNUAL DISCLOSURE STATEMENTS

Mr. Robinson then presented the Board with the annual disclosure statements for the Investment Officer and bookkeeper. He stated that the disclosures must be filed with the Texas Ethics Commission. After review and discussion, Director Robinson moved to approve the disclosures and to authorize filing of same with the Texas Ethics Commission. Director Renberg seconded the motion, which passed by unanimous vote.



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 Renberg 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 on VA3 at the Grand Parkway feeder road and on VA3 near Westheimer Parkway.

Mr. Tiff reviewed pictures of the graffiti removal.

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

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

CONSTRUCTION CONTRACT FORMS

Mr. Robinson stated ABHR has prepared a standard form construction contract for all future contracts.

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 reviewed emails and pictures from a resident in Chico Municipal Utility District No. 2 regarding street flooding. She stated AECOM reviewed the plans and specifications and inspected the area, and no District issues were found. She stated Cinco MUD No. 2 authorized its engineer to check the inlets. The Board requested Ms. Garza to respond to the resident regarding the actions taken.

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

Ms. Garza requested authorization to prepare a buffer easement for the Cinco 1 Central Plant.

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, and the action items. Director Robinson seconded the motion, which passed by unanimous vote.

STORM WATER QUALITY PROJECT

Ms. Garza reviewed debris collection options and updated the Board regarding plan submittal.

FORT BEND FLOOD MANAGEMENT ASSOCIATION MEETINGS MATTERS

Director Robinson updated the Board regarding the Fort Bend Flood Management Association. He stated he was elected to be Treasurer.



PARK MATTERS, BOND APPLICATION, AND WEBSITE

Mr. Odle distributed an update of the Phase 1 Park projects, a copy of which is attached. 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.

Mr. Odle reviewed a concept design for the Central Green project and requested approval, contingent upon receipt of community input.

Mr. Odle reviewed a temporary construction sign for Freedom Park project.

Mr. Odle stated meetings will be held with all the schools. He stated TBG is gathering infrastructure information for the community green project. Ms. Garza stated she is almost finished with Volume 1 of the bond application.

After discussion, Director Renberg moved to authorize advertisement for bids for the school projects after meeting with the schools. The motion was seconded by Director Robinson and carried 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.

(SEAL)




Secretary, Board of Directors



ACTION ITEMS

1. The engineer will continue to prepare the parks bond application.
2. Mr. Odle will receive community input on the community green.
3. Mr. Odle will contact Mr. Nady regarding trail planning.

LIST OF ATTACHMENTS TO MINUTES

	<u>Minutes</u>
	<u>Page</u>
storm sewer maintenance report.....	2
bookkeeper's report.....	3
tax report.....	3
operator's report	3
engineer's report	3
update of the Phase 1 Park projects	5

