

MINUTES
WILLOW FORK DRAINAGE DISTRICT

June 13, 2013

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on June 13, 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 Frank Lombard and Rick Lawler of the Katy Economic Development Council; Mike Price, R. J. Linton, Anna Agnew, District residents; Rich Rankin of Severn Trent Services; 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.

APPROVE MINUTES

The Board reviewed the minutes of the May 9, 2013, meeting. After review and discussion, Director Poulter moved to approve the minutes. Director Robinson seconded the motion, which carried unanimously.

COMMENTS FROM DISTRICT RESIDENTS

There were no comments from the residents present at the meeting.

KATY ECONOMIC DEVELOPMENT COUNCIL (THE "COUNCIL") AND KATY CHAMBER OF COMMERCE MEMBERSHIPS

Mr. Lombard introduced himself and Mr. Lawler to the Board and discussed the purpose of the Council and the Katy Area Districts Council. After discussion, Director Ward asked the Board to review the material to a decision could be made at the next meeting.

PARK MATTERS

Director Renberg reviewed a proposal from e-siteful for additional website services, including incorporating a separate domain for Central Green within the current website. She stated the estimated fee is \$4,160.00. After review and discussion, and upon a motion by Director Renberg and a second by Director Smith, the Board voted unanimously to approve the proposal to design the Central Green Parks Page for a fee of \$4,160.00 and additional services up to \$1,000 if approved by the Parks Committee.

Director Smith stated Elmore is doing work regarding upcoming events and requested the Board to consider extending the current contract for an additional three months. After discussion, Director Smith moved to extend the contract through September 30, 2013. Director Renberg seconded the motion, which carried unanimously.

Ms. Stephens next reviewed a Resolution Clarifying Policy Regarding Park Committee. After review and discussion, Director Smith moved to adopt the Resolution Clarifying Policy Regarding Park Committee with a \$1000 cap approval limit per incident and a \$5,000 total authorization limit per 30-day limit. Director Poulter seconded the motion, which carried unanimously.

SECURITY SERVICES

Director Poulter reviewed the security report. He stated he is working with the security coordinator on a new contract.

MAINTENANCE OF STORM SEWER LINES

Mr. Rankin distributed the storm sewer maintenance report, a copy of which is attached.

BOOKKEEPER'S REPORT

Ms. Matuska reviewed the bookkeeper's report, a copy of which is attached, including the checks presented for payment. Ms. Matuska reviewed a revised parks budget and requested the Board and consultants to contact her with any questions or changes. Ms. Matuska presented the signature cards for a new parks general fund account. She then reviewed a parks budget. After review and discussion, Director Robinson moved to approve the bookkeeper's report, the investment report, and payment of the bills, and to adopt the parks budget. Director Smith seconded the motion, which passed by unanimous vote.

AMENDMENT TO BOOKKEEPING CONTRACT

Ms. Matuska presented an Amended Bookkeeping Contract to reflect the additional services being provided in connection with the recreational facilities. After review and discussion, Director Poulter moved to approve the Amended Bookkeeping Contract. Director Renberg seconded the motion, which carried unanimously.

RESOLUTION EXPRESSING INTENT TO REIMBURSE OPERATING ACCOUNT

Ms. Hopper next reviewed a Resolution Expressing Intent to Reimburse Operating Account for the trail behind Cinco Ranch High School. She stated adoption of the resolution does not require the District to reimburse the operating account with bond proceeds in the future, but rather, ensures the District's ability to do so if it is determined to be in the best interest of the District in the future. Director Smith then moved to adopt the Resolution Expressing Intent to Reimburse Operating Account for the trail behind Cinco Ranch High School. 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.

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 updated the Board regarding the repair of the erosion on VA10 at Heritage Grand.

Mr. Tiff requested authorization to repair a sinkhole on VA12 at Gaston for a cost of \$6,995.00.

Mr. Tiff requested authorization to desilt a backslope swale on VA3 for a cost of \$4,000.00.

Mr. Tiff reviewed proposals for cleaning/maintaining Central Green, for stringing lights, the purchase of an emergency first aid kit, and a banner.

After review and discussion, Director Smith moved to approve the operator's report, the repairs, the desilting, the Central Green proposals, and the July mowing. Director Poulter seconded the motion, which carried unanimously.

ENGINEER'S REPORT

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

Mr. Wempe next updated the Board regarding MS-4 Year 6 implementation items and distributed the Year 6 task list.

Mr. Wempe updated the Board on the Grand Lakes development and stated he had no items for the Board's approval.

Mr. Wempe updated the Board on Meadowbrook Farms and stated he had no items for the Board's approval.

Mr. Wempe stated the topographic surveys for the 32-acre site, the Diversion Channel Park, and Phase II park projects are complete.

Mr. Wempe stated the U.S. Army Corps of Engineers have requested a letter acknowledging there are no jurisdictional waters on the Diversion Channel park site.

Mr. Wempe next updated the Board regarding the USACE permit to proceed with the Diversion Channel Water Quality project. He stated a letter was sent to the USACE requesting authorization to proceed with the Diversion Channel project without a permit based on the fact that the original construction of the channel did not require a permit. He stated a meeting is scheduled for May 22. Director Poulter stated he would attend the meeting.

Mr. Wempe updated the Board regarding the well work at Freedom Park and stated construction is complete.

After review and discussion, Director Smith moved to approve the engineer's report, the MS-4 Year 6 action items and the Year 6 task list, Director Poulter seconded the motion, which passed by unanimous vote.

FORT BEND FLOOD MANAGEMENT ASSOCIATION MEETINGS MATTERS

Director Robinson reported on Association matters. He reported the Association has a new bookkeeper. He stated he will cast the District's ballot at the AWBD trustee election.

PARK MATTERS, BOND APPLICATION, AND WEBSITE

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

Mr. Klein updated the Board regarding the field improvement for the Freedom Park Baseball Complex and reviewed and recommended approval of Pay Estimate No. 7 in the amount of \$16,740.00, payable to Gulf Coast Landscape Services, Inc. and

Change Order No. 4 for batting cages (option B). Director Smith then moved, based on Mr. Klein's recommendation, to approve the Pay Estimate and Change Order. Director Poulter seconded the motion, which passed by unanimous vote.

Mr. Klein updated the Board regarding the Freedom Park irrigation contract and stated he had no items for approval.

Mr. Klein next reviewed the bid tabulation for the trails along VA3 at Cinco High School and VA3 at Falcon Ranch and recommended award of the contract to Meacham, the lowest responsible bidder, in the initial contract amount of \$395,045.00. The Board concurred, in its judgment, that Meacham was a responsible bidder who would most efficiently complete the project on behalf of the District. Director Smith then moved, based on Mr. Klein's recommendation, to award the contract to Meacham. Director Poulter seconded the motion, which carried unanimously. Discussion ensued regarding financing of the project. The Board concurred to use park maintenance tax to construct the trail and to reimburse the account with bond proceeds at a later date.

Mr. Klein updated the Board regarding the Central Green Project and reviewed and recommended approval of Pay Estimate Nos. 6 and 7 in the amount of \$324,750.00 and \$213,237.00, respectively. Director Smith moved to approve the pay estimates. Director Poulter seconded the motion, which carried unanimously.

Director Smith then moved to approve the report and action items. Director Poulter seconded the motion, which carried unanimously.

WATER QUALITY PROTECT (RECREATIONAL FACILITIES)

Mr. Wempe stated AECOM has provided the plans to the U.S. Army Corps of Engineers.

ACTION ITEMS

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




Secretary, Board of Directors

ACTION LIST

1. The Board will meet the fourth Wednesday of the month to authorize appropriate action regarding recreational facilities.

LIST OF ATTACHMENTS TO MINUTES

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