

MINUTES  
WILLOW FORK DRAINAGE DISTRICT

May 9, 2013

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on May 9, 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 Mike Price and Anna Agnew, District residents; Danny Ward and Tammy Davis of Ward & Ames; Jennie Bui-McCoy of Elmore Public Relations; Julie Bergen; Rich Rankin of Severn Trent Services; Fran Matuska of F. Matuska, Inc.; Bill Odle of TBG Partners ("TBG"); Lou Triche and Dennis Tiff of Champions Hydro-Lawn, Inc. ("Champions"); Robert Wempe of AECOM Technical Services, 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 April 11, 2013, meeting. After review and discussion, Director Poulter moved to approve the minutes. Director Renberg seconded the motion, which carried unanimously.

GRAND OPENING OF CENTRAL GREEN

Mr. Ward reviewed a rain day plan and discussed the items that would still go forward and what items would occur on June 15, 2013 (the contingency date) and the costs associated with same. After discussion, the Board concurred to move the entire event to June 15, 2013, in the event of rain.

Mr. Bui-McCoy reviewed the public relations calendar and budget. After discussion, Director Renberg moved to approve the expense for the posters, the cost for the e-blast through All About Katy, as well as the cost for an online listing, and the costs for OnlyKaty.com homepage. Director Smith seconded the motion, which carried unanimously.

Mr. Odle reviewed the architect's rendering for the signage and logo at the Central Green. Director Smith then moved to approve the logo. Director Poulter seconded the motion, which carried unanimously. Director Renberg then moved to approve the sign. Director Smith seconded the motion, which carried unanimously.

#### COMMENTS FROM DISTRICT RESIDENTS

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

#### SECURITY SERVICES

Director Poulter reviewed the security report. He stated additional graffiti will need to be cleaned up in several areas. Mr. Robinson then reviewed a proposal from La Centerra for trash pickup, cleaning and stocking restrooms, and security inspections. After review and discussion, Director Poulter moved to approve the proposal. Director Smith 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.

#### 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. Mr. Robinson reviewed an insurance proposal from Sig-McDonald for the new facilities. After review and discussion, Director Robinson moved to purchase insurance from Sig-McDonald. The motion was seconded by Director Renberg and carried unanimously. After review and discussion, Director Robinson moved to approve the bookkeeper's report, the investment report, and payment of the bills. Director Smith 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 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 stated it was determined that the erosion on VA10 at Heritage Grand is being caused by the resident's soft water discharge. He stated he would help the owner re-route the line and make the repair as previously approved by the Board.

Mr. Tiff requested authorization to re-align an outfall pipe on VA3C behind Cinco Ranch High School for a cost of \$1,950.00. He stated the pipe was found lifted and twisted while desilting in the area.

Mr. Tiff updated the Board regarding the repair to a sinkhole on the Diversion Channel at Mason Road. He stated the cause of the erosion starts on the other side of the fence at the South Wastewater Treatment Plant. He stated he will bring a price for the repair to the next meeting.

Mr. Tiff stated the professional trapper indicated his traps were stolen and has stopped catching hogs.

After review and discussion, Director Renberg moved to approve the operator's report, the repairs, the desilting, and the June mowing. Director Smith 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.

#### 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 updated the Board regarding the field improvement for the Freedom Park Baseball Complex and reviewed and recommended approval of Pay Estimate No. 6 in the amount of \$9,530.10, 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. Odle updated the Board regarding the Freedom Park irrigation contract and stated he had no items for approval.

Mr. Odle 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. Odle'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. Odle updated the Board regarding the Central Green Project and reviewed and recommended approval of Change Order No. 2 in the amount of \$56,907.00 for utility extension. Director Smith moved to approve the change order. Director Poulter seconded the motion, which carried unanimously.

Mr. Odle reviewed and request approval of a proposal for TBG Partners for Phase 2 Park Projects and a proposal for Curry Boudreaux for the Diversion Channel Park. After review and discussion, Director Smith moved to approve the proposals. Director Poulter seconded the motion, which carried unanimously.

Mr. Robinson reviewed an Interlocal Agreement with Cinco Municipal Utility District No. 12 for the costs of a program manager for Central green. He stated MUD 12 paid approximately \$29,000 for the improvements outside the lease area earlier this year, and will pay up to \$50,000 per year for a program director at La Centerra. After review and discussion, Director Smith moved to authorize execution of the Interlocal Agreement. Director Poulter seconded the motion, which carried unanimously.

The Board concurred to hold a special meeting on May 20 at 11:00 at Katy Chamber at La Centerra.

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.

(SEAL)



  
Secretary, Board of Directors

ACTION LIST

1. AECOM, ABHR, and Director Poulter will attend a meeting with USACE.
2. The Board will hold a special meeting on May 20, 2013.

LIST OF ATTACHMENTS TO MINUTES

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