

MINUTES
WILLOW FORK DRAINAGE DISTRICT

December 10, 2015

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on December 10, 2015, 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 Yvonne Arceneaux, Dray Holeman, Mike Price, and Robert Stowe, residents of the District; Bob Wempe of AECOM; Rich Rankin of Severn Trent Services, Inc.; Katie Mullins of F. Matuska, Inc.; Lou Triche, Shay Walker, and Joe Mattingly of Champions Hydro-Lawn, Inc. ("Champions"); and Annette Stephens and Patti Hopper of Allen Boone Humphries Robinson LLP ("ABHR").

APPROVE MINUTES

The Board reviewed the minutes of the previous meeting. After review and discussion, Director Smith moved to approve the minutes as revised. Director Renberg seconded the motion, which carried unanimously.

COMMENTS FROM DISTRICT RESIDENTS

Mr. Stowe discussed the trash pickup done by Cinco Ranch Property Owners Association. He stated the garbage bins are emptied daily.

SECURITY SERVICES

Director Poulter reported on security activities. He stated there were no unusual events during the past month. After discussion, Director Poulter moved to approve the report. Director Smith seconded the motion, which carried unanimously.

MAINTENANCE OF STORM SEWER LINES

Mr. Rankin reviewed the storm sewer maintenance report, a copy of which is attached. He reviewed a list of issues found during televising of the outfalls and stated he will bring prices for repairs to the next meeting.

BOOKKEEPER'S REPORT

Ms. Mullins reviewed the bookkeeper's report, a copy of which is attached, including the checks presented for payment. Ms. Stephens reviewed a Letters of Credit Agreement with BBVA Compass. After review and discussion, Director Robinson moved to approve the bookkeeper's report, the investment report, payment of the bills, and Letters of Credit Agreement. Director Smith seconded the motion, which passed by unanimous vote.

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Mullins distributed the tax report, a copy of which is attached. Director Robinson moved to approve the tax report. Director Poulter seconded the motion, which carried unanimously.

OPERATOR'S REPORT, INCLUDING AUTHORIZING DITCH MAINTENANCE

Mr. Mattingly reviewed the operator's report with the Board, a copy of which is attached, and reviewed pictures of the ditches and channels.

Mr. Mattingly reported on hog damage along with north side of VA14 and T103-02-00.

After review and discussion, Director Smith moved to approve the operator's report, the January mowing, and the action items. Director Poulter seconded the motion, which carried unanimously.

ENGINEER'S REPORT

Mr. Wempe reviewed the engineer's report, a copy of which is attached.

Mr. Wempe stated he has no new information regarding Fort Bend County's updating of the floodplain maps.

Mr. Wempe updated the Board regarding the water quality project and reviewed and recommended approval of Pay Estimate No. 10 in the amount of \$187,153.61, payable to BRH-Garver, and a 27-day time extension.

Mr. Wempe stated the MS-4 action item list is attached to the engineer's report.

After review and discussion, Director Poulter moved to approve the engineer's report, pay estimate, time extension, and action items. Director Renberg seconded the motion, which carried unanimously.

PARKS COMMITTEE RECOMMENDATIONS

Director Smith stated the new computer for Ms. Arceneaux cost \$1,591.00 and requested approval of the final amount.

Mr. Wempe reviewed a change order for Exploration Park recommended by TBG Partners in the amount of \$27,101.00.

Director Renberg then moved to approve the final cost for the computer and the change order for Exploration Park. Director Poulter seconded the motion, which carried unanimously.

REPORT FROM PARKS DIRECTOR

Ms. Arceneaux reported on upcoming events.


CURRENT EVENTS AND ACTION ITEMS

Director Robinson updated the Board regarding current events, including the National Flood Insurance Program, medical insurance costs, and matters regarding American Veterans.

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

(SEAL)




Secretary, Board of Directors

ACTION LIST

1. The Board will next meet on January 14, 2016, at 11:30 a.m.

LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Storm sewer maintenance report.....	1
Bookkeeper's report.....	2
Tax report.....	2
Operator's report.....	2
Engineer's report.....	2