

MINUTES  
WILLOW FORK DRAINAGE DISTRICT

January 14, 2016

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on January 14, 2016, 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, Greg Sissel of BKD LLP; Mike Price, Robert Serrett, and Robert Stowe, residents of the District; Bob Wempe of AECOM; Rich Rankin of Severn Trent Services, Inc.; Fran Matuska of F. Matuska, Inc.; Shay Walker, Joe Mattingly, and Travis Labhart 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 Poulter moved to approve the minutes. Director Smith seconded the motion, which carried unanimously.

AUDIT FOR FISCAL YEAR ENDED SEPTEMBER 30, 2015

Mr. Sissel reviewed the audit for the fiscal year ended September 30, 2015. Director Robinson requested the audit include flood prevention as one of the services the District provides. Discussion ensued regarding where the salaries for the Park Director and Assistant Park Director are accounted for in the audit. Mr. Sissel stated the salaries are reflected in the professional services line item and not reflected individually. After review and discussion, Director Renberg moved to approve the audit, subject to attorney review. Director Poulter seconded the motion, which carried unanimously.

COMMENTS FROM DISTRICT RESIDENTS

There were no comments from District residents.

## SECURITY SERVICES

Director Poulter reported on security activities. He stated three citations were issued. Director Poulter stated he met with the Security Officer for Interstate Municipal Utility District and walked the park with him. He recommended the Board hold a special meeting to discuss security for Willow Fork Park. Director Ward recommended security be discussed for all District facilities at the special meeting. 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. He stated of the 80 lines inspected, only 12 had issues. He recommended cleaning out six lines for a cost of \$12,500.00. Mr. Mattingly stated he will present a list of repairs for several of the lines at the next meeting. Director Smith then moved to approve cleaning out the six lines recommended by Mr. Rankin. 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. After review and discussion, Director Robinson moved to approve the bookkeeper's report and payment of the bills. Director Poulter 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.

## ANNUAL REIVEW OF INVESTMENT POLICY

Ms. Stephens stated the District must annually review its Investment Policy in accordance with the Public Funds Investment Act. The Board next conducted the annual review. After review and discussion, Director Poulter moved to adopt the Resolution Regarding Annual Review of Investment Policy. Director Renberg seconded the motion, which passed by unanimous vote.

## ADOPT LIST OF QUALIFIED BROKER/DEALERS

Ms. Stephens 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 Renberg moved to adopt the Resolution Adopting List of Qualified Broker/Dealers with Whom

the District May Engage in Investment Transactions. Director Smith seconded the motion, which passed by unanimous vote.

#### ANNUAL DISCLOSURE STATEMENT

Ms. Stephens then presented the Board with the annual disclosure statement for the Investment Officer/bookkeeper. She stated that the disclosure must be filed with the Texas Ethics Commission. After review and discussion, Director Renberg moved to approve the disclosure and to authorize filing of same with the Texas Ethics Commission. Director Poulter seconded the motion, which passed by unanimous vote.

#### 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.

After review and discussion, Director Smith moved to approve the operator's report, the February 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 reviewed a sanitary control easement for Cinco Municipal Utility District No. 1 on a portion of VA9. He stated Cinco Municipal Utility District No. 1 also needs easements along VA9 and VA9b on the north side of the Diversion Channel and east of Mason Road for collection and discharge lines.

Mr. Wempe updated the Board regarding the water quality project and reviewed and recommended approval of Pay Estimate No. 11 in the amount of \$546,100.48, payable to BRH-Garver, and a 13-day time extension.

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

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

#### PARKS COMMITTEE RECOMMENDATIONS

Mr. Klein updated the Board regarding parks matters. No action was taken.

## REPORT FROM PARKS DIRECTOR

Ms. Arceneaux reported on upcoming events.

## ADOPT RESOLUTION DESIGNATING AN AGENT OF THE SECRETARY OF THE BOARD OF DIRECTORS DURING THE 2016 BOARD OF DIRECTORS ELECTION PERIOD

Ms. Hopper discussed procedures related to the 2016 Directors Election. She reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors during the 2016 Directors Election Period appointing her as the agent of the Secretary of the Board of Directors to perform the duties of the District's Directors Election. After review and discussion, Director Renberg moved to adopt the Resolution Designating an Agent of the Secretary of the Board of Directors during the 2016 Directors Election Period appointing Patti Hopper as the agent of the Secretary of the Board of Directors. Director Robinson seconded the motion, which carried unanimously.

## AUTHORIZE NOTICE OF DEADLINE TO FILE APPLICATIONS FOR PLACE ON THE BALLOT

Ms. Hopper reported on requirements to file a Notice of Deadline to File Applications for Place on the Ballot for the 2016 Directors Election.

## CONTRACT WITH FORT BEND COUNTY TO ADMINISTER 2016 ELECTION

Ms. Hopper stated that the District may contract with Fort Bend County (the "County") to conduct the District's 2016 Directors Election. After discussion, Director Renberg moved to contract with the County to administer the District's elections. Director Robinson seconded the motion, which was approved by unanimous vote.

## IMPLEMENTATION OF HOUSE BILL 1295

Ms. Stephens presented and reviewed a memorandum from ABHR regarding implementation of House Bill 1295 that was passed by the Texas Legislature during the 84<sup>th</sup> Legislative Session, which enacted Section 2252.908, Government Code, imposing new requirements for any new, amended, extended or renewed contracts entered into by governmental entities on or after January 1, 2016. A copy of the memorandum is attached. She stated that business entities must file a FORM 1295 with the Texas Ethics Commission and disclose certain interested parties, intermediaries, and controlling interests when seeking any contract that is in excess of \$1 million or requires an action or vote by the governing body before a governmental entity may enter into a contract. Ms. Stephens discussed FORM 1295 promulgated by the Texas Ethics Commission for a business entity to complete, execute and notarize, and provide to the governmental entity at or in advance of the meeting at which the related contract may be considered.

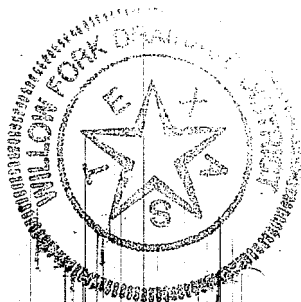
CURRENT EVENTS AND ACTION ITEMS

Director Robinson updated the Board regarding current events, including legislative matters.

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

  
Secretary, Board of Directors

(SEAL)



ACTION LIST

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

LIST OF ATTACHMENTS TO MINUTES

	<u>Minutes</u> <u>Page</u>
Storm sewer maintenance report.....	2
Bookkeeper's report.....	2
Tax report.....	2
Operator's report.....	3
Engineer's report.....	3