

MINUTES

WILLOW FORK DRAINAGE DISTRICT

May 12, 2016

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on May 12, 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, Parks Director; Dray Holeman, Assistant Parks Director; Mike Price, Diane Steinman, and Gary Gustafson, residents of the District; Bob Wempe of AECOM; Rich Rankin of Severn Trent Services, Inc.; Matt Klein of TBG Partners; Fran Matuska of F. Matuska, Inc.; Lou Triche and Shea Walker 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. The Board requested the minutes reflect that Mr. Stowe provided Mr. Robinson with a document regarding a trail constructed by Fort Bend County and asked the District to determine who maintains the trail, as well as, a bridge crossing one of the District's channels. The Board concurred to table approval until the next meeting.

CANVASS RETURNS OF 2016 DIRECTORS ELECTION

The Board first canvassed the returns of the May 7, 2016 Directors Election and noted the votes cast as follows:

CANDIDATE NAME	VOTES RECEIVED
Robert Stowe	88

April Renberg	339
Joe Robinson	281

Ms. Stephens then reviewed an Order Canvassing Returns and Declaring Results of Election which declares April Renberg and Joe Robinson each elected to a four-year term. After review and discussion, Director Poulter moved that the Board adopt the Order Canvassing Returns and Declaring Results of Election. Director Smith seconded the motion, which passed by unanimous vote.

APPROVE CERTIFICATE OF ELECTION AND DISTRIBUTE TO EACH NEWLY ELECTED BOARD MEMBER

The Board considered (i) approving the Certificate of Election certifying that pursuant to an election held May 7, 2016, April Renberg and Joe Robinson have been elected to the Board of Directors of the District for four-year terms expiring May 5, 2020, or until a successor has been elected or appointed and has qualified, and (ii) authorizing distribution of the Certificate of Election to the respective newly elected Board members. After review, Director Smith moved that the Board approve the Certificate of Election and that the Board authorize distribution of the Certificate of Election to the newly elected Board members. The motion was seconded by Director Poulter and carried by unanimous vote.

APPROVE DIRECTORS' SWORN STATEMENTS AND OATHS OF OFFICE

The Board considered approving the Sworn Statements and Oaths of Office executed by the newly-elected Directors. Upon a motion made by Director Smith and seconded by Director Poulter, the Board voted unanimously to approve the Sworn Statements, Oaths of Office and Official Bonds and authorize filing the Oaths of Office and Official Bonds with the Secretary of State.

REORGANIZE BOARD AND ELECT OFFICERS

The Board next considered reorganizing the Board and electing officers. Upon a motion made by Director Smith and seconded by Director Renberg, the Board voted unanimously to approve the following slate of officers and authorize filing of the revised District Registration Form with the Texas Commission on Environmental Quality:

Richard Ward	President
April Renberg	Vice President
John Poulter	Secretary
Dan Smith	Assistant Vice President
Joe Robinson	Assistant Secretary/Investment Officer

COMMENTS FROM DISTRICT RESIDENTS

Mr. Gustafson stated he had 26 inches of water in the streets in his neighborhood as a result of the April 18, 2016, rain event. Mr. Wempe stated the flows through the District exceeded a 100-year event, and the streets are part of the drainage system. In response to a question from Mr. Gustafson, Mr. Wempe stated Fort Bend County Drainage District is responsible for maintenance of the Willow Fork channel. He stated the individual municipal utility districts are responsible for the storm sewer lines until they connect to the 100-year lines owned and maintained by the District. Director Ward stated once the water recedes in the reservoir and channel, the outfall pipes will be inspected and cleaned out if necessary. Director Renberg requested the consultants to continue to request Fort Bend County to maintain the Willow Fork channel by removing silt and making necessary repairs. Ms. Steinman asked about the status of the Diversion Channel water quality project and the District's role in mosquito control. Mr. Wempe stated the project should be complete within 30 days of the channel becoming accessible. Director Ward stated the homeowner associations and the County handle mosquito control. Director Renberg stated the County has started using much quieter trucks, however, they continue to provide mosquito control. Mr. Triche stated Champions could assist with mosquito control if necessary.

SECURITY SERVICES

Director Poulter reported on security activities. He reported there have been fewer encounters with people at the park after closing over the last month. He stated he and Director Robinson met with a homeowner near the trails and discussed the need for additional signage concerning the prohibition of motorized vehicles. Mr. Walker stated Champions is installing the additional signage. Director Poulter stated a woman at the entry to Exploration Park was transported to the hospital with a leg injury. Ms. Stephens stated ABHR would contact the District's insurance carrier. After discussion, Director Poulter moved to approve the report and pay the invoice. 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 requested authorization to proceed with Phase 2 of the televising program for an estimated cost of \$27,150.00. In response to a question from the Board, Mr. Rankin stated he will re-inspect the outfalls along the channels in the neighborhoods nearest the reservoir, and would bring a proposal to the next meeting for same. Director Smith then moved to approve the report, the televising proposal, and the action items. 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 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 Poulter seconded the motion, which carried unanimously.

OPERATOR'S REPORT, INCLUDING AUTHORIZING DITCH MAINTENANCE

Mr. Walker reviewed the operator's report with the Board, a copy of which is attached, and reviewed pictures of the ditches and channels. He updated the Board regarding the sinkhole on VA9b next to the water plant. He stated it is scheduled for repair.

Mr. Walker reported on silt build up in Ditch Va3B and stated Champions will continue to monitor.

Mr. Walker reported on a slope failure on Va12 north of Enchanted Meadows. He also reported on graffiti on the slope paving on Va12.

Mr. Walker reviewed pictures of slope failure on the Willow Fork Channel. The Board requested a letter be send to Commissioner Myers and the Drainage District requesting this matter be addressed as soon as possible.

After review and discussion, Director Smith moved to approve the operator's report, the June 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 had nothing new to report on the updated floodplain maps being reviewed by FEMA.

Mr. Wempe updated the Board regarding the water quality project and reviewed and recommended approval of a 30-day time extension.

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

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

PARKS COMMITTEE RECOMMENDATIONS

There were no matters for consideration. Mr. Klein updated the Board regarding Willow Fork Park.

REPORT FROM PARKS DIRECTOR

Ms. Arceneaux reported the birthday bash will be held May 14, 2016 from 6:00 p.m. to 9:00 p.m., weather permitting.

CURRENT EVENTS AND ACTION ITEMS

Director Robinson updated the Board regarding current events.

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 June 9, 2016, at 11:30 a.m.

LIST OF ATTACHMENTS TO MINUTES

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