

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

August 22, 2018

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on August 22, 2018, at the regular meeting place, inside the boundaries of the District, and the roll was called of the members of the Board:

Richard Ward	President
Dan Smith	Vice President
John Poulter	Secretary
Wendy Duncan	Assistant Vice President
Joe Robinson	Assistant Secretary

and all of the above were present, except Director Duncan, thus constituting a quorum.

Also present at the meeting were Gregg Nady and Robert Stowe, members of the public; Craig Kalkomey of LJA Engineering, Inc.; Fran Matuska of F. Matuska, Inc.; Katie May of Inframark; Andrew and Matthew Dunn of On-Site Protection LLC; Yvonne Arceneaux and Dray Holeman; Matt Klein of TBG Partners ("TBG"); Shea Walker, Dawn Mouton, and Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); and Annette F. Stephens and Patti Hopper of Allen Boone Humphries Robinson LLP.

APPROVAL OF MINUTES

The Board considered approving the minutes of the previous parks and drainage meetings. After discussion, Director Poulter moved to approve the minutes as revised. Director Smith seconded the motion, which passed by unanimous vote.

COMMENTS FROM THE PUBLIC

In response to a question from Director Stowe, the Board stated the District does not currently receive reuse water for Willow Fork Park but will consider it if it becomes available in the future.

FRIENDS OF THE PARK

No discussion occurred regarding this matter.

## SECURITY SERVICES

Mr. Matthew Dunn reported on security matters. He also reported on contacts between off-duty Sheriff's deputies and the public. In response to a question from Director Robinson, Mr. Andrew Dunn stated persons issued citations are treated the same as any other traffic law violator. In response to a question from Director Ward, Mr. Kalkomey stated persons fishing on public land are required to hold a fishing license.

Director Poulter suggested Wi-Fi be provided at the Pavilion at Willow Fork Park. Mr. Andrew Dunn stated the estimated cost to provide Wi-Fi at the pavilion is \$500.00. Director Poulter then moved to authorize installing Wi-Fi equipment at the Pavilion at Willow Fork Park. Director Smith seconded the motion, which carried unanimously.

## BOOKKEEPER'S REPORT

Ms. Matuska reviewed the bookkeeper's report for parks a copy of which is attached, including the checks presented for payment. Ms. Matuska reviewed the draft parks budget for the fiscal year ending September 30, 2019. After review and discussion, Director Poulter moved to approve the bookkeeper's report and payment of the bills. Director Smith seconded the motion, which passed by unanimous vote.

## CHAMPIONS MAINTENANCE REPORT

Mr. Schroeder reviewed the maintenance report, a copy of which is attached, and updated the Board regarding the status of facilities and ongoing maintenance and repairs. Mr. Schroeder updated the Board regarding Mr. Ramsey's drainage issue. He stated the repair is complete. In response to a question from Director Smith, Mr. Klein stated TBG and Champions are researching why the lake pump is overheating. Director Smith then moved to approve the report. Director Poulter seconded the motion, which carried unanimously.

## PARKS MAINTENANCE REPORT

Ms. Mouton review the parks maintenance report, a copy of which is attached. In response to a question from the Board, Ms. Arceneaux stated the equipment at La Centerra is still overheating. Ms. Mouton stated she will research additional solutions. No action was necessary.

## REPORT FROM TBG PARTNERS

Mr. Klein presented the landscape architect's report, a copy of which is attached.

Mr. Klein updated the Board regarding Central Green turf repair and stated no action was necessary.

Mr. Klein updated the Board regarding Trails Package 1 and recommended approval of Pay Estimate No. 9 in the amount of \$25,393.30, payable to D. L. Meacham.

Mr. Klein updated the Board regarding Trails Package 2 and recommended approval of Pay Estimate No. 3 in the amount of \$152,078.40, payable to Division III Constructors Inc.

Mr. Klein updated the Board regarding the Litchfield Bridge and stated no action was necessary.

Mr. Klein updated the Board regarding the Pedestrian Bridge Litchfield Bridge and recommended approval of Pay Estimate No. 4 in the amount of \$403,600.50, payable to Division III Constructors.

After review and discussion, Director Smith moved to approve the pay estimates detailed on the landscape architect's report. Director Poulter seconded the motion, which carried unanimously.

#### ENGINEERING REPORT

Mr. Kalkomey distributed and reviewed the engineer's report, a copy of which is attached. He stated he is reviewing drainage plans for new construction within the District.

Mr. Kalkomey updated the Board regarding the mid-block crossings and requested authorization to advertise for bids. Mr. Kalkomey stated Fort Bend County Municipal Utility District No. 124 has concerns regarding the location of the Hawk Signal in Falcon Landing. Mr. Klein stated the District's proposed location allows for greater accessibility. Director Smith then moved to authorized advertisement for bids. Director Poulter seconded the motion, which carried unanimously.

#### HURRICANE HARVEY AND FEMA MATTERS

Ms. May discussed the FEMA claim and mitigation.

#### REPORT FROM EVENTS DIRECTOR

Ms. Arceneaux updated the Board regarding upcoming events, including Harvey's Heroes.

PARKS COMMITTEE RECOMMENDATIONS

There were no Parks Committee recommendations.

COMMUNICATIONS MATTERS

Director Ward reported on communication matters. He stated Ms. Renberg is researching webmaster firms.

CURRENT EVENTS

Director Robinson discussed current events. Director Ward expressed concern regarding the persons being nominated for honor at the Harvey's Heroes event and their relationship to the Board of Directors. Ms. Arceneaux stated persons who have contracts with the Board were removed from the list for consideration, as well as, Directors, consultants, and employees. She then discussed the selection process. The Board concurred not to have a "top ten", but rather highlight some of the types of deeds performed during the emergency.

REVIEW ACTION LIST AND DISCUSS MEETING SCHEDULE AND ITEMS FOR INCLUSION ON NEXT AGENDA

The Board concurred to hold the next parks meeting on September 25, 2018, at 12:30 p.m.

EXECUTIVE SESSION

This item was not necessary.

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

(SEAL)



  
Secretary, Board of Directors