

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

June 27, 2018

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on June 27, 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, thus constituting a quorum.

Also present at the meeting were Gregg Nady and Robert Stowe, residents of the District; Fran Matuska of F. Matuska, Inc.; Yvonne Arceneaux and Dray Holeman; Andrew and Matthew Dunn of On-site Protection LLC ("On-site"); Matt Klein of TBG Partners ("TBG"); Lou Triche and Dawn Mouton 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 meeting. After discussion, Director Poulter moved to approve the minutes. Director Duncan seconded the motion, which passed by unanimous vote.

COMMENTS FROM THE PUBLIC

Mr. Nady requested the Board to consider widening the Park Oaks trail. He updated the Board regarding the Katy Boardwalk District.

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.

## BOOKKEEPER'S REPORT

Ms. Matuska reviewed the bookkeeper's report, a copy of which is attached, including the checks presented for payment. Ms. Matuska requested a rate increase for additional park work being performed by her office. 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. Triche reviewed the maintenance report, a copy of which is attached, and updated the Board regarding the status of facilities and ongoing maintenance and repairs. He reviewed a proposal to regrade the north side of the Diversion Channel for an estimated cost of \$64,669.00. Director Duncan then moved to approve the report and proposal. Director Duncan seconded the motion, which carried unanimously.

Ms. Mouton stated the repairs to the fountain and pump station at Willow Fork Park are complete.

## 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 Nos. 7 and 8 in the amounts of \$5,653.80 and \$2,250.00, payable to D. L. Meacham, L.P.

Mr. Klein updated the Board regarding Trails Package 2 and recommended approval of Pay Estimate No. 1 in the amount of \$42,607.80, payable to Division III Constructors Inc.

Mr. Klein updated the Board regarding the Pedestrian Bridge and recommended approval of Pay Estimate No. 2 in the amount of \$68,400.00, payable to Division III Constructors, and Change Order No. 1 in the amount of \$16,750.00 for Type 1 rip rap.

Mr. Klein updated the Board regarding the Litchfield Bridge repairs and recommended approval of Pay Estimate No. 1 in the amount of \$18,450.45, payable to D. L. Meacham, L.P.

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

HURRICANE HARVEY MATTERS

There was no discussion regarding this matter.

ENGINEERING REPORT

The Board did not receive a report regarding engineering matters.

REPORT FROM PARKS DIRECTOR

Ms. Arceneaux updated the Board regarding upcoming events. She requested authorization for an event honoring Harvey volunteers with a budget of \$10,000 to be held September 2, 2018, and for a talent showcase with a budget of \$7,000 to be held in January, 2019. Director Smith moved to approve the two events and associated budgets. Director Poulter seconded the motion, which carried unanimously.

PARKS COMMITTEE RECOMMENDATIONS

There were no Parks Committee recommendations.

COMMUNICATIONS MATTERS

Director Ward reported he and Director Duncan met with April Renberg to discussion community communication needs. He stated Director Renberg is preparing a communications plan for the Board's review.

CURRENT EVENTS

Director Robinson discussed current events, including the Association of Water Board Directors conference and annexations by cities.

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

The Board concurred to hold the next meeting on July 18, 2018, at 11:30 a.m. to review engineering firm qualifications and on July 25, 2018 at 12:30 p.m. for a combined parks and drainage meeting.

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



  
Secretary, Board of Directors