

WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

October 24, 2018

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on October 24, 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, member of the public; Neil Stillman of Friends of the Park; Craig Kalkomey of LJA Engineering, Inc.; Fran Matuska of F. Matuska, Inc.; Clay Brandenburg and Katie May of Inframark; Andrew and Matthew Dunn of On-Site Protection LLC; Yvonne Arceneaux; Dray Holeman; Sean Hewitt of TBG Partners ("TBG"); Dawn Mouton and Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); and Angela Lutz, Harry Thompson, 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 Smith seconded the motion, which passed by unanimous vote.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

FRIENDS OF THE PARK

Mr. Stillman updated the Board regarding upcoming events.

SECURITY SERVICES

Mr. Matthew Dunn reported on security matters. He also reported on contacts between off-duty Sheriff's deputies and the public.

Mr. Andrew Dunn stated the breakout box at Willow Fork was crushed and requested authorization to repair. After review and discussion, Director Poulter moved to authorize the repair for a cost up to \$7,000. 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. After review and discussion, Director Poulter moved to approve the bookkeeper's report, and payment of the bills. Director Duncan 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. Director Smith then moved to approve the report. Director Poulter seconded the motion, which carried unanimously.

PARKS MAINTENANCE REPORT

Ms. Mouton updated the Board regarding ongoing projects.

REPORT FROM TBG PARTNERS

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

Mr. Hewitt updated the Board regarding Central Green turf repair and recommended approval of Pay Estimate No. 1 in the amount of \$37,356.25, payable to SYNLawN.

Mr. Hewitt updated the Board regarding the parks and trails.

Mr. Hewitt updated the Board regarding Trails Package 1 and recommended approval of Pay Estimate No. 11 in the amount of \$153,497.25, payable to D. L. Meacham.

Mr. Hewitt updated the Board regarding Trails Package 2 and recommended approval of Pay Estimate No. 5 in the amount of \$92,250.00, payable to Division III Constructors Inc.

Mr. Hewitt updated the Board regarding the Litchfield Bridge and recommended approval of Pay Estimate No. 4 in the amount of \$3,150.00, payable to D. L. Meacham.

Mr. Hewitt updated the Board regarding the Pedestrian Bridge and recommended approval of Pay Estimate Nos. 5 and 6 in the amounts of \$21,250.50 and \$31,986.00, respectively, payable to Division III.

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

ENGINEERING REPORT

Mr. Kalkomey distributed and reviewed the engineer's report, a copy of which is attached.

Mr. Kalkomey updated the Board regarding the mid-block crossings and stated the bid package will be completed once Fort Bend County approves the plans.

Mr. Kalkomey updated the Board regarding the Exploration Park Restroom Facilities and stated surveying and environmental work. Director Smith then moved to approve the Engineer's Report. Director Duncan seconded the motion, which carried unanimously.

HURRICANE HARVEY AND FEMA MATTERS

Ms. May discussed the FEMA claim and mitigation. Mr. Brandenburg reviewed the televising results on the drainage lines blocked with tree roots. He stated they are still trying to cut through the blockages, but may need to replace a portion of the lines. The Board concurred to authorize Director Ward to authorize action between meetings. After review and discussion, Director Duncan moved to approve the report and additional work for cleaning and televising as authorized by Director Ward. Director Smith seconded the motion, which carried unanimously.

REPORT FROM EVENTS DIRECTOR

Ms. Arceneaux reviewed a PowerPoint presentation regarding activities for the past year and updated the Board regarding upcoming events.

PARKS COMMITTEE RECOMMENDATIONS

There were no Parks Committee recommendations.

COMMUNICATIONS MATTERS

The Board reviewed the communications report, a copy of which is attached. Director Duncan stated the District can save about \$1,300 if the Board waits to get the

tax exempt status from the post office. The Board concurred to move forward with the mailout by November 15 regardless of the tax exempt status.

CURRENT EVENTS

Director Robinson discussed current events.

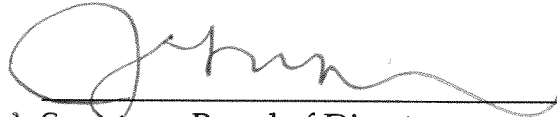
REVIEW ACTION LIST AND DISCUSS MEETING SCHEDULE AND ITEMS FOR INCLUSION ON NEXT AGENDA

The Board concurred to hold the next parks meeting on November 28, 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.


Asst Secretary, Board of Directors

(SEAL)

