

WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

November 28, 2018

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on November 28, 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 Poulter, thus constituting a quorum.

Also present at the meeting were Gregg Nady, Robert Stowe, and Bahrah Rami, members 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, and Matt Klein of TBG Partners ("TBG"); Dawn Mouton and Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); and Annette Stephens, 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 Robinson moved to approve the minutes. Director Smith seconded the motion, which passed by unanimous vote.

COMMENTS FROM THE PUBLIC

In response to a question from Mr. Nady, Mr. Kalkomey stated Fort Bend County denied the crossing on Westheimer near Cinco Ranch Boulevard, and the Board is proceeding with the other 11.

In response to a question from Mr. Rami, Ms. Stephens stated Willow Work Park is for passive use. She offered her assistance to reach out to KISD and Fort Bend County to determine if those entities have any areas that would work for cricket fields.

FRIENDS OF THE PARK

Mr. Stillman updated the Board regarding upcoming events. He stated he is looking to find a group to plant a butterfly garden. Mr. Stillman stated Birds Unlimited is installing a bird feeder and will keep it filled. He stated bluebird houses are also being installed.

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 requested authorization to place a barrier around the breakout box at Willow Fork. The Board requested Mr. Dunn to bring a proposal to the next meeting.

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 Robinson 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. Director Smith then moved to approve the report. Director Robinson seconded the motion, which carried unanimously.

PARKS MAINTENANCE REPORT

Ms. Mouton updated the Board regarding ongoing projects. Ms. Mouton reviewed a proposal with three options to replace the in-ground lights. In response to a question from the Board, Ms. Mouton stated the current lights are incandescent. The Board discussed whether to replace the lights with incandescent or LED. The Board requested Ms. Mouton to research LED options.

REPORT FROM TBG PARTNERS

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

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

Mr. Klein updated the Board regarding Trails Package 1 and recommended approval of Pay Estimate No. 12 in the amount of \$54,623.25 payable to D. L. Meacham.

Mr. Klein updated the Board regarding Trails Package 2 and stated no action was necessary.

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

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

Mr. Klein requested authorization to advertise for bids for Trail Package 3.

After review and discussion, Director Smith moved to approve the pay estimates detailed on the landscape architect's report and advertisement of Trail Package 3. 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 discussed surveying and environmental work. The Board requested Mr. Kalkomey to use his best efforts to locate the facility outside of a wetlands area. 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. Ms. May updated the Board regarding removal of the tree roots and point repairs. She stated Inframark and LJA are preparing the five-year televising program.

REPORT FROM EVENTS DIRECTOR

Ms. Arceneaux reviewed upcoming activities for the past year. Director Smith moved to approve the events. Director Duncan seconded the motion, which carried unanimously.

PARKS COMMITTEE RECOMMENDATIONS

There were no Parks Committee recommendations.

COMMUNICATIONS MATTERS

Director Ward updated the Board regarding communications. He stated the mailer was successful. Director Duncan stated a meeting will be held on January 17 with the MUDs and HOAs.

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 January 23, 2019, at 12:30 p.m.

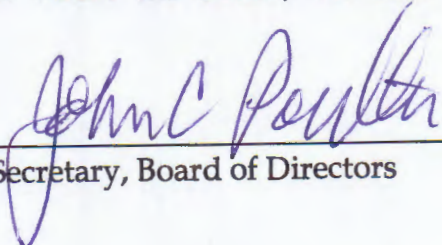
EXECUTIVE SESSION

This item was not necessary.

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

(SEAL)




Secretary, Board of Directors