

WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

September 26, 2018

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on September 26, 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 Norma Garza, Gregg Nady, and Robert Stowe, members of the public; April Renberg, communications consultant; Neil Stillman, Friends of the Park; Julie Williams of Rathmann & Associates; 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; Dray Holeman; Matt Klein of TBG Partners ("TBG"); Dawn Mouton and Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); and Stephen M. Robinson 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 as revised. Director Smith seconded the motion, which passed by unanimous vote.

COMMENTS FROM THE PUBLIC

In response to a question from Mr. Nady, the Board stated Harris County indicated Channel T-103 will likely be rehabilitated in 2019. Ms. Garza asked if La Centerra can light the trees in Central Green to match the rest of La Centerra. The Board concurred it was in favor as long as the District has the ability to turn the lights off as needed. Ms. Garza asked if La Centerra could add large shade umbrellas at Central Green to match the rest of La Centerra. The Board concurred it was in favor so long as La Centerra agrees to maintain them.

FRIENDS OF THE PARK

Mr. Stillman updated the Board regarding upcoming events. He stated he would work with Ms. Arceneaux to publicize the events.

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 Poulter, Mr. Andrew Dunn stated the Wi-Fi at the Pavilion at Willow Fork Park will be operational within the next few days.

2018 TAX RATE

Ms. Williams reviewed Rathmann & Associates' 2018 tax rate recommendation of \$0.085 per \$100 assessed valuation for debt service and \$0.09 per \$100 assessed valuation for maintenance and operations of drainage facilities and \$0.01 per \$100 assessed valuation for park maintenance and operations. After review and discussion, Director Poulter moved to approve the 2018 tax rate recommendation and authorize the tax assessor/collector to publish notice of same in a newspaper with general circulation in the District. Director Duncan seconded the motion, which carried unanimously. The Board concurred to adopt the tax rate at the October 11, 2018, 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. 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, and adoption of the parks budget. 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 Poulter seconded the motion, which carried unanimously.

PARKS MAINTENANCE REPORT

Ms. Mouton stated she had nothing additional to add to Mr. Schroeder's report.

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 the parks and trails.

Mr. Klein updated the Board regarding Trails Package 1 and recommended approval of Pay Estimate No. 10 in the amount of \$6,435.00, payable to D. L. Meacham.

Mr. Klein updated the Board regarding Trails Package 2 and recommended approval of Pay Estimate No. 4 in the amount of \$62,848.35, payable to Division III Constructors Inc.

Mr. Klein updated the Board regarding the Litchfield Bridge and recommended approval of Pay Estimate No. 3 in the amount of \$20,676.60, payable to D. L. Meacham.

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

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. He updated the Board regarding the Texan Dirt Project. He stated AECOM just received the final pay estimate, and it will be presented at the October 11, 2018 meeting.

Mr. Kalkomey updated the Board regarding the mid-block crossings and reviewed Task Order No. 3 for LJA. The Board requested to change the Task Order to Time and Materials rather than a percentage.

Mr. Kalkomey reviewed LJA Task Order No. 4 for the Exploration Park Restroom Facilities. Director Smith then moved to approve the Engineer's Report, the action items, Task Order No. 3 as revised, and Task Order No. 4 as submitted. Director Duncan seconded the motion, which carried unanimously.

HURRICANE HARVEY AND FEMA MATTERS

Ms. May discussed the FEMA claim and mitigation. Ms. May reviewed a proposal to televise a storm line at the Kelliwood Links entrance. She stated the estimated cost is \$12,000 for cleaning only and \$15,000 for televising and cleaning. After review and discussion, Director Smith moved to approve the proposal for cleaning and televising. Director Duncan seconded the motion, which carried unanimously.

REPORT FROM EVENTS DIRECTOR

Mr. Holeman updated the Board regarding upcoming events.

PARKS COMMITTEE RECOMMENDATIONS

There were no Parks Committee recommendations.

COMMUNICATIONS MATTERS

Ms. Renberg reported on communications matters. A copy of the communications report is attached. Ms. Renberg updated the Board regarding the District's website, and stated esiteful has started work. Ms. Renberg reviewed mailer options to District residents. The Board concurred the first mailing should be regarding the importance of flood insurance. The Board also concurred to mail a separate post card rather than add information to utility bills. Director Smith then moved to approve the post card mailer at a cost not to exceed \$3,500. Director Poulter seconded the motion, which carried unanimously. Discussion ensued regarding a District Facebook page and a communications policy. The Board concurred all official communications should be approved the Board with review by the attorney, if time permits, and by the communications committee for emergency notifications. The Board requested ABHR to research communication policies for the Board's review.

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 October 24, 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)



John C. Poulter
Secretary, Board of Directors