

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

January 23, 2019

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on January 23, 2019, 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 Smith, thus constituting a quorum.

Also present at the meeting were Gregg Nady and Robert Stowe, 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 Sean Hewitt of TBG Partners ("TBG"); Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); and Stephen M. Robinson, 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 Duncan 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. He stated he is looking to find a group to plant a butterfly garden and would keep the Board updated.

BOOKKEEPER'S REPORT

Ms. Matuska reviewed the bookkeeper's report for parks a copy of which is attached, including the checks presented for payment. Discussion ensued regarding the

funds in Compass Bank. After discussion, the Board concurred to transfer the funds in Compass Bank to TexPool to get a better rate. Discussion ensued regarding a proposal for stanchions. After review and discussion, Director Poulter moved to approve the bookkeeper's report, payment of the bills, and the proposal for stanchions. 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 Duncan then moved to approve the report. Director Poulter seconded the motion, which carried unanimously.

#### PARKS MAINTENANCE REPORT

Mr. Schroeder 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 the parks and trails.

Mr. Hewitt updated the Board regarding Trails Package 1 and recommended approval of Pay Estimate No. 13 in the amount of \$12,780.0 payable to D. L. Meacham, and Change Order No. 1 in the amount of \$14,992.00.

Mr. Hewitt updated the Board regarding Trails Package 2 and reviewed and recommended approval of Pay Estimate No. 8 in the amount of \$58,743.00, payable to Division III Constructors, Inc.

Mr. Hewitt updated the Board regarding Phase 1 Trail Package 3 and stated no action was necessary.

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

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

Mr. Hewitt reviewed the bid tabulation for Phase 3 Trail Package 3 and recommended award of the contract to MoBill Contractors, the lowest responsible bidder, in the initial contract amount of \$1,188,148.00. The Board concurred, in its

judgment, that MoBill Contractors was a responsible bidder who would most efficiently complete the project and be most advantageous to the District.

Mr. Hewitt updated the Board regarding the Exploration Park Restroom and stated bids will be advertised in July.

After review and discussion, Director Duncan moved to approve the pay estimates and change orders detailed on the landscape architect's report, and the contract award for Phase 3 Trail Package 3. Director Poulter seconded the motion, which carried unanimously.

Director Ward left the meeting.

### 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. Robinson discussed the Corps 216 study and the possibility of interim projects being completed as they are identified.

Mr. Kalkomey updated the Board regarding the Exploration Park Restroom Facilities and discussed surveying and environmental work.

Director Poulter 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 recent and upcoming activities for Central Green. Director Duncan moved to approve the events. Director Poulter 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.

SECURITY SERVICES

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

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 February 27, 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