

WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

February 27, 2019

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

Also present at the meeting were Gregg Nady Diana Dobbs, and Robert Stowe, members of the public; April Renberg, Communications Consultant; 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, assistant to Ms. Arceneaux; Matt Klein of TBG Partners ("TBG"); Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); and Stephen M. Robinson and Harry Thompson 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. Ms. Renberg discussed posting information regarding Friends of the Park on the District's website.

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 stated he had no items for approval.

Mr. Klein updated the Board regarding Trails Package 2 and reviewed and recommended approval of Pay Estimate No. 9 in the amount of \$185,534.10, payable to Division III Constructors, Inc.

Mr. Klein updated the Board regarding Phase 1 Trail Package 3 and presented the contracts for execution.

Mr. Klein updated the Board regarding the Litchfield Bridge and recommended approval of Pay Estimate No. 5 and Final in the amount of \$54,501.00, payable to D. L. Meacham, and Change Order No. 1 in the amount of \$2,500.00.

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

Mr. Klein 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. 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. In response to a question from Mr. Robinson, Ms. Matuska stated she would determine if Cinco Municipal Utility District No. 12's annual contribution is \$300,000 total or \$250,000. 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 Poulter then moved to approve the report. Director Duncan seconded the motion, which carried unanimously.

PARKS MAINTENANCE REPORT

Mr. Schroeder updated the Board regarding ongoing projects.

REPORT FROM EVENTS DIRECTOR

Ms. Arceneaux reviewed recent and upcoming activities for Central Green. Director Duncan moved to approve the events. Director Smith seconded the motion, which carried unanimously.

PARKS COMMITTEE RECOMMENDATIONS

There were no Parks Committee recommendations.

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 discussed an app that alerts drivers to when nearing crossings.

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

Mr. Kalkomey presented Task Order No. 6 for engineering services.

Director Poulter then moved to approve the engineer's report and Task Order No. 6. Director Duncan seconded the motion, which carried unanimously.

HURRICANE HARVEY AND FEMA MATTERS

Ms. May discussed the FEMA claim and mitigation.

COMMUNICATIONS MATTERS

Ms. Renberg updated the Board regarding communications, including pending matters. She stated the website is now up and running and discussed a mailer with District information.

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 suggested assigning an officer behind Cinco Ranch Junior High School to prevent student fights. The Board concurred with his recommendation and to post an officer so long as the problem persists.

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 March 27, 2019, at 12:30 p.m. Director Ward stated the summer Association of Water Board Directors conference conflicts with the June meeting, and the June meeting will need to be rescheduled.

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