

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

September 25, 2019

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on September 25, 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 Kenny Johnson, Greg Nady, and Robert Stowe, members of the public; Neil Stillman, Friends of the Park; Fran Matuska of F. Matuska, Inc.; Glen Jarrett of TBG Partners; Katie May of Inframark; Matthew and Andrew Dunn of On-Site Protection LLC; Craig Kalkomey of LJA Engineering; Yvonne Arceneaux; Jerry Schroeder and Dawn Mouton 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. Director Smith expressed concern regarding the minutes. After discussion, Director Poulter moved to approve the minutes. Director Smith seconded the motion, which passed by unanimous vote.

COMMENTS FROM THE PUBLIC

A local bike shop owner discussed mid-block crossings near Creech Elementary and requested an area for a full dismount with ramps.

Mr. Nady stated a contractor is doing a bad job on one segment of the trails. Mr. Nady asked for a wider trail near the Target shopping center.

SECURITY REPORT

Mr. Andrew Dunn reported on security matters for the parks, trails, and drainage facilities. Discussion ensued regarding the policy to call for emergency

services in the event of injuries in the parks or parking lots. Mr. Matthew Dunn stated the security officers will call EMS if patrons sustain an injury.

#### FRIENDS OF THE PARK

Mr. Stillman discussed previous and upcoming events. Discussion ensued regarding dead plants in the butterfly garden. Mr. Stillman stated some of the plants are dormant, and some have died. He stated he will evaluate whether dead plants should be replaced at this time.

#### 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 also reviewed the parks budget for the fiscal year ending September 30, 2020. After review and discussion, Director Poulter moved to approve the bookkeeper's report, payment of the bills, and adoption of the budget. Director Duncan seconded the motion, which passed by unanimous vote.

#### CHAMPIONS MAINTENANCE REPORT

Mr. Schroeder reviewed the maintenance reports for parks and drainage, copies of which are attached, and updated the Board regarding the status of facilities and ongoing maintenance and repairs. Director Smith requested Mr. Schroeder to follow up regarding a complaint regarding tall grass that he received.

Discussion ensued regarding the alligator in Willow Fork Park. Ms. Mouton stated she coordinated the removal with the Parks and Wildlife Game Warden. After review and discussion, Director Smith moved to approve the report. Director Poulter seconded the motion, which carried unanimously.

#### REPORT FROM EVENTS DIRECTOR

Ms. Arceneaux reviewed recent and upcoming activities for Central Green. Ms. Arceneaux requested additional security for 10,000 Maniacs. Director Duncan moved to approve the event. Director Smith seconded the motion, which carried unanimously.

#### HURRICANE HARVEY MATTERS

Ms. May updated the Board regarding the status of District FEMA, a copy of which is attached.

#### PARKS COMMITTEE RECOMMENDATIONS

There were no Parks Committee recommendations.

ENGINEERING REPORT

Mr. Kalkomey reviewed the engineering report, a copy of which is attached.

Mr. Kalkomey requested authorization to rebid the mid-block crossings project to attract additional contractors.

After review and discussion, Director Smith moved to approve the report and rebidding the mid-block crossing project. Director Poulter seconded the motion, which carried unanimously.

COMMUNICATIONS MATTERS

Director Ward discussed communication matters.

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

EXECUTIVE SESSION

At 2:55 p.m., the Board convened in Executive Session to deliberate regarding employee matters.

OPEN SESSION

At 3:15 p.m., the Board reconvened in Open Session. Director Poulter moved to engage Kenneth Johnson to be Ms. Arceneaux's assistant. Director Robinson seconded the motion, which carried unanimously.

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



  
Secretary, Board of Directors