

WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

January 22, 2020

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on January 22, 2020, 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 Clarise Finnel, Robert Serrett, and Gregg Nady, members of the public; Diane Dobbs, staff member of Commissioner Meyers; Jennifer Hanna of BKD LLP; Neil Stillman, Friends of the Park; Fran Matuska of F. Matuska, Inc.; Glen Jarrett of TBG Partners; 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.

COMMENTS FROM THE PUBLIC

Ms. Finnel stated she appreciates the trails and was concerned about the progress of the trail from Westheimer Parkway to Buffalo Bayou. Mr. Serrett stated he had some concerns about security and recent criminal activity. Mr. Jarrett stated the trails are being completed, but cleanup has been hindered by wet weather. He stated the work should be completed soon.

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.

SECURITY REPORT

Mr. Andrew Dunn reported on security matters for the parks, trails, and drainage facilities. Discussion ensued regarding smash and grab incidents in the

vicinity. The Board regarding Mr. Dunn to order signs for Willow Fork Park and Exploration Park alerting patrons to lock their cars and to not leave valuables in a visible location.

FRIENDS OF THE PARK

Mr. Stillman presented a proposal for "Nature Fest" planned for April at Willow Fork Park. Discussion ensued regarding opening of the next trail section. The Board concurred to hold the opening of the new trails on the same day as "Nature Fest". Discussion then ensued regarding insurance for non-profit entities with booths at "Nature Fest"). Mr. Robinson recommended purchasing an event policy and stated ABHR will get an estimate.

AUDIT FOR FISCAL YEAR ENDED SEPTEMBER 30, 2019.

Ms. Hanna reviewed the audit for the fiscal year ending September 30, 2019. After review and discussion, Director Robinson moved to approve the audit. 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. After review and discussion, Director Poulter 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 for parks, a copy of which is attached, and updated the Board regarding the status of facilities and ongoing maintenance and repairs. He reviewed a proposal to install a 12-inch catch basin at Willow Fork Park to help with erosion on the amount of \$1,075.00 and updated reviewed updated budgets for additional trails.

Ms. Hopper stated she was notified about an organized run which has already been advertised in the paper. The Board concurred it will not object to the run; however, the group must obey all park rules. The Board concurred to amend the park rules at the next meeting to limit groups to no more than 150 people due to security concerns.

After review and discussion, Director Smith moved to approve the report. Director Duncan seconded the motion, which carried unanimously.

LANDSCAPE ARCHITECT REPORT

Mr. Jarrett reviewed the landscape architect report, a copy of which is attached.

Mr. Jarrett stated TBG is working with House Partners for the design of the shade structure at Central Green.

Mr. Jarrett updated the Board regarding the trail signage and wayfinding and stated no action was necessary.

Mr. Jarrett updated the Board regarding the Exploration Park Bathroom project and stated TBG is working with the engineer to resolve an issue regarding the location of a sanitary sewer line. Mr. Kalkomey stated he would coordinate with ABHR regarding easements related to the bathroom.

Mr. Klein updated the Board regarding Trails Package 1 and stated no action was necessary.

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

Mr. Klein updated the Board regarding Trails Package 3 and reviewed and recommended approval of Pay Estimate Nos. 6 and 7 in the amounts of \$83,296.80 and \$48,675.00, payable to MoBill Contractors.

Discussion ensued regarding the requested Falcon Landing Trail Extension. Mr. Jarrett stated this area is outside of the District's boundaries, and therefore, the District cannot accommodate this request.

After review and discussion, Director Duncan moved to approve the landscape architect report, and the pay estimates. Director Poulter seconded the motion, which carried unanimously.

BARKER RESERVOIR PILOT PROJECT

Mr. Kalkomey discussed ongoing efforts related to the project.

ENGINEERING REPORT

Mr. Kalkomey discussed engineering matters.

Mr. Kalkomey stated he is working with the Corps regarding the modification or new permit for the bathrooms at Exploration Park. He also updated the Board regarding the proposed reservoir excavation, the mid block crossings, the below grade crossing grant application, and the Diversion Channel desilting project. After review

and discussion, Director Duncan moved to approve the report and engineering proposal. Director Smith seconded the motion, which carried unanimously.

REPORT FROM EVENTS DIRECTOR

Ms. Arceneaux reviewed recent and upcoming activities for Central Green.

PARKS COMMITTEE RECOMMENDATIONS

There were no additional parks committee recommendations.

COMMUNICATIONS MATTERS

Director Ward discussed communication matters.

CURRENT EVENTS

Director Robinson discussed current events regarding drainage and water issues and upcoming elections.

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 26, 2020.

EXECUTIVE SESSION

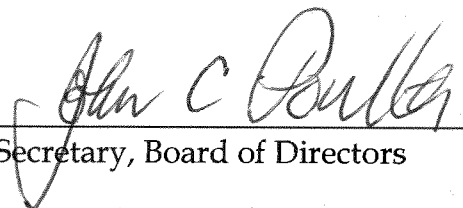
The Board did not convene in Executive Session.

OPEN 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