

WILLOW FORK DRAINAGE DISTRICT
PARK AND DRAINAGE MATTERS

March 25, 2020

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session by teleconference, with access by telephone available to the public, pursuant to Texas Government Code Section 551.125 and Governor Greg Abbott's emergency disaster declaration dated March 13, 2020, on the 25th day of March, 2020, and the roll was called of the members of the Board being present by telephone:

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 attending the teleconference were Julie Gerdes of Rathmann & Associates; Gregg Nady, member of the public; Neil Stillman, Friends of the Park; Fran Matuska of F. Matuska, Inc.; Matt Klein of TBG Partners; Matthew Dunn of On-Site Protection LLC; Craig Kalkomey of LJA Engineering; Yvonne Arceneaux; Karen Kottke Shea Walker, 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.

Mr. Robinson reviewed certain recommended protocols for conducting the District's meeting via teleconference. He reminded the participants that the meeting was being recorded and that consultant reports presented at the meeting were posted online and available to the public in the form of an "agenda packet" prior to the start of the meeting at www.districtdirectory.org/agendapackets/wfdd/

DECLARATION OF EMERGENCY

Mr. Robinson reported on Governor Abbott's disaster declaration dated March 13, 2020, authorizing political subdivisions of the State of Texas to use all available resources to facilitate and expedite the use and deployment of District resources to enhance preparedness and response to the novel coronavirus (COVID-19). He stated in response to the Governor's declaration, an emergency may be declared within the District for the duration of this declared disaster and for the limited purposes authorized by Governor Abbott. After discussion, Director Poulter moved to declare an

emergency within the District for the duration of this declared emergency/disaster and for the limited purposes authorized by the Governor as a result of the novel coronavirus (COVID-19). Director Duncan seconded the motion, which passed by unanimous oral vote.

DISTRICT OPERATIONS AND SERVICE REQUIREMENTS RELATING TO COVID-19 EPIDEMIC; MEMORANDUM REGARDING PREPARATION FOR POTENTIAL EFFECTS OF COVID-19 ("MEMORANDUM"); AND RESOLUTION REGARDING DELEGATION OF AUTHORITY DUE TO AN EMERGENCY

The Board discussed the necessity of continuing District operations and services during the state of disaster and the likely inability of a majority of the Board to convene and sign checks to pay District expenses relating to District services and District contracts during the declared disaster. Mr. Robinson reviewed the Memorandum and a Resolution Regarding Delegation of Authority Due to an Emergency (the "Resolution"). He noted the Resolution reflects delegations of authority to take certain actions on behalf of the Board or District, including delegation to the bookkeeper to sign approved, authorized checks on behalf of the District in accordance with Section 49.151 of the Texas Water Code.

Mr. Robinson also updated the Board regarding the "stay home" order issued by Fort Bend and Harris Counties in response to (COVID-19) (the "County Order"). He reported that the County Order deems services provided by local governments needed to ensure their continuing operation to provide for the health, safety and welfare of the public, as an Essential Government Function. The Board considered authorizing ABHR or any other consultant of the District to issue essential business travel letters to employees of any service or construction contractors doing work in and for the District.

Following review and discussion, Director Duncan moved to (1) adopt the Resolution and direct it be filed appropriately and retained in the District's official records; and (2) authorize ABHR or any other consultants of the District to issue essential business travel letters to employees of any service or construction contractors doing work in the District. The motion was seconded by Director Poulter. Followed by a roll call vote, the motion passed unanimously with all Directors voting in favor of the motion.

POSTPONEMENT OF ELECTION

Ms. Hopper stated, due to COVID19, the election administrator of Fort Bend County is postponing all elections. Mr. Robinson reviewed a Resolution Postponing the 2020 Director Election until November, 2020. After discussion, Director Duncan moved

to adopt the Resolution Postponing the Election. Director Smith seconded the motion, which carried unanimously.

COMMENTS FROM THE PUBLIC

Mr. Nady asked about the status of the trails near the Equestrian Center and on Corps property. The Board stated this would be discussed during the landscape architect's report.

APPROVAL OF MINUTES

The Board considered approving the minutes of the previous parks and meetings. After discussion, Director Poulter moved to approve the minutes of both meetings. Director Smith seconded the motion, which passed by unanimous vote.

SECURITY REPORT

Mr. Dunn reported on security matters for the parks, trails, and drainage facilities. He stated several cars were broken into at the Willow Fork Park parking lot, as well as on at Exploration Park. He stated several people started a fire at night at Exploration Park, but the incident was not caught on camera. He then reviewed a proposal for additional cameras and an LED light bar for an estimated cost of \$3,863.84. In response to a question from the Board, Director Smith stated the parks committee is in favor of the additional cameras and light bar. In response to a question from the Board, Mr. Dunn stated the light bar can be shielded from neighboring residential property. After discussion, Director Smith moved to approve the report and proposal. Director Duncan seconded the motion, which carried unanimously.

Director Duncan stated she authorized Champions to replace a lock on the gate at Exploration Park closest to the neighborhood because a resident placed a lock on the gate and was not allowing access to the park.

FRIENDS OF THE PARK

Mr. Stillman stated "Nature Fest" will be moved to 2021 due to COVID19.

BOOKKEEPER'S REPORT

Ms. Matuska reviewed the bookkeeper's reports for parks and drainage, copies of which are attached, including the checks presented for payment. After review and discussion, Director Poulter moved to approve the bookkeeper's reports and payment of the bills. Director Smith seconded the motion, which passed by unanimous vote.

TAX REPORT

Ms. Matuska reviewed the tax assessor/collector report, a copy of which is attached. No action was necessary.

TAX EXEMPTIONS

Mr. Gerdes reviewed an analysis regarding tax exemptions and the impact of increasing exemptions would have on the District. She recommended keeping the tax exemptions the same as for 2019. Mr. Robinson then reviewed a Resolution Concerning Exemptions from Taxation. Director Robinson then moved to adopt a Resolution Concerning Exemptions from Taxation granting a \$60,000 exemption for persons over 65 and/or disabled. Director Duncan seconded the motion. All Directors voted in favor of the motion, thus the motion carried.

CHAMPIONS MAINTENANCE REPORT

Mr. Schroeder reviewed the maintenance report for parks and drainage, copies of which are attached, and updated the Board regarding the status of facilities and ongoing maintenance and repairs. He also updated the Board regarding COVID19 measures, including the installation of hand sanitizing stations. In response to a question from Director Poulter, Mr. Schroeder stated the crews feel safe working in the District.

Ms. Mouton stated signs have been installed for temporary park closings.

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

LANDSCAPE ARCHITECT REPORT

Mr. Klein 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. updated the Board regarding the trail projects and reviewed and recommended approval of Pay Estimate No. 9 for Package 3 in the amount of \$145,577.34. He stated the project is very late, and TBG is monitoring the contractor's work on a daily basis. He stated a subcontractor has filed a lien which should be resolved by the end of the week.

Mr. Klein updated the Board regarding Trails Package 3 and reviewed and recommended approval of Pay Estimate No. 8 in the amount of \$47,062.00, payable to MoBill Contractors.

In response to a question from Mr. Nady, Mr. Jarrett stated the District is still awaiting the County to finish its project to begin the trails along T-103.

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

BARKER RESERVOIR PILOT PROJECT

Mr. Kalkomey discussed ongoing efforts related to the project. He reviewed a draft presentation for stakeholders, the public, and the Corps of Engineers and discussed the benefits of the project and reviewed the next steps to be taken.

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, and the mid block crossings. Mr. Thompson updated the Board regarding the agreement with County for cost sharing the crossings. He stated the County did not discuss the agreement at their meeting earlier in the week due to COVID19 matters.

Mr. Kalkomey updated the Board regarding the diversion channel desilting and recommended approval of Pay Estimate No. 4, payable to Allgood Construction. After review and discussion, Director Smith moved to approve the report and pay estimate. Director Poulter seconded the motion, which carried unanimously.

REPORT FROM EVENTS DIRECTOR

Ms. Arceneaux stated all upcoming events have been canceled.

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 COVID19 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 April 22, 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.

/s/ John C. Poulter
Secretary, Board of Directors

(SEAL)

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