

WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

April 22, 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, in regular session, open to the public, on April 22, 2020, 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 Ward, thus constituting a quorum.

Also present at the meeting were Diane Dobbs with Commissioner Myers' office; Robert Serrett and Gregg Nady, members of the public; Neil Stillman, Friends of the Park; Fran Matuska of F. Matuska, Inc.; Matt Klein of TBG Partners; Matthew and Andrew Dunn of On-Site Protection LLC; Craig Kalkomey of LJA Engineering; 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 protocols for conducting the teleconference and reminded the attendees that the meeting was being recorded.

UPDATE ON COVID19 MATTERS

Mr. Robinson updated the Board regarding COVID19 matters and District operations. Mr. Robinson stated the District is still operating under the emergency orders of the Fort Bend and Harris County Judges.

COMMENTS FROM THE PUBLIC

Mr. Serrett stated numerous residents are using the parks and he noticed that finishes on the benches are degrading. Mr. Nady asked when the mid-block crossing project would start. Mr. Nady asked about the trails on Corps property. Mr. Nady asked about the progress of Mobill Contractors. Mr. Robinson stated all these items would be covered under the various consultant reports.

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. Matthew Dunn reported on security matters for the parks, trails, and drainage facilities. Discussion ensued regarding parking at Exploration Park. He stated the officers have been active trying to apprehend persons using motorized vehicles on the District's channels. Mr. Andrew Dunn stated the Sheriff's Department is working the cases on the burglaries of motor vehicles. Director Poulter expressed concern about the increasing number of motorized vehicles using the District's channels. Mr. Andrew Dunn stated he has spoken to the officers and asked them to increase citations to violators. Director Poulter recommended increasing patrols on the channels. Director Poulter then moved to extend patrol hours from 3:00 in the afternoon until 10:00 p.m. Director Smith seconded the motion, which carried unanimously. Director Duncan reported one of the officers has been seen sitting with his back to the park and talking on the telephone. Mr. Dunn stated he would address this issue. In response to a question from Director Poulter, Mr. Andrew Dunn stated several cameras need to be replaced for an estimated cost of \$3,400.00. Director Poulter moved to approve the purchase of additional cameras for Willow Fork Park. Director Smith seconded the motion, which carried unanimously.

FRIENDS OF THE PARK

The Board did not receive a report.

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 Robinson seconded the motion, which passed by unanimous vote.

TAX MATTERS

Director Duncan stated many homeowners have received notices of increased land values from the Appraisal District. Mr. Robinson stated the financial advisor reviews all the values when the certified rolls are received.

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.

Mr. Schroeder stated a motorist damaged the pole fence at Willow Fork Park. He stated the area has been repaired.

Director Duncan stated many residents have expressed gratitude for sanitizing the park equipment.

In response to a question from Mr. Serrett regarding the conditions of the benches, Ms. Mouton stated she would work with TBG to determine whether it will be better to replace the benches or re-apply the coating.

Ms. Mouton reviewed the parks management report. She stated all the signs regarding locking up valuables, and park status signs have been installed. She confirmed the fixtures at the parks are being sanitized three times a week. She stated she and Ms. Hopper will work to contact the insurance carrier for the motorist who damaged the pole fence.

LANDSCAPE ARCHITECT REPORT

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

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

Mr. Klein updated the Board regarding the trail signage and wayfinding and reviewed and recommended approval of Pay Estimate No. 4 in the amount of \$12,744.00, payable to Intex United.

Mr. Klein 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. He recommended approval of an invoice from Alterra in the amount of \$1,149.00.

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 No. 9 in the amount of \$145,577.34, payable to MoBill Contractors.

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

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

ENGINEERING REPORT

Mr. Kalkomey discussed engineering matters.

Mr. Kalkomey updated the Board regarding the mid-block crossing project. He stated a pre-construction meeting has been held with Division III, and the Notice to Proceed will be issued May 4, 2020.

Mr. Kalkomey updated the Board regarding desilting the final 8200 linear feet of the Diversion Channel and reviewed and recommended approval of Pay Estimate No. 5 in the amount of \$358,344.00, payable to Allgood Construction.

Mr. Kalkomey updated the Board regarding the Pilot Project and requested authorization to submit the draft preliminary engineering report to the USACE.

Director. Duncan stated a resident requested mosquito spraying behind her home. Discussion ensued regarding whether the current work on the Diversion Channel is the cause of standing water and creating a breeding ground for mosquitos. Mr. Robinson recommended the contractor be asked to fix the ruts they have caused which is creating mall areas where water is standing and ask them to spray for mosquitos.

After review and discussion, Director Smith moved to approve the report, the pay estimate, and authorize LJA to send the Pilot Project Preliminary Engineering Report to the Corps of Engineers. Director Poulter seconded the motion, which carried unanimously.

REPORT FROM EVENTS DIRECTOR

The Board concurred no action was necessary on this item until more guidance is received from the Governor and County Judges.

PARKS COMMITTEE RECOMMENDATIONS

There were no additional parks committee recommendations.

COMMUNICATIONS MATTERS

Director Duncan discussed communication matters, including the District’s COVID19 actions.

CURRENT EVENTS

Director Robinson discussed current events regarding COVID19 issues and the Association of Water Board Directors summer conference. He stated the Association has not canceled the conference and is still charging cancellation fees.

REVIEW ACTION LIST AND DISCUSS MEETING SCHEDULE AND ITEMS FOR INCLUSION ON NEXT AGENDA

The Board concurred to hold the next parks meeting on May 27, 2020.

NOMINATION OF CANDIDATE TO ASSOCIATION OF WATER BOARD DIRECTORS BOARD OF TRUSTEES

The Board discussed nominating a Director to the Association of Water Board Directors Gulf Coast Gulf Coast Region position. Director Poulter moved to appoint Director Duncan to AWBD for the Gulf Coast Region position. Director Robinson seconded the motion, which passed by unanimous vote.

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)

