

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

May 27, 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 May 27, 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 Nick Bailey of BGE, Inc.; Yvonne Arceneaux; Diane Dobbs with Commissioner Myers' office; Robert Serrett, Robert Stowe, and Gregg Nady, members of the public; Wes Noonan and Scott Donahue of Fort Bend County Municipal Utility District No. 185; Neil Stillman, Friends of the Park; Fran Matuska of F. Matuska, Inc.; Matt Klein of TBG Partners; Matthew. Andrew Dunn, and Christine Reeves of On-Site Protection LLC; Craig Kalkomey of LJA Engineering; 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. Thompson reviewed protocols for conducting the teleconference and reminded the attendees that the meeting was being recorded.

UPDATE ON COVID19 MATTERS

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

COMMENTS FROM THE PUBLIC

Mr. Stowe asked if the Cinco Ranch HOA owes delinquent taxes to the District. Ms. Matuska stated she would look up the information.

Mr. Noonan stated Ft Bend County Municipal Utility District No. 185, which borders on the southwest side of the District, is interested making a connection to the

District's trails. Mr. Thompson recommended this item be taken up by the Parks Committee prior to submission to the Board making a final decision. Mr. Nady stated Harris Fort Bend County MUD No. 1 is also planning to expand a trail along a North Fort Bend County Regional Water Authority line in 2022. Mr. Nady asked about Trail Segment Q and stated the County is about 50% complete with its project along T-103.

#### 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

Ms. Reeves reported on security matters for the parks, trails, and drainage facilities. Mr. Andrew Dunn stated he is working to get better footage of car burglaries for law enforcement.

#### FRIENDS OF THE PARK

Mr. Stillman stated 25 new plants and signs were installed in the butterfly park last week.

#### BOOKKEEPER'S REPORT

In response to a question from Mr. Stowe, Ms. Matuska stated the Cinco Ranch Homeowner Association is not listed on the delinquent tax report. She stated if Mr. Stowe emails her the legal entity information for the HOA, she will forward it to the delinquent tax attorneys to determine if the HOA owes back taxes.

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.

#### CHAMPIONS MAINTENANCE AND 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 he is working to determine if certain benches can be recoated.

Mr. Schroeder reviewed a task order to reposition several of the baskets on the disc golf course for an estimated cost of \$3,245.00. Director Smith moved to approve the proposal. Director Poulter seconded the motion, which carried unanimously.

Ms. Mouton reviewed the parks management report. She stated a water fountain at Central Green has broken and stated the cost to repair is approximately \$3,900.00. Mr. Klein stated he would work with Ms. Mouton to determine the new fountain is identical. Director Smith moved to approve replacement at a cost not to exceed \$4,200.00. 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. Klein stated TBG is working with House Partners on the design of the shade structure at Central Green.

Mr. Klein updated the Board regarding the trail signage and wayfinding and stated he had no items for approval.

Mr. Klein updated the Board regarding the Exploration Park Bathroom project and stated he had not items for approval.

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. 10 and 11 in the amounts of \$104,856.07 and \$20,782.26, payable to MoBill Contractors. Mr. Klein stated he is working with ABHR to encourage the contractor to complete work.

Discussion ensued regarding maintenance of trails as segments are completed. Mr. Klein recommended that as each segment is completed that they be walked and turned over to Champions for maintenance. The Board concurred they were in favor of this option.

After review and discussion, Director Smith moved to approve the landscape architect report, and the pay estimates. Director Robinson 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 has been issued.

Mr. Kalkomey updated the Board regarding desilting the final 8200 linear feet of the Diversion Channel and stated he had no items for approval.

Mr. Kalkomey stated he has been in contract with Allgood Construction regarding a homeowner who states his home sustained damage due to Allgood Construction's work on the desilting project, and the contractor has reached out to the homeowner.

Mr. Kalkomey updated the Board regarding the Pilot Project and stating he had nothing new to report.

Mr. Kalkomey stated LJA has started design of the Westheimer underpass.

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

## REPORT FROM EVENTS DIRECTOR

Mr. Thompson stated the District may open Central Green on May 31 pursuant to Governor Abbott's Order as prescribed by the Order. He stated playgrounds should remain closed until June, and the Governor's guidance and the Directors' discretion will guide the re-opening process. Ms. Arceneaux discussed safety precautions to be taken. Ms. Mouton stated the cost to provide hand sanitizers for Central Green will initially be \$590.00. The Board concurred to allow the first event on June 5 and to re-evaluate afterwards. Director Poulter stated he would review the security cameras periodically during the event. Ms. Arceneaux requested authorization to provide Cristen Wiatr a District email address, an addendum to the Gary Moore contract, and to use 6-foot distancing guidelines at events. After review and discussion, Director Smith moved to approve the six-foot distancing at Central Green, the Gary Moore addendum, subject to the COVID19 language being added, and to provide Cristen Wiatr a District email address. Director Robinson seconded the motion, which carried unanimously.

## 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 June 24, 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.

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

(SEAL)

