

WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

June 24, 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 June 24, 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 Angela Ledoux, Diane Russell, Robert Serrett, Robert Stowe, and Gregg Nady, members of the public; Yvonne Arceneaux; Diane Dobbs with Commissioner Myers' office; 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; Shea Walker, Jerry Schroeder and Dawn Mouton of Champions Hydro-Lawn, Inc. ("Champions"); and 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. The Board asked Director Duncan

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. Serrett stated there was a meeting regarding irrigation damage caused by Willow Fork's contractor. Mr. Kalkomey stated he would contact the contractor regarding the matter. Mr. Serrett asked if the District would consider abating taxes due to COVID19 and because of the excess funds held in the District's operating accounts.

Mr. Nady asked about the T-103 trail. Director Poulter asked to make a comment as a member of the public. Director Poulter stated he disagrees with Mr. Serrett's comment regarding the District having excess funds.

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. Mr. Matthew Dunn asked if the security officers are allowed to escort persons to their car during inclement weather. Mr. Thompson stated during COVID19, this practice should be stopped. The Board concurred to not escort patrons of the parks to their cars during the COVID 19 emergency. Mr. Dunn stated he is working to get the new gate arm received and installed. Mr. Andrew Dunn stated he is working to get better footage of car burglaries for law enforcement.

FRIENDS OF THE PARK

Mr. Stillman requested authorization to add irrigation to allow for more plants to be installed in the butterfly garden. He requested authorization to add signs requesting patrons not to pick the flowers. He also requested additional perimeter fencing around the butterfly garden.

Mr. Stillman stated KISD has requested another "art in the park" day at Willow Fork Park in October. The Board concurred they were in favor of allowing the event.

Mr. Stillman stated he has issues with some of the trail maps displayed at Willow Fork Park. Directors Duncan and Smith stated they would inspect the maps in question and discuss at the parks meeting.

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.

Mr. Schroeder stated he will have new graffiti removed. After discussion, Director Smith moved to remove removal at a cost not to exceed \$5,000.00. Director Robinson seconded the motion, which carried unanimously.

Ms. Mouton reviewed the parks management report. Ms. Mouton stated replacement of the rope swing at Exploration Park, which does not include the chains or installation is \$9,000.00. Director Smith moved to approve replacement at a cost not to exceed \$9,000.00. Director Robinson 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 advertising 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 stated no action was necessary.

Discussion ensued regarding the crosswalk from Exploration Park to the restroom. Mr. Kalkomey stated the County has indicated they will re-stripe Cinco Park, and he will reach out to them to see if that includes the pedestrian crosswalk. Director Duncan asked if signs alerting drivers to the pedestrian crossing were installed and, if so, if they will be replaced. 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 action items. Director Poulter 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 work has started on three of the crossings.

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 contact 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

Ms. Arceneaux stated social distancing is going extremely well at events. She then updated the Board regarding upcoming events.

PARKS COMMITTEE RECOMMENDATIONS

There were no additional parks committee recommendations.

COMMUNICATIONS MATTERS

Director Duncan stated a letter to new residents was drafted and requested the Board to review. She also asked the Board authorize printing of the mailing. The Board concurred to approve the mailings and to pay for the printing.

CURRENT EVENTS

Director Robinson discussed current events regarding COVID19 issue, voting by mail, the 2020/21 school year parameters, and property taxes.

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

The Board concurred to hold the next parks meeting on July 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)

