

WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

March 24, 2021

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met 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 March 24, 2021, and the roll was called of the members of the Board:

Wendy Duncan	President
Dan Smith	Vice President
John Poulter	Secretary
Gregg Nady	Assistant Vice President
Joe Robinson	Assistant Secretary

and all of the above were present, thus constituting a quorum.

Also present at the meeting were Fran Matuska of F. Matuska, Inc.; Matt Klein and Glenn Jarrett of TBG Partners ("TBG"); Neil Stillman, Friends of the Park; Matthew Dunn and Andrew Dunn of On-Site Protection LLC ("On-Site"); Craig Kalkomey of LJA Engineering; Jerry Schroeder and Dawn Mouton, of Champions Hydro-Lawn, Inc. ("Champions"); Yvonne Arceneaux; Diane Dobbs with Fort Bend County Commission Andy Meyer's office; and Harry H. Thompson and Jane Miller of Allen Boone Humphries Robinson LLP.

Mr. Thompson reviewed certain recommended protocols for conducting the District's meeting via teleconference and reminded the attendees that the meeting was being recorded. He announced that the 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/.

COMMENTS FROM THE PUBLIC

There was no public comment.

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 state and local jurisdictions.

MINUTES

The Board next considered approving the minutes of the February 24, 2021, parks meeting. Director Poulter moved to approve the minutes, as amended. Director Robinson seconded the motion, which carried unanimously.

SECURITY REPORT

Mr. Andrew Dunn reviewed the security report with the Board. Director Poulter discussed the transfer of the Board security liaison duties to Director Nady.

FRIENDS OF THE PARK

Mr. Stillman updated the Board on the status of replacement of plants damaged during the recent winter freeze. Discussion ensued regarding monitoring of the entrance to the butterfly garden from the nearby playground. Mr. Stillman said he may come back and ask the Board to close the playground entrance later, if necessary.

BOOKKEEPER'S REPORT

Ms. Matuska reviewed the bookkeeper's report for parks, a copy of which is attached. Discussion ensued regarding the potential expense and logistical issues related to holding board meetings inside the boundary of the District, as well as the high costs associated with livestreaming future meetings. 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 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 repair and presented the following proposals for the Board's consideration:

1. Proposal in the amount of \$6,632 to repair and backfill sinkhole in 32-acre park; and
2. Proposal in the amount of \$8,400 to remove and dispose all temporary irrigation in the 32-acre park.

Following review and discussion, Director Poulter moved to approve the proposals presented above. Director Nady seconded the motion, which passed unanimously. Mr. Klein confirmed that the temporary irrigation in the 32-acre park is cracked and no longer working. Discussion ensued regarding maintenance of the frisbee golf course and options to reinforce turf near the hole.

LANDSCAPE ARCHITECT REPORT

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

Mr. Klein updated the Board regarding the Central Green Shade Structure and recommended that the Board approve payment of Pay Application No. 3 in the amount of \$44,109.18, payable to Johnson Fence and Masonry ("Johnson"), which was previously approved as part of the bookkeeping report earlier during the meeting.

Mr. Klein updated the Board regarding the Trails Signage and Wayfinding contract, and stated that no pay estimates are presented for payment by Intext United.

Mr. Klein updated the Board regarding the Exploration Park Bathroom Addition project and recommended that the Board accept the project as final.

Mr. Klein updated the Board regarding Trail Package 2 and recommend that the Board approve Pay Application No. 1 in the amount of \$9,787.50, payable to DL Meacham.

After review and discussion, Director Nady moved to (1) approve the landscape architect's report; (2) approve the pay estimates, as recommended above; and (3) accept the Exploration Park Bathroom Addition project as final. Director Poulter seconded the motion, which passed by unanimous vote.

Discussion ensued regarding the funding for Trail Segment Q, Package 4, as well as the coordination with Fort Bend and Harris Counties for the necessary maintenance/access agreements and easements.

ENGINEERING REPORT

Mr. Kalkomey discussed engineering matters. A copy of the engineering report is attached.

Mr. Kalkomey updated the Board regarding the mid-block crossing project. He recommended approval of Pay Estimate No. 6 in the amount of \$94,014.61 submitted by Division III and Change Order No. 2 increasing the contract by \$10,800 to install signs at the Westheimer Parkway crossing. The Board determined that Change Order No. 2 is beneficial to the District.

Mr. Kalkomey reported the status of removal and replacement of corrugated metal pipe ("CMP") on an interceptor pipe in Diversion Channel South, Areas 1 and 2. Discussion ensued regarding the United States Army Corps of Engineers' ("USACE") access and safety concerns related to the access to the Barker Dam, and its requirement

for a barrier at the crossing and maintenance of same. Mr. Kalkomey recommended the Board approve Change Order No. 3 in the amount of \$10,500 to remove the old access road culvert, regrade the backslope swale and add a backslope interceptor to drain the area. The Board determined that the Change Order No. 3 is beneficial to the District.

After review and discussion, and based on the engineer's recommendation, Director Nady moved to (1) approve Pay Estimate No. 6 in the amount of \$94,014.61 to Division III for the mid-block crossing project and Change Order No. 2 as an increase in the amount of \$10,800 to install signs for the Westheimer Parkway crossing, based upon the board's finding that the Change Order No. 2 is beneficial to the district and the engineer's recommendation; (2) approve Change Order No. 3 in the amount of \$10,500 to the District's contract for removal and replacement of CMP in Diversion Channel South, Areas 1 and 2, based upon the board's finding that the Change Order No. 3 is beneficial to the district and the engineer's recommendation; and (3) to construct the requested barrier at the crossing in Diversion Channel South, Areas 1 and 2 to USACE. Director Robinson seconded the motion, which passed unanimously.

REPORT FROM EVENTS DIRECTOR AND PARKS COMMITTEE RECOMMENDATIONS

Ms. Arceneaux discussed recent and upcoming Central Green events and plans to schedule a concert on July 4, 2021. Following discussion, the Board concurred to authorize Ms. Arceneaux to move forward with scheduling the July 4, 2021 concert.

She also presented an Agreement for Use of District Facilities for a District Sponsored Event with Samantha Walker for yoga classes and payments for same totaling \$3,900.

Discussion ensued regarding decorative planter columns placed on District property near the Dish Society restaurant. Following discussion, the Board agreed that nothing should be placed on District property without authorization and concurred to authorize ABHR to send a letter to Dish Society to request removal of the planter columns and to reinforce the District's property line.

Following review and discussion, Director Smith moved to approve a contract, as discussed, with Samantha Walker in the amount of \$3,900, subject to final legal review. Director Nady seconded the motion, which passed unanimously.

Director Duncan discussed an inquiry from a resident regarding placement of a memorial in the District's park. Following discussion, the Board concurred to refer the request to the parks committee to determine a resolution to this inquiry.

Discussion ensued regarding proposed trail rules to add to existing park rules. Following discussion, the Board concurred to refer the draft to the parks committee for further discussion.

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