

WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

May 26, 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 May 26, 2021, and the roll was called of the members of the Board:

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

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

Also present at the meeting were Robert Stowe, member of the public; Fran Matuska of F. Matuska, Inc.; 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 Marie Newsom, of Champions Hydro-Lawn, Inc. ("Champions"); Yvonne Arceneaux, District Park Manager; and Harry H. Thompson, Steve Robinson, Jane Miller and Michelle Maynard 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. Discussion ensued regarding potential in-person meeting at the Willow Fork Country Club. ABHR will confirm and follow-up with an update of space availability.

MINUTES

The Board next considered approving the minutes of the April 28, 2021, parks meeting. Director Nady moved to approve the minutes. Director Robinson seconded the motion, which carried unanimously.

SECURITY REPORT

Mr. Matthew Dunn reviewed the security report with the Board, a copy of which is attached. He discussed vandalism of gate arms at Exploration Park and replacement with solid metal gates. Mr. Andrew Dunn presented options for gate replacements. Discussion ensued.

Mr. Thompson said that the Board may need to convene in executive session to further discuss security controls and devices.

Mr. Thompson said that the District received a request for a copy of video surveillance tape from Willow Fork Park under the Texas Freedom of Information Act and said that ABHR is reaching out to the Texas Attorney General for further guidance.

Mr. Jarrett said that he would follow up with the Central Green canopy contractor regarding the security cameras at Central Green.

FRIENDS OF THE PARK

Mr. Stillman updated the Board on the status of replacement of plants damaged during the recent winter freeze and said he would bring a proposal to the June Board meeting to add gravel in a low spot near the arbor bench to soak up standing water. He said he is still working on a proposal for purchase and installation of an interpretive panel regarding the history of the Texas Western Narrow-Gauge Railroad in the Katy area. Mr. Stillman said he is working with the Katy Independent School District to schedule a fall art event.

BOOKKEEPER'S REPORT

Ms. Matuska reviewed the bookkeeper's report for parks, a copy of which is attached. After review and discussion, Director Robinson moved to approve the bookkeeper's report and payment of the bills, including additional check no. 5068, payable to DL Meacham in the amount of \$139,814.23 and subject to Board approval of pay estimates, as listed below in TBG's report. Director Nady 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. Discussion ensued regarding damage to District facilities caused by feral hogs and the Board concurred to request that Champions prepare and bring a proposal for trapping and relocation. Additional discussion ensued regarding standing water on the playground at Willow Fork Park and Mr. Schroeder said he would work with TBG to see if the drains could be modified for rain events to keep mulch from clogging drains.

Mr. Schroeder discussed a request received to install a library book box in the butterfly garden at Willow Fork Park. Following discussion, the Board concurred to defer the request to the parks committee for further discussion.

LANDSCAPE ARCHITECT REPORT

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

Mr. Jarrett provided an update on the status of the Central Green Shade Structure project with Johnson Fence and Masonry ("Johnson"). Discussion ensued regarding Johnson's estimated completion date for the project.

Mr. Jarrett reported the status of construction of Trails Package 2 and recommended that the Board approve payment of Pay Application No. 1 in the amount of \$5,031 and Pay Application No. 2 in the amount of \$14,538.72, both payable to DL Meacham.

Mr. Jarrett next discussed the status of construction of Trails Package 3 and recommended that the Board approve payment of Pay Application No. 2 in the amount of \$139,814.23, payable to DL Meacham.

Mr. Jarrett reviewed a proposal in the amount of \$22,500 from Vistex Graphics for Trail Etiquette signage. Discussion ensued regarding the proposed language. Following discussion, the Board concurred to table discussion on the proposal and request that TBG develop and circulate modified sign language, as discussed.

After review and discussion and based on the landscape architect's recommendations, Director Nady moved to (1) approve the landscape architect's report; and (2) approve the pay estimates, as recommended above. Director Smith seconded the motion, which passed by unanimous vote.

ENGINEERING REPORT

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

Mr. Kalkomey stated that bids were received for 2021 Va9 Outfall Replacement project and recommended that the Board award the contract to Canyon Construction Company ("Canyon") in the amount of \$119,205. The Board concurred that, in its judgment, Canyon was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project. Following review and discussion, Director Smith moved to award the contract for 2021 Va9 Outfall Replacement project to Canyon in the amount of \$119,205, based upon the engineer's recommendation and subject to approval of the payment and performance bonds and review of the certificate(s) of insurance and endorsements, if any, provided by the contractor. Director Robinson seconded the motion, which passed by unanimous vote.

Mr. Kalkomey next reported the status of construction of the Westheimer Parkway Underpass and recommended that the Board approve Pay Application No. 1 in the amount of \$43,054.20, payable to LN McKean, Inc.

Mr. Kalkomey updated the Board regarding the Diversion Channel Cleanout and recommended that the Board approve pay Application No. 13 in the amount of \$253,889.39, payable to Allgood Construction Co., Inc.

After review and discussion, and based on the engineer's recommendation, Director Nady moved to (1) approve the engineering report; and (2) approve the pay estimates, as recommended above. Director Smith seconded the motion, which passed unanimously.

REPORT FROM EVENTS DIRECTOR AND PARKS COMMITTEE RECOMMENDATIONS

Ms. Arceneaux discussed recent and upcoming Central Green events and additional events approved by Cinco Municipal Utility District No. 12 between November 2021 and January 2022 and requested approval of a Katy Magazine marketing fee to promote Central Green events. Following review and discussion, Director Nady moved to approve the Katy Magazine marketing fee in the amount of \$3850. Director Smith seconded the motion, which passed unanimously.

COMMUNICATIONS MATTERS

Mr. Thompson discussed with the Board the status of applications received from interested residents for possible appointment by the Board to fill the Board seat vacated by John Poulter.

CURRENT EVENTS

Director Robinson discussed current events, including the recent winter storm/freeze and the Electric Reliability Council of Texas' response to same, COVID19 issues, Association of Water Board Directors events and the 2021 Texas legislative session.

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 23, 2021 and concurred that the June 10, 2021 regular drainage meeting will be held in person at the Willow Fork Country Club, subject to club and quorum availability.

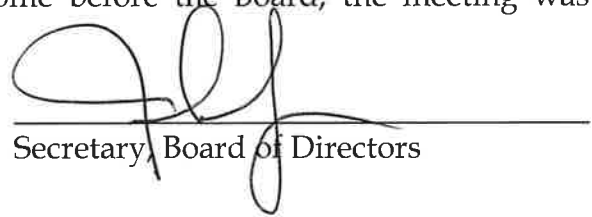
EXECUTIVE SESSION

At 2:01 p.m., the Board convened in Executive Session pursuant to Section 551.076 to deliberate the deployment, or specific occasions for implementation, of security personnel or devices, or a security audit.

OPEN SESSION

At 2:19 p.m., the Board reconvened in Executive Session. Following discussion in executive session, Director Smith moved to authorize On-Site Protection LLC to purchase and install combination locks, as discussed, at Exploration Park for an amount not to exceed \$1,500. Director Nady seconded the motion, which passed unanimously.

There being no further business to come before the Board, the meeting was adjourned at 2:20 p.m.


Secretary, Board of Directors

(SEAL)



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