

WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

April 28, 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 April 28, 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, except Director Poulter, thus constituting a quorum.

Also present at the meeting were Robert Stowe, member of the public; Fran Matuska of F. Matuska, Inc.; Matt Klein and Glenn Jarrett of TBG Partners ("TBG"); Neil Stillman, Friends of the Park; Matthew Dunn, Tom 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"); Allison Bognar, Director of Cinco Municipal Utility District No. 3 ("Cinco 3"); 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 March 24, 2021, parks meeting. Director Nady moved to approve the minutes, as submitted. Director Robinson seconded the motion, which carried unanimously.

SECURITY REPORT

Mr. Matthew Dunn reviewed the security report with the Board. Mr. Tom Dunn discussed with the Board wildlife encounters and control issues on District trails reported by trail users. Mr. Schroeder confirmed that signs are posted in and near trails warning trail users of possible encounters with wildlife on District trails and near District facilities.

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

FRIENDS OF THE PARK

Mr. Stillman updated the Board on the status of replacement of plants damaged during the recent winter freeze and reviewed a presentation, a copy of which is attached, regarding improvements to the butterfly garden. Discussion ensued regarding an appropriate time to reopen the park to host free, family, public events and the Board, following discussion, concurred to resume during June 2021 to be consistent with restart of events in Central Green. Mr. Stillman said that he would provide a potential list of outdoor programs to be presented to the Board at the next parks meeting.

Mr. Stillman next discussed with the Board developing an interpretive panel exhibit regarding the history of the Texas Western Narrow Gauge Railroad in the Katy area. Following discussion, the Board expressed an interest and concurred to request that Mr. Stillman bring a proposal for purchase and installation of an interpretive panel to the May parks meeting. Director Smith requested that Mr. Stillman coordinate development and placement of the panel with TBG.

BOOKKEEPER'S REPORT

Ms. Matuska reviewed the bookkeeper's report for parks, a copy of which is attached. After review and discussion, Director Nady moved to approve the bookkeeper's report and payment of the bills, including additional check nos. 5025 and 5026, both payable to Intext United for the District's Trails Signage and Wayfinding contract, subject to Board approval of those pay estimates as listed below in TBG's report. 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 a proposal in the amount of \$14,500 to chisel plow and reseed 3 acres within 32-acre park.

Following review and discussion the impact of pedestrian traffic across park turf, the Board concurred to table the proposal presented and defer discussion regarding same to the parks committee for further discussion with Champions and TBG.

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 contract (the "Contract") and recommended that the Board authorize ABHR to place the contractor on notice of the District's intent to withhold payments pursuant to Section 9.02 of the General Conditions of the Contract until the contractor makes a substantial effort, pursuant to Section 6.05 of the Contract, to put the project back on schedule for completion. Discussion ensued regarding the contractual and projected completion dates for the contractor.

Mr. Klein updated the Board regarding the Trails Signage and Wayfinding contract and recommended that the Board approve payment of Pay Estimate No. 6 in the amount of \$3,780 and Pay Estimate No. 7 and Final in the amount of \$13,935.32, both payable to Intext United. Mr. Klein also recommended the Board approve Change Order No. 1 deducting \$32,000 from the contract total. The Board determined that the Change Order No. 1 is beneficial to the District. Mr. Klein recommended that the Board accept the project as final.

After review and discussion, Director Nady moved to (1) approve the landscape architect's report; (2) authorize ABHR to place the Contract's contractor on notice of the District's intent to withhold payments, as discussed; (3) approve the pay estimates, as recommended above; (4) approve Change Order No. 1 deducting \$32,000 from the District's contract for Trails Signage and Wayfinding, based upon the board's finding that the Change Order No. 1 is beneficial to the district and the landscape architect's recommendation; and (5) accept the Trails Signage and Wayfinding project as final. Director Smith seconded the motion, which passed by unanimous vote.

The Board discussed the condition of the Blue Blocks from Exploration Park proposed for sale as District surplus.

The Board also discussed proposed signage to be placed by District trails regarding certain recommended etiquette for trail users.

Director Duncan requested to see proposed trail etiquette signage language before the signs are ordered and go to production.

ENGINEERING REPORT

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

Mr. Kalkomey discussed estimates for repair of outlets/interceptors Va9-15NE1, Va9-15NE2 and Va9-15NE3 east of the Grand Parkway. The Board discussed prioritizing interceptor pipe repairs and Mr. Schroeder recommended that the Board address repair to the 2 storm outfalls as soon as possible and discussed intermediary measures until a permanent solution can be reached. Mr. Kalkomey discussed a proposed schedule to advertise for bids for repair and Mr. Thompson discussed statutory requirements for projects in excess of \$75,000.

Mr. Kalkomey updated the Board regarding the mid-block crossing project. He recommended approval of Pay Estimate No. 7 in the amount of \$33,694.86, submitted by Division III.

Mr. Kalkomey reported regarding desilting of the final 8,200 linear feet of the Diversion Channel and recommended that the Board authorize LJA to close out the project and work with Champions to remove the access road and establish turf.

After review and discussion, and based on the engineer's recommendation, Director Smith moved to (1) approve LJA's report; (2) authorize LJA to advertise for repair of outlets/interceptors Va9-15ne1, Va9-15ne2 And Va9-15ne3 east of the Grand Parkway; (3) approve Pay Estimate No. 7 in the amount of \$33,694.86 to Division III for the mid-block crossing project; and (4) authorize LJA to close out the desilting project in the Diversion Channel and work with Champions to remove the access road and establish turf. Director Nady 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.

SALE OF SURPLUS PROPERTY

The Board discussed establishing a value for sale of surplus Blue Blocks from Exploration Park. Following review and discussion, Director Nady moved to approve a Resolution Declaring Surplus Property for a minimum value of \$1.00 per block and to

authorize the sale of such surplus property. Director Smith seconded the motion, which passed unanimously.

COMMUNICATIONS MATTERS

There was no discussion for this agenda item.

CURRENT EVENTS

Directors Robinson and Duncan 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 May 26, 2021.

EXECUTIVE SESSION

The Board determined it was not necessary to meet in executive session.

There being no further business to come before the Board, the meeting was adjourned at 2:19 p.m.

/s/ Joe Robinson
Secretary, Board of Directors

(SEAL)



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