

WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

June 23, 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 June 23, 2021, and the roll was called of the members of the Board:

Wendy Duncan	President
Dan Smith	Vice President
John Savage	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 Robert Stowe, member of the public; Fran Matuska of F. Matuska, Inc.; Glenn Jarrett and Matt Klein of TBG Partners ("TBG"); Neil Stillman, Friends of the Park; Thomas Dunn, Matthew Dunn and Andrew Dunn of On-Site Protection LLC ("On-Site"); Craig Kalkomey of LJA Engineering; Marie Newsom, of Champions Hydro-Lawn, Inc. ("Champions"); David Drake, Director of Cinco Municipal Utility District No. 7 ("Cinco 7"); Yvonne Arceneaux, District Park Manager; and Harry H. Thompson, 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

Mr. Stowe expressed his concern regarding funds diverted from the Trails 4 package project to the Fry Road underpass project and asked that the Board take into consideration that voters in the District originally approved bonds to construct these particular trails.

Mr. Drake requested that brush, weeds and high grass be trimmed back now in the park to eliminate potential shelter for snakes.

UPDATE ON COVID19 MATTERS

Mr. Thompson updated the Board regarding COVID19 matters and District operations. Discussion ensued regarding the catering cost per person for potential in-person meetings at the Willow Fork Country Club.

MINUTES

The Board next considered approving the minutes of the May 26, 2021, parks meeting. Director Nady moved to approve the minutes, as amended. Director Smith seconded the motion, which passed 4 to 0, with Director Savage abstaining from voting.

SECURITY REPORT

Mr. Matthew Dunn reviewed the security report with the Board, a copy of which is attached. Discussion ensued regarding options for deterring unauthorized after-hours gatherings in Exploration Park, including associated vandalism and other park damage and attempts to break into District storage facilities within Exploration Park. Mr. Thompson discussed penalties for violation of the District's Rate Order.

Discussion ensued regarding wildlife encounters and removals in Exploration Park and District drainage channels.

FRIENDS OF THE PARK

Mr. Stillman reviewed a proposal in the amount of \$2,282 to design, build and install an interpretive panel regarding the history of the Texas Western Narrow-Gauge Railroad in the Katy area. Mr. Stillman discussed a possible railroad program and dedication event following installation and said he is still working with the Katy Independent School District to schedule a fall art event. Following review and discussion, Director Nady moved to approve an amount up to \$2,500 to design, build and install the interpretive panel, subject to final review and approval by the parks committee. Director Smith seconded the motion, which passed unanimously.

Additional discussion ensued regarding management of the high grass areas to encourage germination of seasonal wildflowers.

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. 5118, payable to Pure Barre in the amount of \$450. Director Smith seconded the motion, which passed by a vote of 4 to 0, with Director Savage abstaining from voting.

Ms. Matuska announced that the District's current bank, BBVA Compass ("Compass") merged with PNC Bank and noted that Compass will no longer hold public fund accounts after October 8, 2021. Ms. Matuska said she will bring new depository recommendation to the next meeting to move District accounts to another bank.

CHAMPIONS MAINTENANCE REPORT

Ms. Newsom 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, feral hog and other wildlife population management and ongoing replacement of plants damaged during the winter freeze. Ms. Newsom reviewed a proposed budget amendment for additional mowing to manage high grass. Following additional discussion, the Board concurred to table discussion of the proposed budget amendment and to authorize Champions to trim back grass near golf holes that are most problematic due to muckiness and/or high grass. Director Nady discussed clean-up of trees along the Diversion Channel at the gabions near Mason Road.

LANDSCAPE ARCHITECT REPORT

Mr. Klein reviewed the landscape architect report, a copy of which is attached, and 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 substantial completion date for the project. Mr. Klein recommended that the Board approve payment of Pay Application No. 4 in the amount of \$26,528.40, payable to Johnson.

Mr. Klein next discussed the status of construction of Trails Package 3 and recommended that the Board approve payment of Pay Application No. 3 in the amount of \$44,926.53, payable to DL Meacham.

Discussion ensued regarding access and budget issues and agreements impacting the design of Trails Package 4. The Board discussed the reasons for its previous decision to divert funds from this proposed project to cover funding shortfalls for completion of the Fry Road underpass. Director Nady asked if the necessary right-of-way to continue access in front of the Equestrian Center could be redesigned to limit the proposed taking area. Director Duncan and Mr. Thompson commented regarding extensive but unsuccessful efforts to negotiate a fair and reasonable price for acquisition of trail right-of-way with the owner of the Equestrian Center.

Mr. Jarrett reviewed a proposal in the amount of \$22,500 from Vistex Graphics for Trail Etiquette signage. Discussion ensued regarding the proposed language modifications.

After review and discussion and based on the landscape architect's recommendations, Director Smith moved to (1) approve the landscape architect's report; (2) approve the pay estimates, as recommended above; (3) authorize reallocation of funds from Trails Package 4 to the Fry Road underpass project and authorize ABHR to prepare an agreement among the project contributors sharing the revised total cost to construct the project; and (4) approve a proposal in the amount of \$22,500 from Vistex Graphics for 16 park etiquette signs. Director Nady 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 updated the Board regarding the mid-block crossing project and recommended approval of Pay Estimate No. 8 in the amount of \$27,452.54, payable to Division III. He also requested that the Board approve Change Order No. 3 increasing the contract in the amount of \$5,700 and presented, as an option to the Board, Change Order No. 4 increasing the contract amount by \$26,600. Following discussion, the Board determined that Change Order No. 3 is beneficial to the District. Following review and discussion, Director Smith moved to, upon the recommendation of LJA and finding that LJA acted in good faith, approve Change Order No. 3. Director Robinson seconded the motion, which passed by a vote of 4 to 0, with Director Savage abstaining from voting. Additional discussion ensued regarding proposed Change Order No. 4. Following review and discussion, Director Smith moved to authorize ABHR to draft an offer letter to the contractor offering payment of half of the requested Change Order No. 4 amount. Director Robinson seconded the motion, which passed 4 to 0, with Director Savage abstaining from voting.

Mr. Kalkomey next reported regarding construction of the Westheimer Parkway Underpass and recommended approval of Pay Estimate No. 2 in the amount of \$150,539.40, payable to L.N. McKean, Inc. ("McKean"). He also recommended that the Board approve Change Order No. 1 as a net decrease to the contract in the amount of \$12,380. The Board determined that Change Order No. 1 is beneficial to the District.

After review and discussion, and based on the engineer's recommendation, Director Nady moved to (1) approve the engineering report; (2) approve the pay estimates, as recommended above; (3) upon the recommendation of LJA and finding the proposed change order beneficial to the District, approve Change Order No. 1 to the District's contract with McKean. Director Smith seconded the motion, which passed 4 to 0, with Director Savage abstaining from voting.

Mr. Kalkomey reviewed proposed Task Order No. 12 for design of the Fry Road Underpass. Following review and discussion, Director Smith moved to approve surveying proposed in the task order for an amount not to exceed \$8,000. Director Nady seconded the motion, which passed 4 to 0, with Director Savage abstaining from voting.

REPORT FROM EVENTS DIRECTOR AND PARKS COMMITTEE
RECOMMENDATIONS

Ms. Arceneaux discussed recent and upcoming Central Green events.

COMMUNICATIONS MATTERS

There was no discussion for this agenda item.

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 July 28, 2021 and concurred will be held in person at LJA's office.

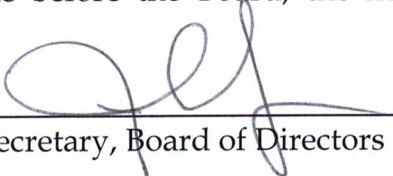
EXECUTIVE SESSION

At 2:01 p.m., the Board convened in Executive Session pursuant to Section 551.071 to discuss pending or contemplated litigation with the District's attorney.

OPEN SESSION

At 2:19 p.m., the Board reconvened in Executive Session. No action was taken by the Board.

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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