

MINUTES  
WILLOW FORK DRAINAGE DISTRICT

November 25, 2015

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in special session, open to the public, on November 25, 2015, at the Willow Fork Country Club, 21055 Westheimer Parkway, Katy, Texas, inside the boundaries of the District, and the roll was called of the members of the Board:

Richard Ward	President
April Renberg	Vice President
Joe Robinson	Secretary
Dan Smith	Assistant Vice President
John Poulter	Assistant Secretary

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

Also present at the meeting were Neal Stillman and Robert Serrett, residents of the District; Yvonne Arceneaux, Parks Director; Dray Holeman, Assistant Parks Director; Fran Matuska of F. Matuska, Inc.; Bob Wempe of AECOM; Matt Klein of TBG Partners ("TBG"); Joe Mattingly of Champions Hydro-Lawn, Inc. ("Champions"); and Stephen M. Robinson and Patti Porter Hopper of Allen Boone Humphries Robinson LLP.

MINUTES

The Board first reviewed the minutes of the October 28, 2015, Board meeting. After review and discussion, Director Poulter moved to approve the minutes. Director Renberg seconded the motion, which carried unanimously.

COMMENTS FROM DISTRICT RESIDENTS

Mr. Stillman introduced himself to the Board and asked if the Board had considered using a volunteer group to assist with management of the parks (other than Central Green). The Board stated they are still developing a plan for the passive parks. Mr. Stillman stated he would like to continue the conversation as the District develops its plans. The Board concurred it is receptive to ideas from the community.

SECURITY SERVICES

Director Poulter reported on security matters. Discussion ensued regarding December events at Central Green which may have several hundred attendees. He stated Deputy Spark recommended additional security during these events. The Board concurred to utilize the additional security as recommended.

## BOOKKEEPER'S REPORT

Ms. Matuska reviewed the bookkeeper's report, a copy of which is attached, including the checks presented for payment. After review and discussion, Director Robinson moved to approve the bookkeeper's report and payment of the bills. Director Renberg seconded the motion, which passed by unanimous vote.

## REPORT FROM CHAMPIONS HYDRO-LAWN

Mr. Mattingly discussed maintenance of Central Green and Falcon Landing Trail. He stated removal of the planters in front of the stone wall and replacement with concrete is scheduled for December. He stated a second tree has died at Central Green in the same location as the previous tree that died. He stated he is meeting onsite with TBG to determine the cause. Mr. Mattingly stated Champions will take over maintenance of Exploration Park on December 1, and trash pickup will be scheduled as it is needed. Director Poulter then moved to approve the report. Director Renberg seconded the motion, which carried unanimously.

## REPORT FROM TBG PARTNERS

Mr. Klein reported on landscape architect matters.

Mr. Klein updated the Board regarding Willow Fork Park and reviewed and recommended approval of Pay Estimate No. 1 in the amount of \$100,758.80, payable to Millis Development and Exploration. He stated the easements will need to be modified to accommodate CenterPoint facilities. He stated an access easement will be needed from Harris-Fort Bend Counties Municipal Utility District No. 5 for emergency vehicles.

Mr. Klein updated the Board regarding Exploration Park and stated the contractor is addressing punchlist and change order items. He stated the park will be closed December 14-18. The Board requested signs notifying the public be posted in advance.

Director Smith then moved to approve the report and the pay estimate. Director Renberg seconded the motion, which carried unanimously.

## ENGINEERING REPORT

Mr. Wempe updated the Board regarding engineering matters. A copy of the engineer's report is attached.

Mr. Wempe updated the Board regarding Willow Fork Park and stated he had no items for approval.

Mr. Wempe updated the Board regarding the Willow Fork Park Access Road and reviewed and recommended approval of Pay Estimate No. 3 in the amount of \$335,423.25, a six-day time extension, and Change Order No. 1 in the amount of \$84,070.08.

Discussion ensued regarding whether the parking lot will be opened prior to completion of the park. Mr. Klein stated he would discuss this matter with Katy Independent School District ("KISD").

Discussion ensued regarding traffic control during completion of the entrance/exit for Willow Fork Park. Mr. Wempe updated the Board regarding the traffic control program. He stated it has been forwarded to KISD.

Director Smith then moved to approve the engineer's report, the pay estimate, time extension, and change order. Director Poulter seconded the motion, which carried unanimously.

#### REPORT FROM PARKS DIRECTOR

Ms. Arceneaux updated the Board regarding Central Green matters, including a calendar of upcoming events and the budget. She requested approval to repair her current computer or buy a new one because her computer crashed. Director Renberg then moved to approve the report and purchase of a new computer and authorize Director Smith to approve the final cost, up to \$1,500. Director Smith seconded the motion, which carried unanimously.

#### PARKS COMMITTEE RECOMMENDATIONS

There were no updates.

#### NEW PROJECTS

No new projects were presented for consideration.

#### CURRENT EVENTS

Director Robinson updated the Board regarding current events. Mr. Robinson updated the Board regarding the IDA Desalination Conference held in September and discussed Cinco Municipal Utility District No. 1's plans to construct a desalination plant and well in the Jasper aquifer.

#### LEASES, EASEMENTS, AND OTHER REAL ESTATE MATTERS

There was no discussion on this item.

There being no other business to come before the Board, the meeting was adjourned.

(SEAL)



  
Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Bookkeeper's report.....	2
Engineer's report.....	2