

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

March 22, 2017

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in special session, open to the public, on March 22, 2017, 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
John Poulter	Secretary
Dan Smith	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.; Mary Coovert and Trina Maxwell, members of the public; Robert Stowe, Gregg Nady, Lisa Kinzel, and Neil Stillman, residents of the District; Yvonne Arceneaux, Parks Director; Andrew and Matthew Dunn of On-site Protection LLC ("On-site"); Dray Holeman, Assistant to Ms. Arceneaux; Bob Wempe of AECOM; Matt Klein of TBG Partners ("TBG"); Dawn Mouton and Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); and Annette Stephens and Patti Hopper of Allen Boone Humphries Robinson LLP.

Director Ward made a motion to recognize Director Poulter on his birthday. Director Renberg seconded the motion, and the Board voted unanimously to approve.

#### MINUTES

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

#### COMMENTS FROM THE PUBLIC

Mr. Stillman updated the Board regarding nature events at Willow Fork Park.

#### SECURITY SERVICES

Mr. Andrew Dunn reported on security matters, including car burglaries at Willow Fork Park, Exploration Park, and crime in the general vicinity. He reviewed a proposal to add cameras at Willow Fork Park to specifically read license plates ("LPR

cameras"). Mr. Dunn stated he and Director Poulter have been discussing ongoing security needs, including the Fort Bend County Deputy patrols at District parks in addition to the channels. Director Poulter stated Deputy Stark is retiring, and he and Mr. Dunn will interview his replacement. In response to a question from Director Ward, Mr. Dunn stated an LPR camera at Exploration Park would cost the same amount, plus the cost to bore under the road to provide electricity to a pole on the ditch side of the road. Director Smith then moved to approve the purchase and installation of the LPR cameras for both parks, including the costs to bore under the road at Exploration Park. Director Renberg seconded the motion, which carried unanimously.

Director Poulter moved to approve the report and payment of the security invoice. Director Renberg seconded the motion, which carried unanimously.

#### 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 Poulter moved to approve the bookkeeper's report and payment of the bills. Director Smith seconded the motion, which passed by unanimous vote.

#### CHAMPIONS MAINTENANCE REPORT

Mr. Schroeder reviewed the maintenance report, a copy of which is attached. Mr. Schroeder stated he met with SynLawn to discuss the options for the turf edges near the stage at Central Green.

Mr. Schroeder reviewed proposals for plantings at Exploration Park and Central Green. He stated the cost for Central Green is \$4,842.04 and \$12,759.37 for Exploration Park. Discussion ensued regarding replacement of the big tree at Central Green. The Board requested Champions to inspect the area to determine if the saturated soil and electrical issues still exist at that location which damaged the previous tree.

Mr. Schroeder stated the pavilion at Exploration Park needs to be power washed. After review and discussion, Director Smith moved to approve the report, approve the proposals for plantings at Exploration Park and Central Green, subject to a one year warranty being added to the proposals, and authorize power washing of the pavilion at Exploration Park. Director Poulter seconded the motion, which carried by unanimous vote.

#### PARK MANAGER REPORT

Ms. Mouton discussed parks management issues. She stated the electrical troubleshooting work at Central Green is ongoing. She updated the Board regarding preparation of Willow Fork prior to the Grand Opening.

## REPORT FROM TBG PARTNERS

Mr. Klein reported on landscape architect matters. A copy of the report is attached.

Mr. Klein presented a contract with Capital Architectural Signs for signage on the pedestrian bridge at Willow Fork Park. He stated the cost for the signage is \$12,000.00.

Mr. Klein updated the Board regarding Willow Fork Park and recommended approval of Pay Estimate No. 13 in the amount of \$148,912.20, payable to Millis, subject to completion of the punch list.

Mr. Klein reviewed the bid tabulation for Section 1 of Phase 3 of the trail system and recommended award of the contract to D. L. Meacham, the lowest responsible bidder, in the initial contract amount of \$1,193,700.00. Mr. Klein stated AECOM and ABHR are verifying ownership of future sections of the trail system.

Mr. Klein presented a geotechnical proposal for the additional bathrooms at Willow Fork Park.

Mr. Klein updated the Board on the status of the toddler playground at Exploration Park and recommended approval of Pay Estimate No. 3 in the amount of \$30,021.57, payable to D. L. Meacham.

After review and discussion, Director Smith moved to approve the report, approve the contract for signage for the pedestrian bridge at Willow Fork Park, approve Pay Estimate No. 13 for Willow Fork Park, authorize award of the contract for Section 1 of Phase 3 of the trail system, approve the geotechnical proposal for the additional bathrooms at Willow Fork Park, and approve Pay Estimate No. 3 for the toddler playground at Exploration Park. Director Renberg seconded the motion, which carried unanimously.

## ENGINEERING REPORT

Mr. Wempe reported on engineering matters.

## REPORT FROM PARKS DIRECTOR

Ms. Arceneaux reported on Central Green matters. She updated the Board regarding upcoming events, including the Willow Fork Park Grand Opening. She also presented contracts for a generator and vendors for the Grand Opening and requested approval of the budget for the event, including standby emergency medical services. Director Renberg then moved to approve the contracts and budget. Director Smith seconded the motion, which passed by unanimous vote.

PARKS COMMITTEE RECOMMENDATIONS

There were no additional recommendations.

CURRENT EVENTS

Director Robinson discussed current events concerning the Texas Legislature and rollback taxes.

REVIEW ACTION LIST AND DISCUSS MEETING SCHEDULE AND ITEMS FOR INCLUSION ON NEXT AGENDA

The Board concurred to have the next parks meeting on April 26, 2017, at the regular time.

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

(SEAL)



  
Secretary Board of Directors

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