

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

November 22, 2017

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, on November 22, 2017, at the regular meeting place inside the boundaries of the District, and the roll was called of the members of the Board:

Richard Ward	President
Dan Smith	Vice President
John Poulter	Secretary
Wendy Duncan	Assistant Vice President
Joe Robinson	Assistant Secretary

and all of the above were present, except Directors Ward and Poulter, thus constituting a quorum.

Also present at the meeting were Bob Wempe of AECOM; Tim Schauer, resident of the District; Rich Rankin of Severn Trent Services; Fran Matuska of F. Matuska, Inc.; Yvonne Arceneaux and Dray Holeman; Andrew and Matthew Dunn of On-site Protection LLC ("On-site"); Matt Klein of TBG Partners ("TBG"); Shea Walker and Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); and Annette F. Stephens and Patti Hopper of Allen Boone Humphries Robinson LLP.

MINUTES

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

COMMENTS FROM THE PUBLIC

Mr. Schauer stated he would have comments regarding the trail connections between the District and the Cinco Ranch Property Owner Association.

## SECURITY SERVICES

Mr. Matthew Dunn reported on security matters, including contacts with off-duty Sheriff's deputies.

Mr. Andrew Dunn reported on the status of security cameras at Exploration Park. He stated On-site continues to work with CenterPoint to provide power to the camera cross the street from Exploration Park. Discussion ensued regarding additional cameras at Central Green. The Board requested Mr. Dunn to provide a proposal for additional cameras. He also reported on security incidents at all parks and the surrounding area, including La Centerra.

## 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 Duncan seconded the motion, which passed by unanimous vote.

## CHAMPIONS MAINTENANCE REPORT

Mr. Schroeder reviewed the maintenance report, a copy of which is attached. He reviewed pictures of the remediation and replanting at Exploration Park. Mr. Schroeder requested authorization to install a plaque showing the high water mark reached due to Hurricane Harvey. He reviewed a proposal to replace the pea gravel to fill in voids at Exploration Park. The Board concurred to explore options in lieu of the pea gravel and requested Mr. Schroeder to contact Mr. Klein for suggestions.

Mr. Schroeder updated the Board regarding Phase 2 of the remediation of the Diversion Channel. Mr. Wempe discussed options for Phase 3 (hauling off or spreading). After discussion, Director Duncan moved to authorize the engineer to prepare the plans and specifications and advertise for bids for Phase 3 with options to spread the dirt and hauling it off. Director Robinson seconded the motion, which carried unanimously.

Ms. Mouton stated the surfaces at Exploration Park are being disinfected and testing of the soil and hard surfaces have been completed and the results are good.

## REPORT FROM TBG PARTNERS

Mr. Klein updated the Board regarding Section 1 of Phase 3 of the trail system and stated he had no items for approval.

Mr. Klein updated the Board regarding the Pedestrian Bridge and stated he had no items for approval. He stated the project is on hold pending the County completing work in Willow Fork at that location. Discussion ensued regarding whether the bridge

should be built to 100-year flood standards or 500-year flood standards. The Board concurred the benefit to building to 500-year flood standards did not justify the costs. Discussion ensued regarding the trail connections with CRPA, including a possible lease. Director Robinson requested the Board to table this matter until all Directors are present. Mr. Schauer stated the CRPA could build the connections on their property.

Mr. Klein recommended approval of an invoice to D. L. Meacham for additional signage at Exploration Park. Director Robinson moved to approve the report and invoice. Director Duncan seconded the motion, which carried unanimously.

After review and discussion, Director Robinson moved to approve the report. Director Duncan seconded the motion, which carried unanimously.

#### ENGINEERING REPORT

Mr. Wempe updated the Board regarding mid-block crossings.

#### HURRICANE HARVEY MATTERS

Mr. Rankin updated the Board regarding the status of the FEMA claim for assistance.

#### REPORT FROM PARKS DIRECTOR

Ms. Arceneaux updated the Board regarding upcoming events. She requested permission for St. Justin Martyr to provide a release to sing carols. Ms. Arceneaux stated she is reviewing additional marketing options.

#### PARKS COMMITTEE RECOMMENDATIONS

There were no Parks Committee recommendations.

#### CURRENT EVENTS

Director Robinson discussed current events, including the Federal funding for mitigation projects. He stated he received his required Public Funds Investment Act training and presented his certificate to Ms. Hopper for the District's permanent records.

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

The Board concurred to combine the next parks meeting with the drainage meeting on December 14, 2017, at the regular time at the offices of AECOM.

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



Secretary, Board of Directors

(SEAL)



ACTION LIST

1. The Board will hold the next meeting on December 14, 2017.

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