

WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

July 26, 2017

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in special session, open to the public, on July 26, 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
Dan Smith	Vice President
John Poulter	Secretary
Wendy Duncan	Assistant Vice President
Joe Robinson	Assistant Secretary

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

Also present at the meeting were Ken Braden, Robert Stowe, and Mike Price, residents of the District; Jim Cusack of Cinco Municipal Utility District No. 1; Fran Matuska of F. Matuska, Inc.; Yvonne Arceneaux, Parks Director; Andrew and Matthew Dunn of On-site Protection LLC ("On-site"); Matt Klein of TBG Partners ("TBG"); Jerry Schroeder, Lou Triche, and Dawn Mouton of Champions Hydro-Lawn, Inc. ("Champions"); and Stephen M. Robinson and Patti Hopper of Allen Boone Humphries Robinson LLP.

Director Ward updated the attendees regarding the Association of Water Board Directors conference in Corpus Christi.

MINUTES

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

REPORT FROM TBG PARTNERS

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

Mr. Klein updated the Board regarding Willow Fork Park and stated he had no items for approval. He updated the Board regarding the Harris-Fort Bend Counties Municipal Utility District No. 5 plantings. Mr. Klein recommended approval of the invoice for the bridge sign in the amount of \$12,000.00.

Mr. Klein updated the Board regarding Section 1 of Phase 3 of the trail system and stated work has started.

Mr. Klein updated the Board on the status of the toddler playground at Exploration Park and recommended approval of Pay Estimate No. 6 in the amount of \$17,958.52, payable to D. L. Meacham.

Mr. Klein updated the Board regarding the pedestrian bridge.

Mr. Klein stated Harris County may build below ground mid-block crossings along Channel T-103. He stated the County has asked if the District would participate in the costs at same level it would have paid for at-grade crossings. After discussion, Director Poulter moved to participate in the costs for the below ground crossings for the same amount the District would pay for at-grade crossings. Director Smith seconded the motion, which carried unanimously.

Mr. Robinson updated the Board regarding discussions with the Cinco Ranch and Falcon Ranch Homeowner Associations regarding the construction of trails on their properties and conveyance of those properties to the District. He stated the District cannot use bond proceeds to construct facilities on property it does not own, and the homeowner associations cannot divest assets without approval of their respective members. Mr. Robinson stated the District could construct the trails with maintenance and operation funds on an easement. The Board requested Mr. Klein to provide additional data regarding the scope of the system planned for homeowner association properties and cost estimates.

After review and discussion, Director Robinson moved to approve the report, approve Pay Estimate No. 6 for the toddler playground at Exploration Park, and the sign invoice. Director Duncan seconded the motion, which carried unanimously.

COMMENTS FROM THE PUBLIC

Mr. Stowe asked about the bridges in need of repair. The Parks Committee stated they would discuss it at their meeting. Mr. Cusack invited the Board to attend a tour of the reverse osmosis plant later in the year. Discussion ensued regarding the pathways behind Cinco Ranch High School. Mr. Klein stated he would reach out to the school district about the gates blocking walkers on those paths.

SECURITY SERVICES

Mr. Matthew Dunn reported on security matters, including contacts with off-duty Sheriff's deputies. Discussion ensued regarding a Venezuelan protest at Willow Fork Park. Mr. Dunn stated the group disbursed peacefully after Director Duncan met with the group's organizers. The Board concurred only non-corporate, personal events (i.e., birthday parties of no more than 20 people) can be held at Willow Fork Park and

Exploration Park. The Board requested Champions to have signs made to place at the Richard Ward Pavilion at Willow Fork Park notifying the public of same.

Mr. Andrew Dunn reported on security incidents at all parks and the surrounding area. He reported the gate arm at Willow Fork Park has been repaired and the new light has been installed.

Mr. Andrew Dunn reported to the Board the additional camera at Exploration Park will be operational as soon as CenterPoint installs the meter.

TABLET AND INTERNET SERVICE

Mr. Dunn reviewed a system being used by Onsite to track officers' time and location. He stated Ms. Arceneaux could be provided access to schedule and track persons assisting with various functions at Central Green. The Board requested the Parks Committee to discuss this matter and make a recommendation.

ARBITRAGE PROPOSAL

Mr. Robinson reviewed a proposal for OmniCap Group to prepare arbitrage calculations and reports as they become due on the District's outstanding bond issues. After review and discussion, Director Smith moved to approve the proposal. Director Duncan 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 Duncan seconded the motion, which passed by unanimous vote.

CHAMPIONS MAINTENANCE REPORT

Mr. Schroeder reviewed the maintenance report, a copy of which is attached. In response to a question from Director Ward, Ms. Mouton stated the fence modifications at Exploration Park have been completed. Discussion ensued regarding a dead sycamore tree at Exploration Park. The Board requested Champions to remove the tree now, but wait to replace it until the weather is more favorable.

PARK MANAGER REPORT

Ms. Mouton discussed cooling system for the electrical closet at Central Green. She stated the air conditioning company representative has been requested to provide a proposal.

ENGINEERING REPORT

Mr. Klein updated the Board regarding the water quality project. He stated he is working with the contractor to lower the slopes and move the trails.

RIGHT-OF-ENTRY AGREEMENT

Ms. Hopper reviewed a Right-of-Entry Agreement with Harris-Fort Bend Counties Municipal Utility District No. 5 to permit the District entry to their property to install landscaping. After review and discussion, Director Poulter moved to authorize execution. Director Duncan seconded the motion, which carried unanimously.

REPORT FROM PARKS DIRECTOR

Ms. Arceneaux reported on Central Green matters. She updated the Board regarding upcoming events. Ms. Arceneaux updated the Board regarding the talent show and Second Baptist event.

PARKS COMMITTEE RECOMMENDATIONS

There were no additional recommendations. Director Duncan stated the Parks Committee is still considering staffing for the parks since there are now three open parks.


CURRENT EVENTS

Director Robinson discussed current events concerning the Texas Legislature.

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

The Board concurred to have the next parks meeting on August 23, 2017, at the regular time.

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


Secretary, Board of Directors

(SEAL)



LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Landscape architect report	1
Bookkeeper's report.....	3
Maintenance report.....	3