

MINUTES
WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

August 24, 2016

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in special session, open to the public, on August 24, 2016, 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, except Directors Poulter and Robinson, thus constituting a quorum.

Also present at the meeting were Gregg Nady, Mike Price, Robert Stowe, and Ken Braden, residents of the District; Yvonne Arceneaux, Parks Director; Andrew and Matthew Dunn of On-site Protection LLC; Dray Holeman, Assistant to Ms. Arceneaux; Fran Matuska of F. Matuska, Inc.; Matt Klein of TBG Partners ("TBG"); Dawn Mouton and Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); and Annette F. Stephens and Patti Porter 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 Ward moved to approve the minutes. Director Smith seconded the motion, which carried unanimously.

COMMENTS FROM THE PUBLIC

Mr. Nady requested the Board to consider accelerating the construction of the sidewalk on the north side of the Willow Fork Park. Mr. Klein stated he would determine when that trail is scheduled for construction pursuant to the District's master park plan.

SECURITY SERVICES

Director Ward stated that two citations were issued to people on dirt bikes. Mr. Andrew Dunn reported on security matters. He stated he is coordinating the deputy phase out with Deputy Stark. He discussed internet access and service at Central

Green. He recommended the District use one simple guest passcode for Central Green visitors. He stated the router should have a secure guest wireless to provide access to visitors and protect the network equipment from intrusion. He stated On-Site has addressed this issue.

Mr. Dunn stated the Central Green internet service needs to be reconfigured to a business class with a statically assigned IP address. He recommended the Board switch to Verizon which has a \$95.00 monthly charge. He stated the additional work required by On-Site should cost no more than \$300.00. Director Renberg moved to approve switching to Verizon as long as the monthly charge does not exceed \$150.00 per month and the additional work to coordinate same at a cost not to exceed \$300.00. Director Smith seconded the motion, which carried unanimously.

Director Renberg then moved to approve the report and security payments. Director Smith 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. She also reviewed a draft budget for the fiscal year ending September 30, 2017. After review and discussion, Director Renberg 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 added funds to the budget for power washing the pavilion at Exploration Park. He updated the Board regarding the "Make It Rain" wall repair. He stated the additional fence at Exploration Park is complete. Mr. Schroeder reviewed pictures of Willow Fork Park.

Mr. Schroeder reviewed a proposal for cleaning out the silt on T-103-02-00. He stated the estimated cost is \$16,839.00. Director Smith then moved to approve the proposal. Director Renberg seconded the motion, which carried unanimously.

Mr. Schroeder reviewed a proposal to remove a silt plug from T-103-01-00 for a cost of \$8,189.50.

Mr. Schroeder reviewed a proposal to remove silt from T-103-01-01 and T103-01-00 for an estimated cost of \$129,246.40 which includes hauling. He stated the cost may be reduced if not as many hauls are needed. He stated he will need to get permission from the golf course. Director Smith moved to approve both repairs not to exceed \$132,246.40 for the larger repair. Director Renberg seconded the motion, which carried unanimously.

PARK MANAGER REPORT

Ms. Mouton discussed parks management issues. She reviewed the contractor repairing the hill has requested for half the payment in advance. Director Smith then moved to approve payment. Director Renberg 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 reviewed and recommended approval of Pay Estimate No. 9 in the amount of \$221,729.83, payable to The Millis Group, Inc.

Mr. Klein updated the Board regarding the toddler playground at Exploration Park and requested authorization to advertise for bids. He also reviewed a letter from a certified playground inspector indicating preliminary approval of the plans, subject to the final material used for the beads.

Director Renberg then moved to approve the report, the pay estimate for Willow Fork Park, and to advertise for bids for the toddler playground. Director Smith seconded the motion, which carried unanimously.

ENGINEERING REPORT

Mr. Wempe reported on engineering matters and reviewed and recommended approval of Pay Estimate No. 7 and Final in the amount of \$110,807.12, payable to Millis for Willow Fork Park and Change Order No. 2 in the amount of \$(38,566.).

Mr. Wempe reviewed the electrical inspection report for Central Green and discussed the recommended repairs. He recommended the Board solicit three proposals for the repairs.

The Board requested Mr. Klein to determine who is performing the electrical inspection at Willow Fork Park. Director Smith moved to approve the pay estimate and change order. Director Renberg seconded the motion, which carried unanimously.

REPORT FROM PARKS DIRECTOR

Ms. Arceneaux updated the Board regarding Central Green matters.

PARKS COMMITTEE RECOMMENDATIONS

There were no additional recommendations.

FRIENDS OF THE PARK GUIDELINES

The Board reviewed the Mission Statement and Guidelines for Friends of the Park. After review and discussion, Director Smith moved to adopt the Mission Statement and Guidelines. Director Renberg seconded the motion, which carried unanimously.

NEW PROJECTS

No new projects were presented for consideration.

CURRENT EVENTS

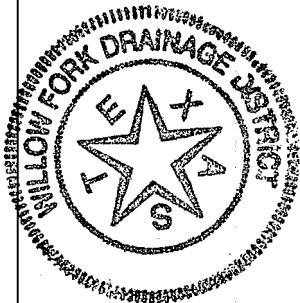
There were no current events.

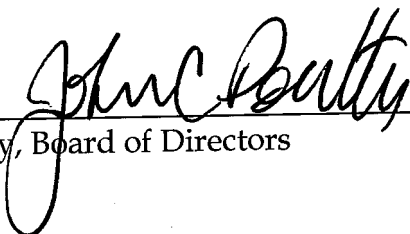
LEASES, EASEMENTS, AND OTHER REAL ESTATE MATTERS

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

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