

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

August 23, 2017

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in special session, open to the public, on August 23, 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, Director Smith, thus constituting a quorum.

Also present at the meeting were Matt Froelich and Janet Chapman of BGE; Bob Wempe of AECOM; Ken Braden, Robert Stowe, Gregg Nady, Kenneth Gandy, Susan Broccolo, and Mike Price, residents of the District; Fran Matuska of F. Matuska, Inc.; Yvonne Arceneaux, Parks Director; Andrew and Matthew Dunn of On-site Protection LLC ("On-site"); Matt Klein and Sean Hewitt of TBG Partners ("TBG"); Jerry Schroeder and Dawn Mouton of Champions Hydro-Lawn, Inc. ("Champions"); and Annette 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 Poulter moved to approve the minutes. Director Robinson seconded the motion, which carried unanimously.

COMMENTS FROM THE PUBLIC

Mr. Stowe stated a tropical storm is headed toward the Texas coast. He also thanked the Board for the trails in his area.

Mr. Nady updated the Board regarding the Friends of the Park events.

In response to a question from Mr. Stowe, the Board stated they are researching ownership of the nature trail.

Mr. Gandy requested permission to use Willow Fork Park for a club cross-country track meet. Director Poulter suggested that the Board contact Katy Independent School District to determine if there is a conflict. Director Duncan stated

the Board has determined that Willow Fork Park should be for passive use only for three years. Director Duncan requested Mr. Gandy to email her with the information for the Parks Committee to consider.

Ms. Broccolo requested the Board allow her Fit for Mom group to use the Park for fitness classes. The Board requested her to provide additional information for the Parks Committee consideration.

Mr. Braden updated the Board regarding the gate behind Cinco Ranch High School. He stated the property belongs to Harris County Flood Control District.

Mr. Froelich requested an easement from the District to the North Fort Bend Water Authority along the channel near the high school for a 48-inch water line. In response to a question from the Board, Mr. Wempe stated he has requested the Authority to provide plans prior to construction. Ms. Stephens stated she is making slight modifications to the easement and has requested a side letter regarding the restoration of District facilities in the event of damage. She stated no action was needed today.

#### SECURITY SERVICES

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

Mr. Andrew Dunn reported on security incidents at all parks and the surrounding area. In response to a question from Mr. Price, Mr. Dunn explained right-of-way rules on trails.

#### BOOKKEEPER'S REPORT

Ms. Matuska reviewed the bookkeeper's report, a copy of which is attached, including the checks presented for payment. Ms. Matuska reviewed a draft parks budget for the fiscal year ending September 30, 2018. 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.

#### REPORT FROM TBG PARTNERS

Mr. Hewitt updated the Board regarding Section 1 of Phase 3 of the trail system and recommended approval of Pay Estimate No. 1 in the amount of \$239,262.75, payable to D. L. Meacham.

Mr. Hewitt updated the Board on the status of the toddler playground at Exploration Park and recommended final acceptance.

Mr. Hewitt reviewed the bid tabulation for the pedestrian bridge and recommended award of the contract to Division III Constructors in the initial contract amount of \$666,320.00.

Mr. Hewitt updated the Board regarding Harris County's proposal for below ground mid-block crossings along Channel T-103.

After review and discussion, Director Robinson moved to approve the report, approve Pay Estimate No. 1 for the trails, accept the toddler playground at Exploration Park, and award the contract for the bridge. Director Duncan seconded the motion, which carried unanimously.

#### 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 storm preparedness. The Board requested Champions to inspect all District park and drainage facilities and take preventive measures.

#### PARK MANAGER REPORT

Ms. Mouton updated the Board regarding the electrical repairs and installation of the HVAC system in the electrical room.

#### ENGINEERING REPORT

Mr. Wempe updated the Board regarding the water quality project. He stated he is working with the contractor to lower the slopes and move the trails. Mr. Wempe reviewed reports for the two bridges constructed prior to the District having park powers. The Board concurred to continue to review the reports and take action at a later meeting.

#### 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.

#### PARKS COMMITTEE RECOMMENDATIONS

Director Duncan stated the Parks Committee considered staffing for the parks and recommended no additions to staffing at this time.

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 September 27, 2017, at the regular time.

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

  
Secretary, Board of Directors

(SEAL)

