

MINUTES
WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

December 28, 2016

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in special session, open to the public, on December 28, 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, thus constituting a quorum.

Also present at the meeting were Gregg Nady, resident of the District; Ana Roman of K Camp Arts; Yvonne Arceneaux, Parks Director; Andrew and Matthew Dunn of On-site Protection LLC ("On-site"); Dray Holeman, Assistant to Ms. Arceneaux; Matt Klein of TBG Partners ("TBG"); Lou Triche, Dawn Mouton, and Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); 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 Renberg seconded the motion, which carried unanimously.

COMMENTS FROM THE PUBLIC

Ms. Roman introduced herself and invited the Board to attend a gala on January 6 at Las Alamedas at 6:30 p.m. She stated the Board will be honored for their dedication to the arts and the community.

Mr. Nady recommended the Board partner with Harris County to build the portion of the trail system that is located in Harris County.

SECURITY SERVICES

Mr. Andrew Dunn stated the monitoring company had to request persons to leave Exploration Park in the middle of the night.

Director Smith stated he had received several complaints about car break-ins at Exploration Park. Mr. Dunn stated a pole was installed for the installation of a camera, but power is needed. He stated he would bring a proposal for providing power and installing a camera to the next meeting.

Director Poulter stated a citation was issued to a person operating a motorized vehicle along one of the channels. Mr. Dunn stated the deputies were requested to increase patrols along the channels.

Discussion ensued regarding security reports. The Board concurred On-site only needs to present a report at future parks meeting.

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 there is a small tear on the turf in front of the stage at Central Green. He stated SynLawn has been contacted to make the repair.

Ms. Mouton stated a meeting was held on December 14 to review electrical issues. In response to a question from Director Smith, Ms. Mouton stated she should have a proposal for repairs at the drainage meeting.

Mr. Schroeder stated he would bring proposals for plantings at Exploration Park and Central Green in the Spring.

Ms. Arceneaux stated the sinks and soap dispensers are leaking in the restrooms at Central Green.

PARK MANAGER REPORT

Ms. Mouton discussed parks management issues.

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 the Entouch work is complete, and the Comcast lines will be moved once a right of entry agreement is received and costs are confirmed.

Mr. Klein updated the Board on the status of the construction contracts with D. L. Meacham for the toddler playground at Exploration Park.

Mr. Klein updated the Board on matters concerning Phase 3 Trails. Mr. Klein reviewed Alta's mid-block crossing recommendations. After review and discussion, Director Smith moved to approve the plans as presented and authorize a meeting with Commissioner Meyers and Fort Bend County Engineering to obtain approval. Director Poulter seconded the motion, which carried unanimously.

ENGINEERING REPORT

The Board did not receive a report on engineering matters.

REPORT FROM PARKS DIRECTOR

Ms. Arceneaux reported on Central Green matters. She requested approval of the Valentine's Day event and the advertising contract for 2017. Director Smith moved to approve the report, the Valentine's Day event, and the 2017 advertising contract. Director Poulter seconded the motion, which carried unanimously.

PARKS COMMITTEE RECOMMENDATIONS

There were no additional recommendations.

CURRENT EVENTS

Director Robinson discussed current events concerning the North Fort Bend Water Authority, infrastructure, and KISD Stadium.

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

The Board concurred to have the next parks meeting on January 25, 2017, at the regular time.

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

(SEAL)




Secretary, Board of Directors