

MINUTES OF MEETING
OF THE
BOARD OF DIRECTORS

October 18, 2018

THE STATE OF TEXAS §
COUNTY OF HARRIS §
HARRIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 96 §

The Board of Directors (the “Board”) of Harris County Water Control and Improvement District No. 96 (the “District”) met in special session, open to the public, at 6:30 p.m. on Thursday, October 18, 2018, at 7930 Fall Creek Bend, Humble, TX 77396, a meeting place of the Board inside the boundaries of the District, whereupon, the roll was called of the members of the Board, to-wit:

Lonnie Jackson	-	President
Brett Sileo	-	Vice President
Ben Bates	-	Secretary
Linda Ihns	-	Assistant Secretary
Amber Hurd	-	Assistant Secretary

All members of the Board were present except Directors Sileo and Hurd, thus constituting a quorum.

Also attending the meeting were Kas Wright and Jarrod Lee of Lifestyle Directors, Inc. (“Lifestyle”), recreation director for the District Park; and Ryan E. LaRue of Sanford Kuhl Hagan Kugle Parker Kahn LLP (“SK Law”), attorneys for the District.

The meeting was called to order at 6:30 p.m. Copies of the notices of the meeting are attached hereto.

DISCUSS LONG TERM MAINTENANCE PLAN FOR PARK/SPORTS COMPLEX

The Board opened the meeting to a discussion of formulating a long term maintenance plan for the Park/Sports Complex (the “Park”) within the District. The Board reviewed and discussed the Landscape Management Contract between the District and Spencer Outdoor LLC (“Spencer”). The Board also reviewed and discussed the Maintenance List prepared by Ms. Wright and Mr. LaRue, a copy of which is attached hereto, which details the maintenance performed by Spencer, the maintenance performed by third party contractors, and certain maintenance items which may need to be considered by the Board. The Board requested that Ms. Wright discuss with representatives of Spencer the maintenance items listed in the Contract to assure that the work listed is being performed. The Board also requested that Ms. Wright request that a representative of Spencer attend the next meeting of the Board to discuss such matter.

The Board next discussed maintenance of the baseball fields in the Park. The Board discussed the possibility of bifurcating maintenance of the baseball fields and maintenance of the Pavilion within the Park. The Board determined to discuss such matter at the next meeting of the Board.

Ms. Wright submitted to and reviewed with the Board proposals for improvements to the baseball fields, especially providing better drainage of the fields, as discussed at the previous meeting, Copies of the proposals, as well as the report detailing the scope of work in each proposal prepared by Ms. Wright, are attached hereto.

After discussion, the Board requested that Ms. Wright obtain additional information regarding the proposals submitted, and report back to the Board at the next meeting.

THERE being no further business to come before the Board, the meeting was adjourned.

PASSED, APPROVED AND ADOPTED, this 6th day of November, 2018.




Secretary, Board of Directors

9
USA/13

1330883
10/11/2018 PERSONAL
\$9.00 MPR - NOTICE MTG

OR
AGENDA
HARRIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 96

Notice is hereby given pursuant to V.T.C.A. Government Code, Chapter 551, that the Board of Directors of Harris County Water Control and Improvement District No. 96 will meet in special session, open to the public, at 6:30 p.m., on **Thursday, October 18, 2018**, within the District, at **7930 Fall Creek Bend, Humble, Texas 77396**, at which meeting the following items will be considered:

1. Discuss and formulate comprehensive long term maintenance plan for Park/Sports Complex, and take any action thereon.

Pursuant to V.T.C.A. Government Code, Chapter 551, the Board of Directors may convene in closed session to discuss matters relating to pending or contemplated litigation, personnel matters, or real estate transactions.

EXECUTED this 11th day of October, 2018.

HARRIS COUNTY WATER CONTROL
AND IMPROVEMENT DISTRICT NO. 96

By: *Julianne B. Kugle*
Julianne B. Kugle
Sanford Kuhl Hagan Kugle Parker Kahn LLP



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

2018 OCT 11 AM 11:22

FILED

CERTIFICATE OF POSTING OF NOTICE OF MEETING

THE STATE OF TEXAS §

COUNTY OF HARRIS §

HARRIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 96 §

I, Jennifer Murillo, the undersigned, hereby state that I posted the attached Notice of Meeting of the Board of Directors of Harris County Water Control and Improvement District No. 96 at 7930 Fall Creek Bend, Humble, Harris County, Texas, the location inside the boundaries of the District designated for the posting of agendas, on the 11th day of October, 2018 at 11:40 o'clock a.m., which time was not less than 72 hours prior to the scheduled time of the meeting.

Jennifer Murillo
(Name)

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HARRIS COUNTY WATER CONTROL
AND IMPROVEMENT DISTRICT NO. 96

By: _____

Julianne B. Kugle
Julianne B. Kugle

Sanford Kuhl Hagan Kugle Parker Kahn LLP



CERTIFICATE OF POSTING OF NOTICE OF MEETING

THE STATE OF TEXAS §

COUNTY OF HARRIS §

HARRIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 96 §

I, Mary Drews, the undersigned, hereby state that I posted the attached Notice of Meeting of the Board of Directors of Harris County Water Control and Improvement District No. 96 in the administrative office, 1980 Post Oak Boulevard, Suite 1380, Houston, Texas on October 11, 2018 at 10:00 o'clock a.m., which time was not less than 72 hours prior to the scheduled time of the meeting.

Mary Drews
Mary Drews

AGENDA
HARRIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 96

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EXECUTED this 11th day of October, 2018.

HARRIS COUNTY WATER CONTROL
AND IMPROVEMENT DISTRICT NO. 96

By: _____

Julianne B. Kugle
Julianne B. Kugle

Sanford Kuhl Hagan Kugle Parker Kahn LLP



FALL CREEK SPORTS COMPLEX MAINTENANCE LIST

SOCCER FIELD		
Spencer Contract	Third Party Contractor	Wish List
METS (88x)		Placement of signage to restrict field usage when necessary
Turf Fertilization (3x)		Routine checking of boulder placement to prevent vehicular access to soccer fields
Turf Fertilization – Rye (1x)		Garbage collection at end of gravel road around cul-de-sac (1x/week)
Rye Overseeding (1x)		General garbage collection on fields and trash cans (2x weekly)
Soil Aeration (2x)		

BASEBALL FIELD		
Spencer Contract	Third Party Contractor	Wish List
METS (88x)	New soccer nets (2x – Spring & Fall)	Dry Dirt for water absorption
Turf Fertilization (3x)		Additional turf fertilization
Turf Fertilization – Rye (1)		Additional spike drags
Rye Overseeding (1x)		Additional Mound/Plate/Lip Removal Repair
Soil Aeration (2x)		Additional top dressing – extra 1x
Pre-Season Spike Drag (2x)		Wasp and Bee Control
Mound/Plate/Lip Removal Repair (2x)		General garbage collection on fields and trash cans (2x weekly)
Pre-Season Infield top-dressing		Infield dirt delivery/disperse (fall & spring seasons)

FALL CREEK SPORTS COMPLEX MAINTENANCE LIST

PAVILION / PLAYGROUND		
Spencer Contract	Third Party Contractor	Wish List
METS (42x) – Irrigated and non-Irrigated	Grill cleaning, power washing, and painting (3x – Spring, Summer, Fall)	Mulching playground annually
Fertilization?	Electrical Inspection – Empire Electric (4x – Qtrly)	Additional mulching (shrub, ground cover, tree rings)
Fertilization Rye?		Wasp & Bee Control
Rye Overseeding?		Seasonal planting of flowers? Fill-bare spots with seasonal planting or more shrubbery particularly if something dies
Manual weed control (52x) [Shrub & ground cover]		Police garbage in dumpster area (1x/week)
Shrub Fertilization (3x)		Power wash dumpster area (1x/month)
Shrub Pre-emergent (2x)		Tree pruning (2x)
Shrub Trimming (42x)		Mulching flower beds (2x)
Manual Weed control (52x) [Mulch bed & tree rings]		
Mulch (1x)		
Irrigation Inspection Repairs (52x)		
Soil Aeration (2x)?		
Playground Weed Monitoring (42x)		
Fire Ant Control (broadcast) (2x)		
Fire Ant Control (52x)		

TRAILS		
Spencer Contract	Third Party Contractor	Wish List
METS (42x) – Irrigated & Non-Irrigated?		Trees trimmed along walking path regularly
Site Clean Up and Trash Removal (88x)		Inspection for dead trees (quarterly or monthly) to avoid hazards
Fire Ant Control (52x)		Picnic site clean-up and garbage removal
		Fire Ant Control (additional)
		Mosquito control and/or mosquito donut treatments in some standing water areas

**Fall Creek Sports Complex
Baseball Field Improvements
October 18, 2018**

Company	Price	Scope of Work	Time	Suggestions for Future Maintenance
The Spencer Company	\$7,500	<ul style="list-style-type: none"> • Define turf edge for baseline & radius • Lower turf along baseline & radius 1-2 feet • Fill low clay areas with infield conditioner 	3 days	Not recommended.
Champions	\$28,500	<ul style="list-style-type: none"> • Cut sod edges 6-8 feet in outfield • Cut sod 3 feet around infield turn and baselines, including pitcher's mound • Till & redistribute infield soil to correct grade • Add new infield mix to correct low areas • Install new sod borders in infield and outfield 	4-6 weeks, ideal to completely close fields	Recommend weekly to quarterly maintenance. Champions can put together a proposal for the work.
PGMS	\$11,765	<ul style="list-style-type: none"> • Cut all lips and level around skinned areas up to 3 feet depending on drainage needs • Remove sod beyond field dimensions • Fill low clay areas with new clay and infield conditioner to correct grade • Install new sod on baselines from home to first and third to home • Install new sod borders in infield and outfield 	4 days, fields can stay open during work	Recommend ongoing maintenance program. PGMS can put together a proposal for the work.
BGE	\$5,500	<ul style="list-style-type: none"> • Make recommendations • Prepare Site Grading & Drainage Plan • Proposing a 2% grade instead of existing 1% grade from original construction and possibly adding drains along fence line 		Recommend regular aeration of fields to allow water to percolate into ground.



Proposal No. 26131-1
 Sheet No. 1
 Date 10/1/2018

Work to be performed at:

Project Fall Creek Sports Complex
(Baseball Field #1 and #2)

Owner/Purchaser W.C.I.D.#96
 Date of Plans N/A
 Landscape Architect N/A

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of landscaping for the above project in compliance with **Spencer Outdoor LLC** ("Contractor") specifications ("Specifications") and as provided below:

Define/expand turf edge for baselines and radius; lower turf along baselines and radius (1"-2"); prepare the infield clay (fill low areas adjacent to home plate; cultivate and incorporate infield conditioner and finish grade) using 10 bags of Select Red Conditioner.

All of the above described work is to be completed for the sum of Seven Thousand Five Hundred and 00/100 Dollars(\$ 7,500.00).

plus applicable State, City and County sales tax, with payment to be made to Contractor within 10 days from completion of the job. If not paid when due, the balance shall bear interest at 1-1/2% per month from due date until paid in full. Any alteration of deviation from the above involving extra costs, will be executed only upon written orders, signed by Contractor and Owner/Purchaser, and will become an extra charge over and above the above-stated contract price. In the event that the performance by Contractor of any of its materials or services hereunder shall be interrupted or delayed by any occurrence not caused by Contractor, such as acts of God, strikes, accidents or delays beyond Contractor's control, the Contractor shall be excused from such performance for such a period of time as is reasonably necessary after such occurrence to remedy the effects thereof.

Respectfully Submitted,
 Spencer Outdoor LLC

By:  Name: Jimmy Roberts Title: Customer Service Manager

NOTE: This proposal may be withdrawn by Contractor if not accepted within 60 days from the date of this proposal. Your acceptance of this proposal by signing and returning one copy prior to Contractor's withdrawal will constitute a contract.

ACCEPTANCE

By: _____ Name: _____ Title: _____
 Date: _____

The Spencer Company - Additional Information for Baseball Improvements

- 1) Will the expansion and definition of the turf edge be done by hand or with a machine? Laser?
Answer: the baselines and infield radius will be measured, identified by string line and marking paint and then cut/defined using a sod cutter.
- 2) How much infield clay is 10 bags? Brand/quality? Answer: There is no infield clay. The 10 bags included in the proposal is a conditioner (i.e. Select Red Conditioner).
- 3) How is the grading completed? Machine? Hand? Packed? Will this help with absorption in the future? **Answer: All grading will be done by hand and compacted using a Vibratory Plate Compactor.**
- 4) Since the work is so extensive, will the fields have to be closed for any amount of time? If so, would it be one at a time or both? When? **Answer: All work will be completed in a period of 3 days. Closure would be ideal, but not necessary.**
- 5) How often would work like this need to be completed going forward? Do you suggest adding work like this to your existing contract? Etc... **Answer: The frequency of this type of restoration is largely dependent on how well the infield/skinned areas are maintained (i.e. graded, groomed, watered, etc.) throughout the year, but in most cases should only be required every 2-3 years. Due to the varying condition, frequency and scope of work (i.e. some years may require more work than others), we would not recommend adding this as a contracted service.**
- 6) Have you all done work like this on other baseball fields? If so, where and when? **Answer: We did this same project last year at Camp Sienna and have done it there multiple times in the past.**

Jimmy Roberts, TCLP



HARRIS COUNTY
WATER CONTROL & IMPROVEMENT DISTRICT
NO. 96

Fall Creek Sports Complex
Baseball Field #1 & #2 Rehab
October 5, 2018



13226 Kaltenbrun ~ Houston, Texas 77086 ~ Phone: 281-445-2614 ~ Fax: 281-445-2349

Account Representative: Phil Halbert ~ Email: phalbert@champhydro.com

Champions Hydro-Lawn, Inc.

13226 Kaltenbrun Houston, TX 77086
281/445-2614 - office 281/445-7287 - fax

Company: HC WCID 96
Attn: Kasaundra Wright
Date: 10/05/2018
Street: 1980 Post Oak Blvd Suite 1380
City, State: Houston, TX 77056
Phone: 713-850-9000 Fax: 713-850-1330
E-mail: RecDirector@FallCreekLife.com

Estimate for: Fall Creek Sports Complex

Proposed Activities: Rehabilitation and Turf Establishment of Baseball Field #1 & #2
at the Fall Creek Sports Complex owned by HC WCID 96.

Rehabilitation of site to include:

- 1st & 3rd Baselines – Approximately 120 Ft Long X 3 Ft Wide (Yellow)
- Infield Edge - Approximately 205 Ft Long X 3 Ft Wide (Blue)
- Outfield Edge - Approximately 160 Ft Long X 6-8 Ft Wide (Red)
- Home Plate - Approximately 50 Ft Long X 3 Ft Wide (Orange)
- Pitcher's Mound - Approximately 55 Ft Long X 3 Ft Wide (Green)

Renovation Plan

1. Remove sod.

Cut Sod edges (6 - 8 ft off back arch, 3 ft on the infield turf, 3 ft on baselines and 3 ft circle around home plate and pitcher's mound) remove sod from problem areas exposing extra soil material beneath the sod that was the reason for the lips around the infield.

2. Redistribute infield soil material to correct grade.

Break up/till infield soil material so it can be moved around and redistributed back to grade. Regrade to desired level. (25 yards of new Infield mix will be added per field)

3. Install new sod.

Sod can be installed. Sod is then rolled to help ensure the newly installed bermudagrass sod is making full contact with the soil.

Sum of \$14,250.00 per Baseball Field

Total Cost of Project: \$28,500.00

Payment: Due upon completion of project.

WE PROPOSE TO HEREBY FURNISH MATERIAL & LABOR, COMPLETE IN ACCORDANCE W/ ABOVE SPECS, for the sum of: **TWENTY EIGHT THOUSAND FIVE HUNDRED DOLLARS AND ZERO CENTS (\$ 28,500.00). Tax To Apply If Applicable.** As above, upon completion any unpaid balance after 30 days will be charged 1 ¼% interest. Any material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

Authorized Signature _____
Philip Halbert/Water Districts Service Account Manager

This proposal may be withdrawn by CHL if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL: The above prices, specs and conditions are satisfactory and are hereby accepted. CHL is authorized to do the work as specified. Payment will be made as outlined above. By signing this proposal/contract, we, the undersigned, agree to accept the insurance coverage provided by Champions Hydro-Lawn, Inc. as stated on the attached certificate.

Signature: _____ Date of Acceptance: _____



Champions – Additional Information for Baseball Improvements

- 1) Will the fields need to be closed for a certain amount of time for the work to be completed?
How long would that be?

The work will take about 7 to 8 days to completed. Once that is done it will take another couple weeks for the sod to get rooted in.

So best guess would be 4 to 6 weeks.

- 2) How soon would the work be able to begin?

Needs to dry up first. Could be 1 to 2 weeks.

- 3) Is the work guaranteed for a certain amount of time or is Champions able to propose something for ongoing maintenance to keep the fields in good shape over time? Possibly quarterly or annually?

I'm really not sure what I could guarantee. This will happen again. It just depends on how much maintenance you do on the fields on how long this will take. I don't think we are taking about quarterly maintenance. In my opinion that would be a minimum. I believe you should be looking at least weekly and depending on field expectations and usage maybe even daily. Yes a program can be put together.

- 4) Are there other baseball fields that Champions has performed work like this at? If so, when and where?

We have worked on some baseball fields in the past but we have not done a rehab like this. Not sure how long ago but there are some baseball fields and multipurpose field on Stuebner Airline just south of Hooks Airport between Spring Cypress Rd and FM 2920.



ESTIMATE

Professional Grounds Management Services LLC

PO Box 690268
Houston, TX 77269-0268

Estimate From:

281-866-8081

Fax #

The Ball Fields at Fall Creek
Scot Hutchens

DATE	Estimate #
10/3/2018	3726

E-mail	PROJECT		
johnbraun@pgmsllc.net			
DESCRIPTION	QTY	COST	TOTAL
Immediate Work Needed on Two Little League Baseball Fields.			
Labor and machinery to cut all lips and level around skinned areas.	1	1,850.00	1,850.00T
Red Baseball Clay	40	59.50	2,380.00T
Calcined Clay conditioner mixed with clay	40	13.50	540.00T
Diamond Pro red conditioner	300	9.75	2,925.00T
Labor and machinery to install materials and prepare for play	1	2,500.00	2,500.00T
Two pallets of sod and labor to sod in baselines from home to third and home to first base on each field.	1	650.00	650.00T
Chipco Choice application to provide complete control for one year of existing mole cricket problem and fire ants.	1	920.00	920.00T
Houston Sales Tax		8.25%	970.61

APPROVED

TOTAL

\$12,735.61



Memorandum

To: Harris County Water Control & Improvement District No. 96

From: BGE, Inc.

Date: October 11, 2018

Subject: Fall Creek Athletic Facility Expansion (Baseball Fields and Landscape Bed Observations)

Upon request of the District, BGE completed a site visit to investigate the drainage issues at the existing baseball fields and the condition of the existing landscape beds near the large pavilion at Fall Creek Athletic Facility Expansion.

Baseball Field Observations

On our site visit, we notated that the baseball fields are not draining as intended in the original design. We observed standing water within both infields. It appears the infield does not have positive drainage to the perimeter portion of the fields, as intended. Just outside the infield, we detected a small drop in grade that may be hindering some of the drainage. We would propose to regrade the baseball fields and raise the infields. We researched the original design of the fields in which the design proposed a 1% grade across the grass areas. We would propose to increase the grade closer to 2%, if possible and investigate adding drains along the fence line to help remove the water more quickly. We recommend regular aeration of the fields to allow the water to percolate into the ground.

Landscape Bed Observations

It appears much of the vegetation has died and has not been replaced. Some of the vegetation may not have been appropriately located, for example many plants have died within the shaded areas. We would recommend replanting much of the landscape to take into consideration the microclimate of this location. In addition, we would provide bed preparation specifications. Included are a few pictures of the landscape beds to help illustrate.



3. The fee to be paid to the Consultant for performance of the Additional Services is as follows:

Service	Fee Basis	Fees
Site Grading and Drainage Plan:	Lump Sum	\$3,000.00
Planting Plan:		(no charge)
Surveying Services:	Hourly ¹	\$2,500.00
TOTAL		\$5,500.00

1 Fees shown for hourly work are estimated

PROJECT:

Harris County Water Control & Improvement District No. 96
Fall Creek Athletic Facility Expansion
Harris County, Humble, Texas

IN WITNESS WHEREOF, the parties hereto have executed this Proposal as of the day and year written below.

DISTRICT:
Harris County Water Control & Improvement District No. 96

ENGINEER:
BGE, Inc.

By: _____

By: Thomas Meurer

Name: _____

Name: Thomas Meurer

Title: _____

Title: Project Manager

Date: _____

Date: 10-11-18



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USASHADE
& Fabric Structures®

**Fabric
repairs for
sports
complex
shades**

October 16, 2018

**Proposal Prepared For: Fall
Creek**

