

WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

February 24, 2022

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 24th day of February 2022 at the offices of LJA Engineering, Inc., 1904 West Grand Parkway North, Suite 100, Katy Texas 77449, outside the boundaries of the District, with supplemental access by telephone available to the public, and the roll was called of the members of the Board:

Wendy Duncan	President
Gregg Nady	Vice President
John Savage	Secretary
Alec Bray	Assistant Vice President
Joe Robinson	Assistant Secretary

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

Also present at the meeting were: Salvatore Fichera, resident of the District; Tom Crayton of Texas Utility Bookkeeping, LLC; Craig Kalkomey of LJA Engineering ("LJA"); Thomas Dunn and Andrew Dunn of On- Site Protection LLC ("On-Site"); Jerry Schroeder and Marie Newsom of Champions Hydro-Lawn, Inc. ("Champions"); Matt Klein and Maeve Burns of TBG Partners ("TBG"); Yvonne Arceneaux, District Park Manager; and Harry H. Thompson and Meagan Guilmenot of Allen Boone Humphries Robinson LLP ("ABHR").

Due to the COVID-19 Virus epidemic emergency and the high threat level warnings issued by various governments and agencies, the District established a telephone option for members of the public to listen to the meeting and to address the Board. No members of the public were on the telephone.

COMMENTS FROM THE PUBLIC

Director Nady offered any members of the public attending the meeting the opportunity to make a public comment. There being no members of the public wishing to make comments, Director Nady moved to the next agenda item.

2022 DIRECTORS ELECTION

ACCEPT CERTIFICATE DECLARING UNOPPOSED STATUS OF CANDIDATES FOR ELECTION TO THE BOARD OF DIRECTORS

Mr. Thompson discussed procedures related to the 2022 Directors Election. He presented a Certificate Declaring Unopposed Status of Candidates for Election to the Board of Directors executed by the Board Secretary stating that the District received three candidate applications for the three director positions for the May 7, 2022, Directors Election. Following review and discussion, Director Bray moved to accept the Certificate Declaring Unopposed Status of Candidates for Election to the Board of Directors and direct that the Certificate be filed appropriately and retained in the District's official records. Director Savage seconded the motion, which passed unanimously.

ADOPT ORDER CANCELLING ELECTION AND DECLARING UNOPPOSED CANDIDATES ELECTED TO OFFICE

Mr. Thompson presented an Order Cancelling Election and Declaring Unopposed Candidates Elected to Office (the "Order Cancelling") stating that the May 7, 2022, Directors Election is cancelled and that the unopposed candidates John Savage, Gregg Nady, and Alexander Bray, are declared elected to office to serve from the May 7, 2022, election until the May 2, 2026, Directors Election. He reviewed the posting requirements for the Order Cancelling. Following review and discussion, Director Bray moved to adopt the Order Cancelling Election and Declaring Unopposed Candidates Elected to Office, authorize the Secretary's agent to post the Order Cancelling, as required, and direct that the Order Cancelling be filed appropriately and retained in the District's official records. Director Savage seconded the motion, which passed unanimously.

AUTHORIZE CANCELLATION OF COUNTY CONTRACT FOR ELECTION SERVICES

Mr. Thompson discussed that the Board had approved entering into a contract with Harris County (the "County") to administer the District's 2022 Directors Election. After discussion, Director Bray moved to cancel the contract with the County for election services for the May 7, 2022, Directors Election. Director Savage seconded the motion, which passed unanimously.

MINUTES

The Board next considered approving the minutes of the January 27, 2022 parks meeting. Director Nady moved to approve the minutes, as discussed. Director Bray seconded the motion, which carried unanimously.

SECURITY REPORT

Mr. Dunn reviewed the security report with the Board, a copy of which is attached. Mr. Dunn and Director Nady discussed a recent incident that took place at Exploration Park. Discussion ensued. Mr. Nady updated the Board on the District's recent security committee meeting. Mr. Thompson reviewed updates to the proposed amended security agreement with On-Site and the District and presented additional contracts related to Central Green security for Board review. Director Nady stated that the security committee does not recommend that the Board enter into an agreement with Flock Safety due to the associated costs with the system and the limited benefits offered by the system. Following review and discussion, and based off of the security committee's recommendation, Director Bray moved to (1) approve the security agreements with On-Site and for Central Green security, subject to attorney final review; and (2) not pursue a Flock Safety contract. Director Savage seconded the motion which carried unanimously.

FRIENDS OF THE PARK

Mr. Stillman updated the Board on the District's Butterfly Garden.

Mr. Stillman discussed new programs in progress for Spring 2022.

BOOKKEEPER'S REPORT

Mr. Crayton reviewed the bookkeeper's report for parks, a copy of which is attached.

The Board discussed the District's year-to-date budget. Discussion ensued. After further discussion, the Board requested consultants to re-classify their expenses to reflect an updated budget. Mr. Crayton stated that Texas Utility Bookkeeping would look into current classifications and coding to ensure accuracy in the bookkeeping report.

After review and discussion, Director Savage moved to approve the bookkeeper's report and payment of the bills. Director Bray seconded the motion, which carried unanimously.

CHAMPIONS MAINTENANCE REPORT

Mr. Schroeder reviewed the maintenance report for parks, a copy of which is attached, and updated the Board regarding the status of facilities and ongoing maintenance and repair.

Mr. Schroeder reviewed and presented an exhibit of adding gates and landscape boulders at Willow Fork Park. Discussion ensued on gate placement at the park. Mr.

Schroeder stated that Champions will obtain proposals for additional sidewalks at the next meeting for the Board's consideration. Mr. Thompson stated that the District will also need to seek approval from various entities before implementing plan designs. Mr. Thompson then stated that ABHR will reach out to the appropriate jurisdiction to obtain permission.

Mr. Schroeder presented four proposals from Champions for tree trimming and pruning adjacent to Canyons Gate's recreation center in the amount of \$2,834.00, removal and replacing BCI Burke single grills, removal of feral hogs near Exploration Park in the amount of \$1,500.00, and for park landscape replacement in the amount of \$24,441.25 for Board consideration and approval.

Following review and discussion, and based off of Champions' recommendation, Director Nady moved to (1) approve Champions report; and (2) approve the four proposals from Champions for tree trimming and pruning adjacent to Canyons Gate's recreation center in the amount of \$2,834.00, removal and replacing BCI Burke single grills, removal of feral hogs near Exploration Park in the amount of \$1,500.00 and for park landscape replacement in the amount of \$24,441.25. Director Bray seconded the motion, which carried unanimously.

LANDSCAPE ARCHITECT REPORT

Mr. Klein introduced Ms. Burns to the Board and consultants. Mr. Klein reviewed the landscape architect's report, a copy of which is attached, and provided an update on the status of the Central Green Shade Structure project with Johnson Fence and Masonry ("Johnson").

Mr. Klein updated the Board on the status of Patti's Patch and presented landscaping designs for the patch. He then stated that TBG will continue to coordinate with Champions and present pricing at the next meeting for the Board's consideration.

Mr. Klein updated the Board on the status of the installation for the 22 light fixtures at Willow Fork.

Mr. Klein updated the Board on Pay Application No. 9, payable to Johnson in the amount of \$70,113.92. The Board discussed damages the District has incurred from Johnson. Following review and discussion, the Board concurred to authorize the bookkeeper to release payment for Pay Application No. 9 in the amount of \$70,113.92, payable to Johnsons.

Mr. Klein updated the Board on the status of Trails Packages 3 and 4.

Mr. Klein updated the Board on the status of the Trail Etiquette Signage.

Mr. Klein updated the Board on the status of resurfacing at the Park.

After review and discussion, and based on the landscape architect's recommendation, Director Savage moved to (1) approve the landscape architect's report; and (2) authorize the bookkeeper to release Pay Application No. 9 in the amount of \$70,113.92, payable to Johnson. Director Bray seconded the motion, which carried unanimously.

ENGINEERING REPORT

Mr. Kalkomey discussed engineering matters. A copy of the engineering report is attached.

Mr. Kalkomey updated the Board regarding the Mid-Block Crossings project.

Director Savage inquired about the crosswalk lights malfunctioning on Fry, Peak, and Mason Road. The Board discussed options on a path forward. Mr. Kalkomey stated that he would look into this matter.

Mr. Kalkomey reported that Division III + Constructors, Inc. ("Division III") completed all work associated with the Mid-Block Crossings project. Mr. Kalkomey presented Division III's request to the Board to reconsider Change Order No. 6 in the amount of \$26,600 that covered additional costs to widen the ramps to ensure they match the existing trails. Mr. Kalkomey then stated that the existing trails were installed before construction, and trail plans were not made available to the contractors during the bidding process for the project. Mr. Kalkomey noted that Division III was the contractor on the existing trails. The Board discussed Division III's delays on the project, and prior negotiations with Division III to ensure the project's timely completion. Discussion ensued.

Following discussion, the Board requested LJA to submit a response letter to Division III reiterating the District's original offer which encompassed splitting the costs between the District and Division III for Change Order No. 6 on a 50/50 basis.

Mr. Kalkomey updated the Board regarding the Fry Road Underpass.

Mr. Kalkomey updated the Board on the status of Trails Package 4.

Mr. Kalkomey gave an update on the light placement at the SH-99.

After review and discussion, and based on the engineer's recommendation, Director Bray moved to (1) approve the engineering report; and (2) authorize LJA to submit a response letter reiterating the District's initial offer to split the costs associated with Change Order No. 6 as discussed. Director Savage seconded the motion, which carried unanimously.

ADDITIONAL TRAIL PROJECTS, INCLUDING MASTER COMMUNITY PLAN AND AUTHORIZE APPROPRIATE ACTION.

Mr. Klein updated the Board on the status of the additional trails project in the District. Mr. Klein also stated that the construction cost estimate is currently in progress, and TBG will be presenting additional information at the parks committee meeting for further review and discussion.

PROJECT BARKER AND AUTHORIZE APPROPRIATE ACTION

Director Nady, Mr. Thompson, and Mr. Kalkomey updated the Board on the status of Project Barker. Director Nady provided information from Harris County Municipal Utility District No. 346's ("MUD 346") recent meeting. The Board discussed potential stakeholders for Project Barker. Mr. Thompson summarized options for funding outlined in the draft agreement for Project Barker.

Mr. Kalkomey reported that LJA has received the executed Right-of-Entry and has updated Task Order No. 13 for the Board's consideration and approval. He stated that the scope of services relating to the task order is for the environmental, cultural resources, and geotechnical fieldwork required by the United States Army Corps of Engineers to continue their review of the District's Outgrant for Project Barker. Mr. Kalkomey requested the Board's approval to authorize the environmental and geotechnical field work to obtain the Outgrant approval. The Board discussed ground borings, the next steps for approval, and benefits as it relates to the completion of the project.

Following review and discussion, Director Savage moved to authorize Terracon and LJA to perform environmental and geotechnical fieldwork. Director Bray seconded the motion, which carried unanimously.

REPORT FROM EVENTS DIRECTOR AND PARKS COMMITTEE RECOMMENDATIONS

Ms. Arceneaux discussed recent and upcoming Central Green events.

She also requested the Board's authorization to allow the rental of Central Green for a wedding ceremony scheduled to take place on January 23, 2023. Ms. Arceneaux stated that the current rental requirements are \$300 for deposits and \$100 for rental fees. Ms. Arceneaux then reported that the parks committee's recommendation is to increase the rental fee to \$500, increase the deposit fee, and add security for the event. Mr. Thompson stated that insurance requirements are required to rent Central Green. The Board considered authorizing the rental of Central Green for the wedding ceremony.

Ms. Arceneaux requested the approval of the annual advertising and marketing fees that promote Central Green events from Katy Magazine in the amount of \$5,500,

Impact Magazine in the amount of \$3,300, and Katy Times in the amount of \$2,030.60, for a total of \$10,530.60.

Following review and discussion, Director Nady moved to (1) authorize the rental of Central Green for the wedding ceremony and increase the rental fee to \$500; and (2) approve the annual advertising and marketing fees for a total of \$10,530.60. Director Savage seconded the motion, which carried unanimously.

CURRENT EVENTS

Director Robinson and Mr. Fichera discussed current events.

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

The Board concurred to hold the next drainage meeting in person on March 10, 2022, at LJA's office, and the next parks meeting in person on March 24, 2022, at LJA's office.

EXECUTIVE SESSION

The Board did not convene in Executive Session.

OPEN SESSION

This item was not necessary.

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

/s/John Savage

Secretary, Board of Directors



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