

WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

March 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 March 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, thus constituting a quorum.

Also present at the meeting were: Tom Crayton of Texas Utility Bookkeeping, LLC; Craig Kalkomey of LJA Engineering ("LJA"); Matthew Dunn and Andrew Dunn of On-Site Protection LLC ("On-Site"); Luis Cebrian and Marie Newsom of Champions Hydro-Lawn, Inc. ("Champions"); Yvonne Arceneaux, District Park Manager; and Harry H. Thompson and Meagan Guilmenot of Allen Boone Humphries Robinson LLP ("ABHR").

Also present by telephone were: Matt Klein and Maeve Burns of TBG Partners ("TBG").

Due to the COVID-19 Virus, 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 Duncan 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 Duncan moved to the next agenda item.

MINUTES

The Board next considered approving the minutes of the February 24, 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. The Board discussed various potential ditch patrol locations within the District. Director Duncan inquired about the striping on the crosswalk from the bathroom parking lot to Exploration Park (the "Park"). Mr. Kalkomey stated that he would look into this matter. Director Nady discussed a resident's concerns relating to the Park's hours, gate access, and parking. Discussion ensued. Following discussion, the Board requested TBG to coordinate with ABHR on Park signage.

Mr. Dunn reviewed and presented a proposal from On-Site for the Board's consideration and approval to replace the Pan-tilt-zoom ("PTZ") cameras at the Park. Discussion ensued.

The Board discussed coyotes and wildlife concerns within the District. Director Duncan requested ABHR to coordinate with April Renberg, the District's communications consultant, to add a section in the upcoming newsletter relating to wildlife matters.

The Board discussed additional security and long-term parking solutions during the holidays.

Following review and discussion, Director Savage moved to (1) approve the PTZ cameras proposal from On-Site; and (2) authorize TBG and ABHR to coordinate on signage. Director Nady seconded the motion, which carried unanimously.

Director Duncan reported that Cinco Municipal Utility District No. 12 is interested in installing Flock Group, Inc. ("Flock") cameras within LaCenterra. Director Duncan then stated she is attending a meeting to discuss regional planning and costs associated with Flock's cameras.

FRIENDS OF THE PARK

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 drainage and parks' accounts. Mr. Crayton stated that he would look into the District's debt service account. Discussion ensued on classifications of expenses for consultants as it relates to budgeting.

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

Mr. Thompson stated that the District has solicited bookkeeping services proposals and will present them for the Board's consideration at the upcoming drainage meeting. He also stated that following the change in bookkeeping services, the Board and consultants may need a transition meeting to discuss District payment matters.

CHAMPIONS MAINTENANCE REPORT

Mr. Cebrian 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. Cebrian presented three proposals from Champions for the installation of bollard, cables, and the sidewalk extension at the Park in the amount of \$9,565.00, park tables, and benches at the Park in the amount of \$13,006.05, and Willow Fork Park signs in the amount of \$5,224.80.

Mr. Thompson stated that Champions will need to submit plans and an exhibit so the District may seek approval from the appropriate entity for fencing and bollard placement.

Following review and discussion, and based off of Champions' recommendation, Director Savage moved to (1) approve Champions report; and (2) approve the three proposals from Champions for the installation of bollard, cables, and the sidewalk extension at the Park in the amount of \$9,565.00, park tables and benches at the Park in the amount of \$13,006.05 and Willow Fork Park signs in the amount of \$5,224.80. Director Bray seconded the motion, which carried unanimously.

The Board discussed sign maintenance within the District.

LANDSCAPE ARCHITECT REPORT

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 Pay Application No. 10 in the amount of \$33,707.88 and Pay Application No. 11 in the amount of \$2,910.60, both

payable to Johnson. The Board discussed damages the District has incurred from Johnson. The Board considered approving the two pay applications from Johnson.

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

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 the status of the Trail Etiquette Signage.

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 new trail segments.

Mr. Klein updated the Board on the status of the maintenance walk with Champions.

Director Nady inquired on the status of Trails Package 4. Mr. Kalkomey outlined the next steps for approval.

After review and discussion, and based on the landscape architect's recommendation, Director Nady moved to (1) approve the landscape architect's report; and (2) approve Pay Application No. 10 in the amount of \$33,707.88 and Pay Application No. 11 in the amount of \$2,910.60, both payable to Johnson. Director Savage 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 Crossing project.

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

Director Nady and Director Savage reported on possible erosion near the Cart Path Bridge and broken concrete near the downstream. Mr. Kalkomey stated that he will coordinate with Champions and look into these matters.

Director Duncan inquired on the status of the removal of vegetation found in a resident's yard. Ms. Newsom stated that she will follow up on this matter.

Director Nady inquired on the status of the two lights at SH-99. Mr. Kalkomey stated that he will coordinate with Champions on pricing and present it at next month's meeting.

After review and discussion, and based on the engineer's recommendation, Director Bray moved to approve the engineering report. Director Savage seconded the motion, which carried unanimously.

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

The Board concurred to table this agenda item until a later date.

PROJECT BARKER AND AUTHORIZE APPROPRIATE ACTION

Mr. Thompson and Mr. Kalkomey updated the Board on the status of Project Barker.

Director Duncan recommended creating an updated project plan for the public and stakeholders alike.

Mr. Thompson updated the Board on the status of the Project Barker Interlocal Agreement.

REPORT FROM EVENTS DIRECTOR AND PARKS COMMITTEE RECOMMENDATIONS

Ms. Arceneaux discussed recent and upcoming Central Green events.

Ms. Arceneaux discussed insurance prices for vendors and entertainers at Central Green. She then stated that Trina Maxwell, current instructor for Laughter Yoga is requesting a 50% reimbursement for cancellation due to weather conditions for the Board's consideration and approval.

Ms. Arceneaux stated a music school is requesting permission to host a fundraiser for Ukraine at the Park and that they are seeking to obtain a form of release instead of insurance for the event. Mr. Thompson stated that there are legal risks associated with this request to waive the insurance, but the District has waived the requirements for this type of event previously. Discussion ensued on insurance requirements for vendors. The Board concurred to have ABHR reach out to the District's insurance provider to obtain additional information. Mr. Thompson stated that legally the District cannot finance the sound for their fundraiser event. Ms. Arceneaux stated that she will follow up with the potential vendor to see if they are still interested in hosting their fundraiser at the Park.

Ms. Arceneaux requested Board approval for Rhythm India, a district vendor to host a Bollywood movie in April 2022 at Central Green.

Following review and discussion, Director Nady moved to approve the contract with Rhythm India. Director Savage seconded the motion, which carried unanimously.

Mr. Thompson reviewed a student's request for the Board's consideration and approval to fly a drone over Willow Fork's Disc Golf Course for a class project. Following review and discussion, Director Bray moved to approve the drone request, subject to the student confirming not to impact park activities. Director Savage seconded the motion, which carried unanimously.

COMMUNICATIONS MATTERS

Director Duncan reviewed a communications report from April Renberg, a copy of which is attached, and discussed updates to the District website.

CURRENT EVENTS

Director Robinson 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 April 14, 2022, at LJA's office, and the next parks meeting in person on April 28, 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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