

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

April 28, 2022

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 28<sup>th</sup> day of April 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 Directors Savage and Bray, thus constituting a quorum.

Also present at the meeting were: Cristen Wiatr, District Administrator; Matt Klein and Maeve Burns of TBG Partners ("TBG"); Dan McDonald of McDonald & Wessendorff Insurance ("McDonald"); Lisa Rickert of Artesian Financial Services ("Artesian"); Isaac Muniz of LJA Engineering; 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").

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 March 24, 2022 parks meeting. Director Nady moved to approve the minutes, as discussed. Director Robinson seconded the motion, which carried unanimously.

## SECURITY REPORT

Messrs. Andrew and Matthew Dunn reviewed the security report with the Board, a copy of which is attached.

The Board discussed additional security measures including installing cameras around high traffic graffiti locations within the District. The Board requested On-Site to obtain proposals for solar power cameras and present them at the next meeting for the Board's consideration. On-Site stated that they would coordinate with the ditch patrol officers to discuss additional security.

Following review and discussion, Director Nady moved to authorize On-Site to obtain proposals for solar power cameras. Director Robinson seconded the motion, which carried unanimously.

## FRIENDS OF THE PARK

Mr. Stillman discussed upcoming programs in progress. Mr. Stillman requested the Board's approval to install library boxes for free book exchanges at Willow Fork Park and Exploration Park (the "Parks"). Mr. Thompson discussed legal requirements, limitations, and maintenance concerns relating to the library boxes at the Parks. Discussion ensued.

Mr. Stillman then requested that the Board pre-approve projects and outlined approval steps for the Board's consideration.

Following additional discussion, Director Nady moved to approve the installation of the library boxes subject to confirmation of location, maintenance, an use at the Parks. Director Robinson seconded the motion, which carried unanimously.

## BOOKKEEPER'S REPORT

Ms. Rickert reviewed the bookkeeper's report for parks, a copy of which is attached. Ms. Rickert updated the Board on the status of Artesian's onboarding process.

Ms. Rickert requested the Board to authorize Artesian to investigate electronic payroll services for the directors and Ms. Arceneaux.

Ms. Rickert noted that check no. 6579 in the amount of \$71,687.02, payable to Champions is incorrect and requested that the Board authorize Artesian to reissue and adjust the check to the correct amount of \$16,956.00.

Ms. Rickert requested the Board's signature for the Internal Revenue Service's Form 940 to report the District's annual Federal Unemployment Tax Act.

The Board discussed the drainage and parks' accounts. The Board requested Artesian to void check no. 9238, payable to BMI and reissue under the parks account. The Board discussed BMI expenses as it relates to music performances at Central Green.

Ms. Rickert then stated that she is currently obtaining access to the District's TexPool account. Therefore, she is unable to distribute certain checks presented to the Board. Ms. Newsom stated that Artesian can void check no. 9239 in the amount of \$51,971.31, payable to Champions due to no outstanding drainage invoices.

The Board discussed the District's quarterly investments and budgets.

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 Robinson seconded the motion, which carried unanimously.

CHANGE IN BOOKKEEPER SERVICES, INCLUDING AUTHORIZE EXECUTION OF CONTRACT FOR BOOKKEEPING SERVICES, ACCEPT DISCLOSURE STATEMENT, APPROVE AMENDED EXHIBIT A TO THE DEPOSITORY PLEDGE AGREEMENTS WITH CENTRAL BANK AND AUTHORIZE EXECUTION OF DISTRICT REGISTRATION FORM

Mr. Thompson discussed a bookkeeper services contract from Artesian. Mr. Thompson stated the contract has been approved by ABHR. Discussion ensued regarding the contract's fee schedule.

Mr. Thompson stated that Ms. Rickert, as the District's bookkeeper is required to execute a disclosure statement that discloses any relationship with banks and brokers who seek to sell investments to the District. He added that the disclosure statements will be filed with the Texas Ethics Commission and updated whenever necessary.

The Board considered approving Amended Exhibit A to the Depository Pledge Agreement with Central Bank to update the authorized representatives of Artesian.

The Board then considered authorizing filing of an updated District Registration Form with the Texas Commission on Environmental Quality ("TCEQ"), reflecting Artesian as the new District bookkeeper. After review and discussion, Director Nady moved to (1) approve the bookkeeper contract with Artesian, as presented; (2) accept the disclosure statement from Ms. Rickert, as the District's bookkeeper; and (3) approve

Amended Exhibit A to the Depository Pledge Agreement with Central Bank; (4) authorize filing of the updated District Registration Form with the TCEQ; and (5) direct that these documents be filed appropriately and retained in the District's official records. Director Robinson seconded the motion and the motion passed unanimously.

#### CONSIDER INSURANCE PROPOSAL FOR CYBER LIABILITY COVERAGE AND ADDITIONAL PREMIUMS FOR ADDITIONAL SECURITY OFFICERS

Mr. McDonald reviewed crime and cyber liability proposals from McDonald and discussed the District's potential direct and indirect exposure to cybercrime. Discussion ensued. Following discussion, the Board requested McDonald to obtain additional cyber and social engineering quotes and present them at the next meeting for the Board's consideration. The Board considered increasing the crime coverage to \$100,000 with a \$344 premium.

Following review and discussion, Director Nady moved to approve the crime coverage liability proposal from McDonald with an estimated annual premium amount of \$344, direct that the proposal be filed appropriately and retained in the District's official records, and direct that the renewal date of the cyber liability policy coordinate with the District's current insurance coverages. Director Robinson seconded the motion, which carried unanimously.

#### CHAMPIONS MAINTENANCE REPORT

Director Duncan discussed tree removal along the District's drainage channel. Champions stated that they would coordinate with the appropriate entity and look into this matter.

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 four proposals from Champions for the bridge erosion repair at Willow Fork Park in the amount of \$20,151.41, graffiti removal at Willow Fork Park in the amount of \$5,022.00, plant replacement at the Exploration Park in the amount of \$23,102.75, and Central Green landscape lights in the amount of \$5,218.38.

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, as discussed. Director Robinson seconded the motion, which carried unanimously.

## ENGINEERING REPORT

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

Mr. Muniz updated the Board regarding the Mid-Block Crossing project.

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

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

## REPORT FROM EVENTS DIRECTOR AND PARKS COMMITTEE RECOMMENDATIONS

Ms. Arceneaux discussed recent and upcoming Central Green events.

Ms. Arceneaux requested the Board's approval for Magic Funny Mascots, a district vendor to utilize the District facilities for upcoming events.

Following review and discussion, Director Nady moved to approve the contract with Magic Funny Mascots. Director Robinson seconded the motion, which carried unanimously.

## COMMUNICATIONS MATTERS

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

## 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 stated that Johnson has not received previously authorized payments and requested authorization from the Board to issue a new check for this amount.

Mr. Klein updated the Board on the status of Trails Packages 3 and 4. Mr. Klein reviewed and recommended that the Board approve payment of Pay Application No. 6 in the amount of \$5,873.06, payable to DL Meacham ("Meacham") for Trails Package 3.

Mr. Klein presented and recommended Change Order No. 1 in the amount of \$7,554.00, decreasing the contract amount to \$410,313.90, for testing services not used,

payable to Meacham. Based on the engineer's recommendation, the Board determined Change Order No. 1 is beneficial to the District.

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.

Mr. Klein updated the Board on the status of the new trail segments.

Mr. Klein reviewed and presented exhibits for park signage and hours. Discussion ensued. Following discussion, the Board concurred to implement signage efficiency sunrise to sunset Park hours. TBG stated they would look into color options for park signage and present them at the next meeting for the Board's consideration.

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. 6 in the amount of \$5,873.06 and Change Order No. 1 in the amount of \$7,554.00, both payable to Meacham for Trails Package 3. The Board concurred that Change Order No. 1 is beneficial to the District. Director Robinson seconded the motion, which carried unanimously.

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

Director Nady inquired on the status of Trails Package 4. Mr. Klein stated that TBG recommends that the District pursue the Fry Road Underpass project. The Board discussed various funding options and authorized ABHR to proceed with coordinating with partners to help fund the project most appropriately.

#### PROJECT BARKER AND AUTHORIZE APPROPRIATE ACTION

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

#### 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 May 12, 2022, at LJA's office, and the next parks meeting in person on May 26, 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

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Secretary, Board of Directors

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