

WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

May 26, 2022

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 26th day of May 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 attending either in person or by teleconference were: Kent Faye, resident in the District; Cristen Wiatr, District Administrator; Matt Klein and Maeve Burns of TBG Partners ("TBG"); Lisa Rickert and Cara Sliva of Artesian Financial Services ("Artesian"); Craig Kalkomey and Isaac Muniz of LJA Engineering ("LJA"); Matthew Dunn of On-Site Protection LLC ("On-Site"); Jerry Schroeder 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 April 28, 2022 parks meeting. Director Nady moved to approve the minutes, as discussed. Director Savage seconded the motion, which carried unanimously.

SECURITY REPORT

Mr. Dunn reviewed the security report with the Board, a copy of which is attached. Director Savage requested On-Site to highlight certain items of importance on the security reports moving forward for the Board's attention.

FRIENDS OF THE PARK

Mr. Stillman discussed upcoming programs in progress.

BOOKKEEPER'S REPORT

Ms. Rickert introduced Cara Sliva to the Board and 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's signature for the Internal Revenue Service's Forms 2848 and 8879-EMP to obtain access to the necessary tax reports.

Ms. Rickert presented and reviewed an Automatic Data Processing, Inc. direct deposit form for the Board's signature relating to reimbursements and per diems for the Board of Directors and Ms. Arceneaux for electronic payments.

Ms. Rickert reported the District's preliminary value for 2022 is \$4,723,514,782.00.

The Board discussed the drainage and parks' accounts.

After review and discussion, and based on the bookkeeper's recommendation, Director Nady moved to (1) approve the bookkeeper's report and payment of the bills; and (2) authorize Artesian to proceed with obtaining necessary tax reports. 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.

The Board discussed feral hog removal within the District. Mr. Thompson stated that he would reach out to Cinco Municipal Utility District No. 1 ("Cinco MUD 1") to coordinate a cost-sharing agreement for the removal of the feral hogs.

The Board discussed graffiti concerns and measures to help mitigate graffiti throughout the District. Mr. Schroeder stated that Champions will coordinate with LJA and TBG on materials and colors for the Westheimer Parkway Bridge graffiti removal. Discussion ensued. After further discussion, the Board authorized Champions to remove graffiti within the District, in the amount not to exceed \$5,000, in between meetings as necessary.

Ms. Newsom presented a request for a free walkathon located on the trails within the District. Mr. Thompson stated that they will need to provide insurance for their request.

Following review and discussion, and based off of Champions' recommendation, Director Savage moved to (1) approve Champions' report; (2) authorize Champions to remove graffiti within the District, in the amount not to exceed \$5,000 in between meetings; (3) authorize ABHR to coordinate Cinco MUD 1 on a cost-sharing agreement for the removal of the feral hogs; and (4) approve the request for the free walkathon, subject to all legal requirements. Director Nady seconded the motion, which carried unanimously.

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

In a response to an inquiry from Director Robinson, Mr. Thompson updated the Board on the status of crime and cyber liability proposals from McDonald & Wessendorff Insurance, the District's insurer. He then stated that the District is at less risk for cybercrime and that ABHR will reach out to a cyber expert and have them present to the Board at a later date. After further discussion, the Board concurred to table the discussion on cybercrime proposals.

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 Trails Packages 3 and 4. Mr. Klein reviewed and recommended that the Board approve payment of Pay Application No. 7 in the amount of \$41,031.39, payable to DL Meacham ("Meacham") for Trails Package 3 and the Certificate of Final Acceptance of the project for the Board's approval.

Mr. Klein updated the Board on the status of the installation for the 22 light fixtures at Willow Fork. He stated that TBG, despite its solicitation, has not received bids for the project. Discussion ensued on costs and estimated time of completion for installation. Mr. Klein stated that TBG will obtain additional information from a vendor attending an upcoming light convention and report findings to the Board.

Mr. Klein updated the Board on the status of the new trail segments. The Board discussed potential options for community engagement as it relates to future trails in the District.

Mr. Klein reviewed and presented a proposal from RS Industrial (“RS”) for park signage and hours in the amount of \$2,250.00.

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

After review and discussion, and based on the landscape architect’s recommendation, Director Nady moved to (1) approve the landscape architect’s report; (2) approve Pay Application No. 7 in the amount of \$41,031.39, payable to Meacham and accept the project and Certificate of Final Completion; and (3) approve the proposal from RS for park signage and hours in the amount of \$2,250.00. 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 Crossing project. He then recommended Pay Application No. 11 and Final, the amount of \$53,287.50, payable to Division III + Constructors, Inc. (“Division III”).

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

After review and discussion, and based on the engineer’s recommendation, Director Nady moved to (1) approve the engineering report; and (2) approve Pay Application No. 11 and Final, the amount of \$53,287.50, payable to Division III, as discussed. Director Bray seconded the motion, which carried unanimously.

EXECUTIVE SESSION

At 1:33 p.m., the Board convened in Executive Session pursuant to Section 551.071 to conduct a private consultation with the District’s attorney to discuss contemplated litigation. Mr. Klein joined the Board in Executive Session.

OPEN SESSION

At 1:47 p.m., the Board reconvened in open session. Following review and discussion, the Board concurred to authorize ABHR to work with TBG to forward correspondence to Johnson related to their respective construction contract, along with other interim project milestones, as discussed in executive session.

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

There was no discussion on this agenda item.

PROJECT BARKER AND AUTHORIZE APPROPRIATE ACTION

There was no discussion on this agenda item.

COMMUNICATIONS MATTERS

There was no discussion on this agenda item.

REPORT FROM EVENTS DIRECTOR AND PARKS COMMITTEE RECOMMENDATIONS

Ms. Arceneaux discussed recent and upcoming Central Green events.

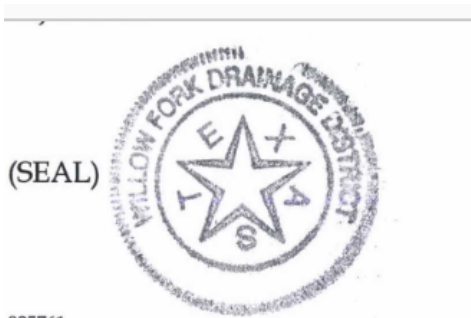
CURRENT EVENTS

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 June 9, 2022, at LJA's office located at 1904 West Grand Parkway North, Suite 100, Katy, Texas 77449 and the next parks meeting in person on June 30, 2022, at the same location.

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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