

WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

August 25, 2022

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 25th day of August 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:

Vacant	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: Stephanie Trevino, resident of the District, Sarah Hubbell, resident of the District; Cristen Wiatr, District Administrator; Lisa Rickert and Cara Sliva of Artesian Financial Services ("Artesian"); Craig Kalkomey of LJA Engineering ("LJA"); Matt Klein and Maeve Burns of TBG Partners ("TBG"); Matthew Dunn and Andrew 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").

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.

Ms. Trevino and Ms. Hubbell re-introduced themselves, provided background information to the Board, and expressed interest in the vacant position of the Board of Directors.

MINUTES

The Board next considered approving the minutes of the July 28, 2022, parks meeting, and the August 4, 2022 budget workshop meeting. Director Bray moved to approve the minutes, as discussed. Director Savage 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 Katy Independent School District ("KISD") students' parking near the District's park. Mr. Thompson outlined the terms of the lease agreement between the District and KISD and stated that the District cannot charge for parking without KISD permission. The Board requested On-Site to check students' parking permits.

The Board discussed graffiti within the District and requested Mr. Kalkomey to coordinate with the appropriate entities relating to the removal of graffiti.

Discussion ensued on additional law enforcement in the District. After review and discussion, Director Bray moved to authorize additional law enforcement until the end of October 2022 in the amount of \$3,200. Director Robinson seconded the motion, which carried unanimously.

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.

Mr. Klein updated the Board on the status of Trails Package 4 and requested the Board's authorization to split the package for County submission and bidding to maximize costs and efficiency.

Mr. Klein updated the Board on the status of the solar lights in Willow Fork Park.

Mr. Klein updated the Board on the status of signage and hours for Exploration Park.

Mr. Klein updated the Board on the status of the District's capital improvement plan. Discussion ensued. Mr. Thompson recommended a special meeting to discuss future projects, and the Board requested ABHR coordinate the scheduling of the special meeting following the Board's adoption of a District budget and tax rate.

Mr. Klein updated the Board on the status of the park bond surplus and potential new trail segments.

Mr. Klein updated the Board on the status of the installation of the 22 light fixtures at Willow Fork. The Board requested TBG to look into hard-wired lighting for further discussion at the next parks meeting.

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) authorize TBG to split Trails Package 4 for County submittal. Director Bray seconded the motion, which carried unanimously.

DISCUSS 2022 TAX RATE, SET PUBLIC HEARING DATE, AND AUTHORIZE NOTICE OF PUBLIC HEARING REGARDING ADOPTION OF TAX RATE

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

FRIENDS OF THE PARK

The Board reviewed and discussed upcoming park and community programs in progress.

BOOKKEEPER'S REPORT

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

Ms. Sliva and the Board reviewed and discussed the parks' accounts.

The Board discussed the parks' budget and reviewed the consultant's classifications and categories. Mr. Bray noted inaccurate numbers on the report, and Ms. Sliva stated that she will distribute a revised report to the Board reflecting correct numbers.

The Board discussed employee payment schedules and concurred to have checks issued on Tuesdays moving forward.

Mr. Thompson updated the Board on the pending status of obtaining payment from Cinco Municipal Utility District No. 12 in the estimated amount of \$125,000 due to fraud. Mr. Thompson stated that he will continue to update the Board as new developments emerge.

After review and discussion, and based on the bookkeeper's recommendation, Director Bray moved to approve the bookkeeper's report and payment of the bills,

subject to the Board's recommendations and the discussed necessary changes. Director Savage 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.

Following review and discussion, and based off of Champions' recommendation, Director Savage moved approve Champions' report. Director Nady 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 Segment Q coordination with Harris County.

Mr. Thompson updated the Board on Rapid Research, Inc's investigation of the remaining 36.246-acre strip of land underlying the proposed trail Segment Q. He then requested the Board's approval to authorize ABHR and Director Nady to engage in reaching out to the various owners to obtain the appropriate real estate documents to proceed. Following review and discussion, Director Nady moved to authorize ABHR and Director Nady to reach out to the owners regarding the 36.246-acre strip of land to obtain the necessary real estate documents. Director Savage seconded the motion, which carried unanimously.

Mr. Kalkomey updated the Board regarding lights at SH 99 and Buffalo Bayou. Mr. Kalkomey reported that LJA received bids for the installation of the lights at SH 99 and Buffalo Bayou and recommended awarding the contract to the low bidder, Hewitt Electric, in the amount of \$7,700.00. After discussion, and based on the Board's finding that the contract would result in the best and most economical completion of the project, Director Savage moved to award the contract to Hewitt Electric. Director Bray seconded the motion, which carried unanimously.

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

Mr. Thompson and Director Bray updated the Board on the status of Project Barker. Discussion ensued on Addicks/ Barker's community engagement. After further discussion, the Board concurred to authorize Mr. Thompson to meet with Commissioner Morales regarding a path forward on the notification of ligation claims.

REPORT FROM EVENTS DIRECTOR AND PARKS COMMITTEE RECOMMENDATIONS

Ms. Arceneaux discussed recent and upcoming Central Green events.

Ms. Arceneaux reviewed and presented a contract from Karibe Productions, LLC ("Karibe") regarding the Hispanic Heritage Festival scheduled for September 10, 2022, for Board approval.

Ms. Arceneaux requested that the Board authorize pay increases for deputies and officers within the District. Discussion ensued. Following discussion, the Board concurred to table this request until a later date.

Ms. Arceneaux reported that Wendy Duncan, former President of the District was previously cc'd on email inquiries from Central Green's website and asked if any members of the Board would like to be added as a replacement. Director Savage stated that he would like to be added to the distribution list to receive email inquiries moving forward.

Following review and discussion, Director Nady moved to approve the contract from Karibe, as discussed. Director Savage seconded the motion, which carried unanimously.

COMMUNICATIONS MATTERS

The Board reviewed a communications report, prepared by April Renberg, the District's communications consultant.

CURRENT EVENTS

Director Robinson discussed current events.

DIRECTOR MATTERS, INCLUDING DISCUSSION OF BOARD VACANCY, BOARD NOMINEES, AND AUTHORIZE APPROPRIATE ACTION

The Board interviewed Ms. Trevino and Ms. Hubbell for the vacant Board position.

EXECUTIVE SESSION

At 2:12 p.m., the Board convened in Executive Session Pursuant to Chapter 551.074 of the Texas Government Code, the Board convened in executive session to deliberate the appointment of a public officer.

OPEN SESSION

At 2:19 p.m., the Board reconvened in open session. Following review and discussion, the Board concurred to add an item to the parks meeting agenda to appoint Sarah Hubbell to the vacant position on the Board of Directors.

INCLUSION ON NEXT AGENDA

The Board concurred to hold the next drainage meeting in person on September 8, 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 September 22, 2022, at the same location.

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

/s/ Sarah Hubbell

Secretary, Board of Directors

(SEAL)



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