

# DRAFT

## WILLOW FORK DRAINAGE DISTRICT PARK MATTERS

September 22, 2022

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 22nd day of September 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:

John Savage	President
Gregg Nady	Vice President
Sarah Hubbell	Secretary
Alec Bray	Assistant Vice President
Joe Robinson	Assistant Secretary

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

Also attending either in person or by teleconference were: Stephanie Trevino, resident of the District; Cristen Wiatr, District Administrator; Emily Bourgeois of Assessments of the Southwest, Inc.; Neil Stillman, Diane Russell, and Angela LeDoux of the *Super* Friends of the Park; Lisa Rickert and Cara Sliva of Artesian Financial Services ("Artesian"); Craig Kalkomey of LJA Engineering ("LJA"); Matt Klein and Maeve Burns of TBG Partners; 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, Meagan Guilmenot and Duggan Baker 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 Savage 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 Savage moved to the next agenda item.

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## MINUTES

The Board next considered approving the minutes of the August 25, 2022. Director Nady moved to approve the minutes, as discussed. Director Hubbell seconded the motion, which carried unanimously.

## FRIENDS OF THE PARK

Mr. Stillman introduced Ms. Russell and Ms. LeDoux to the Board and reviewed and discussed upcoming park and community programs in progress. Director Nady requested the District incorporate Friends of the Parks pictures into the District's website.

## SECURITY REPORT

Messrs. Andrew and Matthew Dunn reviewed the security report with the Board, a copy of which is attached. The Board discussed graffiti concerns within the District.

## 2022 TAX RATE MATTERS

Ms. Sliva reported that notice was properly published of the public hearing to be held at today's meeting regarding the adoption of the District's proposed 2022 tax rate.

The Board opened the public hearing regarding the proposed 2022 tax rate. There being no comments from the public, the Board closed the public hearing. The Board reviewed an Order Levying Taxes levying a debt service tax rate of \$0.060 per \$100 assessed valuation and \$0.112 per \$100 assessed valuation for maintenance and operations (with \$0.06 designated for drainage and \$0.052 for parks) for a total tax rate of \$0.172 per \$100 assessed valuation. Mr. Thompson also presented an Amended Information Form reflecting the tax rate. After review and discussion, and upon a motion by Director Nady and a second by Director Bray, the Board voted unanimously to (1) adopt the Order Levying Taxes, as presented and recommended by the financial advisor; (2) direct that the order be filed appropriately and remain in the District's records; and (3) to amend the Information Form.

## BOOKKEEPER'S REPORT

Ms. Sliva and Ms. Rickert reviewed the bookkeeper's report for parks, a copy of which is attached.

Ms. Sliva requested the Board's approval to void two checks.

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,

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subject to the Board's recommendations and the discussed necessary changes; and (2) authorize Artesian to void the two checks presented. 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 two proposals from Champions, Option A, in the amount of \$2,940.24, and Option B, in the amount of \$7,120.16, for pump repairs at Willow Fork Park. Discussion ensued. After further discussion, the Board concurred to decline Option A and approve Option B.

Mr. Schroeder reviewed and presented a proposal from Champions in the amount of \$24,000.00 for the Willow Fork Park trail connection. Discussion ensued on various options for trails in the District. The Board requested Champions to obtain additional quotes and requested LJA to possibly combine the Willow Fork Park trail connection project with the X, Y, and Z trail package plans.

Mr. Schroeder reviewed and presented a proposal from Champions in the amount of \$24,800.00 for the Va1a backslope swale regrade.

Following review and discussion, and based off of Champions' recommendation, Director Savage moved (1) approve Champions' report; (2) approve Champions' proposal for pump repairs at Willow Fork Park (Option B), as presented; (3) decline Champions proposal for pump repairs at Willow Fork Park (Option A); and (4) approve Champion's proposal for the Va1a backslope swale regrade, as presented. Director Nady seconded the motion, which carried unanimously.

## LANDSCAPE ARCHITECT REPORT

Director Savage left the meeting.

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"). Discussion ensued. Following discussion, the Board authorized ABHR to reach out and obtain closing documents pertaining to the Central Green Shade Structure project from Johnson.

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. The Board concurred to permit TBG to proceed with this option.

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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 park bond surplus and potential new trail segments.

## 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 Fort Bend County.

Mr. Kalkomey updated the Board regarding Fry Road Underpass.

The Board discussed bridge repairs at Mason and Peak Road.

Mr. Thompson and Mr. Kalkomey updated the Board on Rapid Research, Inc's investigation of the remaining 36.246-acre strip of land underlying the proposed trail Segment Q.

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

The Board discussed scheduling a special meeting to discuss ongoing and future maintenance and repair of District parks and recreational facilities, future parks, and recreational projects, and the District's capital improvement plan.

## PROJECT BARKER AND AUTHORIZE APPROPRIATE ACTION

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

## 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 Mary Coovert for the International Festival, scheduled to take place on October 1, 2022, for the Board's approval.

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Ms. Arceneaux requested that the Board authorize pay increases for deputies and officers within the District. Discussion ensued. Following discussion, the Board concurred to increase officers' pay rates from \$20 to \$25 an hour and defer taking action on the deputies' pay rates until ABHR presents an employment memorandum to the Board for review.

Following review and discussion, Director Hubbell moved to approve the contract for the International Festival, and to increase certain officer's pay from \$20 to \$25 per hour. Director Bray seconded the motion, which carried unanimously.

## COMMUNICATIONS MATTERS

Mr. Thompson discussed District website matters and stated that ABHR will coordinate with April Renberg, the District's communications consultant, regarding recent changes and updates.

## CURRENT EVENTS

Director Bray discussed current events.

Director Nady disclosed to the Board that BikeHouston requested him to join their organization.

## EXECUTIVE SESSION

The Board did not convene in Executive Session.

## OPEN SESSION

This item was not necessary.

There being no further business to come before the Board, the Board concurred to adjourn the meeting.

## INCLUSION ON NEXT AGENDA

The Board concurred to hold the next drainage meeting in person on October 13, 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 October 27, 2022, at the same location.

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

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Secretary, Board of Directors

(SEAL)

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