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WILLOW FORK DRAINAGE DISTRICT PARK MATTERS

December 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 December 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 Bray, thus constituting a quorum.

Also attending either in person or by teleconference were: Neil Stillman of Friends of the Park; Cara Sliva of Artesian Financial Services ("Artesian"); Craig Kalkomey of LJA Engineering ("LJA"); Matt Klein of TBG Partners ("TBG"); Matthew Dunn and Andrew Dunn of On-Site Protection LLC ("On-Site"); Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); Yvonne Arceneaux, District Park Manager; and Duggan Baker and Meagan Guilmenot of Allen Boone Humphries Robinson LLP.

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 public comment. There being no members of the public wishing to make comments, Director Savage moved to the next agenda item.

MINUTES

The Board next considered approving the minutes of the November 30, 2022 regular parks meeting. After review and discussion, Director Nady moved to approve the minutes, as discussed. Director Hubbell seconded the motion, which carried unanimously.

FRIENDS OF THE PARK

Mr. Stillman reviewed and discussed upcoming park and community programs in progress. Mr. Stillman stated that he will coordinate with April Renberg, the District's communications consultant, regarding adding a list of upcoming events to the District's website. He then reported that he will be out of the office until May 20, 2023, and that Ms. Angela LeDoux will host and help assist with programs in his absence.

SECURITY REPORT

Messrs. Andrew and Matthew Dunn reviewed the security report with the Board, a copy of which is attached. Discussion ensued on potentially adding additional security at La Centerra due to increased crime at La Centerra. The Board then discussed installing larger security signs at Willow Fork Park. Mr. Andrew Dunn reviewed and presented a proposal in the amount of \$9,534.00 to replace an electrical breaker box. Following review and discussion, and based upon On-Site's recommendation, Director Savage moved to (1) approve the security report; (2) authorize On-Site to install larger signs at Willow Fork Park in the amount not to exceed \$300; and (3) approve On-Site's proposal in the amount of \$9,534.00 to replace the electrical break box, as discussed. Director Nady seconded the motion, which carried unanimously.

BOOKKEEPER'S REPORT

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

Ms. Sliva and the Board reviewed and discussed the parks' and the consultant's budgets and payments.

Ms. Sliva stated that Artesian is continuing to work on classifying the District's surplus funds and will distribute a draft to the Board at the next parks meeting.

Ms. Sliva presented additional check no. 9379 for the Board's review and approval. Following review and discussion, Director Nady moved to approve the additional check, as presented. Director Hubbell seconded the motion, which carried unanimously.

After review and discussion, and based on the bookkeeper's recommendation, Director Hubbell moved to approve the bookkeeper's report and payment of the bills. Director Nady 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 Central Green matters and requested that Champions install door stops on both doors near the stage area in the amount not to exceed \$200 and directed Champions to evaluate adding anchors near the stage area to secure projector screws and backdrops in the amount not to exceed \$200. Ms. Arceneaux stated that she will obtain pricing for portable ramps and present them at the next meeting for the Board's review and consideration.

Following review and discussion, and based off of Champions' recommendation, Director Nady moved to (1) approve Champions' report; and (2) authorize Champions to install door stops in the amount not to exceed \$200, as discussed. Director Hubbell seconded the motion, which carried unanimously.

LANDSCAPE ARCHITECT REPORT

Mr. Klein reviewed the landscape architect's report, a copy of which is attached.

Mr. Klein and Mr. Kalkomey updated the Board on the status of Trails Package 4. Mr. Klein requested authorization to obtain bids for Trails Package 4 project pending approval from the United States Army Corps of Engineers.

Mr. Klein reviewed and presented proposed new trail segments to be included as part of Trails Package 5 for the Board's consideration and approval. Mr. Baker advised the Board that the Board may want to wait for the results of Artesian's surplus funds analysis prior to authorizing any action regarding Trails Package 5, and to determine whether the District will fund Trails Package 5 or pay for Trails Package 5 with current operating funds. Discussion ensued. Mr. Klein requested the Board's authorization to coordinate with LJA to provide a memorandum regarding the completed scope of design for Trails Package 5, as well as authorization to coordinate with any necessary entities regarding required approval agreements.

The Board discussed Willow Fork Trails connection project and authorized Champions to begin the project in the amount not to exceed \$24,000, which was previously approved by the Board during the September 22, 2022, parks meeting.

Mr. Klein reviewed and presented updated graphics for the Falcon Landing Pilot Signage project. Discussion ensued on signage positions throughout the District. Following discussion, The Board concurred to keep the directions of the signs as is.

Following review and discussion, and based off of the landscape architect's recommendation, Director Nady moved to (1) approve the landscape architect's report; (2) authorize TBG to obtain bids for Trails Package 4 pending approval from the United

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States Army Corps of Engineers; (3) authorize TBG to provide a scope of design for Trails Package 5, and coordinate with all necessary entities regarding any required agreements, as discussed; (4) authorize LJA to perform a preliminary scope of work for the Cinco Ranch Boulevard relating to Trails Package 5; and (5) authorize Champions to proceed with the Willow Fork Trails connection project, as discussed. Director Hubbell seconded the motion, which carried unanimously.

ENGINEERING REPORT

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

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

Besides the Board's previous discussion regarding Trails Package 5, there was no additional discussion of additional trail projects within the District.

PROJECT BARKER AND AUTHORIZE APPROPRIATE ACTION

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.

Ms. Arceneaux requested the Board's approval for Abrakadoodle Art Education, a district vendor, to utilize the District facilities for an upcoming event scheduled to take place throughout the year.

Ms. Arceneaux requested the Board's approval from Mary Coover, a district vendor, to utilize the District facilities for upcoming events scheduled to take place throughout the year.

Following review and discussion, Director Nady moved to approve the contracts presented by Ms. Arceneaux, as discussed and subject to attorney review and approval. Director Hubbell seconded the motion, which carried unanimously.

COMMUNICATIONS MATTERS

The Board discussed District communication and website matters. The Board concurred to include each director's District-issued email address on their respective business cards.

CURRENT EVENTS

Director Robinson discussed current events.

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 January 12, 2023, at LJA's office located at 1904 West Grand Parkway North, Suite 100, Katy, Texas 77449, and the next parks meeting in person on January 26, 2023, at the same location.

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

Secretary, Board of Directors

(SEAL)

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