

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

January 26, 2023

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 January 2023, 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: Cara Sliva and Ashleigh Bass of Artesian Financial Services ("Artesian"); Patrick Newton of LJA Engineering ("LJA"); Maeve Burns of TBG Partners ("TBG"); Tim Marshall of ETM Associates, LLC ("ETM"); Matthew Dunn and Andrew Dunn of On-Site Protection LLC; Jerry Schroeder 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 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 December 22, 2022 regular parks meeting. After review and discussion, Director Nady moved to approve the minutes, as discussed. Director Robinson seconded the motion, which carried unanimously.

## FRIENDS OF THE PARK

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

## SECURITY REPORT

Messrs. Andrew and Matthew Dunn reviewed the security report with the Board, a copy of which is attached. Mr. Andrew Dunn reported on a recent incident that took place in the District. The Board discussed corrective measures and a path forward to mitigate future occurrences from taking place.

## BOOKKEEPER'S REPORT

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

Ms. Bass reviewed and discussed the parks' and the consultant's budgets and payments. Ms. Bass noted that the District's TexStar Investment Pool account is now current.

The Board discussed the District's surplus funds remaining from the District's prior park bond sales, current and future projects, and effective options on how to spend the District's surplus funds. Mr. Thompson requested a meeting with Artesian and TBG to discuss a path forward for future projects as it relates to the District's surplus funds.

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, and reviewed the following proposals with the Board:

1. Willow Fork Park Trail Connection in the amount of \$24,000;
2. Storm Pipe replacement -Va9-11E in the amount of \$39,699.00;
3. Central Green Utility Ramp in the amount of \$8,775.00; and
4. WFD-23W Interceptor Pipe replacement in the amount of \$28,208.00.

Discussion ensued on costs and labor associated with the proposals Champions presented. After further discussion, the Board concurred to approve the Willow Fork Park Trail Connection proposal and the Central Green Utility Ramp proposal and requested LJA obtain at least two additional bids for the Storm Pipe Replacement -Va9-11E in the amount of \$39,699.00 and the WFD-23W Interceptor Pipe Replacement in the amount of \$28,208.00.

Following review and discussion, and based off of Champions' recommendation, Director Savage moved to (1) approve Champions' report; and (2) approve Champions' two proposals for the Willow Fork Park Trail Connection and Central Green Utility Ramp, as discussed. Director Hubbell seconded the motion. All directors voted in favor of the motion, except Director Nady who abstained, thus the motion carried.

#### LANDSCAPE ARCHITECT REPORT

Ms. Burns reviewed the landscape architect's report, a copy of which is attached.

Ms. Burns updated the Board on the status of Trails Package 4.

Ms. Burns updated the Board on the status of Patti's Patch.

Ms. Burns reviewed and presented proposed new trail segments to be included as part of Trails Package 5. The Board discussed funding options for additional projects. Director Nady requested ABHR to reach out to Fort Bend County Municipal Utility District No. 35 ("MUD35") regarding the Beckendorff Jr. High Sidewalk and inquire if MUD35 would be interested in sharing the cost with the District in the amount of \$7,500. Discussion ensued.

Following review and discussion, and based off of the landscape architect's recommendation, Director Nady moved to (1) approve the landscape architect's report; and (2) authorize TBG and LJA to prepare preliminary designs and coordinate on a scope of work for Trails Package 5, subject to Board review and approval. Director Hubbell seconded the motion, which carried unanimously.

Director Nady updated the Board on Trails Segment Q matters.

#### ENGINEERING REPORT

Mr. Newton introduced himself to the Board and discussed engineering matters. A copy of the engineering report is attached.

Following review and discussion, and based off of the engineer's recommendation, Director Nady moved to approve the engineering report. Director Hubbell seconded the motion, which carried unanimously.

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.

DISCUSS INTERLOCAL AGREEMENT WITH KATY INDEPENDENT SCHOOL DISTRICT ("KISD") RELATED TO ADDITIONAL TRAIL SEGMENTS, AND AUTHORIZE APPROPRIATE ACTION

Mr. Thompson updated the Board on the interlocal agreement between the District and KISD and stated that KISD has approved and signed the interlocal agreement. Mr. Thompson discussed real estate documents needed for additional trails and outlined the necessary steps required to prepare easements and deeds. He then stated LJA was preparing the necessary description for these real estate documents.

PROJECT BARKER AND AUTHORIZE APPROPRIATE ACTION

The Board discussed the County's recent town hall meeting related to flood litigation and requested to have video recordings of future town hall meetings posted to the District website.

REPORT FROM EVENTS DIRECTOR AND PARKS COMMITTEE RECOMMENDATIONS

Ms. Arceneaux discussed recent and upcoming Central Green events.

Ms. Arceneaux discussed insurance matters relating to Central Green events and Mr. Thompson suggested that the two meet with the District's insurance provider to discuss potential options.

Mr. Thompson and Ms. Arceneaux updated the Board on Gary Moore, Marketing consultant. The Board discussed Mr. Moore's payment plan and requested Mr. Moore pay \$2,000 now and the remaining \$8,000 from his commission over time. Ms. Arceneaux stated that she is monitoring Mr. Moore's commissions for accuracy and tracking purposes. Following review and discussion, Director Nady moved to approve the revised terms for Mr. Moore. Director Hubbell seconded the motion, which carried unanimously.

COMMUNICATIONS MATTERS

The Board discussed District communication and website matters.

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 February 9, 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 February 23, 2023, at the same location.

CAPITAL IMPROVEMENT PLAN PROPOSAL AND AUTHORIZE APPROPRIATE ACTION, IF ANY

Mr. Marshall reviewed and presented an Asset Management Proposal prepared by ETM. No action was taken on this agenda item.

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



/s/Sarah Hubbell  
Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Security report .....	2
Bookkeeper's report.....	2
Champions Maintenance Report .....	2
Engineering report.....	3
Communications report .....	4