

# DRAFT

## WILLOW FORK DRAINAGE DISTRICT PARK MATTERS

February 23, 2023

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 23rd day of February 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
Alexander "Alec" Bray	Assistant Vice President
Joseph S. Robinson	Assistant Secretary

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

Also attending either in person or by teleconference were: Cara Sliva of Artesian Financial Services ("Artesian"); Patrick Newton and Craig Kalkomey of LJA Engineering ("LJA"); Matthew Dunn and Andrew Dunn of On-Site Protection LLC; Jerry Schroeder and Marie Newsom of Champions Hydro-Lawn, Inc. ("Champions"); Craig Rathmann of Rathmann & Associates, L.P ("Rathmann"); Matt Klein of TBG Partners ("TBG"); Ashley Davis of Syren Entertainment and Media Group, LLC. ("Syren"); Yvonne Arceneaux, District Park Manager; and Harry H. Thompson and Meagan Guilmenot of Allen Boone Humphries Robinson LLP ("ABHR").

### 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 January 26, 2023 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

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

Discussion ensued regarding Patti's Patch.

## SECURITY REPORT

Messrs. Andrew and Matthew Dunn reviewed the security report with the Board, a copy of which is attached.

Discussion ensued regarding the use of electronic bikes and motor bikes in the District.

Director Hubbell made a motion to approve the security report. Director Bray seconded the motion, which passed unanimously.

## BOOKKEEPER'S REPORT

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

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.

After review and discussion, and based on the bookkeeper's recommendation, Director Nady moved to approve the bookkeeper's report and payment of the bills. 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, and reviewed a proposal with the Board for Willow Fork Park Butterfly Garden Walkway in the amount of \$1,450.00.

Following review and discussion, and based off of Champions' recommendation, Director Nady moved to (1) approve Champions' report; and (2) approve Champions' proposal for the Willow Fork Park Butterfly Garden Walkway, as discussed. Director Hubbell seconded the motion. All directors voted in favor of the motion, except Director Bray who abstained, thus the motion carried.

The Board concurred to have Champions and Ms. Arceneaux coordinate with the restaurants around Central Green regarding paving and walkway matters.

Director Hubbell left the meeting.

## LANDSCAPE ARCHITECT REPORT

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

Mr. Klein updated the Board on the status of Trails Package 4. The Board discussed identifying potential areas for future signage, and TBG will bring updated graphics for future signage to the March meeting.

Mr. Klein updated the Board on the status of Patti's Patch, and reviewed proposals associated with improvements related to the same.

Mr. Klein and Mr. Kalkomey provided an update regarding the proposed sub-lease for future trail packages. Mr. Kalkomey stated the U.S. Army Corps of Engineering is no longer proceeding with the sub-lease and that he will be working with Harris County and Fort Bend County on a solution to ensure locations are available for the placement of the trails.

Director Nady updated the Board on Trails Segment Q matters.

## PUBLIC COMMENTS (CONT'D)

Preeti Patel, resident of the District, introduced herself to the Board. She inquired about various trail and landscaping matters. The Board discussed its trail program and emphasized its priority of maintaining the integrity of the drainage system.

## ENGINEERING REPORT

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

Mr. Newton reviewed and recommended approval of the Storm Water Management Program ("SWMP") Year annual report prepared by AECOM ("Year 3 Report"). Discussion ensued regarding the District's responsibilities under the SWMP. Following review and discussion, Director Nady moved to approve the Year 3 Report and direct that the report be filed appropriately and retained in the District's official records. Director Bray seconded the motion, which passed by unanimous vote.

The Board discussed the District's upcoming submittal of an application to the Texas Commission on Environmental Quality ("TCEQ") for the use of surplus funds to reimburse the District for construction of various parks projects. After discussion, Director Nady moved to authorize ABHR to prepare a Resolution Authorizing Application to the Texas Commission on Environmental Quality for Use of Surplus

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Funds (“the Resolution”). Director Bray seconded the motion, which passed by unanimous vote.

Messrs. Newton and Kalkomey updated the Board on Segment Q and requested Board authorization for LJA to coordinate with Harris County and USACE and authorization to prepare and submit the submittal package to the proper entities. Mr. Newton then requested Board authorization for the Board President to sign the associated Real Estate Action Form.

Messrs. Newton and Kalkomey updated the Board on Segments X, Y and Z and requested Board authorization for LJA to coordinate with Fort Bend County and USACE and authorization to prepare and submit the submittal package to the proper entities. Mr. Newton then requested Board authorization for the Board President to sign the associated Real Estate Action Form.

Mr. Newton updated the Board on the Diversion Channel Desilting Project and presented, as an option to the Board, Change Order No. 2 increasing the contract amount by \$56,000.00 for the loading and hauling of material removed from the Diversion Channel, payable to JBRI Construction Services, LLC (“JBRI”). Following review and discussion, and based on the engineer’s recommendation, the Board determined that Change Order No. 2 is beneficial to the District.

Following review and discussion, and based off of the engineer’s recommendation, Director Nady moved to (1) approve the engineering report; and (2) approve Change Order No. 1, in the amount of \$56,000.00 payable to JBRI. Director Hubbell seconded the motion, which carried unanimously.

## ADOPT RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION

The Board reviewed a Resolution Concerning Exemptions from Taxation, as well as the District’s financial advisor’s recommendation and information regarding exemptions. Director Bray then moved to adopt a Resolution Concerning Exemptions from Taxation granting a \$70,000 exemption for persons over 65 and/or disabled. Director Robinson seconded the motion which passed unanimously.

## DISCUSS CAPITAL IMPROVEMENT PLAN PROPOSAL AND OPTIONS AND AUTHORIZE APPROPRIATE ACTION

The Board discussed capital improvement plan proposals and expressed that the Board’s preference is for current consultants to prepare requested capital improvement plan proposals.

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## 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

The Board discussed potential additional funding sources for Project Barker.

## REPORT FROM EVENTS DIRECTOR AND PARKS COMMITTEE RECOMMENDATIONS

Ms. Arceneaux discussed recent and upcoming Central Green events. The Board reviewed two contracts for events at Central Green: (1) Magic Funny Mascots and (2) Kiland Entertainment. Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Nady moved to approve both contracts. Director Robinson seconded the motion, which passed unanimously.

Ms. Arceneaux also reviewed marketing options and packages for Central Green. The Board concurred to defer a decision on the marketing options and packages until Director Hubbell can be a part of the discussion.

Ms. Davis introduced herself to Board and presented a proposal for a special holiday program at Central Green. The Board requested for Ms. Davis to have a discussion with LaCenterra and follow up with additional information.

## COMMUNICATIONS MATTERS

The Board discussed District communication and website matters.

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.

## CURRENT EVENTS

Director Robinson discussed current events.

## EXECUTIVE SESSION

The Board did not convene in Executive Session.

## INCLUSION ON NEXT AGENDA

The Board concurred to hold the next drainage meeting in person on March 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 March 23, 2023, at the same location.

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

(SEAL)

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Secretary, Board of Directors

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