



NOTICE OF MEETING

COLLIN COUNTY PARKS FOUNDATION ADVISORY BOARD

Notice is hereby given that the Collin County Parks Foundation Advisory Board will meet on **Thursday, April 14, 2022, at 5:30 p.m.** at the **Collin County Engineering Conference Room, 4690 Community Ave, Suite 200, McKinney, TX 75071**, for the purpose of:

AGENDA

1. Call to Order;
2. Approval of March 17, 2022, Minutes;
3. Review and discuss current projects funded through the Project Assistance Program;
4. Regional Trails Master Plan;
5. Review Responses Received about Project Assistance Program;
6. Updates to Website;
7. Updated Funding Assistance Program Application and Packet;
8. Possible future agenda items;
9. Adjourn

CERTIFICATE

I certify that the above notice of meeting was filed and posted with the County Clerk at the Collin County Jack Hatchell Administration Building, McKinney, Texas on the 11th day of April 2022, per the official time/date stamp of the County Clerk's Office.

Dawn Redwine

Stacey Kemp, County Clerk
Collin County, Texas

By: _____
Deputy

Collin County Parks Foundation Advisory Board
March 17, 2022 – 5:30PM
Collin County Engineering Conference Room, McKinney, TX

1. Call Meeting to Order

Carson Underwood called the meeting to order at 5:30 PM with the following members present in person: Carson Underwood ('21 Vice Chair), Bill Fraser, Ron Tykoski, Jennifer Irwin, Chris Catullo, and David Bell; present via WebEx: Dollie Thomas. The following members were not present: Steve Bolen ('21 Chair); Collin County staff present: Tracy Homfeld and Dawn Redwine; Guests: none.

2. Approval of February 2022 Minutes

Chris made a motion to approve, second by Bill, which passed unanimously.

3. Introduction of New Member(s)

New member present was Jennifer Irwin. An overview of the Board's responsibilities, along with an overview of all the County Parks, was given. Board was also updated with the information that Sister Grove Park now has a new caretaker.

4. Elect 2022 officer: Chairperson, Vice-Chairperson, Secretary

Chris made a motion to reinstate Dawn as the secretary, second by David, which passed unanimously. Chris nominated himself to serve as Vice-Chairperson, second by Bill, which passed unanimously. David made a motion to move Carson from '21 Vice Chair to '22 Chairperson, second by Chris, which passed unanimously.

5. Review and discuss current projects funded through the Project Assistance Program

A printout of the 17 projects that are in "Open" status was given to those in attendance and an update was given for Myer's Park projects, which was not on the list.

6. Continued discussion of the possibility of partnering with cities as it relates to Open Space in their ETJ

After discussions, it was determined that a City/Town would be able to apply for funding for Open Space in their ETJ.

7. Continued discussion of updating the Master Trail Plan

After discussions of cost, and what the Board is looking to see in the Trail update, David made a motion for County staff to seek Commissioners Court approval to deem Halff and Associates as most qualified to perform the Regional Trails Master Plan update and engage with Halff and Associates for a Scope and Fee, second by Chris, which passed unanimously.

8. Continued discussion of setting aside funds from each Bond Sale for an operations budget

After discussions, it was determined Bond funds cannot be used for operations, so other means will need to be used as needs arise. Some ideas were:

- Add application information to the County's social media pages
- Add any City's/Town's that have Master Trail Plans to the Parks Board webpage
- Add past funded projects and photos to the Parks Board webpage
- Add the Strategic Plan video to the Parks Board webpage

9. Details for presentation for April's meeting

After discussions, the Board agreed that hosting a meeting specifically to inform entities of the application and award process would not be beneficial at this time. Instead, the Board would like to distribute information by:

- Creating a FAQ section on the Board's webpage.

- Updating the application with more detailed information and listing what the Board looks for when awarding funds.
- Making the Board's priorities clear.
- Adding links and examples to the application packet.
- Attending Non-Profit Group gatherings to deliver information and make new contacts.
- Adding projects that the Board has funded in the past to the Board's webpage.
- Ask applicants to include their Master Trail Plan, if they have one, with their application submittal.
- No longer send hard copies of application packet in the mail, send electronically instead.
 - Jennifer made a motion to send electronic packets to entities during the week of April 18, second by David, which passed unanimously.
- No longer accept hard copies of application packets, electronically accept unless special permission is granted.
 - David made a motion to accepted electric submittals by July 11, 2022, second by Chris, which passed unanimously.
 - With the changes being made to the submittal process, David made a motion to update the Timeline that is to be presented to the Commissioners Court on April 4, 2022, second by Jennifer, which passed unanimously.

10. Possible future agenda items

The Board discussed a variety of items that would be of interest at future meetings. The list of suggestions included:

- Draft of new application packets presented by County Staff at April meeting for vote.
- If deemed most qualified, ask Halff and Associates to attend meeting to go over scope and fee of updating the Regional Trails Master Plan.
- Myer's Park staff update the Board on the projects that were funded in 2021 and explain the deficit of funds that are still needed.

11. Adjourn

David made a motion to adjourn and second by Bill. The meeting adjourned by Carson at 7:10PM

Action Items:

- County staff to ask Myer's Park staff to present to the Board what is lacking in funds for project repairs.
- County staff ask Myer's Park staff to consider seeking other sources of grant funds for projects.
- County staff seek Commissioners Court approval to deem Halff and Associates as most qualified to perform the Regional Trails Master Plan update. If approval is given, staff will then engage with Halff and Associates for a scope and fee.
- County staff will reach out to PIO to add application information to the County's social media pages once the applications are revised and ready.
- County staff will update webpage with trail plans, project updates and photos as they become available.
- County staff will update webpage with FAQ section, updated application packet information and past projects funded by the Board.
- County staff reach out to each City/Town and non-profit on the list to see if they have specific questions about the application and award process.
- County staff reach out to each City/Town, non-profit on list, and MUDDs for a contact person to receive application packet by email.