

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

October 28, 2020

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session by teleconference, with access by telephone available to the public, pursuant to Texas Government Code Section 551.125 and Governor Greg Abbott's emergency disaster declaration dated March 13, 2020, in regular session, open to the public, on October 28, 2020, and the roll was called of the members of the Board:

Wendy Duncan	President
Dan Smith	Vice President
John Poulter	Secretary
Gregg Nady	Assistant Vice President
Joe Robinson	Assistant Secretary

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

Also present at the meeting were Wendy Ramirez of BKD LLP; Robert Stowe, member of the public; Yvonne Arceneaux; Neil Stillman, Friends of the Park; Fran Matuska of F. Matuska, Inc.; Matt Klein and Glen Jarrett of TBG Partners; Christine Reeves and Andrew and Matthew Dunn of On-Site Protection LLC; Craig Kalkomey of LJA Engineering; Jerry Schroeder and Dawn Mouton, of Champions Hydro-Lawn, Inc. ("Champions"); and Harry H. Thompson and Patti Hopper of Allen Boone Humphries Robinson LLP.

Mr. Thompson reviewed protocols for conducting the teleconference and reminded the attendees that the meeting was being recorded.

UPDATE ON COVID19 MATTERS

Mr. Thompson updated the Board regarding COVID19 matters and District operations and stated the District is still operating under the emergency orders of the Fort Bend and Harris County Judges.

COMMENTS FROM THE PUBLIC

Mr. Stowe stated he would like to make comments on the Interim Chief's Report of the Army Corps of Engineers. Director Duncan stated comments will be taken from the public once the District's attorney has prepared a response for a review.

## MINUTES

The Board next considered approving the minutes of the previous parks meeting. After discussion, the Board concurred to table this item.

## SECURITY REPORT

Ms. Reeves reported on security matters for the parks, trails, and drainage facilities. She also discussed crime in the area. Ms. Reeves stated she received a complaint regarding Frisbees being thrown into her backyard, and people are jumping the complainant's fence to retrieve them. Mr. Andrew Dunn stated people broke into the electric box in the parking lot at Willow Fork Park and disabled the locks. He stated Director Poulter has approved upgrading the boxes to make them harder to break. Mr. Andrew Dunn stated he spoke with the Sheriff's Department regarding the increase in motor break ins. He stated these cannot be prosecuted unless the perpetrators' faces are caught on camera. Director Poulter reviewed a proposal to install another pole for \$21,000 with lights and additional cameras. In response to a question from Mr. Thompson regarding persons breaking the gate arm at the entrance to the park, Mr. Andrew Dunn stated a gate that locks could be installed. Director Poulter then moved to approve quote for the additional pole, cameras, and lights. Director Nady seconded the motion, which carried unanimously.

## FRIENDS OF THE PARK

Mr. Stillman updated the Board regarding the status of the two interpretive panels in the butterfly garden. He stated he hopes to have samples for the Board's review at the next meeting.

## BOOKKEEPER'S REPORT

Ms. Matuska reviewed the bookkeeper's report for parks, a copy of which is attached, including the checks presented for payment. Ms. Matuska stated she is selling her business and discussed the changes the Board will see. After review and discussion, Director Robinson moved to approve the bookkeeper's report and payment of the bills. Director Nady seconded the motion, which passed by unanimous vote. Director Robinson moved to adopt the budget. Director Nady seconded the motion, which carried unanimously.

## ENGAGE AUDITOR

The Board considered authorizing BKD LLP to prepare the District's audit for the fiscal year ending September 30, 2020, and Ms. Ramirez reviewed BKD LLP's proposal for such services. After review and discussion, Director Nady moved to authorize BKD

LLP to prepare the District's audit for the fiscal year ending September 30, 2020. The motion was seconded by Director Robinson and carried by unanimous vote.

#### 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 repairs.

Mr. Schroeder stated one of the fountains is not working properly, and he has contacted a company to come inspect and make a recommendation.

Mr. Schroeder reviewed a proposal to install a concrete flume to capture sheet flow and convey to the lake.

Mr. Schroeder reviewed pictures of the last 8200 feet of the diversion channel being desilted.

Mr. Schroeder updated Champion's budget from \$425 to \$730 to include the cleaning crews for the new bathrooms at Exploration Park.

Discussion re-ensued regarding the complaint about the frisbees. Mr. Schroeder stated a net could be installed to keep the frisbees from going over the fence. Director Robinson asked that the resident be contacted to let them know the District is looking to rectify the situation.

Discussion ensued regarding the District's policy regarding the number of persons allowed to use Willow Fork Park as a group. Mr. Thompson stated he will research the District's policy and report to the Parks Committee. Director Poulter moved to install concrete at Willow Fork Park and to approve the increased maintenance at Exploration Park. Director Robinson seconded the motion, which carried unanimously.

Ms. Mouton updated the Board regarding the sanitation stations at the parks and asked if the Board wanted to continue with the same amount of station. Ms. Mouton recommended considering the purchase of the sanitation stations that the District could be maintain. Ms. Arceneaux requested that the Board look into purchasing sanitation stations. The Board concurred to discuss the costs of the sanitation stations at the next meeting.

Director Poulter moved to approve the proposal for the installation of the concrete flume and the amended budget to include the cleaning crews for the new bathrooms at Exploration Park. Director Robinson seconded the motion, which carried unanimously.

## LANDSCAPE ARCHITECT REPORT

Mr. Klein reviewed the landscape architect report, a copy of which is attached. He stated a map of the trails is included in the report.

Mr. Klein updated the Board regarding the Central Green Shade Structure and stated plans and construction contracts are being reviewed. He stated a pre-construction meeting is being scheduled.

Mr. Klein updated the Board regarding the trail signage and wayfinding and stated several of the signs have been corrected and replaced.

Mr. Klein updated the Board regarding the Exploration Park Bathroom project and stated no action was necessary. He recommended approval of Pay Estimates 4, 5, and 6.

Mr. Klein updated the Board regarding Trails Package 1 and reviewed and recommended approval of the final pay estimate in the amount of \$129,936.40

Mr. Klein updated the Board regarding Trails Package 2 and stated no action was necessary. He stated punch list items are being completed.

Mr. Klein updated the Board regarding Trails Package 3 and recommended approval of Pay Estimate No. 14 in the amount of \$8,654.50, payable to MoBill Contractors.

Mr. Thompson stated ABHR has been coordinating with TBG to acquire the easements for the T-103 trail in Trails Package 4, specifically a portion on homeowner association property. Director Duncan stated the parks committee supports the homeowner association to proceed with that portion of the trail, but did not feel comfortable recommending the portion to the Board of Directors.

After review and discussion, Director Smith moved to approve the landscape architect report and the action items, including the pay estimates. Director Nady seconded the motion, which carried unanimously.

A person representing Oak Park Trails homeowner association expressed her support of connectivity between her neighborhood and the District.

## 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 desilting the final 8200 linear feet of the Diversion Channel and stated 100% of the excavation is complete. He stated the project should be done within the next month.

Mr. Kalkomey updated the Board regarding the Infrastructure Fund Application, and stated the District has been invited to file a full application for the Barker Reservoir pilot project.

Mr. Kalkomey updated the Board regarding the water quality feature in the Diversion Feature as it relates to the FEMA claim.

In response to questions from Directory Nady, Mr. Kalkomey stated he will inspect the backslope swale on the Diversion Channel to determine the cause for the contractor dredging in that area; discussed sources of funding for the pilot project in the Barker Reservoir; He stated one bond issue could be for the feasibility studies; and a second bond application could be issued for the actual construction. Director Duncan stated local entities have expressed opposition to the U.S. Army Corps of Engineer's Interim Chief's Report and are advocating for increasing flood storage in the in the Barker and Addicks Reservoirs, and if the Corps approves doing that then the split would be 65/35 between the Federal Government and local entities. She stated the pilot project would be part of the increase in flood storage of the reservoirs.

Discussion re-ensued regarding options for the water quality project going forward. After discussion, Director Smith moved to authorize Mr. Kalkomey to prepare a summary of the options, including the costs and impact on the FEMA claim. Director Poulter seconded the motion, which carried unanimously.

After review and discussion, Director Smith moved to approve the report. Director Poulter seconded the motion, which carried unanimously.

#### REPORT FROM EVENTS DIRECTOR

Ms. Arceneaux discussed Central Green environments and read a written speech regarding the success of prior events and the benefits Central Green provides to the Community.

#### PARKS COMMITTEE RECOMMENDATIONS

The Parks Committee had no additional updates.

#### COMMUNICATIONS MATTERS

Mr. Thompson stated ABHR is working with Houston Stronger to provide comments to the Interim Report. He recommended the District join the comments prepared by ABHR and the Houston Stronger the organization. He stated he will send

the letter to the Board for review later today. After discussion, the Board concurred to review the letter and if approved, authorize Director Duncan to sign the letter.

Mr. Thompson stated Director Duncan authorized an emergency measure regarding the feral hogs in the neighborhood. Ms. Duncan stated she helped residents start a steering committee and authorized placement traps on the District's facilities. She stated this is a short-term solution, and the Cinco HA is working with the Corps for a permanent solution. The Board expressed its support for Director Duncan's actions. Director Poulter moved to ratify the actions taken. Director Nady seconded the motion, which carried unanimously.

Mr. Stowe expressed his concerns about the Interim Chief's Report.

#### CURRENT EVENTS

Director Robinson discussed current events regarding COVID19 issues and the election. He also discussed school re-openings for Fall 2020.

#### REVIEW ACTION LIST AND DISCUSS MEETING SCHEDULE AND ITEMS FOR INCLUSION ON NEXT AGENDA

The Board concurred to hold the next parks meeting on November 25, 2020.

#### EXECUTIVE SESSION

At 2:55 p.m., the Board convened in Executive Session.

#### OPEN SESSION

At 3:11 p.m., the Board reconvened in Executive Session. Director Nady moved to give the Division III Contractors until December 1, 2020 to complete the work or terminate the contract and impose the disincentive fees and to terminate the contract with MoBill and enter into a tender agreement with the surety, and if the surety does not agree, to move forward with plans and specifications and advertisement for bids to complete the project. Director Robinson seconded the motion, which carried unanimously.

/s/ John C. Poulter  
Secretary, Board of Directors



LIST OF ATTACHMENTS TO MINUTES

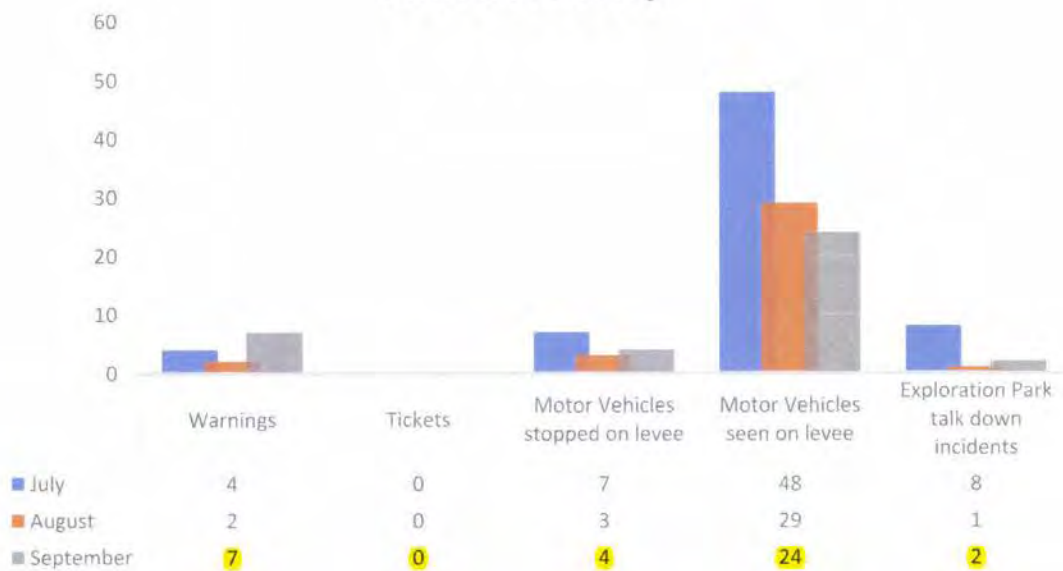
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Champions Maintenance Report.....	3
Landscape Architect's Report.....	4
Engineering Report.....	4

Next meeting TBD

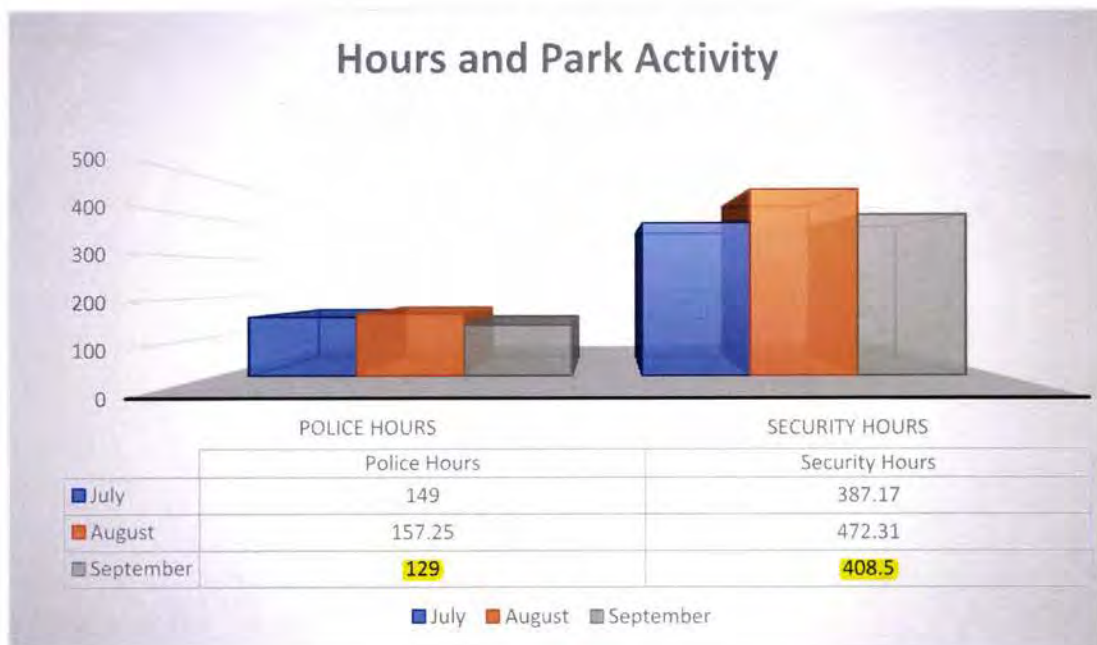


# ON-SITE PROTECTION INC.

## Police Activity





## Hours and Park Activity







- ☒  Homicide
- ☒  Attempted Homicide
- ☒  Death Investigation
- ☒  Sexual Assault
- ☒  Sexual Offense - Other
- ☒  Robbery - Commercial
- ☒  Robbery - Individual
- ☒  Aggravated Assault
- ☒  Assault - Other
- ☒  Burglary - Commercial
- ☒  Burglary - Residential
- ☒  Theft
- ☒  Fraud
- ☒  Shoplifting
- ☒  Theft - Other
- ☒  Motor Vehicle Theft
- ☒  Burglary from Motor Vehicle
- ☒  Arson
- ☒  DUI
- ☒  Alcohol Violation
- ☒  Drugs / Narcotics Violation
- ☒  Disorderly Conduct
- ☒  Traffic Incident
- ☒  Vandalism
- ☒  Weapons Violation
- ☒  All Other - Non-Criminal
- ☒  All Other - Criminal







Cinco Ranch  
Junior High School

Mitsi Dancing  
School - MDS

UT Physicians  
at Cinco Ranch

The Goddard School  
of Katy (Cinco Village...

Redeemer  
Community Church

Hanis & Stevenson  
Orthodontics

Pediatric Dental Safari

Mathnasium

Fort Bend County  
Libraries - Cinco...  
Temporarily closed

The Conservatory  
of Music at Cinco Ranch

Central  
Green Park

Life Time Fitness

## Central Green Crime Detail 9.20

Commercial Center Blvd

Cinco Ranch Blvd

Cinco Ranch Blvd

Commercial Center Blvd

Commercial Center Blvd

Grand Pkwy

Grand Pkwy

Grand Pkwy

Cinco Ranch Blvd

Cinco Ranch Blvd

Fulford Point Ln

Dunhill Ct

Dunhill Ct

Allister Ct

Angel Gate Ct

Eagles Knoll

4

Burglary from Motor Vehicle

Burglary from Motor Vehicle

Burglary from Motor Vehicle

Motor Vehicle Theft

Burglary from Motor Vehicle

Aggravated Assault

Burglary from Motor Vehicle

Theft of Vehicle



# WFP/Central Green Area Crime 9.20



Assault Injury to a child

Sexual Offense

Aggravated Sexual Assault-Child

ATY CREEK RANCH

ALCON RANCH

Fort Bend MUD  
124 Recreation Park

WF Park

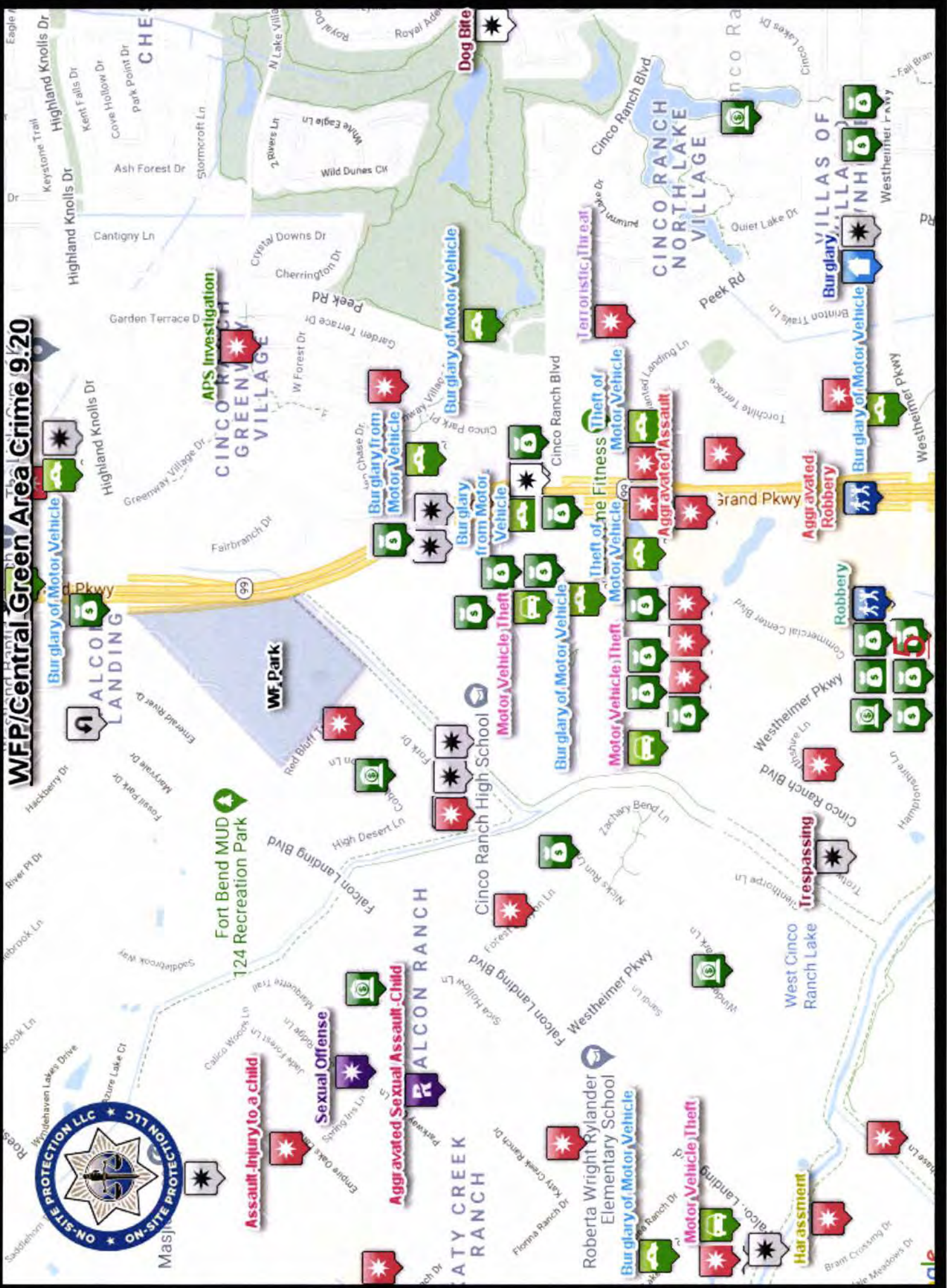
ALCON LANDING

APS Investigation

CINCO RANCH GREEN VILLAGE

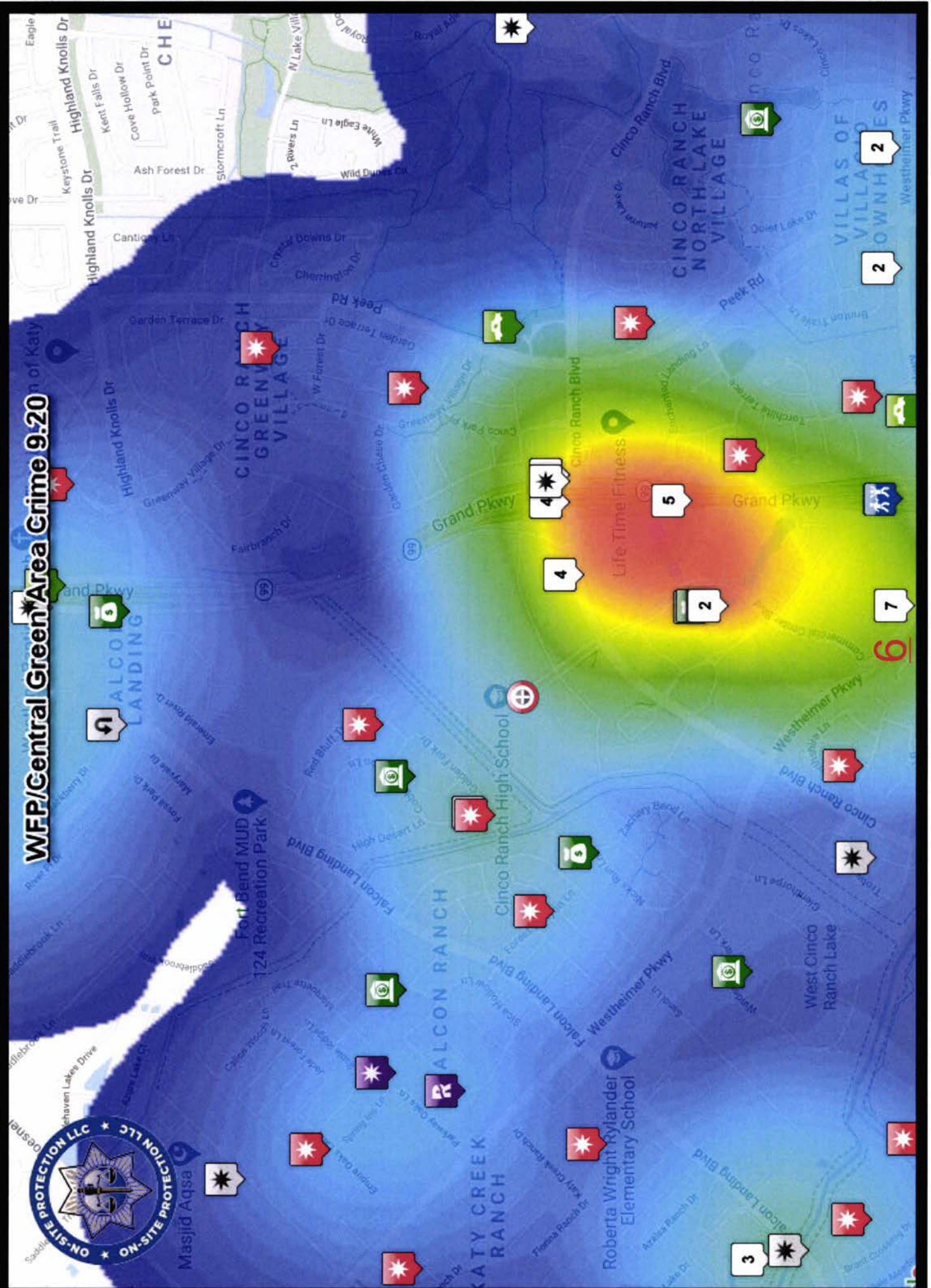
CINCO RANCH NORTH LAKE VILLAGE

VILLAS OF CINCO RANCH





# WFP/Central Green Area Crime 9.20





# Suspect Vehicles September 2020















Exploration Park 10-23  
8:15 pm  
Small Gathering  
10



# Park Happenings





# Officer Comments September 2020

## **Tanner Eddleblute;**

On September 19, 2020, I started riding the Willow Fork Levee at Kilpatrick Elementary School, where I made my way all the down to Exploration Park. While on location I counted about 17 vehicles in the parking lot, and just before I was fixing to continue riding I had a male flag me down and asked if I knew anything about fishing poles. The male was at the park with his young daughter and he was trying to teach her how to cast a fishing pole when the fishing line and reel messed up. I was able to fix the males fishing pole so they could continue to fish. While at Exploration Park I rode over to the south side of the bayou where I observed side by side tracks and vehicle tracks in the mud. I followed both set of tracks about a couple hundred yards were they did a donut in the mud and headed back to S Mason Rd. After I left there I made my way on the levee to back behind Freedom Park and down to the tractor bridge. From the pedestrian bridge behind Freedom Park I rode both sides of the levee to see if I could see any fresh motorized vehicle tracks but I did not see any while I was back there. I then made my way over to Willow Fork Park where I counted about 76 vehicles in the parking lot. While at Willow Fork Park I observed the security guard making rounds in the park. I did not see any motorized vehicles on the levee during my shift.

## **Brian Schmitt;**

On September 26, 2020, I checked the viewing platforms and nature trails. The water level was still too high to cross in most of the culverts, so the roadways were utilized to get from side to side of the diversion channel. I patrolled to the tractor bridge. The water level was about 4 feet from the top in most areas. I then went to Freedom Park. While at Freedom Park I checked the concession stand/restroom and the baseball fields while at the park. I then went to Exploration Park. I counted 15 vehicles in the parking lot. I sat by the picnic tables close to Exploration Park for about an hour. I checked the YMCA Campgrounds. The gate still appeared to be chained closed. I went and sat by the pedestrian bridge near Westbrook Cinco Lane. I then sat by the water treatment plant by Peek Road. I then went back to Willow Fork Park. I counted 38 vehicles in the parking lot. I met with Sam the On-Site security guard and sat with him watching the parking lot. I then patrolled behind Cinco Ranch Jr. and Sr. High Schools.



I then went and sat west of Cinco Ranch Blvd.  
I checked Highland Community Park.  
I sat by the park across from Kilpatrick Elementary for approximately an hour.  
No motorized vehicles were observed during the shift.

On September 27, 2020, I checked the nature trails and viewing platforms throughout the shift.

I checked Highland Community Park.  
I then patrolled under the Falcon Landing bridge and behind Woodlake Estates.  
While I was riding to Exploration Park, I received a text advising that a motorcycle was in the area of Beck Jr. High and I was just a couple of minutes behind. I checked the area and was unable to locate the motorcycle.  
I checked Exploration Park. I counted approximately 11 vehicles in the parking lot.  
I then went and sat in the park west of Mason Road for approximately an hour.  
I then moved over by Beck Jr. High and sat at this location for a while.  
I then sat by the Renberg pedestrian bridge for a while.  
I then went to Freedom Park. While at Freedom Park I checked the concession stand/restroom and the baseball fields while at the park.  
I then went to the tractor bridge on the Army Corp. of Engineers Section.  
I then sat by the water treatment plant by Peek Road for a while.  
Lots of foot traffic and bike riders were in the area most likely because of the nice weather.  
I then went to Willow Fork Park. I counted 38 vehicles in the parking lot. I met Joey the On-Site security guard. I talked with Joey for a short time. While talking with Joey we were watching the parking lot. I observed a woman riding a bicycle and she lost control of her bicycle and crashed face first into a parked vehicle. Joey and I checked on her and she stated she was ok other than a bruised ego. The vehicle didn't appear to have any damage from the bike crash.  
I went back behind Cinco Ranch Jr. High school and sat for a while.  
I then checked Exploration Park again. There were approximately 18 vehicles in the parking lot.  
I checked the YMCA Campgrounds. The gate still appeared to be chained closed.  
I sat by the King Lakes subdivision for a short time.  
No motorized vehicles were observed during the shift

### **Aramis Gonzales;**

On September 28, 2020, I rode the levee and had no incidents with motor vehicles.  
I first rode to and sat between Stansbury Place Ln. and Summer Edge Ln. on the levee.  
I observed and noted several trucks and heavy equipment on the levee from Fort Bend County Drainage dredging and moving dirt during my shift. This equipment was working West of Grand Parkway and East of Mason Rd.  
I then rode to Willow Fork Park where I sat for a while observing the parking lot and park area. I noted twelve cars in the parking lot. I further encountered two white pickups with trailers and workers at the park cleaning and trimming the grounds. It further appeared they were working on the shrubs and trees on the grounds.



I further rode and sat for a while near the overpass on Cinco Ranch Rd. due to reports of criminal mischief under the bridge area. No incidents to report on this date.  
I further rode and sat at Cassidy Park Ln. and S. Mason Rd. on the levee.  
I checked and sat for a while near the walkover bridge between Fry. Rd and Peek Rd. No incidents to report on this date.  
I then rode into Freedom Park in George Bush Park on the water control levee district.  
I rode to Westheimer Parkway and checked Fisherman's Trail and Bayou View Trail on the levee.  
I finished my shift by riding to and sitting near Exploration Park. I noted nine vehicles in the parking lot.  
I encountered no unauthorized motor vehicles on the levee this date. Foot and bicycle traffic with several families was heavy during my shift.

On September 29, 2020, I rode the levy and had no incidents with motor vehicles.  
I first rode to the Freedom Park in the George Bush Park on the water control district levee.  
I then rode to and through Camp Cinco and Exploration Park where I sat for a while.  
At this point in my shift I heard a report via my county radio of a lost child on a bicycle who had not made it home from school. Dispatch advised the child was new to Rodger and Ellen Beck Junior high and may have gotten lost on her way home. I rode towards the Junior High School checking the walkways and levee system looking for the description given by dispatch of the lost child. Upon arriving at Fry Rd. bridge and the levee the child had not been located so I advised dispatch that I would continue riding further towards the Grand Parkway bridge and continue look for the lost child. Upon arriving at Peek Rd. and the levee a Patrol Deputy who had made location at the home address of the child earlier on this call advised that the lost child had made it home on her bicycle and was safe. I then advised dispatch I was back in service and had received the information on the located child. I then rode back to and sat by Rodger and Ellen Beck Junior High. While there at the Junior High School I made contact with another Sheriff's Deputy reporting to this call and the mother who reported the lost child.  
I further rode to and parked near the diversion channel and the walkover bridge between Fry Rd. and Peek Rd. due to complaints of four-wheeler traffic.  
I then rode and sat for a while near the overpass on Cinco Ranch Rd. Due to reports of Criminal mischief. No incidents to report on this date.  
I then rode the levee to Cinco Ranch High School and checked the Willow Fork Park where I sat near the front of the parking lot for a while. I noted eight cars in the parking lot on this date. While patrolling on this date I observed and noted heavy equipment parked on the levee from Fort Bend County Drainage.  
I further rode back to the levee and sat near Haptonshire Ln. and Cinco Ranch Blvd.  
I rode and sat between Exploration Park and The Ballard House towards the end of the shift. I noted twelve cars in the adjacent parking lot on this day.  
I encountered no motor vehicles on the levee on this date.

### **Chris Bronsell;**

On Wednesday, September 30, 2020, I, Deputy C. Bronsell, badge #341, worked extra employment for WillowFork Drainage District from 4pm until 7pm. I began by sitting stationary on the levee near Beck Jr. High. I patrolled around the school, parking lot, and tennis courts. I patrolled the levee South and sat stationary at Summer Pointe playground and soccer fields. I made my way to Exploration Park and watched the parking lot from a distance, which contained 8 vehicles. I patrolled around Camp Cinco / YMCA. I patrolled to Freedom Park, which had a full parking lot. Baseball and soccer



practices were taking place. I worked a total of 3 hours. I did not observe any motorized vehicles on the levee during my shift.

On Saturday, October 03, 2020, I patrolled the levee from 12pm until 5pm. I began by patrolling the levee behind Glenthorpe Ln, and sat stationary at the dead end of Banksfield Ct. I made my way North and sat stationary at the dead end of Sandi Ln. I observed construction workers were in the area working on the levee. I continued patrolling the levee to the 3000 block of Falcon Landing. I then worked my way back towards Cinco Ranch High School. I patrolled around the schools, which had several little league football games taking place. I made my way to WillowFork Park. I observed the parking lot to be completely full. Most of the vehicles belonged to families watching a near-by football game. I met with On-Site Security Officer Sam and sat stationary inside the Park. I then traveled Southeast, making stops at Beck Jr. High, Summer Pointe Park, and Exploration Park. I observed the parking lot to contain 11 vehicles. I patrolled around Camp Cinco / YMCA. I worked a total of 5 hours. I did not observe any motorized vehicles on the levee (except construction vehicles), during my shift.

**Fernie Flores;**  
N/A

**Tanner Eddleblute;**

On October 2, 2020, I started riding the Willow Fork Levee at Kilpatrick Elementary School, I rode down and checked Wellington Park. From there I rode over to Willow Fork Park where I counted about 35 vehicles in the parking lot. While I was at Willow Fork Park, I made a pass through the park itself, where I observed the security guard making rounds in the park himself. I then made the long ride over to Exploration park where I counted about 22 vehicles in the parking lot. Since I was in the area I rode over and checked the gate to the Cinco YMCA which was closed and locked. After I was done there, I rode the levee down to the tractor bridge and behind Freedom Park. Then as I was riding the levee in between Grand Parkway and Cinco Ranch Blvd where the levee is washed out and blocked off from people, I stopped to tell a few people they should not be in there because the levee is washed away. They asked if they were going repair it, which I told



them it eventually would be repaired. I did not see any motorized vehicles on the levee during my shift.

**Brian Schmitt;**

On October 1, 2020 I first patrolled to Highland Community Park.

I checked the nature trails and viewing platforms throughout the shift.

I stopped at the construction trailer that is west of Cinco Ranch Blvd. This is the location where all the construction is occurring on the diversion channel. I stopped in and talked with one of the construction managers. I advised him who I was and why we were riding along the diversion channel. I inquired if they were having any problems with vandalism or theft to their construction equipment. He advised they have not had any problems so far. I advised we check on the equipment daily and if he or his workers need anything, contact one of the Deputies riding the diversion channel or call the non-emergency number to the Sheriff's Office.

I then went to Willow Fork Park. I counted approximately 14 vehicles in the parking lot. I saw the security guard with On-Site Security sitting by the parking lot. I sat by the parking lot for a short time and then continued with my patrols.

I then went and patrolled behind Cinco Ranch Jr. High and High School. The Jr. High was about to release students from class, so I sat by Westheimer Parkway near the bridge. There was not a lot of foot traffic from the kids.

I then headed to Exploration Park. While on the way I was crossing Peek Road when I saw a pickup truck driving down in the diversion channel. I turned and went over to the south side of the diversion channel and made contact with the driver about 150 yards east of Peek Road. The driver turned out to be an employee of Champion Hydro who was checking the fertilizer.

I then went to Exploration Park. I counted approximately 5 vehicles in the parking lot.

I then went and sat at Summer Point Park/Soccer Fields.

I then went to Freedom Park. While at Freedom Park I checked the baseball fields and the concession/restrooms.

I then went and sat by Beck Jr. High near Fry Rd. for approximately an hour.

I then went and sat by the King Lakes subdivision until dark. As soon as the sun went down I was almost carried away by mosquitoes.

No unauthorized motor vehicles were observed during the shift.

On October 4, 2020, I continually checked the nature trails and viewing platforms throughout the shift.

I also checked the construction equipment and maintenance equipment throughout the shift.

I first patrolled to the tractor bridge. I saw three males standing by the bridge. One of the males had a crossbow. I made contact with the subjects. They advised they were looking for hogs. They were advised that this area is not public hunting land and managed by the Army Corp. Of Engineers. The subjects left the area.

I then went to Freedom Park. There were two baseball games in progress. I checked the concession stand and restrooms while at the park.

I then went to Exploration Park. I counted 12 vehicles in the parking lot.

I also checked the entrance to the YMCA Campgrounds. The gate still appeared to be chained.

I then sat west of Exploration Park for a short time.

I then went and sat by the pedestrian bridge near Westbrook Cinco Lane. No activity was observed.

I then went and sat by the water treatment plant by Peek Rd. for approximately an hour.



I then moved and sat by Fry Rd. near Beck Jr High. No activity was observed.  
I then went to Willow Fork Park. I counted 51 vehicles in the parking lot. I sat by the parking lot for approximately 45 minutes or so.  
I then went and sat behind Cinco Ranch Jr and Sr High schools.  
I moved and sat just west of Cinco Ranch Blvd. by Glenthorpe Lane.  
No motorized vehicles were observed during the shift.

On October 5, 2020, I rode the levee and had no incidents with motor vehicles.  
I first rode to and sat between Stansbury Place Ln. and Summer Edge Ln. on the levee.  
I observed and noted several trucks and heavy equipment on the levee dredging and moving dirt and working during my shift.  
I then rode to Willow Fork Park where I sat for a while observing the parking lot and park area. I noted fifteen cars in the parking lot.  
I further rode and sat for a while near the overpass on Cinco Ranch Rd. due to reports of criminal mischief under the bridge area. No incidents to report on this date.  
I further rode to and parked near the diversion channel and the walkover bridge between Fry Rd. and Peek Rd. due to complaints of four-wheeler traffic.  
I further rode and sat at Cassidy Park Ln. and S. Mason Rd. on the levee.  
I then rode into Freedom Park in the George Bush Park on the water control levee district.  
I rode to Westheimer Parkway and checked Fisherman's Trail and Bayou View Trail on the levee.  
I finished my shift by riding to and sitting near Exploration Park. I noted seven cars in the parking lot.  
I encountered no unauthorized motor vehicles on the levee this date.

On October 6, 2020, I rode the levee and had incidents only with workers on the levee.  
I first rode through Camp Cinco and Exploration Park where I sat for a while watching the walking trail. I noted five cars in the parking lot adjacent to Exploration Park.  
I then rode into Freedom Park in George Bush Park on the water control levee district. I checked the baseball fields, parking lots and concession stand. No vehicles in the parking lot.  
I then rode and sat by Roger and Ellen Beck Junior High for a while on the levee.  
I observed and noted several trucks and heavy equipment on the levee dredging and moving dirt during my shift.  
I then rode and sat for a while near the overpass on Cinco Ranch Rd. due to reports of criminal mischief under the bridge area. No incidents to report on this date.  
I further rode to Willow Fork Park where I sat near the front of the parking lot. I further rode and checked the park area perimeter while there. I noted nineteen cars in the parking lot.  
I rode back to the levee and sat near Hamptonshire Ln. and Cinco Ranch Blvd. on the levee watching the walking trail.



I further rode to and parked near the diversion channel and the walkover bridge between Fry Rd. and Peek Rd. due to complaints of four-wheeler traffic. I then rode back to the levee and sat between Banning Point Ct. and Litchfield Bend Ln. I encountered no unauthorized motor vehicles on the levee on this date.

**Chris Bronsell;**

On Wednesday, October 07, 2020, I, Deputy C. Bronsell, badge #341, worked extra employment for Willow Fork Drainage District from 3pm until 7pm. I began by patrolling around Creech Elementary and The Ballard House, along Cinco Park Rd. I patrolled around Exploration Park, which contained 8 vehicles. I patrolled through Camp Cinco / YMCA, and made my way to Freedom Park, which contained only 3 vehicles. I patrolled around McMeans Jr. High, and around the Equestrian Center. I patrolled the levee behind the North Lake Village Pool and Tennis Courts. I traveled back around and patrolled the levee behind Fry Ct, up to the golf course. I sat stationary on the levee near the 4200 block of S. Mason Rd. I then sat stationary on the levee near Beck Jr. High. I patrolled the levee South, stopping at Summer Pointe Park and Soccer Fields. I worked a total of 4 hours. I did not observe any motorized vehicles on the levee during my shift.

On Saturday, October 10, 2020, I patrolled the levee from 3pm until 7pm. I began by patrolling around Kilpatrick Elementary and the Highland Park pool and playground. I patrolled the levee underneath the 3000 block of Falcon Landing Blvd, and made my way to Greenbusch Rd. I then sat stationary on the levee behind Glenthorne Ln. I traveled underneath the 24200 block of Westheimer Pkwy (which is still clean of graffiti) and patrolled around Cinco Ranch High School and Jr. High. The parking lots were full with flag football games taking place. I sat in the parking lot of Willow Fork Park, which contained about 40 vehicles. I met with On-Site Security Officer Sam and patrolled the Park. I then traveled in a Southeast direction, crossing Cinco Ranch Blvd, S.H. 99, and Peek Rd. I sat stationary near the new bridge, located East of Peek Rd. I made my way to Beck Jr. High and patrolled around the school and tennis courts. I observed what appeared to be dirt bike tracks in the area. I patrolled around Exploration Park and sat stationary in the parking lot, which contained 10 vehicles. I worked a total of 4 hours. I did not observe any motorized vehicles on the levee during my shift.

**Fernie Flores;**

On October 8, 2020, I patrolled to Highland Park Pool that was closed. A few employees were on location for maintenance. Drove to Willow Fork Park and observed student foot traffic along the way. There were 4 vehicles parked on the lot. Civilian foot traffic was light. No illegal activity was observed during my tour. I stayed in the area for an extended period without incident. I then patrolled the area towards Freedom Park. The concession stands were closed and secure. No activity was observed in the parking lot. A soccer field was in use with no other activity observed.



Patrolled towards the area of Beck Jr High School without incident. The area was busy at Beck Jr High School with student pickup. Street traffic around the school was heavy. No illegal activity was observed.

Headed to Exploration Park that had 7 vehicles parked on the lot. The playground was busy with several children and parents on the grounds. No other activity was observed. Patrolled the area towards the YMCA without incident.

Patrolled my way back to Beck Jr High School where the lot was still full with staff vehicles. The track was empty and the tennis courts were in use. I stayed in the area for an extended period without incident. No motorized vehicles were observed in the area. Patrolled my way to Highland Park Pool without incident. The parking lot was full with swim practice in progress. No other activity was observed.

Patrolled back to Willow Fork Park and observed light foot traffic along the way. The security guard was on location in a high visibility area. There were 24 vehicles on location. I stayed in the area for an extended period without incident.

Drove towards Freedom Park without incident. The soccer fields and one ball field were in use. The concession stands were secure. No other activity was observed.

During my tour I observed the trails to be in good condition. I observed some new graffiti under the Cinco Ranch and 99 bridge [see attachment]. There were small showers in the area that may have kept the foot traffic to a minimum.

### **Tanner Eddleblute;**

On October 9, 2020, I started riding the Willow Fork Levee at Kilpatrick Elementary School, I made my way to Willow Fork Park where I counted about 25 vehicles in the parking lot. I also observed the security guard make rounds on the golf cart in the park while I was there. From there, I rode the section of the levee which runs behind the Willow Fork Country Club and Kelliwood and ended up behind Freedom Park. I then rode back to the tractor bridge and decided I would cross over the tractor bridge and ride up the section of the levee where all the equipment is. Which at the time I thought it was not going to be too bad, but boy was I wrong. I made it a little ways down the levee heading towards Exploration Park when I found myself in a section that was very soft. I was already committed, so I just clicked the atv in four wheel drive and kept going. After that, I made my way to Exploration Park and I counted about 18 vehicles in the parking lot. From there, I rode the section of the levee which goes by Beck Junior High and I eventually made my way back over to the section of the levee in between Cinco Ranch Blvd and Falcon Landing Blvd. I made a pass through the construction area to make sure there was not anyone messing with the equipment. I did not see any motorized vehicles on the levee during my shift.

On October 11, 2020, I started riding the Willow Fork Levee at Kilpatrick Elementary School, I headed down and checked on Wellington Park. From there, I made my way on



the levee to Greenbush Rd before I had to turn around because I ran out of levee. I then made the ride over to Exploration Park where I counted about 17 vehicles in the parking lot. From about 1:40 pm till 2:15 pm I sat at Exploration Park and watched the park, parking lot, and levee. After that, I made my way on the levee back to behind Freedom Park and I then rode up into Freedom Park just for a second. While I was in that area, I rode down to the tractor bridge and just a little past the bridge to see if anyone was back there. I then rode the levee back to the area of Beck Junior High, where I sat across from the school next to the Grand Lakes water plant from 4:10 pm till 5:00 pm. After there, I made my way on the levee to where the levee dead ends into Roesner Rd, I then made my way over to Willow Fork Park. I counted 71 vehicles in the parking lot and I also saw Joey with On-Site Security in the parking lot. From 6:10 pm till 6:44 pm I parked at Willow Fork Park and talked to Joey about any issues he has had in the park, which he stated there has not been any. I then made my way on the levee to the section they call the Bowl. I did not see any motorized vehicles on the levee during my shift.

**Brian Schmitt;**

None

**Aramis Gonzales;**

On October 12, 2020, I rode the levee and had no incidents with unauthorized motor vehicles. I first rode to and sat between Banning Point Ct and Litchfield Bend Ln. on the levee. I observed and noted several heavy tractors and dirt moving equipment working East of Mason Rd. on the South side of the levee. I then rode the levee to Willow Fork Park and checked the perimeter of the park. While parked at the front near the parking lot I noted twenty-five cars in the adjacent park lot. I further rode and sat for a while near the overpass on Cinco Ranch Rd. due to reports of criminal mischief under the bridge area. No incidents to report on this date. I then rode to and sat between Stansbury Place Ln. and Summer Edge Ln. near the Grand Parkway. I then rode to and sat for a while at Wellbrook Ln. and Arbor Stream Ln on the levee. I rode to and sat for a while near Cassidy Park Ln. and S. Mason Rd. I further rode to Westheimer Parkway and checked Fisherman's Trail and Bayou View Trail on the water control district levee. I further rode to and parked near the diversion channel and the walkover bridge between Fry Rd. and Peek Rd. due to complaints of four-wheeler traffic. I rode and sat between The Ballard House and Sue Creech Elementary towards the end of the shift. I checked Exploration Park and noted seven cars parking in the lot. I encountered no unauthorized motor vehicles on the levee on this date.

On October 13, 2020, I rode the levee and had no incidents with unauthorized motor vehicles. I first rode the levee to Cinco Ranch High School and checked the Willow Fork Park where I sat for a while and noted twelve cars in the adjacent parking lot.



Several trucks and heavy equipment noted working at the Southeast corner of Grand Parkway and the levee.

I further rode and sat for a while near the overpass on Cinco Ranch Rd. due to reports of criminal mischief under the bridge area.

I rode back to the levee and sat near Peek Rd. and the levee watching the walking trail.

I further rode to and sat by Rodger and Ellen Beck Junior High near the walking trail.

I then rode to the Freedom Park in the George Bush Park on the water control district levee.

I then rode through and checked Camp Cinco. I further rode through and checked the YMCA camp and trail that lead to the levee.

I then rode and sat between Exploration Park and the Ballard House towards the end of the shift. I noted three cars parked in the parking lot.

I observed and rode to a silver Ford truck parked on the South side of the levee near Mason Rd.

As I approached the vehicle, I ma

I further rode to and parked near the diversion channel and the walkover bridge between Fry Rd. and Peek Rd. due to complaints of four-wheeler traffic.

I encountered no unauthorized motor vehicles on the levee on this date.

### **Chris Bronsell;**

On Wednesday, October 14, 2020, I, Deputy C. Bronsell, badge #341, worked extra employment for Willow Fork Drainage District from 2:30pm until 6:30pm. I began by patrolling around Creech Elementary School. I sat on the levee, near Exploration Park, and watched the parking lot, which contained 20 vehicles. I patrolled through Camp Cinco and back to the Fisherman's Trail. I patrolled the walking path to Freedom Park, which contained 17 vehicles. I worked my way back around by Exploration Park and sat stationary at Summer Pointe playground and soccer fields. I patrolled around Beck Jr. High and sat stationary near the tennis courts. I then worked my way to S.H. 99 and sat stationary in this area. I worked a total of 4 hours. I did not observe any motorized vehicles on the levee during my shift.

On Saturday, October 17, 2020, I patrolled the levee from 3pm until 7pm. I began by sitting stationary at the Highland Park pool. I patrolled around Kilpatrick Elementary school and the Highland Community Park and practice fields. I patrolled the levee North, crossing under Falcon Landing and sitting stationary near Greenbusch. I worked my way to Glenthorpe Ln and patrolled the area. I patrolled around Cinco Ranch High school and arrived at Willow Fork Park. I sat stationary in the parking lot, which was full. I met with On-Site Security Officer Sam near the back of the park. I then made my way to Exploration Park, which contained 22 vehicles. I observed 4 wheeler tracks on the levee near Canyon Gate Rec. Center. I patrolled around Camp Cinco. I worked a total of 4 hours. I did not observe any motorized vehicles on the levee during my shift.

### **Fernie Flores;**

On October 15, 2020, I started my shift at Beck Jr. High School where the lot was full with staff and parents. I patrolled the area for an extended period without incident.

Patrolled the path towards Exploration Park and observed no activity along the way. There were 6 vehicles parked on the lot. I drove to the YMCA where the gate was secure. No other activity was observed.

Patrolled back to Beck Jr, High School where the parental traffic began to increase. No activity was observed.

Patrolled my way to Freedom Park where the trail traffic was light. The concession stands were secure and only a few bicyclists were in the area.

Drove to Willow Fork Park and observed student foot traffic along the way. There were 20 vehicles parked on the lot. No illegal activity was observed during my tour. I stayed in the area for an extended period without incident.

Patrolled towards the area of Beck Jr High School without incident. The school lot was full and the tennis courts and track were in use. No illegal activity was observed.

Headed to Exploration Park that had 20 vehicles parked on the lot. The playground was busy with several children and parents on the grounds. There were several fishermen in the area. No other activity was observed.

Patrolled the area towards the YMCA without incident. I then drove towards Freedom Park without incident. The soccer fields and all ball fields were in use. The concession stands were secure. I stayed in the area for an extended period. No other activity was observed.

On October 15, 2020, I launched at Beck Jr. High School where the lot was full with staff and parents. I patrolled the area for an extended period without incident.

I patrolled the path towards Exploration Park and observed no activity along the way. There were 6 vehicles parked on the lot. I drove to the YMCA where the gate was secure. No other activity was observed.

I patrolled back to Beck Jr, High School where the parental traffic began to increase. No activity was observed.

I patrolled my way to Freedom Park where the trail traffic was light. The concession stands were secure and only a few bicyclists were in the area.

I drove to Willow Fork Park and observed student foot traffic along the way. There were 20 vehicles parked on the lot. No illegal activity was observed during my tour. I stayed in the area for an extended period without incident.

I patrolled towards the area of Beck Jr High School without incident. The school lot was full and the tennis courts and track were in use. No illegal activity was observed.

Headed to Exploration Park that had 20 vehicles parked on the lot. The playground was busy with several children and parents on the grounds. There were several fishermen in the area. No other activity was observed.

Patrolled the area towards the YMCA without incident. I then drove towards Freedom Park without incident. The soccer fields and all ball fields were in use. The concession stands were secure. I stayed in the area for an extended period. No other activity was observed

**Tanner Eddleblute;**



On October 16, 2020, I started riding the Willow Fork Levee at Cinco Ranch High School, from there I went to Willow Fork Park for the 104.1 KRBE Blood Drive. From 2:00 pm till 5:10 pm, I stayed at Willow Fork Park for the blood drive. After the blood Drive was finished, I made my way out to Exploration Park where I counted about 7 vehicles in the parking lot. While I was there, I rode down and checked the gate to the Cinco YMCA, and they were closed and locked. While I was riding in front of Beck Junior High, I observed a male standing on the walking path and his bike on it's side in the grass. I stopped to check on him and made sure he was not hurt. The male was not hurt, he saw a bird he wanted to take a picture of but he said I scared it away with my ATV. I did not see any motorized vehicles on the levee during my shift.

#### **Brian Schmitt;**

On October 18, 2020, I first patrolled to Highland Community Park. I checked the nature trails and viewing platforms throughout the shift. I patrolled behind Cinco Ranch Jr. and Sr. High Schools. I went to Willow Fork Park. I counted 41 vehicles in the parking lot. This number fluctuated as I sat by the parking lot with the On-Site security guard Sam. I sat by the parking lot for approximately an hour and then continued with my patrols. I patrolled to Freedom Park. While at Freedom Park I checked the baseball fields and the concession/restrooms. I then went and checked the area of the tractor bridge on the Army Corp. of Engineers Section.

While riding to Exploration Park I saw an older male walking his bike near Fry Rd. Upon closer observation I saw that his pedal was missing from his bike. The gentleman still had possession of his pedal but did not have the means to attach it. After a few minutes I had his pedal fixed and he was on his way.

I then went to Exploration Park. I counted 9 vehicles in the parking lot. I also checked the entrance to the YMCA Campgrounds. The gate still appeared to be chained.

I then sat west of Exploration Park by the picnic tables for a short time.

I moved and sat by Fry Road near Beck Jr. High.

I moved again and sat just west of Mason Road. While sitting in the area I noticed a black golf cart on the sidewalk that came from the Grand Lakes area. I stopped the male individual who had 5 kids riding with him. He advised they were out looking for alligators. I advised him the law about motorized vehicles on the water way. He was given a warning, and no further action was taken.

I moved back over to Fry Rd. across from Beck Jr. High. While sitting at this location a gentleman that was out walking stopped and advised he observed a truck parked by the water close to Peek Road. I immediately went to the area and did not locate a vehicle parked along the waterway. I checked from Peek Road to Highway 99.

I went back to Exploration Park. I counted 26 vehicles in the parking lot.

I then went back to Willow Fork Park. I counted approximately 33 vehicles in the parking lot. I sat by Sam again for approximately 45 minutes.

#### **Aramis Gonzales;**



On October 20, 2020, I rode the levy and had no incidents with motor vehicles. I first sat between Banning Point Ct and Litchfield Bend Ln. on the levee. I observed and noted several trucks and heavy tractor equipment parked on the levee from Fort Bend County Drainage. I then sat between Stansbury Place Ln. and Summer Edge Ln. on the levee near the Grand Parkway. I then rode to Willow Fork Park and checked the outer perimeter and parked by the front parking lot for a while. I noted twelve cars in the parking lot on this date. I then rode and sat for a while near the overpass on Cinco Ranch Rd. due to reports of criminal mischief under the bridge area. No incidents to report on this date. While riding I encountered workers on the levee. One of the workers was on a Kawasaki Mule picking up trash near mason Rd. The other two workers were cutting the grass on the levee on walking trails. I also checked the diversion channel and the walkover bridge between Fry Rd. and Peek Rd. due to complaints of four-wheeler traffic. I then rode to and sat for a while at Wellbrook Ln. and Arbor Stream Ln on the levee. I rode to and sat for a while near Cassidy Park Ln. and S Mason Rd. Near the golf course area. I further rode to Westheimer Parkway and checked Fisherman's Trail and Bayou View Trail on the levee for a while. I rode and sat between Exploration Park and The Ballard House towards the end of the shift. I noted five cars in the parking lot near Exploration Park. I encountered only authorized motor vehicles, equipment and workers on the levee system this date.

**Chris Bronsell;**

On Wednesday, October 21, 2020, I, Deputy C. Bronsell, badge #341, worked extra employment for Willow Fork Drainage District from 4pm-7pm. I began by patrolling around Creech Elem. and The Ballard House, located at S. Mason Rd and Cinco Park. I sat stationary on the levee near Exploration Park. The parking lot contained 13 vehicles. I patrolled around the YMCA/Camp Cinco and sat stationary near the bridge on the back side of Camp Cinco. I patrolled the levee behind Kelliwood Greens Dr, and Fry Ct. I traveled over Mason Rd and patrolled around Williams Elem. School. I worked my way West and sat stationary on the levee near S.H. 99. I then traveled Southeast and patrolled around Beck Jr. High and Summer Pointe playground. I worked a total of 3 hours. I did not observe any motorized vehicles on the levee during my shift.

On Saturday, October 24, 2020, I patrolled the levee from 2pm until 6pm. I began by patrolling around Kilpatrick Elem and Highland Pool and playground. I patrolled North traveling under the 3300 block of Falcon Landing. I observed a lot of construction work happening in this area and did not proceed any further North. I then sat stationary at the cul de sac of Banksfield Ct. I patrolled towards Cinco High School, traveling under Westheimer Pkwy, along the way. I made several citizen contacts in this area, which was crowded due to little league football. I patrolled around the schools and then sat stationary at Willow Fork Park. I observed the parking lot to be packed, due to a lot of



citizens at the park, as well as nearby football games. I patrolled around Willow Fork Park and then traveled Southeast. I made stops at Beck Jr High, Summer Pointe Park, and Exploration Park. I observed the parking lot to contain 25 vehicles. I cut through Camp Cinco and patrolled the levee back to the Fisherman's Trail. I then worked my way back to where I started and patrolled around the Highland Community Park and soccer fields. I worked a total of 4 hours. I did not observe any motorized vehicles on the levee during my shift.

**Fernie Flores;**  
N/A

**Tanner Eddleblute;**

On October 23, 2020, I started riding the Willow Fork Levee at Kilpatrick Elementary School, I headed down and checked on Wellington Park. I then made my way over to Willow Fork Park where I counted about 22 vehicles in the parking lot. I also observed Jorge, with On-Site security making rounds in the park. I had just crossed over Cinco Ranch Blvd when I Stopped and talked to a male walking his dog. He asked me if I know how far down they were going to be installing the metal forms along the bayou. From there I rode the section of the levee that passes behind Willow Fork Country Club and Kelliwood subdivision. I made my way back to the tractor bridge and then back to behind Freedom Park. From there I decided to change it up, so I crossed over the pedestrian bridge behind Freedom Park and I rode down to The Point and around the corner towards Exploration Park. To my surprise there were a few people walking and fishing down in that section. I rode down to Exploration Park where I counted about 21 vehicles in the parking lot. While I was at Exploration Park I heard a call come over my portable radio for an ATV in the bayou near Beck Junior High School. So I took off towards Beck Junior High School but as I rode the levee around Beck Junior High School I did not see anyone on an AtV. After I made a pass up and down the levee, I parked on the levee by Beck Junior High School from 6:00 pm till 6:30 pm. I did not see any motorized vehicles on the levee during my shift.

**Brian Schmitt;**

October 25, 2020, I began the shift patrolling to Exploration Park. I counted 25 vehicles in the parking lot.

I then checked the entrance to the YMCA Campgrounds. I also checked the gate which was still closed.

I then went to Freedom Park. While at Freedom Park I checked the baseball fields and the concession stand.

I then went and checked the area of the tractor bridge on the Army Corp. of Engineers Section.

I went and sat by the pedestrian bridge near Westbrook Cinco Lane. No activity was observed.

I then patrolled behind Cinco Ranch Jr. and Sr. High School.

I checked Willow Fork Park. I counted approximately 50 vehicles in the parking lot. I patrolled through the park for a short time.  
I then parked by the parking lot and sat by Joey the security guard. I sat with Joey for a while and then continued with my patrols.  
I continually checked the nature trails and viewing platforms throughout the shift.  
I also checked the construction equipment and maintenance equipment throughout the shift.  
Not very many people out today. The weather was low 80's and kind of windy.  
I sat by the pedestrian bridge just east of Peek Rd.  
I sat by Fry Rd. near Beck Jr. High for approximately an hour.  
I sat behind Glenthorne Lane for approximately an hour.  
I then patrolled the area around Highland Community Park.  
No motorized vehicles were observed during the shift.



**WILLOW FORK DRAINAGE DISTRICT**  
SUMMARY OF CASH TRANSACTIONS  
FOR THE PERIOD SEPTEMBER 1, 2020 - OCTOBER 28, 2020  
(Unaudited)

	<u>GENERAL FUND - PARKS</u>	<u>CAPITAL PROJECTS FUND - PARKS</u>
<b>BALANCE, AUGUST 31, 2020</b>	<b>\$25,892.75</b>	<b>\$0.00</b>
RECEIPTS	3,584.11	0.00
DISBURSEMENTS	(142,397.73)	(22,442.91)
INVEST PROCEEDS	175,000.00	22,442.91
INVEST PURCHASES	(26,019.67)	0.00
TRANSFERS	0.00	0.00
<b>BALANCE, SEPTEMBER 30, 2020</b>	<b>36,059.46</b>	<b>0.00</b>
CURRENT MONTH ACTIVITY		
RECEIPTS	677.06	0.00
DISBURSEMENTS	(266,144.47)	(222,321.41)
INVEST PROCEEDS	15,000.00	0.00
INVEST PURCHASES	(677.06)	0.00
TRANSFERS	0.00	0.00
CURRENT CASH BALANCE	(215,085.01)	(222,321.41)
CURRENT INVESTMENTS	4,545,596.82	5,180,932.55
<b>CASH BALANCE, OCTOBER 28, 2020</b>	<b><u>\$4,330,511.81</u></b>	<b><u>\$4,958,611.14</u></b>



**WILLOW FORK DRAINAGE DISTRICT**  
**CASH TRANSACTIONS**  
**FOR THE MONTH ENDED SEPTEMBER 30, 2020**  
(Unaudited)

Date	Number	Vendor / Customer Name	Description	Receipts	Disbursements
<b>GENERAL FUND - PARKS</b>					
9/10/20	4631	YVONNE J. ARCENEUX	GF PARK: 9/1-9/15		2,419.34
9/10/20	4632	KENNETH R. JOHNSON	GF PARK: 8/24-9/4		288.59
9/10/20	4633	CRISTEN WIATR	GF PARK: 8/23, 8/30 (19 HRS)		475.00
9/10/20	4634	HOUSTON TENTS & EVENTS LLC	GF PARK- TENT & BARRELL RENTAL		3,015.00
9/10/20	4635	JADE MOUNTAIN MARTIAL ARTS	GF PARK- TAI CHI 8/1,8/15		85.00
9/10/20	4636	TEXAS COUNTIES DIVISION PATROL	GF PARK- JULY - AUGUST		5,580.00
9/10/20	4637	TRINA MAXWELL	GF PARK- TAI CHI AUGUST		595.00
9/10/20	4638	ALEX ARCENEUX	GF PARK- CPR TRAINING		30.00
9/10/20	4639	CHERI KNIGHT	GF PARK-CPR TRAIN,BLOOD DRIVE		63.75
9/10/20	4640	MICHAEL D LAWSON	GF PARK- CPR TRAINING		30.00
9/23/20	4641	JOHN C. POULTER	GF PARK DIR FEE 8/26		93.52
9/23/20	4642	JOSEPH S. ROBINSON	GF PARK DIR FEE 8/26		138.52
9/23/20	4643	DANIEL W. SMITH	GF PARK DIR FEE 8/26, 9/16		127.05
9/23/20	4645	YVONNE J. ARCENEUX	GF PARK: 9/16-9/30		2,519.34
9/23/20	4646	KENNETH R. JOHNSON	GF PARK: 9/5-9/18		259.73
9/23/20	4647	CRISTEN WIATR	GF PARK: 9/7-9/14		450.00
9/23/20	4648	CHERI KNIGHT	GF PARK- SEP 4 CPR TRAINING		60.00
9/23/20	4649	K & M ART PROGRAMS LLC	GF PARK: SEP 2020 ART CAMP		2,000.00
9/23/20	4650	MARIA ASHWORTH	GF PARK: AUG 17 STORYTIME		125.00
9/23/20	4651	CHAMPIONS HYDRO-LAWN INC.	GF PARK: AUG - SEP 2020		84,555.16
9/23/20	4652	CINCO MUD 7	GF PARK: SERVICE 7/9 - 8/6		703.20
9/23/20	4653	CINCO MUD #8	GF PARK: SERVICE 7/9 - 8/6		47.46
9/23/20	4654	ESITEFUL	GF PARK: MARKETING PRE PAY		500.00
9/23/20	4655	F MATUSKA INC	GF PARK: AUG 2020		1,519.49
9/23/20	4656	HOUSE + PARTNERS ARCHITECTURE	GF PARK: JULY - AUG 2020		6,450.00
9/23/20	4657	LJA ENGINEERING	GF PARK: SERVICES THROUGH 8/28		1,183.52
9/23/20	4658	ON-SITE PROTECTION INC	GF PARK: AUG - SEP 2020		19,705.59
9/23/20	4659	PR II LACENTERRA LP (RETAIL)	GF PARK: SEP 2020		700.00
9/23/20	4660	TBG PARTNERS	GF PARK: AUG 2020		8,671.12
9/1/20	J12-12	BBVA INTEREST		7.35	
9/8/20	J12-3	TSFR JULY MAINT TAX - PARK		3,576.76	
9/15/20	J12-13	BBVA SC			7.35
<b>TOTAL - GENERAL FUND - PARKS</b>				<b>3,584.11</b>	<b>142,397.73</b>
<b>CAPITAL PROJECTS FUND - PARKS</b>					
9/23/20	4661	LJA ENGINEERING	CPF AUG 2020		15,878.52
9/23/20	4662	TBG PARTNERS	CPF AUG 2020		6,564.39
<b>TOTAL - CAPITAL PROJECTS FUND - PARKS</b>				<b>0.00</b>	<b>22,442.91</b>



**WILLOW FORK DRAINAGE DISTRICT**  
**CASH TRANSACTIONS**  
**FOR THE PERIOD ENDED OCTOBER 28, 2020**  
(Unaudited)

Date	Number	Vendor / Customer Name	Description	Receipts	Disbursements
<b>GENERAL FUND - PARKS</b>					
10/7/20	4626	RELIANT	GF PARK: SERVICE 8/5-10/5		5,494.41
10/8/20	4663	YVONNE J. ARCENEUX	GF PARK: 10/1-10/15		2,419.34
10/8/20	4664	KENNETH R. JOHNSON	GF PARK: 9/19-10/1		432.89
10/8/20	4665	CRISTEN WIATR	GF PARK: 9/21, 9/28		450.00
10/8/20	4666	CORPORATE SCREEN AND EMBROIDER	GF PARK: #1012020		452.73
10/8/20	4667	HOUSTON TENTS & EVENTS LLC	GF PARK: FALL ART CAMP, OCT 12-15		3,920.00
10/8/20	4668	INTERPRETIVE INSIGHTS	GF PARK: INTERPRETIVE PANELS		880.00
10/8/20	4669	JADE MOUNTAIN MARTIAL ARTS	GF PARK: TAI CHI 9/5, 9/19, 9/26		255.00
10/8/20	4670	JUST ENERGY	GF PARK: AUGUST 2020		19.17
10/8/20	4671	K & M ART PROGRAMS LLC	GF PARK: ART CAMP OCT 12-15		2,000.00
10/8/20	4672	LISO TRANSLATING SERVICES & M	GF PARK: SPANISH CLASSES 9/5		200.00
10/8/20	4673	SAMANTHA WALKER-WENDT	GF PARK: YOGA 9/2, 9/9, 9/16, 9/30		600.00
10/8/20	4674	TRINA MAXWELL	GF PARK: TAI CHI CLASSES SEP 2020		680.00
10/28/20	4675	WENDY L. DUNCAN	GF PARK: DIR FEE 8/26, 9/23		277.05
10/28/20	4676	JOSEPH S. ROBINSON	GF PARK: DIR FEE 9/23		138.52
10/28/20	4677	DANIEL W. SMITH	GF PARK: DIR FEE 9/23, 9/28		202.05
10/28/20	4678	YVONNE J. ARCENEUX	GF PARK: 10/16-10/31		2,519.34
10/28/20	4679	KENNETH R. JOHNSON	GF PARK: 10/3-10/23		651.77
10/28/20	4680	CRISTEN WIATR	GF PARK: 22 HRS (10/5, 12, 19)		550.00
10/28/20	4681	MICHAEL D LAWSON	GF PARK: 7 HRS (10/13, 15, 22)		105.00
10/28/20	4682	CHAMPIONS HYDRO-LAWN INC.	GF PARK: SEPTEMBER 2020		71,658.58
10/28/20	4683	CINCO MUD #8	GF PARK: SERVICE 8/7-9/8		45.04
10/28/20	4684	CINCO MUD 10	GF PARK: SERVICE 9/9-10/8		55.17
10/28/20	4685	DL MEACHAM LP	GF PARK: PAY APP 4, BATHRM ADD		101,152.13
10/28/20	4686	DL MEACHAM LP	GF PARK: PAY APP 5, BATHRM ADD		28,168.87
10/28/20	4687	DL MEACHAM LP	GF PARK: PAY APP 6, BATHRM ADD		7,813.35
10/28/20	4688	EN-TOUCH SYSTEMS	GF PARK: SEPTEMBER 2020		50.90
10/28/20	4689	ESITEFUL	GF PARK: MARKETING		500.00
10/28/20	4690	F MATUSKA INC	GF PARK: SEPTEMBER 2020		1,431.81
10/28/20	4691	JJPR	GF PARK: TENT, CHAIR RENTALS		312.09
10/28/20	4692	JOHN MAKLARY	GF PARK: LOOPHOLE BAND		800.00
10/28/20	4693	JUST ENERGY	GF PARK: SERVICE 9/3-10/5		48.89
10/28/20	4694	K & M ART PROGRAMS LLC	GF PARK: NOV 11-14 ART CAMP		2,000.00
10/28/20	4695	PR II LACENTERRA LP (RETAIL)	GF PARK: OCTOBER 2020		700.00
10/28/20	4696	LISO TRANSLATING SERVICES & M	GF PARK: 10/3 SPANISH CLASS		200.00
10/28/20	4697	ON-SITE PROTECTION INC	GF PARK: OCTOBER 2020		18,882.00
10/28/20	4698	RAPID RESEARCH INC	GF PARK: #8107		195.00
10/28/20	4699	TBG PARTNERS	GF PARK: SEPTEMBER 2020		7,150.00
10/28/20	4704	TEXAS COUNTIES PATROL AGENCY	GF PARK: SEPTEMBER 2020		2,540.00
10/6/20	J1-2	TSFR AUG MAINT TAX - PARK		677.06	
10/22/20	J1-5	TEXAS WORKFORCE 3Q 2020			193.37
<b>TOTAL - GENERAL FUND - PARKS</b>				<b>677.06</b>	<b>266,144.47</b>
<b>CAPITAL PROJECTS FUND - PARKS</b>					
10/28/20	4700	ALLEN BOONE HUMPHRIES ROBINSON	CPF PARK: LEGAL THRU 9/18		2,311.25
10/28/20	4701	DL MEACHAM LP	CPF PARK: PAY APP 23 FINAL		129,936.40
10/28/20	4702	MOBILL CONTRACTORS INC	CPF PARK: PAY APP 11, PHASE 3		80,641.50
10/28/20	4705	TBG PARTNERS	CPF PARK: PHASE 3		9,432.26
<b>TOTAL - CAPITAL PROJECTS FUND - PARKS</b>				<b>0.00</b>	<b>222,321.41</b>

**SUMMARY OF INVESTMENTS**

Bank	Account #	Rate	Purchase Date	Maturity Date	Amount
<b>GENERAL FUND - PARKS</b>					
TEXPOOL	****0008	0.1474%			4,545,596.82
<b>TOTAL GENERAL FUND - PARKS INVESTMENTS</b>					<b>\$4,545,596.82</b>
<b>CAPITAL PROJECTS FUND - PARKS</b>					
TEXPOOL	****0009	0.1474%			5,180,932.55
<b>TOTAL CAPITAL PROJECTS FUND - PARKS INVESTMENTS</b>					<b>\$5,180,932.55</b>

**WILLOW FORK DRAINAGE DISTRICT**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**PARK - GENERAL FUND, ACTUAL AND BUDGET**  
**FOR THE ONE AND ELEVEN MONTHS ENDED AUGUST 31, 2020**  
(Unaudited)

	Current Period Actual	Actual	Budget	Variance	Budget	Variance
9/30/2020 FYE Annual						
REVENUES						
MAINTENANCE TAX REVENUE	\$ 6,765.81	\$ 1,462,395.12	\$ 1,460,000.00	\$ 2,395.12	\$ 1,464,660.00	(\$ 2,264.88)
INTEREST ON INVESTMENTS	734.79	41,813.58	73,330.00	(31,516.42)	80,000.00	(38,186.42)
MISCELLANEOUS REVENUE	0.00	199,197.82	0.00	199,197.82	0.00	199,197.82
CINCO 12 CONTRIBUTION	0.00	300,000.00	300,000.00	0.00	300,000.00	0.00
TOTAL REVENUES	7,500.60	2,003,406.52	1,833,330.00	170,076.52	1,844,660.00	158,746.52
EXPENDITURES						
DIRECTOR FEES	1,050.00	10,875.00	13,750.00	(2,875.00)	15,000.00	(4,125.00)
LEGAL FEES-PARK	0.00	55,513.85	91,670.00	(36,156.15)	100,000.00	(44,486.15)
ENGINEERING FEES-PARK	1,183.52	13,156.75	45,830.00	(32,673.25)	50,000.00	(36,843.25)
PAYROLL TAXES	620.77	8,988.54	8,430.00	558.54	9,200.00	(211.46)
BOOKKEEPING-PARK	1,380.00	16,620.00	18,330.00	(1,710.00)	20,000.00	(3,380.00)
PARK MANAGEMENT SERVICES	3,000.00	29,510.14	33,000.00	(3,489.86)	36,000.00	(6,489.86)
EXPLORATION PARK MAINTENANCE	10,345.20	108,721.60	84,375.00	24,346.60	92,050.00	16,671.60
PRINTING & OFFICE SUPPLIES	151.13	1,695.52	3,300.00	(1,604.48)	3,600.00	(1,904.48)
EXPLORATION PARK-CAPITAL OUTLA	115,931.25	325,549.85	325,000.00	549.85	325,000.00	549.85
WILLOW FORK PARK MAINTENANCE	27,578.09	366,483.32	288,425.00	78,058.32	314,650.00	51,833.32
WILLOW FORK CAPITAL OUTLAY	0.00	0.00	41,250.00	(41,250.00)	45,000.00	(45,000.00)
TRAILS MAINTENANCE	25,391.00	239,950.19	163,935.00	76,015.19	178,835.00	61,115.19
UTILITIES	294.05	3,232.44	7,795.00	(4,562.56)	8,500.00	(5,267.56)
INSURANCE	0.00	12,207.58	15,000.00	(2,792.42)	15,000.00	(2,792.42)
TRAVEL & EXPENSES	0.00	326.35	1,280.00	(953.65)	1,400.00	(1,073.65)
MISCELLANEOUS EXPENSES	0.00	2,074.06	5,500.00	(3,425.94)	6,000.00	(3,925.94)
EVENT COSTS	1,556.00	219,542.68	366,670.00	(147,127.32)	400,000.00	(180,457.32)
MEMBERSHIP DUES	0.00	150.00	1,000.00	(850.00)	1,000.00	(850.00)
EVENT DIRECTOR	6,283.34	69,446.74	68,750.00	696.74	75,000.00	(5,553.26)
EVENT DIRECTOR ASSISTANT	1,631.25	19,911.25	27,500.00	(7,588.75)	30,000.00	(10,088.75)
EVENT DIRECTOR EXPENSES	0.00	245.37	6,420.00	(6,174.63)	7,000.00	(6,754.63)
MARKETING	500.00	16,106.50	27,500.00	(11,393.50)	30,000.00	(13,893.50)
SECURITY SERVICE-CENTRAL GREEN	2,900.00	44,825.00	55,000.00	(10,175.00)	60,000.00	(15,175.00)
PARK SECURITY SERVICE	34,867.51	205,129.51	275,000.00	(69,870.49)	300,000.00	(94,870.49)
PARK-MAJOR REPAIR & MAINT	0.00	17,544.25	206,250.00	(188,705.75)	225,000.00	(207,455.75)
REPAIRS & MAINT-CENTRAL GREEN	10,269.82	53,707.94	87,080.00	(33,372.06)	95,000.00	(41,292.06)
MAJOR R&M-CENTRAL GREEN	6,450.00	43,000.00	229,170.00	(186,170.00)	250,000.00	(207,000.00)
RENT-LA CENTERRA	700.00	7,700.00	7,700.00	0.00	8,400.00	(700.00)
LANDSCAPE ARCHITECT-GENERAL	5,131.12	58,981.49	55,000.00	3,981.49	60,000.00	(1,018.51)
LANDSCAPE ARCHITECT-DESIGN	0.00	15,871.06	68,750.00	(52,878.94)	75,000.00	(59,128.94)
TRAIL CONNECTIONS	0.00	0.00	32,080.00	(32,080.00)	35,000.00	(35,000.00)
FRIENDS OF THE PARK	0.00	1,258.25	22,000.00	(20,741.75)	24,000.00	(22,741.75)
TOTAL EXPENDITURES	257,214.05	1,968,325.23	2,682,740.00	(714,414.77)	2,895,635.00	(927,309.77)
EXCESS REVENUES (EXPENDITURES)	(\$ 249,713.45)	\$ 35,081.29	(\$ 849,410.00)	\$ 884,491.29	(\$ 1,050,975.00)	\$ 1,086,056.29



**WILLOW FORK DRAINAGE DISTRICT**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**PARK - CENTRAL GREEN GENERAL FUND, ACTUAL AND BUDGET**  
**FOR THE ONE AND ELEVEN MONTHS ENDED AUGUST 31, 2020**  
(Unaudited)

	Current Period Actual	----- Year To Date -----			9/30/2020 FYE ----- Annual -----	
		Actual	Budget	Variance	Budget	Variance
<b>REVENUES</b>						
CINCO 12 CONTRIBUTION	\$ 0.00	\$ 300,000.00	\$ 300,000.00	\$ 0.00	\$ 300,000.00	\$ 0.00
<b>TOTAL REVENUES</b>	<u>0.00</u>	<u>300,000.00</u>	<u>300,000.00</u>	<u>0.00</u>	<u>300,000.00</u>	<u>0.00</u>
<b>EXPENDITURES</b>						
UTILITIES	294.05	3,232.44	7,795.00	(4,562.56)	8,500.00	(5,267.56)
EVENT COSTS	1,556.00	219,542.68	366,670.00	(147,127.32)	400,000.00	(180,457.32)
EVENT DIRECTOR	6,283.34	69,446.74	68,750.00	696.74	75,000.00	(5,553.26)
EVENT DIRECTOR ASSISTANT	1,631.25	19,911.25	27,500.00	(7,588.75)	30,000.00	(10,088.75)
EVENT DIRECTOR EXPENSES	0.00	245.37	6,420.00	(6,174.63)	7,000.00	(6,754.63)
MARKETING	500.00	16,106.50	27,500.00	(11,393.50)	30,000.00	(13,893.50)
SECURITY SERVICE-CENTRAL GREEN	2,900.00	44,825.00	55,000.00	(10,175.00)	60,000.00	(15,175.00)
REPAIRS & MAINT-CENTRAL GREEN	10,269.82	53,707.94	87,080.00	(33,372.06)	95,000.00	(41,292.06)
MAJOR R&M-CENTRAL GREEN	6,450.00	43,000.00	229,170.00	(186,170.00)	250,000.00	(207,000.00)
RENT-LA CENTERRA	700.00	7,700.00	7,700.00	0.00	8,400.00	(700.00)
<b>TOTAL EXPENDITURES</b>	<u>30,584.46</u>	<u>477,717.92</u>	<u>883,585.00</u>	<u>(405,867.08)</u>	<u>963,900.00</u>	<u>(486,182.08)</u>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<u>(\$ 30,584.46)</u>	<u>(\$ 177,717.92)</u>	<u>(\$ 583,585.00)</u>	<u>\$ 405,867.08</u>	<u>(\$ 663,900.00)</u>	<u>\$ 486,182.08</u>

**WILLOW FORK DRAINAGE DISTRICT**  
**CHECK REGISTER**  
**FOR THE PERIOD ENDED OCTOBER 28, 2020**

Date	Number	Vendor / Customer Name	Description	Receipts	Disbursements
<b><u>GENERAL FUND</u></b>					
10/28/20	7984	ARAMIS A. GONZALEZ	PATROL 25 HRS		1,058.87
10/28/20	7985	CHRISTOPHER T. BRONSELL	PATROL 23 HRS		982.29
10/28/20	7986	TANNER J. EDDLEBLUTE	PATROL 20 HRS		846.80
10/28/20	7987	FERNANDO P. FLORES	PATROL 10 HRS		414.75
10/28/20	7988	BRIAN E. SCHMITT	PATROL 19 HRS		779.97
<b>TOTAL - GENERAL FUND</b>				<u>0.00</u>	<u>4,082.68</u>





TBG

## Meeting Agenda

### IN ATTENDANCE:

WFDD Board Members  
ABHR  
Consultants

### DATE:

October 28, 2020

### PROJECT:

Willow Fork  
Drainage District

### PROJECT NO.:

### LOCATION:

Remote Call-in

### Agenda Item:

#### *Willow Fork Park*

- No new items at this time.

#### *Central Green Shade Structure*

*Johnson Fence and Masonry*

*Original Contract amount \$375,817.00*

*Contract Duration: 120 days*

*Expected Sub. Comp.: 3/2020*

*Construction: 120 days*

- Shop Drawings / Submittals (no on-site activities): 60 days
- On Site Construction: 75-90 Days (majority of heavy construction within 30-45 day window)
- Contractor working on pulling permits and sending submittals
- Preconstruction meeting to be scheduled with contractor, design team, La Centerra, Yvonne, and possibly Wendy/Dan withing the next two weeks.

#### *Trails Signage and Wayfinding*

*Intex United*

*Original Contract amount \$178,153.20*

*Current contract amount: \$178,153.20*

*Contract Duration: 150 days*

*Expected Sub. Comp.: 8/2020*

*Pay Applications:*

- 1. Pay App #1 - \$68,393.88*
- 2. Pay App #2 - \$18,000.00*
- 3. Pay App #3 - \$18,000.00*
- 4. Pay App #4 - \$12,744.00*
- 5. Pay App #5 - \$4,500.00*

#### *Project Status Update*

- Two street signs installed at wrong location have been corrected.



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### Exploration Park

#### Bathroom Addition:

*Contractor D.L.Meacham, L.P.*

*Original Contract amount \$322,800.00*

*Current contract amount: \$347,637.00*

*Contract Duration: 90 days*

*Expected Sub. Comp. TBD*

#### *Pay Applications:*

- 1. Pay App #1 - \$44,639.10*
- 2. Pay App #2 - \$53,874.90*
- 3. Pay App #3 - \$70,792.87*
- 4. Pay App #4 - \$101,152.13*
- 5. Pay App #5 - \$28,168.87*
- 5. Pay App #6 - \$7,813.35*

*Geotech Invoice: \$1,149.00 (All-Terra)*

#### *Change Orders:*

*Change Order #1 - \$24,837.00*

#### *Project Status Update*

- Turned over to champions, bathroom open.
- Contractor addressing punch items, adding clear plexiglass panel to prevent wind blowing rain in.

### PHASE 3 TRAILS

#### Trails Package 1:

*Contractor D.L.Meacham, L.P.*

*Original Contract amount \$1,193,700.00*

*Current contract amount: \$1,299,364.00*

#### *Pay Applications:*

- 1. Pay App #1 - \$239,262.75*
- 2. Pay App #2 - \$89,865.00*
- 3. Pay App #3 - \$59,548.50*
- 4. Pay App #4 - \$10,800.00*
- 5. Pay App #5 - \$900.00*
- 6. Pay App #6 - \$7,965.00*
- 7. Pay App #7- \$5,653.80*
- 8. Pay App #8- \$2,250.00*
- 9. Pay App #9 - \$25,393.50*
- 10. Pay App #10 - \$6,435.00*
- 11. Pay App #11 - \$153,497.25*
- 12. Pay App #12 - \$54,623.25*
- 13. Pay App #13 - \$12,780.00*
- 14. Pay App #14 - \$67,252.02*
- 15. Pay App #15 - \$36,600.75*





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16. Pay App #16 - \$159,755.17  
17. Pay App #17 - \$67,011.08  
18. Pay App #18 - \$63,540.00  
19. Pay App #19 - \$23,490.00  
20. Pay App #20 - \$7,650.00  
21. Pay App #21 - \$2,079.45  
22. Pay App #22 - \$73,075.05  
23. Pay App #23 - \$129,936.40 - Final

*Change Orders:*

Change Order #1 - \$14,992.00  
Change Order #2 - \$ 89,817.00  
Change Order #3 - \$ 855.00

***Project Status Update***

- o All segments complete. Received as-built plans.
- o TBG recommends final acceptance approval.
- o ***Final acceptance certificate for signature.***

**Trails Package 2:**

Contractor Division III + Constructors Inc  
Original Contract amount \$1,236,067.50

*Pay Applications:*

1. Pay App #1 - \$42,607.80  
2. Pay App #2 - 109,470.60  
3. Pay App #3 - 152,078.40  
4. Pay App #4 - 62,848.35  
5. Pay App #5 - \$92,250.00  
6. Pay App #6 - \$79,110.00  
7. Pay App #7 - \$41,719.50  
8. Pay App #8 - \$58,743.00  
9. Pay App #9 - \$185,534.10  
10. Pay App #10 - \$20,610.90  
11. Pay App #11 - \$56,754.00

*Allowance:*

- o Additional sidewalk due to silt removal damages. Field adjustment per ADA at tie-in to existing walks/trails.

***Project Status Update***

- o Crews have been on site addressing punch items. Per schedule, completion by November 13.
- o TBG meeting on site to check progress at the end of this week.



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### **Trails Package 3:**

*Contractor MoBill Contractors*

*Original Contract amount: \$1,188,148.00*

*Current contract amount: \$1,188,148.00*

#### *Pay Applications:*

1. Pay App #1 - \$42,300.00
2. Pay App #2 - \$44,051.00
3. Pay App #3 - \$38,372.40
4. Pay App #4 - \$24,953.76
5. Pay App #5 - \$50,750.64
6. Pay App #6 - \$83,296.80
7. Pay App #7 - \$48,675.00
8. Pay App #8 - \$47,062.00
9. Pay App #9 - \$145,577.34
10. Pay App #10 - \$104,856.07
11. Pay App #11 - \$20,782.26
12. Pay App #12 - \$30,965.99
13. Pay App #13 - \$18,620.64
14. Pay App #14 - \$80,64.50

### **Project Status Update**

- Segment 'T', 'S', 'V', and 'R': Punch walk performed last week. Some panels to replace, particularly on segment 'T'. Per schedule, contractor to be done by November 4<sup>th</sup>.
- Meacham is pricing out the remaining segments of 'O', 'P', and 'U' that have not been started.

### **OTHER ITEMS**

**No other items**

### **BOARD ACTION ITEMS:**

- Approval of Pay app #4 for Exploration Park Bathroom
- Approval of Pay app #5 for Exploration Park Bathroom
- Approval of Pay app #6 for Exploration Park Bathroom
  
- Approval of final Pay app #23 for Trails Package 1
- Approval of Final Acceptance for Trails Package 1
  
- Approval of Pay app #14 for Trails Package 3





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## CERTIFICATE OF FINAL ACCEPTANCE

**PROJECT:** Willow Fork Drainage District –  
PH 3 Trails Package 1  
Sitework, Planting, & Irrigation

**TBG PROJECT:** H15123 – Pkg 1

**OWNER:** Will Fork Drainage District  
c/o ABHR  
3200 Southwest Frwy, Suite 2600  
Houston, TX 77027

**LANDSCAPE  
ARCHITECT:** TBG Partners  
1333 West Loop South., Suite 1450  
Houston, Texas 77027  
Contact: Susan Cita  
[Susan.cita@tbgpartners.com](mailto:Susan.cita@tbgpartners.com)  
Phone: 713-444 7080  
Matt Klein  
[matt.klein@tbgpartners.com](mailto:matt.klein@tbgpartners.com)  
Glenn Jarrett  
[glen.jarrett@tbgpartners.com](mailto:glen.jarrett@tbgpartners.com)

**CONTRACTOR:** DL Meacham, LP  
2102 Hoskins Rd  
Houston, TX 77080  
Phone: 713-465-1905  
Contacts: Chad Meacham  
[chad@dlmeacham.com](mailto:chad@dlmeacham.com)  
Bob Sheehan  
[bob@dlmeacham.com](mailto:bob@dlmeacham.com)

**CONTRACT FOR:** Sitework, Planting, and Irrigation

**CONTRACT DATE:** 3/22/2017

**DATE OF FINAL  
ACCEPTANCE:** 10/26/2020

PROJECT OR DESIGNATED PORTION SHALL INCLUDE: Sitework, Planting, & Irrigation

Final Acceptance shall certify that the work contained in the subject contract has been observed by the parties listed below, that all punch list items on the Substantial Completion(6/10/19) have been completed, that the contractor has fulfilled all his contractual obligations and guarantees have been accepted and may be authorized to receive final payment in full, including all retainage.

A Warranty period of 365 days will begin from the final completion date (7/29/2020). The contractor will be responsible for upholding all warranty obligations as shown in the construction documents.

**OWNER:** Willow Fork Drainage District

**BY**

**DATE**

**LANDSCAPE ARCHITECT:** TBG Partners

**BY**

**DATE** 10/26/2020

**CONTRACTOR:** D.L. Meacham, LP

**BY**

**DATE**



**LEGEND**

Existing Phase 1, 2 and 3 Off-Street Trails

Existing Off-Street Trail by Others

Future Phase 4 Trails

Existing Street Trail

Willow Fork Drainage District

Trail Segment

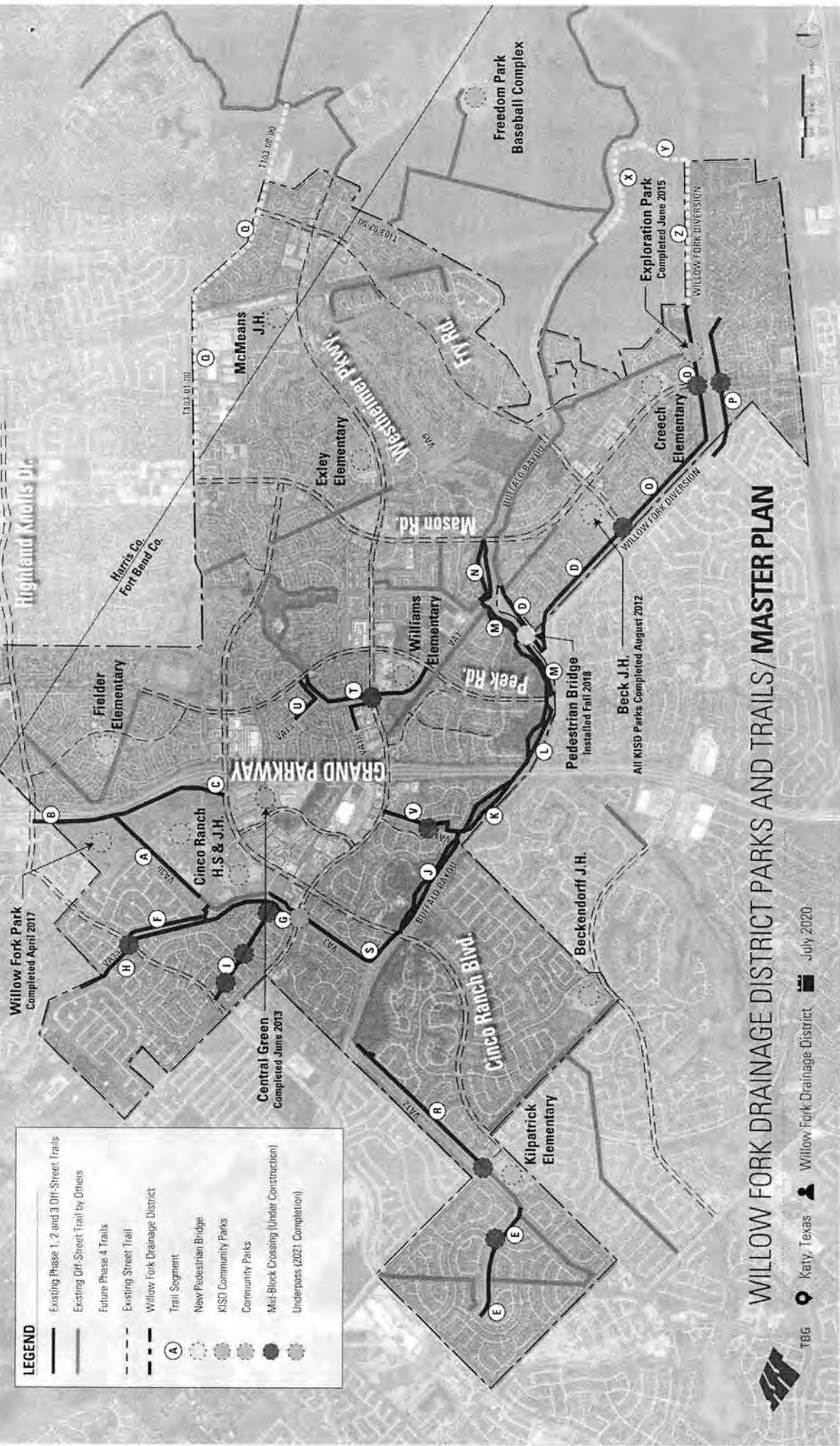
New Pedestrian Bridge

KISD Community Parks

Community Parks

Mix-Block Crossing (Under Construction)

Underpass (2021 Completion)



# WILLOW FORK DRAINAGE DISTRICT PARKS AND TRAILS/MASTER PLAN

TBG Katy, Texas Willow Fork Drainage District July 2020



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**WILLOW FORK DRAINAGE DISTRICT  
PARKS MEETING ENGINEERING REPORT  
October 28, 2020  
LJA Job No. 2642-0001P (12.3)**

**Agenda Item No. 9 - Engineering matters**

**a) Mid-Block Crossings:**

Division III is continuing to work on the completion of the Mid-Block Crossings. They have notified us that they should be complete by December 1.

**b) Discuss and authorize appropriate action regarding desilting of final 8200 linear feet of Diversion Channel:**

Allgood Construction has excavated the majority of the Diversion Channel and is working on hauling off the remaining material to their disposal site. This project will be completed by the middle of November.

**c) Update on the Flood Instructure Fund Grant Application and authorize necessary action:**

On October 21, LJA received communication from the Texas Water Development Board related to the District's FIF Abridged Application. Based on a review of the abridged application, the District is being invited to submit a full application for the District's Barker Reservoir Project. If successful, the TWDB would provide the District with a total of \$48,880,000. 8% of the funding, or \$3,910,400, would be a grant with the remaining 92%, or \$44,969,600 consisting of a zero-interest loan. The letter from the Texas Water Development Board is attached. The application is due November 23.

To complete the application, LJA will need the District to pass a resolution authorizing the application and designating a representative for the project. The designee will be responsible for signing all documentation related to the application. It is estimated that the fee to prepare and submit the application is approximately \$15,000 and will include time from LJA and the District's Attorney, Bookkeeper and Financial Advisor. LJA has included the various forms that will require signature for the application. These are the blank forms developed by the Texas Water Development Board. LJA is requesting the Board to authorize the initial preparation of the application which will be presented at the November Drainage Meeting. At that time, LJA will present the final forms for approval at the Meeting.

***REQUIRED BOARD ACTION: Authorize LJA to prepare the Draft Full Application.***

**d) Authorize appropriate action regarding pilot project in the Barker Reservoir with U.S. Army Corps of engineers, including approval of plans and specifications and obtaining Corps approval:**

LJA has nothing new to report since the October Drainage Board Meeting.

**e) Deeds, easements, and real estate documents:**

LJA has nothing new to report since the October Drainage Board Meeting.

**f) Design of District Facilities:**

**a) Westheimer Parkway Underpass:**

Fort Bend County Engineering has approved the plans for the Westheimer Parkway underpass. LJA is currently preparing the necessary bid documents and anticipates receiving bids on November 17.

**b) Water Quality Park (Diversion Channel):**

In order to prevent forfeiture from FEMA related to Hurricane Harvey, the District needs to complete the design and repairs to the stormwater quality feature downstream of Mason Road. For the design and bid documents, LJA has prepared the attached proposal which includes 3 alternatives. The first alternative is to completely redesign the section downstream of Mason Road. This includes obtaining new geotechnical information to confirm the subgrade required for supporting the gabion baskets. The second alternative is a reduced project where LJA will reissue the original plans and specifications for the project with the required quantities to bid the removal and replacement of the structure exactly to its original design. The third option is to remove the stormwater quality feature downstream of Mason Road and regrade the channel bottom as a traditional trapezoidal channel.

***REQUIRED BOARD ACTION: Authorize LJA Design and Bid the necessary repairs for the Water Quality Park.***

**g) Status of ongoing repairs to facilities:**

LJA has nothing new to report since the September Drainage Board Meeting.

**Summary of Proposed Board Action Items:**

<b>Agenda Item</b>	<b>Project Name</b>	<b>Required Action</b>
9.c	Update on the Flood Instructure Fund Grant Application and authorize necessary action	Authorize LJA to prepare the Draft Full Application.
9.f.b	Water Quality Park (Diversion Channel)	Authorize LJA Design and Bid the necessary repairs for the Water Quality Park.

**Items requiring Board Signatures:**

Nothing Requested at the Time of this Report.

**Items for next month's Agenda:**

Nothing Requested at the Time of this Report.



LJA Page 3 of 40  
**Texas Water  
Development Board**

P.O. Box 13231, 1700 N. Congress Ave.  
Austin, TX 78711-3231, [www.twdb.texas.gov](http://www.twdb.texas.gov)  
Phone (512) 463-7847, Fax (512) 475-2053

October 21, 2020

Mr. Craig Kalkomey, P.E., C.F.M.  
District Engineer  
Willow Fork Drainage District  
[ckalkomey@lja.com](mailto:ckalkomey@lja.com)

Re: **Flood Infrastructure Fund 2020 Application Invitation**  
**Barker Reservoir Flood Risk Reduction and Park Project**  
**Abridged Application Number: 13777**  
**Submit Application for FIF Category 2**

Dear Mr. Kalkomey:

Congratulations! We are pleased to notify you the Willow Fork Drainage District is hereby invited to submit a complete application for funding to the Texas Water Development Board's (TWDB) inaugural round of the Flood Infrastructure Fund (FIF) for Barker Reservoir Flood Risk Reduction and Park Project, Abridged Application Number 13777.

Your project is included in the updated [prioritization list](#) based on criteria outlined in the 2020 Flood Intended Use Plan. Grant and loan allocations listed in the prioritization are preliminary and subject to change.

To be considered for funding, you need to submit your complete application to the TWDB by 5:00 p.m., CST, on **November 23, 2020**. Applications will not be accepted after the deadline.

Please note that if you need additional time beyond November 23, 2020, to submit any required Memorandum of Understanding or resolution from the governing body requesting financial assistance portions of the complete application, please contact the TWDB at [FIF@twdb.texas.gov](mailto:FIF@twdb.texas.gov).

Instructions for how to submit your application and the related application materials are on our [website](#). The application must be compiled and submitted in Portable Document Format (PDF) format. All applications received are subject to TWDB's review and availability of funds. This invitation does not guarantee a funding commitment from TWDB.

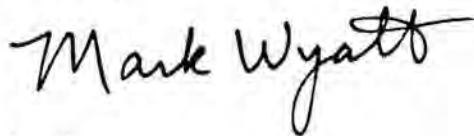
Our Mission	:	Board Members
Leading the state's efforts in ensuring a	:	Peter M. Lake, Chairman   Kathleen Jackson, Board Member   Brooke T. Paup, Board Member
secure water future for Texas and its citizens	:	Jeff Walker, Executive Administrator
	:	

Mr. Craig Kalkomey, P.E., C.F.M.  
October 21, 2020  
Page 2

The TWDB has recorded webinars that will be of assistance in completing your application. These webinars provide information on how to complete the Flood Financial Assistance Application for each FIF funding category and answer general programmatic questions. To view these recorded webinars, please visit the [Flood Infrastructure Fund](#) on the TWDB's website.

We look forward to working with the Willow Fork Drainage District on its FIF project and are committed to providing excellent customer service and prompt responses to any questions as you complete your application. In addition to the recorded webinars, we have staff available to answer any question that may arise as you complete your application. Should you have any questions or concerns, please contact Mireya Loewe, Manager, Regional Water Project Development, by telephone 512-475-0590 or by email at [FIF@twdb.texas.gov](mailto:FIF@twdb.texas.gov).

Sincerely,

A handwritten signature in black ink that reads "Mark Wyatt". The signature is written in a cursive, flowing style.

Mark Wyatt  
Director, Program Administration and Reporting  
Water Supply and Infrastructure

cc: Program Area contact: Mireya Loewe, Manager, Regional Water Project Development





## Planning, Acquisition, Design, Construction, Rehabilitation Category 2

*Due October 19, 2020 at 5:00 p.m. CST*

**Email to [FIF@twdb.texas.gov](mailto:FIF@twdb.texas.gov)** Include the Applicant's Name, Abridged Application Number, and Category in the subject line.

**Submittal Instructions:** Please email one indexed, electronic copy to [FIF@twdb.texas.gov](mailto:FIF@twdb.texas.gov) using MS Word, Shapefile, Excel, and/or Adobe Acrobat. All Adobe Acrobat PDFs **must be searchable**. Include the Applicant's Name, Abridged Application Number, and Category in the subject line of the email. For applications in excess of 150 MB, please contact [FIF@twdb.texas.gov](mailto:FIF@twdb.texas.gov) for submission instructions.

**For more information, please email [FIF@twdb.texas.gov](mailto:FIF@twdb.texas.gov).** Include the Applicant's Name, Abridged Application Number, and Category in the subject line of the email.

Example email subject line: Applicant Name, Abridged Application 12345, Category 2

Thank you.

Project information submitted in this application must be consistent with the project's submitted abridged application; any information that is inconsistent with the project's ranking in the prioritization list as approved by the board could result in the project losing prioritization points to the extent that the project may fall below the board-approved funding line. By submitting this Application, you understand and confirm that the information provided is true and correct to the best of your knowledge and further understand that the failure to submit a complete Application by the stated deadline, or to respond in a timely manner to additional requests for information, may result in the withdrawal of the Application without review.

### GENERAL INFORMATION

Entity Name		
Entity Type		
A citation of the law under which the political subdivision operates and was created		
Physical Address		
Mailing Address		
Primary Contact	Name	

Please list the primary project contact for day to day project implementation	Title	
	Phone	
	Email	

<b>Grant Coordinator</b> Internal <input type="checkbox"/> External <input type="checkbox"/>	Name	
	Title	
	Phone	
	Email	

<b>Other Contact</b> (Financial Advisor, Legal/Bond Counsel, Project Engineer, etc.) _____	Name	
	Title	
	Phone	
	Email	

<b>Other Contact</b> (Financial Advisor, Legal/Bond Counsel, Project Engineer, etc.) _____	Name	
	Title	
	Phone	
	Email	

<b>Other Contact</b> (Financial Advisor, Legal/Bond Counsel, Project Engineer, etc.) _____	Name	
	Title	
	Phone	
	Email	

## GENERAL PROJECT INFORMATION

Abridged Application Number(s)	
Project Name	



Project Location (Latitude/Longitude)			
Counties in Project's Area List counties where the project is located or providing service			
Category Invited For			
<input type="checkbox"/> <u>Category 1</u> Flood Protection Planning for Watersheds	<input type="checkbox"/> <u>Category 2</u> Planning, Acquisition, and Design, Construction / Rehabilitation (All combinations)	<input type="checkbox"/> <u>Category 3</u> Federal Award Matching Funds	<input type="checkbox"/> <u>Category 4</u> Measures immediately effective in protecting life and property

## STATEMENT OF FUNDING

Please indicate the funding sources anticipated to sufficiently fund the project. Insert the dollar amounts applicable to the sources identified below. Entities may either use its own available funds or borrow FIF funds at 0% for any portion of the required local share not provided through the FIF grant funds. Other funding sources indicated below must be committed/awarded or under consideration by the funding agency. If federal funding is a source, please indicate the specific source and federal disaster number in the box below. While you may propose to use in-kind services on this form, any proposal must receive TWDB's approval.

Sources of Funding	Amount (\$)	Percent of Total Project Cost
a. Federal Funding Disaster Number:		
b. Local Contribution (All cash/loan/bond proceeds/non-federal grant sources <b>excluding FIF</b> )		
c. In-Kind Contribution (estimated value)		
d. TWDB FIF Grant		
e. TWDB FIF Loan Applicants with a loan component <b>MUST FILL OUT</b> the loan component questions below		
<b>TOTAL PROJECT COST (equals a+b+c+d+e)</b>		
Attach a budget and explanation of funds if needed <input type="checkbox"/> Attached <input type="checkbox"/> NA		

**DESCRIPTION OF PROPOSED PROJECT – LIMIT PROJECT NEED AND DESCRIPTION TO ONE PAGE**

**Project Need:** Description of Project Need (for example, is the project needed to address a chronic flooding issue, avoid potential stormwater damage, expand capacity, etc.):

**Project Description:** Description of Project, including a bulleted list of project elements/components, and alternatives considered (including existing facilities):



## FLOOD INFRASTRUCTURE FUND QUESTIONS

Category 2: Planning, Acquisition, and Design, Construction /  
Rehabilitation (All Combinations)

## General Project Information

1. Attach a map showing project location and delineation of project watershed, conforming to 31 TAC §363.408(b)(4).
2. U.S. Geological Survey Map. Attach a geological survey map at the appropriate scale to show the project area and all major project components. Please clearly label project components.  
☐ Attached    ☐ NA
3. For construction-oriented projects, is the Benefit-Cost Ratio (BCR) of the proposed project >1.0, in accordance with the 2020 Flood Intended Use Plan?
  - A. ☐ Yes. Please briefly described the methodology used:
  - b. ☐ No. Please attach an explanation.
4. If the project is a flood control project and project watershed is partially located outside the boundaries of the political subdivision applying for funding, has the applicant submitted an executed Memorandum of Understanding (MOU) relating to the management of the project watershed? Must be approved and signed by all governing bodies of eligible political subdivisions located in the project watershed.
  - a. ☐ Yes, Attach Documentation (Template: TWDB-0170)
  - b. ☐ No
5. Has the applicant acted cooperatively with other eligible political subdivisions to address flood control needs in the area?
  - a. ☐ Yes, Attach Documentation (Flood Application Affidavit TWDB-0172 or TWDB-0173)
  - b. ☐ No
6. Have all of the eligible political subdivisions that would be substantially affected by the proposed flood project participated in the project development process? Providing adequate notice and ample opportunity to any such eligible political subdivision that elects not to participate further would fulfill this requirement, provided evidence of notification is included in the application.
  - a. ☐ Yes, Attach Documentation (Flood Application Affidavit TWDB-0172, TWDB-0173, or evidence of adequate notification)
  - b. ☐ No
7. Have these political subdivisions held public meetings (separately or cooperatively) to accept comments on the proposed flood project from interested parties?
  - a. ☐ Yes, Attach Documentation (Flood Application Affidavit TWDB-0172 or TWDB-0173)
  - b. ☐ No

8. Have the appropriate authorities for the area to be served by the project adopted and continue to enforce floodplain ordinances or management standards equivalent to the National Flood Insurance Program (NFIP) standards ([TWDB NFIP Portal](#))?

- a. ☐ Yes, meet minimum requirement, Attach Supporting Documentation
- b. ☐ Yes, a member in good standing of the NFIP, Attach Supporting Documentation
- c. ☐ No, please attach explanation

\*Communities that do not participate in the NFIP may not be eligible to receive federal funding\*

9. In the "Special Flood Hazard Area" to be served by the project, as defined by the current Flood Insurance Rate Map (FIRM) or best available data, provide the following information:

- a. The estimated population;
- b. Number of bridges and low water crossings;
- c. Number of residential structures;
- d. Number of other structures and type (eg. commercial, industrial, etc.); and  
Agricultural or other assets.

10. Is the proposed solution structural, non-structural, or both? Check all that apply:

☐ Structural    ☐ Non-Structural

11. If a flood control project, has the applicant conducted an analysis of whether the proposed flood project could use floodwater capture techniques for water supply purposes, including floodwater harvesting, detention or retention basins, or other methods of capturing storm flow or unappropriated flood flow?

- ☐ Yes, conducted analysis and project could use floodwater capture techniques
- ☐ Yes, conducted analysis and project could not use floodwater capture techniques
- ☐ NA, please explain

12. Does the funding request include redundant funding for activities already performed and/or funded (or has funding been applied for) through another source?

- a. ☐ Yes, please explain
- b. ☐ No

13. Attach a Project Schedule that includes:

- a. Estimated date to submit environmental planning documents.
- b. Estimated date of Environmental Determination issued by TWDB staff.
- c. Estimated date to submit engineering planning documents.
- d. Estimated date for completion of design.
- e. Estimated Construction start date for first contract.
- f. Estimated Construction end date for last contract.

☐ Attached    ☐ NA, please explain

14. Applicants Consultants. Please attach copies of all draft and/or executed contracts for consultant services to be used by the applicant. If there are any significant scope components that the applicant will be handling in-house, please attach a brief description of those services.



## Legal Information

## 15. Legal Documents:

a. **Resolution.** Attach the resolution from the governing body requesting financial assistance. (TWDB-0201A)

☐ Attached

b. **Application Affidavit.** Attach the Application Affidavit. (TWDB-0201)

☐ Attached

c. **Certificate of Secretary.** Attach the Certificate of Secretary. (TWDB -0201B)

☐ Attached

16. **Affidavit of No Objection.** Are any facilities to be constructed (or is the area to be served) within the service area of a municipality, or other public utility, with responsibility for serving the area?

☐ Yes

☐ No

If yes, has the applicant obtained an affidavit stating that the municipality or public utility, servicing the area does not object to the proposed construction and operation of the applicant's services and facilities in the service area? If no, please provide an explanation of why not.

☐ Yes (Attached)

☐ No

If no, provide an explanation: \_\_\_\_\_

17. **Enforcement Actions.** Has the applicant been the subject of any enforcement action by the Texas Commission on Environmental Quality (TCEQ), the Environmental Protection Agency (EPA), or any other entity within the past three years? If yes, attach a brief description of every enforcement action within the past three years and action(s) to address requirements.

☐ Yes (Attached)

☐ No

18. **Ownership Interests of the Project.** Attach a breakdown of ownership interests, an allocation of project costs, and an explanation of the allocation of liability.

19. **Stormwater Management Agreements.** Is the project intended to allow the applicant to discharge or receive stormwater to or from another entity? If yes, the applicant must attach, at a minimum, the proposed draft agreement, contract, or other documentation establishing the stormwater management relationship, with the final and binding agreements provided prior to loan closing.

☐ Yes (Attached)

☐ No

## Engineering/Environmental Information

### 20. Engineering Feasibility Report.

- a. If the project includes funding for planning, acquisition, or design, please attach a complete Preliminary Engineering Feasibility Report (PEFR). A PEFR must address the items listed in the respective PEFR program guidance, including but not limited to:
- A description and purpose of the project, including existing facilities.
  - FIF projects must address issues scored in the Intended Use Plan submittal.
  - A description of alternatives the applicant has considered (or to be considered during detailed planning) and reasons for the selection of the project proposed.
- ☐ Attached
- b. If the project is for Construction only, then attach the appropriate Engineering Feasibility Report:
- ☐ Stormwater: TWDB-0554

### 21. Total Population Affected by the Project. Provide the total population to be impacted by the proposed project:

### 22. Project Cost Estimate. Attach the most current itemized project cost estimate, utilizing the TWDB Budget Form TWDB-1201. Include all costs and funding sources. If applying for pre-construction costs only (i.e., Planning, Acquisition, Design) then itemize only the relevant portions in the attached budget template.

☐ Attached

### 23. Water Supply Benefit. If the project includes a water supply benefit, please indicate the following information regarding new supply, new reuse supply, new conservation savings, or increased infiltration capacity or rate.

	Acre-Feet/Year	Capital Cost (\$)
<b>New Supply</b>		\$
<i>Increase in the total annual volume of water supply.</i>		
<b>New Reuse Supply</b>		\$
<i>Increase in the annual volume of (direct or indirect) reuse water supply.</i>		
<b>New Conservation Savings</b>		\$
<i>Annual volume of anticipated water savings.</i>		
<b>Maintenance of Current Supply</b>		\$
<i>Volume of current supplies that will be maintained.</i>		

### 24. Stormwater Permit for Municipal Separate Storm Sewer Systems (MS4s). Does your project alter the discharge from a MS4?

☐ Yes      ☐ No      ☐ N/A

If yes, please attach evidence that an application for a new stormwater permit or amendment to an existing permit related to proposed project has been filed with the Texas Commission on Environmental Quality (TCEQ). Final permit authorization must be obtained from the TCEQ before funds can be released for construction activities.

☐ Yes (Attached)      ☐ No - If no, please provide an explanation: \_\_\_\_\_

### 25. Property Water Rights & Permits. If the project will result in: (a) an increase by the applicant in the use of groundwater, (b) drilling a new water well, or (c) an increase by the applicant in use of surface water, then the applicant must demonstrate that it has acquired – by contract, ownership, or lease – the necessary property water rights, groundwater permits, and/or surface water rights sufficient for the project before funds can be released for construction.

- a. ☐ N/A – No to (a), (b), and (c) above



- b. Does the applicant currently own all the property water rights, groundwater permits, and surface water rights needed for this project? If yes, please attach the completed appropriate form(s):  
☐ Surface Water (WRD-208A)  
☐ Groundwater (WRD-208B)
- c. If all property water rights, groundwater permits, and surface water rights needed for this project have not yet been acquired, identify the rights and/or permits that will need to be acquired and provide the anticipated date by which the applicant expects to have acquired such rights and/or permits:

Type of Water Permit or Right	Entity from Which the Permit or Right Must Be Acquired	Acquired by Lease or Full Ownership	Expected Acquisition Date	Permit/Water Right I.D. No.

**26. Water Well Permits.** If the project will result in drilling a new well for aquifer storage or recharge, the applicant must demonstrate that it has acquired all necessary permits.

- a. ☐ N/A  
b. ☐ Applicant has already acquired all necessary permits. Permitting entity and ID No: \_\_\_\_\_  
c. If all permits needed for this project have not yet been acquired, identify the permits that will need to be acquired and provide the anticipated date by which the applicant expects to have acquired such permits:

Type of Water Permit	Entity from Which the Permit Must Be Acquired	Acquired by Lease or Full Ownership	Expected Acquisition Date	Permit I.D. No.

**27. Decrease in Stormwater Runoff.** Will the project result in a decrease in the volume of stormwater runoff contributed to a surface water source?

- a. ☐ Yes, please explain: \_\_\_\_\_  
b. ☐ No

**28. Other Engineering Permits.** List any major permits not identified elsewhere that are necessary for the completion of the project. Also, list any other necessary minor permits that may involve particular difficulty due to the nature of the proposed project (e.g., railroad crossings, TxDOT permits).

Engineering Permit	Issuing Entity	Permit Acquired (Y/N)

**29. Site Certificate – Evidence of Land Ownership.** Please complete and attach the Site Certificate (ED-101), documenting all necessary land and easements for the project.

☐ Yes (Attached)

30. **Water Use Survey.** For applicants that provide retail water services: Has the applicant already submitted to the TWDB the annual Water Use Survey of groundwater and surface water for the last THREE years? If the applicant has not completed these, please download survey forms and attach a copy of the completed water use surveys to the application.  
(<http://www.twdb.texas.gov/waterplanning/waterusesurvey/index/asp>.)

☐ Yes

☐ No (attached)

☐ N/A – No retail water service

31. **Water Loss Audit.** For applicants that are a retail public utility that provide potable water: Has the applicant already submitted the most recently required water loss audit to the TWDB? If no, and if applying for a water supply project, please complete the online TWDB Water Audit worksheet and attach a copy to the application.  
(<http://www.twdb.texas.gov/conservation/resources/waterloss-resources.asp>)

☐ Yes ☐ No (attached)

☐ N/A – No retail water service

32. **Additional Environmental Permits, Registrations, Licenses, Authorizations.** Please list any environmental permits, registrations, licenses, or authorizations necessary for the project and the status of each (e.g., Endangered Species Act Section 10(a)(1)(B) incidental take permit, Clean Water Act Section 404 Individual Permit, or Rivers and Harbors Act Section 10 Permit).

<u>Permit</u>	<u>Issuing Entity</u>	<u>Permit Acquired (Y/N)</u>

Comments: \_\_\_\_\_

33. **Environmental Determination.** Has Categorical Exclusion (CE), Determination of No Effect (DNE), Finding of No Significant Impact (FONSI), Record of Decision (ROD), or any other environmental determination been issued for this project? If yes, please attach a copy of the determination. If the project is potentially eligible for Categorical Exclusion (CE)/Determination of No Effect (DNE), please attach the CE/DNE Request Form (TWDB-0803).

☐ Yes (Attached)

☐ No

☐ CE/DNE Request Form Attached

34. **Social or Environmental Issues.** Attach a discussion of any known permitting, social, or environmental issues that may affect the evaluation of project alternatives or implementation of the proposed project; e.g. these could include rate increases, potential impacts to known cultural resources, potential impacts to waters of the U.S. or to protected species, etc.

☐ Attached

**LOAN COMPONENT QUESTIONS – APPLICANTS NOT SEEKING FUNDING IN THE FORM OF A LOAN DO NOT NEED TO ANSWER THE QUESTIONS BELOW**

## Legal Information

- Pledge.** What type of pledge will be used to repay the proposed debt?  
☐ Systems Revenue    ☐ Taxes    ☐ Combination of System Revenues & Taxes  
☐ Contract Revenue    ☐ Other (Explain)
- Proposed Debt Issue.** Provide the full legal name of the security for the proposed debt issue(s).
- Parity of Debt.** Is the applicant proposing to issue Certificates of Obligation or bonds on parity with outstanding obligations?  
☐ Yes    ☐ No  
 If yes:
  - Please describe any reserve requirements and additional debt requirements: \_\_\_\_\_;
  - Attach the most recent resolution ordinance authorizing the outstanding parity debt.
- Rate Covenants.** Describe any existing rate covenants.

## Financial Information

- Utilities Provided.** Indicate the services the Applicant provides its customers. Check all that apply.  
☐ Regional/Wholesale Water Services    ☐ Retail Water    ☐ Wastewater  
☐ Storm water/Drainage    ☐ None of these
- Current Average Residential Usage and Rate Information.**

<u>Service</u>	<u>Date of Last Rate Increase</u>	<u>Avg. Monthly Usage (Gal)</u>	<u>Avg. Monthly Bill (\$)</u>	<u>Avg. Monthly Increase Per Customer (\$) at Last Rate Increase</u>	<u>Projected Monthly Increase Necessary to Repay Loan (\$)</u>
Water			\$	\$	\$
Wastewater			\$	\$	\$
Drainage		N/A	\$	\$	\$

Comments: \_\_\_\_\_

- Authorized Rates/Fees/Charges Schedules.** Please attach a schedule of current water, wastewater, and/or storm/drainage rates or fees (whichever is applicable) and the proposed rates/fees needed to finance the project and ongoing maintenance and operation (include the tentative schedule for the necessary proposed rate/fee increase).  
☐ Attached
- Collection Procedures.** Please describe the procedures for collecting customer's monthly bills, including penalties for delinquent accounts and the standard procedures in place to remedy these accounts.

☐ N/A



9. **Number of Connections.** Provide the number of active connections for each of the past FIVE years.

☐ N/A

a. WATER

<u>Year</u>	<u>Number of Active Connections</u>

☐ N/A - No water service provided by applicant

b. WASTEWATER

<u>Year</u>	<u>Number of Active Connections</u>

☐ N/A - No wastewater service provided by applicant

10. **Customer Usage.** List the top TEN customers of the water/wastewater system by annual usage in gallons and percentage total use.

☐ N/A

a. WATER

<u>Customer Name</u>	<u>Annual Usage (Gal)</u>	<u>Percent of Usage</u>
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%

Comments: \_\_\_\_\_

☐ N/A - No water service provided by applicant

## b. WASTEWATER

<u>Customer Name</u>	<u>Annual Usage (Gal)</u>	<u>Percent of Usage</u>
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%

Comments: \_\_\_\_\_

☐ N/A - No wastewater service provided by applicant

11. **Customer Annual Revenue.** List the top TEN customers of the water and/or wastewater system by annual revenue with corresponding usage and percentage total use.

☐ N/A

## a. WATER

<u>Customer Name</u>	<u>Annual Usage (Gal)</u>	<u>Annual Revenue</u>	<u>Percent Total Water Revenue</u>
		\$	%
		\$	%
		\$	%
		\$	%
		\$	%
		\$	%
		\$	%
		\$	%
		\$	%
		\$	%

Comments: \_\_\_\_\_

☐ N/A - No water service provided by applicant

## b. WASTEWATER

<u>Customer Name</u>	<u>Annual Usage (Gal)</u>	<u>Annual Revenue</u>	<u>Percent Total Wastewater Revenue</u>
		\$	%
		\$	%
		\$	%
		\$	%
		\$	%
		\$	%
		\$	%
		\$	%
		\$	%
		\$	%

		\$	%
--	--	----	---

Comments: \_\_\_\_\_

☐ N/A - No wastewater service provided by applicant12. **Wholesale Contracts.** Provide a summary of the wholesale contracts with customers.

<u>Contract Type</u>	<u>Minimum Annual Amount</u>	<u>Usage Fee per 1,000 gallons</u>	<u>Annual Operations and Maintenance</u>	<u>Annual Capital Costs</u>	<u>Annual Debt Service</u>	<u>Other</u>	<u>Annual Use for the Most Current Fiscal Year End</u>	<u>Annual Revenue for the Most Current Fiscal Year End</u>
	\$	\$	\$	\$	\$	\$		\$
	\$	\$	\$	\$	\$	\$		\$
	\$	\$	\$	\$	\$	\$		\$
	\$	\$	\$	\$	\$	\$		\$
	\$	\$	\$	\$	\$	\$		\$

Comments: \_\_\_\_\_

☐ N/A - No water service provided by applicant13. **Tax Status.** Indicate the tax status of the proposed loan.☐ Tax-Exempt☐ Taxable☐ N/A14. **Taxing Authority.** Does the applicant have taxing authority?☐ Yes☐ No15. **Maximum Tax Rate.** Provide the maximum tax rate permitted by law per \$100 of property value.

\$ \_\_\_\_\_

☐ N/A16. **Principal Employers.** Please list the TEN largest employers of the applicant's service area:

<u>Name</u>	<u>Number of Employees</u>

Comments (example: any anticipated changes to the tax base, employers etc.): \_\_\_\_\_

17. **Bond Ratings.** Provide any current bond ratings with date received and attach corresponding rating reports. If any are not applicable, enter "N/A".



	<u>Standard &amp; Poor's</u>	<u>Date Received</u>	<u>Moody's</u>	<u>Date Received</u>	<u>Fitch</u>	<u>Date Received</u>
G.O.						
Revenue						

☐ Attached

18. **Overlapping Debt and Tax Rate Table.** Attach the direct and overlapping debt and tax rate table.

☐ Attached

☐ N/A

19. **Taxable Assessed Valuation.** Please provide the last FIVE years of data showing total taxable assessed valuation including net ad valorem taxes levies, corresponding tax rate (detailing debt service and general purposes), and tax collection rate.

<u>Fiscal Year Ending</u>	<u>Net Taxable Assessed Value (\$)</u>	<u>Tax Rate</u>	<u>Maintenance &amp; Operating Rate</u>	<u>Interest &amp; Sinking Rate</u>	<u>Tax Levy (\$)</u>	<u>Percentage Current Collections</u>	<u>Percentage Total Collections</u>
	\$				\$		
	\$				\$		
	\$				\$		
	\$				\$		
	\$				\$		

☐ N/A

20. **Tax Assessed Values by Classification.** Please attach the last FIVE years of tax assessed values delineated by Classification (Residential, Commercial, and Industrial).

☐ Attached

☐ No direct tax assessed

☐ N/A

21. **Taxpayer – Assessed Valuation.** Please provide the current top TEN taxpayers showing percentage of ownership to total assessed valuation. Explain anticipated impacts in the Comments blank, below. If any of these have changed in the past three years, please provide information on the changes to the top ten.

<u>Taxpayer Name</u>	<u>Assessed Value</u>	<u>Percent of Total</u>
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%

Comments: \_\_\_\_\_

☐ No direct tax assessed

22. **Sales Tax.** Does the applicant collect sales tax? If yes, provide the sales tax collection history for the past FIVE years.

☐ Yes

☐ No

<u>Fiscal Year Ending</u>	<u>Total Collections</u>
20	\$
20	\$

20	\$
20	\$
20	\$

23. **Annual Audit and Management Letter.** Attach ONE copy of the preceding fiscal year's Annual Audit and management letter prepared and certified by a Certified Public Accountant or Firm of Accountants.

☐ Attached

24. **Five-Year Comparative System Operating Statement.** Please attach:

☐ a five-year comparative statement including audited prior years, and

☐ unaudited year-to-date statement of the following: **Operating Statement (not condensed), Balance Sheet, Statement of Cash Flows**

25. **Proforma / Loan Amortization Schedule.** Please select one of the repayment methods from the options below. The proforma should indicate all the information listed under the selection for all years that the debt will be outstanding. Please be sure the proforma reflects the requested debt structure, including multi-phased funding options.

☐ **System Revenues (Attached)**

☐ Projected Gross Revenues

☐ Operating and Maintenance Expenditures

☐ Outstanding and Proposed Debt Service Requirements

☐ Net Revenues Available for Debt Service and Coverage of Current and Proposed Debt Paid from Revenues

☐ **Taxes (Attached)**

☐ Outstanding and Proposed Debt Service Requirements

☐ Tax Rate Necessary to Repay Current and Proposed Debt Paid from Taxes

☐ List the Assumed Collection Rate and Tax Base Used to Prepare the Schedule

☐ **Combination of System Revenues and Taxes (Attached)**

☐ Projected Gross Revenues

☐ Operating and Maintenance Expenditures

☐ Net Revenues available for debt service

☐ Outstanding and Proposed Debt Service Requirements

☐ Tax Rate Necessary to Repay Current and Proposed Debt Paid from Taxes

☐ List the Assumed Collection Rate and Tax Base Used to Prepare the Schedule

☐ **Contract Revenues (Attached)**

☐ Participant's Projected Gross Revenues

☐ Participant's Operating and Maintenance Expenditures

☐ Outstanding and Proposed Debt Service Requirements

☐ Net Revenues Available for Debt Service and Coverage of Current and Proposed Debt Paid from Revenues

☐ **Other (Attached)**

☐ Projected Gross Revenues

☐ Annual Expenditures

☐ Outstanding and Proposed Debt Service Requirements

☐ Revenues Available for Debt Service

**26. Outstanding Debt.** Does the applicant have any outstanding debt? Check all that apply and attach a list of total outstanding debt and identify the debt holder. Segregate by type (General Obligation or Revenue) and present a consolidated schedule for each, showing total annual requirements. Note any authorized but unissued debt.

- ☐ General Obligation Debt (Attached)
- ☐ Revenue (Attached)
- ☐ Authorized but Unissued Debt (Attached)
- ☐ Other Debt
- ☐ None

**27. Repayment Issues.** Disclose all issues that may affect the project or the applicant's ability to issue and/or repay debt (such as anticipated lawsuits, judgements, bankruptcies, major customer closings, etc.).

**28. Default Debt.** Has the applicant ever defaulted on any debt? If yes, disclose all circumstances surrounding prior default(s).

- ☐ Yes                      ☐ No

If yes, explain: \_\_\_\_\_



## ATTACHMENT CHECKLIST

<input checked="" type="checkbox"/>	<u>N/A</u>	<u>Attachment Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	Project Budget and Explanation of Funds
<input type="checkbox"/>	<input type="checkbox"/>	Map showing project location and delineation of project watershed
<input type="checkbox"/>	<input type="checkbox"/>	Explanation of BCR <1.0
<input type="checkbox"/>	<input type="checkbox"/>	Memorandum of Understanding (MOU) (Template: TWDB-0170)
<input type="checkbox"/>	<input type="checkbox"/>	National Flood Insurance Program (NFIP)
<input type="checkbox"/>	<input type="checkbox"/>	Flood Application Affidavit (TWDB-0172 or TWDB-0173)
<input type="checkbox"/>	<input type="checkbox"/>	Evidence of Adequate Notification
<input type="checkbox"/>	<input type="checkbox"/>	Resolution (TWDB-0201A)
<input type="checkbox"/>	<input type="checkbox"/>	Application Affidavit (TWDB-0201)
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Secretary (TWDB-0201B)
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Determination
<input type="checkbox"/>	<input type="checkbox"/>	Affidavit of No Objection
<input type="checkbox"/>	<input type="checkbox"/>	Enforcement Actions by TCEQ or EPA
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Management Agreements
<input type="checkbox"/>	<input type="checkbox"/>	Social or Environmental Issues
<input type="checkbox"/>	<input type="checkbox"/>	Benefit-Cost Ratio required information
<input type="checkbox"/>	<input type="checkbox"/>	Project Schedule
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Engineering Feasibility Report (PEFR)
<input type="checkbox"/>	<input type="checkbox"/>	Engineering Feasibility Report (EFR) – Stormwater (TWDB-0554)
<input type="checkbox"/>	<input type="checkbox"/>	Project Cost Estimate Budget (TWDB-1201)
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Permit for Municipal Separate Storm Sewer Systems (MS4s)
<input type="checkbox"/>	<input type="checkbox"/>	Property Water Rights & Permits – Surface Water (WRD-208A); Groundwater (WRD-208B)
<input type="checkbox"/>	<input type="checkbox"/>	Site Certificate – Evidence of Land Ownership (ED-101)
<input type="checkbox"/>	<input type="checkbox"/>	Water Use Survey
<input type="checkbox"/>	<input type="checkbox"/>	Water Loss Audit
<input type="checkbox"/>	<input type="checkbox"/>	List of entities receiving the proposed MOU and project description
<input checked="" type="checkbox"/>	<u>N/A</u>	<u>Loan Component Attachment Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	The most recent resolution or ordinance authorizing outstanding parity debt
<input type="checkbox"/>	<input type="checkbox"/>	Rate Schedule
<input type="checkbox"/>	<input type="checkbox"/>	Bond Ratings
<input type="checkbox"/>	<input type="checkbox"/>	Overlapping Debt and Tax Rate Table
<input type="checkbox"/>	<input type="checkbox"/>	Tax Assessed Values by Classification
<input type="checkbox"/>	<input type="checkbox"/>	Annual Audit & Management Letter

- ☐ ☐ Five Year Comparative Operating Statement
- ☐ ☐ Proforma/Amortization Schedule

TWDB-0171  
9/8/2020

### Flood Application Affidavit (Category 1)

THE STATE OF TEXAS §

COUNTY OF \_\_\_\_\_ §

APPLICANT \_\_\_\_\_ §

BEFORE ME, the undersigned, a Notary Public in and for the State of Texas, on this day personally appeared \_\_\_\_\_ as the Authorized Representative of the \_\_\_\_\_, who being by me duly sworn, upon oath says that:

1. in accordance with the 2020 Flood Intended Use Plan, the \_\_\_\_\_ (city, county, district, authority) has acted cooperatively with other political subdivisions to address flood control needs in the area in which the eligible political subdivisions are located; and
2. in accordance with the 2020 Flood Intended Use Plan, all eligible political subdivisions substantially affected by the proposed flood project have participated in the process of developing the proposed flood project.

\_\_\_\_\_  
Official Representative

Title: \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME, by \_\_\_\_\_,  
on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(NOTARY'S SEAL)

\_\_\_\_\_  
Notary Public, State of Texas



**Flood Application  
Affidavit (Category 2,  
3, and 4 –  
construction)**

TWDB-0172  
9/8/2020

THE STATE OF TEXAS §

COUNTY OF \_\_\_\_\_ §

APPLICANT \_\_\_\_\_ §

BEFORE ME, the undersigned, a Notary Public in and for the State of Texas, on this day personally appeared \_\_\_\_\_ as the Authorized Representative of the \_\_\_\_\_, who being by me duly sworn, upon oath says that:

1. in accordance with 31 Texas Administrative Code § 363.408(b)(2)(A), the \_\_\_\_\_ (city, county, district, authority) has acted cooperatively with other political subdivisions to address flood control needs in the area in which the eligible political subdivisions are located;
2. in accordance with 31 Texas Administrative Code § 363.408(b)(2)(B), all eligible political subdivisions substantially affected by the proposed flood project have participated in the process of developing the proposed flood project;
3. in accordance with 31 Texas Administrative Code § 363.408(b)(2)(C), the eligible political subdivisions, separately or in cooperation, have held public meetings to accept comment on proposed flood projects from interested parties; and
4. in accordance with 31 Texas Administrative Code § 363.408(b)(2)(D), the technical requirements for the proposed flood project have been completed and compared against any other potential flood projects in the same area.

Official Representative

Title: \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME, by \_\_\_\_\_,  
on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(NOTARY'S SEAL)

Notary Public, State of Texas

Notary Public, State of Texas

**Application Filing and Authorized Representative Resolution**

A RESOLUTION by the \_\_\_\_\_ of the \_\_\_\_\_ requesting financial assistance from the Texas Water Development Board; authorizing the filing of an application for assistance; and making certain findings in connection therewith.

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_:

SECTION 1: That an application is hereby approved and authorized to be filed with the Texas Water Development Board seeking financial assistance in an amount not to exceed \$ \_\_\_\_\_ to provide for the costs of \_\_\_\_\_.

SECTION 2: That \_\_\_\_\_ be and is hereby designated the authorized representative of the \_\_\_\_\_ for purposes of furnishing such information and executing such documents as may be required in connection with the preparation and filing of such application for financial assistance and the rules of the Texas Water Development Board.

SECTION 3: That the following firms and individuals are hereby authorized and directed to aid and assist in the preparation and submission of such application and appear on behalf of and represent the \_\_\_\_\_ before any hearing held by the Texas Water Development Board on such application, to wit:

Financial Advisor: \_\_\_\_\_  
\_\_\_\_\_

Engineer: \_\_\_\_\_  
\_\_\_\_\_

Bond Counsel: \_\_\_\_\_  
\_\_\_\_\_

PASSED AND APPROVED, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST: \_\_\_\_\_

By: \_\_\_\_\_

(Seal)



[illegible]

Notary Public, State of Texas.

[illegible]

I. That on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a regular/special meeting of the \_\_\_\_\_ was held; the duly constituted members of the \_\_\_\_\_ being as follows:

"A RESOLUTION by the \_\_\_\_\_ of the \_\_\_\_\_ requesting financial participation from the Texas Water Development Board; authorizing the filing of an application for financial participation; and making certain findings in connection therewith."

2. That the attached resolution is a true and correct copy of the original on file in the official records of the \_\_\_\_\_; the qualified and acting members of the \_\_\_\_\_ on the date of this meeting are those persons shown above and, according to the records of my office, advance notice of the time, place, and purpose of meeting was given to each member of the \_\_\_\_\_; and that the meeting, and the deliberations of the public business described above, was open to the public and written notice of the meeting, including the subject of the resolution described above, was posted and given in advance of the meeting in compliance with the provisions of Chapter 551 of the Texas Government Code.

(SEAL)

STATE OF TEXAS

COUNTY OF \_\_\_\_\_

§  
§  
§

**SITE  
CERTIFICATE**

Before me, the undersigned notary, on this day personally appeared

\_\_\_\_\_, a person whose identity is known to me or who has presented to me a satisfactory proof of identity. After I administered an oath, this person swore to the following:

(1) My name is \_\_\_\_\_. I am over 18 years of age and I am of sound mind, and capable of swearing to the facts contained in this Site Certificate. The facts stated in this certificate are within my personal knowledge and are true and correct.

(2) I am an authorized representative of \_\_\_\_\_, an entity that has filed an application for financial assistance with the Texas Water Development Board for a (water) (wastewater) project.

Please complete only those sections that apply to your project:

**LEGAL CERTIFICATION – LEASE/CONTRACT**

I certify that: \_\_\_\_\_  
(Legal Name of Applicant, i.e., City, District, etc.)

has executed a written lease or other contractual agreement to use the property needed for this (water)(wastewater) project that extends through \_\_\_\_\_ (date), the life of the Texas Water Development Board loan or grant that will be used to finance this project, either in whole or in part. A copy of this lease or agreement is attached hereto.

**LEGAL CERTIFICATION – PROPERTY EASEMENT**

I certify that: \_\_\_\_\_  
(Legal Name of Applicant, i.e., City, District, etc.)

has executed an express easement to use the property needed for this (water) (wastewater) project that extends through the life of the Texas Water Development Board loan or grant that will be used to finance this project, either in whole or in part. The express easement to use the property needed for this (water) (wastewater) project extends through \_\_\_\_\_ (date). A copy of the express easement agreement is attached hereto.



**LEGAL CERTIFICATION – OWNERSHIP INTEREST**

I certify that \_\_\_\_\_  
(Legal Name of Applicant, e.g. City, District, etc.)

☐ Option A: has acquired the necessary real property interest, as evidenced by fee simple purchase, deed, fully executed earnest money contracts, or completion of eminent domain proceedings; that such acquisition will guarantee access and egress; and such interest will contain the necessary easements, rights of way, or unrestricted use as is required for the project being financed by the Texas Water Development Board. The legal description is referenced below.

☐ Option B: is in the process of acquiring the necessary real property interest, as evidenced by earnest money contracts, contracts for sale, firm option agreements to purchase the subject property, or the initiation of eminent domain procedures; that such acquisition will guarantee access and egress; and such interest will contain the necessary easements, rights of way, or unrestricted use as is required for the project being financed by the Texas Water Development Board. The legal description is referenced below. The anticipated date of acquisition is:  
\_\_\_\_\_.

The property has been/will be acquired with the use of eminent domain: ☐ True ☐ False

Location and Description of Property Interests acquired for Project:

Any deeds or other instruments required to be recorded to protect the title(s) held by \_\_\_\_\_ (Legal Name of Applicant)  
have been recorded or filed for the record in the County deed records or other required location.  
The following documents are attached hereto:

Description of documents that were used or will be used to acquire the property:

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

Sworn to and subscribed before me by \_\_\_\_\_ on this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public in and for the State of Texas)

[SEAL]

---

**TASK ORDER NO. 10**

**FINAL DESIGN PHASE SERVICES FOR HURRICANE HARVEY REPAIRS TO THE WATER  
QUALITY PARK WITHIN THE DIVERSION CHANNEL**

Effective Date: \_\_\_\_\_  
District Project No. \_\_\_\_\_

Task Order No. 10  
Consultant Project No. 2642-0010T  
LJA Proposal No. 20-01396

This Task Order is entered into on the effective date noted above pursuant to the "Master Agreement for Professional Engineering Services" between Willow Fork Drainage District (District") and LJA Engineering, Inc. ("Engineer"), dated July 18, 2018 ("Agreement"). The Agreement is incorporated herein and forms an integral part of this Task Order; however, in case of conflict, the terms of the Agreement shall control.

**Services Authorized**

The District's Water Quality Park downstream of Mason Road with the District's Diversion Channel due to Hurricane Harvey. LJA will provide design phase services for repairing the facility. LJA has prepared a set of options for repairing the facility with Option A being the most detailed.

*Option A – Complete Design (Remove and Replace Water Quality Feature)*

The project includes additional geotechnical investigations to review the stability of the existing subgrade and provide recommendations for the installation of new gabion baskets with the channel. The main goal of this alternative is to obtain enough information to provide a detailed redesign to reduce the risk of future failures.

**Task 300 - Geotechnical Services**

- Ninyo & Moore will provide borings around the site that will be used to design the structural stability of the proposed gabion baskets within the channel.

**Task 301 - Design Phase:**

- Prepare plans, specifications, contract documents and an estimate of probable construction costs for the proposed facilities.
- Submit plans for necessary approvals from the appropriate governmental entities.

**Task 302 - Approval Phase**

- Coordinate project reviews from Fort Bend County. The Approval Phase shall begin when



Task Order No. 10 – Final Design Phase Services for  
Hurricane Harvey Repairs to the Water Quality Park  
Within the Diversion Channel  
Page 2

the detailed construction drawings are submitted to such appropriate agencies. The phase shall be deemed complete when all approvals are obtained in the form normally supplied by the agency. In the event the plans and specifications are not approved by an agency because they do not conform to the agency's design criteria, which was in effect at the time the design started, the Engineer shall redesign the plans and specifications to conform to such criteria at no cost to the District. If the Engineer is unable to obtain approval of the plans due to recording of easements, subordinations, payment of taxes, or other factors beyond his control, then the plans shall be deemed complete and approved. The approval phase also includes submitting notification to the USACE for the repairs as outlined in the District's USACE permit for the original construction of the project.

Task 303 - Bidding Phase

- Upon approval of the District, the Engineer will advertise (or solicit) for bids for the District Project, including preparation and distribution of notices, invitations, bid conditions, and pre-qualification forms. The Engineer will also conduct pre-bid meetings with prospective bidders as may be required by the bid documents.
- The Engineer will collect, open, and tabulate bids for the Project in accordance with the bid documents. The Engineer will make a recommendation to the District regarding award of the proposed construction contract.
- Consult with and advise the District as to the professional responsibility and acceptability of the bidders and of any subcontractors or persons proposed by the bidders, provided such information is required from the bidders, including review of the bidder's qualifications statement. The Engineer will forward to the District a recommendation regarding award of the construction contract in accordance with the bid documents.
- If elected by the District, the Engineer shall prepare construction Contract Documents for execution by the Owner, contractor, and developer, as necessary. The Contract Documents will be provided to the Developer and District consultants for their review of appropriate sections.

Construction Phase Services, including contract administration and inspection serves will be included in a separate proposal upon completion of design.

*Option B – Reduced Design (Remove and Replace Water Quality Feature)*

LJA will issue the original project plans and project manual with limited supplemental information on backfilling and modifying the existing 72" outfall on the northside of the diversion channel. This option does not provide a detailed look at the site conditions which could lead to future failures of the structure.

Task 301 - Design Phase:

- Prepare plans, specifications, contract documents and an estimate of probable construction costs for the proposed facilities.

Task Order No. 10 – Final Design Phase Services for  
Hurricane Harvey Repairs to the Water Quality Park  
Within the Diversion Channel  
Page 3

- Submit plans for necessary approvals from the appropriate governmental entities.

### Task 302 - Approval Phase

- Coordinate project reviews from Fort Bend County. The Approval Phase shall begin when the detailed construction drawings are submitted to such appropriate agencies. The phase shall be deemed complete when all approvals are obtained in the form normally supplied by the agency. In the event the plans and specifications are not approved by an agency because they do not conform to the agency's design criteria, which was in effect at the time the design started, the Engineer shall redesign the plans and specifications to conform to such criteria at no cost to the District. If the Engineer is unable to obtain approval of the plans due to recording of easements, subordinations, payment of taxes, or other factors beyond his control, then the plans shall be deemed complete and approved. The approval phase also includes submitting notification to the USACE for the repairs as outlined in the District's USACE permit for the original construction of the project.

### Task 303 - Bidding Phase

- Upon approval of the District, the Engineer will advertise (or solicit) for bids for the District Project, including preparation and distribution of notices, invitations, bid conditions, and pre-qualification forms. The Engineer will also conduct pre-bid meetings with prospective bidders as may be required by the bid documents.
- The Engineer will collect, open, and tabulate bids for the Project in accordance with the bid documents. The Engineer will make a recommendation to the District regarding award of the proposed construction contract.
- Consult with and advise the District as to the professional responsibility and acceptability of the bidders and of any subcontractors or persons proposed by the bidders, provided such information is required from the bidders, including review of the bidder's qualifications statement. The Engineer will forward to the District a recommendation regarding award of the construction contract in accordance with the bid documents.
- If elected by the District, the Engineer shall prepare construction Contract Documents for execution by the Owner, contractor, and developer, as necessary. The Contract Documents will be provided to the Developer and District consultants for their review of appropriate sections.

Construction Phase Services, including contract administration and inspection serves will be included in a separate proposal upon completion of design.

### *Option C – Remove Structure and Regrade Channel Bottom without Water Quality Feature*

LJA will prepare a set of plans to permanent remove the failed structure and regrade this portion of the Diversion Channel with a traditional bottom like the section downstream of Exploration Park.

Task Order No. 10 – Final Design Phase Services for  
Hurricane Harvey Repairs to the Water Quality Park  
Within the Diversion Channel  
Page 4

Task 301 - Design Phase:

- Prepare plans, specifications, contract documents and an estimate of probable construction costs for the proposed facilities.
- Submit plans for necessary approvals from the appropriate governmental entities.

Task 302 - Approval Phase

- Coordinate project reviews from Fort Bend County. The Approval Phase shall begin when the detailed construction drawings are submitted to such appropriate agencies. The phase shall be deemed complete when all approvals are obtained in the form normally supplied by the agency. In the event the plans and specifications are not approved by an agency because they do not conform to the agency's design criteria, which was in effect at the time the design started, the Engineer shall redesign the plans and specifications to conform to such criteria at no cost to the District. If the Engineer is unable to obtain approval of the plans due to recording of easements, subordinations, payment of taxes, or other factors beyond his control, then the plans shall be deemed complete and approved. The approval phase also includes submitting notification to the USACE for the repairs as outlined in the District's USACE permit for the original construction of the project.

Task 303 - Bidding Phase

- Upon approval of the District, the Engineer will advertise (or solicit) for bids for the District Project, including preparation and distribution of notices, invitations, bid conditions, and pre-qualification forms. The Engineer will also conduct pre-bid meetings with prospective bidders as may be required by the bid documents.
- The Engineer will collect, open, and tabulate bids for the Project in accordance with the bid documents. The Engineer will make a recommendation to the District regarding award of the proposed construction contract.
- Consult with and advise the District as to the professional responsibility and acceptability of the bidders and of any subcontractors or persons proposed by the bidders, provided such information is required from the bidders, including review of the bidder's qualifications statement. The Engineer will forward to the District a recommendation regarding award of the construction contract in accordance with the bid documents.
- If elected by the District, the Engineer shall prepare construction Contract Documents for execution by the Owner, contractor, and developer, as necessary. The Contract Documents will be provided to the Developer and District consultants for their review of appropriate sections.

Construction Phase Services, including contract administration and inspection serves will be included in a separate proposal upon completion of design.



Task Order No. 10 – Final Design Phase Services for  
Hurricane Harvey Repairs to the Water Quality Park  
Within the Diversion Channel  
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### **Pricing**

This task order will be billed according to time and effort by those involved based on our hourly rate schedule as shown in Attachment A and as follows.

#### *Option A – Complete Design (Remove and Replace Water Quality Feature)*

<b>Item</b>	<b>Phase</b>	<b>Fee Basis</b>	<b>Fee</b>
300	Geotechnical Services	Lump Sum	\$ 9,300
301	Design Phase	Lump Sum	\$ 72,200
302	Approval Phase	Lump Sum	\$ 5,500
303	Bidding Phase	Lump Sum	\$ 12,500
<b>Sub Total</b>			<b>\$ 99,500</b>
Z99	Reimbursable Expenses (Estimated)	Cost Plus 10%	\$ 5,000
<b>Total Fee (Including Estimated Reimbursable Expenses)</b>			<b>\$ 104,500</b>

#### *Option B – Reduced Design (Remove and Replace Water Quality Feature)*

<b>Item</b>	<b>Phase</b>	<b>Fee Basis</b>	<b>Fee</b>
301	Design Phase	Lump Sum	\$ 34,100
302	Approval Phase	Lump Sum	\$ 5,500
303	Bidding Phase	Lump Sum	\$ 12,500
<b>Sub Total</b>			<b>\$ 52,100</b>
Z99	Reimbursable Expenses (Estimated)	Cost Plus 10%	\$ 5,000
<b>Total Fee (Including Estimated Reimbursable Expenses)</b>			<b>\$ 57,100</b>

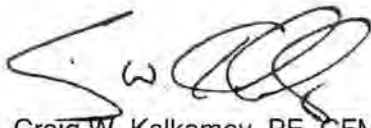
#### *Option C – Remove Structure and Regrade Channel Bottom without Water Quality Feature*

<b>Item</b>	<b>Phase</b>	<b>Fee Basis</b>	<b>Fee</b>
301	Design Phase	Lump Sum	\$ 47,600
302	Approval Phase	Lump Sum	\$ 5,500
303	Bidding Phase	Lump Sum	\$ 12,500
<b>Sub Total</b>			<b>\$ 65,600</b>
Z99	Reimbursable Expenses (Estimated)	Cost Plus 10%	\$ 5,000
<b>Total Fee (Including Estimated Reimbursable Expenses)</b>			<b>\$ 70,600</b>

Task Order No. 10 – Final Design Phase Services for  
Hurricane Harvey Repairs to the Water Quality Park  
Within the Diversion Channel  
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**Schedule:**

Services may commence (Tentative): October 28, 2020  
Design Phase Services to be completed within 30 to 90 days depending on which replacement  
alternative is authorized.



Craig W. Kalkomey, PE, CFM  
Senior Project Manager



Michael S. Rusk, PE  
Vice President

CWK/MSR/dl

Attachment(s)

**ACCEPTED BY  
WILLOW FORK DRAINAGE DISTRICT**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT A STANDARD RATE SCHEDULE

### Staff, Non-Principal Personnel Charges

Services performed by staff shall be billed on the basis of "labor cost" of each employee times a multiplier of 2.35.

Labor cost is defined as the Labor Cost paid to the Engineer's personnel plus payroll burden, currently 47% for social security contributions, federal and state unemployment taxes, retirement benefits, medical and insurance benefits, sick leave, vacation, and holiday pay applicable thereto.

Upon request of the Client, Engineer shall provide evidence of the then-current salaries paid to the Engineer's personnel for the purpose of verifying the accuracy of any invoices presented for payment by the Engineer to the Client.

Labor Cost Range:

	Lowest	Highest
Department Head (VP, Dept. Manager, Sr. PM)	\$50.00	\$95.00
Project Manager	\$40.00	\$80.00
Engineer (Grad. Eng., EIT, APM, Proj. Coord.)	\$30.00	\$55.00
Sr. Planner	\$45.00	\$80.00
Planner	\$30.00	\$65.00
Sr. Landscape Architect	\$35.00	\$65.00
Landscape Architect	\$29.00	\$55.00
Designer	\$26.00	\$55.00
Resident Project Representative	\$26.00	\$50.00
GIS Developer	\$35.00	\$65.00
GIS Analyst	\$25.00	\$35.00
Survey Technician	\$33.00	\$52.00
Project Surveyor	\$41.00	\$52.00
CADD Operator (CADD Technician)	\$18.00	\$45.00
Clerical (Construction Admin. Assistant)	\$18.00	\$43.00

### CADD System

Intergraph CADD system will be billed at a rate of \$25.00/hour plus operator time.

### Principals

Principals will be billed at a rate of \$225.00/hour.

### Senior Consultants

Senior consultants will be billed at a rate of \$250.00/hour.

### Expert Witness

Expert witness and certificate (merit or lender) duties will be billed at a rate of \$425.00/hour.

### Surveying Services

Field party rate includes personnel/supervision, normal equipment and supplies. Client requested overtime shall be 1.5 times standard rate.

One-Man Survey Crew	\$115.00/Hour
Two-Man Survey Crew	\$145.00/Hour
Three-Man Survey Crew	\$175.00/Hour
Four-Man Survey Crew	\$205.00/Hour



## **Reimbursable Expenses**

Reproduction, telephone, out-of-town travel expenses, and other non-labor charges directly related to the Project will be billed at cost in addition to the fees agreed upon for Services rendered. Vehicle mileage will be charged at the current IRS mileage rate per mile. Filing fees, permit fees, and other special charges which are advanced on behalf of the Client will be billed on a similar basis plus a 10% service charge.

## **Payments**

Billings for Services rendered will be made monthly and payment is due within forty-five days of receipt of invoice. Unless special arrangements are made, a finance charge of one and one half percent (1.5%) per month will be added to unpaid balances more than forty-five (45) days old as well as any costs of collection, including attorney's fees. LJA reserves the right to suspend work should invoices not be paid within the stated terms. Client affirms that the Services to be provided by LJA should not be subject to the addition of any sales tax, value added tax, stamp duty, wage withholding, or similar tax or withholding, including at the source of payment, and as such, requests that LJA not add any such taxes to its invoices. If applicable, Client shall provide LJA with appropriate exemption certificates. The amount of any excise, VAT, or gross receipts tax that may be imposed for professional services shall be added to the compensation as determined above. In the case where Client is obliged to make any deduction or withholding on account of any such addition, the amount paid to LJA by Client for any invoice shall be grossed up to the amount of the invoice so that any fees and other sums payable to LJA are not subject to such taxes.

This Rate Schedule is subject to annual change at LJA's discretion to reflect increases in costs of operation, inflation, etc.



## Willow Fork Drainage District

### Parks Report



October 28, 2020

13226 Kaltenbrun ~ Houston, Texas 77086 ~ Phone: 281-445-2614 ~ Fax: 281-445-2349  
Account Representative: Jerry Schroeder ~ Cell: (713) 703-3516  
Email: [jschroeder@champhydro.com](mailto:jschroeder@champhydro.com)

## I. Central Green:

- Last serviced on 10/27/2020.









## II. Exploration Park:

- Last serviced on 10/27/2020.













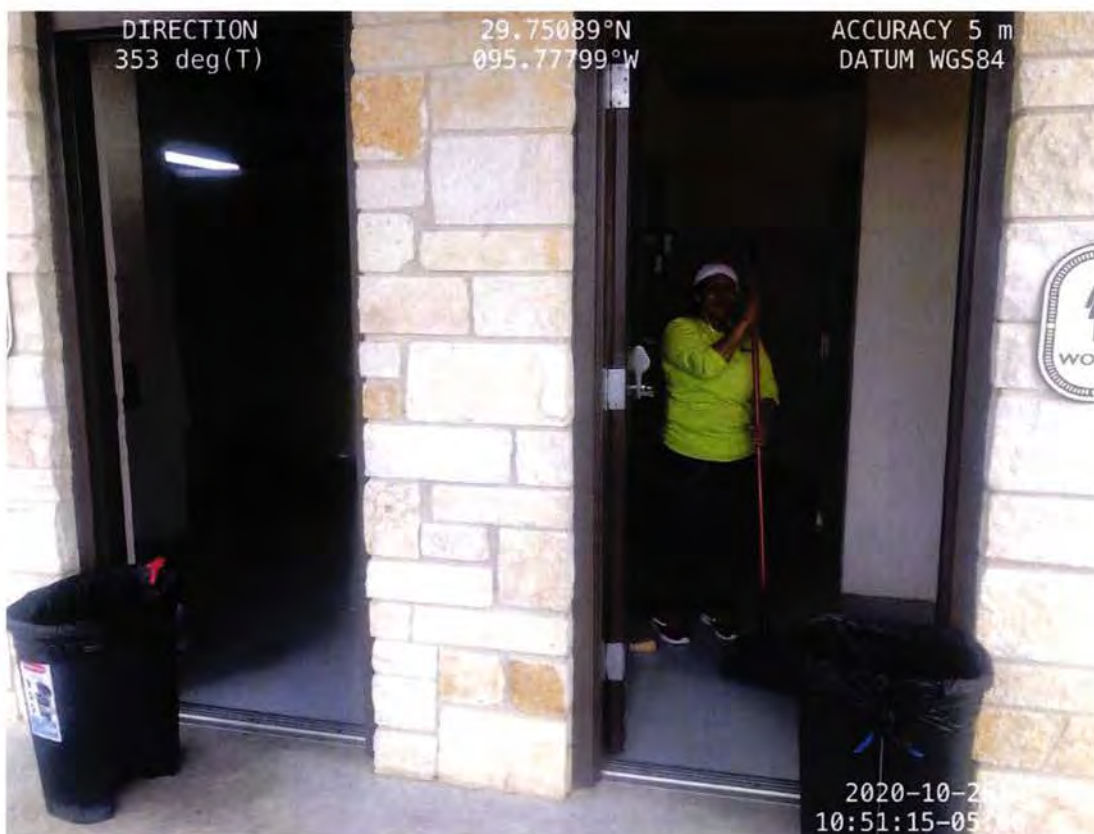




### III. Willow Fork Park





























## Diversion Channel Update

















# Champions Hydro-Lawn, Inc.

13226 Kaltenbrun Houston, TX 77086

281/445-2614 - office 281/445-2349 - fax

[jschroeder@champhydro.com](mailto:jschroeder@champhydro.com) 713-703-3516 - cell

Company:

WFDD

Attn:

Date:

October 28, 2020

Street:

Phone:

Fax:

Estimate for: WFDD 32 AC Park 12' x 12' Concrete Flume

## **Proposed Activities:**

1. Install 12' x 12' with 18" turndowns concrete flume to capture sheet flow and convey to lake.
2. Turndowns on (3) sides and top will dowel into existing sidewalk.

## **Equipment required**

1- Concrete mixer

## **Estimated Days:**

2 working days

## **COST:**

**\$3,500.00**

**Payment: Net 30 Days**



WE PROPOSE TO HEREBY FURNISH MATERIAL & LABOR, COMPLETE IN ACCORDANCE W/ ABOVE SPECS, for the sum of: See Above DOLLARS (\$3,500.00). **Tax to Apply If Applicable.** As above, upon completion any unpaid balance after **30** days will be charged 1 ¼% interest. Any material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, flood and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance. By signing this proposal/contract, we, the undersigned, agree to accept the insurance coverage provided by Champions Hydro-Lawn, Inc. as stated on the attached certificate.

Authorized Signature \_\_\_\_\_

**Jerry Schroeder / Account Manager**

This proposal may be withdrawn by CHL if not accepted within 30 days.

**ACCEPTANCE OF PROPOSAL:** The above prices, specs and conditions are satisfactory and are hereby accepted. CHL is authorized to do the work as specified. Payment will be made as outlined above. By signing this proposal/contract, we, the undersigned, agree to accept the insurance coverage provided by Champions Hydro-Lawn, Inc. as stated on the attached certificate.

Signature: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Willow Fork Drainage District**  
**Proposed Annual Maintenance Budget 2019-2020** FYE 9/30  
**Exploration Park**

3 Acres													
Service	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
	2X	3X	4X	4X	4X	4X	4X	4X	4X	4X	3X	2X	
Mowing & Handwork \$ 257 weekly	\$ 1,542.00	\$ 2,313.00	\$ 3,084.00	\$ 3,084.00	\$ 3,084.00	\$ 3,084.00	\$ 3,084.00	\$ 3,084.00	\$ 3,084.00	\$ 3,084.00	\$ 2,313.00	\$ 1,542.00	\$ 32,382.00
Weekly Check \$ 735 each	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X	\$ 35,280.00
Fertilization \$ 259 each						\$ 777.00							\$ 777.00
Overseed & Fertilize \$ 575 each			\$ 1,725.00							\$ 1,725.00			\$ 3,450.00
Tree Trimming \$ 7,500 each			\$ 7,500.00										\$ 7,500.00
Irrigation Inspection \$ 300 each	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 3,600.00
Pressure Washing \$ 2,484 each			\$ 2,484.00			\$ 2,484.00	\$ 2,484.00	\$ 2,484.00	\$ 2,484.00			\$ 2,484.00	\$ 14,904.00
Ant Treatment \$ 700 each				\$ 700.00		\$ 700.00		\$ 700.00		\$ 700.00			\$ 2,800.00
Mulch 50 CY \$ 2,400 each		\$ 2,400.00								\$ 2,400.00			\$ 4,800.00
Pendulum Pre-Emergent \$ 720 acre		\$ 720.00								\$ 720.00			\$ 1,440.00
<b>TOTALS</b>	<b>\$ 4,782.00</b>	<b>\$ 8,673.00</b>	<b>\$ 18,033.00</b>	<b>\$ 7,024.00</b>	<b>\$ 6,324.00</b>	<b>\$ 10,285.00</b>	<b>\$ 8,808.00</b>	<b>\$ 9,508.00</b>	<b>\$ 8,808.00</b>	<b>\$ 11,869.00</b>	<b>\$ 5,553.00</b>	<b>\$ 7,266.00</b>	<b>\$ 106,933.00</b>

**ACCEPTANCE OF BUDGET:**

The above service and pricing are satisfactory and are hereby accepted. CHL is authorized to perform the work per the budget as agreed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

***Champions***

**HYDRO - LAWN, INC.**  
 Business Control Systems Since 1974

13226 Kaltenbrun  
 Houston TX 77086

Jerry Schroeder, Account Manager

(O) 281 445 2814

(M) 713 703 3516

[jcschroeder@championlawn.com](mailto:jcschroeder@championlawn.com)

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