

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

November 18, 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 November 18, 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 Fran Matuska of F. Matuska, Inc.; Matt Klein of TBG Partners; Christine Reeves and Andrew Dunn of On-Site Protection LLC; Craig Kalkomey of LJA Engineering; Jerry Schroeder and Dawn Mouton, of Champions Hydro-Lawn, Inc. ("Champions"); Katie May of Inframark LLC; Robert Stowe, Kathryn Wright, and David Drake, members of the public; and Harry H. Thompson and Linda Sotirake 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

Ms. Wright reported that she lives in Falcon Ranch and that there are rats in the bayou. Mr. Thompson requested that Ms. Wright send an email indicating where the rats are located.

Mr. Drake congratulated Directors Duncan and Robinson on their re-election.

## MINUTES

The Board next considered approving the minutes of the October 28, 2020, parks meeting. Director Poulter moved to approve the minutes as revised. Director Robinson seconded the motion, which carried unanimously.

## SECURITY REPORT

Mr. Dunn reported on security matters for the parks, trails, and drainage facilities. He discussed a criminal mischief incident which has been captured on video. The Board concurred to discuss this matter in executive session.

Director Poulter discussed a proposal for the installation of an additional camera, pole, and lights at the restroom in Exploration Park. He noted that the estimated cost for the camera would be \$6,763.15. Director Poulter then moved to approve the proposal for the additional pole, camera, and lights. Director Robinson seconded the motion, which carried unanimously.

## FRIENDS OF THE PARK

No items were discussed.

## BOOKKEEPER'S REPORT

Ms. Matuska reviewed the bookkeeper's report for parks, a copy of which is attached, including the checks presented for payment. After review and discussion, Director Poulter moved to approve the bookkeeper's report and payment of the bills. Director Robinson seconded the motion, which passed 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 discussed the location of Hole 11 for the frisbee golf.

Ms. Mouton reported that the circles indicating social distancing have been added to Central Green Park.

## CONSENT TO CONTAINMENT OF FERAL HOGS

Director Duncan reported that 42 feral hogs have been captured. Discussion ensued regarding the capturing of the feral hogs.

## 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.

Mr. Klein updated the Board regarding the trail signage and wayfinding.

Mr. Klein updated the Board regarding the Exploration Park Bathroom project and stated no action was necessary. He reported that TBG will review the final punch list on Friday.

Mr. Klein updated the Board regarding Trails Package 2 and stated no action was necessary.

Mr. Klein updated the Board regarding Trails Package 3. He reported that the contractor missed the scheduled completion date.

## 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. He stated Allgood is continuing to restore the project area and haul off the remaining excavated material.

Mr. Kalkomey updated the Board regarding the Infrastructure Fund Application (the "Application"), and reviewed the Application, which he stated is due for submittal November 23, 2020.

Mr. Kalkomey stated that he had nothing new to report regarding the pilot project in the Barker Reservoir.

Mr. Kalkomey reported that LJA is currently bidding the Westheimer Parkway underpass. Discussion ensued regarding the guardrails and the clearance height underneath Westheimer Parkway. Mr. Thompson reported that request letters were sent to other districts regarding interest in participating in the cost of this project. He stated that Nottingham Country Municipal Utility District ("Nottingham") has agreed to contribute \$50,000 if the project proceeds, and he has requested the District prepare and circulate an agreement reflecting the proposed arrangement. After review and discussion, Director Nady moved to approve the preparation and circulation of the

Nottingham letter agreement, the submittal of the Application, and nine feet for the clearance height of the underpass and to remove the upper guardrail. Director Smith seconded the motion, which carried unanimously.

#### REPORT FROM EVENTS DIRECTOR

There was no discussion on this matter.

#### PARKS COMMITTEE RECOMMENDATIONS

The Parks Committee had no additional updates.

#### COMMUNICATIONS MATTERS

Director Duncan reported that the September newsletter has been added to the website and the November newsletter is being prepared.

#### CURRENT EVENTS

Director Robinson discussed current events regarding COVID19 issues and a possible vaccine.

#### BUFFALO BAYOU AND TRIBUTARIES RESILIENCY STUDY INTERIM FEASIBILITY REPORT

Mr. Thompson reported that, pursuant to the Board's direction, he provided notice to Houston Stronger giving permission for the use of the District's logo in its correspondence to the United States Army Corps of Engineers related to the study.

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

The Board concurred to hold the next parks meeting on December 16, 2020.

#### EXECUTIVE SESSION

At 1:47 p.m., the Board convened in Executive Session pursuant to Section 551.071 for consultation with attorney regarding contemplated litigation and potential settlement options.

#### OPEN SESSION

At 2:30 p.m., the Board reconvened in Executive Session. Director Nady moved to authorize preparation of a demand letter to the offenders that were at Exploration Park reflecting a monetary amount for restitution for the costs incurred by the District

to remedy the damages, subject to Director Poulter's final review. Director Poulter seconded the motion, which carried unanimously.

/s/ John Poulter  
Secretary, Board of Directors

(SEAL)



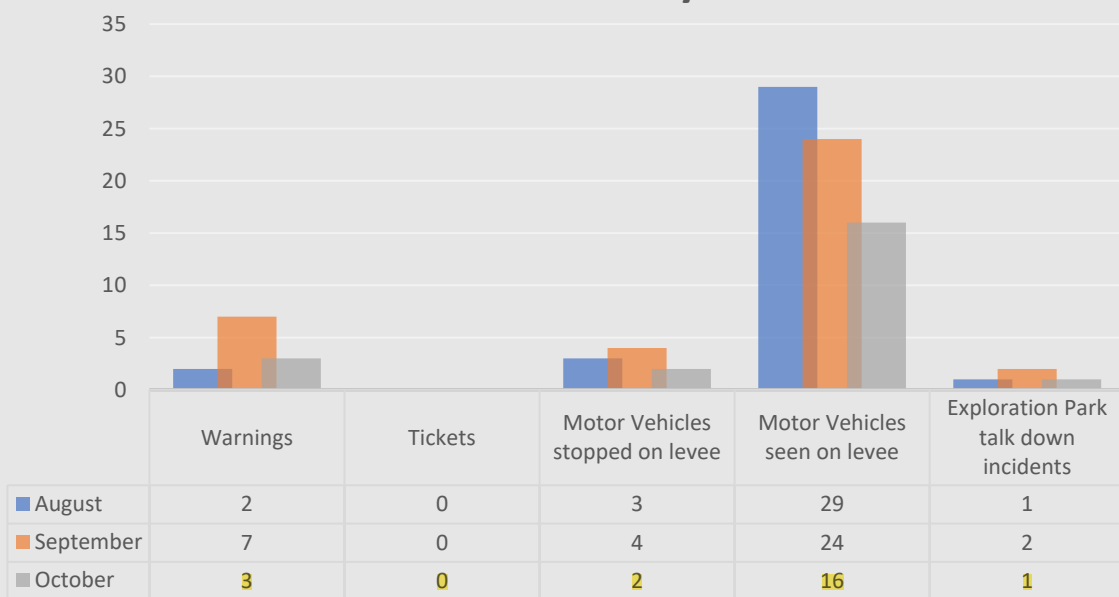
LIST OF ATTACHMENTS TO MINUTES

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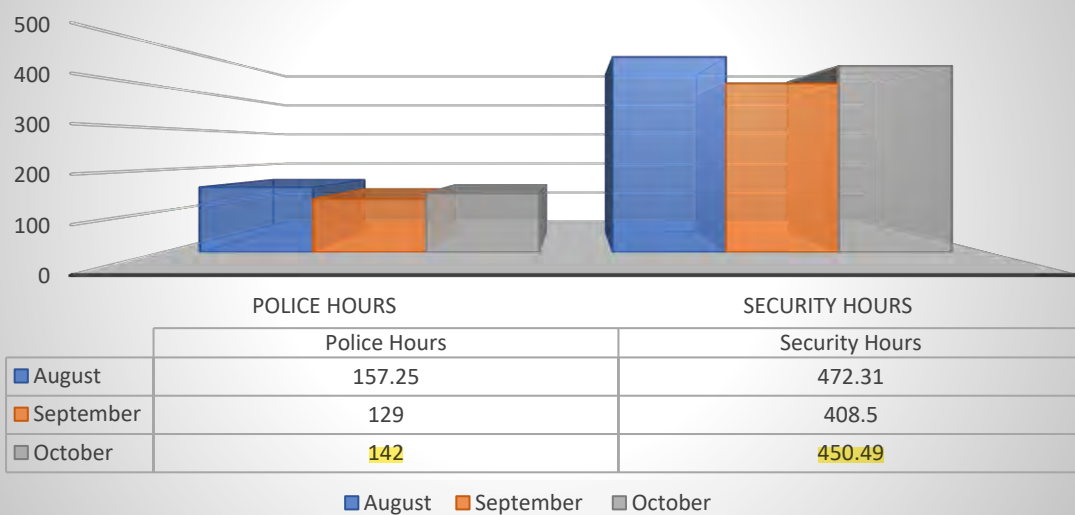


# ON-SITE PROTECTION INC.

























## Police Activity



## Hours and Park Activity





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



Possession of a dangerous drug

## Exploration Park Crime Detail 10.20



Burglary of Motor Vehicle



Saddlebrook Crossing Playground



Betty Sue Crech Elementary School

MrsTutor.com - Math Tutor

Exploration Park



Water Treatment Plant - Cinco Municipal...

Camp Cinco Playground

Automobile Theft



Canyon Gate Recreation Center



Burglary of Motor Vehicle



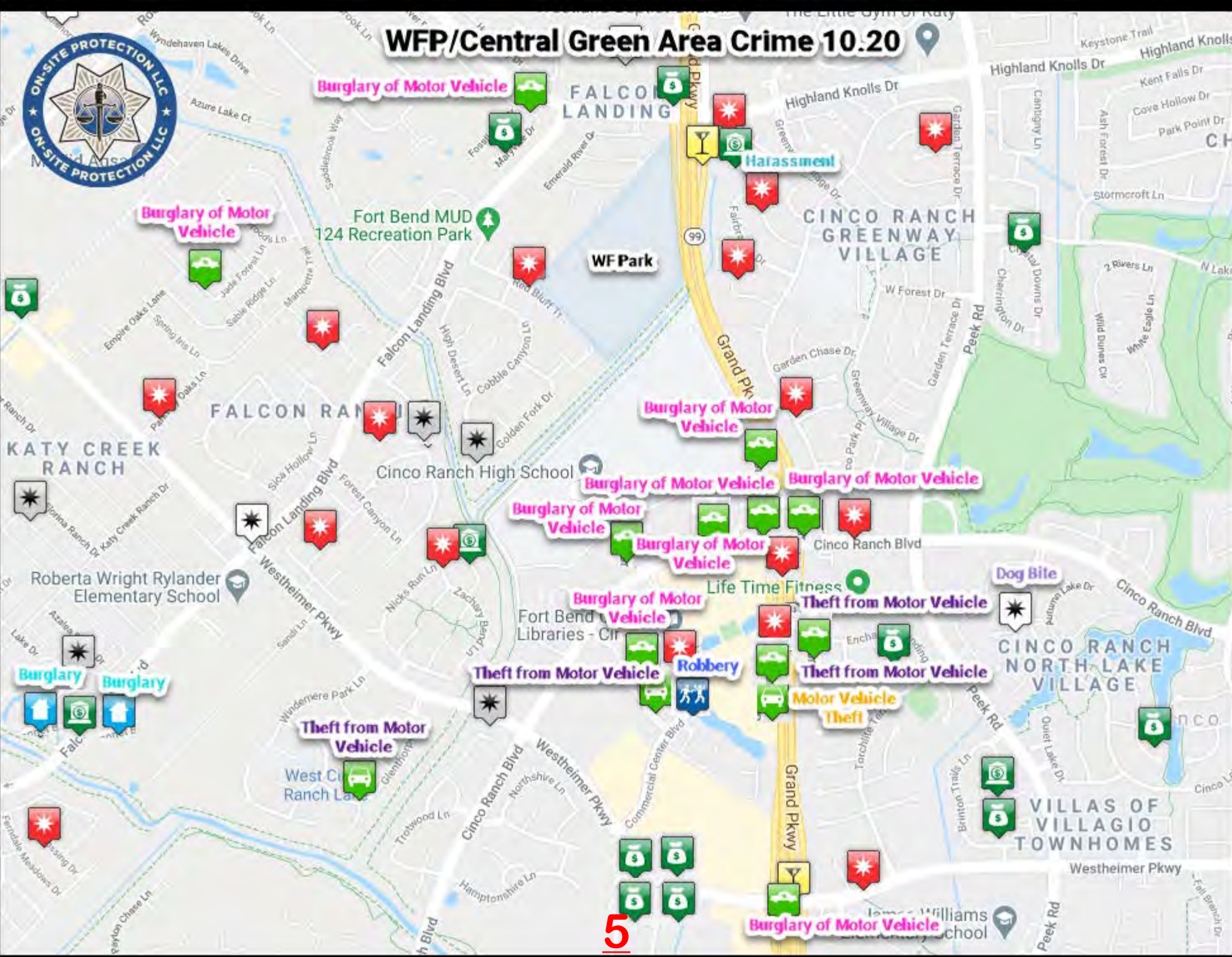




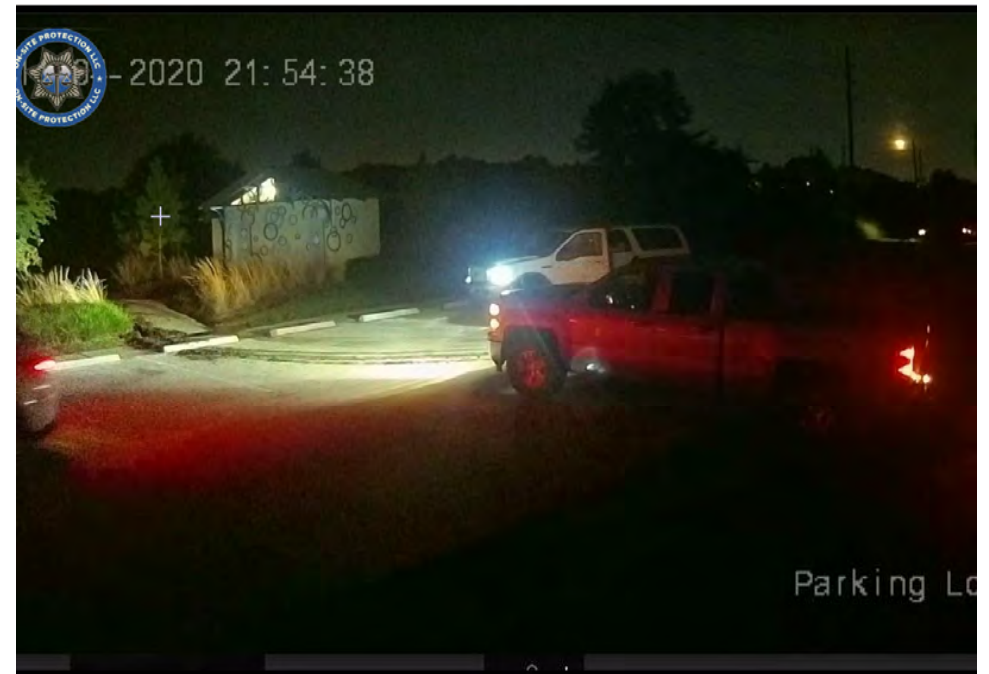




# WFP/Central Green Area Crime 10.20

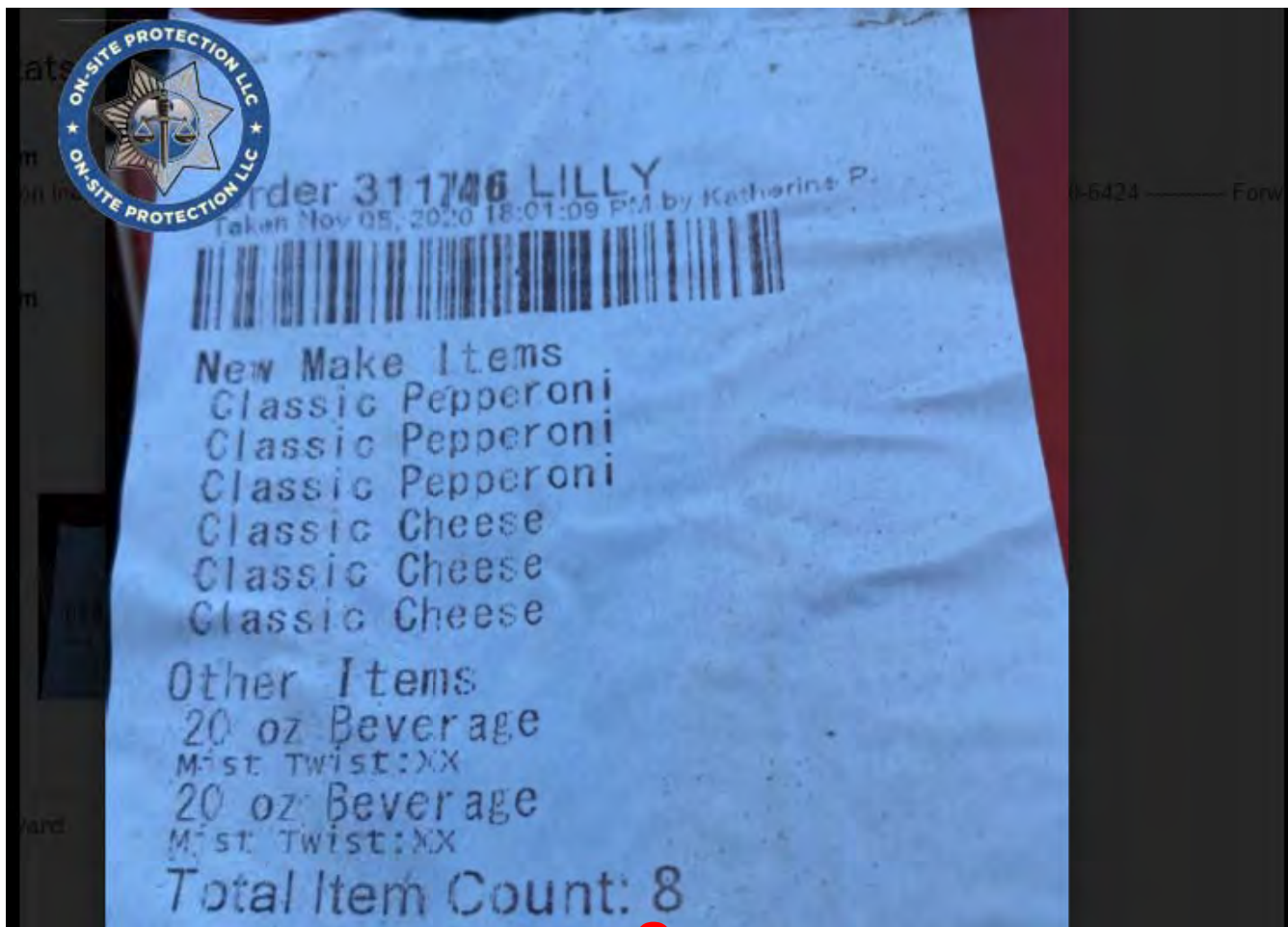
















# Officer Comments

## **Aramis Gonzales;**

On October 26, 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 Cinco Ranch Rd. 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 ten cars in the parking lot on this date.

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 where I parked for a while watching the walking path.

I checked and sat for a while near the walkover bridge between Fry. Rd and Peek Rd. No incidents to report in this area 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 seven 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 October 27, 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 three vehicles 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 near the levee trail. I observed and noted several trucks and heavy equipment on the levee from Fort Bend County Drainage 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 nine 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 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. Foot and bicycle traffic with several families was heavy during my shift.

**Chris Bronsell;**

On Saturday, October 31, 2020, I, Deputy C. Bronsell, badge #341, worked extra employment for Willow Fork Drainage District from 2pm until 6pm. I began by patrolling the levee around Highland Community Park and Practice Fields, near Blackwood Bridge Ln. I sat stationary on the levee behind Kilpatrick Elem, located in the 26100 block of Cinco Ranch Blvd. I patrolled around the Highland playground, pool, and basketball court. I then patrolled the levee North, crossing under the 3300 block of Falcon Landing Blvd, and made a presence in the construction area near Greenbusch Rd. Working my way back South on the Bayou North Side Trail, I observed construction workers still at work, using heavy machinery, behind the Bayou Pines subdivision. I opted to go around the workers, so I traveled the right of way behind Sandi Ln, to the intersection of Westheimer Pkwy. I traveled along Westheimer Pkwy back to the levee and checked underneath the overpass, located in the 24200 block. I patrolled around the schools and sat stationary near the parking lot of Willow Fork Park. The parking lot, as well as the park, was packed. I met with On-Site Security Officers Sam and Joey, who were patrolling the Park. After leaving the Park, I traveled North, behind Falcon Knoll Ln. I patrolled along the South Bank Trail almost all the way to Roesner Rd. I then made my way to Exploration Park, making stops at Beck Jr High and Summer Pointe playground. All the parks and playgrounds were crowded, due to the very nice weather. I made several citizen contacts along the walking paths. I did not observe any motorized vehicles on the levee during my shift. I worked a total of 4 hours.

**Fernie Flores;**

On October 29, 2020, I launched at Beck Jr. High School where the lot was full with staff and parents. I patrolled towards Willow Fork Park and was able to get around the construction zones without incident. The foot traffic along the path was light. Willow Fork Park had 21 vehicles on the lot and security was visible. I remained in the area for an extended period without incident.

Patrolled the path towards Freedom Park with light traffic along the way. The concession stands were secure and one ball field was in use. I stayed in the area for an extended period without incident.

Patrolled the paths towards Beck Jr High School without incident. Beck Jr High School parking lot was busy with staff and parents. I patrolled the area for an extended time without incident.

I moved towards Exploration Park and observed a few fishermen along the way. There were 8 vehicles parked on the lot and no activity was observed. I checked the area by the YMCA and observed a student, teacher filming project in progress. No other activity was observed in the area.

I patrolled back to Willow Fork Park and observed a truck that was exiting the Grand Parkway south bound by the underpass. I drove to greet the vehicle and it quickly backed up and sped away. The vehicle was a black Ford F150. [ NO LP ]

The foot traffic was light along the path to Willow Fork Park. The park had 24 vehicles on the lot and security was on location. I remained in the area for an extended period without incident. I patrolled my way back to Beck Jr High School without incident. I patrolled for an extended period in the area of Beck Jr High School without incident.

**Tanner Eddleblute;**

No shifts

**Brian Schmitt;**

On November 1, 2020 I first patrolled to Highland Community Park. I checked the nature trails and viewing platforms throughout the shift. I then patrolled behind Cinco Ranch Jr. and Sr. High Schools. I then went to Willow Fork Park. I counted 53 vehicles in the parking lot. I sat with Sam the On-Site security guard for a short time watching the parking lot. No suspicious activity was observed. I then rode to Freedom Park. While at Freedom Park I checked the baseball fields and concession/restrooms. The baseball fields were packed. It appeared they were having an adult baseball tournament or something. I then went and checked the Army Corp. of Engineers Section all the way to the tractor bridge. I then used the cut through by the YMCA to access the road near Exploration Park. I dummy locked the gate behind me. I checked Exploration Park. I counted 24 vehicles in the parking lot. The weather was beautiful and the trails were full of walkers, joggers and bike riders. I then went and sat by Fry Rd. near Back Jr. High School. No activity was observed. I then moved and sat by the Renberg pedestrian bridge. No activity was observed. I then went and sat by the water treatment plant by Peek Rd. for approximately an hour. Then while patrolling towards Fry Rd. I observed a black pick up truck with a trailer attached. The trailer had a large dirt bike on it and there were too small children size dirt bikes parked next to the truck. The truck was parked in the field by Beck Jr. High school close to the track. I made contact with a male subject who had two small boys with him. He said he was aware they couldn't ride on the diversion channel and that's why he was on school property. He said previously a Deputy in a patrol Tahoe told him could ride in this area and not on the diversion channel. I asked him if he had received permission from the school district to ride dirt bikes on Katy I.S.D. property. The gentlemen said he hasn't asked anyone with the school district about it. I advised him that it might be such a good idea then. The gentlemen loaded the two small dirt bikes on the trailer and left the area. I then went back to Willow Fork Park where I counted 83 vehicles. The park was packed. I made a short trip through the park and then sat by the parking lot with Sam the security guard. No suspicious activity was observed. No motorized vehicles were observed.

**Aramis Gonzales;**

On November 2, 2020, I rode the levy 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 trucks and heavy tractor equipment on the levee from Fort Bend County Drainage.

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 eleven 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 rode and sat between The Ballard House and Sue Creech Elementary towards the end of the shift. I checked Exploration Park and noted fourteen cars parking in the lot.

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

On November 3, 2020, I rode the levy 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 fourteen cars in the adjacent parking lot.

I observed and noted several trucks and heavy tractor equipment on the levee from Fort Bend County Drainage.

While riding I further noted the concrete pathway construction is further continuing North of Cinco Ranch Rd. on the levee system.

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 twenty cars parked in the parking lot.

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

### **Chris Bronsell;**

On Wednesday, November 04, 2020, I, Deputy C. Bronsell, badge #341, worked extra employment for Willow Fork Drainage District from 2pm until 6pm. I began by patrolling around Cinco Ranch H.S. to Willow Fork Park. I sat stationary on the levee and watched the parking lot from a distance, which contained approx. 30 vehicles. I worked my way South and sat stationary on the levee near the cul de sac of Banksfield Ct. I

observed construction workers in the area. I traveled East along the levee, crossing S.H. 99 and Peek Rd. I sat stationary near the bridge, located just East of Peek. I then crossed Mason and Fry Rd. I checked the levee behind Fry Ct, then made my way around the YMCA / Camp Cinco. I patrolled around Exploration Park, which contained 18 vehicles. I worked my way North and sat stationary at Beck Jr. High, near the tennis courts. I worked a total of 4 hours. I did not observe any motorized vehicles on the levee during my shift

### **Fernie Flores;**

On November 6, 2020, I started my shift at Beck Jr. High School where the lot was full with staff and parents. I patrolled towards Willow Fork Park and was able to get around the busy construction zones without incident.

Willow Fork Park had 12 vehicles on the lot and security was visible. I remained in the area for an extended period without incident.

Patrolled the path towards Freedom Park with light traffic along the way. The fields were bare and only a single soccer field was in use. The concession stands were secure and no other activity was observed.

Patrolled the paths towards Beck Jr High School without incident with light traffic along the way. Beck Jr. High School parking lot was busy. I patrolled the area for an extended time without incident.

I moved towards Exploration Park and observed light foot traffic. There were 14 vehicles parked on the lot and no illegal activity was observed. I checked the area by the YMCA and observed no activity. No other activity was observed in the area.

I drove by Beck Jr High School with medium foot traffic along the way. I continued along the path towards freedom Park to South Fry then returned to Beck Jr High School. The foot traffic was light and increased at dark. No other activity was observed.

### **Tanner Eddleblute;**

On November 6, 2020, I started riding the Willow Fork Levee at Kilpatrick Elementary school, I made the long ride to Exploration Parking where I counted about 12 vehicles in the parking lot. I then rode past Exploration Park on the levee down to the The Point and once I rounded the corner I saw an area where someone or a group of people had a fire and pizza. I also saw where it looked like they were doing donuts in the same area. I located an order slip on top of one the pizza box that was dated 11/5/2020 and the ashes of the fire were still warm. (See Photos). After there, I crossed over the pedestrian bridge behind Freedom Park and rode the sections of the levee which runs by Kelliwood subdivision and behind the Willow Fork Country Club. I made my way to Willow Fork Park where I counted about 48 vehicles in the parking lot. While I was at Willow Fork Park I observed Joaga with on-site security making rounds in the park. After that I made my way on the levee until I ran out of trail to ride at Greenbusch Rd. From there I doubled back and made my way to Wellington Grove Park. I did not see any motorized vehicles on the levee during my shift.

## **Brian Schmitt;**

On November 7, 2020 I started the shift by patrolling to Highland Community Park.

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

I patrolled to Exploration Park where I counted 27 vehicles in the parking lot.

I went and sat by Summer Pointe Park. No activity was observed.

While traveling to one of the pedestrian bridges I was flagged down by a couple walking. They were concerned about the wild hogs that they have been seeing along the sidewalks close to Fisherman's Trail on the way to Freedom Park. They were also very appreciative of the patrols along the trails.

The weather was beautiful and because of the weather the trails were packed with joggers, walkers and bike riders.

I went and sat by the pedestrian bridge near Westbrook Cinco Lane for a short time.

I went and sat by Fry Rd. near Beck Jr. High School.

I went to Willow Fork Park. I counted 56 vehicles in the parking lot. There was a lot of vehicle traffic in the parking lot. I sat by the parking lot for a little bit over an hour. Part of that hour I sat by Sam the security guard who was also watching the parking lot. While talking with Sam I received a text about an adult riding a four wheeler at a high rate of speed with two small children sitting on the back rack. I was advised they were riding on the new sidewalk towards Kilpatrick Elementary. A short time later I arrived in the area. I checked the area and then sat by Kilpatrick Elementary for approximately 25 minutes hoping the ATV would return.

No motorized vehicles were observed during the shift.

On November 8, 2020 I checked the viewing platforms and nature trails throughout the shift.

I patrolled to Exploration Park. I counted 27 vehicles in the parking lot at Exploration Park.

I checked the entrance to the YMCA Campgrounds. The gate was still closed.

I then went to the point on the Army Corps of Engineers section. It appears people are coming to this area at night. There are alot of discarded beer cans and bottles next to a campfire. The ground is torn up from vehicles doing donuts in the area. It looks like the people going out there are using the cut through gate by the YMCA entrance. I will contact the evening shift Patrol Division and request that they check the area in the late evenings on the weekend nights.

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

I patrolled behind Kelliwood Estate's.

I sat by the pedestrian bridge near Westbrook Cinco Lane.

I patrolled behind Cinco Ranch Jr and Sr High schools.

I went to Willow Fork Park. I counted 54 vehicles at Willow Fork Park. I patrolled around the park. I sat by the parking lot with Sam the On-Site security guard.

I went back to Exploration Park. I counted 29 vehicles in the parking lot.

I sat by Summer Park Pointe.

I then moved and sat by Beck Jr High next to Fry Rd.

I moved again and sat by the Renberg pedestrian bridge.

The weather was great again and there were tons of walker's, joggers and bike riders. No motorized vehicles were observed during the shift.

**Chris Bronsell;**

On Wednesday, November 11, 2020, I, Deputy C. Bronsell, badge #341, worked extra employment for Willow Fork Drainage District from 3pm until 6pm. I began by patrolling around Beck Jr. High, tennis courts, and parking lot. I traveled South and sat stationary on the levee near Summer Pointe playground and soccer fields. I then patrolled the levee to Exploration Park. I observed the parking lot to contain 25 vehicles. I cut through the YMCA Camp and sat stationary near the bridge. I patrolled the walking path to Freedom Park. I worked my way back and sat stationary on the levee near Fry Rd. I then patrolled the levee behind Fry Ct. I worked a total of 3 hours. I did not observe any motorized vehicles on the levee during my shift.

On Saturday, November 14, 2020, I patrolled the levee from 2pm until 6pm. I began by patrolling around Kilpatrick Elementary, Highland Pool and playground, and the Bayou North Side Trail, near the construction area. When I arrived, several construction workers were still on property working. I traveled the levee to Falcon Landing and sat stationary in that area, which also is under construction. I then patrolled the levee around Cinco Ranch H.S. and Jr. High. I sat stationary in the parking lot of Willow Fork Park, which contained 45 vehicles. I met with On-Site Security Officer Sam and his trainee Mike. I then worked my way to Exploration Park, sitting stationary at Beck Jr. High, along the way. When I reached the park, I observed 27 vehicles in the parking lot. I observed a black Toyota 4-Runner parked near the levee, but had the owner move the vehicle into the parking lot. It appeared he was fishing. I then traveled all the way around Camp Cinco / YMCA Camp. Located on the far side of Camp Cinco, I observed an old campfire site and a barbecue grill, in the same area where Deputy Tanner located one a few weeks ago. I observed what appears to be truck tire tracks in this area. I then patrolled the levee across the bridge and down the Fisherman's Trail. I then back tracked back around to Kilpatrick Elementary. I worked a total of 4 hours.

**Fernie Flores;**

N/A

**Tanner Eddleblute;**

On November 9, 2020, I started riding the Willow Fork Levee at Kilpatrick Elementary school, from there I rode down to Wellington Grove Park. I then headed over to Willow Fork Park where I counted about 15 vehicles in the parking lot. While I was at Willow Fork Park I saw Jorge with on- site security making rounds in the park on the golf cart. I was riding the levee around The Bowl when I saw a white truck parked by the pedestrian bridge. As I was making contact with the male in the truck I saw he had Intex United on the side of the truck and after talking to the male he stated he was hired to



put mile marker plaques on the walking path of the levee. Once I was done talking to him I made my way towards Beck Junior High and then over to Exploration Park. While I was at Exploration Park I counted about 15 vehicles in the parking lot. I was also stopped by a male who was fishing at Exploration Park and he wanted to know if he could fish anywhere on the bayou or if he just had to stay by the park. I told him he was allowed to fish anywhere along the bayou but he was not allowed to take a vehicle on the levee. From there I doubled back to The Bowl and then made my way to The Point. I remembered someone had a fire out there back on 11/05/2020 and I wanted to see if I could tell if they came back. And from the looks of things, whoever had the fire came back out over the weekend. I then crossed over the bayou by using the pedestrian bridge behind Freedom Park. I rode down to the tractor bridge and made a pass back in that area. After that I started working my way back to where I started by riding the section of the levee which runs by Kelliwood subdivision and the Willow Fork Country Club. I did not see any motorized vehicles on the levee during my shift.

On November 12, 2020, I started riding the Willow Fork Levee at Kilpatrick Elementary school, from there I rode the section of the levee which runs behind the Willow Fork Country Club and Kelliwood subdivision all the way to the backside of Freedom Park. I then rode back to the tractor bridge and while I was there I saw what looked like a BBQ grill across the levee at The Point. So I rode back to the pedestrian bridge behind Freedom Park and crossed over and rode down to the Point. Sure enough there is a BBQ grill and it looks like someone cooked something on it. I then made the corner and rode down to Exploration Park where I counted about 26 vehicles in the parking lot. From there I rode the section of the levee which passes by Beck Junior High headed towards the Grand Parkway. As I was crossing over the pedestrian bridge west of Highway 99 my atv suddenly died on me. From about 5:45pm till about 6:20pm I sat and watched the walking path while I diagnosed what went wrong with my atv. Once I figured out what was wrong with the atv I was able to MacGyver a temporary fix so I could get back to where I started from. Due to mechanical issues I was unable to make it to Willow Fork Park. I did not see any motorized vehicles on the levee during my shift.

### **Brian Schmitt;**

On November 10, 2020, I patrolled to Highland Community Park. I noticed new spray paint or graffiti under the bridge at Gaston Rd. I checked the nature trails and viewing platforms throughout the shift. I then went to Freedom Park. While at Freedom Park I checked the baseball fields and concession/restrooms. I then patrolled on the Army Corp. of Engineers Section to the tractor bridge. While traveling back by Fisherman's Trail close to the pedestrian bridge I was flagged down by an older gentleman. He didn't have any in particular to say but he had a lot to say. It took a while but I was finally able to get away and continue with my patrols. I went to Exploration Park. I counted 30 vehicles in the parking lot. The park appeared to be very busy.

I then went and sat by Summer Pointe Park.

I then went and sat by the Renberg pedestrian bridge. No suspicious activity was observed.

I then headed towards Willow Fork Park. While riding just east of Peek Rd. I thought I smelled the odor of burning marijuana in the area. I parked my UTV and began to check the area on foot. I walked the nature trails approximately 300 yards in both directions. I got back in the UTV and parked by the closest nature trail to Peek Rd. I began walking the wooden walkways around the pond area. On the farthest viewing platform next to the pond east of Peek Rd. I heard two teenage males talking. As I was approaching the area they were walking away from the viewing platform. I continued and checked the wooden floor of the viewing platform and around the edges of the water for evidence of paraphernalia. I didn't locate any evidence so I turned around and caught back up with the teenagers that were now close to the nature trail along the diversion channel. I stopped to talk with the male teenagers. I could smell the odor of marijuana on the two teenagers but did not locate any marijuana. I gave them the "If I see you around here again" speech and told them to leave the area. No further action was taken. At this point it was very dark outside and I did not check Willow Fork Park. No motorized vehicles were observed during the shift.

On November 15, 2020, I patrolled to Highland Community Park.

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

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

I then patrolled on the Army Corp. of Engineers Section to the tractor bridge.

I went to Exploration Park. I counted approximately 31 vehicles in the parking lot.

I then went and sat by the Renberg bridge. No suspicious activity was observed.

Lots of activity on the trails today.

I then went and sat by Fry Rd. near Beck Jr. High School for a couple hours.

I then went to Willow Fork Park. I counted approximately 77 vehicles in the parking lot.

The park appeared to be packed full of people.

I sat by the parking lot and watched the vehicles come and go.

No motorized vehicles were observed during the shift.





# ON-SITE PROTECTION INC.

14090 FM 2920 Rd, Ste G539 | Tomball, TX 77377  
281-826-4060 | adunn@on-siteprotection.com | www.on-siteprotection.com

## RECIPIENT:

### Willow Fork Drainage District

4600 Hwy. 6 N. STE. 315  
Houston, TX 77084  
Phone: (281) 859-8779

## SERVICE ADDRESS:

15020 Cinco Park Rd  
Exploration Park  
Katy, Texas 77450

## Estimate #145779

Sent on \_\_\_\_\_

**Total** **\$6,763.15**

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT COST	TOTAL
Inst. Steel Square Pole (ft)Concrete base - Painted	Per foot - installed (X5)	17	\$54.00	\$918.00
LED - Phillips 15yr Round Park Light		1	\$980.00	\$980.00
UG Service - Trenching (125A)	Electrical - 100 Ft Minimum	1	\$1,915.60	\$1,915.60
Labor - Electrical Service	Electrical service installation	6	\$185.00	\$1,110.00
Misc supplies	Wiring, Consumables, Fasteners, etc.	1	\$150.00	\$150.00
Alibi 3.0 Megapixel	3.0 Megapixel Outdoor 100' IR Varifocal IP Bullet Camera	1	\$514.55	\$514.55
UBIQUITI NETWORKS NANOBEAM	AC Gen2 - Wireless Transmitter	2	\$287.50	\$575.00
Electronic Labor	Electronic Labor	8	\$75.00	\$600.00

**Total**

**\$6,763.15**

This quote is valid for the next 30 days, after which values may be subject to change.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WILLOW FORK DRAINAGE DISTRICT**  
SUMMARY OF CASH TRANSACTIONS  
FOR THE PERIOD OCTOBER 1, 2020 - NOVEMBER 18, 2020  
(Unaudited)

	<b>GENERAL FUND - PARKS</b>	<b>CAPITAL PROJECTS FUND - PARKS</b>
<b>BALANCE, SEPTEMBER 30, 2020</b>	<b>\$36,059.46</b>	<b>\$0.00</b>
RECEIPTS	683.44	0.00
DISBURSEMENTS	(266,150.85)	(222,321.41)
INVEST PROCEEDS	465,000.00	222,321.41
INVEST PURCHASES	(222,998.47)	0.00
TRANSFERS	0.00	0.00
<b>BALANCE, OCTOBER 31, 2020</b>	<b>12,593.58</b>	<b>0.00</b>
CURRENT MONTH ACTIVITY		
RECEIPTS	823.35	0.00
DISBURSEMENTS	(102,460.40)	(192,482.51)
INVEST PROCEEDS	225,000.00	177,846.00
INVEST PURCHASES	(178,669.35)	0.00
TRANSFERS	0.00	0.00
CURRENT CASH BALANCE	(42,712.82)	(14,636.51)
CURRENT INVESTMENTS	4,272,100.88	4,781,348.47
<b>CASH BALANCE, NOVEMBER 18, 2020</b>	<b>\$4,229,388.06</b>	<b>\$4,766,711.96</b>



**WILLOW FORK DRAINAGE DISTRICT**  
CASH TRANSACTIONS  
FOR THE MONTH ENDED OCTOBER 31, 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	10/1-10/15		2,419.34
10/8/20	4664	KENNETH R. JOHNSON	9/19-10/1		432.89
10/8/20	4665	CRISTEN WIATR	9/21, 9/28		450.00
10/8/20	4666	CORPORATE SCREEN AND EMBROIDER	#1012020		452.73
10/8/20	4667	HOUSTON TENTS & EVENTS LLC	FALL ART CAMP, OCT 12-15		3,920.00
10/8/20	4668	INTERPRETIVE INSIGHTS	INTERPRETIVE PANELS		880.00
10/8/20	4669	JADE MOUNTAIN MARTIAL ARTS	TAI CHI 9/5, 9/19, 9/26		255.00
10/8/20	4670	JUST ENERGY	AUGUST 2020		19.17
10/8/20	4671	K & M ART PROGRAMS LLC	ART CAMP OCT 12-15		2,000.00
10/8/20	4672	LISTO TRANSLATING SERVICES & M	SPANISH CLASSES 9/5		200.00
10/8/20	4673	SAMANTHA WALKER-WENDT	YOGA 9/2, 9/9, 9/16, 9/30		600.00
10/8/20	4674	TRINA MAXWELL	TAI CHI CLASSES SEP 2020		680.00
10/28/20	4675	WENDY L. DUNCAN	DIR FEE 8/26, 9/23		277.05
10/28/20	4676	JOSEPH S. ROBINSON	DIR FEE 9/23		138.52
10/28/20	4677	DANIEL W. SMITH	DIR FEE 9/23, 9/28		202.05
10/28/20	4678	YVONNE J. ARCENEUX	10/16-10/31		2,519.34
10/28/20	4679	KENNETH R. JOHNSON	22 HRS (10/5, 12, 19)		651.77
10/28/20	4680	CRISTEN WIATR	22 HRS (10/5, 12, 19)		550.00
10/28/20	4681	MICHAEL D LAWSON	7 HRS (10/13, 15, 22)		105.00
10/28/20	4682	CHAMPIONS HYDRO-LAWN INC	SEPTEMBER 2020		71,658.58
10/28/20	4683	CINCO MUD #8	SERVICE 8/7-9/8		45.04
10/28/20	4684	CINCO MUD 10	SERVICE 9/9-10/8		55.17
10/28/20	4685	DL MEACHAM LP	PAY APP 4, BATHRM ADD		101,152.13
10/28/20	4686	DL MEACHAM LP	PAY APP 5, BATHRM ADD		28,168.87
10/28/20	4687	DL MEACHAM LP	PAY APP 6, BATHRM ADD		7,813.35
10/28/20	4688	EN-TOUCH SYSTEMS	SEPTEMBER 2020		50.90
10/28/20	4689	ESITEFUL	MARKETING		500.00
10/28/20	4690	F MATUSKA INC	SEPTEMBER 2020		1,431.81
10/28/20	4691	JJPR	TENT, CHAIR RENTALS		312.09
10/28/20	4692	JOHN MAKLARY	LOOPHOLE BAND		800.00
10/28/20	4693	JUST ENERGY	SERVICE 9/3-10/5		48.89
10/28/20	4694	K & M ART PROGRAMS LLC	NOV 11-14 ART CAMP		2,000.00
10/28/20	4695	PR II LACENTERRA LP (RETAIL)	OCTOBER 2020		700.00
10/28/20	4696	LISTO TRANSLATING SERVICES & M	10/3 SPANISH CLASS		200.00
10/28/20	4697	ON-SITE PROTECTION INC	OCTOBER 2020		18,882.00
10/28/20	4698	RAPID RESEARCH INC	#8107		195.00
10/28/20	4699	TBG PARTNERS	SEPTEMBER 2020		7,150.00
10/28/20	4706	TEXAS COUNTIES DIVISION PATROL	SEPTEMBER 2020		2,540.00
10/1/20	J1-17	BBVA INTEREST		6.38	
10/15/20	J1-18	BBVA SC			6.38
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>683.44</b>	<b>266,150.85</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>

**WILLOW FORK DRAINAGE DISTRICT**  
CASH TRANSACTIONS  
FOR THE PERIOD ENDED NOVEMBER 18, 2020  
(Unaudited)

Date	Number	Vendor / Customer Name	Description	Receipts	Disbursements
<b><u>GENERAL FUND - PARKS</u></b>					
11/11/20	4703	RELIANT	SERVICE 10/5-11/3		2,178.40
11/12/20	4707	YVONNE J. ARCENEUX	NOV 1-15		2,419.34
11/12/20	4708	KENNETH R. JOHNSON	OCT 24 - NOV 6		294.37
11/12/20	4709	CRISTEN WIATR	10/26, 11/2		450.00
11/12/20	4710	FREDDIE BAUTISTA	SECURITY, COORD 11 HRS		415.57
11/12/20	4711	MARION P. GLENN JR	SECURITY 5 HRS		161.61
11/12/20	4712	HOUSTON TENTS & EVENTS LLC	ART CAMP, BAND, DANCE CAMP		10,475.00
11/12/20	4713	INTEMPO DANCE	DANCE CAMP NOV 17-20		2,000.00
11/12/20	4714	JADE MOUNTAIN MARTIAL ARTS	TAI CHI OCT 3, 6, 17		255.00
11/12/20	4715	JUST ENERGY	SERVICE 10/5-11/3		18.68
11/12/20	4716	MCDONALD & WESSENDORF	INSURANCE RENEWAL		1,200.00
11/12/20	4717	SAMANTHA WALKER-WENDT	YOGA OCT 7, 14, 21, 28		600.00
11/12/20	4718	TRINA MAXWELL	TAI CHI, YOGA OCT 2020		865.00
11/12/20	4719	TEXAS COUNTIES DIVISION PATROL	OCTOBER 2020		3,120.00
11/18/20	4721	WENDY L. DUNCAN	DIR FEE 9/16, 10/21, 10/28		415.57
11/18/20	4722	JOHN C. POULTER	DIR FEE 10/28		93.52
11/18/20	4723	JOSEPH S. ROBINSON	DIR FEE 10/28		138.52
11/18/20	4724	DANIEL W. SMITH	DIR FEE 10/21, 10/28		202.05
11/18/20	4725	YVONNE J. ARCENEUX	11/16-11/30		2,523.66
11/18/20	4726	KENNETH R. JOHNSON	11/7-11/14		444.43
11/18/20	4727	CRISTEN WIATR	12.5 HRS (11/9)		312.50
11/18/20	4728	MICHAEL D LAWSON	6 HRS (11/11, 11/12, 11/14)		90.00
11/18/20	4729	CHERI KNIGHT	2.75 HRS (11/14)		63.75
11/18/20	4730	THERESA SIEGMYER	4.5 HRS (11/4, 11/13, 11/14)		67.50
11/18/20	4731	ALLEN BOONE HUMPHRIES ROBINSON	LEGAL THRU 10/23		14,088.75
11/18/20	4732	CHAMPIONS HYDRO-LAWN INC	AUG 2020		7,427.00
11/18/20	4733	CINCO MUD 7	AUG-SEP 2020		1,494.21
11/18/20	4734	CINCO MUD #8	SEP 2020		56.21
11/18/20	4735	EN-TOUCH SYSTEMS	NOV 2020		75.90
11/18/20	4736	F MATUSKA INC	OCT 2020		1,442.98
11/18/20	4737	PR II LACENTERRA LP (RETAIL)	NOV 2020		700.00
11/18/20	4738	ON-SITE PROTECTION INC	NOV 2020		39,938.52
11/18/20	4739	TBG PARTNERS	OCTOBER 2020		7,887.50
11/18/20	4742	FREDDIE BAUTISTA	SECURITY, COORD14 HRS		544.86
11/11/20	J2-2	TSFR SEP MAINT TAX PARK		823.35	
<b>TOTAL - GENERAL FUND - PARKS</b>				<b>823.35</b>	<b>102,460.40</b>
<b><u>CAPITAL PROJECTS FUND - PARKS</u></b>					
11/12/20	4720	DIVISION III + CONSTRUCTORS IN	PARK-EST#1 MID BLOCK CROSSING		177,846.00
11/18/20	4740	ALLEN BOONE HUMPHRIES ROBINSON	CPF PARK: LEGAL THRU 10/23		5,632.25
11/18/20	4741	TBG PARTNERS	CPF PARK: PHASE 3		9,004.26
<b>TOTAL - CAPITAL PROJECTS FUND - PARKS</b>				<b>0.00</b>	<b>192,482.51</b>
<b>SUMMARY OF INVESTMENTS</b>					
Bank	Account #	Rate	Purchase Date	Maturity Date	Amount
<b><u>GENERAL FUND - PARKS</u></b>					
TEXPOOL	****0008	0.1335%			4,272,100.88
<b>TOTAL GENERAL FUND - PARKS INVESTMENTS</b>					<b>\$4,272,100.88</b>
<b><u>CAPITAL PROJECTS FUND - PARKS</u></b>					
TEXPOOL	****0009	0.1335%			4,781,348.47
<b>TOTAL CAPITAL PROJECTS FUND - PARKS INVESTMENTS</b>					<b>\$4,781,348.47</b>

**WILLOW FORK DRAINAGE DISTRICT**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**PARK - GENERAL FUND, ACTUAL AND BUDGET**  
**FOR THE ONE AND TWELVE MONTHS ENDED SEPTEMBER 30, 2020**  
(Unaudited)

	----- Year To Date -----				9/30/2020 FYE ----- Annual -----	
	Current Period Actual	Actual	Budget	Variance	Budget	Variance
REVENUES						
MAINTENANCE TAX REVENUE	\$ 5,702.35	\$ 1,468,097.47	\$ 1,464,660.00	\$ 3,437.47	\$ 1,464,660.00	\$ 3,437.47
INTEREST ON INVESTMENTS	572.09	42,393.51	80,000.00	(37,606.49)	80,000.00	(37,606.49)
MISCELLANEOUS REVENUE	13,927.46	213,125.28	0.00	213,125.28	0.00	213,125.28
CINCO 12 CONTRIBUTION	0.00	300,000.00	300,000.00	0.00	300,000.00	0.00
<b>TOTAL REVENUES</b>	<b>20,201.90</b>	<b>2,023,616.26</b>	<b>1,844,660.00</b>	<b>178,956.26</b>	<b>1,844,660.00</b>	<b>178,956.26</b>
EXPENDITURES						
DIRECTOR FEES	600.00	11,475.00	15,000.00	(3,525.00)	15,000.00	(3,525.00)
LEGAL FEES-PARK	14,088.75	69,602.60	100,000.00	(30,397.40)	100,000.00	(30,397.40)
ENGINEERING FEES-PARK	0.00	13,156.75	50,000.00	(36,843.25)	50,000.00	(36,843.25)
PAYROLL TAXES	572.00	9,560.54	9,200.00	360.54	9,200.00	360.54
BOOKKEEPING-PARK	1,360.00	17,980.00	20,000.00	(2,020.00)	20,000.00	(2,020.00)
PARK MANAGEMENT SERVICES	3,000.00	32,510.14	36,000.00	(3,489.86)	36,000.00	(3,489.86)
EXPLORATION PARK MAINTENANCE	10,688.63	120,169.84	92,050.00	28,119.84	92,050.00	28,119.84
PRINTING & OFFICE SUPPLIES	79.16	1,782.52	3,600.00	(1,817.48)	3,600.00	(1,817.48)
EXPLORATION PARK-CAPITAL OUTLA	34,693.75	360,243.60	325,000.00	35,243.60	325,000.00	35,243.60
WILLOW FORK PARK MAINTENANCE	44,787.37	411,270.69	314,650.00	96,620.69	314,650.00	96,620.69
WILLOW FORK CAPITAL OUTLAY	0.00	0.00	45,000.00	(45,000.00)	45,000.00	(45,000.00)
TRAILS MAINTENANCE	20,991.00	268,368.19	178,835.00	89,533.19	178,835.00	89,533.19
UTILITIES	336.66	3,569.10	8,500.00	(4,930.90)	8,500.00	(4,930.90)
INSURANCE	0.00	12,207.58	15,000.00	(2,792.42)	15,000.00	(2,792.42)
TRAVEL & EXPENSES	0.00	326.35	1,400.00	(1,073.65)	1,400.00	(1,073.65)
MISCELLANEOUS EXPENSES	195.00	2,269.06	6,000.00	(3,730.94)	6,000.00	(3,730.94)
EVENT COSTS	7,845.84	227,388.52	400,000.00	(172,611.48)	400,000.00	(172,611.48)
MEMBERSHIP DUES	0.00	150.00	1,000.00	(850.00)	1,000.00	(850.00)
EVENT DIRECTOR	6,283.34	75,730.08	75,000.00	730.08	75,000.00	730.08
EVENT DIRECTOR ASSISTANT	1,518.75	21,430.00	30,000.00	(8,570.00)	30,000.00	(8,570.00)
EVENT DIRECTOR EXPENSES	0.00	245.37	7,000.00	(6,754.63)	7,000.00	(6,754.63)
MARKETING	650.00	16,756.50	30,000.00	(13,243.50)	30,000.00	(13,243.50)
SECURITY SERVICE-CENTRAL GREEN	2,540.00	47,365.00	60,000.00	(12,635.00)	60,000.00	(12,635.00)
PARK SECURITY SERVICE	1,415.00	206,544.51	300,000.00	(93,455.49)	300,000.00	(93,455.49)
PARK-MAJOR REPAIR & MAINT	0.00	17,544.25	225,000.00	(207,455.75)	225,000.00	(207,455.75)
REPAIRS & MAINT-CENTRAL GREEN	3,585.27	57,293.21	95,000.00	(37,706.79)	95,000.00	(37,706.79)
MAJOR R&M-CENTRAL GREEN	400.00	43,400.00	250,000.00	(206,600.00)	250,000.00	(206,600.00)
RENT-LA CENTERRA	700.00	8,400.00	8,400.00	0.00	8,400.00	0.00
LANDSCAPE ARCHITECT-GENERAL	3,355.00	62,336.49	60,000.00	2,336.49	60,000.00	2,336.49
LANDSCAPE ARCHITECT-DESIGN	0.00	15,871.06	75,000.00	(59,128.94)	75,000.00	(59,128.94)
TRAIL CONNECTIONS	0.00	0.00	35,000.00	(35,000.00)	35,000.00	(35,000.00)
FRIENDS OF THE PARK	0.00	1,483.25	24,000.00	(22,516.75)	24,000.00	(22,516.75)
<b>TOTAL EXPENDITURES</b>	<b>159,685.52</b>	<b>2,136,430.20</b>	<b>2,895,635.00</b>	<b>(759,204.80)</b>	<b>2,895,635.00</b>	<b>(759,204.80)</b>
EXCESS REVENUES (EXPENDITURES)	<u>(\$ 139,483.62)</u>	<u>(\$ 112,813.94)</u>	<u>(\$ 1,050,975.00)</u>	<u>\$ 938,161.06</u>	<u>(\$ 1,050,975.00)</u>	<u>\$ 938,161.06</u>

**WILLOW FORK DRAINAGE DISTRICT**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**PARK - CENTRAL GREEN GENERAL FUND, ACTUAL AND BUDGET**  
**FOR THE ONE AND TWELVE MONTHS ENDED SEPTEMBER 30, 2020**  
(Unaudited)

	Current Period Actual	----- Year To Date -----			9/30/2020 FYE ----- Annual -----	
		Actual	Budget	Variance	Budget	Variance
REVENUES						
CINCO 12 CONTRIBUTION	\$ 0.00	\$ 300,000.00	\$ 300,000.00	\$ 0.00	\$ 300,000.00	\$ 0.00
TOTAL REVENUES	0.00	300,000.00	300,000.00	0.00	300,000.00	0.00
EXPENDITURES						
UTILITIES	336.66	3,569.10	8,500.00	(4,930.90)	8,500.00	(4,930.90)
EVENT COSTS	7,845.84	227,388.52	400,000.00	(172,611.48)	400,000.00	(172,611.48)
EVENT DIRECTOR	6,283.34	75,730.08	75,000.00	730.08	75,000.00	730.08
EVENT DIRECTOR ASSISTANT	1,518.75	21,430.00	30,000.00	(8,570.00)	30,000.00	(8,570.00)
EVENT DIRECTOR EXPENSES	0.00	245.37	7,000.00	(6,754.63)	7,000.00	(6,754.63)
MARKETING	650.00	16,756.50	30,000.00	(13,243.50)	30,000.00	(13,243.50)
SECURITY SERVICE-CENTRAL GREEN	2,540.00	47,365.00	60,000.00	(12,635.00)	60,000.00	(12,635.00)
REPAIRS & MAINT-CENTRAL GREEN	3,585.27	57,293.21	95,000.00	(37,706.79)	95,000.00	(37,706.79)
MAJOR R&M-CENTRAL GREEN	400.00	43,400.00	250,000.00	(206,600.00)	250,000.00	(206,600.00)
RENT-LA CENTERRA	700.00	8,400.00	8,400.00	0.00	8,400.00	0.00
TOTAL EXPENDITURES	23,859.86	501,577.78	963,900.00	(462,322.22)	963,900.00	(462,322.22)
EXCESS REVENUES (EXPENDITURES)	(\$ 23,859.86)	(\$ 201,577.78)	(\$ 663,900.00)	\$ 462,322.22	(\$ 663,900.00)	\$ 462,322.22

**WILLOW FORK DRAINAGE DISTRICT**  
**CHECK REGISTER**  
**FOR THE PERIOD ENDED NOVEMBER 18, 2020**

Date	Number	Vendor / Customer Name	Description	Receipts	Disbursements
<b><u>GENERAL FUND</u></b>					
11/18/20	8003	CHRISTOPHER T. BRONSELL	PATROL 7 HRS		320.00
11/18/20	8004	TANNER J. EDDLEBLUTE	PATROL 8 HRS		359.44
11/18/20	8005	BRIAN E. SCHMITT	PATROL 10 HRS		457.13
<b>TOTAL - GENERAL FUND</b>				<b><u>0.00</u></b>	<b><u>1,136.57</u></b>



## Willow Fork Drainage District

### Parks Report



November 18, 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 11/18/2020.









## II. Exploration Park:

- Last serviced on 11/18/2020.











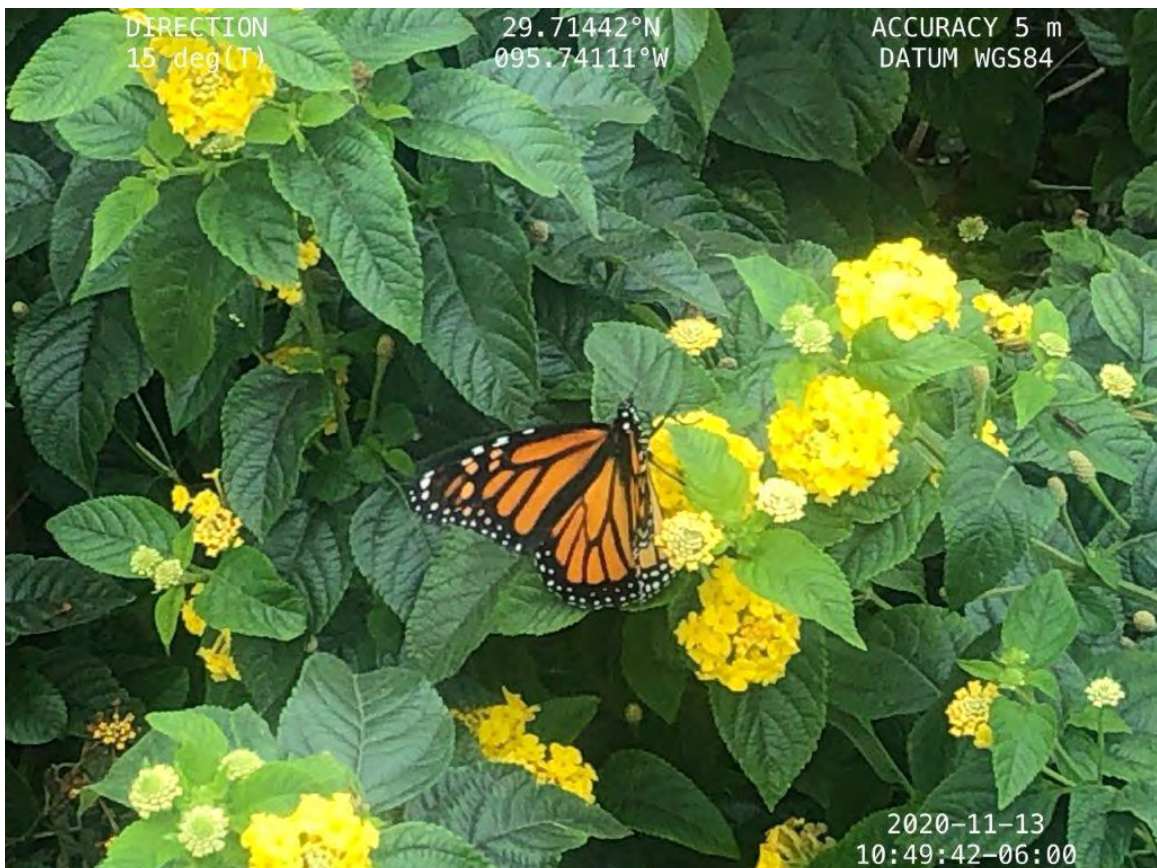














### III. Willow Fork Park























Reposition Hole #11?









# Diversion Channel Update









TBG

## Meeting Agenda

### IN ATTENDANCE:

WFDD Board Members  
ABHR  
Consultants

### DATE:

November 18, 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

*Contractor: 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)

#### **Project Status Update**

- Preconstruction meeting happened on 11/5.
- Contractor sending submittals for review, met on site with metal fabricator, working on signage shop drawings.

#### 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**

- Signage is installed on existing trail segments. Substantial walk review to be scheduled in next couple weeks.
- TBG getting information on number of signs remaining for future trail segments. Had a conversation with Champions about potential for storage of these signs until trails segments are finished.



TBG

## 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**

- Bathroom open to the public.
- TBG to review final punch items on site this Friday 11/20. Contractor to provide as-builts and final pay app next month.
- Champions fixed damages of off-roading vehicle.

## PHASE 3 TRAILS

### 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*



TBG

*Allowance:*

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

***Project Status Update***

- Contractor missed their date of 11/13 for completion of punch items.

**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***

- Contractor missed their scheduled completion deadline of 11/4.
- TBG reviewed progress in field and they are almost complete.
- Anticipated final walk and turnover by the end of the month.
- Site furnishing storage needs to be coordinated.

***OTHER ITEMS***

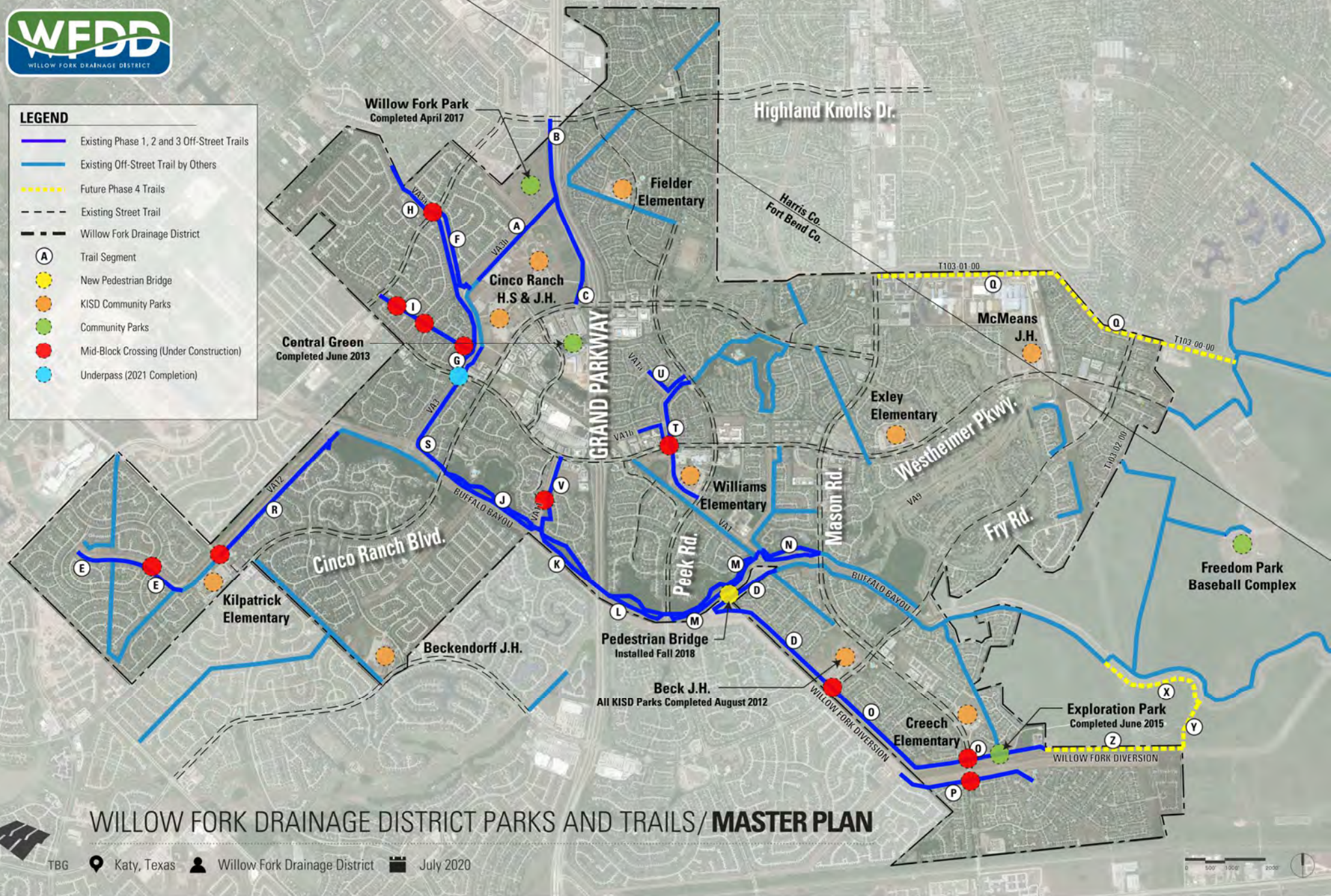
***No other items***

***BOARD ACTION ITEMS:***



# 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
- A Trail Segment
- New Pedestrian Bridge
- KISD Community Parks
- Community Parks
- Mid-Block Crossing (Under Construction)
- Underpass (2021 Completion)



## WILLOW FORK DRAINAGE DISTRICT PARKS AND TRAILS/MASTER PLAN



**WILLOW FORK DRAINAGE DISTRICT  
PARKS MEETING ENGINEERING REPORT  
November 18, 2020  
LJA Job No. 2642-0001P (12.3)**

**Agenda Item No. 10 - Engineering matters**

**a) Mid-Block Crossings:**

Below is a summary of the current status of each crossing:

Crossing Status (11/17/2020)			
Crossing	Category	Status	Issues
Barton Meadow Lane	Cat. 1	Ramp and Sidewalk Complete	<i>Waiting for Kinder Morgan Approval for Installing Sign Posts</i>
Nicks Run Lane	Cat. 1	Ramp and Sidewalk Complete	<i>Waiting for Kinder Morgan Approval for Installing Sign Posts</i>
Finbury Lane	Cat. 1	Ramp and Sidewalk Complete	LJA Approved Sign Locations / Waiting for Installation
Zachary Bend Lane	Cat. 2	Ramp and Sidewalk Complete	<i>Waiting for Kinder Morgan Approval for Installing Sign Posts</i>
Enchanted Meadow Lane	Cat. 2	Ramp and Sidewalk Complete	LJA Approved Sign Locations / Waiting for Installation
Gaston Road	Cat. 3	Ramp and Sidewalk Complete	LJA Approved Sign Locations / Waiting for Installation
Falcon Landing Blvd.	Cat. 4	No Work Started	Waiting for Division III to Start Crossing
Westheimer Pkwy.	Cat. 6	No Work Started	Waiting for Division III to Start Crossing
S. Fry Road	Cat. 6	Demo Started	Waiting for Demo to be Completed and Ramps to be Formed/Poured
S. Mason Road	Cat. 6	Demo Started	Waiting for Demo to be Completed and Ramps to be Formed/Poured
S. Mason Road	Cat. 6	Demo Started	Waiting for Demo to be Completed and Ramps to be Formed/Poured

Pay Applications			
Number	PA Amount	Remaining Contract Amount	Status
PA No. 1	\$177,846.00	\$368,153 <sup>(1)</sup> <sup>(2)</sup>	Paid

**Notes:**

<sup>(1)</sup> Does not Include Change Order No. 1.

<sup>(2)</sup> Includes Retainage.

Change Orders			
Number	Total Amount	Updated Contract Amount	Summary / Status
CO No. 1	\$26,600	\$572,599.00 <sup>(1)</sup> <sup>(2)</sup>	<i>Waiting for Division III to Sign</i>

**Notes:**

<sup>(1)</sup> Subject to Division III's Acceptance.

<sup>(2)</sup> Subject to Division III completing the project by December 1.

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

Allgood is continuing to restore the project area and haul off the remaining excavated material. LJA has scheduled a final inspection of the project for December 1.

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

LJA is working on the final application for the District's FIF Application. The application is due Monday, November 23.

**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:**

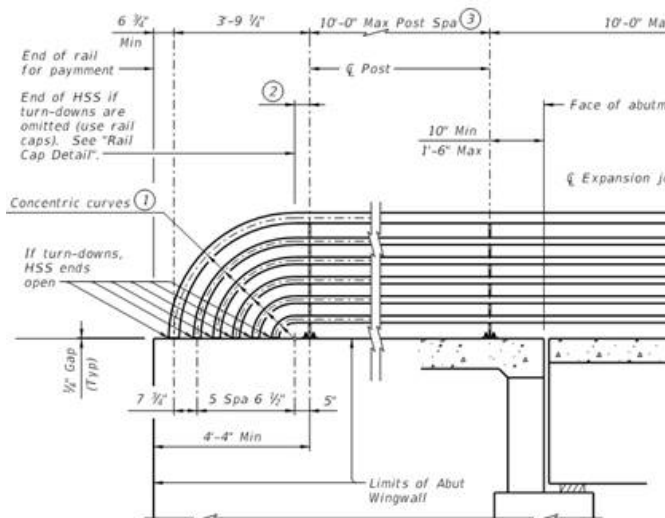
LJA has nothing new to report since the October Drainage Board Meeting.

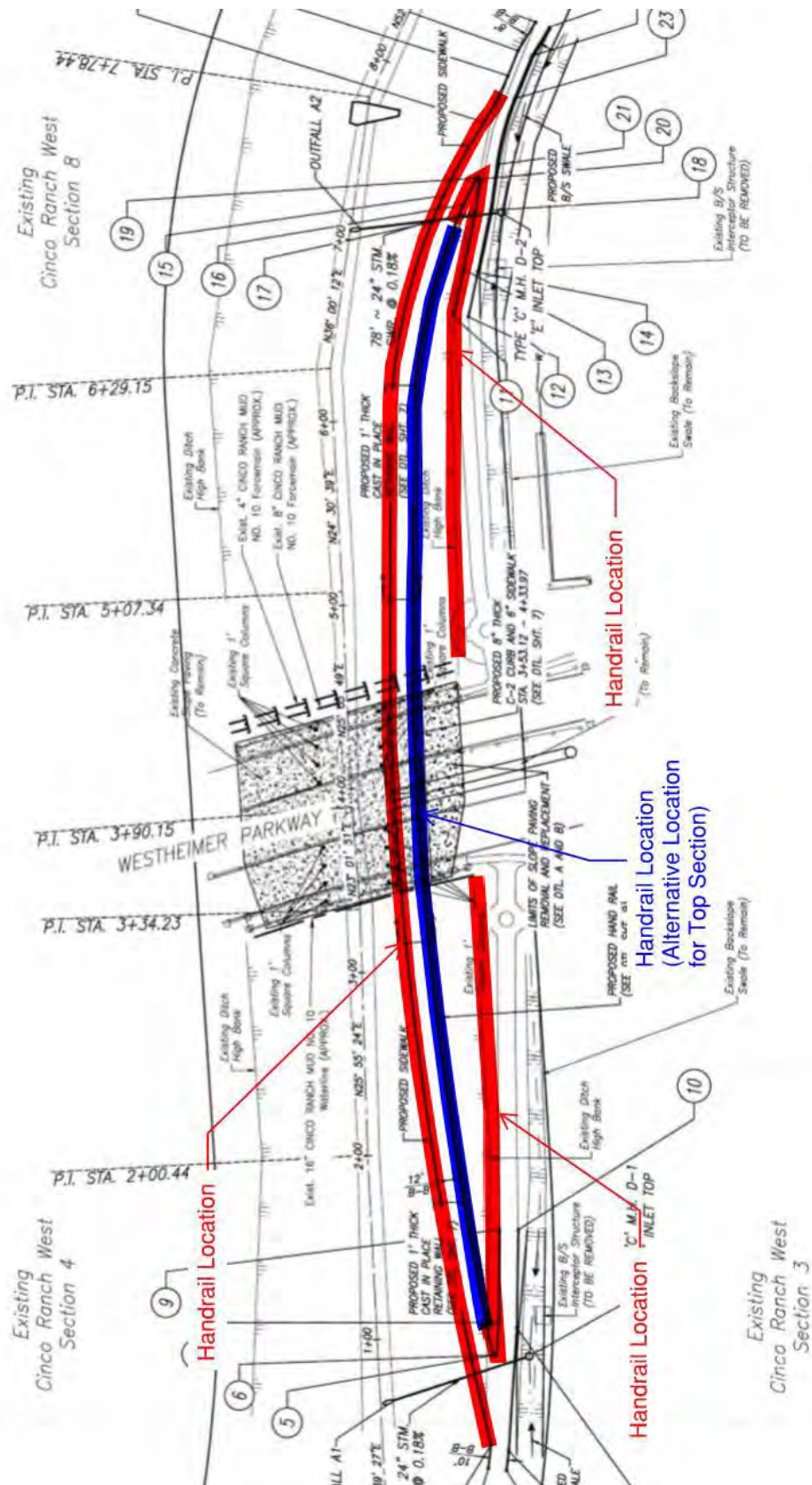
**f) Design of District Facilities:**

**a) Westheimer Parkway Underpass:**

LJA is currently bidding the Westheimer Parkway Underpass; however, LJA has received some comments to the plans that need discussion by the Board.

- LJA has included the following guard rail in the plans per comments from TBG and the Parks Committee. We need to confirm that the Board approves of the location of rails per the following.







- Currently the clearance height from the trail to the existing bridge is set at 10 feet. This height was based on guidelines set by the Federal Highway Administration (FWA) which recommends 10 feet but no less than 8 feet. Based on the current design, LJA has a 5-foot retaining wall along the trail. Reducing the height to 4 feet could reduce the project cost for the construction of the retaining wall and a smoother transition under the bridge to avoid impacts to the existing storm sewer outfall.

***REQUIRED BOARD ACTION: Provide Feedback on the location of the guard rail and the clearance height underneath Westheimer Parkway.***

**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>
10.f.a	Design of District Facilities: Westheimer Parkway Underpass	Provide Feedback on the location of the guard rail and the clearance height underneath Westheimer Parkway.

**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.

## **Communications Report for Willow Fork Drainage District (11/18/20)**

### **Website**

Updates since last reporting include:

- Added the September newsletter to the Newsletter & Updates page
- Updated the Taxes & Funding page
- Added narrative to the Exploration Park page re: addition of restrooms and photo of restroom building added to collage

### **Ongoing Communications**

The communications committee met by conference call 11/9 and discussed the following:

- Newsletter – The November newsletter is scheduled to be distributed 11/30 with articles including: HGAC award for Willow Fork Park, “Meet the Board” and the Buffalo Bayou and Tributaries Study Interim Report.

### **Action Item(s)**

None