

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

January 27, 2021

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met 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 January 27, 2021, 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 and Glenn Jarrett of TBG Partners; Christine Reeves, Matthew Dunn and Andrew Dunn of On-Site Protection LLC ("On-Site"); Craig Kalkomey of LJA Engineering; Jerry Schroeder and Dawn Mouton, of Champions Hydro-Lawn, Inc. ("Champions"); Yvonne Arceneaux; Robert Stowe, a member of the public; Neil Stillman, Friends of the Park; Diane Dobbs with Fort Bend County Commission Andy Meyer's office; and Harry H. Thompson and Jane Miller of Allen Boone Humphries Robinson LLP.

Mr. Thompson reviewed certain recommended protocols for conducting the District's meeting via teleconference and reminded the attendees that the meeting was being recorded. He announced that the consultant reports presented at the meeting were posted online and available to the public in the form of an "agenda packet" prior to the start of the meeting at [www.districtdirectory.org/agendapackets/wfdd/](http://www.districtdirectory.org/agendapackets/wfdd/).

COMMENTS FROM THE PUBLIC

There was no public comment.

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 state and local jurisdictions.

## MINUTES

The Board next considered approving the minutes of the December 16, 2020, parks meeting. Director Nady moved to approve the minutes as written. Director Robinson seconded the motion, which carried unanimously.

## SECURITY REPORT

Ms. Reeves reviewed the security report with the Board. Mr. Andrew Dunn noted that a recent burglary of a motor vehicle occurred in Exploration Park 10 to 15 feet from newly installed security cameras which were not operational at the time but are now operational. The Board also discussed graffiti on the trail near Exploration Park and asked Ms. Dobbs to report the graffiti to Fort Bend County Road and Bridge department.

Director Poulter discussed correspondence from On-Site letter requesting an hourly rate increase and noted that they have not raised their rate since 2016. Following review and discussion, Director Poulter moved to approve the rate increase requested. Director Robinson seconded the motion, which passed unanimously.

Discussion ensued regarding Cinco Municipal Utility District No. 12's request that the Board consider additional security equipment to restrict unauthorized pedestrian and vehicle access to the trail around a gate near Cinco Ranch High School. Mr. Dunn said he would investigate further and come back to the Board with additional recommendations, if necessary.

## FRIENDS OF THE PARK

Mr. Stillman presented a budget in the amount of \$8,779 to manufacture and install a butterfly panel project and (1) a proposal from Champions in the amount of \$5,529 to renovate the butterfly garden; and (2) a proposal from Champions in the amount of \$2,650 to replace drip irrigation with spray irrigation. Following review and discussion, Director Smith moved to approve the Champions proposals and any additional enhancement work up to \$9,000. Director Poulter seconded the motion, which passed unanimously. Director Nady then authorized Mr. Stillman to accept the first panel and move forward with manufacturing and installation of the second panel for the butterfly panel project. Director Smith seconded the motion, which passed unanimously.

## BOOKKEEPER'S REPORT

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

He also reviewed an additional proposal in the amount of \$4,665 to install 2 new live oaks with irrigation in the 32-acre park near the gazebo. Following review and discussion, Director Robinson moved to approve the proposal plus authorize removal of a dead pine tree in front of the park for an additional amount not to exceed \$800. Director Smith seconded the motion, which passed unanimously.

Discussion ensued regarding a new, nest swing for Exploration Park. Following review and discussion, Director Smith moved to authorize Champions to purchase the new swing. Director Nady seconded the motion, which passed unanimously.

## CONSENT TO CONTAINMENT OF FERAL HOGS

There was no discussion on this matter.

## LETTER AGREEMENT WITH CINCO MUNICIPAL UTILITY DISTRICT NO. 12

Mr. Thompson reviewed a proposed Letter Agreement between Cinco Municipal Utility District No. 12 ("Cinco MUD 12") and the District for Contributions to Central Green Park for Events, which had been prepared at Cinco No. 12's regular meeting, but has not yet been approved by Cinco MUD 12 in its final form. Following review and discussion, Director Nady moved to accept the letter, subject to finalization of a rollover amount of funds previously donated by Cinco MUD 12, but unused due to COVID-19 and approval of both the letter agreement and rollover amount by Cinco MUD 12. Director Smith seconded the motion, which passed unanimously.

## LANDSCAPE ARCHITECT REPORT

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

Mr. Klein updated the Board regarding the Central Green Shade Structure and recommended that the Board approve payment of Pay Application No. 1 in the amount of \$11,990.70, payable to Johnson Fence and Masonry ("Johnson"), which was previously approved as part of the bookkeeping report earlier during the meeting.

Mr. Nady updated the Board on the search for funding for the proposed Fry Road Underpass. The Board also discussed a proposed underpass location at Cinco Ranch Boulevard and discussed possible funding sources for such project.

## 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. He recommended approval of Pay Estimate No. 4 in the amount of \$118,461.73 submitted by Division III.

Mr. Kalkomey also requested authorization to prepare metes and bounds descriptions for a KB Home tract needed to complete Trail Q, Segment A for an estimated amount of \$3,600 and a metes and bounds and appraisal for the Equestrian Center tract.

After review and discussion, and based on the engineer's recommendation, Director Nady moved to (1) approve Pay Estimate No. 4 in the amount of \$118,461.73 to Division III; and (2) authorize preparation of a metes and bounds for a KB Home tract for an amount not to exceed \$3,600 and a metes and bounds and appraisal for the Equestrian Center tract. Director Poulter seconded the motion, which passed unanimously.

## REPORT FROM EVENTS DIRECTOR

Ms. Arceneaux reviewed with the Board a calendar of events for 2021 and requested (1) approval for selfie stations and bench for an amount not to exceed \$3,500 for Central Green's Valentine's Day events; (2) authorization to purchase and install signage regarding supervision of minors in park areas for an amount not to exceed \$360; and (3) renewal of the Tai Chi and Laughter Yoga contract in the amount of \$12,300, subject to final review. Following review and discussion, Director Smith moved to approve the proposals. Director Nady seconded the motion, which passed unanimously.

## PARKS COMMITTEE RECOMMENDATIONS

There was no additional discussion for this agenda item.

## COMMUNICATIONS MATTERS

Director Duncan discussed scheduled subscriber communications.

## CURRENT EVENTS

Directors Duncan and Robinson discussed current events regarding COVID19 issues and legislative issues.



BUFFALO BAYOU AND TRIBUTARIES RESILIENCY STUDY INTERIM FEASIBILITY REPORT

Director Duncan discussed an upcoming United States Army Corps of Engineers information session.

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

The Board concurred to hold the next parks meeting on February 24, 2021.

EXECUTIVE SESSION

At 2:40 p.m., the Board convened in Executive Session pursuant to Section 551.071 for consultation with attorney regarding contemplated litigation and potential settlement options. Mr. Thompson, Mr. Klein and Mr. Jarrett were also present in executive session.

OPEN SESSION

At 3:06 p.m., the Board reconvened in Executive Session. Following discussion in executive session, Director Robinson moved to terminate the District's contract with Division III + Constructors, Inc. for failure to complete Trails Package II and authorize the parks committee to determine whether to tender the project to the surety by agreement or allow the surety to "take over" and complete the project. Director Poulter seconded the motion, which passed unanimously.

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

\_\_\_\_\_/s/ John Poulter  
Secretary, Board of Directors

(SEAL)



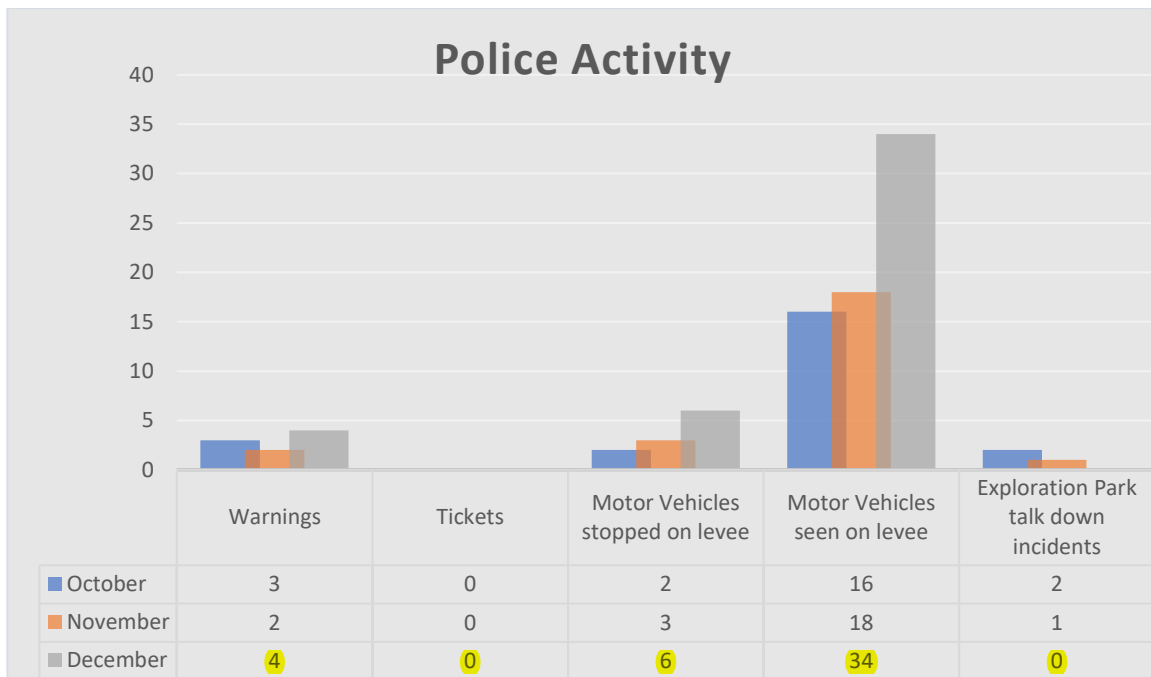
LIST OF ATTACHMENTS TO MINUTES

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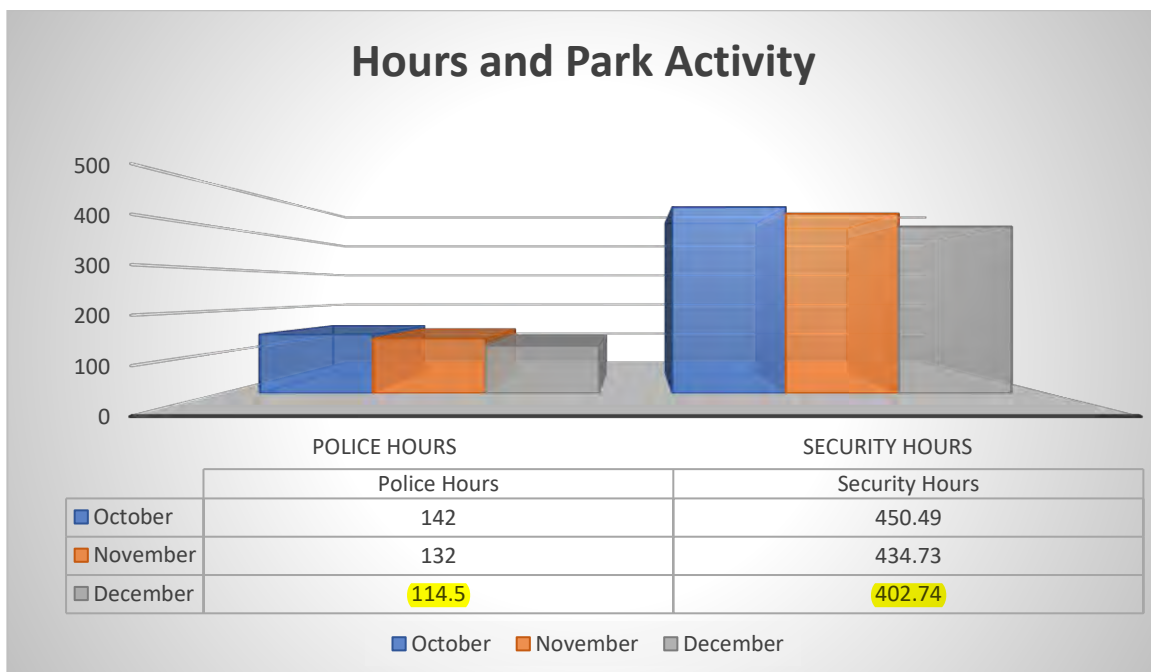


# ON-SITE PROTECTION INC.

## Police Activity



## Hours and Park Activity





- ☒  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



# Exploration Park Crime Detail 12.20

Deadly Conduct

Trespassing



Saddlebrook Crossing Playground

Betty Sue Creech Elementary School

MrsTutor.com - Math Tutor

Exploration Park

Water Treatment Plant - Cinco Municipal...

Camp Cinco Playground

Canyon Gate Recreation Center

Quantum Health Resources

Motor Vehicle Theft

Sex off CPS

Cinco Ranch Church of Christ

3





Cinco Ranch  
Junior High School

# Central Green Crime Detail 12.20

Burglary from Motor Vehicle

Robbery

Burglary from Motor Vehicle

Sexual Assault-Child

Burglary from Motor Vehicle

Smile Doctors by  
Forrest Orthodontics  
Burglary

Burglary

Hanis & Stevenson  
Orthodontics

Life Time Fitness



# WFP/Central Green Area Crime 12.20



Masjid Al-Farooq  
**Assault in Church**

**Burglary from Motor Vehicle**

FALCON LANDING

**Burglary from Motor Vehicle**

Fort Bend MUD  
124 Recreation Park

CINCO RANCH  
GREENWAY VILLAGE

**Sex Off CPS**

**Burglary from Motor Vehicle**

**Trespassing**

**Sexual Assault of Child**

**Burglary from Motor Vehicle**

**Burglary from Motor Vehicle**

**Burglary**

**Robbery**

**Burglary from Motor Vehicle**

**Burglary**

**Burglary**

Life Time Fitness

CINCO RANCH  
NORTH LAKE VILLAGE

**Injury to a Child**

**Burglary**

**Burglary from Motor Vehicle**

**Burglary from Motor Vehicle**

**Burglary from Motor Vehicle**

**Burglary from Motor Vehicle**

**Burglary from Motor Vehicle**

**Burglary from Motor Vehicle**

**Burglary from Motor Vehicle**

**Burglary**





# 12.23.21 Break In - WF Parking Lot



: 52 : 46







## Graffiti (Southbound side of Hwy 99)







## Horse Burial





## **Officer Comments Dec 7- Jan 18**

**Aramis Gonzales;**

On December 7, 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 eleven 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 heavy equipment and several trucks on the levee dredging and moving dirt during my shift.

I also 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 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 fifteen 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.

On December 8, 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.

I then rode to Willow Fork Park where I sat for a while observing the parking lot and park area. I noted twenty-two cars in the parking lot.

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

While riding the levee between Fry Rd. and Mason Rd. I encountered a small bucket tractor that had picked up equipment that had been dropped off in Fry Rd. and was transporting it to a work site at Mason Rd. and the levee median. Several workers were encountered when I reached this work site which included several trucks and a large backhoe in the center roadway median.

I rode to and sat for a while near Cassidy Park Ln. and S. Mason Rd.

I ended the shift by checking on Exploration Park which had eight vehicles parked in the adjacent parking lot.

I further rode to Westheimer Parkway and checked Fisherman's Trail and Bayou View Trail on the water control district levee.

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

**Chris Bronsell;**

On Wednesday, December 09, 2020, I, Deputy C. Bronsell, badge #341, worked extra employment for Willow Fork Drainage District from 3pm until 6pm. I began by sitting stationary in the parking lot of Exploration Park, which contained 15 vehicles. I was informed by a citizen that prior to my arrival, a white, female, driving a black in color truck, had driven on the levee in front of Exploration Park. He stated that she was also drinking a beer. He stated she didn't stay long on the levee and then left the location on S. Mason Rd. I observed the tire tracks in the area. I patrolled through Camp Cinco and sat stationary on the levee near S. Fry Rd. I checked the levee behind Fry Ct, and sat stationary near the golf course. I worked my way to Beck Jr. High and patrolled around the school and tennis courts. I sat stationary on the levee near the school. I worked a total of 3 hours. I did not observe any motorized vehicles on the levee during my shift.

**Fernie Flores;**

No shifts

**Tanner Eddleblute;**

On December 10, 2020 I started riding the Willow Fork Levee at Kilpatrick Elementary school, from there I rode over to the Willow Fork Park where I counted about 22 vehicles in the parking lot. While I was at Willow Fork Park I observed Jorge with on-site security making rounds in the park on the golf cart. As I was riding on the levee near S. Peek Rd a male on a bike stopped me to let me know he thought a tree had fallen and now was touching the bottom cable on the power lines. I checked the lines from S Peek Rd to S Mason Rd but I did not see any down tree. I then rode the section of the levee which runs by Beck Junior High and made my way to Exploration Park. I counted about 15 vehicles in the parking lot of Exploration Park. Once I left there, I made my way over to The Point and The Tractor Bridge. I then rode down and sat at the pedestrian bridge behind Freedom Park from 5:15 pm till 5:45 pm. From there I rode the section of the levee which goes by Kelliwood subdivision and by the Willow Fork Country Club. I then rode all the way to where the levee ends at Greenbusch Rd. I did not see any motorized vehicles on the levee during my shift.

On December 12, 2020, I started riding the Willow Fork Levee at Kilpatrick Elementary school, from there I rode down to Wellington Grove Park. After that I then rode the section of levee that dead ends at Roesner Rd. I then made my way over to Willow Fork Park where I counted about 28 vehicles in the parking lot. I sat at Willow Fork Park from 1:15 pm till 1:45 pm. From there I made the long ride over to Exploration Park where I counted about 21 vehicles in the parking lot. After that, I doubled back on the levee to the section of the levee that runs behind the Willow Fork Country Club and Kelliwood

subdivision. I kept riding till I made it behind Freedom Park and then I rode into Freedom Park while I was there. I then made my way to the tractor bridge and while I was riding in the area I was checking to see if there were any fresh tracks for atvs and dirt bikes. And the good news is, I did not see any fresh tracks while back there. Due to not seeing a security guard at Willow Fork Park earlier I wanted to check on the park again so I made my way from behind Freedom Park back over to Willow Fork Park. As I made it to the parking lot I saw Sam with on-site security making a round in the parking lot. I stopped and talked with Sam from about 5:00 pm till 5:35 pm. I did not see any motorized vehicles on the levee during my shift.

**Brian Schmitt;**

No shifts

**Aramis Gonzales;**

On December 14, 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 but very few workers were on location due to recent wet weather.

I then rode to Willow Fork Park by way of Cinco Ranch Blvd. and Fry Rd. sidewalks where I sat for a while observing the parking lot and park area. I noted twelve cars in the parking lot. While there I encountered one white pickup with a trailer and workers at the park trimming 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 seven vehicles in the parking lot.

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

**Chris Bronsell;**

On Wednesday, December 16, 2020, Deputy C. Bronsell, badge #341, worked extra employment for WillowFork Drainage District from 3pm until 6pm. I began by patrolling around Exploration Park, which contained 5 vehicles. I patrolled through Camp Cinco and towards Freedom Park. I observed Freedom Park to contain 10 vehicles. I work my way towards the Equestrian Center, patrolling around McMeans Jr. High along the way. I patrolled around the North Lake Village pool and tennis courts, located off Northmoor Drive. Working my way back, I sat stationary in the parking lot of Beck Jr. High. I worked a total of 3 hours. I did not observe any motorized vehicles on the levee during my shift.

Due to inclement weather, I was not able to work on Saturday (Rained out).

**Fernie Flores;**

On December 17, 2020, I started the shift at Beck Jr High School where the lot was full with staff vehicles. I traveled towards Exploration Park with several fishermen in the area. Exploration Park was busy with 17 vehicles on the lot and heavy park traffic. I traveled towards the Y.M.C.A that was closed. I then traveled the levee around Camp Cinco without incident. I stayed in the area for an extended period without incident. I then patrolled towards Freedom Park and past Beck Jr High School along the way without incident.

Freedom Park concession stands were secure and park traffic was light. One ballfield and one soccer field were in use. I stayed in the area for an extended period without incident.

I then patrolled towards Willow Fork Park where the sidewalks were full with students going home for the day. Willow Fork Park was busy with 53 vehicles on the lot. There was heavy foot traffic in the park and security was in a high visibility area. I stayed in the area for an extended period without incident.

I traveled to Freedom Park where the trail traffic was light. Freedom Park had 2 fields in use. The concession stands were secure. I stayed in the area for an extended period without incident. I then traveled the levee along Fisherman Trail northeast without incident.

I patrolled towards Exploration Park and passed Beck Jr High School along the way. Beck Jr High School had light traffic with the tennis court in use. Exploration Park had one vehicle on the lot. No foot traffic was observed. I ended my shift at Beck Jr High School.

**Tanner Eddleblute;**

On December 18, 2020, I started riding the Willow Fork Levee at Kilpatrick Elementary school, from there I rode to Exploration Park where I counted about 16 vehicles in the parking lot and after that while I was in the area I rode down to The Point. I then double backed some to the bowl and I made My way to Freedom Park and out to the tractor bridge. While I was riding back to the tractor bridge I looked across the bayou and I saw where a tree had fallen down and was blocking the man made walking path. The tree is going to be near the rear gate of the Cinco YMCA ( see picture attached with pin marking location). I then took the section of the levee which runs by Kelliwood subdivision and Willow Fork Country Club. I then rode over to Willow Fork Park where I counted about 6 vehicles in the parking lot. I did see a security guard in the park making rounds but it was too dark to see who it was. As I was leaving Willow Fork Park and riding behind Cinco Ranch High School I saw several big arcs coming from the power lines. As I got closer to where the arcs were coming from I found a car that had hit a telephone pole. Once I made sure no one was hurt I called the Sheriff's office and got a

Deputy on location for the crash. I did not see any motorized vehicles on the levee during my shift.

### **Brian Schmitt;**

On December 20, 2020, I rode to Highland Community Park.

I then patrolled to Freedom Park. While at Freedom Park I checked the baseball fields and concession/restroom.

The entire diversion channel system was muddy and still wet from the rain showers the day before. It took quite a while to get from one point to another due to the sloppy conditions.

However, today was a nice day and there were a lot of people out utilizing the trails.

It was too muddy to go to the tractor bridge on the Army Corp. of Engineers Sections.

I went along the trails and stopped at the Renberg pedestrian bridge where I sat for approximately 30 minutes or so.

There is a lot of new graffiti under the southbound side of Highway 99. (Picture included.)

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

I checked Exploration Park. I counted approximately 27 vehicles in the parking lot.

I then went back over by the Renberg pedestrian bridge and sat for another 30 minutes or so.

I went and sat just west of Cinco Ranch Blvd.

I patrolled behind Cinco Ranch Jr. and Sr. High Schools.

I went to Willow Fork Park. The park was packed. It was impossible to count the vehicles in the parking lot. It was easier to count the empty parking spots. While I sat with Sam the On-Site security guard the number of open spaces varied from 3 to 5 for the entire hour I sat there. At one point all the spots were full and people were parking along the long parking straight away by the school sports fields.

I then went and sat by Bayou North Side Trail till the end of the shift.

No motorized vehicles were observed during the shift.

### **Aramis Gonzales;**

On December 21, 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 seventeen 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 twenty-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.

On December 22, 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 equipment on the levee from Fort Bend County Drainage dredging and moving dirt during my shift.

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 twenty-five 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.

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 nineteen 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, December 23, 2020, I, Deputy C. Bronsell, badge #341, worked extra employment for Willow Fork Drainage District from 3pm until 6pm. I began by patrolling around Creech Elem. and the Ballard House. I sat stationary at Exploration Park which contained 18 vehicles. I patrolled through Camp Cinco and sat stationary near the bridge, located on the back side of Camp Cinco. I worked my way to Beck Jr. High and sat stationary near the tennis courts. I traveled West and sat stationary next to S.H.

99. I worked my way back towards Exploration Park, stopping at Summer Pointe playground and practice fields. I worked a total of 3 hours. I did not observe any motorized vehicles on the levee during my shift. I did not observe many walkers or bicyclists, probably due to the weather being cloudy with scattered showers in the area.



On Saturday, December 26, 2020, I worked the levee from 2pm until 6pm. I began by patrolling around Cinco Ranch H.S. and Jr. High. I sat stationary at Willow Fork Park, with On-Site Security Officer Sam. The park was full as well as the parking lot. I patrolled the Bayou Northside Trail and sat stationary near Glenthorne Ln. I then traveled Southeast along the levee towards Exploration Park. I observed new graffiti under the S.H. 99 overpass. I observed that wild hogs have apparently rooted up the ditch area mainly behind Summerside Drive (located behind the South Park section of Cinco Ranch). I observed that the Summer Pointe playground area was rooted up also. I sat stationary at Exploration Park, which was full and contained about 29 vehicles. I observed a B/M juvenile on a small black in color dirt bike, traveling down Cinco Park Drive and into the parking lot of Exploration Park. I stopped him and informed him that he could not ride the dirt bike on the levee, nor the street. He stated that he lived around the block, behind the Park, and would take it home. I traveled down Cinco Park Drive and down the gravel road towards Camp Cinco. I observed a side-by-side atv, driven by an adult W/F, with her children, in this area. I informed her that motorized vehicles were not allowed on the levees or inside Camp Cinco. She stated that she was just taking the kids for a ride down the gravel road. She informed me that she lives in the neighborhood behind Exploration Park, and would not enter the levee or the Camp. I worked my way through Camp Cinco and back towards the Fisherman's Trail. I worked a total of 4 hours. The weather was beautiful with lots of walkers, joggers, and bicyclists along the paths.

### **Fernie Flores;**

On December 24, 2020, I started the shift at Beck Jr High School where the lot was empty with several tractor trailers on the lot. No other activity in the area was observed. I then patrolled towards Exploration Park without incident. There were eleven vehicles on the lot and the playground was busy. No other activity was observed. I then traveled towards Camp Cinco on the levee and stayed in the area for an extended period without incident. The YMCA Camp Cinco gates were closed and no other activity at the gate entrance was observed.

I then patrolled towards Freedom Park where there was medium foot traffic along the way. The fields were wet and bare. The park traffic was light and the concession stands were secure. I stayed in the area for an extended period without incident.

I patrolled the levee toward Mason Road and University Park without incident. I remained in this area for an extended period without incident. I then patrolled towards Willow fork Park and observed Graffiti under the Grand Parkway Bridge underpass. I continued toward Willow Fork Park and upon arrival observed medium foot traffic. There were 26 vehicles on the lot. The security on location was patrolling the park while I remained in the area.

I then patrolled toward Highland Park Pool without incident. The basketball court was in use and no other activity was observed.

I patrolled my way back to Exploration Park and past Beck Jr High School along the way. Exploration Park had twelve vehicles on the lot and the playground had medium

traffic. I remained in the area between Beck Jr High School and Exploration Park for the remainder of my shift without incident.

**Tanner Eddleblute;**

N/A

**Brian Schmitt;**

On December 27, 2020, I started the shift by riding to Highland Community Park.

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

I checked Willow Fork Park. I counted 51 vehicles in the parking lot. I sat with Sam the OnSite security guard for approximately an hour watching the parking lot. The park was busy with lots of traffic.

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

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

I then checked the entrance to the YMCA Campgrounds.

I went back to Exploration Park and sat in the parking lot for a while.

I then went and sat by the Renberg pedestrian bridge. While sitting by the bridge I saw 4 small four wheelers that were being operated by young kids. When I stepped out on the pathway to stop them I noticed that they weren't making any noise. The father that was riding his bike behind them said they were battery powered. They looked really authentic.

I went and checked Freedom Park. I checked the baseball fields and the concession/restrooms while I was there.

I then rode past the tractor bridge and about a mile before Westheimer Parkway I noticed paving stones on the side of the trail. When I got closer I noticed fresh mulch and cement around the edges of the paving stones. There was also a small solar powered light and a metal plate that was embedded into the cement. The metal plate had a horse emblem attached. It appears that someone has buried a horse at this location but I'm not for sure. I included a map screenshot and a couple of pics of the sight.

I went back to Exploration Park. I counted 39 vehicles.

Throughout the day it was very busy with people walking, riding bikes and jogging.

I then went and sat by the Renberg pedestrian bridge again. While sitting there I had numerous people stop to let me know they appreciated us watching the trails and paths.

I then went and sat west of Cinco Ranch Blvd.

No motorized vehicles were observed during the shift.

**Aramis Gonzales;**

On December 28, 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 twenty-five cars in the adjacent parking lot.

Several trucks and heavy equipment noted working on Grand Parkway and the levee area.

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 sixteen cars parked in the parking lot.

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.

On December 29, 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 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-seven 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 Stanbury 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 twenty-four cars parking in the lot.

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

**Chris Bronsell;**

N/A

**Fernie Flores;**

N/A

**Tanner Eddleblute;**

On January 1, 2021 I started riding the Willow Fork Levee at Kilpatrick Elementary school, from there I rode over to Wellington Grove Park. After that I made my way over to Willow Fork Park where I counted about 55 vehicles in the parking lot and while at Willow Fork Park I did not observe any security guard at the time. From there I rode the section of the levee which runs behind the Willow Fork Country Club and Kelliwood subdivision. I ended up behind Freedom Park and while I was in the area I rode back to the tractor bridge. While I was back in that area I checked both levees for any fresh motorized vehicle tracks but I did not find any. As I was riding the levee between S Mason Rd. and S. Peek I saw a white golf cart on the walking path behind Westbrook Cinco Ln. I was on the opposite side of the levee so I turned around and went back to S Mason Rd but by the time I got back to the area I last saw it, I was unable to locate the golf cart again. I then rode the section of the levee that passes by Beck Junior High and got to Exploration Park. I rode the levee across from Exploration Park to see if I could see any fresh motorized vehicle tracks on the levee but I did not find any. I then rode over to Exploration Park where I counted about 30 vehicles in the parking lot. Other than the golf cart, I did not observe any other motorized vehicle on the levee during my shift.

On January 2, 2021, I started riding the Willow Fork Levee at Kilpatrick Elementary School, from there I made a ride to Exploration Park where I counted about 21 vehicles in the parking lot. From 11:15am till 11:45am I sat in the parking lot of Exploration Park and watched the park. I then rode back to The Bowl and rode the section of the levee which runs by Willow Fork Country Club and by Kelliwood subdivision. I rode out to behind Freedom Park and while I was in the area I rode to the tractor bridge and to The Point. After that, I rode to the area on the levee that is behind Westbrook Cinco Ln and sat there from 1:45 pm till 2:00 pm. This is the area I observed someone driving a golf cart on the walking path on 1-1-2021 but I could not catch up to it but I did not see any golf carts today. I then made my way over to behind Cinco Ranch High School where I crossed and rode the section of the levee that ends at Roesner Rd. After there I rode to Willow Fork Park where I counted about 78 vehicles in the parking lot. From about 2:45 pm till 3:15 pm I talked with Sam from on-site security who was making rounds in the park. From there I made my way over to Wellington Grove Park and checked on the park.

I did not see any motorized vehicles on the levee during my shift.

### **Brian Schmitt;**

On January 3, 2021, I began by checking the 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 checked Willow Fork Park. I counted 41 vehicles in the parking lot. I sat with Sam the On-Site security guard for approximately an hour watching the parking lot.

I patrolled to Freedom Park. While at Freedom Park I checked the baseball fields and restrooms. Some of the baseball fields were still holding water from the earlier rains this week.

I sat by the sidewalk near Fisherman's Trail for a short time. While sitting in this area I could hear what sounded like a large dirt bike riding around in the area of the YMCA Campgrounds. I never saw the rider from where I was sitting. My options to get to that area were very limited because the diversion channel was very muddy and had lots of standing water.

The weather was great and there were a bunch of people out today enjoying it.

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

I then went and checked the entrance to the YMCA Campgrounds. At the dead end of the road by the entrance gate I observed a white four door vehicle parked facing the gate. I drove up next to the vehicle and the occupants were two teenage females. They advised they were having a serious conversation. I let them know they were on YMCA property and to park at the end of a dead road probably isn't the best of ideas. No further action was taken.

I then attempted to go to the point and locate the dirt bike from earlier. I checked but was unable to get to the point due to high water and some serious mud. I did notice that there were not any tracks in the mud so the mysterious dirt bike had not gone this way. When I went back by Exploration Park there were 38 vehicles in the parking lot and parked along the parking lot in the grassy area.

I then went and sat by the Renberg pedestrian bridge. While sitting here I observed a small kid on a tiny gas powered dirt bike riding west on the nature trail on the opposite side of the diversion channel.

I crossed to the other side and played cat and mouse with the dirt bike for a few minutes. I assume he saw me and turned around on the trail and started heading the other way. A few of the people walking began to point which way the kid was going. I caught up to him on the east side of the pedestrian bridge. The kid was 7 years old and riding the smallest dirt bike I have ever seen. He was advised not to ride on the diversion channel and more importantly not on the nature trail. He was advised the error of his ways and told to go home. No further action was taken.

I stayed in the area of the pedestrian bridge for another hour or so and no activity was observed.

I sat west of Cinco Ranch Blvd. for a short time.

I finished the shift sitting by Kilpatrick Elementary.

No other motorized vehicles were observed during the shift.

**Aramis Gonzales;**

On January 4, 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 eleven 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 fourteen 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.

On January 8, 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 further rode and checked the park perimeter and periodically checked the parking lot area.

While there I noted sixteen cars in the adjacent 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 thirteen 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.

### **Chris Bronsell;**

On Saturday, January 09, 2021, I, Deputy C. Bronsell, badge #341, worked extra employment for WillowFork Drainage District from 2pm until 6pm. I began by patrolling the levee around Highland Community Park and practice field. I patrolled around Kilpatrick Elementary, and the Highland pool and playground. I spoke to several citizens at the playground. I worked by way North and sat stationary on the levee at the intersection of Falcon Landing. I observed a lot of construction in this area. I patrolled the Bayou North Side Trail and sat stationary near Banksfield Ct. I made my way to WillowFork Park, checking the schools along the way. I observed the parking lot to be full. I met with On-Site Security Officer Sam at the park and sat stationary with him for a moment. I then worked my way to Exploration Park. I made stops at Beck Jr. High and Summer Pointe park, along the way. I observed Exploration Park to be full. I patrolled around Camp Cinco and back down the Bayou North Side Trail. I did not observe any motorized vehicles on the levee. I did observe numerous walkers, joggers, and bicyclists, due to the nice weather. I worked a total of 4 hours.

### **Fernie Flores;**

On January 7, 2020, I started my shift at Beck Jr. High School where the lot was full with staff and parents. I patrolled towards Exploration Park where there were 8 vehicles



on the lot. The playground traffic was light. I then drove to the YMCA where the gates were locked. No other activity was observed.

I then drove the levee toward the Camp Cinco Point due to recent complaints. No vehicle traffic was observed. No recent signs of vehicle tracks were observed in the area.

I then patrolled towards Freedom Park where the levee traffic was light. I patrolled by Beck Jr High School along the way without incident. Upon my arrival I observed a truck pulling a soccer goal away from the field toward the exit. I stopped the vehicle and identified the Driver as an employee of Fun Fair Positive Soccer at 20150 Westheimer Parkway. The goal was a lone goal and not a pair with the number 13 on it with a first aid bag. The construction was different from all other goals at Freedom Park. The match was confirmed at Fun Fair Positive Soccer and was taken and placed at Freedom Park by an unknown person or persons some time ago. The concession stands were secure. I remained on location for an extended period without incident.

I patrolled my way towards Willow Fork Park where the foot traffic was light. I was unable to make it to the park due to construction. I patrolled my way back towards Beck Jr High School without incident. The school parking was full. I remained in the area for an extended period without incident.

I patrolled my way back towards Exploration Park without incident. There were 18 vehicles on the lot and the park traffic was medium. I remained in the area between Beck Jr High School and the Camp Cinco Point on the levee for the remainder of my shift without incident.

#### **Tanner Eddleblute;**

On January 5, 2021 I started riding the Willow Fork Levee at Kilpatrick Elementary School, from there I rode down and checked on Wellington Grove Park. After that I made my way out to Exploration Park where I counted about 22 vehicles in the parking lot. While I was at the park I had a male ask me if I had seen a female with her kids riding a mule (side by side) on the levee from the Exploration Park down towards The Point. I told him I had not come across anyone today. The male stated that he has seen her several times and he tried to tell her one time that she was not allowed to ride that on the levee. The male stated the female just yelled and cussed at him and said she had permission from the constable and that her husband was a police officer and she could do what she wanted. I told the male that I would pass the info on to the other guys working the levee. While I was in the area I rode to Cinco YMCA and I observed the gate to be closed and locked. From there I made my way to back behind Freedom Park and back to the tractor bridge. After I left there I rode to Willow Fork Park where I counted about 26 vehicles in the parking lot. While at Willow Fork Park I did observe someone from on-site security making rounds in the park but it was too dark to tell who it was. I did not see any motorized vehicles on the levee during my shift.

#### **Brian Schmitt;**

N/A

#### **Aramis Gonzales;**

On January 12, 2021, I rode the levee and had no incidents with motor vehicles. I first rode to and sat between Stanbury 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 twenty-two 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 and sat by Roger and Ellen Beck Junior High for a while near the levee trail.

I rode to Westheimer Parkway and checked Fisherman's Trail and Bayou View Trail on the levee.

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 finished my shift by riding to and sitting near Exploration Park. I noted two cars in the parking lot.

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

### **Chris Bronsell;**

On Wednesday, January 13, 2021, I, Deputy C. Bronsell, badge #341, worked extra employment for WillowFork Drainage District from 3pm until 6pm. I focused on patrolling the levee between S.H. 99 and Exploration Park. I made several rounds between the two locations, stopping and sitting stationary at Summer Pointe Park, Beck Jr. High, and Exploration Park. The parking lot was half full at Exploration. Not a whole lot of walkers and joggers, due to the cold weather. I also patrolled through Camp Cinco several times. I worked a total of 3 hours. I did not observe any motorized vehicles on the levee during my shift.

On Saturday, January 16, 2021, I patrolled the levee from 2pm until 6pm. I began by making rounds at Highland Community Park & Playground, Kilpatrick Elem, Highland Pool, playground, and basketball court. I then sat stationary near Falcon Landing Blvd, and then Glenthorpe Ln. I patrolled to Exploration Park, which contained 34 vehicles. I patrolled all the way around Camp Cinco and back near the Fisherman's Trail. The ground was a little damp near the back, and there were no signs of motor vehicle tracks. I patrolled to Freedom Park, which contained only 10 vehicles. I worked my way to WillowFork Park, which was packed. I met up with On-Site Officer Sam and sat stationary in the parking lot. I patrolled around the schools and sat stationary near Banksfield Ct. I worked a total of 4 hours. I did not observe any motorized vehicles on the levee during my shift.



**Fernie Flores;**

On January 14, 2021, I started my shift at Beck Jr. High School where the lot was full with staff and parents. I patrolled towards Exploration Park where there were 8 vehicles on the lot. There was medium playground traffic. I then drove to the Camp Cinco Point along the levee and observed no off-road vehicle sign. I then drove to the entrance to the YMCA where the gates were locked. No other activity was observed. I then patrolled towards Freedom Park where the levee traffic was light. There was a complaint of a white Toyota Tacoma in the area. I patrolled Beck Jr High School along the way without incident. I located tracks leading toward Freedom Park. It appears that entry was made from the area of Mason and South Fry. The park traffic was light and the concession stands were secure. I remained in the area for an extended period without incident. I patrolled the area towards Fisherman Point without incident. I patrolled my way towards Willow Fork Park where the foot traffic was heavier than normal. I was unable to make it to the park due to construction. I patrolled my way back towards Beck Jr High School without incident. The school parking remained full with child pickup. I remained in the area for an extended period without incident. I patrolled my way back towards Exploration Park without incident. There were 20 vehicles on the lot and the park traffic was heavy. I remained in the area between Beck Jr High School and the Camp CincoPoint on the levee for the remainder of my shift without incident.

**Tanner Eddleblute;**

On January 15, 2021, I started riding the Willow Fork Levee at Kilpatrick Elementary School, from there I rode over to Willow Fork Park where I counted about 19 vehicles in the parking lot and while I was there I observed Jorge with on-site security making rounds in the park. After there, I rode to Exploration Park where I counted about 19 vehicles in the parking lot. I decided I was going to change it up today, and I went back to S Mason Rd and crossed the levee to the opposite side of the side of where Exploration Park is and I rode the levee all the way from S Mason Rd to the tractor bridge. I then crossed the tractor bridge and rode the levee to the backside of Freedom Park. After that I rode the section of the levee which runs by Kelliwood subdivision and the Willow Fork Country Club. And I eventually made my way all the way to Wellington Grove Park. I didn't see any motorized vehicles on the levee during my shift.

**Brian Schmitt;**

On January 17, 2021, I checked the viewing platforms and nature trails throughout the shift.

I checked Highland Community Park.

I patrolled behind the Cinco Ranch campuses.

I went to Willow Fork Park. I counted 34 vehicles in the parking lot. I sat by Sam the On-Site security guard for approximately an hour and a half watching the parking lot.

I then checked the Army Corp. of Engineers Section.

I went to Freedom Park. I checked the restroom/concession building. I checked the baseball fields.

I went to Exploration Park. I counted 54 vehicles in the parking lot.  
I checked the entrance to the YMCA Campgrounds.  
I sat by the Renberg pedestrian bridge and watched the constant flow of people using the trails.  
I sat west of Cinco Ranch Blvd. for a short time.  
I sat behind the King Lakes subdivision for approximately an hour.  
No motorized vehicles were observed during the shift.

# Proposal

## Improvements to Butterfly Garden

### Willow Fork Park



# WFDD Board Action

*1. Approve \$8779 proposal to make improvements to Butterfly Garden – Willow Fork Park*

*2. Approve moving from panel design to panel manufacturing/installation phase of Butterfly Panel project*

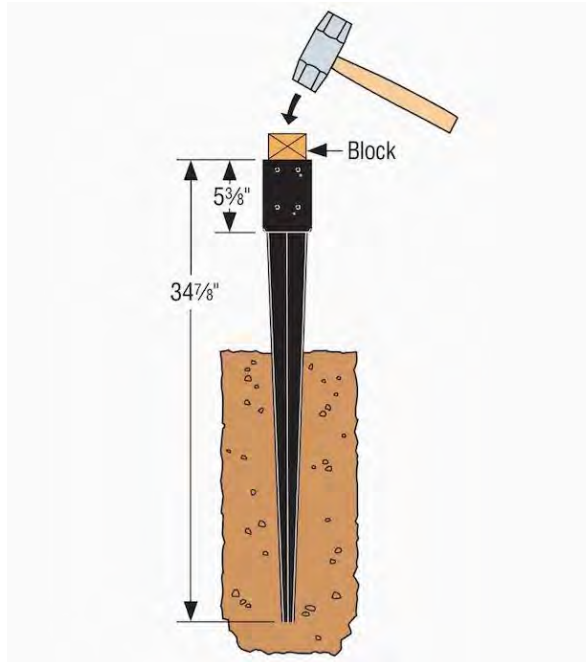
- Total budget \$8779 to come from Friends of Willow Fork Park budget
- Improvements include:
  - Continue wooden fencing to enclose entire garden, leaving current entrances from main park trail and playground
    - Fenced in garden will look more “complete”. We will also plant vines along south fence to aid with wind protection to garden plants
  - Add additional crushed granite on path to re-build path
  - Add one flagstone rock (~2'x3') to allow resting and drinking surface for butterflies
  - Install 2 interpretive signs – 4 concrete filled postholes
  - Replace drip irrigation with pop-up sprinkler system to provide more complete water coverage and allow more natural seed growth to fill in the garden
- Add arbor garden bench (one in garden , possibly another on hill overlooking lake) – Boy Scouts will build and install (material cost ~\$300/bench x 2 = \$600)

# Why do Butterfly Garden Improvements?

1. The Butterfly garden has received a lot of visitation since installation and a few additional improvements will improve the visitor nature experience
2. With all the foot traffic in the garden the crushed granite path has been worn into the ground – *add 4 yards of crushed gravel to rebuild path*
3. We have noted 3 reasons plants do not do well in the garden
  1. Lack of water if not planted within drip irrigation lines – *need to improve and expand irrigation system*
  2. Strong winds harm plants and dry out soil – *Complete fencing and plant vines to grow on fence to provide some wind protection*
  3. Plants without strong root system do not survive. Need at least 4”-6” container size plants. *We will only replant with bigger plants*
4. We want visitors to spend time looking at “all the nature that’s going on” in the garden. We want to install a sitting arbor to assist the visitor with this opportunity

# Proposed Arbor

- Our arbor (7'W x 7'H x 4'D) will be made from cedar (*not redwood*) and will not have cushions
- Permanent installation using fence post anchors (below)
- Working with Boy Scout Troop to find Eagle Scout candidate
- Potential to build and install a second arbor on hill overlooking bird feeder and lake – 2<sup>nd</sup> location has been approved by Champions





# Champions Hydro-Lawn, Inc.

13226 Kaltenbrun Houston, TX 77086

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

*dmorton*@champhydro.com

Customer: Willow Fork Drainage District  
Willow Fork Park

Date: 8/18/20

## Work Proposed: Butterfly Garden Renovations

### Proposed:

Modify the butterfly garden to be more user friendly

- Add rustic fencing around the outside [REDACTED]
- Add (4) yards of crushed granite
- Set new signs [REDACTED] concrete (4) bags
- Add flagstone
- Raise bend-board to establish a more defined path

COST: \$5,529.00

**Payment:** 30-45 Days upon completion and billing

WE PROPOSE TO HEREBY FURNISH MATERIAL & LABOR, COMPLETE IN ACCORDANCE W/ ABOVE SPECS, for the sum of: Five thousand five hundred twenty nine Dollars 00/100 DOLLARS (\$ 5,529.00) **Tax to Apply If Applicable.** 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

*Dawn Morton*  
Dawn Morton // Account Manager

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

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

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

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

# Champions Hydro-Lawn, Inc.

13226 Kaltenbrun Houston, TX 77086

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

dmouton@champhydro.com

Customer: Willow Fork Drainage District – Willow Fork Park

Date: 8/18/2020

**Work Proposed: change from drip irrigation to zoned irrigation**

Proposed:

- Replace drip irrigation with one zone of spray irrigation

**COST: \$2,650.00**

Payment: 30-45 Days upon completion and billing

WE PROPOSE TO HEREBY FURNISH MATERIAL & LABOR, COMPLETE IN ACCORDANCE W/ ABOVE SPECS, for the sum of: Two thousand six hundred fifty Dollars 00/100 DOLLARS (\$ 2,650.00) **Tax to Apply If Applicable.** 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

  
Dawn Mouton / Account Manager

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

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

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

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



Draft

# Welcome sign to Butterfly Garden

## A Very Important Garden...

Welcome to our pollinator garden—we invite you to explore and learn more about why pollinators are so important!

Flowering plants use fragrance and color to attract butterflies, hummingbirds, bees, and other pollinators. Most of these pollinators come to drink nectar—the energy-packed sugary liquid that flowers produce. Powdery seed dust called pollen rubs off on the feet, wings and bodies of pollinators as they drink, and is then transferred from flower to flower enabling the plant to reproduce by making fruit and seeds.



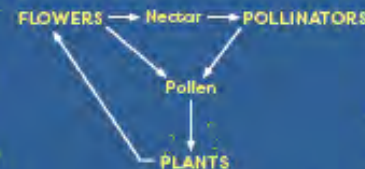
### Nature's Butterfly Nurseries



### Pollinators at Work!



### Plant–Pollinator Cycle



Butterflies are very particular about where they lay their eggs. Each species has a specific host plant – the only plant that hatching caterpillars of that species are able to eat. If you plant these host plants, you'll be helping to protect declining butterfly populations!

Have you noticed that our Butterfly Garden signs include a QR (quick response) code in the lower right-hand corner?

By using a QR code scanner on your smart phone, or just aiming your phone's camera at the sign, you can access more information about the plant you're looking at including expected height and width, flowering season, soil requirements, and other general information.

Aim your phone's camera at this QR code to get a list of all the plants we have planted in the garden. Why not check it out?



# DRAFT

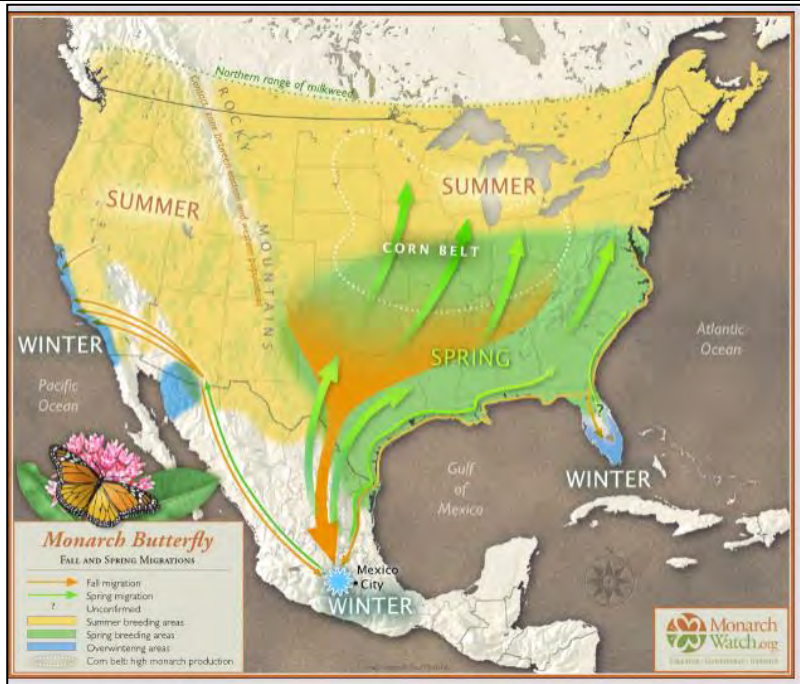
## Nature's Miracles!

Monarch butterflies are amazing insects with an incredible life cycle. Each year successive generations of these butterflies migrate over 3,000 miles—and yet each insect weighs less than a paperclip!

# DRAFT

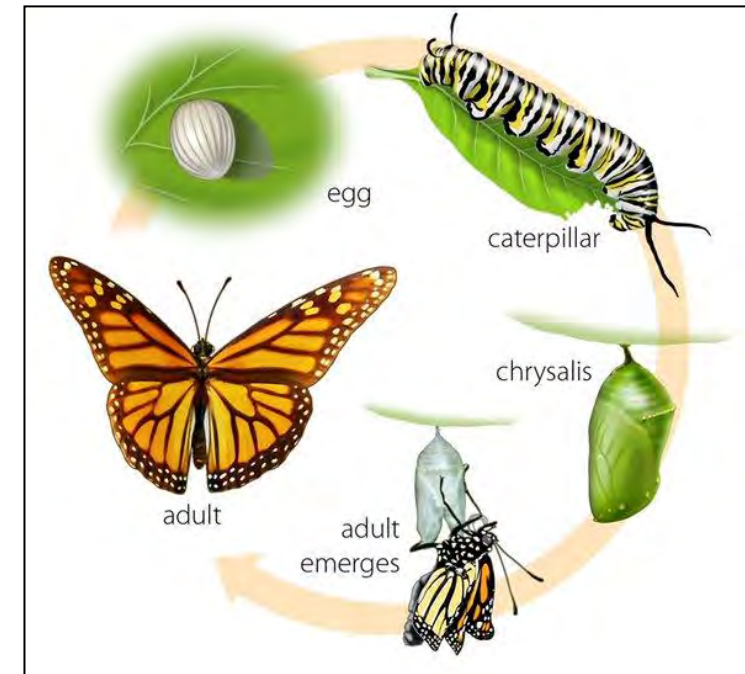
## Monarch Migration

Monarch butterflies stop off at Willow Fork Park on their way to Mexico each fall. After overwintering high in the Sierra Madre Mountains, successive generations of these beautiful creatures fly north through Texas again towards their northerly homes where they spend the summer months.



## Monarch Life Cycle

Adult Monarch butterflies need dependable sources of nectar to fuel their annual migration while Monarch caterpillars must have milkweed—their host plant—to complete their life cycle. If you plant both milkweed and native wildflowers, you'll be helping these amazing creatures on their way!





**WILLOW FORK DRAINAGE DISTRICT**  
SUMMARY OF CASH TRANSACTIONS  
FOR THE PERIOD DECEMBER 1, 2020 - JANUARY 27, 2021  
(Unaudited)

	<u>GENERAL FUND - PARKS</u>	<u>CAPITAL PROJECTS FUND - PARKS</u>
<b>BALANCE, NOVEMBER 30, 2020</b>	<b>\$209,424.13</b>	<b>(\$177,846.00)</b>
RECEIPTS	16.03	0.00
DISBURSEMENTS	(86,504.85)	(108,790.66)
INVEST PROCEEDS	175,000.00	240,302.86
INVEST PURCHASES	(240,302.86)	0.00
TRANSFERS	0.00	0.00
<b>BALANCE, DECEMBER 31, 2020</b>	<b>57,632.45</b>	<b>(46,333.80)</b>
CURRENT MONTH ACTIVITY		
RECEIPTS	686,474.94	0.00
DISBURSEMENTS	(285,599.97)	(129,033.03)
INVEST PROCEEDS	20,000.00	0.00
INVEST PURCHASES	(685,869.94)	0.00
TRANSFERS	0.00	0.00
CURRENT CASH BALANCE	(207,362.52)	(175,366.83)
CURRENT INVESTMENTS	4,765,816.28	4,705,111.19
<b>CASH BALANCE, JANUARY 27, 2021</b>	<b><u>\$4,558,453.76</u></b>	<b><u>\$4,529,744.36</u></b>



**WILLOW FORK DRAINAGE DISTRICT**  
CASH TRANSACTIONS  
FOR THE MONTH ENDED DECEMBER 31, 2020  
(Unaudited)

Date	Number	Vendor / Customer Name	Description	Receipts	Disbursements
<b>GENERAL FUND - PARKS</b>					
12/10/20	4743	YVONNE J. ARCENEUX	12/1-12/15		2,519.34
12/10/20	4744	KENNETH R. JOHNSON	11/15-12/3 (24 HRS)		543.68
12/10/20	4745	CRISTEN WIATR	NOV 16-30 (35 HRS)		875.00
12/10/20	4746	MICHAEL D LAWSON	NOV 11-21 (13 HRS)		195.00
12/10/20	4747	THERESA SIEGMYER	NOV 4-20 (10.25 HRS)		153.75
12/10/20	4748	CHERI KNIGHT	NOV 16-21 (9 HRS)		135.00
12/10/20	4749	MARIA ASHWORTH	STORYTIME 11/16		125.00
12/10/20	4752	JADE MOUNTAIN MARTIAL ARTS	TAI CHI 11/7, 11/21		170.00
12/10/20	4753	JUST ENERGY	SERVICE 11/3-12/4		39.19
12/10/20	4754	LISTO TRANSLATING SERVICES & M	SPANISH CLASS 11/7		200.00
12/10/20	4755	SAMANTHA WALKER-WENDT	YOGA 11/4, 11, 18, 25		600.00
12/10/20	4756	TRINA MAXWELL	TAI CHI NOV 2020		725.00
12/10/20	4757	TIM ACOSTA	SECURITY (8 HRS)		258.58
12/10/20	4758	FREDDIE BAUTISTA	SECURITY, COORD (25 HRS)		897.08
12/10/20	4759	BRIAN DASHER	SECURITY (16 HRS)		510.74
12/10/20	4760	DAVID R. HERNANDEZ JR	SECURITY (12 HRS)		387.87
12/10/20	4761	ABISHAI ISRAEL	SECURITY (8 HRS)		258.58
12/10/20	4762	STEVEN JANUHOWSKI	SECURITY (4 HRS)		129.29
12/10/20	4763	ROLAND MORALES	SECURITY (47 HRS)		1,421.33
12/10/20	4764	TIMOTHY MORRIS	SECURITY (36 HRS)		1,163.61
12/10/20	4765	BRUCE ROSS	SECURITY (8 HRS)		258.58
12/10/20	4766	GUSTAVO M. SEPULVEDA	SECURITY (4 HRS)		129.29
12/10/20	4767	RONALD D. SKARPA	SECURITY (4 HRS)		129.29
12/10/20	4768	AMOS TIFASE	SECURITY (4 HRS)		129.29
12/10/20	4769	RAUL TURCIOS	SECURITY (8 HRS)		258.58
12/10/20	4770	RON TYRONE	SECURITY (8 HRS)		258.58
12/10/20	4771	HOUSTON TENTS & EVENTS LLC	HAND SANITIZER STATIONS		605.00
12/16/20	4772	YVONNE J. ARCENEUX	DEC 15-31		2,419.34
12/16/20	4773	YVONNE J. ARCENEUX	2020 ANNUAL BONUS		221.06
12/16/20	4774	KENNETH R. JOHNSON	12/4-12/11 (5.75 HRS)		132.76
12/16/20	4775	CRISTEN WIATR	12/7 (12 HRS)		300.00
12/16/20	4776	WENDY L. DUNCAN	DIR FEE 11/18		138.52
12/16/20	4777	JOHN C. POULTER	DIR FEE 11/18, 11/19, 12/10		370.57
12/16/20	4778	JOSEPH S. ROBINSON	DIR FEE 11/18		138.52
12/16/20	4779	DANIEL W. SMITH	DIR FEE 11/18		63.52
12/16/20	4780	ALLEN BOONE HUMPHRIES ROBINSON	GEN LEGAL THRU 12/4		2,991.25
12/16/20	4781	CHAMPIONS HYDRO-LAWN INC	CONCRETE FLUME, HERBICIDE		13,569.20
12/16/20	4782	CINCO MUD 7	OCTOBER 2020		103.13
12/16/20	4783	CINCO MUD #8	OCTOBER 2020		59.32
12/16/20	4784	CINCO MUD 10	OCTOBER 2020		87.35
12/16/20	4785	EN-TOUCH SYSTEMS	DECEMBER 2020		50.90
12/16/20	4786	ESITEFUL	DEC 2020 MARKETING		500.00
12/16/20	4787	F MATUSKA INC	NOVEMBER 2020		1,772.86
12/16/20	4788	JUST ENERGY	SERVICE 11/3-12/4		39.19
12/16/20	4789	LJA ENGINEERING	GEN SERVICES THRU 11/27		1,671.34
12/16/20	4790	ON-SITE PROTECTION INC	DECEMBER 2020		25,885.10
12/16/20	4791	PR II LACENTERRA LP (RETAIL)	DECEMBER 2020		700.00
12/16/20	4792	RELIANT	SERVICE 11/3-12/4		2,171.74
12/16/20	4793	TBG PARTNERS	NOVEMBER 2020		9,408.34
12/16/20	4794	TEXAS COUNTIES DIVISION PATROL	NOVEMBER 2020		2,200.00
12/16/20	4798	TIMOTHY ACOSTA	SECURITY 24 HRS		758.41
12/16/20	4799	FREDDIE BAUTISTA	SECURITY 48 HRS		1,477.65
12/16/20	4800	ALEX D. CAMPOS	SECURITY 18 HRS		540.88
12/16/20	4801	BRIAN DASHER	SECURITY 8 HRS		258.58
12/16/20	4802	ANGELICA GUERRERO	SECURITY 8 HRS		258.58
12/16/20	4803	SAUL I. HARRIS	SECURITY 52 HRS		1,391.98
12/16/20	4804	DAVID R. HERNANDEZ JR	SECURITY 8 HRS		258.58
12/16/20	4805	STEVEN JANUHOWSKI	SECURITY 4 HRS		129.29
12/16/20	4806	ROLAND MORALES	SECURITY 8 HRS		258.58
12/16/20	4807	TIMOTHY MORRIS	SECURITY 20 HRS		646.45
12/16/20	4808	BRUCE ROSS	SECURITY 4 HRS		129.29
12/16/20	4811	AMOS TIFASE	SECURITY 4 HRS		758.41
12/16/20	4812	RON TYRONE	SECURITY 8 HRS		517.16
12/16/20	4813	THOMAS M. WILLEBY	SECURITY 24 HRS		646.45
12/16/20	4814	RONALD D. SKARPA	SECURITY 16 HRS		129.29
12/16/20	4815	RICHARD SOLBERG	SECURITY 20 HRS		258.58
11/11/20	J2-4	TSFR CPF PARKS TO GOF PARKS		177,846.00	
12/1/20	J3-14	BBVA INTEREST		16.03	
12/15/20	J3-15	BBVA SC			16.03
<b>TOTAL - GENERAL FUND - PARKS</b>				<b>177,862.03</b>	<b>86,504.85</b>
<b>CAPITAL PROJECTS FUND - PARKS</b>					
12/16/20	4795	ALLEN BOONE HUMPHRIES ROBINSON	CPF PARK: LEGAL THRU 11/13		8,278.75
12/16/20	4796	DIVISION III + CONSTRUCTORS IN	CPF PARK: EST #2 MID BLOCK		44,359.20
12/16/20	4797	LJA ENGINEERING	CPF PARK: MIDBLOCK THRU 11/27		9,818.91
12/16/20	4816	DIVISION III + CONSTRUCTORS IN	CPF PARK-EST#3 MID BLOCK CROSS		46,333.80
<b>TOTAL - CAPITAL PROJECTS FUND - PARKS</b>				<b>0.00</b>	<b>108,790.66</b>

**WILLOW FORK DRAINAGE DISTRICT**  
CASH TRANSACTIONS  
FOR THE PERIOD ENDED JANUARY 27, 2021  
(Unaudited)

Date	Number	Vendor / Customer Name	Description	Receipts	Disbursements
<b>GENERAL FUND - PARKS</b>					
1/14/21	4818	KENNETH R. JOHNSON	12/12-1/9 (23 HRS)		523.09
1/14/21	4819	YVONNE J. ARCENEUX	1/1-1/15 SALARY/EXP		2,632.12
1/14/21	4820	CRISTEN WIATR	12/14-1/4 (20 HRS)		500.00
1/14/21	4821	CHERI KNIGHT	12/23-1/5 (6 HRS)		90.00
1/14/21	4822	ALEX ARCENEUX	1/2 (4 HRS)		60.00
1/14/21	4823	MARIA ASHWORTH	12/21 STORYTIME		125.00
1/14/21	4824	JADE MOUNTAIN MARTIAL ARTS	12/5, 12/19 TAI CHI		170.00
1/14/21	4825	JUST ENERGY	SERVICE 12/4-1/7		14.31
1/14/21	4826	LISTO TRANSLATING SERVICES & M	12/7 SPANISH CLASS		200.00
1/14/21	4827	SAMANTHA WALKER-WENDT	12/9, 16, 23, 30 YOGA CLASSES		600.00
1/14/21	4828	TEXAS COUNTIES DIVISION PATROL	DECEMBER 2020		2,940.00
1/14/21	4829	TRINA MAXWELL	DECEMBER 2020 TAI CHI, YOGA		1,050.00
1/14/21	4830	ALEX D. CAMPOS	SECURITY (12 HRS)		367.95
1/14/21	4831	AMOS TIFASE	SECURITY (24 HRS)		758.41
1/14/21	4832	BRUCE ROSS	SECURITY (12 HRS)		387.87
1/14/21	4833	DAVID CRAVEN	SECURITY (14 HRS)		129.29
1/14/21	4834	FREDDIE BAUTISTA	SECURITY, COORD (17 HRS)		609.51
1/14/21	4835	JO A. BUIHNER	SECURITY (8 HRS)		252.66
1/14/21	4836	RAUL TURCIOS	SECURITY (4 HRS)		129.29
1/14/21	4837	RICHARD SOLBERG	SECURITY (16 HRS)		517.16
1/14/21	4838	SAUL I. HARRIS	SECURITY (24 HRS)		991.01
1/14/21	4839	STEVEN JANUHOWSKI	SECURITY (20 HRS)		646.45
1/14/21	4840	TAMARA VARA	SECURITY (6 HRS)		193.93
1/14/21	4841	THOMAS M. WILLEBY	SECURITY (28 HRS)		901.20
1/14/21	4842	TIMOTHY ACOSTA	SECURITY (7 HRS)		226.26
1/14/21	4843	TIMOTHY MORRIS	SECURITY (24 HRS)		775.74
1/14/21	4844	WILLIAM PAILES	SECURITY (8 HRS)		258.58
1/14/21	4845	HOUSTON TENTS & EVENTS LLC	HAND SANITIZER STATIONS		605.00
1/27/21	4846	WENDY L. DUNCAN	DIR FEE 12/16		138.52
1/27/21	4847	JOHN C. POULTER	DIR FEE 12/16		93.52
1/27/21	4848	JOSEPH S. ROBINSON	DIR FEE 12/16		138.52
1/27/21	4849	DANIEL W. SMITH	DIR FEE 12/16, 1/20		202.05
1/27/21	4850	YVONNE J. ARCENEUX	1/15-1/31 SALARY/EXP		2,605.89
1/27/21	4851	KENNETH R. JOHNSON	1/10-1/21 (12.75 HRS)		294.37
1/27/21	4852	WILLIAM ROMAN-ROS	JAN 2021 (2 HRS)		30.00
1/27/21	4853	CRISTEN WIATR	1/11, 1/18 (19 HRS)		475.00
1/27/21	4854	ALLEN BOONE HUMPHRIES ROBINSON	GEN LEGAL THRU 1/8		1,593.75
1/27/21	4855	CHAMPIONS HYDRO-LAWN INC	OCT-DEC 2020		206,003.40
1/27/21	4856	CINCO MUD 7	NOVEMBER 2020		757.00
1/27/21	4857	CINCO MUD #8	NOVEMBER 2020		50.46
1/27/21	4858	CINCO MUD 10	NOVEMBER 2020		50.57
1/27/21	4859	EN-TOUCH SYSTEMS	JANUARY 2021		50.90
1/27/21	4860	ESITEFUL	JAN-FEB 2021		1,000.00
1/27/21	4861	F MATUSKA INC	DECEMBER 2020		1,478.35
1/27/21	4862	JJPR	12/23 TENT, TABLE, CHAIRS		312.09
1/27/21	4863	ON-SITE PROTECTION INC	JANUARY 2021		17,133.96
1/27/21	4864	PR II LACENTERRA LP (RETAIL)	JANUARY 2021		700.00
1/27/21	4865	RELIANT	SERVICE 12/4-1/07		2,540.96
1/27/21	4866	TBG PARTNERS	NOV-DEC 2020		6,239.77
1/27/21	4870	CURRY BOUDREAUX ARCHITECTS	EXPLORATION PARK RESTROOMS		6,000.00
1/27/21	4871	JOHNSON FENCE AND MASONRY LLC	CENTRAL GREEN PAY APP #1		11,990.70
1/27/21	4872	TIMOTHY ACOSTA	SECURITY (8 HRS)		258.58
1/27/21	4873	FREDDIE BAUTISTA	SECURITY, COORD (44 HRS)		1,362.36
1/27/21	4874	DAVID CRAVEN	SECURITY (12 HRS)		387.87
1/27/21	4875	BRIAN DASHER	SECURITY (16 HRS)		510.74
1/27/21	4876	AARON FLORES	SECURITY (7 HRS)		226.26
1/27/21	4877	SAUL I. HARRIS	SECURITY (36 HRS)		1,006.48
1/27/21	4878	STEVEN JANUHOWSKI	SECURITY (8 HRS)		258.58
1/27/21	4879	TIMOTHY MORRIS	SECURITY (32 HRS)		1,034.32
1/27/21	4880	WILLIAM PAILES	SECURITY (16 HRS)		886.56
1/27/21	4881	BRUCE ROSS	SECURITY (8 HRS)		258.58
1/27/21	4882	RICHARD SOLBERG	SECURITY (8 HRS)		258.58
1/27/21	4883	AMOS TIFASE	SECURITY (32 HRS)		988.99
1/27/21	4884	RAUL TURCIOS	SECURITY (4 HRS)		129.29
1/27/21	4885	TAMARA VARA	SECURITY (8 HRS)		258.58
1/27/21	4886	THOMAS M. WILLEBY	SECURITY (16 HRS)		884.73
1/12/21	J4-3	TSFR MAINT TAX - PARK		12,688.36	
1/13/21	J4-1	TEXAS WORKFORCE 4Q 2020			354.86
1/14/21	4771V	HOUSTON TENTS & EVENTS LLC		605.00	
1/19/21	J4-7	TSFR MAINT TAX - PARK		673,181.58	
<b>TOTAL - GENERAL FUND - PARKS</b>				<b>686,474.94</b>	<b>285,599.97</b>
<b>CAPITAL PROJECTS FUND - PARKS</b>					
1/27/21	4867	ALLEN BOONE HUMPHRIES ROBINSON	CPF PARKS: LEGAL THRU 12/25		7,302.50
1/27/21	4868	DIVISION III + CONSTRUCTORS IN	CPF PARKS: EST #4 MID BLOCK		118,461.73
1/27/21	4869	TBG PARTNERS	CPF PARKS: PHASE 3		3,268.80
<b>TOTAL - CAPITAL PROJECTS FUND - PARKS</b>				<b>0.00</b>	<b>129,033.03</b>

**WILLOW FORK DRAINAGE DISTRICT**  
SUMMARY OF INVESTMENTS

Bank	Account #	Rate	Purchase Date	Maturity Date	Amount
<b><u>GENERAL FUND - PARKS</u></b>					
TEXPOOL	****0008	0.0909%			4,765,816.28
<b>TOTAL GENERAL FUND - PARKS INVESTMENTS</b>					<b><u><u>\$4,765,816.28</u></u></b>
<b><u>CAPITAL PROJECTS FUND - PARKS</u></b>					
TEXPOOL	****0009	0.0909%			4,705,111.19
<b>TOTAL CAPITAL PROJECTS FUND - PARKS INVESTMENTS</b>					<b><u><u>\$4,705,111.19</u></u></b>

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

	Current Period Actual	----- Year To Date -----			9/30/2021 FYE ----- Annual -----	
		Actual	Budget	Variance	Budget	Variance
REVENUES						
MAINTENANCE TAX REVENUE	\$ 823.35	\$ 1,500.41	\$ 10,000.00	(\$ 8,499.59)	\$ 1,281,830.00	(\$ 1,280,329.59)
INTEREST ON INVESTMENTS	440.30	959.98	6,665.00	(5,705.02)	40,000.00	(39,040.02)
CINCO 12 CONTRIBUTION	0.00	0.00	250,000.00	(250,000.00)	300,000.00	(300,000.00)
<b>TOTAL REVENUES</b>	<b>1,263.65</b>	<b>2,460.39</b>	<b>266,665.00</b>	<b>(264,204.61)</b>	<b>1,621,830.00</b>	<b>(1,619,369.61)</b>
EXPENDITURES						
DIRECTOR FEES	1,050.00	1,800.00	2,500.00	(700.00)	15,000.00	(13,200.00)
LEGAL FEES-PARK	2,991.25	2,991.25	16,670.00	(13,678.75)	100,000.00	(97,008.75)
ENGINEERING FEES-PARK	802.58	1,671.34	8,330.00	(6,658.66)	50,000.00	(48,328.66)
PAYROLL TAXES	715.16	1,538.37	1,530.00	8.37	9,200.00	(7,661.63)
BOOKKEEPING-PARK	1,520.00	2,880.00	3,330.00	(450.00)	20,000.00	(17,120.00)
PARK MANAGEMENT SERVICES	0.00	0.00	6,300.00	(6,300.00)	37,800.00	(37,800.00)
EXPLORATION PARK MAINTENANCE	807.46	977.51	17,740.00	(16,762.49)	106,450.00	(105,472.49)
PRINTING & OFFICE SUPPLIES	261.37	350.73	600.00	(249.27)	3,600.00	(3,249.27)
EXPLORATION PARK-CAPITAL OUTLA	6,490.00	18,764.00	0.00	18,764.00	0.00	18,764.00
WILLOW FORK PARK MAINTENANCE	1,958.90	7,010.42	56,670.00	(49,659.58)	340,020.00	(333,009.58)
TRAILS MAINTENANCE	53,236.70	172,187.27	50,320.00	121,867.27	301,930.00	(129,742.73)
DIVERSION CHAN/IRRIG REPAIR	0.00	0.00	25,000.00	(25,000.00)	150,000.00	(150,000.00)
UTILITIES	417.69	895.60	1,000.00	(104.40)	6,000.00	(5,104.40)
INSURANCE	1,200.00	1,200.00	0.00	1,200.00	15,000.00	(13,800.00)
TRAVEL & EXPENSES	0.00	0.00	230.00	(230.00)	1,400.00	(1,400.00)
MISCELLANEOUS EXPENSES	0.00	0.00	1,000.00	(1,000.00)	6,000.00	(6,000.00)
EVENT COSTS	19,745.57	26,382.66	58,330.00	(31,947.34)	350,000.00	(323,617.34)
MEMBERSHIP DUES	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)
EVENT DIRECTOR	6,283.34	12,566.68	12,500.00	66.68	75,000.00	(62,433.32)
EVENT DIRECTOR ASSISTANT	1,562.50	3,762.50	5,000.00	(1,237.50)	30,000.00	(26,237.50)
EVENT DIRECTOR EXPENSES	0.00	0.00	1,170.00	(1,170.00)	7,000.00	(7,000.00)
MARKETING	0.00	500.00	5,000.00	(4,500.00)	30,000.00	(29,500.00)
SECURITY SERVICE-CENTRAL GREEN	6,535.00	6,535.00	10,000.00	(3,465.00)	60,000.00	(53,465.00)
PARK SECURITY SERVICE	46,989.12	67,123.67	50,000.00	17,123.67	300,000.00	(232,876.33)
PARK-MAJOR REPAIR & MAINT	0.00	0.00	25,000.00	(25,000.00)	150,000.00	(150,000.00)
REPAIRS & MAINT-CENTRAL GREEN	0.00	0.00	14,100.00	(14,100.00)	84,600.00	(84,600.00)
MAJOR R&M-CENTRAL GREEN	2,220.29	3,545.29	4,165.00	(619.71)	25,000.00	(21,454.71)
RENT-LA CENTERRA	700.00	1,400.00	1,665.00	(265.00)	10,000.00	(8,600.00)
LANDSCAPE ARCHITECT-GENERAL	820.00	820.00	10,000.00	(9,180.00)	60,000.00	(59,180.00)
LANDSCAPE ARCHITECT-DESIGN	0.00	0.00	12,500.00	(12,500.00)	75,000.00	(75,000.00)
TRAIL CONNECTIONS	0.00	0.00	20,000.00	(20,000.00)	120,000.00	(120,000.00)
FRIENDS OF THE PARK	0.00	1,332.73	4,000.00	(2,667.27)	24,000.00	(22,667.27)
<b>TOTAL EXPENDITURES</b>	<b>156,306.93</b>	<b>336,235.02</b>	<b>424,650.00</b>	<b>(88,414.98)</b>	<b>2,564,000.00</b>	<b>(2,227,764.98)</b>
EXCESS REVENUES (EXPENDITURES)	<u>(\$ 155,043.28)</u>	<u>(\$ 333,774.63)</u>	<u>(\$ 157,985.00)</u>	<u>(\$ 175,789.63)</u>	<u>(\$ 942,170.00)</u>	<u>\$ 608,395.37</u>

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

	Current Period Actual	----- Year To Date -----			9/30/2021 FYE ----- Annual -----	
		Actual	Budget	Variance	Budget	Variance
REVENUES						
CINCO 12 CONTRIBUTION	\$ 0.00	\$ 0.00	\$ 250,000.00	(\$ 250,000.00)	\$ 300,000.00	(\$ 300,000.00)
TOTAL REVENUES	0.00	0.00	250,000.00	(250,000.00)	300,000.00	(300,000.00)
EXPENDITURES						
UTILITIES	417.69	895.60	1,000.00	(104.40)	6,000.00	(5,104.40)
EVENT COSTS	19,745.57	26,382.66	58,330.00	(31,947.34)	350,000.00	(323,617.34)
EVENT DIRECTOR	6,283.34	12,566.68	12,500.00	66.68	75,000.00	(62,433.32)
EVENT DIRECTOR ASSISTANT	1,562.50	3,762.50	5,000.00	(1,237.50)	30,000.00	(26,237.50)
EVENT DIRECTOR EXPENSES	0.00	0.00	1,170.00	(1,170.00)	7,000.00	(7,000.00)
MARKETING	0.00	500.00	5,000.00	(4,500.00)	30,000.00	(29,500.00)
SECURITY SERVICE-CENTRAL GREEN	6,535.00	6,535.00	10,000.00	(3,465.00)	60,000.00	(53,465.00)
REPAIRS & MAINT-CENTRAL GREEN	0.00	0.00	14,100.00	(14,100.00)	84,600.00	(84,600.00)
MAJOR R&M-CENTRAL GREEN	2,220.29	3,545.29	4,165.00	(619.71)	25,000.00	(21,454.71)
RENT-LA CENTERRA	700.00	1,400.00	1,665.00	(265.00)	10,000.00	(8,600.00)
TOTAL EXPENDITURES	37,464.39	55,587.73	112,930.00	(57,342.27)	677,600.00	(622,012.27)
EXCESS REVENUES (EXPENDITURES)	(\$ 37,464.39)	(\$ 55,587.73)	\$ 137,070.00	(\$ 192,657.73)	(\$ 377,600.00)	\$ 322,012.27



**WILLOW FORK DRAINAGE DISTRICT**  
CHECK REGISTER  
FOR THE PERIOD ENDED JANUARY 27, 2021

Date	Number	Vendor / Customer Name	Description	Receipts	Disbursements
<b><u>GENERAL FUND</u></b>					
1/27/21	8048	BRIAN E. SCHMITT	PATROL 13 HRS		550.24
1/27/21	8049	CHRISTOPHER T. BRONSELL	PATROL 10 HRS		454.71
1/27/21	8050	TANNER J. EDDLEBLUTE	PATROL 8 HRS		359.44
1/27/21	8051	FERNANDO P. FLORES	PATROL 7.5 HRS		316.77
1/27/21	8052	ARAMIS A. GONZALEZ	PATROL 9 HRS		411.42
<b>TOTAL - GENERAL FUND</b>				<b><u>0.00</u></b>	<b><u>2,092.58</u></b>



## Willow Fork Drainage District

### Parks Report



January 27, 2021

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 01/27/2021.









## II. Exploration Park:

- Last serviced on 01/27/2021.













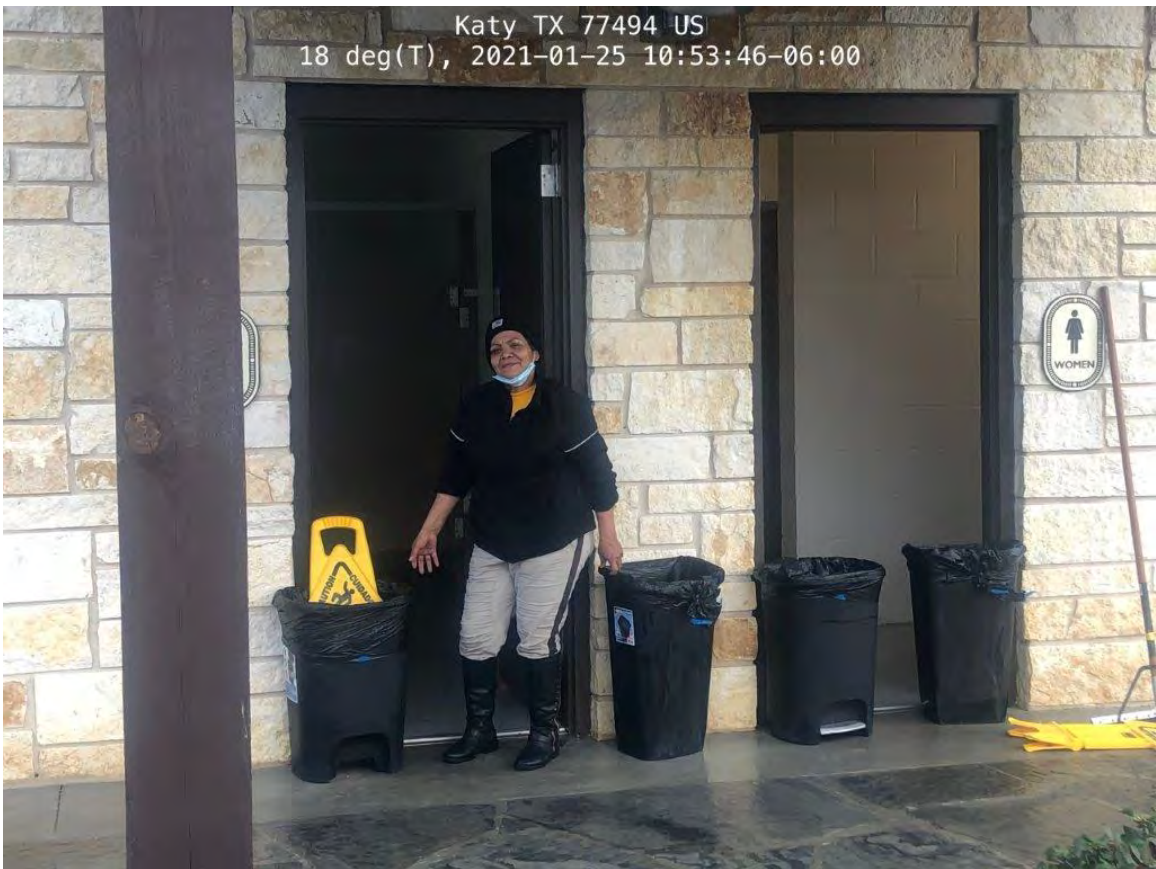




### III. Willow Fork Park





















Katy TX 77494 US  
222 deg(T), 2021-01-25 11:08:07-06:00



99 1011 S. Katy TX 77494 US  
222 deg(T), 2021-01-25 11:09:13-06:00













# Champions Hydro-Lawn, Inc.

13226 Kaltenbrun Houston, TX 77086  
281/445-2614 - office 281/445-2349— fax  
dmouton@champhydro.com

Customer:

Date:

**WFDD**

**1/27/2021**

Estimate for: WFDD 32Ac Park – Improvements

## Scope:

Plant (2) new Live Oaks and run irrigation

## Material:

- (2) 65 gallon Live Oak trees
- Black Humus
- Landscape mixture
- Root activator
- Guying materials
- Irrigation materials
- Remove (1) dead pine tree at entrance

Estimated Working Days: 2

**TOTAL: \$4,665.00**

Payment: 30-45 Days upon completion and billing

WE PROPOSE TO HEREBY FURNISH MATERIAL & LABOR, COMPLETE IN ACCORDANCE W/ ABOVE SPECS,  
for the sum of: Four thousand six hundred sixty five Dollars 00/100 DOLLARS **(\$4,665.00)** ***Tax to Apply If Applicable.***  
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 \_\_\_\_\_  
**Dawn Mouton/ Park Manager**

Signature: \_\_\_\_\_ Date of Acceptance: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_



TBG

## Meeting Agenda

### IN ATTENDANCE:

WFDD Board Members  
ABHR  
Consultants

### DATE:

January 27, 2020

### PROJECT:

Willow Fork  
Drainage District

### PROJECT NO.:

### LOCATION:

Remote Call-in

Agenda Item:

#### Willow Fork Park

No new items.

#### Central Green Shade Structure

*Contractor: Johnson Fence and Masonry*  
*Original Contract amount \$375,817.00*

*Contract Duration: 120 days*  
*Expected Sub. Comp.: 4/2020*

#### Construction: 120 days

- Pre-construction (no on-site activities): 60 days
- On-Site Construction: 75-90 Days (majority of heavy construction within 30-45 day window)

#### Project Status Update

- On site demolition started: Columns removed, contractor working on rough-in of electrical and HVAC system.
- Fabrication started on the steel structure, shop drawing review of signage underway.
- Design Team and Contractor meeting on weekly basis to monitor progress and identify issues/action items.
- Contractor about 1.5 weeks behind. Contractor received approval from La Centerra on 1/25 to work extended hours to get back on schedule.

#### Pay Applications:

1. **Pay App #1 - \$11,990.70**

#### Trails Signage and Wayfinding

*Contractor: 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



TBG

#### ***Project Status Update***

- Intex has delivered signs to Champions that are located along future trail segments.
- TBG reviewed Intex's scope this week. A few mile markers and one wayfinding map still missing that they said were completed. Getting with them to have their crews address missing items.
- Final walk to be scheduled when missing signs are addressed.

### ***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***

- Bike rack and bollards installed.
- Final completion walk scheduled for Friday.

### ***PHASE 3 TRAILS***

#### **Trails Package 2:**

*Contractor Division III + Constructors Inc*

*Original Contract amount \$1,236,067.50*

#### ***Pay Applications:***

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





TBG

*Allowance:*

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

**Project Status Update**

- Site review happening today (1/27) w/ TBG, Division III, and surety to review/confirm incomplete 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**

- Mobill has addressed punch items. Anticipate final walk in early February.
- Remaining segments O, P, and U to be done by Meacham. They are pulling bonds and insurance. Anticipate contracts being sent to ABHR for review by end of this week.

**OTHER ITEMS**

*No other items*

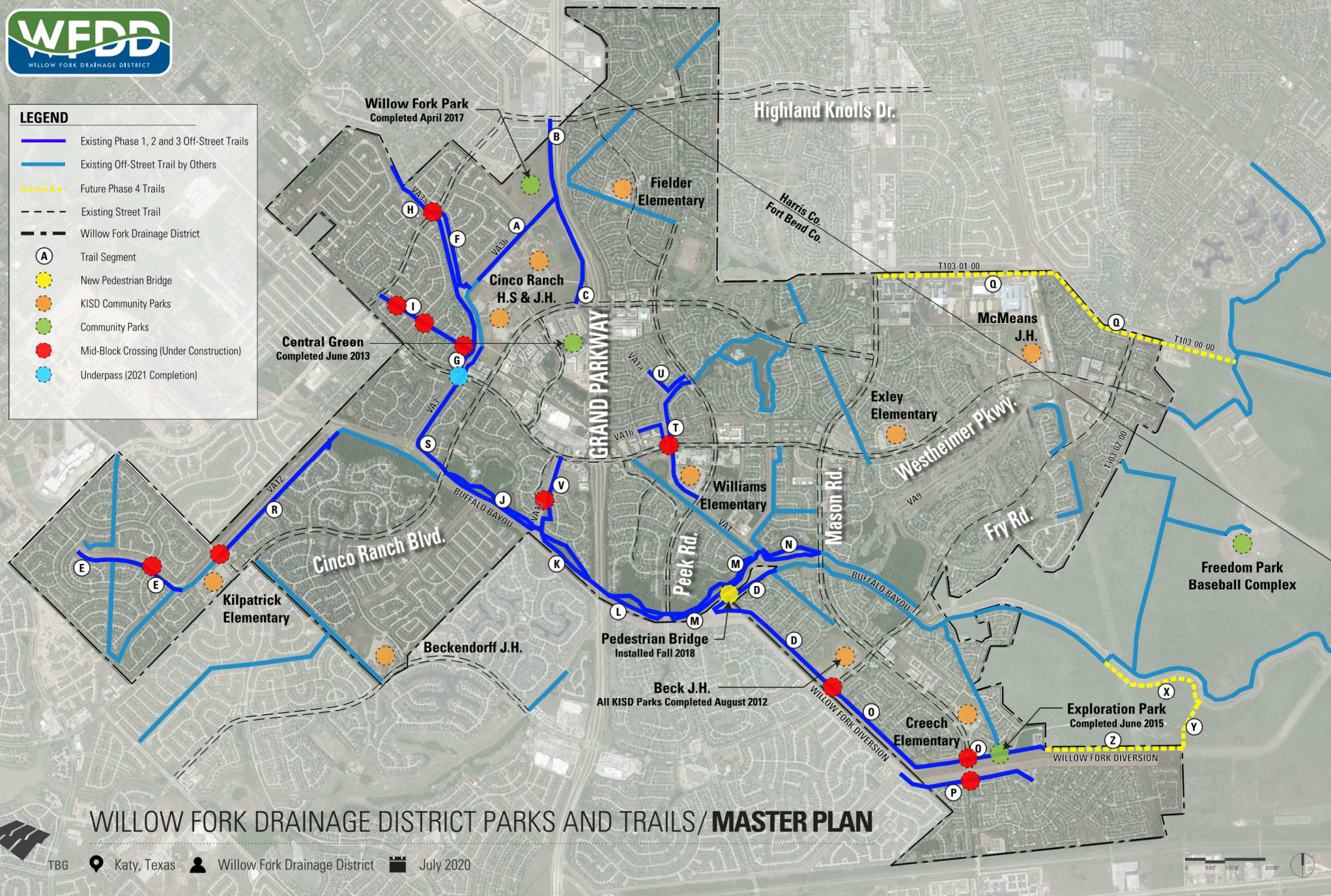
**BOARD ACTION ITEMS:**

- **Approval of Central Green Shade Structure Pay App #1**



# 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
- Mid-Block Crossing (Under Construction)
- Underpass (2021 Completion)





**WILLOW FORK DRAINAGE DISTRICT  
 PARKS MEETING ENGINEERING REPORT  
 January 27, 2021 – REVISED  
 LJA Job No. 2642-0001P (12.3)**

**Agenda Item No. 11 - Engineering matters**

**a) Mid-Block Crossings:**

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

Crossing Status (01/22/2021)			
Crossing	Cat.	Status	Issues
Barton Meadow Lane	Cat. 1	Ramps and Sidewalks Complete. Signage, Striping Outstanding, and Luminaires Outstanding.	Kinder Morgan will not allow sign posts and the lights within their easement. LJA waiting on Kinder Morgan easements for staking.
Nicks Run Lane	Cat. 1	Ramps and Sidewalks Complete. Signage, Striping Outstanding, and Luminaires Outstanding.	Kinder Morgan will not allow sign posts and the lights within their easement. LJA waiting on Kinder Morgan easements for staking.
Finbury Lane	Cat. 1	Ramps, Sidewalks, and Signage Complete. Striping and Luminaires Outstanding.	N/A
Zachary Bend Lane	Cat. 2	Ramps and Sidewalks Complete. Signage, Striping Outstanding, and Luminaires Outstanding.	Kinder Morgan will not allow sign posts and the lights within their easement. LJA waiting on Kinder Morgan easements for staking.
Enchanted Meadow Lane	Cat. 2	Ramps, Sidewalks, and Signage Complete. Striping and Luminaires Outstanding.	N/A
Gaston Road	Cat. 3	Ramps, Sidewalks, and Signage Complete. Striping and Luminaires Outstanding.	N/A
Falcon Landing Blvd.	Cat. 4	Ramps and Sidewalks Complete. Partial Signage, Striping and Luminaires Outstanding.	N/A. Sign location conflicts to be resolved with FBC.
Westheimer Pkwy.	Cat. 6	Ramps and Sidewalk Complete. Partial Signage, Striping and Luminaires Outstanding.	Underground depth conflict with existing drainage culverts.
S. Fry Road	Cat. 6	Ramps and Sidewalks Complete. Partial Signage, Striping and Luminaires Outstanding.	Underground conduit conflict with Northern RRFB. Re-routing of conduit required.
S. Mason Road	Cat. 6	Ramps, Sidewalks, and Signage Complete. Striping and Luminaires Outstanding.	N/A. Sign location conflicts resolved with FBC.
S. Mason Road	Cat. 6	Ramps, Sidewalks, and Signage Complete. Striping and Luminaires Outstanding.	N/A

Pay Applications			
Number	PA Amount	Remaining Contract Amount	Status
PA No. 1	\$177,846.00	\$368,153 <sup>(1) (2)</sup>	Paid
PA No. 2	\$44,359.20	\$323,793.80 <sup>(1) (2)</sup>	Paid
PA No. 3	\$46,333.80	\$277,460.00 <sup>(1) (2)</sup>	Paid
<b>PA No. 4</b>	<b>\$118,461.73</b>	<b>\$158,998.27 <sup>(1) (2)</sup></b>	<b>Recommend Payment</b>

**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	\$3,120.00	\$549,119.00	Approved

**Notes:**

***REQUIRED BOARD ACTION: Accept Pay Application No. 4.***

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

Nothing new to report since the January 13 Drainage Board Meeting.

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

Nothing new to report since the January 13 Drainage Board Meeting.

- 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:**

The Multi-Use (Outgrant) Application was submitted to USACE on January 20.

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

For a portion of Trail Segment Q, LJA needs to prepare a legal description for 1 of 2 tracts owned by KB Homes. The cost for the survey work is \$3,600.

***REQUIRED BOARD ACTION: Authorize LJA to prepare the metes and bounds / legal description for the KB Home tract.***

- f) **Design of District Facilities:**

- a) **Westheimer Parkway Underpass:**

LJA working with LN McKean on contracts and insurance and will schedule a pre-construction meeting once contracts have been approved and signed by the contractor and ABHR.



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

Nothing new to report since the January 13 Drainage Board Meeting.

**Summary of Proposed Board Action Items:**

<b>Agenda Item</b>	<b>Project Name</b>	<b>Required Action</b>
11.a	Mid-Block Crossings	Accept Pay Application No. 4.
11.e	Deeds, easements, and real estate documents	Authorize LJA to prepare the metes and bounds / legal description for the KB Home tract.

**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.



1904 W Grand Parkway N, Suite 100, Katy, Texas 77449  
t 713.953.5200 f 713.953.5026 LJA.com TBPE F-1386

January 12, 2021

Willow Fork Drainage District  
c/o Mr. Harry Thompson  
Allen Boone Humphries Robinson LLP  
3200 Southwest Freeway, Suite 2600  
Houston, Texas 77027

Re: Progress Estimate No. 4  
Construction of the Willow Fork Trail System Mid Block Crossing  
Willow Fork Drainage District  
City of Houston E.T.J., Fort Bend County, Texas  
LJA Job No. 2642-0003T (11.2)

Dear Directors:

Enclosed for your approval is Progress Estimate No. 4 for the referenced project as submitted by Division III + Constructors, Inc. Included with the estimate are the Conditional Waiver and Release on Progress Payment and Request for Extension of Time.

We have reviewed this estimate with our project representative, and the quantities are in accordance with work performed. Therefore, we recommend payment in the amount of \$118,461.73.

Please call me at 713.953.5276 if you have any questions regarding this estimate.

Sincerely,

A handwritten signature in black ink, appearing to read 'C.W. Kalkomey', with a stylized flourish at the end.

Craig W. Kalkomey, P.E., CFM  
Senior Project Manager

CWK/cd

Enclosure

Copy: Mr. Richard Wolfley, Inc. (w/ enclosure)  
TCEQ Regional Office (Houston) (w/ enclosure)  
Mr. Jack Weber, E.I.T., LJA Engineering, Inc. (w/ enclosure)  
Mr. Aaron Pinckert, LJA Engineering, Inc. (w/ enclosure)

### PROGRESS ESTIMATE

Project: Construction of the Willow Fork Trail  
System Mid Block Crossing  
Willow Fork Drainage District  
City of Houston E.T.J.  
Fort Bend County, Texas

LJA Job No. 2642-0003T Estimate No. 4  
For Period From 12/01/2020 to 12/31/2020  
Contract Completion Date: 07/03/2020  
Notice to Proceed Date: 05/04/2020  
Approved Time Extensions: N/A  
Revised Contract Completion Date: 07/03/2020

Contract Date: April 9, 2020

Original Contract Amount: \$545,999.00

Revised Contract Amount: \$ N/A

Final Contract Amount: \$ TBD

TOTAL AMOUNT WORK:

DONE TO DATE: \$ 282,076.00

Less Late Start Amount: (\$ 0.00)

Less Amount Retained: (\$ 28,207.60)

Less Previous Payments: (\$ 268,539.00)

Less Economic Disincentives: (\$ 0.00)

Stored Materials at 85%: \$ 133,132.33

AMOUNT DUE

CONTRACTOR: \$ 118,461.73

Owner: Willow Fork Drainage District

Contractor: Division III + Constructors, Inc.

#### CERTIFICATE OF THE CONTRACTOR OR HIS DULY AUTHORIZED REPRESENTATIVE

To the best of my knowledge, I certify that all items, quantities and prices of work and materials shown on the face of this estimate are correct; that all work has been performed and materials supplied in full accordance with the terms and conditions of the corresponding construction contractual documents between the Owner and the Contractor, including all changes authorized thereto; that the foregoing is a true and correct statement of the contract amount up to and including the last day of the period covered by this estimate and that no part of the "AMOUNT DUE CONTRACTOR" has been received.


I further certify that all just and lawful bills against the below named Contractor, for labor, material and expendable equipment employed in the performance of said contract have been paid in full accordance with the Contract requirements.

Division III + Constructors, Inc.

Contractor

01.12.2020

Date

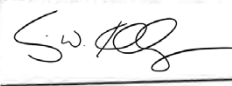
  
Signature

President

Title

#### CERTIFICATE OF ENGINEER'S REPRESENTATIVE

I certify that a qualified project representative was present on the project on a periodic basis to observe construction and that all materials and work included in this statement have been performed in general accordance with the construction plans and specifications and authorized changes thereto. I further certify that I have verified this estimate and that, to the best of my knowledge and belief, it is a true and correct statement of work performed and materials supplied by the Contractor, that the amount due him is correct and just.

PROJECT MANAGER: 

DATE: 01/12/2021

OWNER'S ACCEPTANCE: \_\_\_\_\_

DATE: \_\_\_\_\_



# APPLICATION AND CERTIFICATE FOR PAYMENT

PAGE ONE OF 6 PAGES

TO OWNER:  
Willow Fork Drainage District

PROJECT:  
Willow Fork Trail System Mid Block Crossing

APPLICATION #: 4  
PERIOD TO: 12.30.2020  
PROJECT NOS: 2642-0003T

Distribution to:

FROM CONTRACTOR:  
Division III + Constructors, Inc.  
P.O.Box 2548  
Stafford, Texas 77497

VIA ARCHITECT:  
LJA Engineering, Inc.  
1904 West Grand Parkway North, Suite 120  
Katy, Texas 77449

CONTRACT DATE: 04.09.2020

☐ Owner  
☐ Const. Mgr  
☐ Architect  
☐ Contractor

CONTRACT FOR: Willow Fork Trail System Mid Block Crossing

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM-----	\$	545,999.00
2. Net change by Change Orders-----	\$	
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	545,999.00
4. TOTAL COMPLETED & STORED TO DATE-\$		415,208.33

(Column G on Continuation Sheet)

## 5. RETAINAGE:

a. 10.0% of Completed Work	\$	41,520.83
(Columns D+E on Continuation Sheet)		
b. of Stored Material	\$	
(Column F on Continuation Sheet)		

Total Retainage (Line 5a + 5b or

Total in Column 1 of Continuation Sheet-----	\$	41,520.83
--	----	-----------

6. TOTAL EARNED LESS RETAINAGE-----	\$	373,687.50
(Line 4 less Line 5 Total)		

## 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate)-----	\$	268,538.50
--------------------------------------	----	------------

8. CURRENT PAYMENT DUE-----	\$	105,149.00
-----------------------------	----	------------

9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	172,311.50
(Line 3 less Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

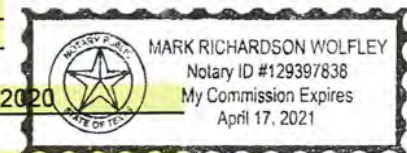
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

CONTRACTOR:

By: [Signature] Date: 12.30.2020

State of: Texas  
County of: Fort Bend

Subscribed and sworn to before  
me this 30th day of December, 2020



Notary Public: [Signature]  
My Commission expires: \_\_\_\_\_

## CERTIFICATE FOR PAYMENT

In accordance with Contract Documents, based on on-site observations and the data comprising application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ----- \$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: [Signature] Date: 1/5/21

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.



# CONTINUATION SHEET

ATTACHMENT TO PAY APPLICATION

PROJECT:

Willow Fork Trail System Mid Block Crossing

Page 2 of 6 Pages

APPLICATION NUMBER: 4

APPLICATION DATE: 12.30.2020

PERIOD TO: 12.31.2020

ARCHITECT'S PROJECT NO: 2642-0003T

A Item No.	B Description of Work	UNIT	CONTRACT QUANTITY	UNIT PRICE	C SCHEDULED VALUE	D PREVIOUS ESTIMATE		E THIS ESTIMATE		H Materials Presently Stored Not In E or G	I Total Completed And Stored To Date (E + G + H)	J % (G/C)	K Balance To Finish (C - I)	L Retainage
						QTY	AMOUNT	QTY	AMOUNT					
	Section1 Category 1 Crossing Items													
1	Mobilization	EA	3	\$ 2,100.00	\$ 6,300.00	2.00	\$ 4,200.00	1	\$ 2,100.00		6,300.00	100%		630.00
2	Traffic Control	EA	3	\$ 700.00	\$ 2,100.00	1.00	\$ 700.00	1	\$ 700.00		1,400.00	67%	700.00	140.00
3	Remove Existing Sidewalk	SY	30	\$ 30.00	\$ 900.00	283.00	\$ 8,490.00				8,490.00	943%	(7,590.00)	849.00
4	Remove Existing Concrete Curb	LF	102	\$ 6.00	\$ 612.00	102.00	\$ 612.00				612.00	100%		61.20
5	4' Thick Concrete Sidewalks	SY	17	\$ 72.00	\$ 1,224.00	143.00	\$ 10,296.00		\$ -		10,296.00	841%	(9,072.00)	1,029.60
6	Perpendicular Wheel Chair Ramps	EA	6	\$ 1,500.00	\$ 9,000.00	6.00	\$ 9,000.00		\$ -		9,000.00	100%		900.00
7	Small Road Sign,Complete in Place	EA	6	\$ 785.00	\$ 4,710.00	2.00	\$ 1,570.00		\$ -		1,570.00	33%	3,140.00	157.00
8	Small Road Sign,Complete in Place	EA	6	\$ 785.00	\$ 4,710.00	2.00	\$ 1,570.00		\$ -		1,570.00	33%	3,140.00	157.00
9	Small Road Sign,Complete in Place	EA	6	\$ 600.00	\$ 3,600.00	2.00	\$ 1,200.00		\$ -		1,200.00	33%	2,400.00	120.00
10	Reflective Pavment Type 1, 24" Solid	LF	336	\$ 6.50	\$ 2,184.00		\$ -		\$ -		2,184.00		2,184.00	
11	Concrete Pavement Sealer For 24" Solid	LF	336	\$ 0.50	\$ 168.00		\$ -		\$ -		168.00		168.00	
12	Concrete Surface Prep For 24"	LF	336	\$ 0.50	\$ 168.00		\$ -		\$ -	23,294.25	23,294.25	55%	18,705.75	2,329.43
13	Furnish & Install 50 Watt Led Solar Assembl	EA	6	\$ 7,000.00	\$ 42,000.00		\$ -		\$ -				3,120.00	
14	Furnish & Install Concrete Foundation	EA	6	\$ 520.00	\$ 3,120.00		\$ -		\$ -				210.00	
15	Sod To Match Existing Grass	SY	30	\$ 7.00	\$ 210.00		\$ -		\$ -					
16					\$ -		\$ -		\$ -					
17					\$ -		\$ -		\$ -					
18					\$ -		\$ -		\$ -					
19					\$ -		\$ -		\$ -					
20					\$ -		\$ -		\$ -					
21					\$ -		\$ -		\$ -					
22					\$ -		\$ -		\$ -					
23					\$ -		\$ -		\$ -					
24					\$ -		\$ -		\$ -					
25					\$ -		\$ -		\$ -					
26					\$ -		\$ -		\$ -					
27					\$ -		\$ -		\$ -					
28					\$ -		\$ -		\$ -					
	SUBTOTALS PAGE 2				\$ 81,006.00	543.00	37,638.00	2	2,800.00	23,294.25	63,732.25	79%	17,273.75	6,373.23

## ATTACHMENT TO PAY APPLICATION

PROJECT:  
Willow Fork Trail System Mid Block Crossing

[illegible]



### Willow Fork Trail System Mid Block Crossing

[illegible]



## ATTACHMENT TO PAY APPLICATION

PROJECT:

### Willow Fork Trail System Mid Block Crossing

12.30.2020

12.31.2020

2642-0003T

[illegible]



## CONTINUATION SHEET

ATTACHMENT TO PAY APPLICATION

PROJECT:

Willow Fork Trail System Mid Block Crossing

12.30.2020

12.31.2020

2642-0003T

A	B				C	D	E	D	E	F	G		H	I
Item No.	Description of Work	UNIT	CONTRACT QUANTITY	UNIT PRICE	Scheduled Value	PREVIOUS ESTIMATE		THIS ESTIMATE		Materials Presently Stored (Not In D or E)	Total Completed And Stored To Date (D + E + F)	(G/C)	Balance To Finish (C - G)	Retainage
						Qty	Amount	Qty	Amount					
Section 5: Category 6 Crossings														
1	Mobilization	EA	4	\$ 5,700.00	\$ 22,800.00	1.00	\$ 5,700.00		\$ -	30,367.33	5,700.00	25%	17,100.00	#REF!
2	Traffic Control	EA	4	\$ 1,500.00	\$ 6,000.00	1.00	\$ 1,500.00	2	\$ 3,000.00		4,500.00	75%	1,500.00	#REF!
3	Remove Existing Concrete Sidewalk	SY	40	\$ 30.00	\$ 1,200.00	160.00	\$ 4,800.00	70	\$ 2,100.00		6,900.00	575%	(5,700.00)	#REF!
4	Remove Existing Concrete Curb	LF	272	\$ 6.00	\$ 1,632.00	121.00	\$ 726.00	151	\$ 906.00		1,632.00	100%		#REF!
5	4" Thick Concrete Sidewalks	SY	44	\$ 72.00	\$ 3,168.00	75.00	\$ 5,400.00	265	\$ 19,080.00		24,480.00	773%	(21,312.00)	#REF!
6	Perpendicular Wheel Chair Ramps	EA	8	\$ 1,500.00	\$ 12,000.00	2.00	\$ 3,000.00	6	\$ 9,000.00		12,000.00	100%		#REF!
7	Median Island Wheel Chair Ramps	EA	4	\$ 1,500.00	\$ 6,000.00	1.00	\$ 1,500.00	3	\$ 4,500.00		6,000.00	100%		#REF!
8	Small Road Sign,Complete in Place	EA	8	\$ 785.00	\$ 6,280.00		\$ -	8	\$ 6,280.00		6,280.00	100%		#REF!
9	Small Road Sign,Complete in Place	EA	8	\$ 750.00	\$ 6,000.00		\$ -	8	\$ 6,000.00		6,000.00	100%		#REF!
10	Small Road Sign,Complete in Place	EA	8	\$ 750.00	\$ 6,000.00		\$ -	8	\$ 6,000.00		6,000.00	100%		#REF!
11	Small Road Sign,Complete in Place	EA	8	\$ 750.00	\$ 6,000.00		\$ -	8	\$ 6,000.00		6,000.00	100%		#REF!
12	Small Road Sign,Complete in Place	EA	8	\$ 600.00	\$ 4,800.00		\$ -	8	\$ 4,800.00		4,800.00	100%		#REF!
13	Solar Rectangular Rapid Flashing Beacon	EA	16	\$ 9,000.00	\$ 144,000.00		\$ -	9	\$ 81,000.00		111,367.33	77%	32,632.67	#REF!
14	Reflective Pavement Marking 4"	LF	2800	\$ 1.00	\$ 2,800.00		\$ -		\$ -			2,800.00	#REF!	
15	Reflective Pavement Marking 24" Solid	LF	896	\$ 6.50	\$ 5,824.00		\$ -		\$ -			5,824.00	#REF!	
16	Reflective Pavement Marking 36" Yield	EA	88	\$ 65.00	\$ 5,720.00		\$ -		\$ -			5,720.00	#REF!	
17	Concrete Pavement Sealer 4" Striping	LF	2800	\$ 0.10	\$ 280.00		\$ -		\$ -			280.00	#REF!	
18	Concrete Pavement Sealer 24" Solid	LF	896	\$ 0.50	\$ 448.00		\$ -		\$ -			448.00	#REF!	
19	Concrete Pavement Sealer 36" Yield	EA	88	\$ 1.50	\$ 132.00		\$ -		\$ -			132.00	#REF!	
20	Concrete Surface Preparation 4"	LF	2800	\$ 0.10	\$ 280.00		\$ -		\$ -			280.00	#REF!	
21	Concrete Surface Preparation For 24" Solid	LF	896	\$ 0.50	\$ 448.00		\$ -		\$ -			448.00	#REF!	
22	Concrete Surface Preparation For 36" Yield	EA	88	\$ 1.50	\$ 132.00		\$ -		\$ -	31,059.50	31,059.50	55%	132.00	#REF!
23	Furnish & Install 60 Watt LED Solar Assembly	EA	8	\$ 7,000.00	\$ 56,000.00		\$ -		\$ -		24,940.50	#REF!		
24	Furnish & Install Concrete Foundation	Ea	8	\$ 520.00	\$ 4,160.00		\$ -		\$ -		4,160.00	#REF!		
25	Sod To Match Existing Grass	SY	100	\$ 7.00	\$ 700.00		\$ -		\$ -			700.00	#REF!	
26					\$ -		\$ -		\$ -				#REF!	
27					\$ -		\$ -		\$ -				#REF!	
28					\$ -		\$ -		\$ -				#REF!	
SUBTOTALS PAGE 6					\$ 545,999.00	361.00	107,070.00	546	175,006.00	133,132.33	415,208.33	76%	70,085.17	#REF!



FORM I: CONDITIONAL WAIVER FOR PROGRESS PAYMENTS

\*\*\*\*\*

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

Project: Willow Fork Trail System Mid Block Crossing

Job No. 2642-0003T

On receipt by the signer of this document of a check from Willow Fork Drainage District (maker of check) in the sum of \$ 118,461.73 payable to Division III + Constructors, Inc. (payee or payees of check) and when the check has been properly endorsed and has been paid by the bank on which it is drawn, this document becomes effective to release any mechanic's lien right, any right arising from a payment bond that complies with a state or federal statute, any common law payment bond right, any claim for payment, and any rights under any similar ordinance, rule, or statute related to claim or payment rights for persons in the signer's position that the signer has on the property of Willow Fork Drainage District (owner) located at Fort Bend County, Texas (location) to the following extent: Willow Fork Trail System Mid Block Crossing (job description).

This release covers a progress payment for all labor, services, equipment, or materials furnished to the property or to Willow Fork Drainage District (person with whom signer contracted) as indicated in the attached statement(s) or progress payment request(s), except for unpaid retention, pending modifications and changes, or other items furnished.

Before any recipient of this document relies on this document, the recipient should verify evidence of payment to the signer.

The Signer warrants that the signer has already paid or will use the funds received from this progress payment to promptly pay in full all of the signer's laborers, subcontractors, materialmen, and suppliers for all work, materials, equipment, or services provided for or to the above referenced project in regard to the attached statement(s) or progress payment request(s).

Division III + Constructors, Inc.

(Company Name)

By: [Signature]

(Signature)

Title: President

Date: 01.12.2021

## REQUEST FOR EXTENSION OF TIME

Project: Construction of the Willow Fork Trail System Mid Block Crossing

Owner: Willow Fork Drainage District

Attention: \_\_\_\_\_

Date: 12.30.2020

LJA Job No: 2642-0003T

Gentlemen:

We request extension of completion time on our Contract in the amount of 60  
Calendar/Working Days specified as follows: (Please circle day of the month)

Month: October, November, December

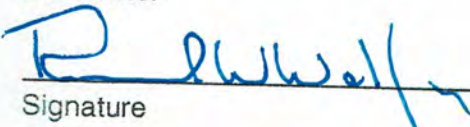
Year 2020

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Reasons for Request: Increased quantities of work, work areas unavailable, underground obstructions

Division III + Constructors, Inc.

Contractor

  
Signature

\_\_\_\_ Recommend approval for extension of \_\_\_\_ calendar/working days.

☒ Recommend disapproval. (See following comments)

Need Weekly Breakdown of work and issues. There were several days/weeks were Division III could work but did not. We can review days, but we need more detailed information on the delays. This also needs to be reviewed and coordinated with inspector prior to issuing with Pay Application.

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Project Representative

Approved By:  \_\_\_\_\_ Date: 01/12/2021  
Project Manager

## **WFDD Central Green.**

### **January 27, 2021 Parks Board Meeting**

#### **Yvonne Arceneaux**

#### **Parks GM**

##### **- Calendar and Budget**

- Classes
- Valentine's Day
- Spring Break is March 15-19
- I am Vetting Bands and Acts

##### **Approvals**

- Valentine's Day- \$3,900
- Tai Chi and Laughter Yoga- Company Tai Chi to You- February 27,2021- December 30,2021 total: \$12,300.

##### **Valentine's Day**

- - As you know, Valentine's Day is one of our Signature Event days and put us on the map with the media – I am seeking an approval for the cost of 4 selfie stations and one bench...comparable to our butterfly bench that we will get to keep and recycle for other events. The cost will not exceed \$3,500. I commissioned the artist through Art Museum TX. The winds at Central Green average wind speed is 7.9 miles per hour. The property is a wind tunnel and I prepare for wind gust of 10-13 miles per hour for all events. The idea behind this event is to be COVID19 safe. The selfie stations will be on site from Friday the 12<sup>th</sup> to 5pm on Valentine's Day. The structures will be created by professional artist. They will be sturdy so people can take pictures with them, will not fall over and will be safe should someone climb on them. The artists are also taking precautions so no one will "walk off" with the work. The stations will offer a fun art walk with and opportunity to take selfie style pictures with those you love. Please see examples below:











The new bench will be painted with a Valentine's Day theme.





This is a free standing 8ft x 8ft structure designed to look like a social media post.

- Spring Break March 15-19- I have booked a Bilingual Art Camp. The two art camps we held in the past were extremely successful. More camps have been highly requested by the public. Spring Break is a great time to hold one for those who do not want to travel and are looking for an activity for their kids.
- I am lightly booking April- August, and booking August- December

If we stay in the same pattern of activity due to COVID19 over the next few months, I would like to add an exercise class for senior citizens. I have also had multiple requests for yoga to be increased to twice a week. I would like to gauge this at the end of February.

You can see the event schedule below. Yellow line items are pending.

## Remaining January

1/20/2021	Yoga-Samantha Walker (9:30am)	150
1/21/2021	Laughter Yoga-TM (9:30am)	85
1/23/2021	Beginner Tai Chi- TM (9:30am)	85
1/23/2021	Art in the Park- CAM (2pm)	1300
1/26/2021	Beginner Tai Chi- TM (9:30am)	85
1/27/2021	Yoga-Samantha Walker (9:30am)	150
1/28/2021	Laughter Yoga-TM (9:30am)	85
1/30/2021	Beginner Tai Chi- TM (9:30am)	85
1/30/2021	Movie- Tentative (Dusk)	1850
	<b>Total</b>	<b>10103</b>
	<b>February</b>	
2/2/2021	Beginner Tai Chi-TM (9:30am)	85
2/3/2021	Yoga-Samantha Walker (9:30am)	150
2/4/2021	Laughter Yoga (9:30am)	85
2/6/2021	Tai Chi - Jade Mountain (8:30am)	85
2/6/2021	Art in the Park- CAM (2pm)	1300
2/9/2021	Beginner Tai Chi-TM (9:30am)	85
2/10/2021	Yoga-Samantha Walker (9:30am)	150
2/11/2021	Laughter Yoga (9:30am)	85
2/13/2021	Beginner Tai Chi-TM (9:30am)	85
2/14/2021	Valentine's Selfie Stations	3500
2/16/2021	Beginner Tai Chi-TM (9:30am)	85
2/17/2021	Yoga-Samantha Walker (9:30am)	150
2/18/2021	Laughter Yoga (9:30am)	85
2/20/2021	Tai Chi - Jade Mountain (8:30am)	85
2/15/2021	Story Time (10am)	150
2/23/2021	Beginner Tai Chi-TM (9:30am)	85
2/23/2021	Yoga-Samantha Walker (9:30am)	150
2/24/2021	Laughter Yoga (9:30am)	85
2/26/2021	Concert Tentative (7pm)	1000
2/27/2021	Beginner Tai Chi-TM (9:30am)	85
2/27/2021	Movie (Dusk)	1850
	<b>Total</b>	<b>10620</b>
	<b>March</b>	
3/2/2021	Beginner Tai Chi (9:30am)	85
3/3/2021	Yoga-Samantha Walker (9:30am)	150
3/4/2021	Laughter Yoga (9:30am)	85
3/5/2021	Art in the Park- CAM (2pm)	1300
3/6/2021	Tai Chi- Jade Mountain (9:30am)	85
3/6/2021	Shakespeare- Tentative (2pm)	1000

3/9/2021	Beginner Tai Chi (9:30am)	85
3/10/2021	Yoga-Samantha Walker (9:30am)	150
3/11/2021	Laughter Yoga (9:30am)	85
3/13/2021	Beginner Tai Chi (9:30am)	85
3/13/2021	Movie- Tentative (Dusk)	1850
3/16/2021	Beginner Tai Chi (9:30am)	85
3/17/2021	Yoga-Samantha Walker (9:30am)	150
3/18/2021	Laughter Yoga (9:30am)	85
3/20/2021	Tai Chi- Jade Mountain (9:30am)	85
3/20/2021	Concert-Tentative (7pm)	1000
3/23/2021	Beginner Tai Chi (9:30am)	85
3/24/2021	Yoga-Samantha Walker (9:30am)	150
3/25/2021	Laughter Yoga (9:30am)	85
3/27/2021	Beginner Tai Chi (9:30am)	85
3/27/2021	Movie- Tentative (Dusk)	1850
	<b>Total</b>	<b>8620</b>
	<b>April</b>	
	Lee Greenwood April 16,2021	
	October 23, 2021 The Fab 5	3000

#### Approvals

- Valentine's Day- \$3,900
- Tai Chi and Laughter Yoga- Tai Chi to You- February 27,2021- December 30,2021 total: \$12,300.



## **Communications Report for Willow Fork Drainage District (1/27/21)**

### **Website**

Updates since last reporting include:

- Added minutes for Sept.-Nov. under Board & Operations
- Added text and linking to the District's financial and bookkeeping records on the Taxes & Funding page

### **Ongoing Communications**

The communications committee met by conference call 1/7 and discussed the following:

- Newsletter – The January newsletter is scheduled to be distributed this week with articles on the pedestrian underpass being built on Westheimer Parkway, the shade structure addition to Central Green, and how WFDD is helping the wild pig problem.
- The annual postcard with flood insurance information is scheduled for March, with consideration being giving to increasing the size of the postcard and/or font for readability and impact on pricing.

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

None