

WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

July 28, 2021

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 28th day of July, 2021 at the offices of LJA Engineering, Inc., 1904 West Grand Parkway North, Suite 100, Katy Texas 77449, outside the boundaries of the District, and the roll was called of the members of the Board:

Wendy Duncan	President
Dan Smith	Vice President
John Savage	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.; Glenn Jarrett and Matt Klein of TBG Partners ("TBG"); Neil Stillman, Friends of the Park; Thomas Dunn and Andrew Dunn of On-Site Protection LLC ("On-Site"); Craig Kalkomey and Madison Rice of LJA Engineering; Jerry Schroeder and Marie Newsom, of Champions Hydro-Lawn, Inc. ("Champions"); Yvonne Arceneaux, District Park Manager; Jim Cusack, Director for Cinco Ranch Municipal Utility District No. 1 ("Cinco MUD 1"); and Steve Robinson, Harry H. Thompson, Jane Miller and Meagan Guilmenot of Allen Boone Humphries Robinson LLP.

COMMENTS FROM THE PUBLIC

Mr. Cusack, Director for Cinco MUD 1, discussed a potential arrangement between Cinco MUD 1 and the District, whereby Cinco MUD 1 could sell, donate, or lease land to the District for use as a public park. The Board discussed potential uses for the proposed area, and concurred the Parks Committee should consider such request further.

UPDATE ON COVID19 MATTERS

Mr. Thompson updated the Board regarding COVID19 matters.

MINUTES

The Board next considered approving the minutes of the June 23, 2021, parks meeting. Director Nady moved to approve the minutes, as presented. Director Robinson seconded the motion, which passed unanimously.

SECURITY REPORT

Mr. Thomas Dunn reviewed the security report with the Board, a copy of which is attached. Discussion ensued regarding park lighting and hours of operation and gate opening. Mr. Kalkomey informed the Board that up to twelve (12) solar lights have been left over from another District construction project, and such lights could be repurposed. The Board discussed adding such lighting in Willow Fork Park, subject to approval of any proposed lighting modification by Katy Independent School District ("Katy ISD") pursuant to the lease agreement with Katy ISD. Following review and discussion, Director Smith moved to authorize the installation additional lighting, as discussed, subject to approval of proposed lighting modifications by Katy ISD. The motion was seconded by Director Nady and passed unanimously. Director Duncan requested that the timer in the Exploration Park bathrooms be adjusted also to open at dawn. Director Savage also requested the gates to Willow Fork Park be opened at dawn.

BOOKKEEPER'S REPORT

Ms. Matuska reviewed the bookkeeper's report for parks, a copy of which is attached. After review and discussion, Director Savage moved to approve the bookkeeper's report and payment of the bills. Director Nady seconded the motion, which passed unanimously.

EXECUTIVE SESSION

At 1:10 p.m., the Board convened in Executive Session pursuant to Section 551.071 of the Texas Government Code to discuss pending or contemplated litigation with the District's attorney. ABHR and Mr. Kalkomey were also present during executive session.

OPEN SESSION

At 1:40 p.m., the Board reconvened in Executive Session. Following discussion in executive session, Director Savage made a motion to authorize ABHR to request an engagement letter from AL Law Group ALLC in Austin, Texas. Director Smith seconded the motion, which passed unanimously.

FRIENDS OF THE PARK

Mr. Stillman updated the Board regarding design and delivery of an interpretive panel regarding the history of the Texas Western Narrow-Gauge Railroad in the Katy area.

CHAMPIONS MAINTENANCE REPORT

Mr. Schroeder reviewed the maintenance report for parks, a copy of which is attached, and updated the Board regarding the status of facilities and ongoing maintenance and repair. Mr. Schroeder discussed student correspondence requesting authorization to conduct an educational study in Willow Fork Park ponds from August 5 to August 8. The Board also reviewed correspondence requesting a link to Cinco Municipal Utility District No. 5 ("Cinco MUD 5") on the District website. Following review and discussion, Director Smith moved to (1) authorize the educational study discussed and for ABHR to prepare a release; and (2) authorize the addition of a link for Cinco MUD 5 to the District website. Director Nady seconded the motion, which passed unanimously.

LANDSCAPE ARCHITECT REPORT

Mr. Klein reviewed the landscape architect report, a copy of which is attached, and provided an update on the status of the Central Green Shade Structure project with Johnson Fence and Masonry ("Johnson").

Mr. Jarrett next discussed the status of construction of Trails Package 3 and recommended that the Board approve payment of Pay Application No. 4 in the amount of \$106,335.76, payable to DL Meacham.

Discussion ensued regarding options to partner with Harris County for acquisition of Segment Q of Trails Package 4.

After review and discussion and based on the landscape architect's recommendations, Director Nady moved to (1) approve the landscape architect's report; and (2) approve Pay Application No. 4 in the amount of \$106,335.76, payable to DL Meacham for construction of Trails Package 3. Director Smith seconded the motion, which passed by unanimous vote.

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 and presented, as an option to the Board, revised Change Order No. 4 increasing the

contract amount by \$13,300. Following review and discussion, and based on the engineer's recommendation, the Board determined that Change Order No. 4 is beneficial to the District.

Mr. Kalkomey reviewed proposed Task Order No. 12 for design of the Fry Road Underpass.

After review and discussion, and based on the engineer's recommendation, Director Nady moved to (1) approve the engineering report; (2) upon the recommendation of LJA and finding the proposed change order beneficial to the District, approve Change Order No. 4 to the District's contract with Division III; and (3) approve Task Order No. 12 in the amount of \$138,605, including \$8,000 previously approved by the board for surveying. Director Savage seconded the motion, which passed unanimously.

Mr. Kalkomey presented a request from Run4TheChildren for permission to use District trails for a charity run. Following review and discussion, Director Nady moved to authorize use, as requested, subject to receipt of an event insurance certificate from the organizer naming the District as an additional insured. Director Savage seconded the motion, which passed unanimously.

INTERLOCAL AGREEMENTS FOR COST SHARING CONSTRUCTION OF FRY ROAD UNDERPASS

Mr. Thompson reviewed proposed Interlocal Agreement for Cost Sharing of the Fry Road Under Project with Memorial Municipal Utility District, Harris County Municipal Utility District No. 345, Harris County Municipal Utility District No. 346 and Nottingham County Municipal Utility District (collectively, the "Interlocal Agreements"). Mr. Thompson reminded the Board that ABHR represents Harris County Municipal Utility District No. 346 and Nottingham County Municipal Utility District, and that a conflicts waiver will be included in the applicable Interlocal Agreements. Following review and discussion, Director Smith moved to approve the Interlocal Agreements and to transmit the Interlocal Agreements to the relevant districts, subject to attorney review. Director Nady seconded the motion, which passed unanimously.

REPORT FROM EVENTS DIRECTOR AND PARKS COMMITTEE RECOMMENDATIONS

Ms. Arceneaux discussed recent and upcoming Central Green events and reviewed a proposed third amendment to the District's employment agreement with Ms. Arceneaux whereby Ms. Arceneaux would be permitted to continue working with the City of Katy, subject to prioritizing the District above the City of Katy work. Following review and discussion, Director Nady moved to approve the third

amendment for a period of 6 months from September 2021 through February 2022. Director Smith seconded the motion, which passed unanimously.

Ms. Arceneaux presented a request from Oasis de Amor to use a staging area in Central Green. Following discussion, Director Nady moved to authorize use, as requested, subject to execution of a release. Director Smith seconded the motion, which passed unanimously.

LETTER AGREEMENT WITH CINCO MUNICIPAL UTILITY DISTRICT NO. 12 FOR ADDITIONAL PATROL

The Board reviewed a letter agreement with Cinco Municipal Utility District No. 12. Upon a motion by Director Smith and a second by Director Savage, the Board voted unanimously to approve a letter agreement with Cinco Municipal Utility District No. 12 for the cost of additional patrol.

COMMUNICATIONS MATTERS

Director Duncan updated on the Board on communications matters.

CURRENT EVENTS

Director Robinson discussed current events, including the recent winter storm/freeze and the Electric Reliability Council of Texas' response to same, COVID19 issues, and the 2021 Texas legislative special 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 August 25, 2021 at LJA's office.

EXECUTIVE SESSION

At 3:25 p.m., the Board convened in Executive Session pursuant to Section 551.071 to discuss pending or contemplated litigation with the District's attorney.

OPEN SESSION

At 3:30 p.m., the Board reconvened in Executive Session. No action was taken by the Board.

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

/s/John Savage

Secretary, Board of Directors

(SEAL)



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