

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

January 27, 2022

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 27<sup>th</sup> day of January 2022 at the offices of LJA Engineering, Inc., 1904 West Grand Parkway North, Suite 100, Katy Texas 77449, outside the boundaries of the District, with supplemental access by telephone available to the public, and the roll was called of the members of the Board:

Wendy Duncan	President
Gregg Nady	Vice President
John Savage	Secretary
Alec Bray	Assistant Vice President
Joe Robinson	Assistant Secretary

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

Also present at the meeting were: Salvatore Fichera, resident of the District; Tom Crayton of Texas Utility Bookkeeping, LLC; Thomas Dunn and Andrew Dunn of On-Site Protection LLC ("On-Site"); Cristen Wiatr of Central Green; Jerry Schroeder and Marie Newsom of Champions Hydro-Lawn, Inc. ("Champions"); Les Lee of Esiteful; and Harry H. Thompson and Meagan Guilmenot of Allen Boone Humphries Robinson LLP ("ABHR").

Also present by telephone were Glen Jarrett of TBG Partners ("TBG"); Craig Kalkomey of LJA Engineering ("LJA"); April Renberg, communications consultant; and Yvonne Arceneaux, District Park Manager.

Due to the COVID-19 Virus epidemic emergency and the high threat level warnings issued by various governments and agencies, the District established a telephone option for members of the public to listen to the meeting and to address the Board. No members of the public were on the telephone.

COMMENTS FROM THE PUBLIC

Director Duncan offered any members of the public attending the meeting the opportunity to make a public comment. There being no members of the public wishing to make comments, Director Duncan moved to the next agenda item.

MINUTES

The Board next considered approving the minutes of the December 15, 2021 parks meeting. Director Nady moved to approve the minutes, as discussed. Director Savage seconded the motion, which carried unanimously.

REORGANIZATION OF COMMITTEES.

The Board considered reorganizing the committees. Following discussion, Director Nady moved to reorganize the committees as follows:

Gregg Nady and Alec Bray	Security Committee
Wendy Duncan	Communications Committee
Wendy Duncan and Alec Bray	Project Barker Committee
Wendy Duncan and John Savage	Parks Committee

Director Savage seconded the motion, which passed by unanimous vote.

SECURITY REPORT

Mr. Dunn reviewed the security report with the Board, a copy of which is attached.

Director Savage inquired about restroom access at Exploration Park (the "Park"). The Board discussed payment relating to security matters at the Park. Director Duncan inquired on golf cart expenses from On-Site. Mr. Dunn recommended continuing to rent golf carts to mitigate additional expenses. The Board then discussed video monitoring and costs associated with the system. Mr. Dunn recommended discontinuing video monitoring at Central Green. Discussion ensued on video monitoring, and Ms. Arceneaux requested to have video footage released for certain circumstances. Mr. Dunn stated that a Board member must authorize the release of any pictures or video information. The Board considered discontinuing video monitoring at Central Green. Mr. Dunn recommended replacing four PPC cameras. Director Nady provided background information on security matters in the District. Director Savage inquired about adding a sidewalk at the north gate at Willow Fork Park. Director Nady updated the Board regarding the emergency medical services access area.

Following review and discussion, Director Bray moved to (1) discontinue video monitoring at Central Green; and (2) authorize On-Site to perform video and gate maintenance every six months. Director Savage seconded the motion, which carried unanimously.

Director Duncan inquired on maintenance fees associated with video and security equipment. Mr. Dunn provided details on the District's maintenance plan and labor. Discussion ensued. After review and discussion, Director Nady moved to not

have a security maintenance plan for the District and authorize On-Site time and material for anomalies relating to security maintenance. Director Savage seconded the motion, which carried unanimously. The Board concurred the Security Committee should meet with On-Site to go over security matters and present a recommendation at the upcoming park's meeting.

#### REVIEW FLOCK SAFETY PROGRAM PROPOSAL AND APPROVE APPROPRIATE ACTION

Mr. Thompson reviewed an updated proposal from Flock Group, Inc. ("Flock") for the installation of three camera hardware and hosting analytics at the cost of \$2,500.00 per camera per year, with the additional one-time installation cost of \$250.00 per camera. Mr. Thompson stated that the District has civil penalties for violations of the park's rules and that the cameras can be an additional tool to capture repeat offenders. Discussion ensued.

After further discussion, the Board concurred to have Flock's proposal be submitted to the Security Committee, who shall present a recommendation at the next parks meeting.

#### FRIENDS OF THE PARK

Mr. Stillman updated the Board on the District's Butterfly Garden.

Mr. Stillman discussed new programs in progress for Spring 2022.

Mr. Stillman updated the Board on the interpretive panel regarding the history of the Texas Western Narrow-Gauge Railroad in the Katy area exhibit.

#### BOOKKEEPER'S REPORT

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

Director Savage reported that Mr. Stillman requested payment for materials bought for the railroad exhibit and requested Mr. Crayton to present a check to Mr. Stillman at the meeting.

Mr. Stillman inquired on the process of donations to Friends of the Park and Friends of the Park becoming a 501C3 organization. The Board discussed volunteer grant programs. Mr. Thompson stated he would coordinate with Mr. Stillman to discuss the process of becoming a 501C3 organization.

The Board discussed Cinco Municipal Utility District No. 10's budget and water bill.

After review and discussion, Director Nady moved to approve the bookkeeper's report and payment of the bills. Director Savage seconded the motion, which carried unanimously.

#### 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 updated the Board on the status of long-term solutions relating to feral hog trapping and proposed a location to place the trap. Mr. Thompson stated LJA and ABHR prepared a sub-lease agreement with Fort Bend County for feral hog removal.

Mr. Thompson stated he would prepare an Interlocal Agreement with Cinco Municipal Utility District No. 1 ("Cinco 1") for feral hog removal. Mr. Schroeder stated that he would reach out to the trapper to see if he can access the proposed location where the trap would be placed.

Mr. Thompson provided background information on Cinco 1's Jasper Production Well. The Board discussed the long-term benefits associated with the well.

Director Savage inquired about tree replacement at Willow Fork Park. Mr. Schroeder stated he would present proposals for tree and plant replacement at the next parks meeting for the Board's consideration.

Mr. Thompson requested TBG to discuss the permanence and interactivity of signage at the upcoming parks committee meeting.

Mr. Schroeder updated the Board on the status of Patti's Patch. Director Duncan inquired on a Biography to honor the late Patti Hopper. Mr. Thompson stated that he would coordinate with Ms. Hopper's family on this matter.

Ms. Newsom reported on a resident requesting additional signs be installed at the Park to prohibit parking from a certain point. Mr. Dunn stated that he reached out to the resident and provided the correct contact information to assist in his request, as Fort Bend County owns and operates the roads at issue.

Following review and discussion, and based off of Champions' recommendation, Director Nady moved to (1) approve Champions report; and (2) authorize the District to enter into an agreement with the appropriate party to have access to relocate the feral hogs. Director Bray seconded the motion, which carried unanimously.

## LANDSCAPE ARCHITECT REPORT

Mr. Jarrett reviewed the landscape architect's 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. Director Duncan noticed a mislabel regarding Johnson's estimated substantial completion date for the project. Mr. Jarrett stated that he would distribute a revised report that reflects the correct date.

Mr. Thompson updated the Board on the status of the correspondence sent to Johnson relating to their respective construction contract, along with other interim project milestones.

Ms. Arceneaux reported that Central Green's microphones are still not working, locks to the doors are damaged, and one of the water access panels is not working. The Board discussed issuing an updated punch list to Johnson to identify additional items that need to be addressed.

Mr. Jarrett updated the Board on the status of the Trail Etiquette Signage.

The Board discussed additional trail packages within the District.

Mr. Jarrett presented a cost estimate for the installation of 22 light fixtures at Willow Fork for the Board's consideration. Mr. Jarrett also recommended that TBG order one light fixture to test and then find a local vendor instead of the lights coming from overseas. The Board discussed the number of light fixtures needed. Mr. Jarrett stated he would confirm the correct amount and present additional information at the next meeting for the Board's review and consideration.

Mr. Jarrett reviewed and presented three options for resurfacing at the Park. Discussion ensued on the infrastructure and surface materials at Central Green and the Park.

Mr. Thompson stated that the District would need to advertise and obtain bids for resurfacing at the Park due to costs exceeding \$75,000 and recommended adding a separate line item in the parks budget for equipment maintenance. The Board concurred to discuss resurfacing at the upcoming parks committee meeting.

Mr. Jarrett updated the Board on Trails Package 3. Mr. Jarrett reviewed and recommended that the Board approve payment of Pay Application No. 5 in the amount of \$25,486.77, payable to DL Meacham ("Meacham") for Trails Package 3.

Director Nady inquired on the status of Trails Package 4. Mr. Kalkomey provided an update and stated that LJA would need the full plan package to proceed. Mr. Jarrett stated that the routing plans have been completed and that TBG would distribute the additional plans to LJA. The Board discussed a path forward to seek

approval. The Board concurred to discuss Trails Package 4 at the upcoming parks committee.

Director Savage inquired on the design for Patti's Patch. Mr. Jarrett stated that TBG is currently coordinating with Friends of the Parks on the design. Director Savage inquired on the status of the sidewalk extension along the barn area at the Park. Director Duncan requested Champions to provide suggestions for trails. The Board concurred to discuss sidewalk extensions at the upcoming parks committee meeting.

After review and discussion, and based on the landscape architect's recommendation, Director Nady moved to (1) approve the landscape architect's report; and (2) approve Pay Application No. 5 in the amount of \$25,486.77, payable to Meacham for Trails Package 3. Director Savage seconded the motion, which carried unanimously.

#### COMMUNICATIONS MATTER

Ms. Renberg re-introduced herself to the Board and provided an overview of her role as a consultant for the Board and coordination with ESiteful for communications-related matters. Mr. Lee and Ms. Renberg explained the District's two marketing plans and fees associated with the programs.

Mr. Thompson provided an update on the newsletter and stated the articles recap the Project Barker town hall, new Board member Alec Bray, and Central Green's Houston Sports Day scheduled for February 26, 2022. The Board discussed adding and updating Board members' articles and pictures for the District's website.

#### ENGINEERING REPORT

Mr. Kalkomey discussed engineering matters. A copy of the engineering report is attached.

Mr. Kalkomey updated the Board regarding the Mid-Block Crossings project.

Mr. Kalkomey updated the Board regarding the Fry Road Underpass.

Mr. Kalkomey gave an update on the light placement at the SH-99.

The Board discussed current and future projects within the District.

Director Nady inquired on the status of Compact, TX. Mr. Kalkomey stated that LJA received their notice to proceed.

After review and discussion, and based on the engineer's recommendation, Director Nady moved to approve the engineering report. Director Savage seconded the motion, which carried unanimously.

ADDITIONAL TRAIL PROJECTS, INCLUDING MASTER COMMUNITY PLAN AND AUTHORIZE APPROPRIATE ACTION.

Mr. Thompson updated the Board regarding additional trails within the District. Mr. Thompson stated that after consulting with Julie Gerdes, the District's financial advisor, the District can sell park bonds to build additional trails, though the increased cost for the debt service on the bonds would likely impact the District's financial flexibility on maintenance items. The Board requested TBG to perform construction cost estimates.

After review and discussion, Director Nady moved to authorize TBG to perform construction cost estimates. Director Bray seconded the motion, which carried unanimously.

PROJECT BARKER AND AUTHORIZE APPROPRIATE ACTION

Director Duncan and Mr. Thompson updated the Board on the status of Project Barker. The Board discussed the reservoir and trails. Director Duncan stated that she will meet with the U.S. Army Corps of Engineers on February 11, 2022, to discuss Project Barker and potential federal funding. Mr. Kalkomey provided an update on the extension approval status from the Texas Water Development Board. Discussion ensued on potential contributions and funding from the Commissioner for the project.

CURRENT EVENTS

Director Robinson discussed current events.

REPORT FROM EVENTS DIRECTOR AND PARKS COMMITTEE RECOMMENDATIONS

Ms. Arceneaux discussed recent and upcoming Central Green events.

Ms. Arceneaux reviewed and presented a contract from Syren Entertainment and Media Group ("Syren") regarding Houston Sports Day for Board approval. Mr. Thompson noted that inflatable items used during the event are not covered under the District's insurance. Discussion ensued on inflatable usage.

After review and discussion, Director Savage moved to (1) approve the contract with Syren in the amount not to exceed \$20,000; and (2) authorize the usage of certain inflatables during Houston Sports Day. Director Bray seconded the motion, which carried unanimously.

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

The Board concurred to hold the next drainage meeting in person on February 10, 2022, at LJA's office, and the next parks meeting in person on February 24, 2022 at LJA's office.

EXECUTIVE SESSION

The Board did not convene in Executive Session.

OPEN SESSION

This item was not necessary. There being no other business to come before the Board, the meeting was adjourned.

(SEAL)



/s/John Savage

Secretary, Board of Directors



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