

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

October 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 27th day of October 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:

John Savage	President
Gregg Nady	Vice President
Sarah Hubbell	Secretary
Alec Bray	Assistant Vice President
Joe Robinson	Assistant Secretary

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

Also attending either in person or by teleconference were: Sergeant Mike Patterson of the Fort Bend County Sheriff's Office; Jay Donnelly, resident of the District; Angel Murphy, Secretary of Galveston County Drainage District No. 2; Sarah Hubbell, Secretary of the District; Cristen Wiatr, District Administrator; Neil Stillman of Friends of the Park; Lisa Rickert and Cara Sliva of Artesian Financial Services ("Artesian"); Craig Kalkomey of LJA Engineering ("LJA"); Matt Klein of TBG Partners; Matthew Dunn and Andrew Dunn of On-Site Protection LLC ("On-Site"); Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); Yvonne Arceneaux, District Park Manager; and Harry H. Thompson and Meagan Guilmenot of Allen Boone Humphries Robinson LLP.

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.

Director Hubbell attended the meeting by telephone but did not participate in any discussion or action items.

COMMENTS FROM THE PUBLIC

Director Savage offered any members of the public attending the meeting the opportunity to make a public comment.

Mr. Donnelay introduced himself to the Board and he stated that he was interested in the community and public engagement within the District.

Ms. Murphy introduced herself to the Board and provided background information.

Mr. Thompson provided background information on the District while outlining the drainage and parks components.

### MINUTES

The Board next considered approving the minutes of the September 22, 2022. Director Nady moved to approve the minutes, as discussed. Director Bray seconded the motion, which carried unanimously.

### FRIENDS OF THE PARK

Mr. Stillman reviewed and discussed upcoming park and community programs in progress. Mr. Stillman reviewed potential project plans for Patti's Patch. He then requested the Board's approval to purchase project costs for Patti's Patch in the amount of \$3,500.00.

Mr. Schroeder reviewed and presented a proposal from Champions in the amount of \$5,284.00 for Patti's Patch site planting preparations.

Following review and discussion, Director Bray moved to approve (1) Friends of the Park's project costs for Patti's Patch, as discussed; and (2) Champions' proposals for Patti's Patch site planting preparations, as discussed. Director Nady seconded the motion, which carried unanimously.

### SECURITY REPORT

Messrs. Andrew and Matthew Dunn reviewed the security report with the Board, a copy of which is attached. Mr. Andrew Dunn reported a recent incident that took place at the Park. The Board discussed a path forward to resolve this matter and reviewed the Park rules.

Mr. Andrew Dunn introduced Sergeant Patterson to the Board, and Mr. Thompson provided an update on the new security program for the District.

Following review and discussion, Director Bray moved to (1) designate the incident that took place at the Park as a nuisance per the District's Park Rules; and (2) approve the new security program, including moving La Centerra under On-Site's employment umbrella. Director Nady seconded the motion, which carried unanimously.

DISCUSS THE AMENDMENT TO INTERLOCAL COOPERATION AGREEMENT OF THE COLLECTION OF TAXES AGREEMENT BETWEEN THE DISTRICT AND FORT BEND COUNTY AND AUTHORIZE APPROPRIATE ACTION

The Board reviewed an amendment to the Interlocal Cooperation Agreement of the Taxes between Fort Bend County and the District (the "Agreement). Following review and discussion, Director Robinson moved to approve the Agreement. Director Bray seconded the motion, which carried unanimously.

BOOKKEEPER'S REPORT

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

Ms. Sliva requested the Board's approval to void two checks.

Mr. Thompson provided background information on the District's Desilting Reserve.

The Board discussed issuing gift cards and additional payments to some of the Central Green staff members. Discussion ensued.

After review and discussion, and based on the bookkeeper's recommendation, Director Nady moved to (1) approve the bookkeeper's report and payment of the bills, subject to the Board's recommendations and the discussed necessary changes; (2) authorize Artesian to void the two checks, as presented; and (3) approve the gift cards issued to the Central Green staff members in the amount of \$250.00. Director Bray 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.

LANDSCAPE ARCHITECT REPORT

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

Mr. Klein and Mr. Kalkomey updated the Board on the status of Trails Package 4 and requested the Board's approval to have LJA and TBG coordinate with Best Trash to obtain the Right of Entry Agreements and distribution of notices of entry for the project.

Mr. Klein updated the Board on the status of the hard-wired lights at Willow Fork Park. He then requested the Board's authorization to obtain bids for Willow Fork Park lighting.

Mr. Thompson reviewed and presented a Sublease Agreement between Harris County and the District (the "Agreement") for the Board's consideration and approval. Following review and discussion, Director Bray moved to approve the Agreement, subject to final attorney review. Director Nady seconded the motion, which carried unanimously.

Following review and discussion, Director Bray moved to (1) authorize TBG to obtain bids for hard-wired lighting at Willow Fork Park; and (2) authorize LJA and TBG to coordinate with Best Trash to obtain the Right of Entry Agreements and distribution of notices of entry for the project. Director Nady seconded the motion, which carried unanimously.

#### ENGINEERING REPORT

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

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

Mr. Kalkomey updated the Board regarding Segment Q coordination with Harris County.

Mr. Kalkomey reported that bids were received for the Va3-2W Interceptor replacement. He recommended the award of the contract to the lowest bidder, Champions, for the contract amount of \$34,333.50. The Board concurred, in its judgment, that Champions was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project.

Mr. Kalkomey reported that bids were received for the Stormwater Quality Park project. He recommended the award of the contract to the lowest bidder, GW Phillips Concrete ("GW"), for the contract amount of \$438,379.75. The Board concurred, in its judgment, that GW was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project.

Mr. Kalkomey updated the Board regarding Fry Road Underpass.

Following review and discussion, and based off of the engineer's recommendation, Director Bray moved to (1) approve the engineer's report; (2) award the contract for the Va3-2W Interceptor replacement to Champions in the amount of \$34,333.50, subject to the approval of the payment and performance bonds and review of the certificate(s) of insurance and endorsements, if any, provided by the contractor; and (3) award the contract for the Stormwater Quality Park project to GW in the amount of \$438,379.75, subject to the approval of the payment and performance bonds and review of the certificate(s) of insurance and endorsements, if any, provided by the contractor. Director Robinson seconded the motion, which carried unanimously.

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

Director Nady reviewed and presented potential new trail segments.

PROJECT BARKER AND AUTHORIZE APPROPRIATE ACTION

Mr. Kalkomey updated the Board on the status of Project Barker.

Mr. Thompson updated the Board on upstream litigation matters.

REPORT FROM EVENTS DIRECTOR AND PARKS COMMITTEE RECOMMENDATIONS

Ms. Arceneaux discussed recent and upcoming Central Green events.

Ms. Arceneaux requested the Board's consideration to authorize Inframark Water & Infrastructure Services' ("Inframark") Water Conservation event at Central Green, scheduled to take place on November 5, 2022, in addition to waiving the event insurance. Discussion ensued.

Ms. Arceneaux reported that some of Central Green staffs' apparel and frame signs need to be replaced and requested the Board's approval to authorize Ms. Arceneaux to replace the items discussed in the amount not to exceed \$600.00.

The Board discussed a potential tripping hazard at Central Green. Following discussion, the Board concurred to authorize Champions to construct a ramp at Central Green in the amount not to exceed \$1,000.00.

Following review and discussion, Director Nady moved to (1) approve Inframark's Water Conservation event at Central Green while waiving the event insurance, as discussed; and (2) authorize Ms. Arceneaux to replace the Central Green items discussed in the amount not to exceed \$600.00.

COMMUNICATIONS MATTERS

Mr. Thompson discussed District website matters.

CURRENT EVENTS

Director Robinson discussed current events.

EXECUTIVE SESSION

The Board did not convene in Executive Session.

OPEN SESSION

This item was not necessary.

There being no further business to come before the Board, the Board concurred to adjourn the meeting.

INCLUSION ON NEXT AGENDA

The Board concurred to hold the next drainage meeting in person on November 10, 2022, at LJA's office located at 1904 West Grand Parkway North, Suite 100, Katy, Texas 77449, and the next parks meeting in person on November 30, 2022, at the same location.

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

/s/ Sarah Hubbell

Secretary, Board of Directors



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