

WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

March 23, 2023

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 23rd day of March 2023, 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
Alexander "Alec" Bray	Assistant Vice President
Joseph S. Robinson	Assistant Secretary

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

Also attending either in person or by teleconference were: Cara Sliva and Lisa Rickert of Artesian Financial Services ("Artesian"); Patrick Newton and Craig Kalkomey of LJA Engineering ("LJA"); Maeve Burns of TBG Partners ("TBG"); Matthew Dunn and Andrew Dunn of On-Site Protection LLC ("On-Site"); Marie Newsom of Champions Hydro-Lawn, Inc. ("Champions"); Jim Cusack, Director for Cinco Ranch Municipal Utility District No. 1 ("Cinco MUD 1"); Yvonne Arceneaux, District Park Manager; and Harry H. Thompson and Whitney Cataldo of Allen Boone Humphries Robinson LLP ("ABHR").

COMMENTS FROM THE PUBLIC

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

MINUTES

The Board next considered approving the minutes of the February 23, 2023 regular parks meeting. Discussion ensued regarding engineering matters in the February 23, 2023 minutes. After review and discussion, Director Nady moved to approve the minutes, as discussed. Director Hubbell seconded the motion, which carried unanimously.

FRIENDS OF THE PARK

The Board reviewed and discussed the report from Friends of Willow Fork Park, a copy of which is attached.

Discussion ensued regarding an invasive plant growing in Patti's Patch and its impact with moving forward on the project.

SECURITY REPORT

Messrs. Andrew and Matthew Dunn reviewed the security report with the Board, a copy of which is attached.

The Board discussed the stage area located at Central Green and options for additional safety precautions for the area.

Mr. Andrew Dunn updated the Board on an incident that occurred at Falcon Landing. The Board requested for On-Site to contact Katy Independent School District ("Katy ISD") to discuss the incident further.

Following review and discussion, Director Bray moved to approve the security report. Director Nady seconded the motion, which passed unanimously.

BOOKKEEPER'S REPORT

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

Ms. Sliva reviewed the amended budget for fiscal year ending September 30, 2023, and stated the budget for fiscal year ending September 30, 2023 will reflect a revised split between the drainage budget and the parks budget.

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; (2) approve amended budget for fiscal year ending September 30, 2023; and (3) approve transfer of funds from the parks budget to the operating budget. Director Robinson seconded the motion, which carried unanimously.

ORDER LEVYING TAXES, AND AUTHORIZE APPROPRIATE ACTION

The Board reviewed an Order Levying Taxes levying a debt service tax rate of \$0.060 per \$100 assessed valuation and \$0.112 per \$100 assessed valuation for maintenance and operations, with such Order reflecting an internal accounting correction of the maintenance and operations tax portion to reflect \$0.062 designated for drainage and \$0.05 for parks for a total combined tax rate of \$0.172 per \$100 assessed valuation. The Board noted that the overall District tax rate had not been altered.

After review and discussion, Director Nady moved to adopt the Order Levying Taxes effective September 22, 2022 and direct that the order be filed appropriately and remain in the District's records. Director Bray seconded the motion, which passed unanimously.

CHAMPIONS MAINTENANCE REPORT

Ms. Newsom 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.

Ms. Newsome updated the Board on the installation of the utility ramp at the Central Green stage.

Discussion continued regarding potential safety precautions for the stage located at Central Green.

Ms. Newsom updated the Board on the Willow Fork Park pump repair and presented an amended proposal stating an additional 12" PVC pipe was needed as well as the repair of the Architectural Water Feature, resulting in an increase of \$2,553.00 to the original proposal.

Ms. Newsome updated the Board on the solar panels located at Willow Fork Park. Discussion ensued. After review and discussion, the Board requested for Champions to inspect the parking lot lamps at Willow Fork Park.

Following review and discussion, and based off Champions' recommendation, Director Hubbell moved to (1) approve Champions' report; and (2) approve the amended proposal from Champions to complete the pump repair at Willow Fork Park, for an additional amount of \$2,553.00. Director Bray seconded the motion, which passed unanimously.

LANDSCAPE ARCHITECT REPORT

Ms. Burns reviewed the landscape architect's report, a copy of which is attached.

Ms. Burns updated the Board on the lighting project at Willow Fork Park. She stated 4 bids were received and TBG recommends that the contract be awarded to the lowest bidder, CSE, W-Industries ("CSE"), in the amount of \$93,169.00. Based on the landscape architect's recommendation, the Board concurred that, in its judgment, CSE was a responsible bidder whose bid would result in the best and most economical completion of the District project.

Ms. Burns updated the Board on the status of Patti's Patch and stated the project is being put on hold until more information can be obtained regarding the invasive plant growing in the area.

Ms. Burns updated the Board on the resurfacing at Exploration Park and stated bids will be received beginning March 31, 2023 and will plan to bring bids to the April 13, 2023 meeting

Ms. Burns updated the Board on the status of Trails Package 4 and stated the package will be submitted to Fort Bend County.

Ms. Burns updated the Board on the Falcon Landing Pilot Project Signage.

Ms. Burns updated the Board on the project with Katy ISD and the Enchanted Meadow Midblock Crossing and stated the project will go out for bid this summer.

Following review and discussion, and based off of the landscape architect's recommendation, Director Bray moved to (1) approve the landscape architect's report; and (2) award the contract for installation of lighting at Willow Fork Park to CSE in the amount of \$93,169.00, subject to the ABHR review of the contractor's bonds and insurance. Director Hubbell seconded the motion, which passed unanimously.

ENGINEERING REPORT

Mr. Kalkomey reviewed the engineering report, a copy of which is attached.

Mr. Kalkomey updated the Board on Segment Q and requested Board authorization for the Board President to sign the associated Real Estate Action Form. Directors Nady and Bray gave an update on the meeting with the Great Southwest Equestrian Center to discuss property areas connected to Segment Q.

Mr. Kalkomey updated the Board on Segments X, Y and Z and requested Board authorization for the Board President to sign the associated Real Estate Action Form. Director Nady gave an update on property easements connected to Segments X, Y and Z.

Mr. Kalkomey updated the Board on the stream gage located at Mason Road and the District's Diversion Channel near Exploration Park.

Mr. Kalkomey updated the Board on the Fry Road Underpass. He stated plans have been submitted to Harris County for review and is awaiting comments from Harris County. Mr. Kalkomey stated the estimated construction cost for the project is now \$736,021.75.

Mr. Kalkomey updated the Board on the Cinco Ranch Boulevard Underpass project and requested Board authorization for LJA to begin design of the project. Discussion ensued regarding funding of the project and surplus bonds. The Board concurred for LJA to meet with Dwayne Grigar of Commissioner Morales' Office for Fort Bend County Precinct No. 1 before taking any further action on the project.

Mr. Kalkomey updated the Board on the Diversion Channel Desilting Project. Discussion ensued regarding funding of the project with Grand Lakes.

Following review and discussion, and based off of the engineer's recommendation, Director Bray moved to approve the engineering report. Director Hubbell seconded the motion, which passed unanimously.

PROJECT BARKER AND AUTHORIZE APPROPRIATE ACTION

Mr. Kalkomey updated the Board on the meeting with Harris County to discuss potential funding of Project Barker.

Mr. Kalkomey reviewed key components and benefits of Project Barker with the Board.

Mr. Thompson reviewed potential locations for Project Barker.

Discussion ensued regarding impact of potential litigation and the financing of Project Barker. After review and discussion, the Board concurred to request the District's financial advisor attend April's parks meeting to further discuss funding of Project Barker.

DISCUSS CAPITAL IMPROVEMENT PLAN PROPOSAL AND OPTIONS AND AUTHORIZE APPROPRIATE ACTION

There was no discussion on this agenda item.

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

There was no discussion on this agenda item.

FLOOD MITIGATION EFFORTS INCLUDING COMMUNITY OUTREACH AND AUTHORIZE APPROPRIATE ACTION, IF APPLICABLE

There was no discussion on this agenda item.

COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

The Board reviewed a communications report prepared by AR Communications, a copy of which is attached.

The Board discussed the date for the next town hall meeting.

Mr. Kalkomey stated the District is participating in the County's Hazardous Mitigation Action Plan ("HMAP") and requested Board approval for information regarding the HMAP to be posted on the District's website. After review and discussion, the Board concurred to post information on the District's website regarding the HMAP.

REPORT REGARDING CENTRAL GREEN EVENTS AND PARKS COMMITTEE RECOMMENDATIONS AND APPROVE CONTRACTS FOR EVENTS, AS APPROPRIATE, DISCUSS PARK OPERATIONS AND AUTHORIZE APPROPRIATE ACTION

Ms. Arceneaux discussed recent and upcoming Central Green events.

The Board reviewed three contracts for events at Central Green: (1) Let It Rock - A Tribute to Bon Jovi; (2) Moore Marketing & Management, Inc.; and (3) Karibe Productions LLC. Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Nady moved to approve all three contracts. Director Hubbell seconded the motion, which passed unanimously.

Ms. Arceneaux discussed current signage posted at Central Green.

Ms. Arceneaux reviewed marketing options and packages for Central Green and recommended using Katy magazine and Success Dreams Marketing. Discussion ensued regarding the marketing packages. After review and discussion, the Board concurred to have Alecia Stringer of Success Dreams Marketing to attend the April parks meeting to discuss marketing packages with the Board.

Ms. Arceneaux discussed the property line at Central Green and proposed an idea of installing stamped bricks around the property line. Discussion ensued. The Board concurred to take no action and to discuss further at the April meeting.

Ms. Arceneaux updated the Board on the rebate addendum added to the Central Green contract.

REPORT FROM EVENTS DIRECTOR AND PARKS COMMITTEE
RECOMMENDATIONS

There was no discussion on this agenda item.

CURRENT EVENTS

Director Robinson discussed current events.

MEETING SCHEDULE, ACTION ITEMS AND ITEMS FOR INCLUSION ON NEXT
AGENDA

The Board concurred to hold the next drainage meeting in person on April 13, 2023, at LJA's office located at 1904 West Grand Parkway North, Suite 100, Katy, Texas 77449, and to hold the next parks meeting in person on April 27, 2023, at the same location mentioned above.

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

(SEAL)




Secretary, Board of Directors

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