

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

April 27, 2023

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 April 2023, 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:

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 in person were Cara Sliva and Lisa Rickert of Artesian Financial Services ("Artesian"); Craig Kalkomey of LJA Engineering ("LJA"); Matt Klein of TBG Partners ("TBG"); Matthew Dunn and Josh Lugo of On-Site Protection LLC ("On-Site"); Jerry Schroeder and Marie Newsom of Champions Hydro-Lawn, Inc. ("Champions"); Robert Stowe of Cinco Ranch No. 1 Government Relations Committee; Yvonne Arceneaux, District Park Manager; Alecia Stringer of Success Dreams Marketing; and Jordan Fine 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.

Ms. Arceneaux introduced Ms. Stringer. Ms. Stringer discussed media packages and took questions from the Board. Following review and discussion, the Board concurred to discuss further at the next communications committee meeting.

There being no other 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 March 23, 2023 regular parks meeting. After review and discussion, Director Hubbell moved to approve the minutes, as discussed. Director Bray seconded the motion, which passed unanimously.

## FRIENDS OF THE PARK

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

## SECURITY REPORT

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

Mr. Lugo gave an update on the parking lot lights located at Willow Fork Park.

Mr. Dunn stated ants have gotten into the outdoor free standing electrical boxes located at Willow Fork Park, causing the electrical boxes to no longer function. Mr. Dunn then presented a proposal from On-Site, in the amount of \$4,205.00 for the repair of the outdoor free standing electrical boxes located at Willow Fork Park. Discussion ensued.

Following review and discussion, and based on On-Site's recommendation, Director Bray moved to: (1) approve the security report; and (2) approve the proposal from On-Site in an amount not to exceed \$4,205.00 for the repair of the outdoor free standing electrical boxes located at Willow Fork Park. 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. Silva stated that check no. 8151 in the amount of \$1,751.18, payable to Guarantee Clean Fund was presented for signature today but will be on May's bookkeeping report.

Ms. Silva stated check no. 10035 in the amount of \$1,350.00, payable to the Association of Water Board Directors ("AWBD"), will be voided. Ms. Silva then stated that check no. 10040 will be reissued to AWBD in the amount of \$915.00.

Mr. Kalkomey stated that payment to JBRI for the desilting project was not made in March and recommends payment to JBRI in the amount of \$27,432.00. Ms. Silva presented check no. 10041, in the amount of \$27,432.00, payable to JBRI for the desilting project. Discussion ensued. The Board concurred to discuss further during the engineering report.

After review and discussion, and based on the bookkeeper's recommendation, Director Nady moved to approve the bookkeeper's report and payment of the bills. Director Bray seconded the motion, which passed 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 repairs.

Discussion ensued regarding the solar light batteries at Willow Fork Park.

Discussion ensued regarding the missing bench located along the trail at Willow Fork Park.

Mr. Schroeder presented a proposal from Champions in the amount of \$9,062.00 for the repair of a sinkhole located on the sidewalk by Willow Fork Park. Mr. Schroeder stated an irrigation reserve may be needed for the repair which would add an additional \$1,000.00 to the amount of the contract. Discussion ensued.

Discussion ensued regarding the visibility of the pumphouse located at Willow Fork Park.

Mr. Schroeder updated the Board on the replacement of trees located across from Patti's Patch.

Following review and discussion, and based off Champions' recommendation, Director Bray moved to: (1) approve Champions' report; and (2) approve the proposal from Champions in an amount not to exceed \$10,062.00 for the repair of a sinkhole located on the sidewalk by Willow Fork Park. Director Robinson seconded the motion, which passed unanimously.

#### LANDSCAPE ARCHITECT REPORT

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

Mr. Klein updated the Board on the lighting project at Willow Fork Park.

Mr. Klein updated the Board on the status of Patti's Patch and stated the contract is under review.

Mr. Klein updated the Board on the resurfacing at Exploration Park and stated two bids were received and TBG recommends that the contract be awarded to the low bidder, DL Meacham LP ("Meacham"), in the amount of \$184,117.03. Based on the

landscape architect's recommendation, the Board concurred that, in its judgment, Meacham was a responsible bidder whose bid would result in the best and most economical completion of the District project.

Mr. Klein stated TBG will present a proposal for fencing options in the Central Green area at the next Parks meeting.

Mr. Klein stated that he and Mr. Kalkomey visited the site for the Enchanted Meadow Midblock Crossing project and reviewed the area.

Following review and discussion, and based off of the landscape architect's recommendation, Director Nady moved to: (1) approve the landscape architect's report; and (2) award the contract to Meacham for the resurfacing at Exploration Park to Meacham in the amount of \$184,117.03 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 the Fry Road Underpass and stated LJA is addressing comments from Harris County.

Mr. Kalkomey updated the Board on the Cinco Ranch Boulevard Underpass project and stated LJA is working with Fort Bend County Commissioner Morales' office to discuss funding options. Mr. Kalkomey stated Fort Bend County is looking to partner with the District and surrounding municipal utility districts to use existing mobility funds for the construction of the Cinco Ranch Boulevard Underpass. Discussion ensued.

Mr. Kalkomey updated the Board on Segments X, Y and Z and stated he will be setting up a meeting with Commissioner Morales' office to discuss the real estate action application and begin the review process. Mr. Kalkomey stated the interlocal agreement with Harris County and the District is being reviewed by ABHR.

Mr. Kalkomey updated the Board on the easements for Trail Package 3.

Mr. Kalkomey updated the Board on park surplus bonds and stated LJA is finalizing the application to the Texas Commission on Environmental Quality ("TCEQ") with an anticipated submission date of April 28, 2023.

Mr. Kalkomey updated the Board on the Diversion Channel Desilting Project and recommended payment of Pay Estimate No. 5 in the amount of \$27,432.00, payable to JBRI for the haul of fill from the Fort Bend County Diversion Channel Cleanout project.

Following review and discussion, and based off of the engineer's recommendation, Director Nady moved to: (1) approve the engineering report; and (2) approve Pay Estimate No. 5, as discussed. Director Bray seconded the motion, which passed unanimously.

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.

PROJECT BARKER AND AUTHORIZE APPROPRIATE ACTION

Mr. Kalkomey updated the Board on the potential funding from Harris County for Project Barker.

Discussion ensued regarding funding sources for Project Barker.

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.

Director Hubbell gave an update from the communications committee meeting.

Mr. Kalkomey discussed the calculation worksheet used by FEMA to determine risk assessment for flood insurance.

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.

Ms. Arceneaux requested Board approval to waive the insurance requirement for the RPM band contract. Discussion ensued. Following review and discussion, Director Nady made a motion to approve the waiver of insurance for the RPM band, subject to ABHR approval. Direction Bray seconded the motion, which passed unanimously.

CURRENT EVENTS

Director Robinson discussed current events.

Mr. Kalkomey shared an update regarding the reporting of weather forecasts from the National Weather Service.

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

The Board concurred to hold the next drainage meeting in person on May 11, 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 May 25, 2023, at the same location mentioned above.

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

(SEAL)



*Sanh Khabell*  
Secretary, Board of Directors

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