

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

May 25, 2023

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 25<sup>th</sup> day of May 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 except Director Bray, thus constituting a quorum.

Also attending in person were Cara Sliva of Artesian Financial Services ("Artesian"); Melody Hess of Newfirst National Bank; Craig Kalkomey of LJA Engineering ("LJA"); Neil Stillman of Friends of the Park; Maeve Burns of TBG Partners ("TBG"); Matthew Dunn, Andrew Dunn and Josh Lugo of On-Site Protection LLC ("On-Site"); Jerry Schroeder and Marie Newsom of Champions Hydro-Lawn, Inc. ("Champions"); Yvonne Arceneaux, District Park Manager; Les Lee of eSiteful; and Harry H. Thompson and Whitney Lington 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 April 27, 2023 regular parks meeting. After review and discussion, Director Hubbell moved to approve the minutes, as discussed. Director Robinson seconded the motion, which passed unanimously.

## FRIENDS OF THE PARK

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

## SECURITY REPORT

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

Messrs. Dunn updated the Board on recent issues involving local law enforcement. Discussion ensued. Following discussion, the Board concurred for Director Nady to contact Ted Vierling of the Katy Independent School District to discuss the matter further.

Discussion ensued regarding the parking lot located across from Willow Fork Park.

Ms. Arceneaux inquired about the WiFi located at Central Green. Discussion ensued.

Mr. Lugo stated there are six outdoor free standing electrical boxes located at LaCenterra that are no longer functioning. Discussion ensued. Following review and discussion, the Board concurred for Ms. Arceneaux to follow up with LaCenterra to discuss financing options for the necessary repairs to the electrical boxes.

Messrs. Dunn reported damage to the railing along the road by Willow Fork Park. Discussion ensued.

Following review and discussion, and based on On-Site's recommendation, Director Nady moved to approve the security report. Director Robinson 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 introduced Ms. Hess.

Ms. Hess discussed the Certificate of Deposit Account Registration Service ("CDARS") program and took questions from the Board. Following review and discussion, the Board concurred for ABHR to contact the District's financial advisor to discuss the CDARS program.

Discussion ensued regarding the Reliant invoice.

The Board inquired about the financing options for fixing the railing located along the road by Willow Fork Park.

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 Hubbell 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 continued regarding the broken railing located along the road by the District's park facilities.

Mr. Schroeder reported on the replacement of trees located across from Patti's Patch. Discussion ensued regarding different options for the type of trees to be used for the replacement project.

Mr. Schroeder updated the Board on the sinkhole repair at Willow Fork Park.

Mr. Schroeder presented a proposal from Lake Management Services, LP ("LMS") for an estimated amount of \$6,345.34 for the rebuild of pump 3 at Willow Fork Park. Discussion ensued regarding entering into a service agreement with LMS.

Following review and discussion, and based off Champions' recommendation, Director Nady moved to: (1) approve Champions' report; (2) approve the proposal from LMS in the estimated amount of \$6,345.34 for the rebuild of pump 3 at Willow Fork Park; and (3) enter into a Service Agreement with LMS, subject to final review of the Service Agreement by ABHR and finalization, and direct that the Service Agreement be filed appropriately and retained in the District's official records. Director Hubbell 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 and stated the contract is currently being reviewed by ABHR.

Ms. Burns updated the Board on the status of Patti's Patch and stated the contract is ready for signature and TBG will be working in conjunction with Champions regarding the tree removal and replacement at Patti's Patch.

Ms. Burns updated the Board on the parking light landscape lighting at Willow Fork Park and stated the current batteries are not able to be replaced due to proprietary rights. Ms. Burns stated that TBG is getting quotes for hardwiring of the lights as well as replacement lights.

Discussion ensued regarding the installation of bike racks at Willow Fork Park. Following review and discussion, the Board concurred to have TBG work with Champions to prepare a proposal for the installation of bike racks at Willow Fork Park.

Ms. Burns updated the Board on fencing options at Central Green and stated the parks committee recommended the District add landscape blocks along the lawn area of Central Green and TBG will prepare a package to bid the work. Ms. Burns then discussed planter options for the areas where restaurants are located in Central Green. Ms. Burns then provided an update on the rail and ramp options for the stage at Central Green.

Ms. Burns updated the Board on the resurfacing project at Exploration Park and stated the contract is currently being reviewed by ABHR. Ms. Burns stated that TBG is working with Champions to post temporary park closure signs during the resurfacing project.

Mr. Thompson updated the Board on Segments X, Y and Z and stated a meeting with Commissioner Morale's office is scheduled for June 5, 2023 to discuss the interlocal agreement for Segments X, Y and Z.

Ms. Burns updated the Board on the potential sidewalk connection of Mason Road to Trail Segment Q and stated TBG is reviewing the current sidewalk and putting together a cost estimate for the project.

Ms. Burns updated the Board on the Enchanted Meadow Midblock Crossing and stated that LJA is working with Gulf South Pipeline to discuss placement of the crossing area. Ms. Burns stated that TBG recommends splitting the project into two projects for bidding with one project for Beck Junior and Cinco Ranch Junior and the second project for the Midblock Crossing at Enchanted Lane.

Ms. Burns updated the Board on the Falcon Landing Pilot Project trail signage and stated ABHR has approved the contract.

Ms. Burns updated the Board on the surplus bonds application and stated that TBG has submitted the necessary documents to LJA to finalize the application.

The Board discussed Harris County Precinct 4 call for projects program and potential District projects that could qualify for the program.

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) authorize TBG to prepare the application to Harris County Precinct 4 for the call for projects program. 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 updated the Board on the Flood Infrastructure Fund Grant Application and stated LJA is working with Geotech Engineering and Testing and discussing potential costs for the project.

Mr. Kalkomey updated the Board on the Stormwater Quality Park project.

Mr. Kalkomey updated the Board on the Diversion Channel Desilting Project and stated LJA contacted JBRI Construction Services, LLC ("JBRI") and discussed financing options for completing the project, including cost sharing of the remaining work.

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

#### DISCUSS CAPITAL IMPROVEMENT PLAN ("CIP") PROPOSAL AND OPTIONS AND AUTHORIZE APPROPRIATE ACTION

The Board discussed potential options for selecting CIP projects.

#### 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

There was no discussion on this agenda item.

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

The Board discussed town hall meetings related to flood mitigation.

COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

There was no discussion on this agenda item.

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 a contract from Karibe Productions, LLC ("Karibe") to host an Ibiza White Party at Central Green.

Mr. Lee discussed social media marketing options for the District and took questions from the Board. Mr. Lee then presented a proposal from eSiteful in the amount of \$10,550 for a 12-month social media marketing campaign for events in the District.

Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Hubbell moved to: (1) approve the contract from Karibe; and (2) approve the proposal from eSiteful in the amount of \$10,550 for a 12-month social media marketing campaign for events in the District. Director Nady seconded the motion, which passed unanimously.

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 June 8, 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 June 22, 2023, at the same location mentioned above.

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



Sam Abbell  
Secretary, Board of Directors

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