

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

June 22, 2023

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 22<sup>nd</sup> day of June 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 Directors Savage and Robinson, thus constituting a quorum.

Also attending in person were Debbie Depinet of Artesian Financial Services ("Artesian"); Neil Stillman of Friends of the Park; Maeve Burns of TBG Partners ("TBG"); Craig Kalkomey of LJA Engineering ("LJA"); Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); Yvonne Arceneaux, District Park Manager; Cristen Wiatr, District Administrator; and Harry H. Thompson and Whitney Lington of Allen Boone Humphries Robinson LLP ("ABHR").

COMMENTS FROM THE PUBLIC

Director Nady 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 Nady moved to the next agenda item.

MINUTES

The Board next considered approving the minutes of the May 25, 2023 regular parks meeting. After review and discussion, Director Hubbell moved to approve the minutes, as discussed. Director Nady 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.

The Board inquired about the book box at Willow Fork Park and Mr. Stillman stated the book box was damaged and will need to be repaired.

ADOPT RESOLUTION NOMINATING CANDIDATE FOR BOARD OF DIRECTOR ELECTION FOR FORT BEND CENTRAL APPRAISAL DISTRICT

Mr. Thompson stated the Board has an opportunity to nominate a candidate for the Fort Bend Central Appraisal District board. Following discussion, the Board concurred to take no action regarding this matter.

SECURITY REPORT

The Board reviewed the security report prepared by On-Site Protection LLC, a copy of which is attached.

Discussion ensued regarding unauthorized vehicles driving on District trails. Following review and discussion, the Board concurred to add a reminder about proper trail use in the next District newsletter.

The Board inquired about the temporary closure signs that will be placed at Exploration Park during the resurfacing project. Ms. Burns stated that TBG is working with Champions to develop and post the signs.

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

BOOKKEEPER'S REPORT

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

The Board inquired about the engineering line-item listed in the parks budget and discussion ensued.

After review and discussion, and based on the bookkeeper's recommendation, Director Hubbell 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.

Mr. Schroeder updated the Board on the broken railing located along the road by the District's park facilities and stated the railing has been fixed. The Board inquired about the repair being covered by insurance. Mr. Thompson stated the District's insurance deductible is higher than the cost of the repair. The Board concurred to refrain from submitting an insurance claim.

Mr. Schroeder presented a proposal from Champions, in the amount of \$16,046.50 for the replacement of elm trees at Willow Fork Park. Discussion ensued regarding when to remove the elm trees and replant the new trees.

Following review and discussion, and based off Champions' recommendation, Director Hubbell moved to: (1) approve Champions' report; and (2) approve proposal from Champions in the amount of \$16,046.50 for the replacement of elm trees at Willow Fork Park. 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 and stated a Notice to Proceed was issued on June 13, 2023.

Ms. Burns updated the Board on the status of Patti's Patch and stated a Notice Proceed will be issued on June 23, 2023.

Ms. Burns updated the Board on the parking lot landscape lighting at Willow Fork Park and stated TBG is getting quotes for hardwiring of the lights as well as replacement lights.

Ms. Burns updated the Board on the installation of bike racks at Willow Fork Park and stated TBG intends to install bike racks at two locations; one bike rack by the bridge and one bike rack by the pavilion. Discussion ensued regarding the number of bike racks to install.

Ms. Burns updated the Board on fencing options and rail and ramp options at Central Green.

Ms. Burns updated the Board on the resurfacing project at Exploration Park and stated the Notice to Proceed will be issued on July 17, 2023. Ms. Burns stated that TBG is working with Champions to post temporary park closure signs during the resurfacing project.

Mr. Kalkomey updated the Board on Segments X, Y, and Z and stated information was sent to Fort Bend County for review.

Mr. Kalkomey updated the Board on Segment Q and stated a meeting is scheduled for next week with Harris County. Director Nady updated the Board on the easements associated with Segment Q. Mr. Thompson then discussed the financing of the easements and next steps.

The Board inquired about the Fry Road underpass and Mr. Kalkomey provided an update.

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 the project will be put out for bid and TBG will have bids to present at the next parks meeting.

Ms. Burns updated the Board on the Falcon Landing Pilot Project trail signage and stated a Notice to Proceed was issued on June 14, 2023.

Ms. Burns updated the Board on the surplus bonds application and stated LJA has submitted the application.

Ms. Burns updated the Board on Harris County Precinct 4 call for projects program and stated TBG submitted the District's application on June 16, 2023.

Following review and discussion, and based off of the landscape architect's recommendation, Director Bray moved to approve the landscape architect's report. 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 Cinco Ranch Boulevard Underpass project and stated LJA is working with Fort Bend County Commissioner Morales' office to discuss funding options. Discussion ensued regarding potential financial contributions from surrounding Municipal Utility Districts ("MUD"). The Board then discussed potential projects that could be partnered with surrounding MUDs. The Board concurred to send a District Director to Cinco MUD No. 12 to request a financial contribution for the project.

Mr. Kalkomey updated the Board on the Stormwater Quality Park project and discussion ensued.

Mr. Kalkomey updated the Board on the Diversion Channel Desilting Project and stated JBRI Construction Services, LLC ("JBRI") has finished the final grading and removal of stockpiles. Mr. Kalkomey then presented and reviewed Pay Application

No. 7 in the amount of \$107,025.10, payable to JBRI for the desilting of the diversion channel.

The Board inquired about the outfall located by Cinco Park Road.

Following review and discussion, and based off of the engineer's recommendation, Director Hubbell moved to: (1) approve the engineering report; and (2) approve Pay Application No. 7 submitted by JBRI, as discussed. Director Bray seconded the motion, which passed unanimously.

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

Mr. Kalkomey stated LJA looked into the cost of building a database for the inventory of District parks and trails. Discussion ensued.

DISCUSS 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. Thompson stated a meeting is scheduled for June 26, 2023. Discussion ensued regarding legislation connected to the excavation project and Houston Stronger.

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

Director Hubbell updated the Board on the next newsletter and e-blast.

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.

CURRENT EVENTS

There was no discussion on this agenda item.

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

The Board concurred to hold the next drainage meeting in person on July 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 July 27, 2023, at the same location mentioned above.

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

(SEAL)



*San Hillbell*  
Secretary, Board of Directors

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