

WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

July 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 27th day of July 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 Lisa Rickert and Cara Silva of Artesian Financial Services ("Artesian"); Neil Stillman of Friends of the Park; Maeve Burns of TBG Partners ("TBG"); Isaac Muniz of LJA Engineering ("LJA"); Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); Matthew Dunn and Andrew Dunn of On-Site Protection LLC ("On-Site"); Yvonne Arceneaux, District Park Manager; Cristen Wiatr, District Administrator; and Andrew Vaughan 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 June 22, 2023 regular parks meeting. After review and discussion, Director Nady moved to approve the minutes, as discussed. Director Bray 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.

Mr. Stillman updated the Board on the recent community event, "Silent Hunter - All About Owls".

SECURITY REPORT

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

The Board discussed an email received from the District's website.

Messrs. Dunn discussed cameras in the District and potential replacement of cameras. Discussion ensued. Following review and discussion, the Board requested for On-Site to present a proposal for the replacement of cameras in the District at the next Board meeting.

The Board discussed WiFi at Willow Fork Park and Central Green.

The Board requested for On-Site to check the solar lights located at Exploration Park.

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

BOOKKEEPER'S REPORT

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

Ms. Rickert stated check no. 8296 is a reissue of check no. 8276, payable to Samantha Walker in the amount of \$1,200.00.

Ms. Rickert requested Board approval of check no. 8312, payable to Amobi Okoye Foundation in the amount of \$1,500.00 which was not included in the bookkeeper's report.

Ms. Rickert stated check no. 10069, payable to JBRI in the amount of \$32,688.88 would be released for payment.

Following review and discussion, and based on the bookkeeper's recommendation, Director Nady moved to approve the bookkeeper's report and payment of the bills, including check no. 8312. 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.

Mr. Schroeder updated the Board on the water leak located in the bathroom at Central Green.

The Board discussed the current status of the Stormwater Quality Park project.

The Board discussed signage posted in Willow Fork Park.

The Board discussed the installation of bike racks at Willow Fork Park. Mr. Schroeder stated he will bring a proposal for the installation of bike racks at Willow Fork Park to the next Board meeting.

Following review and discussion, and based off Champions' recommendation, Director Hubbell moved to approve Champions' report. Director Bray 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 and stated excavation for the underground duct banks started this week and lights will be installed the second week of August.

Mr. Klein updated the Board on the status of Patti's Patch.

Mr. Klein 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.

Mr. Klein updated the Board on fencing options and rail and ramp options at Central Green and stated only one bid was received for the project. Mr. Klein stated TBG will be revising the scope of the project and rebidding the project.

Mr. Klein updated the Board on the resurfacing project at Exploration Park and stated TBG will be rebidding the project and will present bids at the August 10, 2023 meeting.

Mr. Klein updated the Board on the Katy Independent School District Trails Package and stated a Notice to Proceed was issued on July 25, 2023.

The Board discussed midblock crossings in the District. Following review and discussion, the Board requested for LJA to check all midblock crossings in the District to ensure all midblock crossings are functioning properly.

Mr. Klein updated the Board on the Falcon Landing Pilot Project trail signage and stated graphics for the signage are in production.

Mr. Klein updated the Board on Harris County Precinct 4 call for projects program and stated TBG is waiting for follow up from Harris County.

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

ENGINEERING REPORT

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

Mr. Muniz updated the Board on the Fry Road Underpass and stated LJA is reviewing comments and anticipates resubmitting all documents to Harris County by the end of next week.

Mr. Muniz stated LJA has submitted notification to the Texas Water Development Board and the United States Army Corp of Engineers ("USACE") to withdraw Project Barker from this round of Flood Infrastructure Fund ("FIF") projects.

Mr. Muniz updated the Board on the Cinco Ranch Boulevard Underpass project and stated LJA is waiting on final funding agreements and partnerships for the project.

Mr. Muniz updated the Board on Segment Q and stated LJA submitted the draft interlocal agreement and USACE documentation to Harris County Precinct 4 for review.

Mr. Muniz updated the Board on Segment X,Y and ,Z and stated Fort Bend County has submitted information to the Fort Bend County's attorney for review.

Mr. Muniz stated the surplus funds application has been submitted to the Texas Commission on Environmental Quality ("TCEQ") and is in the review process.

Mr. Muniz stated LJA is working on a GIS proposal to inventory District facilities to be presented at the next Board meeting.

Mr. Muniz updated the Board on the Diversion Channel Desilting Project and stated JBRI Construction Services, LLC ("JBRI") has regraded the side slope and added sod strips to reduce risk of erosion while turf continues to establish. Mr. Muniz then presented and recommended Pay Application No. 8 and Final in the amount of

\$32,688.88, payable to JBRI for the desilting of the diversion channel and final acceptance of the project.

Mr. Muniz updated the Board on the Stormwater Quality Park project and stated LJA recommends adding 40 additional days to the contract with GW Phillips due to the additional fill required for the project. Mr. Muniz then presented and recommended Pay Application No. 2 in the amount of \$109,693.80 and Pay Application No. 3 in the amount of \$71,785.80, both payable to GW Phillips for the construction of the Stormwater Quality Park project.

The Board inquired about the sidewalk located along Mason Road, near Cinco Ranch Boulevard.

Following review and discussion, and based off of the engineer's recommendation, Director Nady moved to: (1) approve the engineering report; (2) approve Pay Application No. 8 submitted by JBRI, as discussed and final acceptance of the project; and (3) approve Pay Application No. 2 and Pay Application No. 3 submitted by GW Phillips, as discussed. Director Hubbell seconded the motion, which passed unanimously.

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

There was no discussion on this agenda item.

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

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

Director Hubbell updated the Board on the next newsletter.

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 reviewed a Central Green presentation. Discussion ensued and Ms. Arceneaux took questions from the Board.

Ms. Arceneaux discussed a proposal being submitted to Cinco Municipal Utility District No. 12 for the installation of a climate controlled green room and storage room at Central Green. Ms. Arceneaux then discussed including installation of air conditioning for the restrooms located at Central Green to the proposal. Discussion ensued. Following review and discussion, the Board requested for TBG to provide an estimated cost for the installation of a climate controlled green room and storage room at Central Green and the installation of air conditioning in the restrooms located at Central Green.

The Board reviewed a contract from Karibe Productions for Tributo A Mana at Central Green. Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Hubbell moved to approve the contract. Director Nady seconded the motion, which passed unanimously.

The Board then reviewed a contract from Hayden Baker Music LLC ("Hayden Baker") with the request to sell merchandise at their event on March 23, 2024. Discussion ensued. Following review and discussion, Director Hubbell made a motion to deny Hayden Barker's request to sell merchandise and approve the contract as amended. Director Nady seconded the motion, which passed unanimously.

CURRENT EVENTS

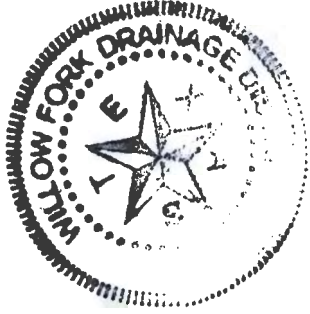
Director Robinson discussed current events.

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

The Board concurred to hold the next drainage meeting in person on August 10, 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 August 24, 2023, at the same location mentioned above.

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

(SEAL)



Jan H. Bell
Secretary, Board of Directors

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