

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

August 24, 2023

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 24<sup>th</sup> day of August 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 Silva 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"); Andrew Dunn and Josh Lugo of On-Site Protection LLC ("On-Site"); Yvonne Arceneaux, District Park Manager; 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 July 27, 2023 regular parks meeting. After review and discussion, Director Nady moved to approve the minutes, as amended. Director Hubbell 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.

DISCUSS 2023 TAX RATE, SET PUBLIC HEARING DATE, AND AUTHORIZE  
NOTICE OF PUBLIC HEARING REGARDING ADOPTION OF TAX RATE

The Board deferred discussion on this agenda item.

BOOKKEEPER'S REPORT

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

Ms. Sliva reviewed the District's budget for the fiscal year ending September 30, 2023 and reviewed a comparison of actual expenditures against the original budget adopted.

Ms. Sliva then reviewed and presented a preliminary proposed budget for drainage and parks' fiscal year end September 30, 2024, copies of which are attached to the bookkeeper's report. Discussion ensued. After review and discussion, the Board concurred to defer the adoption of the budget for drainage and parks' fiscal year end September 30, 2024 until the next meeting.

Following 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 Robinson 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.

The Board inquired about the water leak located in the bathroom at Central Green and discussion ensued.

The Board discussed the Diversion Channel project and Mr. Kalkomey provided an update to the Board.

The Board discussed a request from Canyon Gate at Cinco Ranch HOA ("Canyon Gate") to mow a CenterPoint Energy ("CenterPoint") easement. After review and discussion, the Board requested for Canyon Gate to contact Champions.

The Board discussed algae in District lakes and potential treatments for the algae. The Board requested for Champions to contact Lake Management Services, L.P. to discuss possible algae treatments.

Mr. Schroeder presented a proposal from Champions for the installation of two bike racks at Willow Fork Park, in the amount of \$5,736.25. Discussion ensued regarding adding a Willow Fork Park nameplate to the bike rack.

The Board requested for Champions to mow the Diversion Channel sections located off the fence line to Fry Road.

The Board inquired about abandoned power poles located at Willow Fork Park and discussion ensued. Following review and discussion, the Board concurred for Director Nady to contact CenterPoint regarding the removal of the power poles.

Director Nady stated the frontage road at State Highway 99 southbound between Bay Hill Boulevard and Cinco Ranch Boulevard is being considered for expansion and a meeting is being held on October 5, 2023 to discuss the project.

Following review and discussion, and based off Champions' recommendation, Director Nady moved to: (1) approve Champions' report; and (2) approve the proposal from Champions for the installation of two bike racks at Willow Fork Park, in the amount of \$5,736.25. Director Hubbell seconded the motion, which passed unanimously.

#### SECURITY REPORT

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

Mr. Lugo discussed camera replacement in the District and presented a proposal from On-Site for the installation of 12 cameras in the amount of \$15,212.16. Discussion ensued.

The Board inquired about the gate at Willow Fork Park and discussion ensued.

Mr. Lugo updated the Board on the solar lights located at Exploration Park. Discussion ensued regarding the enclosure for the video camera equipment at Exploration Park. Following review and discussion, the Board concurred to authorize On-Site to install a stainless-steel box around the video camera equipment at Exploration Park, in an amount not to exceed \$1,600.00.

Following review and discussion, Director Nady moved to: (1) approve the security report; and (2) approve the proposal from On-Site for the installation of 12 cameras in the amount of \$15,212.16. 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 lighting fixtures will be arriving this week. Discussion ensued regarding the installation and location of the lighting fixtures.

Ms. Burns updated the Board on the status of Patti's Patch and stated mobilization will begin on September 4, 2023.

Ms. Burns stated a proposal for signage at Willow Fork Park will be presented at the next meeting.

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 fencing options and rail and ramp options at Central Green and stated TBG is soliciting two more bids for the project.

Ms. Burns updated the Board on an estimated cost for the installation of a climate controlled green room and storage room at Central Green, to include installation of air conditioning for the restrooms located at Central Green and stated TBG reviewed the project and estimated the cost to be between \$250,000.00 and \$300,000.00. Mr. Thompson stated Cinco Municipal Utility District No. 12 ("Cinco 12") is interested in helping to fund the installation of a climate controlled green room and storage room at Central Green, to include installation of air conditioning for the restrooms located at Central Green, as well as the Cinco Ranch Boulevard Underpass project. Discussion ensued. Mr. Thompson stated that before any commitment will be made by Cinco 12, plans must be approved by Cinco 12. Further, Cinco 12 offered to fund \$1,500.00 to the District to begin design on the green room. Cinco 12 informed Mr. Thompson it will fund \$100,000.00 for the Underpass project.

Ms. Burns updated the Board on the resurfacing project at Exploration Park and stated TBG will present bids at the next drainage meeting.

Mr. Kalkomey 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. Kalkomey updated the Board on Segment Q and discussion ensued regarding the Harris County Flood Control requirements.

Ms. Burns updated the Board on the Katy Independent School District ("KISD") Trails Package and stated sidewalks and ramps have been installed with a substantial review to be scheduled.

Ms. Burns updated the Board on the Falcon Landing Pilot Project trail signage and stated panels are being installed today.

Ms. Burns updated the Board on the status of the Harris County Precinct 4 call for projects program application.

Ms. Burns presented a proposal from RS Industrial Arts for the manufacturing and installation of 13 signs at Central Green in the amount of \$6,475.00. Discussion ensued.

The Board discussed the concern of alcohol consumption during events at Central Green. After review and discussion, the Board concurred for Ms. Arceneaux to prepare a proposal for no alcohol consumption signage at Central Green and present at the next meeting.

Following review and discussion, and based off of the landscape architect's recommendation, Director Hubbell moved to: (1) approve the landscape architect's report; and (2) approve the proposal from RS Industrial Arts for the manufacturing and installation of 13 signs at Central Green in the amount of \$6,475.00. Director Nady 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 has addressed all comments and has resubmitted all documents to Harris County. Mr. Kalkomey stated LJA is continuing to work on the impact analysis for Harris County Flood Control.

Mr. Kalkomey updated the Board on the Cinco Ranch Boulevard Underpass project and presented a design proposal from LJA in the amount of \$90,000.00. Discussion ensued. Following review and discussion, the Board requested for LJA to include lighting in the design proposal and deferred taking action on the presented proposal.

Mr. Kalkomey presented a GIS proposal from LJA to inventory District facilities in an amount between \$30,000.00 to \$40,000.00. Discussion ensued regarding use and financing of the proposal.

The Board discussed a failed outfall located near a bridge by Mason Road. The Board requested for LJA to contact KISD to discuss the failed outfall.

Following review and discussion, and based off of the engineer's recommendation, Director Nady moved to: (1) approve the engineering report; and (2) approve the GIS proposal from LJA in the amount of \$40,000 using GPS to locate District facilities. Director Hubbell seconded the motion, which passed unanimously.

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

Mr. Thompson stated Cinco 12 would like to partner with the District to develop acreage in front of Cinco Ranch High School. Discussion ensued regarding potential use and maintenance of the land.

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

Mr. Thompson updated the Board on an easement connected to Segment Q.

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

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 three contracts for Board approval: (1) Not Really Willie, Willie Nelson Tribute; (2) renewal of yoga contract with Samantha Walker; and (3) Karibe Productions for a Venezuelan Festival at Central Green. Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Hubbell moved to approve the three contracts, as presented. Director Nady seconded the motion, which passed unanimously.

Discussion continued regarding the concern of alcohol consumption during events at Central Green. The Board requested for ABHR to send a letter to the Crack Shack regarding the Rules and Regulations for the District's Parks.

The Board discussed scheduling a joint meeting with Cinco 12.

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 September 14, 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 September 28, 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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