

WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

October 26, 2023

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 26<sup>th</sup> day of October 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 of Artesian Financial Services ("Artesian"); Neil Stillman of Friends of the Park; Maeve Burns of TBG Partners ("TBG"); Craig Kalkomey and Shanna O'Hara of LJA Engineering ("LJA"); Marie Newsom and Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); Andrew Dunn and Matthew Dunn 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 September 28, 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.

Mr. Stillman updated the Board on Patti's Patch and stated a tentative dedication date for Patti's Patch is scheduled for April 6, 2024. Discussion ensued.

## SECURITY REPORT

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

The Board discussed security cameras and transmitters located at Exploration Park.

Messrs. Dunn updated the Board on the light poles at Willow Fork Park.

The Board discussed the restrooms at Willow Fork Park and requested for Champions to conduct a site visit of the restrooms.

The Board discussed security at Willow Fork Park.

Following review and discussion, Director Nady moved to approve the security report. Director Bray 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 requested Board approval of check no. 8512 payable to Robertson Recreational Services ("Robertson") in the amount of \$107,639.91 for the resurfacing project at Exploration Park, which was not included in the report.

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 discussed an updated utility cost and usage report that was included in the bookkeeper's report. Discussion ensued. Following review and discussion, the Board requested for Artesian to include the utility cost and usage report in the bookkeeping report quarterly.

The Board then discussed allocated District projects in connection to District bond sales.

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. 8512 subject to ABHR approval of insurance and bonds. 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.

The Board inquired about the installation of bike racks at Willow Fork Park.

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

The Board discussed the replacement of the pump located at the Willow Fork Park lake.

The Board discussed Champion's invoice for October.

Following review and discussion, and based off Champions' recommendation, Director Bray moved to approve Champions' report. Director Hubbell seconded the motion, which passed unanimously.

The Board reviewed a lake management report prepared by Lake Management Services, L.P., a copy of which is attached.

#### 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 have been installed and TBG recommends the Board approve substantial completion of the project. Discussion ensued regarding timers for the lights located at Willow Fork Park. Ms. Burns then discussed a potential Change Order and stated TBG will need to get additional pricing information before moving forward with a Change Order.

Ms. Burns updated the Board on the status of Patti's Patch and stated the expected completion date is November 22, 2023.

Ms. Burns updated the Board on the signage at Willow Fork Park and stated the contract has been sent to RS Industrial Arts for review.

Ms. Burns updated the Board on fencing options and rail and ramp options at Central Green and stated the contract has been sent to Heritage Construction Services, LLC for review. Ms. Burns stated Central Green is reviewing the proposed site modifications and providing feedback.

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 presented two options for the project: (i) construction of a 10' X 10' area in the amount of \$174,985.60; and (ii) construction of a 10' X 16' X 8' area in the amount of \$214,670.85. Discussion ensued. Following review and discussion, the Board concurred for TBG to move forward with the option to construct a 10' X 16' X 8' area in the amount of \$214,670.85, subject to approval from Cinco Municipal Utility District No. 12 ("MUD 12").

The Board inquired about the Katy Independent School District ("KISD") Trails Package. Ms. Burns stated TBG received a request from KISD for additional installation of striping, lighting and a stop sign. Discussion ensued. Ms. Burns then recommended approval of Pay Estimate No. 2 and Final submitted by DL Meacham ("Meacham") in the amount of \$6,615.7 and acceptance of the project.

Ms. Burns updated the Board on the resurfacing project at Exploration Park and stated the contract is being reviewed by AHBR.

Mr. Kalkomey updated the Board on Segment Q and stated all requested information has been submitted to the Harris County's attorney office.

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.

Ms. Burns updated the Board on the Falcon Landing Pilot Project trail signage.

Ms. Burns updated the Board on the status of the Harris County Precinct 4 call for projects program and stated an interlocal agreement draft is expected for review by December.

Mr. Thompson updated the Board on a request from Cinco Municipal Utility District No. 3 ("MUD 3") to facilitate sidewalk improvements on behalf of MUD 3 from Segment Q to Mason Road. Discussion ensued regarding funding of the project.

Following review and discussion, and based off of the landscape architect's recommendation, Director Nady moved to: (1) approve the landscape architect's report;

(2) approve deposit check in the amount of \$107,639.91 payable to Robertson for the resurfacing project at Exploration Park; (3) approve Pay Estimate No. 2 and Final submitted by Meacham in the amount of \$6,615.77 for the KISD Trails Package and acceptance of the project; and (4) authorize ABHR to prepare an interlocal agreement between the District and MUD 3. Director Bray seconded the motion, which passed unanimously.

### ENGINEERING REPORT

Ms. O'Hara reviewed the engineering report, a copy of which is attached.

Ms. O'Hara updated the Board on the Fry Road Underpass and stated LJA has addressed all comments and has resubmitted all documents to Harris County.

Ms. O'Hara updated the Board on the Cinco Ranch Boulevard Underpass project and presented an updated design proposal from LJA in the amount of \$90,000.00. Discussion ensued regarding funding and financial contributions for the project. The Board concurred for a District director to attend the next MUD 12 meeting. The Board then discussed slope paving for the project.

Mr. Kalkomey updated the Board on the Enchanted Meadow Midblock Crossing and stated LJA is adjusting the alignment of the crossing as specified by TBG.

Mr. Kalkomey stated LJA is working on the preliminary cost for the construction of the Peek Road Underpass and the Mason Road Underpass.

Ms. O'Hara updated the Board on the set up of a GIS website to inventory District facilities and stated data is still be collected and uploaded to the GIS website.

Ms. O'Hara updated the Board on a failed outfall located near a bridge by Mason Road and stated Fort Bend County Drainage District has removed the bridge and replaced the outfall pipe. Mr. Kalkomey stated LJA is waiting on an update from Fort Bend County regarding the replacement of the sidewalk located by the area.

Following review and discussion, and based off of the engineer's recommendation, Director Nady moved to: (1) approve the engineering report; and (2) approve design proposal from LJA in the amount of \$90,000.00 for the Cinco Ranch Boulevard Underpass project. Director Hubbell seconded the motion, which passed unanimously.

Mr. Kalkomey updated the Board on the Stormwater Quality Park project and stated a final walkthrough is scheduled for October 27, 2023.

The Board discussed tree replacement in the District.

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

Director Nady reviewed potential trail projects for the District and discussion ensued.

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 Chabad of West Houston for a Chanukah Festival at Central Green. Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Bray moved to approve the contract. Director Hubbell seconded the motion, which passed unanimously.

PERSONNEL MATTERS, INCLUDING PARK EMPLOYEE MATTERS AND CONTRACTS

The Board concurred to discuss the matter in executive session.

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 November 9, 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 November 30, 2023, at the same location mentioned above.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.074, TEXAS GOVERNMENT CODE, TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF A PUBLIC OFFICER OR EMPLOYEE

The Board convened in executive session at 1:45 p.m. pursuant to Section 551.074 of the Texas Government Code to deliberate the duties, appointment, and evaluation of an employee. Mr. Thompson and Ms. Lington were also present.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION REGARDING PENDING OR CONTEMPLATED LITIGATION OR THE LEGAL ADVICE BY THE DISTRICT'S ATTORNEY

The Board reconvened in open session at 1:58 p.m.

Direct Bray made a motion to authorize ABHR to follow up on personal matters, as discussed in executive session. Director Nady seconded the motion, which passed unanimously.

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

(SEAL)



  
Secretary, Board of Directors

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