

MINUTES
WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

November 30, 2023

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 30th day of November 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 Hubbell, 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"); Shanna O'Hara of LJA Engineering ("LJA"); Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); 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 October 26th, 2023 regular parks meeting. After review and discussion, Director Nady moved to approve the minutes, as amended. 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 Patti's Patch.

SECURITY REPORT

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

The Board discussed security cameras at Exploration Park and potentially installing new security cameras.

The Board discussed 4-wheeler use at Freedom 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. Sliva reviewed the bookkeeper's report for parks, a copy of which is attached. Ms. Sliva requested Board approval of check no. 8576 payable to 100 Mile Audio & D.J. in the amount of \$800.00, which was not included in the report.

The Board discussed check no. 8560 payable to Lake Management Services, L.P. ("Lake Management") in the amount of \$26,221.87. The Board requested Artesian to hold check no. 8560 until further clarification of the work listed in the invoice can be provided.

Ms. Sliva reviewed the District's budget for the fiscal year ending September 30, 2024 and reviewed a comparison of actual expenditures against the original budget adopted.

Ms. Sliva then reviewed the quarterly investment report included in the bookkeeper's report.

The Board discussed safeguards in connection to holding checks.

Following review and discussion, and based on the bookkeeper's recommendation, Director Bray moved to approve the bookkeeper's report and payment of the bills, including check no. 8576 and check no. 8560 (contingent on clarification from Lake Management) Director Nady 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 discussed the resurfacing at Exploration 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 caps located on top of the light poles at Willow Fork Park.

Mr. Schroeder presented a proposal from Champions in the amount of \$7,507.50 for the removal of a suction line located at Willow Fork Park.

The Board discussed District tables and chairs currently in storage and potentially placing them at Willow Fork Park. The Board requested Champions to bring pictures of the tables and chairs to the next meeting.

Following review and discussion, and based off Champions' recommendation, Director Bray moved to: (1) approve Champions' report; and (2) approve proposal from Champions in the amount of \$7,507.50 for the removal of a suction line located at Willow Fork Park. Director Nady 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 recommended approval of Pay Estimate No. 1 submitted by CSE, W-Industries ("CSE") in the amount of \$79,802.10. Ms. Burns then recommended approval of Change Order No. 1 to the contract with CSE to decrease the contract in the amount of \$4,500.00. The Board determined that Change Order No. 1 is beneficial to the District. Ms. Burns then discussed a potential change order to remove light fixtures and install landscape lighting. Discussion ensued.

Ms. Burns updated the Board on the status of Patti's Patch.

Ms. Burns updated the Board on the signage at Willow Fork Park and stated the Notice to Proceed was issued on November 29, 2023.

Ms. Burns updated the Board on the manufacturing and installation of 13 signs at Central Green and stated the Notice to Proceed was issued on November 29, 2023.

Ms. Burns updated the Board on fencing options and rail and ramp options at Central Green and stated a Notice to Proceed will be issued on November 30, 2023. Ms. Burns stated Central Green is reviewing the proposed site modifications and providing feedback.

Ms. Burns updated the Board on the resurfacing project at Exploration Park and stated the project is complete and the park is open to the public. Ms. Burns stated a final walkthrough is scheduled for November 30, 2023.

Ms. Burns updated the Board on the Katy Independent School District ("KISD") Trails Package and stated TBG will be scheduling a final walkthrough.

Ms. Burns updated the Board on the Falcon Landing Pilot Project trail signage and stated all panels have been installed with a final walkthrough scheduled for November 30, 2023.

The Board discussed the 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 and contributions from MUD 3.

Following review and discussion, and based off of the landscape architect's recommendation, Director Bray moved to: (1) approve the landscape architect's report; (2) approve Pay Estimate No. 1 submitted by CSE in the amount of \$79,802.10 for the lighting project at Willow Fork Park; and (3) approve Change Order No. 1 to the contract with CSE to decrease the contract in the amount of \$4,500.00 for the lighting project at Willow Fork Park. Director Nady 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.

The Board discussed trail segment and underpass projects in the District. The Board concurred to develop a monthly report to monitor current and pending trail segment and underpass projects, as well as necessary agreements needed in conjunction with each project.

Ms. O'Hara updated the Board on the Cinco Ranch Boulevard Underpass project and stated LJA has started the design plans for the project. The Board concurred to move forward with slope paving for the project.

Ms. O'Hara updated the Board on the Enchanted Meadow Midblock Crossing and requested Board approval to authorize LJA to advertise for bids for the project. Discussion ensued.

Ms. O'Hara updated the Board on the preliminary cost for the construction of the Peek Road Underpass and the Mason Road Underpass. Ms. O'Hara stated the preliminary cost for the construction of the Peek Road Underpass would be \$720,000.00 and the preliminary cost for the construction of the Mason Road Underpass would be \$685,000.00. Discussion ensued regarding funding for the projects.

The Board discussed potential joint projects with MUD 12.

The Board discussed a light being installed by TxDOT between the two SH 99 main lane bridges over Buffalo Bayou for the pedestrian underpass. The Board requested for LJA to follow up with Fort Bend County to inquire about the installation of the light.

Ms. O'Hara updated the Board on the Stormwater Quality Park project and stated the final punch list is complete. Ms. O'Hara recommended approval of Pay Estimate No. 5 in the amount of \$43,837.98 and Pay Estimate No. 6 in the amount of \$50,845.98 submitted by GW Phillips for the project.

Following review and discussion, and based off of the engineer's recommendation, Director Nady moved to: (1) approve the engineering report; (2) authorize LJA to advertise for bid the Enchanted Meadow Midblock Crossing; and (3) approve Pay Estimate No. 5 in the amount of \$43,837.98 and Pay Estimate No. 6 in the amount of \$50,845.98 submitted by GW Phillips for the Stormwater Quality Park project. Director Bray seconded the motion, which passed unanimously.

COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

Director Bray stated the November newsletter was sent out.

Mr. Thompson discussed updates to the District website.

DISCUSS ADDITIONAL TRAIL PROJECTS, INCLUDING MASTER COMMUNITY PLAN, INTERLOCAL AGREEMENT WITH CINCO MUNICIPAL UTILITY DISTRICT NO. 3 ("MUD 3"), AND AUTHORIZE APPROPRIATE ACTION.

Discussion continued regarding trail projects and underpass projects in the District.

Mr. Thompson reviewed a proposed Interlocal Agreement with MUD 3 for the design and construction of Mason Road sidewalk improvements.

Following review and discussion, Director Nady moved to approve the Interlocal Agreement with MUD 3, subject to final review. Director Bray seconded the motion, which passed unanimously.

REPORT REGARDING CENTRAL GREEN EVENTS AND PARKS COMMITTEE RECOMMENDATIONS AND APPROVE CONTRACTS FOR EVENTS, AS APPROPRIATE, DISCUSS PARK OPERATIONS, AMENDMENT TO RESOLUTION REGARDING AUTHORITY OF PARKS COMMITTEE AND DELEGATION OF CERTAIN DUTIES TO PARKS MANAGER, AND AUTHORIZE APPROPRIATE ACTION

Ms. Arceneaux discussed recent and upcoming Central Green events.

The Board discussed security at Central Green events.

The Board concurred to discuss the Amendment to Resolution Regarding Authority of Parks Committee and Delegation of Certain Duties to Park Manager in executive session.

PERSONNEL MATTERS, INCLUDING PARK EMPLOYEE MATTERS, AND AMENDMENT TO PARKS MANAGEER EMPLOYMENT AGREEMENT

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 December 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 December 28, 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 1:26 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 1:38 p.m.

Direct Savage made a motion to: (1) amend the Parks Manager Employment Agreement, as discussed; and (2) amend the Resolution Regarding Authority of Parks Committee and Delegation of Certain Duties to Park Manager, as discussed. Director Nady seconded the motion, which passed unanimously.

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

(SEAL)



Sam Hubbell
Secretary, Board of Directors

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