

MINUTES
WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

January 25, 2024

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 25th day of January 2024, 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 Nady and Bray, thus constituting a quorum.

Also attending in person were: Neil Stillman of Friends of the Park; Cara Sliva of Artesian Financial Services ("Artesian"); Craig Kalkomey and Shanna O'Hara of LJA Engineering ("LJA"); Maeve Burns of TBG Partners ("TBG"); Jerry Schroeder of Champions Hydro-Lawn, Inc. ("Champions"); Matthew Dunn of On-Site Protection LLC ("On-Site"); and Harry H. Thompson, Katie Carner 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 December 28, 2023 regular parks meeting. After review and discussion, Director Hubbell moved to approve the minutes, as amended. Director Robinson seconded the motion, which passed unanimously.

FRIENDS OF THE PARK

Mr. Stillman reviewed the Friends of Willow Fork Park report, a copy of which is attached.

Mr. Stillman updated the Board on the proposed installation of two arbor entrances at the pollinator garden in Willow Fork Park. Discussion ensued regarding the size of the arbor entrances and installation materials to be used for the project.

Mr. Stillman discussed installing a bulletin board at the entrance of Willow Fork Park. Discussion ensued regarding the size, location, color and materials to be included on the bulletin board. The Board concurred to select the option with the black border.

Mr. Stillman updated the Board on the interpretive panel to be installed at Patti's Patch.

Mr. Stillman discussed upcoming events at Willow Fork Park.

Following review and discussion, Director Hubbell moved to: (1) approve the Friends of the Park report; and (2) authorize Mr. Stillman to purchase a bulletin board for Willow Fork Park, as discussed. Director Robinson seconded the motion, which passed unanimously.

SECURITY REPORT

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

The Board discussed chalking graffiti located on the sidewalks of Exploration Park.

The Board discussed the gate located at the Willow Fork Park parking lot and requested for On-Site to repair the gate in an amount not to exceed \$7,500.00.

Following review and discussion, Director Hubbell moved to: (1) approve the security report; and (2) authorize On-Site to repair the gate located at Willow Fork Park in an amount not to exceed \$7,500.00. Director Robinson 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. 8680 payable to Cinco Ranch Municipal Utility District No. 10 ("MUD 10"), which was not included in the bookkeeper's report.

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.

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, including check no. 8680. 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 fountain located at Willow Fork Park and requested for Champions to review the nighttime settings for the fountain.

The Board discussed overflow for the Willow Fork Park lake and drainage systems for the District playgrounds. The Board requested for TBG to provide follow up on the drainage systems for the District playgrounds at the next Board meeting.

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

LANDSCAPE ARCHITECT REPORT

Ms. Burns reviewed the landscape architect's report prepared by TBG, a copy of which is attached.

Ms. Burns updated the Board on the lighting project at Willow Fork Park.

Ms. Burns updated the Board on Patti's Patch and stated the estimated completion date for the installation of the concrete and letters and final completion of the project is scheduled for the second week in February.

Ms. Burns updated the Board on the signage installation at Willow Fork Park and stated the expected installation date is January 29, 2024.

Ms. Burns updated the Board on signage at Central Green and stated the signs are in fabrication.

Ms. Burns updated the Board on modifications at Central Green and stated the ramp has been installed and railings are in fabrication. Ms. Burns stated the stone is

expected to be installed on January 29, 2024. Discussion ensued regarding the fabrication and installation of planters at Central Green. Ms. Burns then recommended approval of Pay Estimate No. 1 submitted by Heritage Construction Services, LLC ("Heritage") in the amount of \$55,521.00 and Change Order No. 1 submitted by Heritage in the amount of \$12,420.00 for additional materials., to replace Change Order No. 1 that was previously approved at the last meeting. The Board determined revised Change Order No. 1 is beneficial to the District.

Ms. Burns updated the Board on the resurfacing project at Exploration Park and recommended approval of the Certificate of Final Acceptance and Pay Estimate No. 3 and Final submitted by Robertson Industries Inc. ("Robertson") in the amount of \$21,526.78.

The Board discussed potential joint projects with Cinco Municipal Utility District No. 12 ("MUD 12"), including trail segments, underpasses, mid-block crossings and undeveloped land located by Cinco Ranch High School.

Ms. Burns updated the Board on the Falcon Landing Pilot Project trail signage and recommended approval of the Certificate of Final Acceptance and Pay Estimate No. 3 and Final submitted by RS Industrial Arts ("RS") in the amount of \$272.00.

Ms. Burns provided an update on Trails Package 4.

Mr. Thompson provided an update regarding the joint project with Cinco Municipal Utility District No. 3 ("MUD 3") for the Mason Road Sidewalk Improvements.

Following review and discussion, and based off of the landscape architect's recommendation, Director Hubbell moved to: (1) approve the landscape architect's report; (2) approve Pay Estimate No. 1 submitted by Heritage in the amount of \$55,521.00 for modifications to Central Green; (3) approve Change Order No. 1 submitted by Heritage in the amount of \$12,420.00 for additional materials for modifications at Central Green, to replace the previously approved Change Order No. 1; (4) approve Pay Estimate No. 3 and Final submitted by Robertson in the amount of \$21,526.78 for the resurfacing project at Exploration Park and final acceptance of the project; and (5) approve Pay Estimate No. 3 and Final submitted by RS in the amount of \$272.00 for the Falcon Landing Pilot Project trail signage and final acceptance of the project. Director Robinson 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 Cinco Ranch Boulevard Underpass project and stated LJA has started the design plans for the project.

Ms. O'Hara updated the Board on the Enchanted Meadow Midblock Crossing and stated LJA is soliciting bids for the project. Discussion ensued regarding design of the crossing.

Ms. O'Hara updated the Board on trail Segment Q.

Mr. Thompson updated the Board on trail Segment X, Y, and Z.

Mr. Kalkomey updated the Board on the GIS website and stated data has been updated and uploaded to the website.

Following review and discussion, and based off of the engineer's recommendation, Director Hubbell moved to approve the engineering report. Director Robinson seconded the motion, which passed unanimously.

DISCUSS ADDITIONAL TRAIL, PARK, AND SAFETY PROJECTS, INCLUDING TRAIL DETOUR ROUTES AND POTENTIAL JOINT PROJECTS WITH CINCO MUNICIPAL UTILITY DISTRICT NO.12 ("CINCO 12"), AND AUTHORIZE APPROPRIATE ACTION

There was no further discussion regarding potential joint projects with MUD 12.

The Board inquired about the upcoming Texas Department of Transportation town hall meeting regarding installation of sound walls along the Grand Parkway.

Mr. Kalkomey discussed the recent rain event and updated the Board on the water levels at the Barker and Addicks reservoirs.

COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

Director Hubbell updated the Board on financial contributions for the Cinco Ranch Boulevard Underpass project and stated King Lakes Homeowner's Association has agreed to contribute \$10,000.00 for the project.

REPORT REGARDING CENTRAL GREEN EVENTS AND PARKS COMMITTEE RECOMMENDATIONS AND APPROVE CONTRACTS FOR EVENTS, AS APPROPRIATE, DISCUSS PARK OPERATIONS, PARK ASSISTANT MATTERS, AND AUTHORIZE APPROPRIATE ACTION

The Board reviewed a report regarding recent and upcoming Central Green events.

The Board reviewed contracts for Central Green: (i) Samantha Walker for yoga classes; (ii) Moore Marketing Booking Agent Agreement for event services; (iii) Jade Mountain Martial Arts, Inc for tai chi classes; (iv) Abrakoodle Art Education for art classes; (v) 100 Mile Audio and DJ for sound events; and (vi) The Fab 5 for the Sixties Mania Show. Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Hubbell moved to approve the contracts and direct that the contracts be filed appropriately and retained in the District's official records. Director Robinson seconded the motion, which passed unanimously.

COMMITTEE MATTERS, AND AUTHORIZE APPROPRIATE ACTION

The Board reviewed current District committees and membership of the District committees.

APPROVE AND AUTHORIZE FILING OF EDUCATION/TRAINING COMPLIANCE STATUS FOR BOARD OF DIRECTORS WITH THE FORT BEND COUNTY DRAINAGE DISTRICT

The Board reviewed the directors' continuing education hours.

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 February 8, 2024, 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 February 22, 2024, 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 1:22 p.m. pursuant to Section 551.074 of the Texas Government Code to deliberate the duties, appointment, and evaluation of an employee. Mr. Thompson, Ms. Carner and Ms. Lington were also present.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board reconvened in open session at 1:27 p.m.

The Board requested for ABHR to follow up with Ms. Arceneaux regarding the position of park manager assistant.

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

(SEAL)




Secretary, Board of Directors

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