

MINUTES
WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

February 22, 2024

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 22nd day of February 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, 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 and Marie Newsom of Champions Hydro-Lawn, Inc. ("Champions"); Matthew Dunn and Andrew Dunn of On-Site Protection LLC ("On-Site"); Yvonne Arceneaux, District Park Manager; 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 January 25, 2024 regular parks meeting and January 31, 2024, special meeting. Following review and discussion, Director Hubbell moved to approve the minutes of the January 25, 2024 regular parks meeting, as submitted, and January 31, 2024, special meeting, as amended. Director Nady 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 installation of the bulletin board at the entrance of Willow Fork Park. Mr. Stillman stated the bulletin board is expected to arrive February 26th and he will be working with Champions for the installation of the bulletin board. Mr. Stillman stated TBG is designing a map of Willow Fork Park to be posted on the bulletin board. Discussion ensued regarding what to include on the map of Willow Fork Park.

Mr. Stillman updated and reviewed the interpretive panel to be installed at Patti's Patch. Discussion ensued regarding soil and plants to be used on Patti's Patch. Mr. Stillman discussed the tentative date for the dedication of Patti's Patch.

Mr. Stillman discussed upcoming events at Willow Fork Park.

Mr. Stillman updated the Board on the adopt-a-bluebird nest box event.

Following review and discussion, Director Bray moved to: (1) approve the Friends of the Park report; and (2) approve interpretive panel to be installed at Patti's Patch. Director Hubbell seconded the motion, which passed unanimously.

SECURITY REPORT

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

The Board discussed park rules and recent violations. The Board then discussed next steps to take in regard to the park rules violations.

The Board discussed the bird feeder located at Willow Fork Park and the potential installation of a camera near the bird feeder.

The Board inquired about the crime feed connection from the Fort Bend County's Sheriff's Office.

Mssrs. Dunn updated the Board on the gate located at the Willow Fork Park parking lot.

The Board discussed park rules regarding gatherings on District property. The Board requested for On-Site to pull and review security footage from February 3, 2024 at Willow Fork 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 stated check no. 8711 payable to Moore Marketing and Management Inc. in the amount of \$11,000.00 will be voided due to participant cancellations.

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.

The Board discussed reports included in the bookkeeper's report and requested for Artesian to only include the Association of Water Board Director's report and the Capital Project Fund Bond Series Detail report once a month.

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 Bray 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.

Mr. Schroeder updated the Board on the graffiti removal at Va12 box off Gaston Road.

The Board discussed trail detour signage in the District for the upcoming Texas Department of Transportation (TxDOT) construction along SH 99. Ms. Carner reviewed a draft comment letter to TxDOT in response to their recent public notice regarding trail closures near Buffalo Bayou.

Following review and discussion, and based off Champions' recommendation, Director Nady moved to approve Champions' report and to approve and authorize ABHR to submit the comment letter to TxDOT. Director Bray 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 the installation of the concrete and letters at Patti's Patch. Ms. Burns stated the concrete will need to be patched at the contractor's cost due to issues that occurred during the installation of the concrete.

Ms. Burns updated the Board on the signage installation at Willow Fork Park and stated the project is complete. Ms. Burns recommended approval of Pay Estimate No 1 and Final submitted by R.S. Industrial Arts ("R.S.") in the amount of \$3,095.00 and final acceptance of the project.

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

Ms. Burns updated the Board on the fabrication and installation of planters at Central Green. Discussion ensued regarding District property boundaries in Central Green and the placement of the planters. The Board concurred for the planters to be placed on the District property line and requested for ABHR to follow up with Central Green regarding the placement of the planters. Ms. Burns then recommended approval of Pay Estimate No. 2 submitted by Heritage Construction Services, LLC ("Heritage") in the amount of \$31,874.58 for Central Green modifications.

Ms. Burns updated the Board on the resurfacing project at Exploration Park and stated the project is complete.

Ms. Burns provided an update on Trails Package 4.

Ms. Burns updated the Board on the Falcon Landing Pilot Project trail signage and stated the project is complete.

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

The Board discussed the undeveloped land located by Cinco Ranch High School. Mr. Thompson updated the Board on the recent meeting with Katy Independent School District ("KISD") regarding the land located by Cinco Ranch High School. Discussion ensued.

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 and Final submitted by R.S in the amount of \$3,095.00 and final acceptance of the project for signage installation at Willow Fork Park; (3) approve Pay Estimate No. 2 submitted by Heritage in the amount of \$31,874.58 for modifications at Central Green; and (4) authorize TBG to design a map of Willow Fork Park to be posted on the bulletin board at the entrance of Willow Fork Park. Director Nady seconded the motion, which passed unanimously.

The Board discussed internet services at Central Green and inquired about conduit located in the AV closet at Central Green.

ENGINEERING REPORT

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

Mr. Kalkomey updated the Board on the Fry Road Underpass project.

Mr. Kalkomey updated the Board on the Cinco Ranch Boulevard Underpass project and stated LJA submitted plans for the project to Fort Bend County.

Mr. Kalkomey updated the Board on the silt removal and channel repair of channel Va3b and stated 4 bids were solicited, with all bids being over \$150,000.00. Mr. Kalkomey stated LJA recommends rejecting all bids and publicly rebidding the project.

Mr. Kalkomey updated the Board on the Enchanted Meadow Midblock Crossing and stated LJA solicited bids for the project and received one bid from D.L. Meacham, LP ("D.L. Meacham"), in the amount of \$53,291.62. Based on the engineer's recommendation, the Board concurred that, in its judgment, D.L. Meacham was a responsible bidder whose bid would result in the best and most economical completion of the District project.

Following review and discussion, and based off of the engineer's recommendation, Director Hubbell moved to: (1) approve the engineering report; (2) reject all bids for the silt removal and channel repair of channel Va3b; (3) authorize LJA to publicly rebid the silt removal and channel repair of channel Va3b; and (4) award contract to D.L. Meacham, in the amount of \$53,291.62 for the Enchanted Meadow Midblock Crossing. Director Nady 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

The Board discussed trail Segment Q and trail Segment X, Y and Z.

Mr. Kalkomey updated the Board on the Diversion Channel project. Discussion ensued regarding funding for the project.

COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

The Board discussed the distribution of flood insurance postcards to residents. Following review and discussion, Director Bray made a motion to authorize Ms. Renberg to prepare and send flood insurance postcards to residents in an amount not to exceed \$5,000.00. Director Hubbell seconded the motion, which passed unanimously.

The Board discussed the TxDOT main lane additions over Buffalo Bayou and the addition of lighting to the trail underpass at SH 99 and Buffalo Bayou.

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

Ms. Arceneaux reviewed a report regarding recent and upcoming Central Green events.

The Board reviewed contracts for Central Green: (i) Mary Covert for DJ and sound services; and (ii) Sound Advice Band. 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 Bray seconded the motion, which passed unanimously.

Ms. Arceneaux discussed the Katy Magazine Campaign renewal and stated the cost would be \$550.00 per month for 10 months of advertising. Discussion ensued. Following review and discussion, Director Bray made a motion to authorize Ms. Arceneaux to renew the Katy Magazine Campaign. Director Hubbell seconded the motion, which passed unanimously.

Mr. Dunn discussed security at Central Green events.

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 March 14, 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 March 28, 2024, at the same location mentioned above.

The Board discussed scheduling future joint meetings with Cinco Municipal Utility District No. 12.

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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