

MINUTES  
WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

March 28, 2024

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 28<sup>th</sup> day of March 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 the meeting were: James Terry and Brett Burgin of Terry's Landscaping LLC ("Terry's"); 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 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.

Mr. Burgin discussed services offered by Terry's and took questions from the Board.

There being no other 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 February 22, 2024 regular parks meeting. Following review and discussion, Director Nady moved to

approve the minutes of the February 22, 2024 regular parks meeting, as amended. Director Hubbell 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 has arrived and he is working with Champions for the installation of the bulletin board.

Mr. Stillman updated the Board on the interpretive panel to be installed at Patti's Patch. Mr. Stillman then discussed the soil and plants to be used on Patti's Patch. Mr. Stillman discussed the dedication of Patti's Patch on April 13, 2024.

Mr. Stillman discussed upcoming events at Willow Fork Park.

Mr. Stillman discussed the plant of the month for March.

### SECURITY REPORT

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

Mr. Dunn updated the Board on the crime feed link provided by the Fort Bend County's Sheriff's Office ("FBCSO").

The Board discussed park rules and recent violations. The Board then discussed next steps to take in regard to patrons who are in violation of park rules.

The Board inquired about the installation of cameras at Exploration Park.

The Board inquired about internet services at Central Green.

The Board inquired about Constable services in Harris County and Fort Bend County.

Following review and discussion, Director Bray moved to approve the security report. Director Robinson seconded the motion, which passed unanimously.

### BOOKKEEPER'S REPORT

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

The Board inquired about interest rates on District investments.

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. Discussion ensued regarding budgeted expenditures for Central Green and MS4 Implementation.

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. 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 discussed the ramp and railings installed at Central Green.

The Board discussed the pipe rail located in Willow Fork Park.

The Board inquired about mulching at District facilities.

The Board discussed the recent repairs to the fountain at the Willow Fork Park lake. The Board requested for Artesian to release payment to Lake Management Services, L.P. for repair work completed on the fountain at the Willow Fork Park lake.

The Board discussed disc golf holes at Willow Fork Park and the potential installation of flag markers on the holes.

Mr. Schroeder presented three proposals from Champions: (i) pipe gate repairs at Willow Fork Park in the amount of \$955.00; (ii) installation of bulletin board at Willow Fork Park in the amount of \$829.00; and (iii) installation of topsoil and plants at Patti's Patch in the amount of \$1,162.50.

Following review and discussion, and based off Champions' recommendation, Director Bray moved to: (1) approve Champions' report; (2) approve proposal from Champions for pipe gate repairs at Willow Fork Park in the amount of \$955.00; (3) approve proposal from Champions for the installation of bulletin board at Willow Fork Park in the amount of \$829.00; and (4) approve proposal from Champions for installation of topsoil and plants at Patti's Patch in the amount of \$1,162.50. Director Hubbell 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 and stated a substantial completion walk is scheduled for April 1.

Ms. Burns updated the Board on the installation of the concrete and letters at Patti's Patch and preparation for Patti's Patch dedication.

Ms. Burns discussed the design and rendering for the map of Willow Fork Park to be placed on the bulletin board located at the entrance of Willow Fork Park. Ms. Burns presented a proposal from TBG for the design and rendering of the map of Willow Fork Park in the amount of \$6,300.00. Discussion ensued regarding rendering options for the map.

Ms. Burns updated the Board on the signage installation at Willow Fork Park and stated the project is complete.

Ms. Burns updated the Board on signage at Central Green and stated the signs are in fabrication and expected to be installed the first week of April.

The Board discussed District property boundaries in Central Green and the placement of the planters. The Board then discussed the marking of District property boundaries in Central Green. The Board concurred for LJA to use brass disks to mark District property boundaries. Ms. Burns then updated the Board on the fabrication and installation of planters at Central Green. Discussion ensued regarding drainage for the planters.

Mr. Thompson updated the Board on Cinco Municipal Utility District No. 12 ("Cinco 12")'s contributions for joint projects with the District.

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 proposal from TBG for the design and rendering of the map of Willow Fork Park in the amount of \$6,300.00; and (3) authorize LJA to install brass markers to mark District property boundaries in Central Green. Director Hubbell seconded the motion, which passed unanimously.

## ENGINEERING REPORT

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

Ms. O'Hara and Mr. Thompson updated the Board on the Fry Road Underpass project.

Mr. Kalkomey updated the Board on the Cinco Ranch Boulevard Underpass project and stated LJA is finalizing plans for the project. The Board inquired about financial contributions from Cinco 12 for the project. Director Nady updated the Board on the Grand Lakes Water Control and Improvement District's contribution for the project.

Ms. O'Hara updated the Board on the silt removal and channel repair of channel Va3b and stated 4 bids were received for the project. Ms. O'Hara discussed the base bids and alternative bids for the project. Discussion ensued regarding repairs associated with the project. Ms. O'Hara stated LJA recommends awarding the contract to the lowest bidder, A R Turnkee Construction Company ("A R Turnkee"), in the amount of \$206,960.00, including the alternate bid, for the silt removal and channel repair of channel Va3b. The Board concurred, in its judgment, that A R Turnkee was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project.

Ms. O'Hara updated the Board on the Enchanted Meadow Midblock Crossing and stated an encroachment agreement between the District and Gulf South Pipeline, LLC ("Gulf South") is necessary for installation of the sidewalk located along Enchanted Meadow Lane.

Mr. Thompson updated the Board on Segment Q and stated the deed with KB Home is being finalized in connection to land associated with Segment Q.

The Board discussed inventory of park and drainage District facilities.

Following review and discussion, and based off of the engineer's recommendation, Director Bray moved to: (1) approve the engineering report; (2) award the contract to A R Turnkee, in the amount of \$206,960.00, including the alternate bid, for the silt removal and channel repair of channel Va3b; and (3) approve the encroachment agreement between the District and Gulf South for installation of the sidewalk located along Enchanted Meadow Lane. 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

Mr. Thompson reviewed the final Interlocal Agreement with Cinco Municipal Utility District No. 3 ("MUD 3") for the design and construction of Mason Road sidewalk improvements.

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

Ms. Burns discussed Trail package 4 and necessary agreements needed for moving forward with Trail package 4.

COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

Director Hubbell updated the Board on the distribution of flood insurance postcards to residents

Director Nady updated the Board on trail counters being used on District trails.

The Board discussed the posting of updated park rules and regulations.

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.

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 April 11, 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 April 25, 2024, at the same

location mentioned above. The Board concurred to hold a special meeting in person on April 13, 2024 at Willow Fork Park located at 23440 Cinco Ranch Blvd., Katy, Texas 77494.

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

(SEAL)



*Sam Hbbell*  
Secretary, Board of Directors

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