

MINUTES
WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

May 23, 2024

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 23rd day of May 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 Director Bray, thus constituting a quorum.

Also attending the meeting were: Neil Stillman of Friends of the Park; Gabriel Kashou, a member of the public; Cara Sliva of Artesian Financial Services ("Artesian"); Shanna O'Hara and Craig Kalkomey 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 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 April 25, 2024 regular parks meeting. Following review and discussion, Director Nady moved to approve the minutes of the April 25, 2024 regular parks meeting, as submitted. 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 Patti's Patch and stated the garden sign has been placed in front of Patti's Patch. Discussion ensued regarding residents accessing Patti's Patch.

Mr. Stillman discussed recent and upcoming events at Willow Fork Park.

Mr. Stillman updated the Board on the installation of two arbor entrances at the pollinator garden in Willow Fork Park and stated the arbor entrances have been installed. The Board inquired about the installation of plaques on the two arbor entrances. Mr. Stillman then introduced Mr. Kashou. Mr. Kashou discussed the installation process for the two arbor entrances and took questions from the Board.

Mr. Stillman updated the Board on the abandoned electrical poles located in Willow Fork Park. Discussion ensued regarding options for the electrical poles. Following review and discussion, the Board concurred to not remove the abandoned electrical poles located in Willow Fork Park and requested for Mr. Stillman to follow up with CenterPoint Energy regarding potential use of the abandoned electrical poles.

Mr. Stillman updated the Board on the bluebird nesting boxes.

Following review and discussion, Director Hubbell moved to approve the Friends of the Park report. Director Nady 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 inquired about the crime feed link provided by the Fort Bend County's Sheriff's Office ("FBCSO").

The Board discussed security matters at Exploration Park. Mr. Dunn then discussed placement of security cameras at Exploration Park and the potential installation of additional security cameras at Exploration Park. The Board requested for On-Site to conduct a site visit at Exploration Park and prepare a proposal for the installation of additional security cameras at Exploration Park.

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

Mr. Dunn discussed internet service at Exploration Park and Willow Fork Park.

The Board discussed a resident's complaint regarding interactions with District security.

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

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Sliva presented the County tax collection report, a copy of which is attached.

Following review and discussion, and information provided by the County tax assessor collector, Director Hubbell moved to approve the County tax collection 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 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 inquired about adding additional line items for expenses related to District projects.

Ms. Sliva reviewed the utility cost and usage report, a copy of which is included in the bookkeeper's report.

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 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 inquired about the regrading of the lake edge located in Willow Fork Park.

Mr. Schroeder presented a proposal from Champions in the amount of \$4,226.24 for the replacement of the drinking fountain located at Willow Fork Park. Discussion ensued.

Following review and discussion, and based off Champions' recommendation, Director Robinson moved to: (1) approve Champions' report; and (2) approve proposal

from Champions in the amount of \$4,226.24 for the replacement of the drinking fountain located at Willow Fork Park. Director Hubbell seconded the motion, which passed unanimously.

LAKE MANAGEMENT AND MAINTENANCE MATTERS, INCLUDING REVIEW PROPOSALS AND AUTHORIZE APPROPRIATE ACTION

There was no discussion on this agenda item.

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.

The Board discussed the relocation of hole 12 for the disc golf course. Discussion ensued regarding the layout of the District's disc golf course.

Ms. Burns reviewed an updated rendering of the map for Willow Fork Park to be placed on the bulletin board located at the entrance of Willow Fork Park. Following review and discussion, the Board concurred for TBG to finalize the map of Willow Fork Park.

The Board discussed signs located at Central Green.

Ms. Burns updated the Board on the Central Green modifications. Ms. Burns then recommended approval of Pay Estimate No. 3 submitted by Heritage Construction Services, LLC ("Heritage") in the amount of \$37,134.00 for Central Green modifications. Ms. Burns discussed Change Order No. 2 in the amount of \$32,200.00 from Heritage for the installation of a railing along Central Green and the relocation of planters from Central Green. Ms. Carner discussed the financing and payment of Change Order No. 2.

Ms. Burns updated the Board on the Mason Road sidewalk connection to Segment Q. Ms. Burns then presented a proposal from TBG in the amount of \$25,000.00 for design of the sidewalk extension along Mason Road. The Board then discussed a proposal from LJA in the amount of \$20,000.00 to survey the site, obtain necessary permits and review utilities in the area for the extension of the sidewalk along Mason Road. The Board requested for LJA to prepare a Time and Materials proposal for the work associated with the extension of the sidewalk along Mason Road, in lieu of the current lump sum proposal.

Ms. Burns discussed preparing an updated maintenance review of District facilities. Discussion ensued regarding the maintenance review prepared in 2022. The Board requested for TBG to send the 2022 maintenance review to the Board.

The Board inquired about drip irrigation lines at Central Green and Willow Fork Park. Discussion ensued regarding potentially burying the drip irrigation lines at Central Green and Willow Fork Park. The Board requested for Champions to bury the drip irrigation lines at Central Green and Willow Fork Park, as recommended by TBG.

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) authorize TBG to finalize the rendering of the map for Willow Fork Park; and (3) approve proposal from TBG in the amount of \$25,000.00 for design of the sidewalk along Mason Road. Director Hubbell seconded the motion, which passed unanimously.

Ms. Carner updated the Board on the Interlocal Agreement with Harris County for the portion of Segment Q east of Fry Road. Following review and discussion, Director Hubbell made a motion to approve the Interlocal Agreement with Harris County for the eastern section of Segment Q, subject to LJA's final approval. 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 project and stated LJA is addressing comments from the Harris County Flood Control District.

Ms. O'Hara updated the Board on the Cinco Ranch Boulevard Underpass project and stated LJA is addressing comments from Fort Bend County.

Mr. Kalkomey updated the Board on the silt removal and channel repair of channel Va3b and discussed next steps moving forward with the project.

Ms. O'Hara updated the Board on the Enchanted Meadow Midblock Crossing and stated LJA has resubmitted plans to Fort Bend County.

Ms. O'Hara discussed Segment Q.

Ms. O'Hara discussed the Mason Road sidewalk extension.

The Board discussed Segment X, Y, and Z. The Board inquired about permit approval and length of time for permits to be valid.

Mr. Kalkomey updated the Board on the trail located at Va3.

Mr. Kalkomey discussed sidewalk replacement along the trail located west of Mason Road and the Buffalo Bayou.

Ms. Carner updated the Board on the funding agreements for contributions to the Cinco Ranch Boulevard Underpass. Ms. Carner stated the Interlocal Agreement with Cinco Municipal Utility District No. 10 ("Cinco 10") and Cinco Municipal Utility District No. 12 ("Cinco 12") and the funding agreement with King Lakes Homeowners Association ("King Lakes") are ready for Board signature. Ms. Carner reminded the Board that ABHR also represents Cinco 10 and Cinco 12. She reviewed with the Board a legal conflicts waiver regarding preparation and review of the Interlocal Agreement with Cinco 10 and Cinco 12 contained in the Agreement.

Following review and discussion, and based off of the engineer's recommendation, Director Nady moved to: (1) approve the engineering report; (2) approve proposal from LJA in the amount of \$20,000.00 to survey the site, obtain necessary permits and review utilities in the area for the extension of the sidewalk along Mason Road, subject to the proposal being updated to reflect a Time and Materials basis for all items except the survey work; (3) approve Interlocal Agreement with Cinco 10 and Cinco 12 for the construction of the Cinco Ranch Boulevard Underpass, including the legal conflicts waiver included therein; and (4) approve funding agreement with King Lakes for the construction of the Cinco Ranch Boulevard Underpass. Director Hubbell seconded the motion, which passed unanimously.

Ms. Carner updated the Board on contribution from Memorial Municipal Utility District for the Fry Road Underpass.

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 the trail detour signs.

The Board inquired about joint projects with Cinco 12.

COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

Director Hubbell updated the Board on the May newsletter.

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, a copy of which is attached.

The Board reviewed a contract for Central Green for Mary Covert. Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Hubbell moved to approve the contract and direct that the contract be filed appropriately and retained in the District's official records. Director Nady seconded the motion, which passed unanimously.

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 on June 6, 2024, at LJA's office located at 1904 West Grand Parkway North, Suite 100, Katy, Texas 77449, and to hold the next parks meeting on June 27, 2024, at the same location mentioned above.

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

(SEAL)



Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Friends of Willow Fork Park report	2
Security report	2
Tax report	3
Bookkeeper's report	3
Champions maintenance report	3
Landscape architect's report	4
Engineering report	5
Central Green report	7

