

MINUTES  
WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

June 27, 2024

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 27<sup>th</sup> day of June 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 Hubbell, thus constituting a quorum.

Also attending the meeting were: Sally Gupton and Melissa Singleton, members of the public; Neil Stillman of Friends of the Park; Cara Sliva of Artesian Financial Services ("Artesian"); Shanna O'Hara of LJA Engineering ("LJA"); Maeve Burns and Nicola Martin-Rojas of TBG Partners ("TBG"); Kim Cosco of Champions Hydro-Lawn, Inc. ("Champions"); Matthew Dunn, Andrew Dunn and Josh Lugo 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.

Ms. Gupton and Ms. Singleton discussed a request for the District to consider contributing to the resurfacing of the track located behind Creech Elementary School. Ms. Gupton and Ms. Singleton took questions from the Board. Discussion ensued regarding potential contributions from surrounding entities.

There being no additional 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 May 15, 2024 special meeting and the May 23, 2024 regular parks meeting. Following review and discussion,

Director Nady moved to approve the minutes of the May 15, 2024 special meeting, as presented, and the May 23, 2024 regular parks meeting, as amended. Director Bray 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 discussed recent and upcoming events at Willow Fork Park.

Mr. Stillman updated the Board on the abandoned electrical poles located in Willow Fork Park.

The Board inquired about fish in District lakes.

Mr. Stillman stated he received a request from a local college student to use a drone to assess District facilities for a class project. The Board concurred to allow the college student to use a drone to assess District facilities for a class project.

### 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 requested for ABHR to follow up with Fort Bend County regarding timing for restoration of the feed.

The Board discussed security cameras at Exploration Park and the installation of additional security cameras at Exploration Park.

The Board discussed the District's service agreement with On-Site in regard to the rate and fee schedule listed in the contract for ditch patrol officers. The Board concurred for Artesian to correct payment to ditch patrol officers as stated in the service agreement and provide back pay beginning April 28, 2022, the effective date of the agreement.

Mr. Dunn and Ms. Arceneaux discussed security and recent security concerns at Central Green. The Board concurred for On-Site to provide additional security coverage at Central Green and requested for On-Site to prepare a proposal for additional security coverage at Central Green. Discussion ensued regarding potential financial contributions from Cinco Municipal Utility District No. 12 ("MUD 12") for security coverage at Central Green.

Following review and discussion, Director Nady moved to: (1) approve the security report; and (2) authorize Artesian to correct payment to ditch patrol officers and provide back pay beginning April 28, 2022. Director Bray 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 Nady moved to: (1) approve the County tax collection report; and (2) authorize the District's delinquent tax attorney to proceed with collection of delinquent 2023 taxes and the imposition of any authorized, additional penalties for nonpayment necessary to cover the District's expense for the cost of collection. Director Bray 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. 8662 payable to the Texas Art Museum, in the amount of \$3,500.00, will be voided.

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 over-budgeted expenditures.

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

The Board discussed the Association of Water Board Directors ("AWBD") summer conference and reviewed the eligible conference expenses submitted by directors for reimbursement. The Board also considered authorizing attendance at the AWBD winter conference.

The Board inquired about interest rates associated with District investments.

The Board considered approving an amendment to the Bookkeeping Services Agreement with Artesian. Discussion ensued regarding current rates and proposed new rates for bookkeeping services. The Board concurred to defer action on this agenda item.

Following review and discussion, and based on the bookkeeper's recommendation, Director Robinson moved to: (1) approve the bookkeeper's report and payment of the bills; and (2) approve reimbursement of the eligible AWBD summer conference expenses submitted by the directors, and to authorize any interested

directors to attend the AWBD winter conference. Director Nady seconded the motion, which passed unanimously.

#### CHAMPIONS MAINTENANCE REPORT

Mr. Cosco discussed recent personnel changes at Champions and took questions from the Board.

Mr. Cosco 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 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.

The Board discussed the landscaping lights at Central Green.

The Board reviewed and discussed recent Champions invoices.

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

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

The Board reviewed a lake management and maintenance report prepared by Lake Management Services, L.P., a copy of which is attached.

#### 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 the project is complete.

The Board inquired about installing lights along the western side of the Willow Fork Park trail.

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

Ms. Burns updated the Board on the relocation of hole 12 for the disc golf course and stated hole 12 has been relocated. The Board discussed updating the sign for hole 12 to reflect the relocation of hole 12. The Board concurred for TBG to prepare an updated map to reflect the relocation of hole 12, in an amount not to exceed \$2,500.00.

Ms. Burns updated the Board on the map for Willow Fork Park and stated the map will go out for print next week.

Ms. Burns and Ms. Carner updated the Board on the Central Green modifications. The Board discussed the relocation of planters at Central Green. The Board requested for ABHR to follow up with LaCenterra regarding the placement of planters at Central Green.

Ms. Burns and Ms. Carner updated the Board on Segment X, Y, and Z.

Ms. Burns updated the Board on Segment Q and discussion ensued.

Ms. Carner updated the Board on the temporary construction easement needed for Segment Q between Memorial Municipal Utility District ("Memorial") and the District. Ms. Carner stated the easement is ready for execution. Discussion ensued regarding land to be included in the temporary construction easement.

The Board inquired about the Fry Road Underpass project and Ms. O'Hara stated LJA has resubmitted plans to the Harris County Flood Control District.

The Board inquired about land own by KB Homes, in conjunction with Segment Q.

Ms. Burns updated the Board on the Mason Road sidewalk connection to Segment Q. Ms. Burns stated TBG will begin design for the project in July.

The Board discussed potential contributions from surrounding entities for District projects.

Ms. Burns discussed preparing an updated maintenance review of District facilities. Ms. Burns recommended conducting a walkthrough of District facilities to prepare an updated maintenance review of District facilities. The Board concurred to authorize TBG to conduct a walkthrough of District facilities to prepare an updated maintenance review of District facilities.

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) authorize TBG to prepare an updated map reflecting the relocation of disc golf hole 12, in an amount not to exceed \$2,500.00; and (3) approve the temporary construction easement needed for Segment Q between Memorial and the District, subject to

additional land acquired by Memorial being included in the easement. Director Nady seconded the motion, which passed unanimously.

#### ENGINEERING REPORT

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

The Board inquired about the submission of plans to the Harris County Flood Control District for the Fry Road Underpass project.

Ms. O'Hara updated the Board on the Cinco Ranch Boulevard Underpass project and stated LJA has resubmitted plans to Fort Bend County.

Ms. O'Hara updated the Board on the silt removal and channel repair of channel Va3b and stated the notice to proceed will be issued for July 7.

Ms. O'Hara updated the Board on the Enchanted Meadow Midblock Crossing and stated plans have been approved by Fort Bend County.

Ms. O'Hara updated the Board on the GIS and stated LJA is adding District meters and pictures to the GIS.

Ms. O'Hara discussed the Mason Road sidewalk extension. Ms. O'Hara stated LJA has submitted a survey of the land to TBG for review.

The Board discussed the replacement of a trail owned by Fort Bend County.

The Board discussed the trail located at Va3 and requested for TBG to conduct a site visit of the area.

Director Savage updated the Board on contributions from surrounding entities for the Cinco Ranch Boulevard Underpass project.

Following review and discussion, and based off of the engineer's recommendation, Director Bray moved to approve the engineering report. 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

There was no additional discussion on this agenda item.

COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

Director Bray discussed 4-wheeler activity on District property.

REPORT REGARDING CENTRAL GREEN EVENTS AND PARKS COMMITTEE RECOMMENDATIONS AND APPROVE CONTRACTS FOR EVENTS, AS APPROPRIATE

Ms. Arceneaux reviewed a report regarding recent and upcoming Central Green events, a copy of which is attached.

CURRENT EVENTS

Director Robinson discussed current events.

Director Nady updated the Board on recent delinquent tax notices received by the District.

Ms. Carner updated the Board on the unauthorized pool drain located on Banning Park Court.

MEETING SCHEDULE, ACTION ITEMS AND ITEMS FOR INCLUSION ON NEXT AGENDA

The Board concurred to hold the next drainage meeting on July 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 on July 25, 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 Director

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