

MINUTES
WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

September 26, 2024

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 26th day of September 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: Keegan Sneedon, a resident of the District; David Drake of Cinco Municipal Utility District No. 7; Sergeant Michael Patterson of Fort Bend County Constable's Office ("FBCCO"); Cara Sliva of Artesian Financial Services ("Artesian"); Neil Stillman of Friends of the Park; Shanna O'Hara of LJA Engineering ("LJA"); Kim Cosco and Cheyenne Evans of Champions Hydro-Lawn, Inc. ("Champions"); Josh Lugo of On-Site Protection LLC ("On-Site"); Maeve Burns of TBG Partners ("TBG"); 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 August 22, 2024 regular parks meeting. Following review and discussion, Director Nady moved to approve the minutes of the August 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 discussed recent and upcoming events at Willow Fork Park.

Mr. Sneedon discussed his school research project and presented information collected through drone mapping of Willow Fork Park. Mr. Sneedon then took questions from the Board.

SECURITY REPORT

Sergeant Patterson introduced himself to the Board.

Sergeant Patterson updated the Board on the status of restoring access to the crime feed link provided by the Fort Bend County's Sheriff's Office ("FBCSO"). He stated the feed has not yet been restored.

Sergeant Patterson reviewed the security report with the Board, a copy of which is attached.

The Board discussed resident emails regarding concerns over the speed limit entering Willow Fork Park and demeanor of security personnel at Willow Fork Park. Discussion ensued regarding potentially installing a speed bump along the road entering into Willow Fork Park.

Mr. Lugo discussed golf cart maintenance services for the District.

The Board discussed security cameras at Exploration Park and power access to the parking lot area of Exploration Park. The Board requested for On-Site to provide an exhibit regarding the placement of cameras at Exploration Park.

Mr. Lugo discussed security cameras at Willow Fork Park and connectivity concerns related to the security cameras.

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.

CONDUCT PUBLIC HEARING REGARDING DISTRICT'S TAX RATE, ADOPT ORDER LEVYING TAXES, AND AUTHORIZE EXECUTION OF AMENDMENT TO INFORMATION FORM

Ms. Carner reported that notice was properly published of the public hearing to be held at today's meeting regarding the adoption of the District's proposed 2024 tax rate.

The Board opened the public hearing regarding the proposed 2024 tax rate. Mr. Drake spoke in favor of the District's proposed reduction in the tax rate. There being no additional comments from the public, the Board closed the public hearing.

The Board reviewed an Order Levying Taxes for 2024 levying a debt service tax rate of \$0.05 per \$100 assessed valuation and \$0.10 per \$100 assessed valuation for maintenance and operations (with \$0.055 designated for drainage and \$0.045 for parks) for a total tax rate of \$0.15 per \$100 assessed valuation.

The Board then reviewed an Amendment to Information Form reflecting the tax rate, and Ms. Carner stated that the Amendment to Information Form will be filed with the Texas Commission on Environmental Quality ("TCEQ") and recorded in the Official Public Records of Fort Bend County and Harris County.

Following review and discussion, Director Hubbell moved to: (1) adopt the Order Levying Taxes, as presented and recommended by the financial advisor; (2) authorize execution of the Amendment to Information Form; and (3) direct that the Order and Amendment to Information Form be filed appropriately and retained in the District's official records. 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. 10232 payable to LJA, in the amount of \$186,406.80, will be voided. Ms. Sliva requested Board approval for check no. 10234, not included in the bookkeeper's report, as a holding checking for LJA.

The Board discussed the remaining balance for the Series 2017 Bonds and projects associated with the Series 2017 Bond funds. The Board requested for Artesian to add remaining bonding capacity to the Capital Projects Fund Bond Series Detail report.

Ms. Sliva reviewed draft budgets for both parks and drainage, for the fiscal year ending September 30, 2025, copies of which are attached to the bookkeeper's report.

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, including check no. 10234; and (2) adopt the budgets for drainage and parks for the fiscal year end September 30, 2025, as presented. Director Hubbell seconded the motion, which passed unanimously.

CHAMPIONS MAINTENANCE REPORT

Ms. Evans 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 burying of the drip irrigation lines at Central Green and Willow Fork Park.

Ms. Evans presented four proposals from Champions: (i) replacement of GFCI outlets at Central Green in the amount of \$11,207.14; (ii) rebuild flush valve located in the men's restroom at Willow Fork Park in the amount of \$1,719.81; (iii) replace three benches located at Central Green in the amount of \$11,709.00; and (iv) replace restrooms doors at Central Green in the amount of \$10,947.00. The Board requested for Champions to present a detailed list outlining the replacement of GFCI outlets in the District. The Board concurred to defer action on the proposal to replace three benches located at Central Green.

Following review and discussion, and based off Champions' recommendation, Director Hubbell moved to: (1) approve Champions' report; and (2) approve the following proposals from Champions: (i) replacement of GFCI outlets at Central Green in the amount of \$11,207.14, subject to final approval of the Parks Committee; (ii) rebuild flush valve located in the men's restroom at Willow Fork Park in the amount of \$1,719.81; and (iii) replace restrooms doors at Central Green in the amount of \$10,947.00. Director Robinson seconded the motion, which passed unanimously.

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

The Board discussed lake conditions at Willow Fork Park. The Board requested for Lake Management Servicers, L.P. to attend the next Board meeting and the Parks Committee meeting.

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 light replacements at Willow Fork Park. Ms. Burns then recommended approval of Pay Estimate No. 4, and Final, submitted by CSE, W-Industries ("CSE") in the amount of \$4,499.90. Ms. Burns stated Pay Estimate No. 3, presented last month, did not include the retainage for the light replacements, so Pay Estimate No. 4 was required to close out the contract.

Ms. Burns updated the Board on the installation of the concrete and letters at Patti's Patch. Ms. Burns recommended approval of Pay Estimate No. 4 submitted by Advanced Construction & Development ("Advanced Construction") in the amount of \$6,164.10 and Pay Estimate No. 5, and Final, submitted by Advanced Construction in the amount of \$1,935.36. Ms. Burns then recommended final acceptance of the project.

Ms. Burns updated the Board on the new sign for disc golf hole no. 12 and presented a proposal from RS Industrial Arts ("RS") for the fabrication of the new sign for disc golf hole no. 12 in the amount of \$1,820.00.

Ms. Carner updated the Board on the 2nd Amendment to Lease Agreement with LaCenterra (the "Agreement") and associated exhibits for the Agreement. Ms. Carner stated the Agreement has been fully executed and distributed to the appropriate parties. Discussion ensued regarding the placement and relocation of Central Green planters.

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

Ms. Burns discussed Trails package 4 and updated the Board on the construction of the pedestrian bridge in connection with Segment Q. Ms. Burns presented a proposal from Ninyo & Moore for geotechnical engineering services for the construction of the pedestrian bridge in the amount of \$16,900.00. Ms. Carner then presented and reviewed a services agreement between the District and Ninyo & Moore for geotechnical engineering services related to the construction of the pedestrian bridge in connection with Segment Q.

Ms. Burns updated the Board on the Mason Road sidewalk connection to Segment Q.

Ms. Burns updated the Board on the site visit, conducted with Champions, of District facilities. Ms. Burns stated TBG is working with Champions to compile and prioritize a list of recommended repairs for District facilities.

Ms. Burns updated the Board on the removal and replacement of portions of the sidewalk located along Va3 trail, in relation to the North Fort Bend Water Authority's ("NFBWA") project.

The Board discussed scheduling a joint meeting with Cinco Municipal Utility District No. 12 ("Cinco 12"). The Board discussed potential projects for discussion at the joint meeting.

Following review and discussion, and based off of the landscape architect's recommendation, Director Nady moved to: (1) approve landscape architect's report; (2) approve Pay Estimate No. 4, and Final, submitted by CSE in the amount of \$4,499.90 for the replacement of lights at Willow Fork Park; (3) approve Pay Estimate No. 4 submitted by Advanced Construction in the amount of \$6,164.10; (4) approve Pay Estimate No. 5, and Final, submitted by Advanced Construction in the amount of \$1,935.36, and final acceptance of the project; (5) approve the proposal from RS for the fabrication of the new sign for disc golf hole no. 12 in the amount of \$1,820.00; (6) approve the proposal from Ninyo & Moore for geotechnical engineering services for the construction of the pedestrian bridge in connection with Segment Q in the amount of \$16,900.00; and (7) approve a services agreement between the District and Ninyo & Moore for geotechnical engineering services and direct that the agreement be filed appropriately and retained in the District's official records. 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 updated the Board on the Fry Road Underpass project and stated LJA is working with a geotechnical consultant to address 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 working with the Fort Bend County Drainage District ("FBCDD") regarding the encroachment agreement for the project. Discussion ensued regarding the pending Interlocal Agreement with Fort Bend County for the project.

Ms. O'Hara updated the Board on the Enchanted Meadow Midblock Crossing and stated the sidewalk has been poured. The Board inquired about signage in connection to District midblock crossings.

Ms. O'Hara updated the Board on the WF-1W interceptor pipe replacement, Va14-20 storm water outfall repairs and the Va14-21W interceptor pipe replacement. Ms. O'Hara stated LJA has solicited for three bids for the project and will present any bids received at the next Board meeting.

Ms. Carner updated the Board on the letter sent to participating surrounding entities regarding the District's Phase II Small MS4 General Permit and Storm Water Management Plan.

The Board discussed the Texas Department of Transportation's Highway Safety Improvement Program Call for Projects as a possible source for funding of the Mason Road Underpass and Diversion Channel Underpass. The Board requested for LJA to review potential costs associated with the construction of a proposed Mason Road Underpass.

Following review and discussion, and based off of the engineer's recommendation, Director Hubbell 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

There was no discussion on this agenda item.

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.

The Board reviewed three contracts for Central Green: (i) Mary Coovert DJ and Sound (ii) Rick Gonzalez; and (iii) The Tracy Perez 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 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 October 10, 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 October 24, 2024, at the same location mentioned above.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.076, TEXAS GOVERNMENT CODE

The Board convened in executive session at 1:28 p.m. pursuant to Section 551.076 of the Texas Government Code to deliberate the deployment, or specific occasions for implementation of security personnel or devices. Ms. Carner and Ms. Lington were also present.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board reconvened in open session at 1:33 p.m.

TOUR OF THE G. TIM LAWRENCE DESALINATION PLANT

The Board conducted a tour of the G. Tim Lawrence desalination plant.

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

(SEAL)




Secretary, Board of Director

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