

MINUTES  
WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

April 25, 2024

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 25<sup>th</sup> day of April 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: Neil Stillman of Friends of the Park; Joe Voigt and Casey Fletcher of Lake Management Services, L.P. ("Lake Management"); Cara Sliva and Mallika Chittavajhula of Artesian Financial Services ("Artesian"); 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 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 March 28, 2024 regular parks meeting. Following review and discussion, Director Nady moved to approve the minutes of the March 28, 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 updated the Board on the installation of the bulletin board at the entrance of Willow Fork Park and stated the installation is complete.

Mr. Stillman updated the Board on Patti's Patch and stated a garden sign has been ordered to be placed in front of Patti's Patch.

Mr. Stillman discussed 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. The Board inquired about the installation process for the two arbor entrances.

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

The Board inquired about abandoned electrical poles located in Willow Fork Park. Discussion ensued regarding options for the electrical poles. The Board requested for Mr. Stillman to follow up with CenterPoint Energy regarding the abandoned electrical poles.

## 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. The Board then discussed internet service at Exploration Park.

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

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

## TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Sliva introduced Ms. Chittavajhula.

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 Bray moved to approve the County tax collection report. Director Hubbell 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.

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.

Following review and discussion, and based on the bookkeeper's recommendation, Director Bray 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 discussed algae treatments and use of liquid dye for the lakes located in Willow Fork Park. The Board concurred for Lake Management to continue with algae treatments and use of liquid dye for the lakes located in Willow Fork Park as needed.

The Board inquired about the fountain located in the lake at Willow Fork Park and requested for Lake Management to adjust the timer for the fountain.

The Board inquired about mulching at District facilities.

The Board inquired about the trees located along the diversion channel.

A lake management report prepared by Lake Management was sent to the Board prior to the meeting, a copy of which is attached.

Following review and discussion, and based off Champions' recommendation, Director Bray moved to: (1) approve Champions' report; and (2) authorize Lake Management to continue with algae treatments and use of liquid dye for the lakes located in Willow Fork Park. Director Nady 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 the final walkthrough was conducted on April 2<sup>nd</sup> and the contractor is working through punch list items. Ms. Burns recommended approval of Pay Estimate No. 2 from CSE, W-Industries ("CSE") in the amount of \$16,912.90.

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. 2 from Advanced Construction & Development ("Advanced Construction") in the amount of \$2,505.24.

Ms. Burns discussed the installation of a shade structure at Willow Fork Park. Ms. Burns then presented a proposal from Lone Star Recreation of Texas LLC ("Lone Star") in the amount of \$68,650.00 for the installation of a shade structure at Willow Fork Park. Following review and discussion, the Board concurred to take no action at this time and to review the matter again during the next budget cycle.

Ms. Burns updated the Board on 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. Discussion ensued regarding additional information and revisions to be included on the map of Willow Fork Park.

Ms. Carner updated the Board on the installation of planters at Central Green. Discussion ensued regarding District property boundaries and the placement of the planters at Central Green. The Board then discussed potentially installing a railing at Central Green in place of the planters. Discussion ensued regarding railing dimensions and alternate locations for the planters. The Board requested for TBG to conduct a site visit at Central Green to assess the feasibility of potentially installing a railing at Central Green. The Board then requested for LJA to review and mark the current District property boundaries at Central Green.

Ms. Burns updated the Board on the signage installation at Central Green and stated the signs have been installed.

The Board inquired about Cinco Municipal Utility District No. 12 ("Cinco 12") contributions for joint projects with the District and scheduling a joint meeting with Cinco 12. Discussion ensued regarding potential joint projects between the District and Cinco 12.

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. 2 from CSE in the amount of \$16,912.90 for the lighting project at Willow Fork Park; and (3) approve Pay Estimate No. 2 from Advanced Construction in the amount of \$2,505.24 for the installation of the concrete and letters at Patti's Patch. Director Hubbell seconded the motion, which passed unanimously.

Ms. Carner updated the Board on trail Segment Q and trail Segment X, Y, and Z. Discussion ensued regarding related agreements for the trail segments.

The Board inquired about the status of the Harris County Precinct 4 call for projects program. Ms. Burns provided an update on the status of the Interlocal Agreement for the project.

Discussion ensued regarding the deed with KB Home in connection with certain land associated with Segment Q.

The Board discussed the sidewalk along Mason Road and the sidewalk connection to Segment Q. The Board concurred to hold a special meeting to further discuss trail segments in the District and prioritizing District projects.

The Board discussed the Fry Road Underpass project and contributions from surrounding entities for the project. Discussion ensued regarding obtaining financial contributions from surrounding entities and related agreements for the project. The Board then discussed the easement needed from Memorial Municipal Utility District ("Memorial MUD") for construction of the Fry Road Underpass project.

#### 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 plans for the project have been resubmitted to Harris County.

Ms. O'Hara updated the Board on the Cinco Ranch Boulevard Underpass project and stated plans for the project have been submitted to Fort Bend County.

Ms. O'Hara updated the Board on the silt removal and channel repair of channel Va3b and stated the contract is being finalized.

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 updated the Board on the inventory of park and drainage District facilities and stated LJA is finalizing outfall locations for the GIS.

Following review and discussion, and based off of the engineer's recommendation, Director Bray moved to approve the engineering report. Director Hubbell seconded the motion, which passed unanimously.

The Board inquired about a light post in Willow Fork Park and the replacement of the cap on the light post.

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 this agenda item during the landscape architect's report.

COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

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

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 discussed a recent request for the usage of Central Green.

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 May 9, 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 May 23, 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

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