

MINUTES
WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

August 22, 2024

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 22nd day of August 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: Mary Beth Jones of Falcon Ranch Homeowners Association; Cara Sliva of Artesian Financial Services ("Artesian"); Craig Kalkomey of LJA Engineering ("LJA"); Kim Cosco and Cheyenne Evans of Champions Hydro-Lawn, Inc. ("Champions"); Andrew Dunn and Alfred Segundo 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.

Ms. Jones introduced herself to the Board.

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 July 25, 2024 regular parks meeting. Following review and discussion, Director Nady moved to approve the minutes of the July 25, 2024 regular parks meeting, as submitted. Director Robinson seconded the motion, which passed unanimously.

Director Bray entered the meeting.

FRIENDS OF THE PARK

The Board reviewed the Friends of Willow Fork Park report, a copy of which is attached.

SECURITY REPORT

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

The Board discussed the crime feed link provided by the Fort Bend County's Sheriff's Office ("FBCSO").

The Board discussed graffiti located on the Westheimer Parkway Underpass.

Mr. Dunn discussed a recent incident at Willow Fork Park.

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

The Board discussed security cameras at Exploration Park and power access to the parking lot area of Exploration Park.

The Board discussed security matters at Central Green and the staffing of security officers for Central Green. The Board requested for On-Site to monitor hours of time served by security officers for Central Green.

Following review and discussion, Director Nady moved to: (1) approve the security report; and (2) authorize On-Site to provide additional security at Central Green, as discussed. 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 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, a copy of which is attached. Ms. Sliva stated check no. 8976 payable to Montrose Cunningham, in the amount of \$192.00, will be voided and reissued as check no. 9028.

Ms. Sliva reviewed the District's budgets for the fiscal year ending September 30, 2024 and reviewed a comparison of actual expenditures against the original budgets adopted.

The Board discussed the Trail Segment Q and Sidewalk line item listed in the budget for fiscal year ending September 30, 2025.

The Board discussed the timeline for the setting of the 2024 tax rate.

Ms. Carner noted that Inframark Water & Infrastructure Services ("Inframark") has taken steps to renew the FEMA System for Award Management (SAM) Registration.

Following review and discussion, and based on the bookkeeper's recommendation, Director Bray moved to: (1) approve the bookkeeper's report and payment of the bills; and (2) authorize Inframark to renew the FEMA SAM registration. Director Nady seconded the motion, which passed unanimously.

CHAMPIONS MAINTENANCE REPORT

Mr. Cosco introduced Ms. Evans.

Mr. Cosco updated the Board on water levels of the Willow Fork Park lake.

Mr. Cosco updated the Board on personnel matters.

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 inquired about lighting at Central Green.

The Board discussed hole no. 12 of the disc golf course.

The Board discussed the District website and requested for Champions to follow up with Director Hubbell regarding website inquiries.

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

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

The Board received 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 lights at Willow Fork Park and stated additional lights will be installed along the back side of Willow Fork Park.

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. 3 from Advanced Construction & Development ("Advanced Construction") in the amount of \$5,495.40.

Ms. Burns updated the Board on the new sign for disc golf hole no. 12 and stated the sign is in fabrication.

The Board discussed the installation of the map for Willow Fork Park.

Ms. Burns updated the Board on the Central Green modifications. Ms. Burns recommended approval of Pay Estimate No. 5, and Final, submitted by Heritage Construction Services, LLC ("Heritage") in the amount of \$10,350.88. Ms. Burns then recommended approval of Change Order No. 2 submitted by Heritage for a decrease to the contract in the amount of \$27,450.00 for the removal of the cost for installation of a railing along Central Green and the addition of relocation of certain planters from Central Green. The Board determined that Change Order No. 2 is beneficial to the District.

The Board discussed storage of extra pavers from the Central Green modifications.

The Board discussed the placement of the planters in Willow Fork Park.

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

Ms. Burns discussed Trails package 4 and a scope of additional services, in the amount of \$36,000.00, for the construction of the pedestrian bridge in connection with Segment Q. Ms. Burns requested Board approval to solicit for a geotechnical engineering proposal for the construction of the pedestrian bridge in connection with

Segment Q. The Board then discussed land owned by KB Homes, in conjunction with Segment Q.

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.

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 a list of recommended repairs for District facilities.

The Board discussed scheduling a joint meeting with Cinco Municipal Utility District No. 12 ("Cinco 12") for the month of October.

The Board discussed potential financial contributions for upcoming District projects.

Ms. Carner updated the Board on the Interlocal Agreements associated with Segment Q.

Ms. Carner updated the Board on the construction of the Cinco Ranch Boulevard Underpass and stated the District may need an encroachment agreement with Fort Bend County for the project. Discussion ensued. Director Nady updated the Board on contributions from surrounding entities for the project.

Following review and discussion, and based off of the landscape architect's recommendation, Director Bray moved to: (1) approve landscape architect's report; (2) approve Pay Estimate No. 3 from Advanced Construction in the amount of \$5,495.40 for the installation of the concrete and letters at Patti's Patch; (3) approve Pay Estimate No. 5, and Final, submitted by Heritage in the amount of \$10,350.88 for Central Green modifications; (4) approve Change Order No. 2 submitted by Heritage for a decrease to the contract in the amount of \$27,450.00, based on the Board's findings that the Change Order is beneficial to the District; (4) approve TBG's scope of additional services, in the amount of \$36,000.00, for the construction of the pedestrian bridge in connection with Segment Q; and (6) authorize TBG to solicit for a geotechnical engineering proposal for the construction of the pedestrian bridge in connection with Segment Q. Director Nady seconded the motion, which passed unanimously.

ENGINEERING REPORT

Mr. Kalkomey reviewed the engineering report, a copy of which is attached.

Mr. Kalkomey 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.

Mr. Kalkomey updated the Board on the Cinco Ranch Boulevard Underpass project and stated Fort Bend County Drainage District has inquired about the need for an encroachment agreement due to the channel being in Fort Bend County's drainage easement.

Mr. Kalkomey updated the Board on the Enchanted Meadow Midblock Crossing and stated DL Meacham LP is staking alignment for the trail and will work with LJA and TBG for final approval.

The Board discussed the District's GIS.

The Board inquired about the silt removal and channel repair of channel Va3.

Mr. Kalkomey updated the Board on the Central Green modifications and stated LJA is updating the metes and bounds for adjustments to the northern boundary of the District's property.

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

The Board discussed trail detour routes.

The Board discussed placement of HAWK signals in connection with District trails.

COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

The Board discussed invoices associated with the District website.

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 two contracts for Central Green: (i) Billy Pope & the Fantastics; and (ii) Chabad of West Houston INC. Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Nady moved to approve the contracts and direct that the contracts be filed appropriately and retained in the District's official records. Director Bray seconded the motion, which passed unanimously.

CURRENT EVENTS

Director Robinson discussed current events.

Director Bray stated the Army Corps of Engineers is soliciting for public comments regarding their Land Management Plan.

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

The Board concurred to hold the next drainage meeting on September 12, 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 September 26, 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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