

MINUTES
WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

April 24, 2025

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 24th day of April 2025, 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 in person or by phone were: Lisa Rickert of Artesian Financial Services ("Artesian"); Neil Stillman of Friends of the Park; Craig Kalkomey of LJA Engineering ("LJA"); Cheyenne Evans of Champions Hydro-Lawn, Inc. ("Champions"); Sergeant Michael Patterson of Fort Bend County Constable's Office, Precinct 1 ("FBCCO"); Alfred Segundo 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 27, 2025 regular parks meeting. Following review and discussion, Director Nady moved to approve the minutes of March 27, 2025 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 reviewed upcoming programs at Willow Fork Park.

Mr. Stillman updated the Board on the Meet the Monarchs program held in March and the bird walk held this month.

SECURITY REPORT

Sergeant Patterson reviewed the security report prepared by On-Site, a copy of which is attached.

Mr. Segundo discussed the circuit board for the gate located at Willow Fork Park and needed repairs for the gate.

The Board discussed an incident that occurred on the bridge located at Willow Fork Park during the overnight hours on April 16, 2025. The Board requested for On-Site to obtain the registered address for the vehicle and for AHBR to send a letter to the owner of the vehicle regarding the incident at the bridge.

The Board inquired about the use of motion activated sirens to monitor District property at Exploration Park near a resident's adjacent property. Discussion ensued regarding use of similar equipment at Willow Fork Park. The Board requested for On-Site to purchase an additional motion activated siren for Willow Fork Park in an amount not to exceed \$1,000.00.

The Board discussed security cameras located at Central Green.

Ms. Arceneaux discussed a security incident that occurred at Central Green.

Ms. Arceneaux discussed e-bike use at Central Green.

Following review and discussion, Director Nady moved to: (1) approve the security report; and (2) authorize On-Site to purchase a motion activated siren for Willow Fork Park in an amount not to exceed \$1,000.00. Director Bray seconded the motion, which passed unanimously.

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Rickert 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 Bray seconded the motion, which passed unanimously.

BOOKKEEPER'S REPORT

Ms. Rickert reviewed the bookkeeper's report for parks and drainage, a copy of which is attached.

Ms. Rickert discussed the processing timeline for ADP payroll disbursements.

Ms. Rickert reviewed the District's parks and drainage budgets for the fiscal year ending September 30, 2025 and reviewed a comparison of actual expenditures against the original budget adopted.

The Board inquired about invoicing Fort Bend County for the Cinco Ranch Boulevard Underpass project.

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

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.

Ms. Evans discussed signs located at Exploration Park.

Ms. Evans discussed gaps in pavement surrounding trees at Exploration Park and Willow Fork Park.

Ms. Evans discussed installation of plant material at Willow Fork Park.

Ms. Evans updated the Board on the repairs for the playground equipment at Willow Fork Park.

The Board discussed the light timers for the pavilion located at Willow Fork Park.

The Board discussed the leaks along the retaining wall of the Willow Fork Park lake. The Board requested for Champions to assess the trees located along the retaining wall of Willow Fork Park lake for potential root intrusion.

The Board inquired about the mulching of District facilities.

Ms. Evans updated the Board on the electrical repairs at Central Green.

Ms. Evans presented a proposal from Champions in the amount of \$1,155.70 for the replacement of the light timer at Willow Fork Park.

Ms. Evans presented a proposal from Champions in the amount of \$16,068.20 for sinkhole, erosion, and sidewalk repairs at Willow Fork Park. The Board discussed the manhole repairs listed in the proposal and inquired about Inframark potentially performing the manhole repairs. The Board concurred to take no action on the proposal and to discuss further at the next Board meeting, pending receipt of an additional proposal from Inframark for the repairs.

Ms. Evans presented a proposal from Champions in the amount of \$843.90 for the installation of two yards of pea gravel and one yard of bull rock at Exploration Park.

The Board discussed a concrete pipe located along a drainage swale at Exploration Park. The Board requested for Champions not to remove the concrete pipe until LJA can contact Fort Bend County regarding the concrete pipe and confirm that the pipe has been decommissioned.

Following review and discussion, and based off Champions' recommendation, Director Nady moved to: (1) approve Champions' report; and (2) approve the following proposals from Champions: (i) replacement of the light timer at Willow Fork Park in the amount of \$1,155.70; and (ii) installation of two yards of pea gravel and one yard of bull rock at Exploration Park in the amount of \$843.90. Director Bray 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

The Board reviewed the landscape architect's report prepared by TBG Partners ("TBG"), a copy of which is attached.

Ms. Carner updated the Board on the potential installation of a climate controlled green room and storage room at Central Green and next steps for the project. Ms. Carner then discussed associated costs for the project and the contribution potential from Cinco Municipal Utility District No. 12 ("MUD 12") for the project. Discussion ensued regarding the District's potential contribution for the project. The Board concurred to contribute \$25,000.00 toward the cost of the project.

Ms. Arceneaux updated the Board on the potential installation of bollards at Central Green.

Ms. Carner updated the Board on Segment X, Y, and Z and stated TBG indicated the project will go out for bids the week of May 5, 2025.

Ms. Carner and Mr. Kalkomey updated the Board on Segment Q. Discussion ensued regarding the needed permit from the United States Army Corps of Engineers ("USACE") for the project.

Ms. Carner updated the Board on the pedestrian bridge in connection with Segment Q.

Ms. Carner updated the Board on the Mason Road sidewalk connection to Segment Q and associated easements for the project.

Ms. Carner updated the Board on the LaCenterra trail access project and reviewed options provided by TBG for connection points for the trail access project.

Ms. Carner 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") waterline project. Ms. Carner stated TBG is planning a site visit of the sidewalk, with Champions, to assess the repairs.

Ms. Carner updated the Board on land owned by the YMCA, located off Westheimer Parkway and potential development of the land.

Following review and discussion, and based off of the landscape architect's recommendation, Director Hubbell moved to: (1) approve landscape architect's report; and (2) authorize a contribution of \$25,000.00 toward the cost of a climate controlled green room and storage room at Central Green. Director Bray 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 Cinco Ranch Boulevard Underpass project. Ms. Carner updated the Board on the Interlocal Agreement with Fort Bend County and stated the Interlocal Agreement has been placed on the May 13, 2025 Fort Bend County Commissioners Court agenda. Mr. Kalkomey requested authorization for LJA to advertise for bids for the Cinco Ranch Boulevard Underpass project.

Mr. Kalkomey updated the Board on the Fry Road Underpass project and stated LJA is working with the geotechnical engineer to revise the report to submit to Harris County Flood Control District ("HCFC").

Mr. Kalkomey stated the Year 6 Report associated with the prior MS4 permit has been submitted to the Texas Commission on Environmental Quality ("TCEQ"). Mr.

Kalkomey stated LJA will be scheduling a meeting with the engineers of the participating Cinco Municipal Utility Districts (the "Cinco MUDs") to discuss the permit cycle.

The Board inquired about the rehabilitation of Va12 from Gaston Road to Buffalo Bayou. Mr. Kalkomey stated plans for the project are expected to be presented at the next drainage meeting.

Ms. Carner discussed and reviewed the proposed Second Amendment to the Agreement for Construction, Financing and Maintenance of Drainage Improvements with Grand Lake Water Control and Improvement District ("GLWCID"). Ms. Carner stated ABHR followed up with GLWCID and discussed maintenance of the outfalls and associated costs for maintenance of the outfalls.

The Board inquired about pending FEMA claims associated with the Diversion Channel project.

Following review and discussion, and based off of the engineer's recommendation, Director Hubbell moved to: (1) approve the engineering report; (2) authorize LJA to advertise for bids for the Cinco Ranch Boulevard Underpass project; and (3) approve the Second Amendment to the Agreement for Construction, Financing and Maintenance of Drainage Improvements with GLWCID and direct that the Amendment be filed appropriately and retained in the District's official records. Director Nady seconded the motion, which passed unanimously.

Ms. Carner updated the Board on correspondence from a resident on Cascade Glen, regarding his concerns related to his fencing and the District's adjacent drainage facilities.

DISCUSS ADDITIONAL TRAIL, PARK, AND SAFETY PROJECTS, INCLUDING TRAIL DETOUR ROUTES

The Board discussed a notice published by the Texas Department of Transportation ("TxDOT") in the Houston Chronicle regarding closure of a portion of the Buffalo Bayou trail in connection to TxDOT's SH 99 frontage road expansion project from Highland Knolls/Bay Hill Boulevard to South Fry Road. The Board requested for ABHR to follow up with TxDOT regarding the following items: (i) requesting TxDOT post trail detour signs during the trail closure; and (ii) submitting comments on behalf of the District regarding the SH 99 frontage road expansion project and associated District property.

Ms. Carner updated the Board on TxDOT's potential installation of a noise barrier along SH-99 adjacent to Willow Fork Park. Discussion ensued regarding ownership of the affected property.

Mr. Kalkomey updated the Board on the former Camp Cinco site and needed restoration of the land by Fort Bend County. Discussion ensued.

COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

Directors Bray and Hubbell updated the Board on the upcoming newsletter. Discussion ensued regarding the District's 40th anniversary and updating of District photos and videos.

REPORT REGARDING CENTRAL GREEN EVENTS AND PARKS COMMITTEE RECOMMENDATIONS AND APPROVE CONTRACTS FOR EVENTS, AS APPROPRIATE, AND PARK OPERATIONS AND EMPLOYMENT MATTERS

Mr. Arceneaux shared a highlight video of recent Central Green events.

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.

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

The Board concurred to hold the next drainage meeting on May 8, 2025, 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 22, 2025, 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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