

MINUTES
WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

May 22, 2025

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 May 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; Cole Caraway of LJA Engineering ("LJA"); Maeve Lyman of TBG Partners ("TBG"); Kim Cosco and Cheyenne Evans of Champions Hydro-Lawn, Inc. ("Champions"); Koby Landry of W-Industries; Sergeant Michael Patterson of Fort Bend County Constable's Office, Precinct 1 ("FBCCO"); 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 April 24, 2025 regular parks meeting. Following review and discussion, Director Nady moved to approve the minutes of April 24, 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 pollinator garden and Patti's Patch at Willow Fork Park.

SECURITY REPORT

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

The Board discussed security at Central Green.

Sergeant Patterson discussed a theft incident that occurred at Willow Fork Park.

Sergeant Patterson discussed an alleged alligator sighting at Willow Fork Park.

The Board discussed e-bike use at District facilities and the monitoring of e-bike use in the District.

Ms. Carner updated the Board regarding an incident that occurred on the bridge located at Willow Fork Park during the overnight hours on April 16, 2025.

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

BOOKKEEPER'S REPORT

The Board discussed investment of District funds. Ms. Rickert then discussed NewFirst National Bank's Certificate of Deposit Account Registration Service ("CDARS") program. Director Robinson discussed the District's investments. Following discussion, the Board concurred not to participate in the CDARS program.

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

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 discussed the Central Green Maintenance line item in the parks budget. Discussion ensued regarding the replacement of electrical lights at Central Green. The Board then discussed the Champions mowing line item in the drainage budget.

Following review and discussion, and based on the bookkeeper's recommendation, Director Robinson moved to approve the bookkeeper's report and payment of the bills. Director Bray 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 power washing of District facilities.

Ms. Evans updated the Board on the installation of two yards of pea gravel and one yard of bull rock at Exploration Park.

The Board discussed potentially installing boulders at Exploration Park.

Mr. Cosco discussed the desilting of the Va1a channel and presented two proposals from Champions for the desilting of the Va1a channel: (i) desilting of the Va1a, not to include the hauling of silt off-site, in the amount of \$8,494.35; and (ii) desilting of the Va1a, to include the hauling of silt off-site, in the amount of \$34,787.55. Discussion ensued regarding Texas Department of Transportation ("TxDOT") construction activity and the impact on the Va1a channel. The Board concurred to take no action at this time, pending completion of the adjacent construction work.

Mr. Cosco discussed debris located along the Va3e channel. Mr. Cosco then presented a proposal from Champions in the amount of \$1,350.00 for the removal of debris located along the Azure Lake channel. Discussion ensued regarding ownership of the property where the debris is located.

Ms. Evans discussed plant material at Central Green. Ms. Evans then presented a proposal from Champions in the amount of \$7,830.75 for the installation of plant material at Central Green.

Ms. Evans discussed the planters located at Willow Fork Park. Ms. Evans then presented a proposal from Champions in the amount of \$1,088.33 for the replacement of plant material in the planters located at Willow Fork Park.

Ms. Evans discussed the potential installation of boulders at Exploration Park and possible placement for the boulders. Ms. Evans then presented a proposal from Champions in the amount of \$2,700.00 for the installation of five boulders at Exploration Park.

Ms. Evans discussed needed sidewalk repairs at Willow Fork Park. Ms. Evans then presented a proposal from Champions in the amount of \$3,016.00 for concrete sidewalk repairs at Willow Fork Park.

Ms. Evans discussed a broken swing at Exploration Park. Ms. Evans then presented a proposal from Champions in the amount of \$192.75 for the installation of a replacement swing at Exploration Park.

Ms. Evans discussed the maintenance of District trees and presented the following proposals for maintenance of District trees at the following facilities: (i) Central Green in the amount of \$2,655.00; (ii) Willow Fork Park in the amount of \$2,980.00; and (iii) Exploration Park in the amount of \$4,010.00.

Mr. Landry discussed electrical lighting at Central Green and needed repairs for the electrical lights at Central Green. Mr. Landry then discussed the timeline for the electrical repairs and discovery process needed for the assessment of all electrical lights at Central Green. Ms. Evans then presented a proposal from Champions in the amount of \$34,815.61 for the replacement of electrical lights at Central Green. Discussion ensued about the replacement of lights and light fixtures at Central Green. The Board concurred to take no action at this time and requested for Champions to provide a revised proposal showing the breakdown of the total cost for the electrical light replacements at Central Green.

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) removal of debris located along the Azure Lake channel in the amount of \$1,350.00; (ii) installation of plant material at Central Green in the amount of \$7,830.75; (iii) replacement of plant material for the planters located at Willow Fork Park in the amount of \$1,088.33; (iv) installation of five boulders at Exploration Park in the amount of \$2,700.00; (v) concrete sidewalk repairs at Willow Fork Park in the amount of \$3,016.00; (vi) installation of a replacement swing at Exploration Park in the amount of \$192.75; (vii) maintenance of District trees at Central Green in the amount of \$2,655.00; (viii) maintenance of District trees at Willow Fork Park in the amount of \$2,980.00; and (ix) maintenance of District trees at Exploration Park in the amount of \$4,010.00. Director Hubbell seconded the motion, which passed unanimously.

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

The Board discussed the lakes located in the District.

LANDSCAPE ARCHITECT REPORT

Ms. Lyman reviewed the landscape architect's report prepared by TBG, a copy of which is attached.

Ms. Lyman updated the Board on the request for the installation of additional lights along the west side of Willow Fork Park. Ms. Lyman stated TBG is working to obtain price quotes for the additional lights.

Ms. Carner updated the Board on the potential installation of a climate controlled green room and storage room at Central Green and the pending contribution from Cinco Municipal Utility District No. 12 ("MUD 12") for the project. Ms. Carner stated MUD 12 has concurred to contribute all associated costs for the project, minus \$25,000.00 contributed by the District. Ms. Carner reviewed proposed terms for an Interlocal Agreement between the District and MUD 12 for design and construction of the project.

The Board inquired about the removal of trees located along the retaining wall of the Willow Fork Park lake.

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

Ms. Carner updated the Board on land owned by the YMCA, located off Westheimer Parkway and potential development of the land. Ms. Carner stated MUD 12 is currently reviewing the appraisal of the land. Discussion ensued regarding parking that would be needed for the developed land. The Board then discussed previous use of a portion of the land as a drill site.

Director Nady updated the Board on Segment Q. Discussion ensued regarding potentially splitting Segment Q into two separate bid packages: (i) installation of trail along Mason Road to Fry Road; and (ii) installation of the trail east of Fry Road, including construction of a pedestrian bridge over a Harris County Flood Control District ("HCFD") channel. The Board then discussed the current Interlocal Agreement between the District and Harris County for Segment Q and the feasibility of splitting Segment Q into two bid packages.

Ms. Lyman updated the Board on Segment X, Y, and Z and stated bidding for the project has been extended to June 16, 2025. Ms. Carner updated the Board on the needed permit from the United States Army Corps of Engineers ("USACE") for the project.

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

Ms. Lyman 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.

The Board discussed a swale located along Cinco Ranch Boulevard, near the Va12 trail, and repair of the area. Ms. Lyman stated Fort Bend County has asked the District to assist with providing a contact point for NFBWA, in relation to needed repairs for the swale located along Cinco Ranch Boulevard, near the Va12 trail.

Following review and discussion, and based off of the landscape architect's recommendation, Director Nady moved to: (1) approve landscape architect's report; and (2) authorize execution of the Interlocal Agreement with MUD 12 for the installation of a climate controlled green room and storage room at Central Green, subject to final review. Director Bray seconded the motion, which passed unanimously.

Director Bray left the meeting.

ENGINEERING REPORT

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

Mr. Caraway updated the Board on the rehabilitation of Va12 from Gaston Road to Buffalo Bayou. Mr. Caraway stated LJA is updating the plans to include the following items: (i) replacement of slope paving; (ii) replacement of all but two outfalls; and (ii) adding backslope regrading for the channel.

Mr. Caraway 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 HCFCFCD.

Mr. Caraway updated the Board on the Cinco Ranch Boulevard Underpass project. Mr. Caraway stated a pre-bid meeting for the project is scheduled for today and bids are due on May 29, 2025. Ms. Carner updated the Board on the Interlocal Agreement with Fort Bend County and stated the Interlocal Agreement was approved at the May 13, 2025 Fort Bend County Commissioners Court meeting, and Artesian will send an invoice to the County for their share of the cost upon receipt of the executed agreement.

Mr. Caraway updated the Board on the installation of a light over the underpass located underneath SH 99. Mr. Caraway stated LJA is working with Fort Bend County, Commissioner Morales' Office and the Texas Department of Transportation ("TxDOT") regarding the potential installation of a light over the underpass located underneath SH 99.

Director Nady updated the Board on TxDOT's SH 99 frontage road expansion project from Highland Knolls/Bay Hill Boulevard to South Fry Road.

The Board inquired about TxDOT's potential installation of a noise barrier along SH 99, adjacent to Willow Fork Park. Ms. Carner stated she would follow up with TxDOT.

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

There was no additional discussion on this agenda item.

COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

Director Savage left the meeting.

Ms. Carner discussed an email received to the District website from a resident in Westlake. Ms. Carner stated the resident was concerned about tree growth around their property and requested for the trees to be trimmed. Discussion ensued regarding property ownership of the area where the trees are located. Ms. Carner stated she would confirm the property ownership and direct the resident to the correct entity.

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

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

Ms. Carner reviewed a Tenant Estoppel Certificate regarding the transfer of ownership of AMPH at LaCenterra at Cinco Ranch from LaCenterra to Brixmor Operating Partnership LP. Following review and discussion, Director Robinson moved to authorize submittal of the Tenant Estoppel Certificate, subject to final review. Director Hubbell seconded the motion, which passed unanimously.

BOOKKEEPER'S REPORT (CONT'D)

Ms. Rickert requested Board approval for the following holding checks: (i) check no. 9451 payable to EnTouch Systems; (ii) check no. 9452 payable to Cinco Municipal Utility District No. 10 ("Cinco 10"); (iii) check no. 9453 payable to Cinco Municipal Utility District No. 7 ("Cinco 7"); and (iv) check no. 9454 payable to Cinco Municipal Utility District No. 8 ("Cinco 8").

Ms. Rickert discussed payroll for the next two-week period and requested Board approval to run payroll for the upcoming two-week period due to the June meeting date changing from June 12, 2025 to June 19, 2025.

Following review and discussion, Director Robinson moved to: (1) approve the following holding checks: (i) check no. 9451 payable to EnTouch Systems; (ii) check no. 9452 payable to Cinco 10; (iii) check no. 9453 payable to Cinco 7; and (iv) check no. 9454 payable to Cinco 8; and (2) authorize Artesian to run pay roll for the upcoming two-week period. Director Hubbell 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 June 19, 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 June 26, 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

LIST OF ATTACHMENTS TO MINUTES

	Minutes <u>Page</u>
Friends of Willow Fork Park report	2
Security report.....	2
Tax report.....	2
Bookkeeper's report.....	2
Champions maintenance report	3
Landscape architect's report	5
Engineering report.....	6
Central Green report	7