

MINUTES
WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

June 26, 2025

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 June 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: Dennis Spellman of Covering Katy News; Lisa Rickert and Millie Dunmire of Artesian Financial Services ("Artesian"); Neil Stillman of Friends of the Park; Craig Kalkomey of LJA Engineering ("LJA"); Maeve Lyman of TBG Partners ("TBG"); Dan McDonald of McDonald & Wessendorff Insurance ("McDonald & Wessendorff"); Kim Cosco and Cheyenne Evans of Champions Hydro-Lawn, Inc. ("Champions"); 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 May 22, 2025 regular parks meeting. Following review and discussion, Director Nady moved to approve the minutes of May 22, 2025 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 bluebirds at Willow Fork Park.

Mr. Stillman reviewed upcoming programs at Willow Fork Park.

SECURITY REPORT

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

Sergeant Patterson discussed a vehicle break in at Willow Fork Park.

The Board discussed a sinkhole located at Willow Fork Park.

The Board discussed motorized vehicle use at District facilities, including e-bikes.

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 Bray moved to approve the County tax collection report; Director Hubbell seconded the motion, which passed unanimously.

AUTHORIZE DELINQUENT TAX ATTORNEY TO PROCEED WITH COLLECTION OF DELINQUENT TAXES

The Board considered authorizing the District's delinquent tax attorney, Perdue, Brandon, Fielder, Collins & Mott, LLP ("Perdue Brandon"), to proceed with the collection of the 2024 delinquent tax accounts. Following review and discussion, Director Bray moved to authorize Perdue Brandon to proceed with the collection of delinquent taxes. Director Hubbell 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 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 Cinco Ranch Boulevard Underpass Project funding report, a copy of which is included in the bookkeepers' report.

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 Hubbell seconded the motion, which passed unanimously.

REVIEW PROPOSALS FOR CYBER LIABILITY INSURANCE AND AUTHORIZE APPROPRIATE ACTION

The Board discussed potential cyber liability insurance coverage for the District. Mr. McDonald discussed services covered under cyber liability insurance.

Mr. McDonald reviewed three coverage options from McDonald and Wessendorff for cyber liability insurance for the District: (i) \$250,000.00 of coverage for a premium of \$1,801.00; (ii) \$500,000.00 of coverage for a premium of \$2,192.00; and (iii) \$1,000,000.00 of coverage for a premium of \$2,609.00. Discussion ensued

Following review and discussion, Director Bray moved to approve the proposal from McDonald & Wessendorff for \$500,000.00 of cyber liability insurance coverage for the District, for a premium of \$2,192.00. 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 updated the Board on plant material and planters at Central Green.

The Board discussed a District sign located at Exploration Park.

Ms. Evans updated the Board on the installation of boulders at Exploration Park.

Ms. Evans discussed drainage at the Willow Fork Park playground.

Ms. Evans discussed electrical lighting at the Willow Fork Park pavilion. The Board inquired about the timer for the lights at the Willow Fork Park pavilion.

Ms. Evans updated the Board on the completion status of projects in the District.

The Board discussed potentially installing “No Motorized Vehicles Allowed” signs in the District to replace missing and worn signs.

Ms. Evans discussed the drain catch basin at the Willow Fork Park pavilion. Ms. Evans then presented a proposal from Champions in the amount of \$2,005.00 for the repair of the drain catch basin at the Willow Fork Park pavilion.

Ms. Evans discussed caterpillars at Willow Fork Park and presented a proposal from Champions in the amount of \$705.40 for an insecticide treatment at Willow Fork Park.

Ms. Evans stated there is no irrigation rain sensor located at Central Green. The Board requested for Champions to prepare a proposal for the installation of a rain sensor for the irrigation system at Central Green.

Ms. Evans discussed the cleanup of the Westheimer Parkway Underpass and presented a proposal from Champions in the amount of \$300.00 for the cleanup of the Westheimer Parkway Underpass.

The Board discussed the potential installation of bollards at Central Green. Ms. Lyman and Ms. Arceneaux updated the Board on the potential installation of bollards at Central Green. Ms. Evans presented a proposal from Champions in the amount of \$24,810.00 for installation of the bollards. She noted the proposal does not include purchase of the bollards, only installation. Discussed ensued regarding costs associated with the bollards and installation of the bollards.

Ms. Evans discussed nuisance bird activity at Central Green. Ms. Evans then presented a proposal from Champions in the amount of \$3,199.80 for exterminator services to address nuisance bird activity at Central Green. Discussion ensued regarding exterminator treatments and timing of treatments to address the nuisance bird activity.

Ms. Evans discussed the bridge located at Willow Fork Park. Ms. Evans then presented a proposal from Champions in the amount of \$1,260.00 for mortar repairs at the bridge located at Willow Fork Park.

The Board inquired about the electrical lighting at Central Green and needed repairs for the lights at Central Green.

Following review and discussion, and based off Champions’ recommendation, Director Bray moved to: (1) approve Champions’ report; and (2) approve the following proposals from Champions: (i) repair of the drain catch basin at the Willow Fork Park pavilion in the amount of \$2,005.00; (ii) insecticide treatment at Willow Fork Park in the amount of \$705.40; (iii) cleanup of the Westheimer Parkway Underpass in the amount of \$300.00; (iv) exterminator services to address the nuisance bird activity at Central Green in the amount of \$3,199.80; and (v) mortar repairs at the bridge located at Willow Fork

Park in the amount of \$1,260.00. 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 two additional lights along the west side of Willow Fork Park and one light along the north side of Willow Fork Park. Ms. Lyman stated TBG is working to obtain price quotes for the additional lights.

Ms. Lyman updated the Board on the potential installation of bollards at Central Green. The Board inquired about the current lease with LaCenterra. Discussion ensued regarding the transfer of ownership from LaCenterra to Brixmor LaCenterra LLC.

Ms. Lyman updated the Board on the bidding for Segment X, Y, and Z. Mr. Kalkomey updated the Board on the needed permit from the United States Army Corps of Engineers ("USACE") for the project. Ms. Lyman stated TBG recommends the contract be awarded to the second lowest bidder, TWL Construction ("TWL") in the amount of \$613,316.00. The Board concurred that, in its judgment, TWL was a responsible bidder whose bid would result in the best and most economical completion of the District project.

Ms. Lyman updated the Board on Segment Q and bidding the project in two separate packages. Ms. Lyman requested authorization to advertise for bids for the western portion of Segment Q, for the installation of the trail from Mason Road to Fry Road.

Ms. Carner updated the Board on the Mason Road sidewalk connection to Segment Q and associated easements for the project. Discussion ensued regarding the timeline for bidding of 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. Discussion ensued regarding the swale located along Va3.

Ms. Lyman updated the Board on land owned by the YMCA, located off Westheimer Parkway and potential development of the land. Ms. Lyman reviewed a Phase I Environmental Site Assessment report prepared by Berg Oliver Associates of the

property. Ms. Lyman then discussed potential detention needs for the property, if developed. Discussion ensued regarding next steps for development of the land and working with Cinco Municipal Utility District No. 12 ("MUD 12") on the project.

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 MUD 12 related to the project.

Ms. Lyman updated the Board on the signage for Falcon Ranch.

Following review and discussion, and based off of the landscape architect's recommendation, Director Hubbell moved to: (1) approve landscape architect's report; (2) award contract to TWL in the amount of \$613,316.00 for the construction of Trail Segment X, Y and Z, based upon the landscape architect's recommendation and receipt of the payment and performance bonds and the certificate(s) of insurance and endorsements, if any, provided by the contractor; and (3) authorize TBG to advertise for bids for the western portion of Segment Q, for the installation of the trail from Mason Road to Fry Road. 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 plans for the rehabilitation of Va12 from near Gaston Road to Buffalo Bayou. Mr. Kalkomey requested Board approval for LJA to advertise for bids for the project.

Mr. Kalkomey updated the Board on the Fry Road Underpass project and stated LJA is reviewing comments from Harris County and Harris County Flood Control District for the project.

Mr. Kalkomey updated the Board on the Cinco Ranch Boulevard Underpass project and stated a Notice of Award was provided to Greater Houston Construction, LLC. Mr. Kalkomey stated LJA estimates mobilization for the project to begin around late July or early August. Discussion ensued regarding execution of the contract for the project. The Board inquired about bid bonds associated with contractor bids on District projects.

Mr. Kalkomey discussed the State Highway 99 ("SH 99") frontage road project and the associated land conveyance request from Percheron. Discussion ensued regarding the purchase offer from Fort Bend County for District land needed for the SH 99 frontage road project.

The Board reviewed a warranty deed conveying 0.0548 acres from the District to Fort Bend County, in relation to the SH 99 frontage road project.

Ms. Carner reviewed TxDOT's *de minimis* determination for TxDOT's proposed temporary closure of the trail located along Buffalo Bayou at SH 99, in relation to the SH 99 frontage road project. Discussion ensued.

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 regarding the status of their constructability review.

Following review and discussion, Director Bray moved to: (1) approve engineer's report; (2) authorize LJA to advertise for bids for the rehabilitation of Va12 from near Gaston Road to Buffalo Bayou; (3) accept Fort Bend County's purchase offer for District land needed for the SH 99 frontage road project; (4) approve warranty deed conveying 0.0548 acres from the District to Fort Bend County for the SH 99 frontage road project; and (5) decline to concur with TxDOT's *de minimis* determination for TxDOT's proposed temporary closure of the trail located along Buffalo Bayou at SH 99, in relation to the SH 99 frontage road project. Director Robinson seconded the motion, which passed unanimously.

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

Director Nady discussed TxDOT's installation of 8-foot-wide sidewalk along the south side of Highland Knolls/Bay Hill on the north side of the bridge piers. Discussion ensued regarding the potential for the District to install a 9-foot-wide sidewalk on the south side of the bridge piers. The Board requested for ABHR to submit correspondence to TxDOT to discuss the potential for the District to install a 9-foot-wide sidewalk on the south side of the bridge piers.

COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

Directors Bray and Hubbell updated the Board on the upcoming newsletter. Discussion ensued regarding potential articles for the upcoming newsletter.

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.

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 July 10, 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 July 24, 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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