

MINUTES
WILLOW FORK DRAINAGE DISTRICT

August 14, 2025

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 14th day of August 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 the above were present except Director Nady, thus constituting a quorum.

Also attending the meeting in person were: Sue Theiss and Tunisia Smith of the Texas Department of Transportation ("TxDOT"); Kevin Mineo, Matt Billiot, Binkley Barfield and Ike Akinwande of Fort Bend County; Kim Cosco, Sam Miskimins and Cheyenne Evans of Champions Hydro-Lawn ("Champions"); Craig Kalkomey of LJA Engineering ("LJA"); Lisa Rickert and Millie Dunmire of Artesian Financial Services ("Artesian"); Maeve Lyman of TBG Partners ("TBG"); Yvonne Arceneaux, District Park Manager; and Katie Carner and Whitney Lington of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

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.

PARK MATTERS, INCLUDING DISCUSS TEXAS DEPARTMENT OF
TRANSPORTATION DE MINIMIS REQUEST FOR FUTURE BUFFALO BAYOU TRAIL
CLOSURE

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

Mr. Akinwande discussed the SH 99 frontage road project.

Mr. Mineo and Ms. Theiss discussed the funding for the SH 99 frontage road project and the necessary environmental clearance needed for the project. Mr. Mineo stated that a *de minimis* determination by the District is needed for TxDOT to receive the federal funding currently allocated to the SH 99 frontage road project.

Mr. Mineo then discussed the timeline for the SH 99 frontage road project. Discussion ensued regarding the impact of the SH 99 frontage road project on District trails and anticipated closures of District trails, in relation to the project.

The Board inquired about the elevation of trail in connection to the reinstallation of trail sections, upon completion of the SH 99 frontage road project.

The Board inquired about the installation of lights under the bridges associated with the ongoing SH 99 project.

The Board inquired about trail detour plans during the SH 99 frontage road project. Mr. Billiot discussed detour plans for District trails during the construction of the SH 99 frontage road project.

The Board inquired about the potential installation of a sound wall adjacent to Willow Fork Park in connection to the construction of the SH 99 expansion. Mr. Billiot discussed the constructability analysis used by TxDOT to determine whether to install sound barrier walls. Mr. Billiot then discussed potential locations for the sound wall, if approved by TxDOT.

The Board inquired about the potential widening of the sidewalk on the south side of Westheimer Parkway along Southford Manor Lane to east of Rachels Manor Drive.

Ms. Carner discussed safety concerns connected to the trail closures during the construction of the SH 99 frontage road project and the importance for TxDOT to minimize duration of District trail closures during the project. Discussion ensued regarding notations to the SH 99 frontage road plan, to include additional detail regarding duration of District trail closures and prompt reopening of District trails. The Board inquired about restoration plans for District trails.

Following review and discussion, Director Bray moved 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 Hubbell seconded the motion, which passed unanimously.

APPROVE MINUTES

The Board reviewed the minutes of the July 10, 2025, regular meeting. Following review and discussion, Director Hubbell moved to approve the minutes, as submitted. Director Bray seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Rickert reviewed the bookkeeper's report, a copy of which is attached. Ms. Rickert stated check no. 9546 payable to TBG will be reissued in the amount of \$9,558.87.

Ms. Rickert reviewed the District's planned revenues and expenditures for both parks and drainage for the fiscal year ending September 30, 2025, and reviewed a comparison between actual and planned expenditures.

Following review and discussion, and based off of the bookkeeper's recommendation, Director Bray moved to approve the bookkeeper's report and payment of the bills. Director Robinson seconded the motion, which passed unanimously.

ADOPT RESOLUTION VOTING FOR WATER DISTRICT NOMINEE FOR THE ELECTION OF THE BOARD OF DIRECTORS OF THE FORT BEND CENTRAL APPRAISAL DISTRICT ("FBCAD")

The Board considered adopting a Resolution Voting for Water District Nominee for the Election of the Board of Directors of the FBCAD. Ms. Carner stated the District is eligible to cast 6 votes for its preferred nominee. The Board concurred to take no action on this agenda item.

CHAMPION'S REPORT, INCLUDING AUTHORIZING DITCH MAINTENANCE

Mr. Cosco introduced Mr. Miskimins.

Mr. Cosco reviewed a map of District boundaries and areas maintained by the District.

Mr. Cosco reviewed the operator's report, a copy of which is attached, and reviewed the status of the ditches and channels, as well as certain trails.

The Board discussed erosion around the bridge at the entrance to Willow Fork Park.

The Board discussed maintenance of the Harris County Flood Control District ("HCFCD") T-103 channel south of Highland Knolls. Directory Bray updated the Board

on a work order submitted by HCFCD regarding maintenance of the T-103-01-01 channel. Discussion ensued regarding property maintained by the District and ownership of associated property. The Board concurred to continuing mowing HCFCD's T-103-01-01 channel south of North Lake Village Drive. The Board requested for Champions to adjust District maintenance as follows: (i) remove the mowing of the north-south segment of the golf course channel (T-103-01-00) from Champion's maintenance schedule for the District; (ii) add mowing of the T-103-01-01 channel between Highland Knolls and North Lake Village Drive to Champion's maintenance schedule for the District; and (iii) remove District signs posted along the T-103 channels.

Following review and discussion, and based on the operator's recommendation, Director Robinson moved to approve the operator's report. Director Hubbell seconded the motion, which passed unanimously.

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

The Board reviewed a lake management and maintenance report prepared by Lake Management Services, L.P. ("Lake Management"), a copy of which is attached.

The Board discussed the leak located along the Willow Fork Park lake retaining wall. Mr. Kalkomey discussed repair options for the leak. The Board requested for Champions to conduct a site visit and assess repairs for the leak located along the wall at Willow Fork Park.

Following review and discussion, Director Savage moved to authorize Champions to make necessary repairs for the leak located along the Willow Fork Park lake retaining wall, in an amount not to exceed \$5,000.00. Director Bray seconded the motion, which passed unanimously.

INFRAMARK REPORT

The Board concurred to discuss this agenda item at the next parks meeting on August 28, 2025.

ENGINEER'S REPORT

Mr. Kalkomey reviewed the engineer's report, a copy of which is attached.

Mr. Kalkomey updated the Board on outfall inspections and the rehabilitation plan for the District. Mr. Kalkomey then reviewed District maps regarding maintenance of the channels.

Mr. Kalkomey stated LJA is preparing an updated exhibit for the maintenance agreement between the District and Grand Lakes Water Control and Improvement District ("Grand Lakes WCID") to identify property to be maintained by the District and by Grand Lakes WCID, in relation to the Diversion Channel.

Mr. Kalkomey updated the Board on the construction of Cinco Ranch Boulevard Underpass and the expected date for the issuance of the Notice to Proceed for the project. Mr. Kalkomey then presented an updated Task Order No. 14 from LJA in the amount of \$83,000.00 for construction phase services for the construction of the Cinco Ranch Boulevard Underpass.

Mr. Kalkomey updated the Board on the bidding for the rehabilitation of channel Va12 and stated four bids were received for the project. Mr. Kalkomey stated two alternate bids were also included in the project: (i) main slope paving at Buffalo Bayou; and (ii) silt removal and outfall adjustments on Va1. Discussion ensued regarding the two alternate bids for the project. Mr. Kalkomey stated LJA recommends awarding the contract to lowest bidder, AR Turnkey Construction Company ("AR Turnkey"), in the amount of \$2,185,420.00, to include the alternate bid for silt removal and outfall adjustments on Va1. The Board concurred that, in its judgment, AR Turnkey, was a responsible bidder whose bid would result in the best and most economical completion of the project. Discussion ensued regarding funding for the cost of the project. Ms. Carner discussed the potential use of bond proceeds to reimburse the District's operating fund for the project. Ms. Carner then presented and reviewed a proposed Resolution Expressing Intent to Reimburse for the rehabilitation of channel Va12.

Following review and discussion, and based off the engineer's recommendation, Director Bray moved to: (1) approve the engineer's report; (2) approve updated Task Order No. 14 from LJA in the amount of \$83,000 for construction phase services for the construction of the Cinco Ranch Boulevard Underpass; (3) award contract to AR Turnkey in the amount of \$2,185,420.00, to include the alternate bid for silt removal and outfall adjustments on Va1, for the rehabilitation of channel Va12, subject to the review of the bonds and certificate of insurance and endorsements, if any provided by the contractor; and (4) adopt a Resolution Expressing Intent to Reimburse for the rehabilitation of channel Va12 project. Director Robinson seconded the motion, which passed unanimously.

PHASE II SMALL MS4 GENERAL PERMIT AND STORM WATER MANAGEMENT PLAN ("SWMP")

Mr. Kalkomey stated LJA met with the engineers for Cinco Municipal Utility District Nos. 1, 3, 6, 7, 9, 10, 12, and 14 (collectively, the "Cinco MUDs") on August 6, 2025 regarding the MS4 permit. Mr. Kalkomey discussed guidelines and requirements associated with the MS4 permit.

PARK MATTERS (CONT.)

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

Ms. Lyman discussed existing signage related to alligator warnings at District facilities. Discussion ensued regarding potentially installing additional alligator warning signage at District facilities and locations for the additional signage. The Board requested for TBG to prepare a proposal for the fabrication and installation of eight additional alligator warning signs.

Ms. Lyman updated the Board on the installation of a climate controlled green room and storage room at Central Green. Ms. Lyman then presented a revised proposal from TBG in the amount of \$63,500.00 for the design of the climate controlled green room and storage room at Central Green, pending approval from LaCenterra. Ms. Lyman discussed the tasks associated with the proposal. Discussion ensued regarding District funding of the project and funding from Cinco Municipal Utility District No. 12 ("MUD 12") for the project.

Ms. Lyman updated the Board on the installation of bollards at Central Green and reviewed a design proposal for the project. Ms. Lyman discussed the structural plans associated with the project. Discussion ensued regarding funding from MUD 12 for the project. The Board then discussed the design of the bollard to be used for the project. The Board requested for ABHR to prepare a letter agreement between the District and MUD 12 for funding of the project.

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

Ms. Lyman updated the Board on bidding for Segment Q, Section 1, installation of the trail from Mason Road to Fry Road and stated five bids were received. Discussion ensued regarding bids received for the project. Ms. Lyman discussed the alternate bid for the project in relation to the thickness of the trail. Ms. Lyman stated TBG recommends the contract be awarded to the lowest bidder, A Group Construction LLC ("A Group"), in the amount of \$472,045.86. The Board concurred that, in its judgment, A Group, was a responsible bidder whose bid would result in the best and most economical completion of the project.

Ms. Lyman updated the Board on the timeline for the bidding of the Mason Road sidewalk project. Ms. Carner updated the Board on the Temporary Construction Easements in connection with 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. Mr. Kalkomey stated LJA met the NFBWA's engineer,

BGE, Inc., for the waterline project and discussed potentially paying the District to replace impacted sidewalk portions in connection to future waterline projects to avoid the issues experienced with the current project.

Ms. Lyman discussed potential development of land owned by the YMCA, located off Westheimer Parkway. Ms. Lyman requested input from the Board regarding potential development ideas for the project.

Ms. Lyman updated the Board on the installation of the Falcon Ranch signage.

Following review and discussion, and as recommended by the landscape architect, Director Hubbell moved to: (1) approve the updated proposal from TBG in the amount of \$63,500.00 for the design of the climate controlled green room and storage room at Central Green, subject to approval by LaCenterra; and (2) award contract to A Group, in the amount of \$472,045.86 for Segment Q, Section 1, installation of the trail from Mason Road to Fry Road, subject to the review of the bonds and certificate of insurance and endorsements, if any provided by the contractor. Director Robinson seconded the motion, which passed unanimously.

The Board reviewed the following contracts for Central Green: (i) Bollywood Dancing Stars; (ii) Karibe Productions LLC ("Karibe") Cumbia Night; (iii) Karibe Serenade to the Virgin Chinita; (iv) Karibe Brazilian Festival; and (v) Karibe Latin Festival. Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Bray moved to approve the contracts and direct that the contracts be filed appropriately and retained in the District's official records. Director Hubbell seconded the motion, which passed unanimously.

Ms. Evans updated the Board on the status of District projects being performed by Champions.

Ms. Evans discussed the Willow Fork Park bridge and associated repairs. Ms. Evans then presented a proposal from Champions in the amount of \$1,650.00 for irrigation repairs to the Willow Fork Park bridge.

Ms. Evans discussed the Willow Fork Park sign located at Va12 and Gaston Road. Ms. Evans then presented a proposal from Champions in the amount of \$500.00 for the replacement of the Willow Fork Park sign located at Va12 and Gaston Road.

Following review and discussion, Director Hubbell moved to approve the following proposals from Champions: (i) irrigation repairs near the Willow Fork Park bridge in the amount of \$1,650.00; and (ii) removal and replacement of the District sign located at Va12 and Gaston Road in the amount of \$500.00. Director Bray seconded the motion, which passed unanimously.

Ms. Evans discussed resident concerns regarding trail maintenance along the bridge at Mason Road and along Westheimer Parkway and SH 99. Discussion ensued regarding ownership of the areas in question.

REPORTS FROM DIRECTORS AND COMMITTEES REGARDING
CORRESPONDENCE AND/OR REPORTS RECEIVED DURING THE MONTH AND
EVENTS AND ACTIVITIES ATTENDED DURING THE MONTH

Directors Hubbell and Bray updated the Board on the August Communications Committee meeting.


The Board discussed drone video footage of Willow Fork Park to be posted to the District's website.

Director Robinson discussed current events.

MEETING MATTERS, INCLUDING SPECIAL MEETINGS, AGENDA ITEMS, AND
SCHEDULING

The Board concurred to hold the next drainage meeting on September 11, 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 August 28, 2025, at the same location mentioned above.

There being no further business to come before the Board, the Board concurred to adjourn the meeting.


Secretary, Board of Directors

(SEAL)

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