

MINUTES
WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

August 28, 2025

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 28th 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 of the above were present, thus constituting a quorum.

Also attending the meeting were: Darshi Shah, resident of the District; 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"); Cheyenne Evans of Champions Hydro-Lawn, Inc. ("Champions"); Sergeant Michael Patterson of Fort Bend County Constable's Office, Precinct 1 ("FBCCO"); 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. Shah discussed a request for the installation of a memorial bench at Willow Fork Park. Discussion ensued and the Board concurred to request that the Parks Committee discuss the matter further at the next meeting.

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 24, 2025 regular parks meeting. Following review and discussion, Director Hubbell moved to approve the minutes of July 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 updated the Board on the installation of the teaching table for the pollinator garden at Willow Fork Park.

Mr. Stillman discussed recent and upcoming programs at Willow Fork Park, including the recent owl program.

SECURITY REPORT

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

The Board discussed e-bike activity in the District and the monitoring of e-bike use in the District. Sergeant Patterson then discussed a report from a resident regarding the use of an e-bike along District facilities.

The Board discussed alarm notifications associated with the security cameras at Willow Fork Park. The Board inquired about the installation of a motion-activated alarm system and security cameras at the barn located at Willow Fork Park. Sergeant Patterson then presented a proposal from On-Site in the amount of \$2,320.45 for the installation of a motion-activated alarm system and security cameras at the barn located at Willow Fork Park.

Following review and discussion, Director Bray moved to: (1) approve the security report; and (2) approve the proposal from On-Site in the amount of \$2,320.45 for the installation of a motion-activated alarm system and security cameras at the barn located at Willow Fork Park. 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.

Ms. Rickert discussed the "truth-in-taxation" statement in relation to the setting of the District's 2025 tax rate.

The Board deferred action on setting the District's 2025 tax rate until Harris County has finalized the certified values for the District.

Following review and discussion, and based off of the financial advisor's recommendation, Director Bray moved to approve the tax collection report. 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 requested approval of check no. 9565 payable to LaCenterra in the amount of \$2,100.00, not included in the bookkeeper's report.

The Board inquired about purchased water service expenses for Cinco Municipal Utility District No. 7 ("Cinco 7"), Cinco Municipal Utility District No. 8 ("Cinco 8") and Cinco Municipal Utility District No. 10 ("Cinco 10"). Discussion ensued regarding water usage and associated costs on the Cinco 10 invoice. The Board requested for Artesian to follow up with Cinco 10 regarding Cinco 10's invoice for water usage and penalties associated with the invoice.

The Board reviewed the draft parks and drainage budgets for the fiscal year ending September 30, 2026. Discussion ensued regarding listed expenses in the draft budgets. The Board deferred action on the budgets, pending additional review.

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, including check no. 9565. Director Bray seconded the motion, which passed unanimously.

ENGINEERING REPORT

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

Mr. Kalkomey updated the Board on the rehabilitation of Va12 from near Gaston Road to Buffalo Bayou and discussed the construction contract for the project.

Mr. Kalkomey updated the Board on the Fry Road Underpass project and stated LJA has received comments from the geotechnical engineer.

Mr. Kalkomey discussed the District's Capital Improvement Plan ("CIP") and stated LJA will update the CIP to reflect costs associated with the rehabilitation of Va12 from near Gaston Road to Buffalo Bayou.

Mr. Kalkomey updated the Board on the Phase II Small MS4 General Permit renewal.

Mr. Kalkomey updated the Board on Segment Q Section ,1 for the installation of the trail from Mason Road to Fry Road and the required documentation needed for Harris County and Harris County Flood Control approval.

Mr. Kalkomey discussed the installation of a climate controlled green room and storage room at Central Green. Mr. Kalkomey then presented Task Order No. 19 from

LJA in the amount of \$4,000.00 for surveying of the area for the installation of a climate controlled green room and storage room at Central Green.

Mr. Kalkomey discussed the potential installation of bollards at Central Green and stated LJA will present a Task Order for the structural engineering for the bollards at the next Board meeting.

The Board inquired about the construction timeline for the Cinco Ranch Boulevard Underpass project. Mr. Kalkomey stated that the contractor for the project requested for LJA to inquire with the Board about potentially adjusting the railing for the Cinco Ranch Boulevard Underpass project. The Board concurred not to adjust the railing for the Cinco Ranch Boulevard Underpass project.

Following review and discussion, and as recommended by the engineer, Director Nady moved to: (1) approve engineer's report; and (2) approve Task Order No. 19 from LJA in the amount of \$4,000.00 for surveying of the area for the installation of a climate controlled green room and storage room at Central Green. 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 the electrical lighting at Central Green and needed repairs for the lights at Central Green.

Ms. Evans and Mr. Kalkomey discussed the leak located along the Willow Fork Park lake retaining wall. Discussion ensued regarding potential causes and repair options.

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

The Board discussed the District sign located at channel Va12 and Gaston Road and potentially updating the contact information on the sign. The Board concurred to make no changes to the contact information on the District sign located at channel Va12 and Gaston Road.

Ms. Evans discussed the metal grates surrounding the trees at Central Green. Discussion ensued regarding repair options of the metal grates.

Ms. Evans discussed the wooden planters at Central Green and presented a proposal from Champions in the amount of \$2,147.00 for the replacement of rotting wood in the wooden planters at Central Green. Discussion ensued regarding potentially replacing the wooden planters with composite board planters. The Board requested for

Champions to present a new proposal for the replacement of the wooden planters at Central Green with composite board planters.

Ms. Evans discussed a request received to the District website regarding a group movement therapy program at Willow Fork Park. Discussion ensued regarding the District's Rules and Regulations Regarding Use of District Recreational Facilities ("Park Rules"). The Board requested for Champions to follow up on the request and share the Park Rules with the requester.

Ms. Evans discussed the rocks located at Willow Fork Park. Ms. Evans then presented a proposal from Champions in the amount of \$2,400.00 for the filling of rock cavities at Willow Fork Park.

Ms. Evans presented a proposal from Champions in the amount of \$4,075.00 for the installation of two rocks at Willow Fork Park, as requested by Mr. Stillman. Discussion ensued regarding current rocks located within the District. The Board concurred to take no action on this proposal and requested for Champions to assess the rocks currently within the District for potential relocation.

Following review and discussion, and based off Champions' recommendation, Director Bray moved to: (1) approve Champions' report; and (2) approve the proposal from Champions in the amount of \$2,400.00 for the filling of rock cavities at Willow Fork Park. Director Hubbell seconded the motion, which passed unanimously.

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

The Board inquired about the conduit located in the electrical box at Willow Fork Park.

INFRAMARK REPORT

Ms. Mouton discussed the FEMA report and updated the Board on the total reimbursements received from FEMA for the Diversion Channel project, a copy of which is attached to the storm line maintenance report. Ms. Mouton stated the District received a payment from FEMA in the amount of \$461,235.44 for the storm water quality park project.

Ms. Mouton reviewed a storm line maintenance report, a copy of which is attached. Ms. Mouton discussed one water quality noncompliance notification and actions taken by Inframark. Discussion ensued.

Ms. Mouton stated Inframark will be participating in the Water Wise Fest on September 27, 2025, at Central Green.

Following review and discussion, and based on Inframark's recommendation, Director Nady made a motion to approve the storm line maintenance report. Director Bray seconded the motion, which passed unanimously.

LANDSCAPE ARCHITECT REPORT

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

The Board discussed land owned by the YMCA, located off Westheimer Parkway and potential development of the land and working with Cinco Municipal Utility District No. 12 ("MUD 12") on the project. The Board discussed options for the installation of pickleball courts on the land.

Ms. Lyman updated the Board on the alligator warning signs and stated TBG will provide a quote for the signs at the next Board meeting.

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

Ms. Lyman updated the Board on Segment Q, Section 1, for the installation of the trail from Mason Road to Fry Road.

Ms. Lyman and Ms. Carner updated the Board on the Mason Road sidewalk connection to Segment Q and the Temporary Construction Easements needed for the project. Ms. Carner discussed disincentive penalties associated with the contract for the project. The Board concurred to impose a \$1,000.00/day disincentive penalty for each day the project exceeds the completion date as stated in the contract. Discussion ensued regarding the impact of inclement weather on the completion date for the project. Ms. Lyman updated the Board on the timeline for the 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 removal and replacement of additional portions of the sidewalk in connection to NFBWA's future waterline project. Mr. Kalkomey stated LJA is waiting for NFBWA to finalize design for the next phase of the waterline project. Mr. Kalkomey stated LJA will proceed with the District's request to NFBWA for the District to replace impacted sidewalk portions in connection to future waterline projects, at the NFBWA's cost.

Ms. Lyman updated the Board on the signage for Falcon Ranch and recommended approval of Pay Estimate No. 1 and Final, from RS Industrial Arts, LLC ("RS") in the amount of \$2,120.00.

Ms. Lyman updated the Board on Segment Q, Section 2, for the installation of the trail east of Fry Road and construction of pedestrian bridge and underpass. Discussion ensued regarding the bidding timeline for the project and projected costs for the project.

Following review and discussion, and based off of the landscape architect's recommendation, Director Nady moved to: (1) approve the landscape architect's report; (2) authorize TBG to advertise for bids for the Mason Road sidewalk connection to Segment Q; and (3) approve Pay Estimate No. 1 and Final, from RS in the amount of \$2,120.00 for the installation of Falcon Ranch signage, accept the project. Director Hubbell seconded the motion, which passed unanimously.

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

Director Nady updated the Board on TxDOT's re-installation of a sidewalk along the south side of Highland Knolls/Bay Hill, on the north side of the bridge piers.

The Board discussed the temporary closure of the trail located along Buffalo Bayou at SH 99, in relation to the SH 99 frontage road project.

Ms. Carner updated the Board on the potential installation of a sound wall adjacent to Willow Fork Park in connection to the construction of the SH-99 expansion.

Directors Nady and Bray updated the Board on the potential partnership with Harris-Fort Bend Counties Municipal Utility District No. 1 ("HFBC MUD No. 1") for a proposed hike and bike trail along channel Va3e.

COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

The Board discussed including the Cinco Ranch Boulevard Underpass project in the next 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. The Board inquired about booking a mariachi band for a future Central Green event. Discussion ensued regarding parking and attendance capacity at Central Green.

CURRENT EVENTS

Director Robinson discussed current events.

Director Bray updated the Board on the Harris County Flood Control District ("HCFCD") presentation given at the most recent Harris County Commissioners Court meeting.

The Board discussed the maintenance of the T-103-00-00 channel. The Board requested for ABHR to contact HCFCD and request for HCFCD's maintenance coordinator to attend an upcoming Board meeting to discuss maintenance of the T-103-00-00 channel.

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

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 September 25, 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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