

MINUTES  
WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

October 23, 2025

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 23<sup>rd</sup> day of October 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: Lisa Rickert and Millie Dunmire of Artesian Financial Services ("Artesian"); Shanna O'Hara 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"); Yvonne Arceneaux, District Park Manager; and Katie Carner and Jane Miller 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.

The Board discussed a resident request for the use of an animal vendor exhibit for a birthday party at Willow Fork Park. The Board concurred to deny the request, pursuant to the District's park rules.

The Board discussed a request from the Association of Water Board Directors' ("AWBD") Emerging Leaders Program for approximately 35 people to tour District facilities. The Board concurred to authorize the AWBD Emerging Leaders Program to tour District facilities.

The Board discussed a request from St. Peter's United Methodist Church to use District facilities to host a ceremony to honor animals. The Board concurred to deny the request, pursuant to the District's park rules.

There being no members of the public in attendance wishing to make comments, Director Savage moved to the next agenda item.

### MINUTES

The Board next considered approving the minutes of the September 25, 2025 regular parks meeting. Following review and discussion, Director Bray moved to approve the minutes of September 25, 2025 regular parks meeting, as submitted. Director Nady seconded the motion, which passed unanimously.

### FRIENDS OF THE PARK

The Board reviewed the Friends of Willow Fork Park report, a copy of which is attached.

The Board discussed the proposed Prairie Hill Project.

Following review and discussion Director Nady moved to take the following actions in relation to the proposed Prairie Hill Project: (i) approve the installation of two sitting rocks using relocated existing rocks in District parks; and (ii) deny the request for installation of a windmill at Willow Fork Park. Director Bray seconded the motion, which passed unanimously.

### SECURITY REPORT

Sergeant Patterson reviewed the security report, a copy of which is attached.

The Board discussed the graffiti located on the Westheimer underpass near Cinco Ranch Junior High. The Board requested for Champions to paint additional portions of the underpass with graffiti resistant paint.

The Board discussed electric and dirt bike activity in the District.

Following review and discussion, Director Bray moved to approve the security report. Director Hubbell 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, Director Hubbell moved to approve the tax collection report. Director Nady 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 additional check no. 10374 in the amount of \$185.00, payable to AWBD.

Ms. Rickert reviewed the District's planned revenues and expenditures for both parks and drainage for the fiscal year ending September 30, 2026, and reviewed a comparison between actual and planned expenditures.

The Board discussed funding for Capital Improvement Plan ("CIP") projects, in relation to the rehabilitation of channels Va12, Va10 and Va3b. The Board requested for Artesian to prepare a Five-Year Cash Flow report for review at the next Board meeting.

Following review and discussion, and based on the bookkeeper's recommendation, Director Nady moved to approve the bookkeeper's report and payment of the bills, including check no. 10374. Director Hubbell 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 the water line located at the pavilion in Willow Fork Park. Ms. Evans then presented a proposal from Champions in the amount of \$790.00 to repair the water line located at the pavilion in Willow Fork Park.

The Board discussed turf located in Central Green. The Board requested for Ms. Evans to contact Synlawn to level and reset the turf.

The Board discussed the monitoring and assessment of park equipment and ensuring all bolts on park equipment are regularly checked.

Ms. Evans discussed the Willow Fork Park playground and potentially installing mats under the swings to prevent mulch displacement. The Board requested for Champions to bring a proposal to the next meeting for the installation of playground mats at Willow Fork Park.

Ms. Evans discussed the painting of trusses in the Willow Fork Park pavilion. Ms. Evans stated Champions is preparing an updated quote for the painting of the trusses at the Willow Fork Park pavilion.

The Board discussed lighting repairs needed for the restrooms located at Willow Fork Park.

Ms. Evans discussed recent hog activity at Exploration Park. She presented a proposal from Champions in the amount of \$4,400.00 to replace sod damaged by hog activity at Exploration Park. The Board concurred to defer action on this proposal, pending reduction in hog activity. Discussion ensued regarding potential fencing options for the area and associated costs.

The Board discussed maintenance of natural areas adjacent to Willow Fork Park lake. The Board requested for Champions to mow the areas once a year in the fall.

The Board discussed pressure washing of District facilities and requested for Champions to consider changing their pressure washing subcontractor.

The Board discussed repairs needed for a water bib and water line located in Central Green. Discussion ensued regarding completing the needed repairs during the construction of the green room.

Following review and discussion, and based off Champions' recommendation, Director Nady moved to: (1) approve Champions' report; and (2) approve the proposal from Champions in the amount of \$790.00 to repair the water line located at the pavilion in Willow Fork Park. Director Hubbell 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, a copy of which is attached.

Ms. O'Hara updated the Board on Segment Q, Section 1, for the installation of the trail from Mason Road to Fry Road. Ms. O'Hara stated LJA received updated plans from TBG for the project. Ms. O'Hara stated LJA is preparing a Storm Water Pollution Prevention Plan ("SWPPP") for the project and plans to resubmit the plans to Harris County and Harris County Flood Control District ("HCFCD") in the next two weeks.

Ms. O'Hara 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. Ms. O'Hara stated LJA has updated the plans based on comments received from the geotechnical engineer. Ms. O'Hara stated Harris County requested for an additional slope analysis to

be conducted for the project. Ms. O'Hara stated LJA plans to resubmit the plans to Harris County and HCFCD in the next three weeks.

Director Nady updated the Board on the planned Memorial Municipal Utility District trail and pedestrian bridge that will connect to Segment Q between Mason Road and Fry Road.

The Board discussed miles of trails maintained by the District and what is currently posted on the District's website. The Board requested that the trail information on the District's website be updated, if needed.

The Board discussed the dilapidated trash can located at Westheimer Parkway and channel Va3. The Board concurred for Champions to replace the trashcan and invoice the North Fort Bend Water Authority for costs associated with the replacement of the trashcan.

Following review and discussion, and based off of the landscape architect's recommendation, Director Hubbell moved to approve the landscape architect's report; Director Bray seconded the motion, which passed unanimously.

#### ENGINEERING REPORT

Ms. O'Hara reviewed the engineering report, a copy of which is attached.

Ms. O'Hara discussed the District's Capital Improvement Plan ("CIP") and stated the drainage CIP has been updated to include the rehabilitation of the following channels: (i) Va12; (ii) Va3b; and (iii) Va10. Ms. O'Hara stated the updated project scope reduced the proposed bond amount to \$9,400,000.00. Ms. O'Hara then presented Task Order No. 20 from LJA in the amount of \$ 45,000.00 for the preparation of the drainage bond application. Discussion ensued.

Ms. Rickert discussed the planned revenues and expenditures for fiscal year end 2026 and the Five-Year Cash Flow analysis related to the District's operating funds. The Board concurred to take no action on Task Order No. 20, pending review of the Five-Year Cash Flow at the next Board meeting.

Following review and discussion, and as recommended by the engineer, Director Hubbell moved to approve engineer's report. Director Bray seconded the motion, which passed unanimously.

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

Ms. Carner updated the Board on the letter sent to a resident on Cascade Glen

regarding fence debris on District property.

Ms. Carner updated the Board on the potential installation of a sound wall adjacent to Willow Fork Park in connection with the construction of the SH-99 main lane and frontage road expansion projects. Ms. Carner stated the Texas Department of Transportation ("TxDOT") and has prepared a proposed conceptual design that meets applicable state and federal criteria for the installation of a sound wall. Ms. Carner stated TxDOT would like to construct a swale on District property located outside of the TxDOT right of way and is requesting for the District to maintain the swale after it is constructed. Following discussion, the Board concurred to approve TxDOT's conceptual design and to agree to maintain the TxDOT swale on District property following construction. Ms. Carner then reminded the Board that the property where the swale will be located is owned by Katy Independent School District ("Katy ISD") and reviewed the process for seeking Katy ISD's approval for TxDOT's plans.

#### COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

There was no discussion on this agenda item.

#### 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. Arceneaux discussed the upcoming Monster Mash event at Central Green and expected weather conditions for the event.

The Board reviewed the Bollywood Dancing Stars contract for Central Green. Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Nady moved to approve the Central Green contract and direct that the contract be filed appropriately and retained in the District's official records. Director Hubbell seconded the motion, which passed unanimously.

#### ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") BYLAWS VOTE AND VOTER REPRESENTATIVE CONFIRMATION

Ms. Carner reported AWBD has requested all member districts to appoint a Voting Member Representative to vote in the upcoming AWBD bylaws election. Following review and discussion, Director Nady moved to appoint Director Robinson as the District's Voting Member Representative. Director Hubbell seconded the motion, which passed unanimously.

## CURRENT EVENTS

Director Robinson discussed current events.

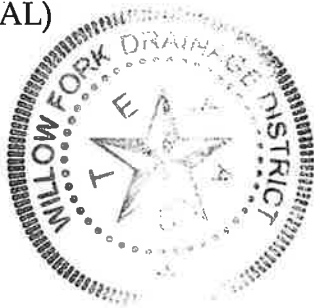
## MEETING SCHEDULE, ACTION ITEMS AND ITEMS FOR INCLUSION ON NEXT AGENDA

The Board discussed the Parks Committee meetings and Board meetings for November and December. The Board concurred to: (i) cancel the November and December Parks Committee meetings; (ii) move the November parks meeting to Thursday, November 20; (iii) move the December parks meeting to Wednesday, December 17; and hold the next drainage meeting on Thursday, November 13..

The Board discussed the upcoming joint meeting with Cinco Municipal Utility District No. 12.

There being no other business to come before the Board, the meeting was adjourned.

(SEAL)



  
Secretary, Board of Director

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