

MINUTES  
WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

November 20, 2025

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 20<sup>th</sup> day of November 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"); Craig Kalkomey of LJA Engineering ("LJA"); Neil Stillman of Friends of the Park; Kim Cosco and Cheyenne Evans of Champions Hydro-Lawn, Inc. ("Champions"); Joe Voigt and Casey Fletcher of Lake Management Services, L.P. ("Lake Management"); 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.

Ms. Carner discussed a resident email regarding use of electric and dirt bikes on District trails. Discussion ensued.

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 October 23, 2025 regular parks meeting and October 30, 2025 special meeting. Following review and discussion, Director Savage moved to approve the minutes of October 23, 2025 regular parks

meeting, and October 30, 2025 special meeting, as submitted. Director Nady 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 purple martin activity in Willow Fork Park. Mr. Stillman then discussed the potential installation of a purple martin birdhouse in Willow Fork Park for an estimated cost of \$1,454.99. Discussion ensued regarding potential placement of the birdhouse.

Following review and discussion Director Hubbell moved to approve the installation of a purple martin birdhouse in Willow Fork Park for an estimated cost of \$1,454.99. Director Bray seconded the motion, which passed unanimously.

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

The Board discussed the potential removal of the pumphouse at Willow Fork Park. The Board reviewed a proposal from Lake Management in the amount of \$16,496.39 for the removal of the pumphouse at Willow Fork Park. Discussion ensued. The Board inquired about potential sale of the decommissioned pumps and equipment. The Board requested that Champions work with Inframark to obtain an additional proposal for the removal of the pumphouse. The Board deferred action on Lake Management's proposal, pending receipt of an additional proposal from Inframark for the removal of the pumphouse.

#### SECURITY REPORT

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

Sergeant Patterson discussed electric and dirt bike activity in the District.

The Board inquired about the security cameras located at Exploration Park.

Following review and discussion, Director Robinson 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.

The Board inquired about receipts and disbursements listed in the tax collection report. Ms. Rickert noted a correction to the tax account balance, which will be updated.

Following review and discussion, Director Bray moved to approve the tax collection report, to include updated account balance as discussed. 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.

The Board inquired about the Cinco Municipal Utility District No. 10 ("Cinco 10") purchased water service invoice.

Ms. Rickert requested approval of check no. 9693 in the amount of \$15,434.83 payable to ABHR, not included in the bookkeeper's report.

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.

Ms. Rickert reviewed the Five-Year Cash Flow report, a copy of which is included in the bookkeeper's report. Discussion ensued.

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. 9693. Director Bray seconded the motion, which passed unanimously.

The Board discussed funding for Capital Improvement Plan ("CIP") projects, in relation to the rehabilitation of channels Va12, Va10 and Va3b. Discussion ensued regarding the desilting of District channels and District desilting reserve funds. Ms. Carner and Mr. Kalkomey discussed projects to potentially include in a future bond application. Mr. Kalkomey reviewed an updated CIP to include repairs to District outfalls. Discussion ensued regarding the funding of CIP projects with operating funds versus the issuance of bonds. The Board requested for LJA to review projects listed in the updated CIP and ability to fund the projects based on the Five-Year Cash Flow report. Discussion ensued regarding timeline for the potential issuance of bonds. The Board concurred to defer discussion on a potential bond application to the spring or summer of 2026.

### 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 the lighting repairs at Central Green.

Ms. Evans updated the Board on the leveling and resetting of the turf located in Central Green.

Ms. Evans discussed the playground equipment located at Exploration Park and potential repairs for the equipment.

Ms. Evans and Mr. Cosco updated the Board on hog activity at Exploration Park. Discussion ensued regarding trapping options and deterrents for hog activity. The Board requested for Champions to prepare a proposal for fencing options for areas with hog activity in Exploration Park.

Ms. Evans updated the Board on the maintenance of natural areas adjacent to Willow Fork Park lake.

The Board inquired about the installation of backer rods for the concrete joint repairs at Central Green.

Ms. Evans discussed graffiti along Westheimer Parkway. Ms. Evans then presented a proposal from Champions in the amount of \$2,266.30 for the purchase of additional graffiti resistant paint.

Ms. Evans discussed the steps located at the playground in Exploration Park. Ms. Evans presented a proposal from Champions in the amount of \$2,745.60 for concrete injections to level the steps at the playground in Exploration Park.

Ms. Evans presented a proposal from Champions in the amount of \$818.94 for the installation of three playground pads at the Willow Fork Park playground.

Ms. Evans discussed the lock for the AED box located at Central Green. Ms. Evans then presented a proposal from Champions in the amount of \$178.75 for locksmith services for the AED box located at Central Green. The Board inquired about the type of lock currently on the AED box. Discussion ensued regarding regulations for accessibility to AED boxes. The Board concurred for Director Nady to follow up with the Willow Fork Fire Department regarding regulations for AED boxes.

Ms. Evans reviewed the status of projects in the District. Discussion ensued regarding the security cameras at Central Green . The Board requested for Champions to follow up with On-Site regarding the security cameras 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) concrete injections to level the steps at the playground in Exploration Park in the amount of \$2,745.60; (ii) installation of three playground pads at

the Willow Fork Park playground in the amount of \$818.94; (iii) purchase of additional graffiti resistant paint in the amount of \$2,266.30; and (iv) locksmith services for the AED box located at Central Green in the amount of \$178.75. Director Hubbell seconded the motion, which passed unanimously.

#### LANDSCAPE ARCHITECT REPORT

Ms. Carner updated the Board on the bid received from DL Meacham LP (“DL Meacham”) for the Mason Road sidewalk project. She stated TBG recommends that the Board reject the bid and authorize re-advertisement for the project. Discussion ensued.

Following review and discussion, and based off of the landscape architect’s recommendation, Director Hubbell moved to reject the bid received from DL Meacham for the Mason Road sidewalk project and authorize TBG to rebid the project. 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 Segment X, Y, and Z and the needed United States Army Corps of Engineers (“USACE”) permits for the project.

Mr. Kalkomey updated the Board on the Mason Road sidewalk project.

Mr. Kalkomey updated the Board on the installation of bollards at Central Green. Mr. Kalkomey presented Task Order No. 21 from LJA in the amount of \$30,300.00 for the engineering services associated with the installation of bollards at Central Green. Discussion ensued regarding funding for the project with Cinco Municipal Utility District No. 12 (“Cinco 12”).

Mr. Kalkomey updated the Board on the rehabilitation of channel Va12. The Board inquired about the pumping of water associated with the project.

Mr. Kalkomey updated the Board on the Fry Road Underpass.

Mr. Kalkomey updated the Board on the construction of the Cinco Ranch Boulevard Underpass. The Board inquired about concrete work associated with the project. Mr. Kalkomey stated the guard rail for the project has been ordered. The Board inquired about lighting for the 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. 21 from LJA in the amount of \$30,300.00 for the engineering services associated with the

installation of bollards at Central Green, subject to the approval of Cinco 12. Director Hubbell seconded the motion, which passed unanimously.

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

The Board discussed an email received from a resident requesting an underpass at Falcon Landing Boulevard. The Board requested for ABHR to follow up with the resident regarding the request, directing the resident to the Fort Bend County Precinct 1 Commissioner’s Office, due to modifications required to the existing County bridge to potentially accommodate an underpass.

COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

Director Hubbell updated the Board on the distribution of 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.

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 December 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 December 17, 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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