

MINUTES  
WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

January 29, 2026

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 29<sup>th</sup> day of January 2026, 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: Margaret Uttrodt and Millie Dunmire of Artesian Financial Services ("Artesian"); Craig Kalkomey of LJA Engineering ("LJA"); Neil Stillman of Friends of the Park; Cheyenne Evans of Champions Hydro-Lawn, Inc. ("Champions"); Andrew Dunn and Alfred Segundo of On-Site Protection LLC ("On-Site"); Maeve Lyman of TBG Partners ("TBG"); Yvonne Arceneaux, District Park Manager; and Katie Carner and Cheryl Panozzo 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 December 17, 2025 regular parks meeting. Following review and discussion, Director Nady moved to approve the minutes of December 17, 2025 regular parks meeting, as submitted. 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 updated the Board on the installation of the purple martin birdhouse in Willow Fork Park.

Mr. Stillman discussed information for posting on District bulletin boards at the Willow Fork Park entrance and the pavilion. The Board concurred for Mr. Stillman to prepare and post informational posters for the District bulletin boards at Willow Fork Park.

## SECURITY REPORT

Mr. Segundo reviewed the security report, a copy of which is attached.

The Board discussed markings for the handicap parking spaces at Central Green. The Board requested for Champions to prepare a proposal for the repainting of the handicap parking spaces at Central Green.

Mr. Segundo discussed damage to the gate at Willow Fork Park.

Mr. Dunn updated the Board on the security cameras at Central Green and potentially replacing the current security cameras with LPR cameras. Mr. Dunn then presented a proposal from On-Site in the amount of \$11,171.05 for the installation of LPR cameras at Central Green.

The Board discussed the potential installation of pickleball courts in relation to the potential park development of land owned by the YMCA, located off Westheimer Parkway. Discussion ensued regarding security for the pickleball courts.

Mr. Dunn discussed security cameras at Willow Fork Park and the impact of tree growth on visibility for the security cameras. Mr. Dunn then discussed potentially installing an additional security camera and video pole to address visibility concerns for the security cameras at Willow Fork Park. The Board requested for On-Site to prepare a proposal for the installation of an additional security camera and video pole to present at the next Board meeting.

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 \$11,171.05 for the installation of LPR cameras at Central Green. Director Hubbell seconded the motion, which passed unanimously.

## TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Dunmire 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 Bray seconded the motion, which passed unanimously.

## BOOKKEEPER'S REPORT

Ms. Dunmire reviewed the bookkeeper's report for parks and drainage, a copy of which is attached. Ms. Dunmire requested approval of check no. 10408 payable to Gregg Nady in the amount of \$451.14, not included in the bookkeeper's report.

Ms. Dunmire 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 the Association of Water Board Directors ("AWBD") winter conference and reviewed the eligible conference expenses submitted by directors for reimbursement. The Board also considered authorizing attendance at the AWBD summer conference.

Following review and discussion, and based on the bookkeeper's recommendation, Director Nady moved to: (1) approve the bookkeeper's report and payment of the bills, including check no. 10408; and (2) approve reimbursement of the eligible AWBD winter conference expenses submitted by the directors, and to authorize any interested directors to attend the AWBD summer conference. 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.

Ms. Evans discussed sinkholes at Willow Fork Park and stated Champions is working with Inframark to address the sinkholes.

Ms. Evans discussed needed repairs for playground equipment located at Exploration Park. Ms. Evans then presented a proposal from Champions in the amount of \$31,335.17 for repairs to the swing swivel and replacement of the rope snake swing. Discussion ensued regarding equipment repairs.

Ms. Evans discussed the turf at Central Green and presented a proposal from Champions in the amount of \$143,224.05 for the installation of SynAugustine turf at Central Green. Discussion ensued regarding potential cost sharing of the project with Cinco Municipal Utility District No. 12 ("Cinco 12"). The Board requested for TBG to solicit for two additional proposals for the installation of SynAugustine turf at Central Green.

Ms. Evans reminded the Board that they previously approved a proposal for investigation of a leaking hose bib at Central Green. She then presented two proposal options for additional plumbing investigation and repairs related to the hose bib connection: (i) Option B to repair individual parts of the piping in the amount of \$2,340.00; and (ii) Option C to replace the piping in the amount of \$3,120.00. Discussion ensued. The Board concurred to proceed with Option C.

Ms. Evans discussed electrical repairs for Central Green. Ms. Evans then presented a proposal from Champions in the amount of \$3,250.00 for electrical repairs at Central Green.

Ms. Evans discussed pine trees in the District. Ms. Evans presented a proposal from Champions in the amount of \$11,985.00 for the removal of dead pine trees and pine bark beetle treatment of pine trees at Exploration Park. Discussion ensued. The Board concurred to approve the proposal, excluding the pine bark beetle treatment, for an updated amount of \$2,910.00.

Ms. Evans discussed metal piping located in Willow Fork Park. Ms. Evans then presented a proposal from Champions in the amount of \$1,000.00 for welding repairs of pipes located in Willow Fork Park.

Ms. Carner discussed an email the District received from Compass, a local real estate agency, requesting the use of pictures of Exploration Park for an upcoming publication. The Board concurred to allow Compass to use pictures of Exploration Park for an upcoming publication. Ms. Evans stated that she would provide the photos to Compass.

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) additional plumbing repairs for the hose bib connection at Central Green, Option C to replace piping, in the amount of \$3,120.00; (ii) electrical repairs at Central Green in the amount of \$3,250.00 (iii) removal of dead pine trees in Exploration Park in the amount of \$2,910.00; and (iv) welding repairs of pipes located in Willow Fork Park in the amount of \$1,000.00. Director Robinson seconded the motion, which passed unanimously.

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

The Board reviewed a lake management report prepared by Lake Management Services, LP, a copy of which is attached.

### 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 installation of additional alligator warning signage at District facilities and recommended approval of Pay Estimate No. 1, and Final, submitted by RS Industrial Arts, LLC ("RS Industrial") in the amount of \$5,805.00.

Ms. Lyman updated the Board on the replacement of the Willow Fork Park map. Ms. Lyman presented a proposal from Thomas Printworks in the amount of \$191.15 for the printing of the new Willow Fork Park map.

The Board discussed the wooden bridge located at Willow Fork Park and needed repairs of the wooden slats and bridge structure. Discussion ensued regarding material to be used for the replacement of the wooden slats in the bridge and the bridge structure.

Ms. Lyman updated the Board on the installation of a climate controlled green room and storage room at Central Green. Ms. Lyman presented an additional scope of services from TBG in the amount of \$9,000.00 for the design of a 3D rendering for the green room, as required by LaCenterra.

Ms. Lyman and Mr. Kalkomey updated the Board on the installation of bollards at Central Green. Mr. Kalkomey discussed next steps for completing the structural design of the bollards. Mr. Kalkomey then discussed two options for obtaining the needed soil samples and data for the structural design of the bollards: (i) take two soil samples from parking lot across from Central Green; or (ii) take soil samples within the Central Green park area. Discussion ensued regarding impact on accessibility to Central Green. The Board requested for LJA to follow up with LaCenterra and request for the soil samples to be taken from the parking lot across from Central Green.

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 Segment Q, Section 1, installation of the trail from Mason Road to Fry Road. Mr. Kalkomey stated LJA is working with Momentum Pipeline, LLC and CenterPoint Energy to obtain Letters of No Objection for the project.

Ms. Lyman updated the Board on Segment Q, Section 2, installation of trail east of Fry Road and construction of pedestrian bridge and underpass.

Ms. Lyman updated the Board on the Mason Road sidewalk project. She reviewed the bids received for the project and stated the low bidder is TWL Construction in the amount of \$239,300.00. Ms. Carner then discussed the Interlocal Agreement between the District and Cinco Municipal Utility District No. 3 ("Cinco 3") for funding of the Mason Road sidewalk improvements. Ms. Carner stated a revised request letter will need to be sent to Cinco 3 regarding additional funding for the project. Discussion ensued regarding associated easements for 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 needed repairs to District property, in connection to the NFBWA's waterline project.

Following review and discussion, and as recommended by the landscape architect, Director Nady moved to: (1) approve the landscape architect's report; (2) approve Pay Estimate No. 1, and Final, submitted by RS Industrial in the amount of \$5,805.00 for the installation of additional alligator warning signage at District facilities; (3) approve the proposal from Thomas Printworks in the amount of \$191.15 for the printing of the new Willow Fork Park map; (4) approve the additional scope of services from TBG in the amount of \$9,000.00 for the design of a 3D rendering for the green room at Central Green, subject to Cinco 12's approval of the same; and (5) approve the request letter to Cinco 3 for the additional funding for the Mason Road sidewalk improvements and defer award of the contract, pending response from Cinco 3 on the District's funding request letter. Director Hubbell 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 the construction of the Cinco Ranch Boulevard Underpass. Mr. Kalkomey stated the guardrail for the project is in fabrication.

Director Nady discussed trail connections in the District. Director Nady stated he had contacted Cinco Municipal Utility District No. 1, Cinco Municipal Utility District No. 7, and Cinco Municipal Utility District No. 10 a number of years ago regarding potential contributions for the installation of trail connections to District trails, but that the Cinco Residential Property Association had declined to grant the required easements. Discussion ensued.

Mr. Kalkomey updated the Board the Capital Improvement Plan ("CIP"), to include Va3b repairs and rehabilitation of District outfalls.

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

There was no discussion on this agenda item.

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.

The Board reviewed the following contracts for Central Green: (i) Mary Coovert; (ii) Abrakadoodle Art Education; (iii) Moore Marketing; (iv) Jade Mountain Martial Arts; and (v) Maria Ashworth. Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Nady moved to approve the Central Green contracts and direct that the contracts be filed appropriately and retained in the District's official records. Director Bray seconded the motion, which passed unanimously.

Ms. Arceneaux discussed a proposal from Katy Times in the amount of \$2,385.00 for marketing of District events.

Ms. Arceneaux discussed a proposal from Community Impact in the amount of \$2,800.00 for renewal of publication services provided to the District.

Following review and discussion, Director Nady moved to approve the following proposals: (i) Katy Times in the amount of \$2,385.00 for marketing of District events; and (ii) Community Impact in the amount of \$2,800.00 for renewal of publication services provided to the District. Director Bray seconded the motion, which passed unanimously.

CURRENT EVENTS

Director Robinson discussed current events.

CHAMPIONS MAINTENANCE REPORT (CONT.)

The Board continued discussion on the needed repairs for playground equipment located at Exploration Park.

Following review and discussion, Director Nady moved to authorize Champions to repair the swing swivel and remove the rope snake swing in an amount not to exceed \$7,500.00. Director Hubbell seconded the motion, which passed unanimously.

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

The Board concurred to hold the next drainage meeting on February 12, 2026, at LJA’s office located at 1904 West Grand Parkway North, Suite 100, Katy, Texas 77449, and to hold the next parks meeting on February 26, 2026, at the same location mentioned above.

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

(SEAL)



*Sam Hubbell*  
Secretary, Board of Director

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