

MINUTES  
WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

March 26, 2026

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 26<sup>th</sup> day of March 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: Eric Hansen, Director for West Harris County Regional Water Authority ("WHCRWA"); Millie Dunmire of Artesian Financial Services ("Artesian"); Craig Kalkomey of LJA Engineering ("LJA"); Kim Cosco and Cheyenne Evans of Champions Hydro-Lawn, Inc. ("Champions"); Sergeant Michael Patterson of Fort Bend County Constable's Office, Precinct 1 ("FBCCO"); Maeve Lyman of TBG Partners ("TBG"); 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.

Mr. Hansen updated the Board on the WHCRWA's infrastructure projects.

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 February 26, 2026 regular parks meeting. Following review and discussion, Director Nady moved to approve the minutes of February 26, 2026 regular parks meeting, as submitted. Director Hubbell 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.

## SECURITY REPORT

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

The Board discussed security deterrent measures being taken by FBCCO.

The Board discussed graffiti located under Cinco Ranch Boulevard. The Board discussed a potential Change Order to the contract with Greater Houston Construction Company ("Greater Houston") for the Cinco Ranch Boulevard Underpass, to include the application of graffiti resistant paint. The Board requested for Champions to prepare a proposal for the application of graffiti resistant paint along the Cinco Ranch Boulevard Underpass. Discussion ensued regarding the portion of the underpass that needs to be repainted.

The Board discussed e-bike and dirt bike use in the District.

The Board inquired about the timeline for the installation of security cameras at Willow Fork Park.

Following review and discussion, Director Bray moved to approve the security report. Director Nady 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 Robinson 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.

The Board discussed check no. 9824 payable to Lake Management Services LP ("Lake Management") in the amount of \$9,753.75. The Board requested for Artesian to hold check no. 9824 until Director Savage confirms the associated work was completed by Lake Management.

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 Five-Year Cash Flow Analysis, a copy of which is included in the bookkeeper's report, and associated projects.

Following review and discussion, Director Nady moved to approve the bookkeeper's report and payment of the bills. Director Robinson 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 planters located at Central Green and the replacement of plant materials in the planters at Central Green.

The Board inquired about pressure washing of District facilities.

The Board inquired about the posting of signs at District swings regarding age and weight limits for the swings.

The Board discussed the work of a Champions employee, Miriam Zuleima. The Board requested for ABHR to send a letter to Champions commending Ms. Zuleima for her efforts and work for the District.

Ms. Evans presented a proposal from Champions in the amount of \$13,051.00 for the installation of playground equipment at Exploration Park.

Ms. Evans presented a proposal from Champions in the amount of \$23,890.10 for powder-coating repairs at Exploration Park. Ms. Evans discussed trash receptacles at Exploration Park.

Ms. Evans presented a proposal from Champions in the amount of \$32,337.50 for the installation of powder-coated fencing in Willow Fork Park. Discussion ensued. The Board concurred to take no action on the proposal.

Ms. Evans presented a proposal from Champions in the amount of \$2,328.00 for the removal of trees located at Exploration Park.

Ms. Evans presented a proposal from Champions in the amount of \$3,960.00 for the resetting of an inlet located at Exploration Park. Mr. Kalkomey discussed concrete

piping located within the area of the inlet. The Board inquired about ownership of the concrete piping. The Board requested for LJA to follow up with Inframark and Cinco Municipal Utility District No. 7 (“Cinco 7”) regarding conducting an infiltration test of the concrete piping in the area of the inlet located at Exploration Park. The Board took no action on the proposal.

Ms. Evans discussed the re-staining of the wood located at the Willow Fork Park pavilion. Ms. Evans presented three quotes obtained by Champions for the re-staining of the wood: (i) Certa Pro Painters in the amount of \$28,047.00; (ii) Shades Painting in the amount of \$8,177.00; and (iii) That 1 Painter in the amount of \$19,774.30. Based upon a recommendation from Champions, the Board concurred to move forward with the quote from That 1 Painter.

Ms. Evans presented a proposal from Champions in the amount of \$221.00 for the rekeying of the cylinder located at the Willow Fork Park woman’s restroom.

Ms. Evans discussed nuisance bird activity at Central Green. Ms. Evans then presented a proposal from Champions in the amount of \$24,038.30 for bird deterrent at Central Green. The Board inquired about the proposal previously presented by Champions at the June 25, 2025 Board meeting regarding exterminator services to address nuisance bird activity at Central Green. Discussion ensued. The Board concurred to take no action on the new proposal.

Ms. Evans presented a proposal from Champions in the amount of \$9,760.00 for the re-striping of the Willow Fork Park parking lot.

Ms. Evans updated the Board on pending projects in the District.

Ms. Evans updated the Board on costs associated with the potential planting of memorial trees at Willow Fork Park.

Ms. Evans discussed a concern from a resident on Zachary Bend Lane regarding dead grass on the District’s property behind their residence. Ms. Evans stated Champions is working with LJA to assess the area and nearby projects by other entities to try to determine what could be affecting the property.

Ms. Evans updated the Board on the installation of 4 benches around trees at Central Green. The Board requested for Champions to use pavers for the installation of the benches.

The Board inquired about the timeline for the repairs to the restrooms located at Exploration Park.

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) installation of playground equipment at Exploration Park in the amount of \$13,051.00; (ii) powder-coating repairs at Exploration Park in the amount of \$23,890.10; (iii) removal of trees located at Exploration Park in the amount of \$2,328.00; (iv) re-staining of the wood located at the Willow Fork Park pavilion in the amount of \$19,774.30; (v) rekeying of the cylinder located at the Willow Fork Park woman's restroom in the amount of \$221.00; and (vi) re-striping of the Willow Fork Park parking lot in the amount of \$9,760.00. Director Hubbell seconded the motion, which passed unanimously.

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

Director Savage updated the Board on the removal of the pump house located by the Willow Fork Park lake.

LANDSCAPE ARCHITECT REPORT

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

Ms. Lyman updated the Board on the repairs for the pedestrian bridge located at Willow Fork Park.

Ms. Lyman updated the Board on the installation of a climate controlled green room and storage room at Central Green. Ms. Lyman reviewed the 3D renderings for the green room, as required by LaCenterra. The Board noted revisions to the renderings. Ms. Lyman stated TBG will revise the renderings and present them to the Cinco Municipal utility District No. 12 Board. She said upon their approval, she will be follow up with LaCenterra regarding next steps for obtaining approval for the project.

Ms. Lyman and Mr. Kalkomey updated the Board on the installation of bollards at Central Green. Mr. Kalkomey stated LaCenterra has approved taking soil samples from the parking lot across from Central Green, in preparation for installation of the bollards. Discussion ensued regarding timeline for taking the soil samples.

Ms. Lyman updated the Board on the installation of turf at Central Green. Ms. Lyman stated bids for the project are due to TBG by April 8, 2026.

Ms. Lyman and 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. Carner stated the First Amendment to the Interlocal Agreement with Fort Bend County, in connection to permitting for Segment X, Y, and Z, is on today's Commissioners Court agenda. The Board inquired about soil mitigation for the project. Discussion ensued.

Ms. Lyman and Mr. Kalkomey updated the Board on Segment Q, Section 1, installation of the trail from Mason Road to Fry Road. Ms. Lyman stated LJA is updating the plans for Segment Q, Section 1, in relation to the pipeline crossing letters of no objection requested by Harris County for the project.

Ms. Lyman updated the Board on the Mason Road sidewalk project. Ms. Lyman stated the Notice to Proceed will be issued for April 6, 2026.

Ms. Lyman updated the Board on the Cinco Ranch High School area sidewalk improvements, as part of the LaCenterra access trails project.

Ms. Lyman updated the Board on District trail connections with the following entities: (i) Cinco Municipal Utility District No. 1; (ii) Cinco 7; (iii) Cinco Municipal Utility No. 10; and (iv) Katy Independent School District.

Ms. Lyman updated the Board on the Va3 trail and discussed the remaining punch list items for the project.

Mr. Kalkomey updated the Board on the pending agreement with North Fort Bend Water Authority's ("NFBWA") for the removal and replacement of portions of the sidewalk located along Va3 trail, in relation to the NFBWA waterline project.

Ms. Carner updated the Board on the potential park development of land currently owned by the YMCA, located off Westheimer Parkway.

#### ENGINEERING REPORT

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

Mr. Kalkomey updated the Board on the Va12 rehabilitation. Mr. Kalkomey stated the project is 80% complete. The Board requested for LJA to follow up with AR Turnkey Construction Company regarding placement of slope paving for the project.

The Board inquired about a washout along the Va1 channel.

Mr. Kalkomey updated the Board on the Fry Road Underpass. Mr. Kalkomey stated LJA is working with Associated Testing to address final comments from the geotechnical report, in relation to the project.

Mr. Kalkomey updated the Board on the construction of the Cinco Ranch Boulevard Underpass. Mr. Kalkomey stated the guardrail is expected to arrive the week of April 6<sup>th</sup>. The Board inquired about the needed temporary construction easements from the Cinco Residential Property Association for the installation of a sidewalk at the end of the cul-de-sac located at Hamptonshire Lane to connect to the District trail system.

Mr. Kalkomey updated the Board on the District's Capital Improvement Plan. The Board discussed silt build up in the Diversion Channel and locations of the silt build up. Discussion ensued regarding the storm water quality feature located in the Diversion Channel. The Board discussed the proposal from Champions presented at the March 12, 2026 Board meeting in the amount of \$41,795.00 for the desilting of the Diversion Channel along Peek Road and the intersection of Buffalo Bayou. Ms. Cosco confirmed that the Champions proposal includes installation of markers on the Diversion Channel.

Following review and discussion, and as recommended by the engineer, Director Nady moved to: (1) approve the engineer's report; (2) approve the proposal from Champions in the amount of \$41,795.00 for the desilting of the Diversion Channel along Peek Road and the intersection of Buffalo Bayou, including the installation of markers along the Diversion Channel. Director Bray seconded the motion, which passed unanimously.

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

Ms. Carner reviewed a draft Resolution Establishing Memorial Tree Planting Policy. Following review and discussion, Director Robinson moved to adopt the Resolution Establishing Memorial Tree Planting Policy, and direct that the Resolution be filed appropriately and retained in the District's official records. Director Bray seconded the motion, which passed unanimously. Ms. Carner stated she would prepare a draft application form for review at the next meeting.

#### 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 America Star Entertainment contract for Central Green. Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Bray moved to approve the Central Green contract and direct that the contract be filed appropriately and retained in the District's official records. Director Nady seconded the motion, which passed unanimously.

The Board discussed the cancellation of the Tristan Roberson event scheduled for March 21, 2026 at Central Green. Ms. Carner presented and reviewed correspondence from Mr. Roberson's attorney regarding the cancellation, a copy of which is attached. Discussion ensued.

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 April 9, 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 April 23, 2026, at the same location mentioned above.

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



Sal Hubbell  
Secretary, Board of Director

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