

MINUTES
WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

July 25, 2024

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 25th day of July 2024, 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: Robert Karl and Chad Johnson of Yellowstone Landscape; Neil Stillman of Friends of the Park; Tia Wright of Artesian Financial Services ("Artesian"); Craig Kalkomey of LJA Engineering ("LJA"); Kim Cosco of Champions Hydro-Lawn, Inc. ("Champions"); Andrew Dunn and Josh Lugo of On-Site Protection LLC ("On-Site"); Yvonne Arceneaux, District Park Manager; and Hannah Bradley 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. Karl discussed services offered by Yellowstone Landscape and took questions from the Board.

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 June 27, 2024 regular parks meeting. Following review and discussion, Director Nady moved to approve the minutes of the June 27, 2024 regular parks meeting, as submitted. 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 discussed recent and upcoming events at Willow Fork Park.

Mr. Stillman discussed the Get Enraptured with Raptors event that took place on July 20, 2024.

Mr. Stillman updated the Board on the abandoned electrical poles located in Willow Fork Park.

SECURITY REPORT

Mr. Dunn reviewed the security report with the Board, a copy of which is attached.

Mr. Dunn updated the Board on personnel matters regarding officers serving the District.

The Board discussed the crime feed link provided by the Fort Bend County's Sheriff's Office ("FBCSO").

Mr. Dunn discussed security cameras at Willow Fork Park and connectivity concerns related to the security cameras.

The Board discussed security cameras at Exploration Park and the installation of additional security cameras at Exploration Park. The Board requested for LJA to follow up with Inframark regarding power access to the parking lot area of Exploration Park.

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. Wright presented the County tax collection report, a copy of which is attached.

Ms. Bradley presented and reviewed a Summary of the 10/20 year write off of property taxes per Texas Property Tax Code Section 33.05 "Limitation on Collection of Taxes".

Ms. Bradley discussed the "truth-in-taxation" property tax calculations and tax levy process for water districts and stated that Chapter 49 of the Texas Water Code establishes three main categories for water districts, based on a district's development

status and/or tax rate. She reviewed the definitions for each of the three categories and said the Board must annually determine the District's category for that tax year and follow the associated notice and levy provisions in the Texas Water Code. Discussion ensued regarding the District's development status. After fully considering relevant data, information, and statutory definitions, the Board determined that the District is a Developed District for the 2024 tax year.

Following review and discussion, and information provided by the County tax assessor collector, Director Bray moved to: (1) approve the County tax collection report; (2) authorize execution of the Summary of the 10/20 year write off of property taxes per Texas Property Tax Code Section 33.05 "Limitation on Collection of Taxes" and direct that it be filed appropriately and retained in the District's official records; and (3) adopt a Resolution Regarding Development Status for 2024 Tax Year establishing the District as a Developed District for the 2024 tax year pursuant to Section 49.23603, Texas Water Code, and direct that the Resolution be filed appropriately and retained in the District's official records. Director Nady seconded the motion, which passed unanimously.

BOOKKEEPER'S REPORT

Ms. Wright reviewed the bookkeeper's report for parks, a copy of which is attached. Ms. Wright stated check no. 8922 payable to Xavier Leszezynski, in the amount of \$575.00, will be voided.

Ms. Wright reviewed the District's budget for the fiscal year ending September 30, 2024 and reviewed a comparison of actual expenditures against the original budget adopted. The Board discussed budgeted expenditures and creating additional line items for special District projects and capital projects. The Board requested for Artesian to provide additional information regarding projects billed to the following line items: (i) Willow Fork Park Maintenance; and (ii) Capital Outlay Park Major Repairs.

Following review and discussion, and based on the bookkeeper's recommendation, Director Hubbell moved to approve the bookkeeper's report and payment of the bills. Director Robinson seconded the motion, which passed unanimously.

CHAMPIONS MAINTENANCE REPORT

Mr. Cosco 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 discussed the cleaning of the planters at Central Green and the installation of plants into planters located at Central Green. The Board requested for

Champions to bring a proposal to the next meeting for the cleaning of the planters at Central Green and the installation of plants into planters located at Central Green.

The Board discussed benches located in Central Green and Willow Fork Park. The Board requested for Champions to remove and repair benches in Central Green, as discussed.

The Board discussed potentially burying the drip irrigation lines at Central Green and Willow Fork Park.

The Board discussed the waterfall located at Willow Fork Park.

The Board discussed timer settings for lighting and irrigation for District facilities and requested for Champions to review current timer settings for District facilities.

The Board discussed repairs for a door located at Central Green and requested for Champions to bring a proposal for the repairs to the next meeting.

Following review and discussion, and based off Champions' recommendation, Director Bray moved to approve Champions' report. Director Nady seconded the motion, which passed unanimously.

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

The Board received a lake management and maintenance report prepared by Lake Management Services, L.P., a copy of which is attached.

LANDSCAPE ARCHITECT REPORT

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

The Board discussed the installation of the concrete and letters at Patti's Patch.

The Board discussed the installation of the map for Willow Fork Park.

Ms. Bradley updated the Board on the Central Green modifications. The Board discussed the installation of a railing at Central Green. Ms. Bradley then presented the Second Amendment to Lease Agreement with LaCenterra.

The Board discussed Segment X, Y, and Z.

The Board discussed land owned by KB Homes, in conjunction with Segment Q.

The Board discussed the removal and replacement of portions of the sidewalk located along Va3 trail, in relation to the North Fort Bend Regional Water Authority's ("NFBRWA") project. The Board requested for TBG to work with NFBRWA's engineer, BGE, Inc., during the installation of the sidewalk along the Va3 trail.

The Board discussed potential contributions for the Cinco Ranch Boulevard Underpass project.

Following review and discussion, and based off of the landscape architect's recommendation, Director Nady moved to approve the Second Amendment to Lease Agreement with LaCenterra, subject to finalization. Director Robinson 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 Fry Road Underpass project and stated LJA is working with a geotechnical consultant to address comments from the Harris County Flood Control District.

Mr. Kalkomey updated the Board on the Cinco Ranch Boulevard Underpass project and stated LJA has resubmitted plans to Fort Bend County Drainage District.

Mr. Kalkomey updated the Board on the Enchanted Meadow Midblock Crossing and stated LJA is coordinating with DL Meacham LP to set up a preconstruction meeting.

Mr. Kalkomey updated the Board on the Mason Road sidewalk extension and stated LJA is coordinating with TBG regarding construction plans for the project.

Mr. Kalkomey presented a proposal from LJA in the amount of \$89,000.00 for the implementation of the District's Phase II Small MS4 General Permit and Stormwater Management Program for the new permit term. Discussion ensued. The Board requested for LJA to bring their permit specialist to the next meeting to discuss the proposal further.

Mr. Kalkomey updated the Board on the Central Green modifications and stated LJA is waiting on the metes and bounds to adjust the northern boundary of the District's property.

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

DISCUSS ADDITIONAL TRAIL, PARK, AND SAFETY PROJECTS, INCLUDING TRAIL DETOUR ROUTES AND POTENTIAL JOINT PROJECTS WITH CINCO MUNICIPAL UTILITY DISTRICT NO.12 ("CINCO 12"), AND AUTHORIZE APPROPRIATE ACTION

The Board discussed trail detour routes.

The Board discussed scheduling a meeting with Cinco Municipal Utility District No. 12 to discuss potential joint projects.

COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

The Board inquired about responses to submissions received to the District website.

REPORT REGARDING CENTRAL GREEN EVENTS AND PARKS COMMITTEE RECOMMENDATIONS AND APPROVE CONTRACTS FOR EVENTS, AS APPROPRIATE

Ms. Arceneaux reviewed a report regarding recent and upcoming Central Green events, a copy of which is attached.

The Board reviewed a contract for Central Green for Starz Performing Arts. Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Nady moved to approve the 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.

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 August 8, 2024, at LJA's office located at 1904 West Grand Parkway North, Suite 100, Katy, Texas 77449, and to hold the next parks meeting on August 22, 2024, at the same location mentioned above.

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

(SEAL)



John H. Bell
Secretary, Board of Director

LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Friends of Willow Fork Park report	2
Security report	2
Tax report	2
Bookkeeper's report.....	3
Champions maintenance report	3
Lake management and maintenance report.....	4
Landscape architect's report.....	4
Engineering report	5
Central Green report.....	6