

MINUTES
WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

October 24, 2024

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 24th day of October 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 except Director Bray, thus constituting a quorum.

Also attending the meeting in person or by phone were: Cara Sliva of Artesian Financial Services ("Artesian"); Neil Stillman of Friends of the Park; Shanna O'Hara of LJA Engineering ("LJA"); Joe Voigt of Lake Management Services, L.P. ("Lake Management"); Cheyenne Evans of Champions Hydro-Lawn, Inc. ("Champions"); Andrew Dunn, Josh Lugo and Alfred Segundo of On-Site Protection LLC ("On-Site"); Matt Klein 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.

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 September 26, 2024 regular parks meeting. Following review and discussion, Director Hubbell moved to approve the minutes of the September 26, 2024 regular parks meeting, as amended. 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 recent and upcoming events at Willow Fork Park.

Mr. Stillman discussed Patti's Patch and requested approval to plant 30 3-gallon native grasses along Patti's Patch. Discussion ensued. The Board concurred for Mr. Stillman to request a proposal for this project and present it at the next Board meeting.

Mr. Stillman discussed the pollinator garden located at Willow Fork Park and requested approval for the following items: (i) move 2 sections of fencing back to allow for the installation of a gardener's tool box and a presentation area; (ii) add gravel and edging around the pollinator garden; and (iii) add 5 cubic yards of organic humus compost soil and 4 cubic yards of mulch to the garden area. Discussion ensued. The Board concurred for Mr. Stillman to request a proposal for this project and present it at the next Board meeting.

Mr. Stillman discussed red-eared slider turtles at Willow Fork Park.

SECURITY REPORT

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

Mr. Segundo updated the Board on the status of restoring access to the crime feed link provided by the Fort Bend County's Sheriff's Office ("FBCSO"). He stated the feed has not yet been restored. Discussion ensued.

The Board discussed ATV activity on District property. Mr. Dunn discussed On-Site's procedures for handling ATV activity on District property.

The Board discussed homeless persons at Willow Fork Park.

The Board discussed contact information related to security personnel.

Mr. Dunn discussed security personnel at Willow Fork Park.

Mr. Segundo discussed graffiti located along a trail located within the District. Discussion ensued regarding ownership of the trail, and the Board concurred the trail is owned by Fort Bend County, not the District. The Board requested for ABHR to follow up with Fort Bend County regarding the graffiti located on the trail.

The Board discussed security concerns at Central Green. The Board then discussed security services provided by surrounding entities for LaCenterra.

The Board discussed Wi-Fi at Willow Fork Park in connection to setting up a live feed bird camera.

Mr. Lugo presented a proposal from On-Site for the installation of security cameras at Exploration Park in the amount of \$16,225.62. Discussion ensued regarding the use of existing electrical poles at Exploration Park for installation of the security cameras.

Mr. Lugo then presented a proposal from WeBuild for the purchase of a District golf cart in the amount of \$8,942.00, plus approximately \$175 - \$195 per quarter for maintenance. Discussion ensued regarding maintenance of the golf cart.

Following review and discussion, Director Nady moved to: (1) approve the security report; (2) approve the proposal from On-Site for the installation of security cameras at Exploration Park in the amount of \$16,225.62; and (3) approve the proposal from WeBuild for the purchase of a District golf cart in the amount of \$8,942.00. Director Hubbell seconded the motion, which passed unanimously.

TAX ASSESSOR/COLLECTOR'S REPORT

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

Following review and discussion, and information provided by the County tax assessor collector, Director Hubbell moved to approve the County tax collection report; Director Nady seconded the motion, which passed unanimously.

BOOKKEEPER'S REPORT

Ms. Sliva reviewed the bookkeeper's report for parks, a copy of which is attached. Ms. Sliva requested Board approval for check no. 9143 payable to Karibe Productions LLC in the amount of \$100.00, not included in the bookkeeper's report.

Ms. Sliva reviewed the District's parks and drainage budgets for the fiscal year ending September 30, 2025 and reviewed a comparison of actual expenditures against the original budget adopted.

Ms. Sliva discussed invoices from Champions.

The Board discussed the Utility Cost and Usage report, a copy of which is included in the bookkeeper's report. Discussion ensued regarding the Utilities line item on the parks budget.

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, including check no. 9143. Director Nady seconded the motion, which passed unanimously.

ENGINEERING REPORT

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

Ms. O'Hara 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. Discussion ensued.

Ms. O'Hara updated the Board on the Cinco Ranch Boulevard Underpass project and stated LJA is working with the Fort Bend County Drainage District ("FBCDD") regarding the encroachment agreement for the project. Ms. Carner updated the Board on the pending Interlocal Agreement with Fort Bend County for the project. The Board then discussed the Interlocal Agreement with Cinco Residential Property Association, Inc. ("Cinco Residential") for the project and requested for ABHR to finalize the Interlocal Agreement with Cinco Residential. Discussion ensued regarding financial contributions for the project.

Ms. O'Hara updated the Board on the Enchanted Meadow Midblock Crossing and stated the final walk through is scheduled for October 25.

Ms. O'Hara updated the Board on the Mason Road sidewalk extensions and stated LJA is working with TBG to finalize construction plans for the project.

The Board discussed AECOM Technical Services invoices associated with the District's Phase II Small MS4 General Permit and Storm Water Management Plan.

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

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

Mr. Voigt discussed a sinkhole locate at Willow Fork Park lake. Mr. Voigt then presented a proposal from Lake Management, in the amount of \$2,825.89 to repair the sink hole located at the Willow Fork Park lake. Discussion ensued regarding potential causes of the sink hole.

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

Following review and discussion, Director Robinson moved to approve the proposal from Lake Management in the amount of \$2,825.89 to repair the sink hole located at the Willow Fork Park lake. Director Nady 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 discussed bench replacement in Central Green.

The Board discussed the replacement of trash cans located at Central Green. Ms. Evans then presented a proposal from Champions for the replacement of trash cans at Central Green in the amount of \$233.96.

Ms. Evans discussed the replacement of a handrail located at Exploration Park and presented a proposal from Champions in the amount of \$3,407.93 for the replacement of the handrail. Discussion ensued regarding wood type and coating to be used for the handrail replacement. The Board requested for TBG to review the type of wood and appropriate coating needed for the handrail replacement. The Board concurred to take no action on this proposal until TBG is able to provide follow-up on the type of wood and coating needed for the project.

Ms. Evans discussed needed painting at Exploration Park and presented a proposal from Champions for painting at Exploration Park in the amount of \$22,746.45. Discussion ensued regarding the budget for Exploration Park. The Board concurred to take no action on this proposal until the budget for Exploration Park can be further reviewed.

Ms. Evans discussed the replacement of grills at Willow Fork Park and the installation of pea gravel around the grills. Ms. Evans then presented a proposal from Champions for the replacement of grills at Willow Fork Park and the installation of pea gravel around the grills in the amount of \$2,394.40. Discussion ensued regarding the types of grills that can be used for the replacement.

Ms. Evans discussed needed painting at Willow Fork Park and presented a proposal from Champions for painting at Willow Fork Park in the amount of \$19,699.83. Discussion ensued regarding the budget for Willow Fork Park. The Board concurred to take no action on this proposal until the budget for Willow Fork Park can be further reviewed.

Ms. Evans discussed a needed joint repair for the bridge located at Willow Fork Park. Ms. Evans presented a proposal from Champions for the needed joint repair of the bridge located at Willow Fork Park in the amount of \$6,368.25. Discussion ensued regarding repair options for the joint repair and associated warranties. The Board concurred to take no action on this proposal until information regarding the warranty for the repair can be reviewed.

Ms. Evans discussed needed painting at Central Green and presented a proposal from Champions for painting at Central Green in the amount of \$1,365.15.

Ms. Evans discussed the prior request from a resident on Cascade Glen for the District to regrade the swale adjacent to his residence along the Va3C channel. She presented a proposal from Champions for the Va3C channel swale regrading in the amount of \$21,995.75, for the Board's review. Discussion ensued. The Board concurred to take no action this proposal, pending further review by the Board.

The Board discussed drip irrigation lines in the District and requested for Champions to bury all drip irrigation lines.

Ms. Evans discussed the electrical box located at Willow Fork Park.

Ms. Evans discussed trees blocking the view of the security cameras at Willow Fork Park. Discussion ensued regarding the trimming of the trees to ensure the security camera views remain clear.

Following review and discussion, and based off Champions' recommendation, Director Robinson moved to: (1) approve Champions' report; and (2) approve the following proposals from Champions: (i) replace trash cans at Central Green in the amount of \$233.96; (ii) replace grills and installation of pea gravel at Willow Fork Park in the amount of \$2,394.40; and (iii) painting at Central Green in the amount of \$1,365.15. Director Hubbell seconded the motion, which passed unanimously.

LANDSCAPE ARCHITECT REPORT

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

Mr. Klein updated the Board on the new sign for disc golf hole no. 12 and stated the sign is in fabrication.

Mr. Klein updated the Board on the railing installation at Central Green and stated TBG will be meeting with LaCenterra to review the layout for the railing.

Ms. Carner updated the Board on Trail Segment X, Y, and Z and stated the Interlocal Agreement has been sent to Fort Bend County for inclusion on an upcoming Commissioner's Court for agenda.

Ms. Carner updated the Board on Trail Segment Q. The Board then discussed land believed to be owned by KB Home, in conjunction with Segment Q. Ms. Carner stated ownership of the land is being reviewed to confirm who owns the land currently.

Mr. Klein discussed Trails package 4 and updated the Board on the design of the pedestrian bridge in connection with Segment Q. Mr. Klein stated Ninyo & Moore has mobilized to conduct the geotechnical testing for the project.

Mr. Klein updated the Board on the Mason Road sidewalk connection to Segment Q.

Mr. Klein 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") project. Mr. Klein stated TBG met with LJA and Fort Bend County to review the sidewalk replacement.

The Board discussed scheduling a joint meeting with Cinco Municipal Utility District No. 12 ("Cinco 12"). The Board concurred to schedule a joint meeting on November 19. Ms. Carner updated the Board on land Cinco 12 is looking to potentially acquire for a park project. Discussion ensued regarding the joint project list.

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

DISCUSS ADDITIONAL TRAIL, PARK, AND SAFETY PROJECTS, INCLUDING TRAIL DETOUR ROUTES AND POTENTIAL JOINT PROJECTS WITH CINCO 12, AND AUTHORIZE APPROPRIATE ACTION

There was no additional 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

The Board discussed guidelines for drone use at Central Green.

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 Mary Covert DJ and Sound. 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 November 14, 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 November 21, 2024, at the same location mentioned above.

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




Secretary, Board of Director

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