

MINUTES  
WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

December 19, 2024

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 19<sup>th</sup> day of December 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 Hubbell, thus constituting a quorum.

Also attending the meeting in person or by phone were: Lisa Rickert of Artesian Financial Services ("Artesian"); Neil Stillman of Friends of the Park; Craig Kalkomey of LJA Engineering ("LJA"); Cheyenne Evans of Champions Hydro-Lawn, Inc. ("Champions"); Reid Bender of On-Site Protection LLC ("On-Site"); Sergeant Michael Patterson of Fort Bend County Constable's Office ("FBCCO"); Maeve Lyman of TBG Partners ("TBG"); Yvonne Arceneaux, District Park Manager; and Sandra Staine 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 November 21, 2024 regular parks meeting. Following review and discussion, Director Nady moved to approve the minutes of the November 21, 2024 regular parks meeting, as presented. 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 proposed programs for 2025. Discussion ensued regarding scheduling a joint Earth Day event with the District, LaCenterra and Friends of Willow Fork Park.

Mr. Stillman discussed Texas native grasses.

## SECURITY REPORT

Sgt. Patterson reviewed the security report with the Board, a copy of which is attached.

Sgt. Patterson 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.

Sgt. Patterson stated graffiti was reported on observation platform no. 9.

Mr. Bender updated the Board on the live feed bird camera at Willow Fork Park.

Mr. Bender discussed security cameras at District facilities. The Board inquired about allotted security cameras at District facilities.

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. Rickert 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 Nady moved to approve the County tax collection report. Director Bray seconded the motion, which passed unanimously.

## BOOKKEEPER'S REPORT

Ms. Rickert reviewed the bookkeeper's report for parks, a copy of which is attached. Ms. Rickert stated check no. 10259 in the amount of \$1,208.00, payable to Harris Central Appraisal District will be voided and reissued as check no. 10264 in the amount of \$964.00, payable to Harris Central Appraisal District. Ms. Rickert requested Board approval for check no. 9242 in the amount of \$1,665.67, payable to Neil Stillman, not included in the bookkeeper's report.

Ms. Rickert 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.

The Board inquired about contributions from Cinco Municipal Utility District No. 12 ("Cinco 12") to the District.

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. 9242. 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.

Ms. Evans discussed drainage at Exploration Park.

Ms. Evans discussed trees located at Willow Fork Park. The Board requested for Champions to trim a shrub blocking a light at Willow Fork Park.

Ms. Evans updated the Board on the installation of native grasses, organic compost soil and mulch at Patti's Patch.

Ms. Evans discussed the wooden slats and structure of the wooden bridge located at Willow Fork Park lake. Discussion ensued. The Board requested for Champions to follow up with TBG regarding repairs related to the wooden bridge located at Willow Fork Park lake.

Ms. Evans discussed stones located along the lake at Willow Fork Park. Mr. Kalkomey then discussed leaks along the retaining wall of the Willow Fork Park lake and potential options for repair. Discussion ensued. The Board requested for LJA and Champions to review the repair options for leaks along the retaining wall at Willow Fork Park lake and related repairs to the wooden bridge located at Willow Fork Park lake and present a proposal at the next Board meeting.

Ms. Evans discussed drainage and erosion concerns around the pump house. The Board requested for Champions to follow up with TBG to further discuss the drainage and erosion concerns.

Ms. Evans discussed the removal and replacement of eight trees at Willow Fork Park. Ms. Evan presented two proposals from Champions: (i) replacement of eight trees at Willow Fork Park with 45-gallon trees in the amount of \$9,072.50; and (ii) replacement of eight trees at Willow Fork Park with 65-gallon trees in the amount of

\$10,135.30. Discussion ensued. The Board concurred to conduct a site visit of the area where the trees are located before taking action on the proposal. The Board requested for Champions to remove the dead trees at Willow Fork Park for the quoted cost of \$1,000.00.

Ms. Evans discussed repairs at Exploration Park. Ms. Evans then presented two proposals from Champions: (i) handrail and wooden slat repairs in the amount of \$4,579.26; and (ii) swing repairs in the amount of \$1,100.00. The Board inquired about the type of wood that would be used for the handrail repairs.

Ms. Evans presented a proposal from Champions in the amount of \$20,413.00 for the re-painting of the parking lot located at Exploration Park.

Ms. Evans presented a proposal from Champions in the amount of \$1,575.00 for the numbering of light poles in Willow Fork Park. The Board inquired about the placement of numbers on the light poles.

Ms. Arceneaux discussed labor costs associated with the preparation of Central Green for New Year's Eve festivities. Ms. Evans presented a proposal from Champions in the amount of \$200.00 for labor costs associated with the preparation of Central Green for New Year's Eve festivities.

Ms. Evans updated the Board on plant installation at Central Green and presented a proposal from Champions in the amount of \$660.10 for the installation of plant materials in the planters located at Central Green.

Ms. Evans discussed erosion along the retaining wall of the Willow Fork Park lake. Ms. Evans presented a proposal from Champions in an amount not to exceed \$1,200.00 for the inspection of erosion areas along the retaining wall of the Willow Fork Park lake.

Ms. Evans discussed the bathrooms located at Willow Fork Park. Ms. Evans presented a proposal from Champions in the amount of \$758.55 to epoxy the floors of the Willow Fork Park bathrooms.

Ms. Evans updated the Board on the wooden slat repairs for the Bayou Bridge.

Following review and discussion, and based off Champions' recommendation, Director Robinson moved to: (1) approve Champions' report; (2) authorize Champions to remove the dead trees at Willow Fork Park for a cost not to exceed \$1,000.00; and (3) approve the following proposals from Champions: (i) handrail and wooden slat repairs at Exploration Park in the amount of \$4,579.26; (ii) swing repairs at Exploration Park in the amount of \$1,100.00; (iii) re-painting of the parking lot located at Exploration Park in the amount of \$20,413.00; (iv) numbering of light poles in Willow Fork Park in the amount of \$1,575.00; (v) labor costs associated with the preparation of Central Green for

New Year's Eve festivities in the amount of \$200.00; (vi) installation of plant materials in the planters located at Central Green in the amount of \$660.10; (vii) inspection of erosion areas along the retaining wall of the Willow Fork Park lake in an amount not to exceed \$1,200.00; and (viii) epoxy the floors of the Willow Fork Park bathrooms in the amount of \$758.55. Director Nady seconded the motion, which passed unanimously.

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

There was no discussion on this agenda item.

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 new sign for disc golf hole no. 12 and stated the sign is in fabrication.

Ms. Lyman updated the Board on the railing installation at Central Green and stated TBG met with LaCenterra to review the layout for the railing.

Ms. Lyman updated the Board on Segment Q and requested authorization to advertise for bids for the project.

Ms. Staine updated the Board on Segment X, Y, and Z and stated the Interlocal Agreement with Fort Bend County for Segment X, Y, and Z is scheduled to be on the January 14, 2025, Commissioners Court agenda.

Ms. Lyman updated the Board on the AT&T fiber box located in the area of the proposed trail for the Mason Road sidewalk connection to Segment Q.

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.

Ms. Lyman updated the Board on the lights at Willow Fork Park and stated the timer for the lights has been reset.

Following review and discussion, and based off of the landscape architect's recommendation, Director Nady moved to: (1) approve landscape architect's report; and (2) authorize TBG to advertise for bids for the Segment Q trail project. Director Bray 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 inspections of District channels and outfalls. Mr. Kalkomey then presented Task Order No. 18 in the amount of \$116,700.00 for the design of the rehabilitation of Va12 from Gaston Road to Buffalo Bayou. Discussion ensued.

Mr. Kalkomey updated the Board on the Enchanted Meadow Midblock Crossing and stated DL Meacham LP is completing punch list items.

Ms. Staine updated the Board on the Funding Agreement with Cinco Residential Property Association ("CRPA") for the Cinco Ranch Boulevard Underpass and stated the Agreement is ready for approval.

Following review and discussion, and based off of the engineer's recommendation, Director Bray moved to: (1) approve the engineering report; (2) approve Task Order No. 18 from LJA in the amount of \$116,700.00 for the design of the rehabilitation of Va12 from Gaston Road to Buffalo Bayou; and (3) approve Funding Agreement with CRPA for the Cinco Ranch Boulevard Underpass, as revised. Director Nady seconded the motion, which passed unanimously.

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

The Board discussed topics to be discussed at the January joint meeting with Cinco 12.

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 updated the Board on the teen outreach program at Central Green.

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

Ms. Evans updated the Board on the painting of the bathroom doors located at Central Green.

The Board discussed security cameras at Central Green.

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 January 9, 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 January 23, 2025, at the same location mentioned above.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.074, TEXAS GOVERNMENT CODE, TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF A PUBLIC OFFICER OR EMPLOYEE

The Board convened in executive session at 1:22 p.m. pursuant to Section 551.074 of the Texas Government Code to deliberate the duties, appointment, and evaluation of an employee. Ms. Staine and Ms. Lington were also present.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board reconvened in open session at 1:35 p.m.

REPORT REGARDING CENTRAL GREEN EVENTS AND PARKS COMMITTEE RECOMMENDATIONS AND APPROVE CONTRACTS FOR EVENTS, AS APPROPRIATE, AND PARK OPERATIONS AND EMPLOYMENT MATTERS (CONT'D)

Direct Bray made a motion to approve an amended Employment Agreement with the Parks Manager, as discussed. Director Nady seconded the motion, which passed unanimously.

Ms. Arceneaux discussed the current payroll policy used for Central Green. Ms. Arceneaux then discussed proposed changes for the current payroll policy used for Central Green.

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

(SEAL)



*[Handwritten Signature]*  
Asst. Secretary, Board of Director

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