

MINUTES
WILLOW FORK DRAINAGE DISTRICT
PARK MATTERS

January 23, 2025

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 23rd day of January 2025, 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 and Kim Cosco of Champions Hydro-Lawn, Inc. ("Champions"); Andrew Dunn of On-Site Protection LLC ("On-Site"); 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.

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 19, 2024 regular parks meeting. Following review and discussion, Director Bray moved to approve the minutes of December 19, 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 and Mr. Dunn updated the Board on the installation of the live feed bird camera located at Willow Fork Park.

Mr. Stillman discussed the impact of water fountains on aquatic life.

SECURITY REPORT

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

Mr. Dunn 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.

Mr. Dunn discussed options for vehicular barriers at Central. The Board inquired about placement of the barriers and associated costs. The Board requested for On-Site and TBG to discuss options for vehicular barriers at Central Green and prepare a proposal to present at the next Board meeting.

Mr. Dunn discussed a power loss at Exploration Park. The Board requested for Champions to conduct a site visit and determine cause for the power loss.

Mr. Dunn updated the Board on security matters at Exploration Park.

The Board inquired about repairs to the District golf cart.

Mr. Dunn discussed District security personnel.

Mr. Dunn discussed pay rates for District police patrol officers and security guards. Mr. Dunn requested the following pay rate increases, to be effective February 15, 2025: (i) increase hourly pay from \$54.00 to \$59.50 for police patrol officers; and (ii) increase hourly pay from \$23.71 to \$25.05 for security guards.

Following review and discussion, Director Nady moved to: (1) approve the security report; and (2) approve the following pay rate increases, to be effective February 15, 2025: (i) increase hourly pay from \$54.00 to \$59.50 for police patrol officers; and (ii) increase hourly pay from \$23.71 to \$25.05 for security guards. Director Bray seconded the motion, which passed unanimously.

BOOKKEEPER'S REPORT

Ms. Rickert reviewed the bookkeeper's report for parks and drainage, a copy of which is attached. Ms. Rickert stated the following checks were voided due to cancelled events: (i) check no. 9199 in the amount of \$600.00, payable to 100 Mile Audio & DJ; and (ii) check no. 9226 in the amount of \$600.00, payable to 100 Mile Audio & DJ.

The Board noted the following checks need to be moved from drainage budget expenses to parks budget expenses: (i) check no. 10281 in the amount of \$16,900.00, payable to Ninyo & Moore; and (ii) check no. 10282 in the amount of \$2,565.00, payable to On-Site Production LLC.

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.

Ms. Rickert discussed duties associated with the Park Administrator for Central Green, in relation to the recent resignation. Ms. Rickert then discussed a proposal for payroll processing and the use of ADP for payroll processing for District employees. Discussion ensued regarding contractual hours for the Assistant Park Manager. The Board concurred to authorize ABHR to prepare an amendment to the employment agreement with the Assistant Park Manager to include payroll processing duties.

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; (2) authorize use of ADP for payment to District contractors; and (3) authorize bookkeeper to prepare a contract and vendor tracking sheet, as discussed. 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 drainage concerns at Exploration Park. Ms. Evans stated Champions will prepare a proposal to present at the next meeting regarding drainage repairs at Exploration Park.

The Board inquired about the painting of the bathrooms at Willow Fork Park.

Ms. Evans presented a proposal from Champions in the amount of \$1,722.00 for the installation of two DogiPot pet waste stations at Exploration Park. Discussion ensued.

Ms. Evans presented a proposal from Champions in the amount of \$2,657.00 for the replacement of trash receptacles located at Willow Fork Park.

Ms. Evans presented a proposal from Champions in the amount of \$500.00 for the installation of District signs regarding use of pea gravel at Willow Fork Park. Discussed ensued. The Board concurred to take no action on this proposal and requested for Champions to prepare a proposal for binding the pea gravel.

The Board inquired about grout replacement at the Willow Fork Park pavilion.

Ms. Lyman and Mr. Kalkomey discussed leaks along the retaining wall of the Willow Fork Park lake. Discussion ensued regarding impact of the leak. The Board requested for Lake Management Services to turn the waterfall on at the Willow Fork Park lake.

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 two DogiPot pet waste stations at Exploration Park in the amount of \$1,722.00; and (ii) replacement of trash receptacles located at Willow Fork Park in the amount of \$2,657.00. 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 lights at Willow Fork Park and stated the timer for the lights has been reset.

Ms. Lyman updated the Board on the new sign for disc golf hole no. 12 and stated the sign is scheduled for installation.

The Board continued discussion on the leaks along the retaining wall of the Willow Fork Park lake.

Ms. Lyman updated the Board on the railing installation at Central Green and stated TBG has no objection to the final installation of the railing.

Ms. Carner updated the Board on Segment X, Y, and Z and stated the Interlocal Agreement with Fort Bend County has been approved by the Commissioners Court. Ms. Carner stated the next step is to obtain a permit from the United States Army Corps of Engineers ("USACE"). Discussion ensued.

Ms. Carner updated the Board on Segment Q and the associated temporary construction easement for the project.

Mr. Lyman discussed Trails package 4 and updated the Board on the pedestrian bridge in connection with Segment Q. The Board inquired about the bidding for the Fry

Road Underpass project. The Board requested for TBG to bid the Fry Road Underpass project and the pedestrian bridge in connection with Segment Q as one project.

Ms. Carner updated the Board on the land believed to be owned by KB Home, in conjunction with Segment Q. Ms. Carner stated ABHR will be preparing a deed to convey the property to the District.

Ms. Lyman updated the Board on the Mason Road sidewalk connection to Segment Q.

Ms. Lyman updated the Board on the relocation of 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.

The Board discussed the potential installation of a climate controlled green room and storage room at Central Green. The Board requested for TBG to solicit 3 bids for architectural design of a climate controlled green room and storage room at Central Green.

Ms. Carner discussed LaCenterra trail access projects. The Board requested for TBG to prepare a proposal and cost estimate for the construction of LaCenterra access trails.

Ms. Lyman updated the Board on the Falcon Landing sign panel.

Following review and discussion, and based off of the landscape architect's recommendation, Director Nady moved to: (1) approve landscape architect's report; (2) authorize TBG to solicit 3 bids for architectural design of a climate controlled green room and storage room at Central Green; and (3) authorize TBG to prepare a proposal and cost estimate for the construction of LaCenterra access trails. Director Robinson seconded the motion, which passed unanimously.

The Board discussed land owned by the YMCA, located off Westheimer Parkway and potential development options for the land.

ENGINEERING REPORT

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

Mr. Kalkomey updated the Board on the rehabilitation of Va12 from Gaston Road to Buffalo Bayou.

Mr. Kalkomey updated the Board on the Fry Road Underpass project and stated LJA is working with the geotechnical engineer to revise the report to submit to Harris County Flood Control District ("HCFCD").

Mr. Kalkomey updated the Board on the Enchanted Meadow Midblock Crossing and stated DL Meacham LP has completed all punch list items.

Mr. Kalkomey discussed the Stormwater Management Program ("SWMP") and the Notice of Intent (the "NOI") in connection to the SWMP. The Board requested for Mr. French to attend the next Board meeting to further discuss the SWMP.

Mr. Kalkomey discussed the NFBWA bollards along Buffalo Bayou. Mr. Kalkomey stated the NFBWA would like to plant wax myrtles around the bollards. The Board requested for LJA to follow up with the NFBWA and request a Consent to Encroachment Agreement for the installation of wax myrtles around the bollards.

The Board inquired about USACE permits associated with Segment Q and Segment X, Y, and Z.

Following review and discussion, and based off of the engineer's recommendation, Director Bray moved to approve the engineering report. Director Nady 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

Ms. Carner updated the Board on potentially entering into a mowing agreement with the HCFCD for the maintenance of the portion of T-103 within the District's boundaries. Ms. Carner stated HCFCD notified ABHR that their current contract will not allow for District reimbursement. The Board concurred for Champions to continue mowing the area.

COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

Ms. Carner updated the Board on the upcoming newsletter. Discussion ensued.

REPORT REGARDING CENTRAL GREEN EVENTS AND PARKS COMMITTEE RECOMMENDATIONS AND APPROVE CONTRACTS FOR EVENTS, AS APPROPRIATE, AND PARK OPERATIONS AND EMPLOYMENT MATTERS

Ms. Arceneaux discussed correspondence regarding security matters 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 Robinson seconded the motion, which passed unanimously.

The Board discussed an email received to the District regarding participating in World Water Day. The Board requested for Ms. Arceneaux to follow up on the email and send a link to the NFBWA website.

The Board discussed an email regarding use of Willow Fork Park for a community event. The Board requested for ABHR to respond to the resident that Willow Fork Park cannot be reserved for community events, as stated in the District's Park Rules and Regulations, but that the park is available on a first come first served basis for groups of up to 20 people.

TAX ASSESSOR/COLLECTOR'S REPORT

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

The Board inquired about District taxable values for 2023.

Following review and discussion, and information provided by the County tax assessor collector, Director Nady moved to approve the County tax collection report. Director Robinson 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 February 13, 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 February 27, 2025, at the same location mentioned above.

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

(SEAL)



Sam Hebell
Secretary, Board of Director

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