

MINUTES  
WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

February 27, 2025

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 27<sup>th</sup> day of February 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 Bray, 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; Patrick Newton of LJA Engineering ("LJA"); Cheyenne Evans and Kim Cosco of Champions Hydro-Lawn, Inc. ("Champions"); Andrew Dunn, Alfred Segundo and Irvin Noland 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 January 23, 2025 regular parks meeting. Following review and discussion, Director Nady moved to approve the minutes of January 23, 2025 regular parks meeting, as submitted. Director Hubbell 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.

The Board discussed the upcoming water conservation event scheduled for April.

Mr. Stillman discussed wildlife at Willow Fork Park.

## SECURITY REPORT

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

Mr. Segundo and 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") stated the feed has been restored.

Mr. Dunn discussed a recent alleged vandalism incident that occurred at a resident's property near Exploration Park. Discussion ensued regarding security options for the area. The Board concurred to use motion activated sirens to monitor the area surrounding the resident's property on a trial basis.

The Board inquired about District security cameras. Discussion ensued.

Mr. Dunn updated the Board on the installation of the live feed bird camera located at Willow Fork Park.

Following review and discussion, Director Hubbell 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.

The Board reviewed a draft Resolution Concerning Exemptions from Taxation granting an \$80,000 exemption for residential homesteads of persons over 65 years in age and/or disabled and rejecting a general residence homestead exemption for the 2025 tax year. The Board discussed optional exemptions.

Following review and discussion, and information provided by the County tax assessor collector, Director Hubbell moved to: (1) approve the County tax collection report; and (2) adopt a Resolution Concerning Exemptions from Taxation granting a \$80,000 exemption for residential homesteads of persons over 65 years in age and/or disabled and rejecting a general residence homestead exemption 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. Rickert reviewed the bookkeeper's report for parks and drainage, a copy of which is attached. Ms. Rickert requested approval of check no. 9332 in the amount of \$20,000.00, payable to KB Home for purchase of a parcel for Segment Q, 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.

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. 9332. Director Nady seconded the motion, which passed unanimously.

Ms. Rickert updated the Board on payroll processing and the use of ADP for payroll processing for District employees.

### 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 paint drips on the pavers located outside of Half Shells.

The Board discussed pavers located outside of Dish Society. The Board requested for TBG to conduct a site visit to assess the pavers located at Dish Society.

Ms. Evans updated the Board leaks along the retaining wall of the Willow Fork Park lake and repair options. Ms. Evans then presented a proposal in the amount of \$8,450.00 to seal the leaks along the retaining wall of the Willow Fork Park lake.

Ms. Evans updated the Board on the replacement of wooden slats for the bridge located at Willow Fork Park lake. Discussion ensued regarding repair and replacement options for the bridge.

Ms. Evans discussed the mortar needs for the pavilion pavers at Willow Fork Park and presented a proposal from Champions in the amount of \$1,860.00 for mortar repairs of the pavilion pavers located at Willow Fork Park.

Ms. Evans presented a proposal from Champions in the amount of \$500.00 for the removal of solar light poles at Westheimer Parkway and Mason Road. The Board inquired about any solar light poles currently being stored by the District.

Ms. Evans discussed the playground equipment located at Exploration Park. Ms. Evans then presented a proposal from Champions in the amount of \$400.00 for the replacement of bolts for playground equipment located at Exploration Park.

Ms. Evans discussed the pea gravel located at Willow Fork Park. Ms. Evans then presented proposals for three options from Champions regarding the pea gravel: (i) application of a mixed binder to the pea gravel at Willow Fork Park in the amount of \$7,899.34; (ii) application of a spray binder to the pea gravel at Willow Fork Park in the amount of \$2,074.00; and (iii) replacement of pea gravel at Willow Fork Park with decomposed granite in the amount of \$1,723.60. Discussion ensued. The Board concurred to replace the pea gravel at Willow Fork Park with decomposed granite.

Ms. Evans discussed drainage at Exploration Park. Ms. Evans then presented a proposal from Champions in the amount of \$1,143.50 for backfill of dirt at Exploration Park.

Ms. Evans discussed the pea gravel at Exploration Park and presented a proposal from Champions in the amount of \$13,210.40 to add pea gravel and bull rock at Exploration Park.

Ms. Evans discussed the facilities at Exploration park and presented a proposal from Champions in the amount of \$18,077.81 for the staining of facilities at Exploration Park.

Following review and discussion, and based off Champions' recommendation, Director Nady moved to: (1) approve Champions' report; and (2) approve the following proposals from Champions: (i) mortar repairs of the pavilion pavers located at Willow Fork Park in the amount of \$1,860.00; (ii) removal of solar light poles at Westheimer Parkway and Mason Road in the amount of \$500.00; (iii) replacement of bolts for playground equipment located at Exploration Park in the amount of \$400.00; (iv) replacement of pea gravel at Willow Fork Park with decomposed granite in the amount of \$1,723.60; and (v) backfill of dirt at Exploration Park in the amount of \$1,143.50. Director Hubbell 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

The Board discussed an email received from a resident regarding the lights at Willow Fork Park. Discussion ensued regarding the timers on the lights at Willow Fork Park. The Board requested for On-Site to conduct a site visit to verify times for the timers on the lights at Willow Fork Park.

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 has been installed.

The Board discussed the potential installation of a climate controlled green room and storage room at Central Green. Ms. Lyman stated TBG solicited for qualifications for architectural services for the construction of a climate controlled green room and storage room at Central Green. Ms. Lyman then presented a proposal from TBG's recommended provider. Ms. Lyman reported the scopes of work for the construction of climate controlled green room with and without the storage room were much more significant than originally anticipated and, accordingly, the pricing came in substantially higher than originally approved by the Cinco Municipal Utility District No. 12 ("MUD 12") Board. Discussion ensued. The Board concurred to provide the recommended proposal to the MUD 12 Board and request that MUD 12 consider proceeding only with the climate controlled green room design that includes the storage area.

Ms. Carner updated the Board on land owned by the YMCA, located off Westheimer Parkway and potential purchase of the land by MUD 12. Discussion ensued regarding acquisition and maintenance of the land.

Ms. Lyman updated the Board on the LaCenterra trail access project and stated a proposal will be presented at the next Board meeting. The Board inquired about MUD 12 funding for the LaCenterra trail access projects.

Ms. Lyman updated the Board on the potential installation of bollards at Central Green.

The Board inquired about the status of the installation of the fence located behind Enchanted Landing Lane.

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"). Ms. Carner requested authorization for the Board President to execute an application form for the USACE permit associated with the project.

Ms. Carner and Ms. Lyman updated the Board on Segment Q.

Mr. Lyman updated the Board on the pedestrian bridge in connection with Segment Q. The Board inquired about the timeline for the bidding of the project.

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

The Board inquired about the status of 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 stated she will provide an update on the timeline for the relocation of the AT&T fiber box at the next meeting.

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. Discussion ensued regarding repairs associated with the project.

Ms. Carner updated the Board on the land believed to be owned by KB Home, in conjunction with Segment Q. Ms. Carner then reviewed a Deed Without Warranty to convey the 2.329 acres from KG Home to the District.

The Board discussed the upcoming Texas Water Conference and reimbursements to Directors interested in attending the conference.

Following review and discussion, and based off of the landscape architect's recommendation, Director Robinson moved to: (1) approve landscape architect's report; (2) authorize execution of the application form for the USACE permit associated with Segment X, Y, and Z; (3) authorize execution of the Deed Without Warranty for the conveyance of 2.329 acres from KG Home to the District and direct that the Deed be filed appropriately and retained in the District's official records; and (4) authorize any interested Director to attend the Texas Water Conference. Director Nady seconded the motion, which passed unanimously.

#### ENGINEERING REPORT

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

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

Mr. Newton 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. Newton updated the Board on the Cinco Ranch Boulevard Underpass project and stated the project will go out for bid as soon as the related Interlocal Agreement is approved by Fort Bend County's Commissioners Court. Ms. Carner discussed the status of approval of the Interlocal Agreement for the project.

Mr. Newton updated the Board on the Enchanted Meadow Midblock Crossing and stated DL Meacham LP ("DL Meacham") has completed all punch list items. Mr. Newton recommended approval of the following Pay Estimates from DL Meacham: (i) Pay Estimate No. 3 in the amount of \$4,044.53; and (ii) Pay Estimate No. 4, and Final, in the amount of \$5,778.55.

Following review and discussion, and based off of the engineer's recommendation, Director Hubbell moved to: (1) approve the engineering report; (2) approve Pay Estimate No. 3 from DL Meacham in the amount of \$4,044.53 for the Enchanted Meadow Midblock Crossing, as previously presented at the February drainage meeting; and (3) approve Pay Estimate No. 4, and Final, from DL Meacham in the amount of \$5,778.55 for the Enchanted Meadow Midblock Crossing, and accept the project for maintenance. 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 discussion on this agenda item.

COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

Director Hubbell updated the Board on the distribution of flood insurance postcards to residents.

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 a contract for Central Green for Cooper Wade.

Ms. Arceneaux reviewed the following marketing packages for Central Green: (i) Impact News for \$300 per month; (ii) Katy magazine for \$500 per month; (iii) Covering Katy for \$450 per month; and (iv) Katy Times for \$200 per month. Discussion ensued.

Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Robinson moved to: (1) approve the contract and direct that the contract be filed appropriately and retained in the District's official records; and (2) approve the following marketing packages for Central Green: (i) Impact News for \$300 per month; (ii) Katy magazine for \$500 per month; and (iii) Katy Times for \$200 per month. Director Nady 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 March 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 March 27, 2025, at the same location mentioned above.

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

(SEAL)



  
Secretary, Board of Director



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