

MINUTES
WILLOW FORK DRAINAGE DISTRICT

October 10, 2024

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 10th 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 the above were present, thus constituting a quorum.

Also attending the meeting in person or by teleconference were: James Upchurch, a resident of the District; Dawn Mouton of Inframark Water & Infrastructure Services ("Inframark"); Kim Cosco and Cheyenne Evans of Champions Hydro-Lawn ("Champions"); Casey Fletcher of Lake Management Services, L.P. ("Lake Management"); Craig Kalkomey of LJA Engineering ("LJA"); Cara Sliva of Artesian Financial Services ("Artesian"); Yvonne Arceneaux, District Park Manager; and Katie Carner and Whitney Lington of Allen Boone Humphries Robinson LLP ("ABHR").

COMMENTS FROM DISTRICT RESIDENTS

Director Savage offered any members of the public attending the meeting the opportunity to make public comment.

Mr. Upchurch discussed flood insurance premiums and inquired about District actions taken to mitigate flooding in the District. Discussion ensued regarding actions taken by the District to rehabilitate District drainage facilities following Hurricane Harvey. Mr. Kalkomey stated he is coordinating with Fort Bend County to see what information they can provide.

There being no additional members of the public wishing to make comments, Director Savage moved to the next agenda item.

APPROVE MINUTES

The Board reviewed the minutes of the September 12, 2024, regular meeting. Following review and discussion, Director Nady moved to approve the minutes, as amended. Director Hubbell seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Sliva reviewed the bookkeeper's report, a copy of which is attached. Ms. Sliva noted check no. 9118 is a reissue of check no. 9025 payable to Karibe Productions LLC, in the amount of \$5,000.00.

Ms. Sliva reviewed the District's budget for both parks and drainage, 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 off of the bookkeeper's recommendation, Director Bray moved to approve the bookkeeper's report and payment of the bills. Director Nady seconded the motion, which passed unanimously.

OPERATOR'S REPORT, INCLUDING AUTHORIZING DITCH MAINTENANCE

Mr. Cosco reviewed the operator's report, a copy of which is attached, and reviewed the status of the ditches and channels, as well as certain trails.

The Board requested for Champions to remove an unauthorized wooden platform installed above the Va1a outfall pipe.

The Board inquired about the use of rebar on District interceptor pipes and requested for Champions to install vertical rebar on District interceptor pipes to prevent unauthorized access.

Mr. Cosco discussed a sinkhole located behind Blacksburg Court.

The Board discussed sediment build up in District facilities.

Following review and discussion and based on the operator's recommendation, Director Bray moved to approve the operator's report. Director Hubbell seconded the motion, which passed unanimously.

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

Mr. Fletcher updated the Board on lake management and maintenance of District facilities.

The Board discussed the waterfall located at Willow Fork Park. Mr. Fletcher reported on a saturated area along the lower lake bank near the waterfall. He stated Lake Management will investigate further to determine whether there is an issue with the intake pipe.

The Board discussed algae treatment of District facilities.

The Board inquired about the depth of the Willow Fork Park lake. Discussion ensued.

The Board reviewed an updated service agreement between the District and Lake Management to include an updated budget in the amount of \$16,400.00 for the use of dye in District facilities.

Following review and discussion, Director Nady move to authorize a revised service agreement between the District and Lake Management to include an updated budget in the amount of \$16,400.00 for the use of dye in District facilities. Director Bray seconded the motion, which passed unanimously.

UPDATE ON FEDERAL EMERGENCY MANAGEMENT AGENCY ("FEMA") CLAIM AND MAINTENANCE OF STORM SEWER LINES

Ms. Mouton reviewed a storm line maintenance report, a copy of which is attached.

Ms. Mouton discussed the FEMA report and updated the Board on the total reimbursements received from FEMA for the Diversion Channel project, a copy of which is attached to the storm line maintenance report. Discussion ensued regarding submitted receipts to FEMA.

Following review and discussion, and based on Inframark's recommendation, Director Hubbell made a motion to approve the storm line maintenance report. Director Bray seconded the motion, which passed unanimously.

ENGINEER'S REPORT

Mr. Kalkomey reviewed the engineer's report, a copy of which is attached.

Mr. Kalkomey updated the Board on the silt removal and channel repair of channel Va3b and stated LJA is working with AR Turnkee Construction Company, Inc. ("AR Turnkee") to complete punch list items for the project.

Mr. Kalkomey updated the Board on the Va14-20 storm water outfall repairs and the Va14-21W interceptor pipe replacement and stated materials have been ordered for the project.

Mr. Kalkomey updated the Board on the replacement of the WFD-40 outfall and presented two bids for the project: (i) Landmark Construction ("Landmark") in the amount of \$46,500.00; and (ii) Champions in the amount of \$63,561.89. Discussion ensued. The Board concurred to include the replacement of the WFD-40 outfall as a Change Order in the current Landmark contract for the Va14-20 storm water outfall repairs and the Va14-21W interceptor pipe replacement.

Mr. Kalkomey discussed Fort Bend County's project to construct SH-99 frontage roads from FM 1093 to I-10. Mr. Kalkomey stated Fort Bend County will need to obtain right of ways from the District for the project. Mr. Kalkomey discussed the impact of the project on District facilities. Discussion ensued regarding the potential installation of a sound wall in connection to the project. The Board then discussed road construction, excavation and maintenance of the area connected to the project. The Board requested for LJA to follow up with Texas Sterling Construction regarding same.

Mr. Kalkomey updated the Board on the Cinco Ranch Boulevard Underpass project and stated LJA is reviewing comments from Fort Bend County. Ms. Carner discussed the encroachment agreement with the Fort Bend County Drainage District associated with the project. Discussion ensued regarding maintenance of the Cinco Ranch Boulevard Underpass once the project is complete.

Following review and discussion, and based off the engineer's recommendation, Director Hubbell moved to: (1) approve the engineer's report; and (2) authorize Landmark to include the replacement of the WFD-40 outfall as a Change Order in the current Landmark contract for the Va14-20 storm water outfall repairs and the Va14-21W interceptor pipe replacement. Director Bray seconded the motion, which passed unanimously.

PHASE II SMALL MS4 GENERAL PERMIT AND STORM WATER MANAGEMENT PLAN, INCLUDING STATUS OF COMPLIANCE, NECESSARY TRAINING, PUBLIC COMMENT

Ms. Carner updated the Board on the letter sent to participating surrounding entities regarding the District's Phase II Small MS4 General Permit and Storm Water Management Plan, as previously authorized by the Board. Ms. Carner then discussed the Second Amendment to Stormwater Management Interlocal Cooperation Agreement (the "Agreement").

Ms. Carner reminded the Board that ABHR also represents Cinco Municipal Utility District Nos. 1, 3, 6, 7, 9, 10, 12, and 14 (collectively, the "Cinco MUDs"). She stated the Cinco MUDs have requested that ABHR represent them in connection with the Agreement. She reviewed a legal conflicts waiver with respect to the preparation of the Agreement.

Following review and discussion, Director Hubbell moved to: (1) approve the Agreement; and (2) authorize execution of the legal conflicts waiver. Director Nady seconded the motion, which passed unanimously.

PARK MATTERS

Ms. Arceneaux updated the Board on upcoming events at Central Green.

Ms. Carner discussed the Interlocal Hike and Bike Trail Agreement with Harris County Flood Control District for Trail Segment Q. Discussion ensued.

The Board inquired about the status of the Interlocal Agreement with Harris County for the Segment Q project.

Ms. Carner updated the Board on the Interlocal Agreements and funding agreements associated with the Cinco Ranch Boulevard Underpass project. Ms. Carner stated Cinco Southwest Municipal Utility District No. 1 ("Cinco SW No. 1") has agreed to contribute \$25,000.00 for the Cinco Ranch Boulevard Underpass. Ms. Carner then presented an Interlocal Agreement with Cinco SW No. 1 for their Cinco Ranch Boulevard underpass contribution.

Ms. Evans presented the following proposals from Champions: (i) recoating of seven benches and replacement of one bench at Willow Fork Park in the amount of \$5,263.50; (ii) powder coating of water drops, gutter and bracket at Exploration Park in the amount of \$24,375.00; (iii) powder coating of playground loops at Exploration Park in the amount of \$9,912.50; (iv) installation of fiber mulch at Exploration Park in the amount of \$3,365.00; and (v) installation of plants in the Central Green planters in the amount of \$2,092.34. Discussion ensued.

Following review and discussion, Director Hubbell moved to: (1) approve Interlocal Hike and Bike Trail Agreement with Harris County Flood Control District for Trail Segment Q; (2) approve Interlocal Agreement with Cinco SW No. 1 for their Cinco Ranch Boulevard underpass contribution; and (3) approve the following proposals from Champions: (i) recoating and replacement of benches at Willow Fork Park in the amount of \$5,263.50; (ii) powder coating of water drops, gutter and bracket at Exploration Park in the amount of \$24,375.00; (iii) powder coating of playground loops at Exploration Park in the amount of \$9,912.50; (iv) installation of fiber mulch at Exploration Park in the amount of \$3,365.00; and (v) installation of plants in the Central Green planters in the amount of \$2,092.34. Director Bray seconded the motion, which passed unanimously.

REPORTS FROM DIRECTORS AND COMMITTEES, REGARDING
CORRESPONDENCE AND/OR REPORTS RECEIVED DURING THE MONTH AND
EVENTS AND ACTIVITIES ATTENDED DURING THE MONTH

Director Bray updated the Board on Houston Stronger.

Ms. Carner updated the Board on maintenance of the portion of Harris County Flood Control District's T-103 channel that is within the District's boundaries. Ms. Carner stated an Interlocal Mowing Reimbursement Agreement with Harris County Flood Control District for T-103 Channel is being finalized for the next mowing season, which begins in May 2025.

Ms. Carner updated the Board on the deed with KB Home in connection with certain land associated with Segment Q.

Director Robinson discussed current events.

The Board discussed security matters and associated invoices.


MEETING MATTERS, INCLUDING SPECIAL MEETINGS, AGENDA ITEMS, AND
SCHEDULING

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 October 24, 2024, at the same location mentioned above.

There being no further business to come before the Board, the Board concurred to adjourn the meeting.

(SEAL)




Secretary, Board of Directors

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