

MINUTES  
WILLOW FORK DRAINAGE DISTRICT

August 8, 2024

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 8<sup>th</sup> day of August 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 were: Dawn Mouton and Chad Buckley of Inframark Water & Infrastructure Services ("Inframark"); Luis Cebrian of Champions Hydro-Lawn ("Champions"); Craig Kalkomey and Brian French 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.

There being no 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 July 17, 2024, regular meeting. Following review and discussion, Director Bray moved to approve the minutes, as presented. 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 reviewed the District's budget for both parks and drainage, for the fiscal year ending September 30, 2024, and reviewed a comparison of actual expenditures against the original budget adopted.

Ms. Sliva then reviewed draft budgets for parks and drainage, for the fiscal year ending September 30, 2025, copies of which are attached to the bookkeeper's report. Discussion ensued regarding proposed expenditures and the impact of the potential 2024 tax rate on the proposed budget. Ms. Sliva requested for the Board and consultants to review the draft budget and submit comments prior to the next Board meeting

Following review and discussion, and based off of the bookkeeper's recommendation, Director Nady moved to approve the bookkeeper's report and payment of the bills. Director Bray seconded the motion, which passed unanimously.

ADOPT RESOLUTION(S) VOTING FOR BOARD OF DIRECTORS ELECTIONS FOR FORT BEND CENTRAL APPRAISAL DISTRICT ("FBCAD") AND HARRIS CENTRAL APPRAISAL DISTRICT ("HCAD")

Ms. Carner stated that the District does not have a voting entitlement this year for the HCAD Board of Directors election.

The Board considered adopting a Resolution Voting for Board of Directors Elections for FBCAD. Following review and discussion, Director Hubbell moved to cast the Board's 15 votes for Michael Rozell and adopt the Resolution regarding the same. Director Bray seconded the motion, which passed unanimously.

OPERATOR'S REPORT, INCLUDING AUTHORIZING DITCH MAINTENANCE

Mr. Cebrian 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 discussed the damaged outfall pipe located at Va1c and requested for Champions to bring a proposal for repairs to the outfall pipe located at Va1c to the next meeting.

The Board discussed repairs associated with District facilities and requested for Champions to review needed repairs of District facilities and prepare a priority list for the needed repairs of District facilities.

The Board discussed an unauthorized pool drain located on Spyglass Hill Drive. The Board requested for ABHR to follow up with the resident located on Spyglass Hill Drive regarding their unauthorized pool drain.

The Board discussed maintenance of the portion of Harris County Flood Control District's T-103 channel that is within the District's boundaries. The Board concurred for LJA and Champions to provide an exhibit of the area and ABHR to follow up with the Harris County Flood Control District regarding entering into a mowing agreement for the maintenance of the portion of T-103 within the District's boundaries.

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

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

The Board discussed the fountain located at Willow Fork Park and needed repairs for the fountain.

Following review and discussion, Director Nady moved to authorize Lake Management Services, L.P. to repair the fountain located at Willow Fork Park in an amount not to exceed \$500.00. 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.

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 floodplain administration for the District and stated LJA has met with both Harris County and Fort Bend County regarding the transitioning of duties from the District to Harris County and Fort Bend County for floodplain administration of the District.

Mr. Kalkomey updated the Board on the silt removal and channel repair of channel Va3b and stated the silt has been removed and a majority of the rip rap has been installed. Mr. Kalkomey stated some slope paving damage has occurred in the area and LJA will be conducting a site visit to assess the damage. Discussion ensued regarding weep holes located along the channel.

Mr. Kalkomey updated the Board on the Va14-20 storm water outfall repairs and the Va14-21W interceptor pipe replacement and stated the contract has been executed and LJA is working to set up a pre-construction meeting.

Mr. Kalkomey updated the Board on the Enchanted Meadow Midblock Crossing and stated LJA has met with DL Meacham LP to discuss the project.

The Board inquired about the removal and replacement of portions of the sidewalk located along the Va3 trail, in relation to the North Fort Bend Water Authority's ("NFBWA") water line project.

The Board inquired about the installation of a sound wall along SH 99, adjacent to Willow Fork Park. The Board requested for ABHR to follow up with the Texas Department of Transportation to gather additional information regarding the installation of a sound wall along SH 99, adjacent to Willow Fork Park.

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

Mr. Kalkomey introduced Mr. French.

Ms. Carner discussed the role of the District and surrounding entities in connection to the District's Phase II Small MS4 General Permit and Storm Water Management Plan.

Mr. French discussed a proposal from LJA in the amount of \$89,000.00 for the implementation of the District's Phase II Small MS4 General Permit and Stormwater Management Program and took questions from the Board.

Following review and discussion, Director Bray moved to: (1) approve the proposal from LJA in the amount of \$89,000.00 for the implementation of the District's Phase II Small MS4 General Permit and Stormwater Management Program; and (2) authorize ABHR to notify AECOM regarding termination of services with the District at the end of the permit. Director Hubbell seconded the motion, which passed unanimously.

PARK MATTERS

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

Ms. Carner updated the Board on the 2<sup>nd</sup> Amendment to Lease Agreement with LaCenterra (the "Agreement") and associated exhibits for the Agreement.

Ms. Carner updated the Board on the Interlocal Agreement with Harris County for the Segment Q project and stated the Interlocal Agreement is tentatively slated for approval at the August 27 Commissioners Court meeting.

Ms. Carner updated the Board on the Interlocal Agreement between the District and Fort Bend County for Segment X, Y, and Z.

Ms. Carner updated the Board on the Interlocal Agreements and funding agreements associated with the Cinco Ranch Boulevard Underpass project. Discussion ensued regarding potential contributions for the project.

The Board inquired about the deed with KB Home in connection to certain land associated with Segment Q.

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.

Director Robinson discussed current events.

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

The Board concurred to hold the next drainage meeting on September 12, 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 August 22, 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

LIST OF ATTACHMENTS TO MINUTES

	<u>Minutes</u>
	<u>Page</u>
Bookkeeper's report.....	1
Operator's Report.....	2
Storm line maintenance report.....	3
Engineer's Report.....	3