

MINUTES
WILLOW FORK DRAINAGE DISTRICT

January 9, 2025

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 9th 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 the above were present, thus constituting a quorum.

Also attending the meeting in person or by teleconference were: Dawn Mouton of Inframark Water & Infrastructure Services ("Inframark"); Kim Cosco and Cheyenne Evans of Champions Hydro-Lawn ("Champions"); Craig Kalkomey of LJA Engineering ("LJA"); Lisa Rickert of Artesian Financial Services ("Artesian"); Jennifer Hanna of Forvis Mazars, LLP ("Forvis"); 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.

Ms. Carner updated the Board on resident correspondence regarding the damaged fence located behind Enchanted Landing Lane.

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 December 12, 2024, regular meeting. Following review and discussion, Director Nady moved to approve the minutes, as amended. Director Bray seconded the motion, which passed unanimously.

APPROVE AUDIT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2024

Ms. Hanna reviewed a draft audit of the District's financial information for the fiscal year end September 30, 2024. Following review and discussion Director Bray moved to: (1) approve the audit and management letter subject to final review and comments; and (2) authorize ABHR to file the audit and filing affidavit with the Texas Commission on Environmental Quality. Director Robinson seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Rickert updated the Board on personnel matters.

Ms. Rickert reviewed the bookkeeper's report, a copy of which is attached.

Ms. Rickert reviewed the District's budgets for both parks and drainage for the fiscal year ending September 30, 2025, and reviewed a comparison of actual expenditures against the adopted budgets.

Ms. Rickert stated the District's Park Administrator has resigned. Ms. Rickert then discussed the payroll process for District invoices. Discussion ensued regarding administrative roles moving forward in relation to the District's payroll process.

Ms. Rickert discussed invoices associated with check no. 9253 payable to Champions in the amount of \$104,045.86.

Ms. Carner reported on the District's compliance activities during the prior calendar year related to bond financings. Ms. Carner stated that no corrective action is required at this time.

In accordance with the District's Investment Policy, the Board considered the annual disclosure statements of the District's Investment Officer and Bookkeeper. Ms. Carner explained that the statements disclose any relationships with entities or individuals who are offering, have offered, or may offer to engage in an investment transaction with the District, and the disclosure statements will be filed with the Texas Ethics Commission and the District.

Following review and discussion, and based off of the bookkeeper's recommendation, Director Hubbell moved to: (1) approve the bookkeeper's report and payment of the bills; and (2) accept the disclosure statements as presented and to authorize they be filed appropriately and retained in the District's official records. Director Robinson 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 a rock located along the channel slope at Prairie Pebble Court.

Mr. Cosco updated the Board on the broken manhole located along Arbor Stream Drive. Mr. Cosco then presented a proposal from Champions in the amount of \$4,125.00 for repairs to the broken manhole located along Arbor Stream Drive.

Ms. Evans discussed the retaining wall located at Willow Fork Park lake. Mr. Kalkomey discussed the leak located along the Willow Fork Park lake retaining wall and repair options for the leak. Discussion ensued. Ms. Evans then presented a proposal from Champions in the amount of \$3,449.00 for repairs to the retaining wall located at Willow Fork Park lake. The Board requested for Champions to provide pictures documenting the repair process.

Ms. Evans discussed erosion concerns at disc golf hole no. 9. Ms. Evans presented a proposal from Champions in the amount of \$3,819.00 for erosion repairs at disc golf hole no. 9.

Ms. Evans discussed erosion concerns at the Willow Fork Park bridge. Ms. Evans presented a proposal from Champions in the amount of \$2,176.00 for erosion repairs at the Willow Fork Park bridge.

Ms. Evans discussed the sound system located at Central Green. Ms. Evans presented a proposal from Champions in the amount of \$163.12 for repairs to the Central Green sound system.

Following review and discussion, and based on the operator's recommendation, Director Bray moved to: (1) approve the operator's report; and (2) approve the following proposals from Champions: (i) repair broken manhole located along Arbor Stream Drive in the amount \$4,125.00; (ii) repairs to the retaining wall located at Willow Fork Park lake in the amount of \$3,449.00; (iii) erosion repairs at disc golf hole no. 9 in the amount of \$3,819.00; (iv) erosion repairs at the Willow Fork Park bridge in the amount of \$2,176.00; and (v) repairs to the Central Green sound system in the amount of \$163.12. Director Hubbell seconded the motion, which passed unanimously.

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

Director Savage updated the Board on District facilities.

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. The Board inquired about the effluent flow at the Central Wastewater Treatment Plant.

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 Nady 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.

Mr. Kalkomey updated the Board on the rehabilitation of Va12 from Gaston Road to Buffalo Bayou and stated surveying and environmental field work will be completed next week.

Mr. Kalkomey updated the Board on the marking of the District property boundaries at Central Green.

Mr. Kalkomey updated the Board on the silt removal and channel repair of channel Va3b and stated AR Turnkey Construction Company, Inc. ("AR Turnkey") has backfilled the rip rap and seeded the slopes of the channel. Discussion ensued regarding rip rap coverage of the channel slope. The Board requested for LJA to follow up with AR Turnkey regarding the rip rap coverage meeting the 6-inch guidelines, as specified in the construction contract.

Mr. Kalkomey updated the Board on the Va14-20 storm water outfall repairs and the Va14-21W interceptor pipe replacement and stated three outfalls have been replaced. Mr. Kalkomey stated Landmark Construction Co. is scheduling the repair for the Mason Road outfall.

Mr. Kalkomey discussed the solar lights located at the Westheimer Parkway mid-block crossing. Discussion ensued regarding the mid-block crossing at South Mason Road and the Diversion Channel. The Board requested for LJA to follow up with Fort Bend County regarding the following items: (i) mid-block crossing at South Mason Road and the Diversion Channel; and (ii) solar lights located at the Westheimer

Parkway mid-block crossing and the South Mason Road mid-block crossing.

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

PHASE II SMALL MS4 GENERAL PERMIT AND STORM WATER MANAGEMENT PLAN ("SWMP")

Mr. Kalkomey discussed the Notice of Intent (the "NOI") and presented the updated Stormwater Management Program ("SWMP") prepared in accordance with the requirements set forth in the 2024 Texas Pollutant Discharge Elimination System General Permit No. TXR040000 for the Board's review.

The Board concurred to defer action on this agenda item until the next Board meeting.

PARK MATTERS

The Board reviewed two contracts for Central Green: (i) Four Black Dogs; and (ii) K&M dba Abrakadoodle Art Education.

Ms. Arcenaux updated the Board on the railing installation at Central Green.

The Board discussed vehicle access to Central Green.

Ms. Arcenaux updated the Board on New Year's Eve festivities at Central Green.

Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Bray moved to approve the Central Green contracts and direct that the contracts be filed appropriately and retained in the District's official records. Director Hubbell seconded the motion, which passed unanimously.

The Board discussed topics for the joint meeting with Cinco Municipal Utility District No. 12.

ADOPTION OF COVERED APPLICATIONS POLICY

Ms. Carner discussed legislation enacted by the Texas Legislature that requires all governmental entities to adopt a policy prohibiting the use of certain social media applications and services on government-owned or -leased devices. She stated that a model policy was developed by the Texas Departments of Public Safety and Information Resources for use by governmental entities. Ms. Carner reviewed the proposed Covered Applications Policy with the Board. Following review and discussion, Director Hubbell moved to adopt a Resolution Adopting Covered

Applications Policy and direct that the Resolution be filed appropriately and retained in the District's official records. Director Nady 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

Ms. Carner 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 Commissioners Court agenda.

The Board inquired about the Interlocal Agreement with Fort Bend County for the Cinco Ranch Boulevard Underpass. Ms. Carner stated she has requested an update from the Fort Bend County Attorney's Office.

Ms. Carner updated the Board on the land believed to be owned by KB Home, in conjunction with Segment Q.

The Board discussed the removal of the damaged fence located behind Enchanted Landing Lane. The Board requested for Champions to send an invoice to LifeTime Fitness for fees associated with the removal of the damaged fence located behind Enchanted Landing Lane.

Director Bray updated the Board on articles to be included in the next newsletter.

The Board discussed the removal of paint located in the pavilion at Willow Fork Park.

The Board discussed the noise analysis study associated with the potential installation of a noise barrier along SH-99 frontage roads from FM 1093 to I-10. The Board requested for ABHR to prepare a draft comment letter to submit to the Texas Department of Transportation in connection to the request for installation of a noise barrier along SH-99 adjacent to Willow Fork Park.

Director Robinson discussed current events.

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

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 January 23, 2025, at the same location mentioned above. The Board discussed the joint meeting with Cinco Municipal Utility District No. 12 scheduled for January 23, 2025, before the parks meeting.

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


Asst. Secretary, Board of Directors

(SEAL)



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