

MINUTES  
WILLOW FORK DRAINAGE DISTRICT

January 13, 2022

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 13<sup>th</sup> day of January, 2022, 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:

Wendy Duncan	President
Gregg Nady	Vice President
John Savage	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 either in person or by telephone were: Bruce Thomas, Director of Cinco Municipal Utility District No. 2 ("Cinco 2"); Katie May, Clay Brandenburg and Robert Miller of Inframark Water & Infrastructure Services ("Inframark"); Jerry Schroeder of Champions Hydro-Lawn ("Champions"); Craig Kalkomey of LJA Engineering ("LJA"); Jennifer Hanna of BKD, Inc.; Glen Jarrett of TBG Partners; Tom Crayton of F. Matuska, Inc.; Yvonne Arceneaux, District Park Manager and Cristen Wiatr; Harry H. Thompson and Jane Miller of Allen Boone Humphries Robinson LLP ("ABHR").

COMMENTS FROM DISTRICT RESIDENTS

Director Duncan 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 Duncan moved to the next agenda item.

PRESENTATION FROM CINCO MUNICIPAL UTILITY DISTRICT NO. 2

Mr. Thomas discussed options for funding and asked that the Board consider supporting construction of an alternatively designed sound wall that the Texas Department of Transportation intends to construct along the Grand Parkway. He also discussed sharing the cost of ongoing maintenance for proposed landscaping around the sound wall following completion of construction. Discussion ensued.

## 2022 DIRECTORS ELECTION

Mr. Thompson reviewed procedures related to the 2022 Directors Election. He reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2022 Directors Election Period.

Mr. Thompson reported on requirements to post a Notice of Deadline to File Applications for Place on the Ballot for the 2022 Directors Election.

Mr. Thompson stated that the District may contract with Fort Bend County (the "County") to conduct the District's 2022 Directors Election.

Following review and discussion, Director Bray moved to (1) adopt a Resolution Designating an Agent of the Secretary of the Board During the 2022 Directors Election Period appointing Jane Miller as the agent of the Secretary of the Board of Directors to perform the duties of the District's Directors Election, authorize the agent to post the related notice as required, and direct that the Resolution be filed appropriately and retained in the District's official records; (2) authorize the Secretary's agent to post the notice as required; and (3) contract with the County to administer the District's election. Director Nady seconded the motion, which was approved 4 to 0, with Director Savage absent during voting.

## APPROVE MINUTES

The Board reviewed the minutes of the December 9, 2021, regular meeting. Director Nady moved to approve the minutes, as amended. Director Bray seconded the motion, which passed 4 to 0, with Director Savage absent during voting.

## APPROVE AUDIT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2021

Ms. Hanna reviewed a draft audit of the District's financial information for the fiscal year end September 30, 2021, a copy of which is attached to these minutes. After review and discussion, upon a motion made by Director Nady, seconded by Director Bray, the Board voted 4 to 0, with Director Savage absent during voting, 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.

## TAX ASSESSOR/COLLECTOR'S REPORT

Mr. Crayton presented the County tax collection report, a copy of which is attached. No action was taken.

FINANCIAL AND BOOKKEEPING MATTERS

Mr. Crayton reviewed the bookkeeper's report and the quarterly investment report, copies of which are attached. Discussion ensued regarding patrol hours reported. After review and discussion, Director Nady moved to approve the bookkeeping report and authorize payment of the bills, with the exception of check no. 66307. Director Bray seconded the motion, which passed 4 to 0, with Director Savage absent during voting.

In accordance with the District's Investment Policy, the Board considered the annual disclosure statements of the District's Investment Officer and Bookkeeper. Mr. Thompson 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.

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

After review and discussion, Director Bray moved to (1) accept the disclosure statements as presented and to authorize they be appropriately filed; and (2) authorize Ms. Wiatr to review checks and invoices presented for payment before each Board meeting. Director Nady seconded the motion, which passed 4 to 0, with Director Savage absent during voting.

UPDATE ON FEMA CLAIM AND MAINTENANCE OF STORM SEWER LINES

Ms. May and Mr. Miller updated the Board on the total reimbursement received for the Diversion Channel project from the Federal Emergency Management Agency ("FEMA") and the status of projects pending approval for funding.

Director Savage joined the meeting.

Mr. Miller reviewed a Storm Line Maintenance Report, a copy of which is attached, and he and Mr. Brandenburg discussed Inframark's response to a violation notice received from the Texas Commission on Environmental Quality ("TCEQ") for samples pulled at the Cinco Central Wastewater Treatment Plant during the month of November 2021. Mr. Miller said that an auto sampler that was clogged has been repaired. Mr. Brandenburg said that a response explaining the sampling error has been filed with the TCEQ and that no other action is necessary.

## OPERATOR'S REPORT, INCLUDING AUTHORIZING DITCH MAINTENANCE

Mr. Schroeder reviewed the operator's report, a copy of which is attached, reviewed the status of the ditches and channels, as well as certain trails, and reviewed the following proposals with the Board:

1. Proposal in the amount of \$1,150 per trap per month for feral hog removal in Exploration Park;
2. Proposal in the amount of \$1,150 per trap per month for feral hog removal in the Va14 channel;
3. Proposal in the amount of \$\_\_\_\_\_ to replace the intake screen at the 32-acre park.

Mr. Kalkomey discussed a resident complaint regarding a backslope swale causing his fence to fall. Ms. Kalkomey said he would present options for repair of the fence at the parks meeting.

Following review and discussion, Director Bray moved to (1) approve both proposals for feral hog removal for a maximum of three traps per proposal; and (2) authorize replacement of the intake screen at the 32-acre park.

## ENGINEER'S REPORT

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

Mr. Kalkomey said that LJA has been unable to find replacement parts for the lights out in Exploration Park. The Board requested that LJA find replacement parts to repair the parking lot lights, at a minimum and as a priority.

No action was taken by the Board.

## PROJECT BARKER

Mr. Thompson and Director Duncan updated the Board regarding meetings with project stakeholders/contributors to discuss the project and funding for same. Director Nady requested a tracking sheet showing funding committed by each stakeholder/contributor as confirmation of participation is received. Discussion ensued regarding additional funding sources, including funds available through federal lands access programs.

Discussion ensued regarding submitting a request to the Texas Water Development Board to extend the District's application for funding. Following discussion, Director Nady moved to authorize LJA to proceed with the request for a

time extension discussed with the Board. Director Savage seconded the motion, which passed unanimously.

## PARK MATTERS

Mr. Thompson reviewed proposed letter agreements from Cinco Municipal Utility District No. 12 (“Cinco 12”) (1) requesting additional patrol hours for a one-time payment in the amount of \$28,475; and (2) committing \$125,000 for Central Green Park events in 2022 and authorizing the use of unused funds committed in 2021 bringing the total contribution to \$250,000. Following review and discussion, Director Savage moved to approve the letter agreements with Cinco 12. The motion was seconded by Director Nady and passed unanimously.

The Board concurred to defer approval of contract extension for certain vendors until the parks meeting.

## COMMUNITY COMMUNICATIONS

Director Duncan reviewed a communications report from April Renberg, a copy of which is attached, and discussed a proposed newsletter issue in April or May 2022. Following discussion, Director Nady moved to authorize preparation of a spring newsletter issue. Director Bray seconded the motion, which passed unanimously.

Mr. Thompson reviewed with the Board a memorandum regarding designating addresses and methods for receipt of requests for public information under the Texas Public Information Act (“TPIA Requests”), a copy of which is attached. The Board considered designating a mailing address and an email address and approving other methods for receipt of TPIA Requests, pursuant to Section 552.234 of the Texas Government Code. After review and discussion, Director Nady moved to: (1) adopt a Resolution Establishing Addresses and Methods for Texas Public Information Act Requests (“Resolution”) to (a) designate the address of the District’s official office as the mailing address and wil000@txdistricts.info as the email address for receipt of TPIA Requests to the District; and (b) direct that the designated addresses and methods be printed on the sign displayed by the District under Section 552.205, Texas Government Code; and (2) direct the Resolution to be filed appropriately and retained in the District’s official records. Director Duncan seconded the motion, which passed unanimously.

## CURRENT EVENTS AND ACTION ITEMS

Director Robinson discussed current events.

HOUSTON STRONGER

The Board discussed membership in Houston Stronger. Following discussion, Director Bray moved to authorize membership at an executive participation level, subject to confirmation of benefits received by the District at the chosen participation level. Director Robinson seconded the motion, which passed unanimously.

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

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Secretary, Board of Directors

(SEAL)

