

MINUTES  
WILLOW FORK DRAINAGE DISTRICT

December 14, 2023

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 14<sup>th</sup> day of December 2023, 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, either in person or by telephone, were: Robert Miller of Inframark Water & Infrastructure Services ("Inframark"); Marie Newsom of Champions Hydro-Lawn ("Champions"); Joe Voigt and 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 Harry H. Thompson 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.

Director Nady discussed a possible memorial area in the District in memory of a resident's child who recently passed away.

Discussion ensued regarding the use of a traffic counter to monitor trail usage. The Board concurred for Director Nady to look into the matter further.

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 November 9, 2023, regular meeting. After review and discussion, Director Nady moved to approve the minutes, as amended. Director Bray seconded the motion, which passed unanimously.

## TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Sliva presented the County tax collection report, a copy of which is attached.

Following review and discussion, and information provided by the County tax assessor collector, Director Bray moved to approve the County tax collection report. Director Nady seconded the motion, which passed unanimously.

## TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR BOARD OF DIRECTORS WINTER CONFERENCE

The Board reviewed the District's Travel Reimbursement Guidelines and the Board discussed expenses for the upcoming Association of Water Board Directors winter conference.

## 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.

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

## ADOPT RESOLUTION CASTING BALLOT FOR THE ELECTION OF A PERSON TO THE BOARD OF DIRECTORS OF THE FORT BEND CENTRAL APPRAISAL DISTRICT ("FBCAD")

The Board considered adopting a Resolution Voting for Director in the Board of Directors Election for FBCAD. Following discussion, the Board concurred to take no action on this agenda item.

## OPERATOR'S REPORT, INCLUDING AUTHORIZING DITCH MAINTENANCE

Ms. Newsom 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 drainage areas connected to the Willow Fork Park lake.

The Board discussed the fountain located at Willow Fork Park. Mr. Fletcher presented a proposal from Lake Management to repair the motor of the fountain at Willow Fork Park in the amount of \$3,469.94.

Following review and discussion and based on the operator's recommendation, Director Nady moved to: (1) approve the operator's report; and (2) approve proposal from Lake Management to repair the motor of the floating fountain located at Willow Fork Park in the amount of \$3,469.94. Director Hubbell seconded the motion, which passed unanimously.

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

Mr. Miller 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.

Mr. Miller reviewed a storm line maintenance report, a copy of which is attached.

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 Stormwater Quality Park project and recommended approval of Pay Estimate No. 7 and Final from GW Phillips in the amount of \$50,845.98 for the Stormwater Quality Park project, and acceptance of the project. Discussion ensued regarding the delayed completion date of the project.

The Board discussed a request from a resident regarding the planting of trees along Canyon Gate. The Board concurred to discuss the matter further at the next parks committee meeting.

Mr. Kalkomey discussed repairs at Va9. Mr. Kalkomey then stated GW Phillips completed the second outfall repair on Va9-11E and recommended payment of the invoice for the repair work, in the amount of \$33,000.00.

Mr. Kalkomey updated the Board on the silt removal and channel repair of channel Va3b. Mr. Kalkomey stated the project will go out for bid in January.

The Board discussed upcoming construction along SH 99 and the impact on District outfalls.

Following review and discussion, and based off the engineer's recommendation, Director Bray moved to: (1) approve the engineer's report; (2) approve Pay Estimate No. 7 and Final from GW Phillips in the amount of \$50,845.98 for the Stormwater Quality Park project and acceptance of the project; and (3) approve payment of the invoice from GW Phillips for the repair work completed at Va9-11E, in the amount of \$33,000.00. Director Nady seconded the motion, which passed unanimously.

#### PARK MATTERS

The Board discussed and prioritized potential joint projects with Cinco Municipal Utility District No. 12 ("MUD 12") The Board then discussed financial contributions for the projects.

The Board discussed scheduling a joint meeting with MUD 12 in January.

The Board reviewed two contracts for Central Green: (i) Mary Coover for the MLK Dreams, Art and Freedom event; and (ii) Mary Coover for H-Town Sports Day. Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Nady moved to approve the contract. Director Hubbell seconded the motion, which passed unanimously.

Ms. Arceneaux discussed upcoming events at Central Green and safety measures related to Central Green events.

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

The Board discussed security cameras at Exploration Park and the potential replacement of security cameras at Exploration Park. Director Nady stated he will bring a proposal for the replacement of security cameras at Exploration Park to the next Board meeting.

The Board discussed the Houston Stronger membership and concurred to continue to be a part of Houston Stronger.

Director Robinson discussed current events.

REVIEW AND UPDATE EMINENT DOMAIN REPORT TO THE TEXAS COMPTROLLER

Mr. Thompson reported on filing of the District's Eminent Domain Authority Annual Report with the Comptroller of the State of Texas pursuant to Section 2206.154, Texas Government Code.

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

The Board concurred to hold the next drainage meeting in person on January 11, 2024, at LJA's office located at 1904 West Grand Parkway North, Suite 100, Katy, Texas 77449, and to hold the next parks meeting in person on December 28, 2023, at the same location mentioned above.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.074, TEXAS GOVERNMENT CODE, TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF A PUBLIC OFFICER OR EMPLOYEE

The Board convened in executive session at 12:39 p.m. pursuant to Section 551.074 of the Texas Government Code to deliberate the duties, appointment, and evaluation of an employee. Mr. Thompson and Ms. Lington were also present.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION REGARDING PENDING OR CONTEMPLATED LITIGATION OR THE LEGAL ADVICE BY THE DISTRICT'S ATTORNEY


The Board reconvened in open session at 12:42 p.m.

Director Nady made a motion to approve personnel matters as discussed. Director Bray seconded the motion, which passed unanimously.

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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