

MINUTES
WILLOW FORK DRAINAGE DISTRICT

January 11, 2024

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 11th day of January 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, either in person or by telephone, were: Robert Miller of Inframark Water & Infrastructure Services ("Inframark"); Jerry Schroeder and Marie Newsom of Champions Hydro-Lawn ("Champions"); Jennifer Hanna of Forvis, LLP; Craig Kalkomey of LJA Engineering ("LJA"); Cara Sliva of Artesian Financial Services ("Artesian"); Yvonne Arceneaux, District Park Manager; and Harry H. Thompson, Katie Carner and Whitney Lington of Allen Boone Humphries Robinson LLP ("ABHR").

COMMENTS FROM DISTRICT RESIDENTS

Mr. Thompson introduced Ms. Carner to the Board.

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 December 14, 2023, regular meeting. After review and discussion, Director Bray moved to approve the minutes, as amended. Director Hubbell seconded the motion, which passed unanimously.

OPERATOR'S REPORT, INCLUDING AUTHORIZING DITCH MAINTENANCE

Mr. Schroeder 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 maintenance and repairs connected to Va3 and Va10.

The Board discussed bollards in the District.

The Board discussed sidewalk repairs along Mason Road south of the Equestrian Center.

The Board discussed graffiti located in the Va12 box off Gaston Road.

Mr. Schroeder discussed the maintenance budgets for Central Green, Exploration Park and Willow Fork Park. Mr. Schroeder presented the following proposed budgets: (i) Central Green in the amount of \$36,730.00; (ii) Exploration Park in the amount of \$114,394.00; and (iii) Willow Fork Park in the amount of \$341,650.74. Discussion ensued.

Following review and discussion and based on the operator's recommendation, Director Nady moved to: (1) approve the operator's report; and (2) approve the three proposed budgets from Champions for park maintenance: (i) Central Green in the amount of \$36,730.00; (ii) Exploration Park in the amount of \$114,394.00; and (iii) Willow Fork Park in the amount of \$341,650.74. Director Hubbell seconded the motion, which passed unanimously.

APPROVE AUDIT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2023

Ms. Hanna reviewed a draft audit of the District's financial information for the fiscal year end September 30, 2023, a copy of which is attached. Following review and discussion Director Hubbell 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 Nady seconded the motion, which passed unanimously.

2024 DIRECTORS ELECTION

Mr. Thompson reviewed procedures related to the 2024 Directors Election. He reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2024 Directors Election Period.

Mr. Thompson reported on requirements to post a Notice of Deadline to File Applications for Place on the Ballot ("Notice of Deadlines") for the 2024 Directors Election.

Mr. Thompson stated that the District may contract with Fort Bend County (the "County") to conduct the District's 2024 Directors Election.

Following review and discussion, Director Nady moved to: (1) adopt a Resolution Designating an Agent of the Secretary of the Board During the 2024

Directors Election Period appointing Whitney Lington 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 of Deadlines as required; and (3) contract with the County to administer the District's election. Director Bray seconded the motion, which passed unanimously.

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Sliva presented the County tax collection report including the delinquent tax roll, and a delinquent tax attorney report from Perdue, Brandon, Fielder, Collins & Mott, LLP ("Perdue"), copies of which are 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.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Sliva reviewed the bookkeeper's report, a copy of which is attached. Ms. Sliva requested Board approval for one additional check not included in the bookkeeper's report, check no. 8652 in the amount of \$360.00 payable to Mary Coovert.

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.

The Board discussed the budgeted desilting reserve. The Board concurred to transfer \$600,000.00 from operating fund investments to the desilting reserve.

Following review and discussion, and based off of the bookkeeper's recommendation, Director Robinson moved to approve the bookkeeper's report and payment of the bills, including check no. 8652. Director Hubbell seconded the motion, which passed unanimously.

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.

Following review and discussion, Director Nady moved to accept the disclosure statements as presented and to authorize they be appropriately filed. Director Hubbell seconded the motion, the motion, which passed unanimously.

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

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

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 the Inframark invoice for November.

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

ENGINEER'S REPORT

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

Mr. Kalkomey discussed floodplain administration for the District and overlapping jurisdiction related to the same. Mr. Kalkomey then discussed the National Flood Insurance Program ("NFIP") and the Community Rating System ("CRS") program in connection to floodplain administration for the District. Mr. Kalkomey reviewed three options for the District regarding moving forward with NFIP and CRS: (i) District withdrawal from NFIP and responsibilities will be transferred to Fort Bend County and Harris County, as applicable; (ii) District remaining with NFIP and joining the CRS program; and (iii) District remaining with NFIP and no changes to current program. Mr. Kalkomey recommended that the District proceed with option (i). Discussion ensued.

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 next week and bids will be presented at the February drainage meeting.

Mr. Kalkomey updated the Board on upcoming construction along SH 99 and presented construction plans from the Texas Department of Transportation ("TxDOT") for the upcoming project.

Mr. Kalkomey updated the Board on pedestrian safety concerns at Cinco Ranch Boulevard and the Grand Parkway and stated Commissioner Morales' office is in contact with TxDOT and reviewing the concerns raised by residents.

The Board discussed the diversion channel and the installation of channel markers to monitor water levels in District channels.

Following review and discussion, and based off the engineer's recommendation, Director Bray moved to: (1) approve the engineer's report; and (2) authorize LJA to coordinate with Fort Bend County and Harris County and then to proceed with the District's withdrawal from NFIP. Director Hubbell 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, AND APPROVAL OF YEAR 2023 ANNUAL REPORT AND PUBLIC EDUCATION MATERIALS
PARK MATTERS

There was no discussion on this agenda item.

PARK MATTERS RELATED TO DRAINAGE IMPROVEMENT PROJECTS, AND/OR MAINTENANCE OF DRAINAGE FACILITIES USED FOR RECREATIONAL PURPOSES AND PARK MANAGER/PARK COMMITTEE MATTERS

Ms. Burns updated the Board on improvements at Central Green. Ms. Burns then recommended approval of Change Order No. 1 in the amount of \$15,640.00 from Heritage Construction Services, LLC. ("Heritage") for additional materials and supplies for the planters. Discussion ensued regarding current and new planters located at Central Green. The Board determined that Change Order No. 1 is beneficial to the District.

The Board reviewed and discussed a report from Lake Management, a copy of which is attached. The Board then discussed the invoice associated with the motor repair of the pump located at Willow Fork Park lake. The Board concurred for Director Savage to follow up with Lake Management regarding the invoice.

Following review and discussion, and based on the landscape architecture's recommendation, Director Bray moved to approve Change Order No. 1 in the amount of \$15,640.00 from Heritage for additional materials and supplies, subject to

confirmation from Central Green regarding planter coating. Director Hubbell 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 Nady updated the Board on trail counters.

Director Hubbell updated the Board on the January newsletter.

The Board discussed scheduling a joint meeting with Cinco Municipal Utility District 12 ("MUD 12") on January 31, 2024.

Director Robinson discussed current events.

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

The Board concurred to hold the next drainage meeting in person on February 8, 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 January 25, 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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