

MINUTES
WILLOW FORK DRAINAGE DISTRICT

February 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 8th day of February 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: David Drake of Cinco Municipal Utility District No. 7 ("MUD 7"); Robert Miller of Inframark Water & Infrastructure Services ("Inframark"); Craig Rathmann of Rathmann & Associates, L.P.; Jerry Schroeder and Marie Newsom of Champions Hydro-Lawn ("Champions"); 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

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 January 11, 2024, regular meeting. Following review and discussion, Director Bray moved to approve the minutes. Director Hubbell seconded the motion, which passed unanimously.

2024 DIRECTORS ELECTION

Ms. Carner discussed procedures related to the 2024 Directors Election.

Ms. Carner stated the District could potentially contract with Fort Bend County and Harris County to administer District directors elections. She then explained that the Harris County Clerk notified the District that Harris County will not contract with political subdivisions, such as the District, to administer the District's May 2024 directors election. She stated that, as a result, the District will not contract with Harris County, but instead the District will contract only with Fort Bend County, if required.

Ms. Carner discussed exemptions from using electronic voting systems during the 2024 Directors Election. Ms. Carner stated the District will be contracting with Fort Bend County for the District's May 2024 directors election, if required, and will not need exemptions from using electronic voting systems.

Ms. Carner stated the because the District is contracting with Fort Bend for the District's May 2024 directors elections, the District will not need to set pay for election officials during the 2024 directors election.

Ms. Carner reviewed an Order Calling Directors Election.

Ms. Carner then discussed that Notice of Election may be required to be posted or published and provided to the County Clerk and Voter Registrar of Fort Bend County and Harris County.

Following review and discussion, Director Nady moved to: (1) adopt the Order Calling Directors Election and direct that the Order be filed appropriately and retained in the District's official records; and (2) authorize the Secretary's agent to post or publish and provide to the County Clerk and Voter Registrar Notice of Election, if required, and to direct that the Notice be filed appropriately and retained in the District's official records. 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.

Mr. Rathmann then discussed a tax exemption analysis. The Board reviewed a Resolution Concerning Exemptions from Taxation, as well as the District's financial advisor's recommendation and information regarding exemptions. Following review and discussion, Director Robinson moved to adopt a Resolution Concerning Exemptions from Taxation granting a \$80,000 exemption for persons over 65 and/or disabled and rejecting a general residence homestead exemption. 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 requested Board approval of two additional holding checks not included in the bookkeeper's report, check no. 8710 payable to Moore Marketing and Management ("Moore Marketing") in the amount of \$6,000.00 and check no. 8711 payable to Moore Marketing in the amount of \$10,000.00.

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.

Discussion ensued regarding Lake Management Services, L.P. invoices.

The Board discussed the upcoming Association of Water Board Directors ("AWBD") summer conference and concurred to authorize attendance at the AWBD summer conference.

Ms. Carner presented and reviewed a Depository Pledge Agreement between the District and NewFirst National Bank ("NewFirst").

Following review and discussion, and based off of the bookkeeper's recommendation, Director Bray moved to: (1) approve the bookkeeper's report and payment of the bills, including check nos. 8710 and 8711; and (2) approve the Depository Pledge Agreement between the District and NewFirst and direct that the Agreement be filed appropriately and retained in the District's official records. Director Nady 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 the washout located at Va11. Mr. Schroeder stated that Champions will assess sidewalk damage and sidewalk repairs once Fort Bend Drainage District ("FBDD") has completed the repair work for the washout out at Va11.

Mr. Schroeder stated the Parks Manager identified 3 benches located at Central Green that may be in need of replacement. Mr. Schroeder presented a proposal from Champions in the amount of \$8,890.00 to replace 3 benches located at Central Green. Discussion ensued. Following review and discussion, the Board concurred to defer action until the parks Board meeting.

The Board discussed graffiti located at Va12 box off Gaston Road. Mr. Schroeder presented a proposal from Champions in the amount of \$1,950.00 for graffiti removal at Va12 Gaston Road. Discussion ensued. The Board requested for Champions to research graffiti resistant paint and provide follow up at the next meeting.

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 Champions in the amount of \$1,950.00 for graffiti removal at Va12 Gaston Road. Director Hubbell seconded the motion, which passed unanimously.

The Board discussed authorization for emergency repairs under Champion's drainage and parks agreements. Following review and discussion, Director Nady made a motion to authorize Champions to complete emergency drainage repairs in an amount not to exceed \$20,000.00 provided a Board Director authorizes such repair in writing. Director Bray 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. Discussion ensued regarding the reimbursement timeline and associated invoices.

Mr. Miller reviewed a storm line maintenance report, a copy of which is attached. Mr. Miller discussed a water quality noncompliance notification and actions taken by Inframark. Discussion ensued.

Mr. Miller reviewed the Inframark invoice for January.

Following review and discussion, and based on Inframark's recommendation, Director Bray made a motion to approve the storm line maintenance report. Director Hubbell 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 silt removal and channel repair of channel Va3b. Mr. Kalkomey stated bids will be received next week and presented at the February parks meeting.

Mr. Kalkomey updated the Board on the outfall repair at Buffalo Bayou and stated FBDD is completing repair work. Mr. Kalkomey stated that LJA will review sidewalk repairs once the work is complete by FBDD. Discussion ensued regarding

sidewalk repairs connected to the outfall repair and the responsible parties for the sidewalk repairs. The Board requested for Champions to assess the sidewalk repairs once the work is completed by FBDD and report back to the Board.

Mr. Drake discussed trail closures in connection to the upcoming construction along SH 99. The Board discussed proposed trail detours during the closure of Buffalo Fort Bend County's Bayou Trail Underpass. The Board requested for ABHR to prepare comments on behalf of the District to the Texas Department of Transportation ("TxDOT") regarding the proposed trail closures connected to the upcoming construction along SH 99 for discussion at the February parks meeting.

Following review and discussion, and based off the engineer's recommendation, Director Nady moved to: (1) approve the engineer's report; and (2) authorize ABHR to prepare a letter to TxDOT with District comments regarding the trail closures connected to the upcoming construction along SH 99. Director Bray 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

Mr. Kalkomey updated the Board on the Phase II Small MS4 general permit.

PARK MATTERS RELATED TO DRAINAGE IMPROVEMENT PROJECTS, AND/OR MAINTENANCE OF DRAINAGE FACILITIES USED FOR RECREATIONAL PURPOSES AND PARK MANAGER/PARK COMMITTEE MATTERS INCLUDING APPROVE CONTRACTS FOR EVENTS, AS APPROPRIATE, DISCUSS PARK OPERATIONS, PARK ASSISTANT MATTERS, AND AUTHORIZE APPROPRIATE ACTION

Mr. Thompson updated the Board on recent activity at Willow Fork Park. Discussion ensued regarding District park guidelines and the posting of District park guidelines. The Board then discussed special events at District facilities and guidelines for scheduling special events at District facilities.

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

The Board reviewed contracts for Central Green: (i) AIX FIRM LLC; and (ii) Davi Jay and The Bourbon Street Experience. Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Hubbell moved to approve the contracts and direct that the contracts be filed appropriately and retained in the District's official records. Director Nady seconded the motion, which passed unanimously.

The Board concurred to discuss park assistant matters in executive session.

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 flood insurance post cards. The Board concurred for Director Hubbell to follow up with Ms. Renberg to begin the process of preparing flood insurance post cards to send to residents.

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 in person on March 14, 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 February 22, 2024, 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 1:07 p.m. pursuant to Section 551.074 of the Texas Government Code to deliberate the duties, appointment, and evaluation of an employee. Mr. Thompson, Ms. Carner, Ms. Lington and Ms. Arceneaux were also present.

Ms. Arceneaux left the meeting at 1:10 p.m.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board reconvened in open session at 1:13 p.m.

Director Robinson made a motion to authorize ABHR to prepare an employment agreement with Theresa Siegmyer for the position of park assistant. Director Hubbell 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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