

MINUTES
WILLOW FORK DRAINAGE DISTRICT

March 14, 2024

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 14th day of March 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 except Director Bray, thus constituting a quorum.

Also attending the meeting, either in person or by telephone, were: Wendy McDaniel, resident of the District; Stephanie Lampe, member of the public; Robert Miller of Inframark Water & Infrastructure Services ("Inframark"); Joe Voigt and Casey Fletcher of Lake Management Services, L.P. ("Lake Management"); Matt Froehlich of BGE, Inc. ("BGE"); Jerry Schroeder and Marie Newsom of Champions Hydro-Lawn ("Champions"); Shanna O'Hara of LJA Engineering ("LJA"); Cara Sliva of Artesian Financial Services ("Artesian"); Andrew Dunn of On-Site Protection LLC ("On-Site"); Yvonne Arceneaux, District Park Manager; and Andrew Vaughan 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. McDaniel discussed concerns regarding construction behind her property and the replanting of vegetation in the disturbed area behind her property. Mr. Froehlich stated the construction is related to the North Fort Bend Water Authority's ("NFBWA") waterline project. Discussion ensued regarding ownership and security of the construction area.

There being no other 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 February 8, 2024, regular meeting. Following review and discussion, Director Hubbell moved to approve the minutes. Director Robinson seconded the motion, which passed unanimously.

2024 DIRECTORS ELECTION

Mr. Vaughan discussed procedures related to the 2024 Directors Election.

Mr. Vaughan presented a Certificate Declaring Unopposed Status of Candidates for Election to the Board of Directors to be executed by the Board Secretary stating that the District received two candidate applications for the two director positions for the May 4, 2024, Directors Election.

Mr. Vaughan presented an Order Cancelling Election and Declaring Unopposed Candidates Elected to Office stating that the May 4, 2024, Directors Election is cancelled and that the unopposed candidates, Sarah Hubbell and Joseph S. Robinson, are declared elected to office to serve from the May 4, 2024, Directors Election until the May 6, 2028, Directors Election.

Mr. Vaughan discussed that the Board had approved entering into a contract with Fort Bend County (the "County") to administer the District's 2024 Directors Election, and may now cancel the contract with the County for election services.

Following review and discussion, Director Robinson moved to: (1) accept the Certificate Declaring Unopposed Status of Candidates for Election to the Board of Directors; (2) adopt the Order Cancelling Election and Declaring Unopposed Candidates Elected to Office and direct that the Order be filed appropriately and retained in the District's official records; and (3) cancel the contract with the County for election services for the May 2024 Directors Election. Director Nady seconded the motion, which passed by unanimous vote.

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 Hubbell moved to approve the County tax collection report. Director Robinson seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Sliva reviewed the bookkeeper's report, a copy of which is attached. Discussion ensued regarding check no. 8759 payable to DL Meacham LP in the amount

of \$6,934.50 and check no. 8764 payable to Heritage Construction Services LLC in the amount of \$22,275.00. The Board concurred to hold payment on check nos. 8759 and 8764 until the parks meeting.

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 enTouch Systems invoices.

Mr. Vaughan reviewed an Annual Report containing updated financial and operating data to be filed in accordance with the continuing disclosure provisions contained in the bond resolutions. He stated that the District is required to file certain financial and operating data with the Municipal Securities Rulemaking Board through the Electronic Municipal Market Access (“EMMA”) system in compliance with SEC Rule 15c12-12.

The Board reviewed the District’s procedures for continuing disclosure compliance and determined that no changes are required at this time.

Following review and discussion, and based off of the bookkeeper’s recommendation, Director Nady moved to: (1) approve the bookkeeper’s report and payment of the bills, excluding check nos. 8759 and 8764; and (2) approve the Annual Report, authorize the attorney to submit the District’s updated financial and operating data to EMMA in compliance with the continuing disclosure provisions contained in the bond resolutions and direct that the Report be filed appropriately and retained in the District’s official records. 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 the sidewalk located near the swale interceptor at Va3e and proposed repairs for the area.

Mr. Schroeder presented a proposal from Champions in the amount of \$11,854.00 for the replacement of the section J sidewalk connector to the HOA sidewalk in the area disturbed by Fort Bend Drainage District (“FBDD”) interceptor repairs at Oxbow Lake and Buffalo Bayou. Discussion ensued regarding FBDD’s communication related to the repairs at Oxbow Lake.

Mr. Schroeder updated the Board on the WF-1W interceptor replacement. Ms. O’Hara stated LJA solicited three bids and received two bids for the WF-1W interceptor

replacement: (i) Greater Houston Construction ("Greater Houston") in the amount of \$24,990.00; and (ii) Champions in the amount of \$30,972.95. Discussion ensued regarding use of C sand for the project. The Board concurred to defer action until the parks meeting.

The Board discussed repairs needed at the Va14-20 storm water outfall. The Board concurred for LJA to review the repairs and solicit for bids for the project.

Mr. Schroeder presented a proposal from Champions in the amount of \$22,896.28 for the replacement of Va14-21W interceptor pipe. Discussion ensued regarding combining the Va14-21W interceptor pipe replacement with the Va14-20 storm water outfall repairs.

Mr. Schroeder presented a proposal from Champions in the amount of \$12,625.00 for modifications to the Va3e-85 interceptor pipe. Discussion ensued.

The Board discussed the NFBWA waterline project.

Following review and discussion and based on the operator's recommendation, Director Nady moved to: (1) approve the operator's report; (2) approve proposal from Champions in the amount of \$11,854.00 for the replacement of the section J sidewalk connector to the HOA sidewalk in the area disturbed by FBDD's interceptor repairs at Oxbow Lake and Buffalo Bayou; (3) authorize LJA to solicit bids for repairs at Va14-20 storm channel and Va14-21W interceptor pipe; and (4) approve proposal from Champions in the amount of \$12,625.00 for modifications to the Va3e-85 interceptor pipe. Director Hubbell seconded the motion, which passed unanimously.

Mr. Fletcher updated the Board on algae treatments for District facilities. Mr. Fletcher presented a proposal from Lake Management in the amount of \$1,155.00 for liquid dye to be used in District facilities. Discussion ensued regarding use of liquid dye at District facilities.

The Board discussed intake and outtake discharge pipes located at Willow Fork Park lake.

Following review and discussion, Director Nady made a motion to approve the proposal from Lake Management in the amount of \$1,155.00 for liquid dye to be used in District facilities. 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. Mr. Miller discussed two water quality noncompliance notifications and actions taken by Inframark. Discussion ensued.

Mr. Miller discussed the upcoming MS4 permit renewal.

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

ENGINEER'S REPORT

Ms. O'Hara reviewed the engineer's report, a copy of which is attached.

Ms. O'Hara updated the Board on the silt removal and channel repair of channel Va3b. Ms. O'Hara stated bids will be received on March 21, 2024 and presented at the next Board meeting.

Ms. O'Hara updated the Board on the downed fiber line located across the trail along the Buffalo Bayou. Ms. O'Hara stated a temporary repair is in place and the NFBWA is working on a permanent repair.

Ms. O'Hara stated LJA sent a survey team to Central Green to assess District boundaries and lease boundaries of businesses located along Central Green Park. Discussion ensued regarding placement of planters in Central Green within District boundaries. The Board requested for LJA to follow up with TBG Partners regarding the placement of planters in Central Green.

The Board discussed the crime feed link provided by the Fort Bend County Sheriff's Office ("FBCSO"). Director Nady stated that the FBCSO will be ending their subscription with LexisNexis. Discussion ensued. Following review and discussion, the Board requested for ABHR to contact the FBCSO and request for the LexisNexis subscription to be renewed.

Mr. Vaughan stated the District received a contribution agreement from Grand Lakes Water Control and Improvement District ("Grand Lakes") for the construction of the Cinco Ranch Boulevard Underpass in the amount of \$25,000.00.

The Board discussed the undeveloped land located by Cinco Ranch High School.

Following review and discussion, and based off the engineer's recommendation, Director Nady moved to: (1) approve the engineer's report; and (2) accept contribution agreement with Grand Lakes. 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 INCLUDING ADOPT ORDER ESTABLISHING AMENDED RULES AND REGULATIONS REGARDING USE OF DISTRICT RECREATIONAL FACILITIES, AND AUTHORIZE APPROPRIATE ACTION

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

The Board reviewed contracts for Central Green: (i) Brenda Guy; and (ii) Impact News Marketing. Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Hubbell moved to: (1) approve the contracts; (2) authorize Ms. Arceneaux to sign contract for Impact News Marketing; and (3) 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 reviewed and discussed Amended Rules and Regulations Regarding Use of District Recreational Facilities. Following review and discussion, Director Nady moved to adopt an Order Establishing Amended Rules and Regulations Regarding Use of District Recreational Facilities, subject to final review of specified vehicles listed in the rules and regulations, and direct that the Order be filed appropriately and retained in the District's official records. Director Hubbell seconded the motion, which carried unanimously.

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

This agenda item was discussed during the operator's report.

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

Director Hubbell updated the Board on the upcoming newsletter.

Director Robinson discussed current events.

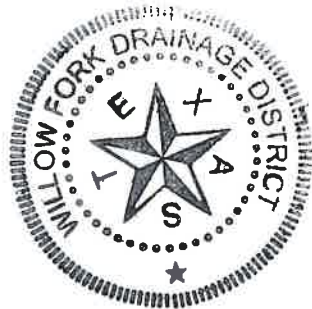
Director Nady updated the Board on trail counters in the District.

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

The Board concurred to hold the next drainage meeting on April 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 on March 28, 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)



Jan H. Bell
Secretary, Board of Directors

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