

MINUTES
WILLOW FORK DRAINAGE DISTRICT

April 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 April 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 Robinson, thus constituting a quorum.

Also attending the meeting were: Robert Miller of Inframark Water & Infrastructure Services ("Inframark"); Jerry Schroeder and Marie Newsom of Champions Hydro-Lawn ("Champions"); Craig Kalkomey of LJA Engineering ("LJA"); Cara Sliva of Artesian Financial Services ("Artesian"); and 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 March 14, 2024, regular meeting. Following 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

The Board concurred to discuss the tax collection report at the parks meeting moving forward.

Ms. Sliva discussed the delinquent tax attorney report from Perdue, Brandon, Fielder, Collins & Mott, LLP (“Perdue”), a copy of which is attached.

The Board discussed the delinquent tax account for the property at 2430 Hollow Court and noted the delinquent tax attorney had requested that the Board consider approving an order of sale for the property.

Following review and discussion, and information provided by the delinquent tax attorney, Director Nady moved to authorize Perdue to request an order of sale for the property located at 2430 Hollow Court. Director Hubbell seconded the motion, which passed unanimously.

RENEWAL OF DISTRICT’S INSURANCE POLICIES

The Board reviewed an insurance renewal proposal from McDonald & Wessendorff Insurance (“McDonald”) with a renewal premium in the amount of \$31,128.00. Discussion ensued regarding boiler and machinery coverage. Following review and discussion, Director Nady made a motion to authorize renewal of the District’s insurance policies through McDonald. Director Bray 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 to exclude check no. 8807 payable to Advanced Construction and Development in the amount of \$2,505.24.

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 Bray moved to: (1) approve the bookkeeper’s report and payment of the bills, excluding check no. 8807. 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.

Mr. Schroeder discussed 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. Discussion ensued regarding the repairs related to the Va14-20 storm water outfall.

The Board discussed marking drainage facilities to monitor water levels.

The Board discussed maintenance of District facilities.

Following review and discussion and based on the operator's recommendation, Director Bray moved to approve the operator's report. Director Hubbell seconded the motion, which passed unanimously.

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

The Board discussed algae treatments at District facilities.

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. The Board inquired about communications with FEMA.

Mr. Miller reviewed a storm line maintenance report, a copy of which is attached, and discussed Inframark's annual consumer price index increase.

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 updated the Board on floodplain administration for the District.

Mr. Kalkomey updated the Board on the outfall repair at Buffalo Bayou.

Mr. Kalkomey updated the Board on Central Green improvements and stated LJA has updated the exhibit for the lease agreement with LaCenterra to reflect the District's property boundaries. Discussion ensued regarding the placement of planters in Central Green and use of markers to identify District property boundaries.

Mr. Kalkomey updated the Board on the silt removal and channel repair of channel Va3b and stated LJA is finalizing contracts.

Ms. Carner updated the Board on Cinco Ranch Boulevard Underpass and associated agreements for the project. Discussion ensued regarding maintenance of Cinco Ranch Boulevard Underpass once the project is complete. The Board then discussed contributions from surrounding entities for the project.

The Board inquired about the Enchanted Meadow Midblock Crossing.

Following review and discussion, and based off the engineer's recommendation, Director Hubbell moved to approve the engineer's report. Director Nady 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

The Board discussed the lights installed at Willow Fork Park and adjusting the timers for the lights.

The Board discussed security personnel at Willow Fork Park and concurred to discuss the matter further at the parks meeting.

Mr. Schroeder updated the Board on the installation of the bulletin board at the entrance of Willow Fork Park.

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 flood insurance post cards.

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

Director Bray updated the Board on Houston Stronger.

The Board discussed a resident concern regarding the pedestrian crosswalk signals at SH 99 and Cinco Ranch Boulevard Underpass. The Board concurred for ABHR to follow up with the Texas Department of Transportation to request that they correct the matter.

Mr. Kalkomey stated there is an upcoming meeting to discuss reactivating the Fort Bend County Flood Management District.

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

The Board concurred to hold the next drainage meeting on May 9, 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 April 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.



Secretary, Board of Directors

(SEAL)



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