

MINUTES
WILLOW FORK DRAINAGE DISTRICT

September 12, 2024

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 12th day of September 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 in person or by teleconference were: Victor Mora, a resident of the District; Dawn Mouton of Inframark Water & Infrastructure Services ("Inframark"); Kim Cosco and Cheyenne Evans of Champions Hydro-Lawn ("Champions"); Craig Kalkomey of LJA Engineering ("LJA"); Cara Sliva of Artesian Financial Services ("Artesian"); R. Craig Rathmann of Rathmann & Associates, L.P.; Jennifer Hanna of Forvis Mazars, LLP ("Forvis"); Yvonne Arceneaux, District Park Manager; 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.

Mr. Mora discussed erosion concerns along his property line on Cascade Glen Drive. The Board requested for Champions to conduct a site visit of Mr. Mora's property to review erosion concerns along the District property adjacent to his residence.

There being no additional 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 August 8, 2024, regular meeting. Following review and discussion, Director Bray moved to approve the minutes, as amended. Director Nady seconded the motion, which passed unanimously.

ENGAGE AUDITOR TO CONDUCT AUDIT FOR FISCAL YEAR END SEPTEMBER 30, 2024

Ms. Hanna presented to the Board an engagement letter for conducting the District's audit for fiscal year ending September 30, 2024, a copy of which is attached. Following review and discussion, Director Nady moved that the Board engage Forvis, to conduct the audit for fiscal year ending September 30, 2024. 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 for two checks not included in the bookkeeper's report: (i) check no. 10225 payable to AR Turnkee in the amount of \$171,468.00; and (ii) check no. 9066 payable to B&B Locksmith in the amount of \$272.50. Ms. Sliva stated check no. 9065 payable to Valentin Jason Martinez in the amount of \$2,200.00 will be voided.

Ms. Sliva reviewed and presented a preliminary proposed budgets for drainage and parks for the fiscal year ending September 30, 2025, copies of which are attached to the bookkeeper's report. Discussion ensued regarding proposed expenditures and the impact of the potential 2024 tax rate on the proposed budget.

Following review and discussion, and based off of the bookkeeper's recommendation, Director Nady moved to approve the bookkeeper's report and payment of the bills, including check no. 10225 and check no. 9066. Director Bray seconded the motion, which passed unanimously.

DISCUSS 2024 TAX RATE, SET PUBLIC HEARING DATE, AND AUTHORIZE NOTICE OF PUBLIC HEARING REGARDING THE ADOPTION OF TAX RATE

Ms. Carner discussed the two-step process for setting the District's tax rate.

The Board reviewed a tax rate analysis reflecting the financial advisor's recommendation for the District to levy a 2024 tax rate of \$0.05 per \$100 assessed valuation for debt service and \$0.10 per \$100 assessed valuation for maintenance and operations (with \$0.055 designated for drainage and \$0.045 designated for parks) for a total tax rate of \$0.15 per \$100 assessed valuation. A copy of the tax rate analysis is attached.

Following review and discussion, and based off of the financial advisor's recommendation, Director Robinson moved to (1) approve the tax rate recommendation; (2) set the public hearing date for September 26, 2024; and (3) authorize publication of notice of the District's September 26, 2024 meeting to set the proposed 2024 tax rate at a maximum total of \$0.15 per \$100 assessed valuation. Director Hubbell seconded the motion, which passed unanimously.

OPERATOR'S REPORT, INCLUDING AUTHORIZING DITCH MAINTENANCE

Mr. Cosco updated the Board on repairs associated with District facilities and discussed a priority list for repairs of District facilities.

Mr. Cosco updated the Board on the damaged outfall pipe located at Va1c and presented a proposal from Champions in the amount of \$23,688.25, plus a \$1,000.00 irrigation allowance if needed, for repairs to the outfall pipe located at Va1c.

Mr. Cosco 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 a fallen tree located along Ballstonefield Lane and a damaged trampoline located along Va14. The Board requested for Champions to remove the fallen tree and damaged trampoline.

The Board reviewed a map of District facilities and District boundaries. Discussion ensued regarding potential drainage repairs of District facilities. Mr. Kalkomey discussed a budget for anticipated drainage repairs of District facilities. Mr. Kalkomey stated LJA will work with Champions to further discuss drainage repairs of District facilities. The Board requested for Artesian to update the drainage budget to reflect an Outfall Reserve line item.

The Board discussed materials used for channel repairs.

Following review and discussion and based on the operator's recommendation, Director Robinson moved to: (1) approve the operator's report; (2) approve the proposal from Champions in the amount of \$23,688.25, plus a \$1,000.00 irrigation allowance if needed, for repairs to the outfall pipe located at Va1c; and (3) authorize Champions to remove the following items: (i) fallen tree located along Ballstonefield Lane; and (ii) damaged trampoline located along Va14. Director Bray seconded the motion, which passed unanimously.

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

The Board reviewed a lake management and maintenance report prepared by Lake Management Services, L.P., a copy of which is attached.

REPORT FROM INFRAMARK, INCLUDING UPDATE ON FEDERAL EMERGENCY MANAGEMENT AGENCY ("FEMA") CLAIM AND MAINTENANCE OF STORM SEWER LINES

Ms. Mouton reviewed a storm line maintenance report, a copy of which is attached.

Ms. Mouton 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 submitted receipts to FEMA.

Following review and discussion, and based on Inframark's recommendation, Director Nady 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 floodplain administration for the District and stated LJA has met with both Harris County and Fort Bend County regarding the transitioning of duties from the District to Harris County and Fort Bend County for floodplain administration of the District. Mr. Kalkomey stated Harris County has been acting as the floodplain administrator for the District and they stated an agreement is not needed. Mr. Kalkomey stated Fort Bend County is confirming if an agreement is needed in regard to floodplain administration duties for the District. Mr. Kalkomey then stated LJA is getting clarification from FEMA regarding resident flood insurance policies to ensure all policies will remain in effect during the transition of floodplain administration duties.

Ms. Carner updated the Board on the 2nd Amendment to Lease Agreement with LaCenterra (the "Agreement") and associated exhibits for the Agreement. Ms. Carner stated the Agreement is ready for execution. Discussion ensued regarding the timeframe for the removal of planters from Central Green and installation of the railing at Central Green. The Board then discussed District boundaries at Central Green and requested for LJA to install brass markers to identify District boundaries at Central Green.

Mr. Kalkomey updated the Board on the Central Green modifications and stated LJA has updated the metes and bounds for adjustments to the northern boundary of the District's property.

Mr. Kalkomey updated the Board on the silt removal and channel repair of channel Va3b and stated AR Turnkey Construction Company, Inc. ("AR Turnkey") is

completing punch list items for the project. Mr. Kalkomey recommended approval of Pay Estimate No. 1, and Final, from AR Turnkee in the amount of \$171,468.00.

Mr. Kalkomey updated the Board on the Va14-20 storm water outfall repairs and the Va14-21W interceptor pipe replacement and stated a preconstruction meeting was held on September 3. Mr. Kalkomey then discussed three options for a possible Change Order to the project: (i) repair side slopes, not including hydromulch seed, in the amount of \$2,000.00; (ii) replace WFD-40 outfall and failed slope paving in the amount of \$46,500.00; and (iii) repair side slopes, not including hydromulch seed, and replace WFD-40 outfall and failed slope paving in the amount of \$48,500.00. Discussion ensued. The Board concurred to move forward with option (i) and coordinate with Champions for the hydromulching of the project. The Board requested for LJA to get additional bids regarding the replacement of the WFD-40 outfall. Mr. Kalkomey stated LJA will prepare a Change Order for option (i) and present it at the next Board meeting.

Following review and discussion, and based off the engineer's recommendation, Director Nady moved to: (1) approve the engineer's report; (2) approve the Agreement with LaCenterra; (3) approve Pay Estimate No. 1 and Final, from AR Turnkee in the amount of \$171,468.00 for the silt removal and channel repair of channel Va3b; (4) approve additional work for the Va14-20 storm water outfall repairs and the Va14-21W interceptor pipe replacement to include repair of side slopes, not including hydromulch seed, in the amount of \$2,000.00; and (5) authorize LJA to solicit bids for the replacement of the WFD-40 outfall. 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

Ms. Carner updated the Board on the District's Phase II Small MS4 General Permit and Storm Water Management Plan and discussed a letter that will be sent to participating surrounding entities outlining steps for moving forward with the renewal of the MS4 permit, as previously authorized by the Board.

PARK MATTERS

Ms. Arceneaux discussed an email regarding a concern at Central Green.

The Board discussed events at Central Green.

Ms. Carner updated the Board on the Interlocal Agreement with Harris County for the Segment Q project and stated the Interlocal Agreement is fully executed.

Ms. Carner updated the Board on the Interlocal Agreement between the District and Fort Bend County for Segment X, Y, and Z and discussed requested updates to the Interlocal Agreement.

Ms. Carner updated the Board on the Interlocal Agreements and funding agreements associated with the Cinco Ranch Boulevard Underpass project. Discussion ensued regarding potential contributions for the project. The Board discussed the encroachment agreement needed for the project due to the channel being in Fort Bend County Drainage District's easement.

The Board discussed maintenance of surrounding trails.

Following review and discussion, Director Nady moved to: (1) authorize ABHR to prepare an encroachment agreement between the District and Fort Bend County Drainage District for the Cinco Ranch Boulevard Underpass project; and (2) authorize ABHR to update the Interlocal Agreement with Fort Bend County for Segment X, Y, and Z, as discussed. Director Bray seconded the motion, which passed unanimously.

Ms. Carner updated the Board on the installation of a sound wall along SH 99, adjacent to Willow Fork Park. The Board concurred for Directors Nady and Savage to participate in a meeting with the Texas Department of Transportation ("TxDOT") to further discuss the matter.

Ms. Carner updated the Board on the deed with KB Home in connection to certain land associated with Segment Q. Ms. Carner stated an appraisal of the land was conducted by Newmark Valuation and Advisory and reviewed the findings from their report. Following review and discussion, Director Nady moved to authorize ABHR to prepare an offer letter to KB Home's in the amount of \$20,000.00 for the land associated with Segment Q. Director Bray 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

The Board discussed TxDOT's Highway Safety Program Call for Projects. The Board requested for LJA to review potential costs associated with the construction of the Mason Road Underpass.

Director Hubbell updated the Board on upcoming newsletter articles.

Director Bray updated the Board on Houston Stronger.

Director Robinson discussed current events.

Ms. Carner updated the Board on maintenance of the portion of Harris County Flood Control District's T-103 channel that is within the District's boundaries. Ms. Carner stated an Interlocal Mowing Reimbursement Agreement with Harris County Flood Control District for T-103 Channel is being finalized.


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

The Board concurred to hold the next drainage meeting on October 10, 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 September 26, 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

LIST OF ATTACHMENTS TO MINUTES

	<u>Minutes</u>
	<u>Page</u>
Auditor engagement letter	2
Bookkeeper's report.....	2
Debt service tax rate	2
Operator's Report	3
Storm line maintenance report	4
Engineer's Report.....	4