

MINUTES
WILLOW FORK DRAINAGE DISTRICT

February 13, 2025

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 13th day of February 2025, 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 Directors Hubbell and Bray, thus constituting a quorum.

Also attending the meeting in person or by teleconference were: Robert Serrett of Falcon Ranch Homeowners Association ("FR HOA"); Dawn Mouton of Inframark Water & Infrastructure Services ("Inframark"); Kim Cosco and Cheyenne Evans of Champions Hydro-Lawn ("Champions"); Craig Kalkomey and Brian French of LJA Engineering ("LJA"); Lisa Rickert of Artesian Financial Services ("Artesian"); Yvonne Arceneaux, District Park Manager; and Katie Carner and Whitney Lington of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

Director Savage offered any members of the public attending the meeting the opportunity to make public comment.

Mr. Serrett discussed sidewalk connections between Falcon Ranch and Willow Fork Park. Mr. Serrett then discussed erosion concerns along Cascade Glen Drive. Discussion ensued regarding resident fence placement along Cascade Glen Drive.

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 January 9, 2025, regular meeting. Following review and discussion, Director Savage moved to approve the minutes, as presented. Director Robinson seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Rickert reviewed the bookkeeper's report, a copy of which is attached.

Ms. Rickert reviewed the District's budgets for both parks and drainage for the fiscal year ending September 30, 2025, and reviewed a comparison of actual expenditures against the adopted budgets.

The Board inquired about interest rates for District investments.

The Board discussed the Association of Water Board Directors ("AWBD") winter conference. The Board considered approving reimbursement to the directors for eligible expenses incurred in attending the AWBD winter conference. The Board then considered authorizing attendance at the AWBD summer conference, in San Antonio, Texas.

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; (2) approve reimbursement to the directors for eligible expenses incurred in attending the AWBD winter conference; and (3) authorize attendance of any interested Director at the AWBD summer conference. Director Robinson seconded the motion, which passed unanimously.

CHAMPION'S REPORT, INCLUDING AUTHORIZING DITCH MAINTENANCE

Mr. Cosco discussed surrounding municipal utility districts that are serviced by Champions.

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 maintenance of Va3. The Board requested for ABHR to follow up with Harris-Fort Bend Counties Municipal Utility District No. 1 regarding maintenance of the area surrounding Va3.

Ms. Evans discussed the restrooms located at Central Green. Ms. Evans presented a proposal from Champions in the amount of \$700.64 for electrical repairs at the Central Green restrooms.

Ms. Evans discussed graffiti located at Central Green. Ms. Evans presented a proposal from Champions in the amount of \$400.00 for the removal of graffiti at Central Green. Discussion ensued regarding the distribution of crayons from LaCenterra tenants.

Ms. Evans discussed needed electrical work at Exploration Park. Ms. Evans presented a proposal from Champions in the amount of \$2,934.07 for electrical repairs associated with the lights at Exploration Park.

Ms. Evans discussed electrical needs for the pavilion located in Willow Fork Park. Ms. Evans presented a proposal from Champions in the amount of \$482.02 for electrical repairs at the pavilion located in Willow Fork Park. The Board inquired about the replacement of outlet covers at the pavilion.

Ms. Evans presented a proposal from Champions in the amount of \$4,942.21 for the staining of the stage located at Central Green. Discussion ensued regarding costs for the staining of the stage located at Central Green, due to improper cleaning by LaCenterra personnel.

The Board discussed the solar lights located at the Westheimer Parkway mid-block crossing and the mid-block crossing at South Mason Road and the Diversion Channel.

Following review and discussion, and based on the operator's recommendation, Director Robinson moved to: (1) approve the operator's report; and (2) approve the following proposals from Champions: (i) electrical repairs at the Central Green restrooms in the amount of \$700.64; (ii) removal of graffiti at Central Green in the amount of \$400.00; (iii) electrical repairs associated with the lights at Exploration Park in the amount of \$2,934.07; (iv) electrical repairs at the pavilion located in Willow Fork Park in the amount of \$482.02; and (v) staining of the stage located at Central Green in the amount of \$4,942.21, with the cost to be billed directly to LaCenterra. Director Nady seconded the motion, which passed unanimously.

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

Director Savage updated the Board on the Willow Fork Park lake.

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.

Ms. Mouton reviewed a letter from Inframark providing notice of the annual CPI adjustment, a copy of which is attached to the storm line maintenance report. She noted that the CPI adjustment reflects a 5.647% increase.

Following review and discussion, and based on Inframark's recommendation, Director Nady made a motion to: (1) approve the storm line maintenance report; and (2) approve CPI adjustment. Director Robinson 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 rehabilitation of Va12 from Gaston Road to Buffalo Bayou and stated LJA will present the design of the project and request authorization to bid the project at the March meeting.

Mr. Kalkomey updated the Board on the silt removal and channel repair of channel Va3b.

Mr. Kalkomey updated the Board on the Va14-20 storm water outfall repairs and the Va14-21W interceptor pipe replacement and stated all four outfalls have been replaced. Mr. Kalkomey recommended approval of Pay Estimate No. 2 from Landmark Construction Co. ("Landmark") in the amount of \$43,650.00.

Mr. Kalkomey discussed a resident's concern regarding excessive ponding of water at Beachwater Drive and Ravens Lake during rain events. Mr. Kalkomey stated the storm sewer for that area is owned by Cinco Municipal Utility District No. 2 ("MUD 2") and the trunkline along Peek Road is owned by the District. Mr. Kalkomey stated LJA recommends that Inframark televise the storm sewer channel along Peek Road and Grand Harbor Drive to check for debris. Discussion ensued. The Board requested for Inframark to prepare a proposal for the televising of the applicable District storm sewer lines.

Mr. Kalkomey discussed erosion of two outfalls located along the Diversion Channel. Mr. Kalkomey stated the two outfalls are owned and maintained by Grand Lakes Municipal Utility District. Discussion ensued regarding repairs for the two outfalls.

Following review and discussion, and based off the engineer's recommendation, Director Nady moved to: (1) approve the engineer's report; and (2) approve Pay

Estimate No. 2 from Landmark in the amount of \$43,650.00 for the Va14-20 storm water outfall repairs the Va14-21W interceptor pipe replacement. Director Robinson seconded the motion, which passed unanimously.

PHASE II SMALL MS4 GENERAL PERMIT AND STORM WATER MANAGEMENT PLAN ("SWMP")

Mr. French updated the Board on the Notice of Intent (the "NOI") submitted by the District and the Cinco Municipal Utility Districts in relation to the SWMP.

Mr. French presented the updated SWMP prepared in accordance with the requirements set forth in the 2024 Texas Pollutant Discharge Elimination System General Permit No. TXR040000 for the Board's review. Discussion ensued regarding MS4 permit guidelines and monitoring of pollutants. The Board inquired about the public education campaign in relation to the SWMP.

Following review and discussion, Director Nady moved to: (1) approve the SWMP; (2) authorize Director Savage to electronically execute and submit the NOI on behalf of the District to the Texas Commission on Environmental Quality, and direct that the NOI and the SWMP be filed appropriately and retained in the District's official records. Director Robinson seconded the motion, which was approved by unanimous vote.

PARK MATTERS

Ms. Arceneaux stated advertising renewals will be presented at the next meeting.

The Board reviewed two contracts for Central Green: (i) Moore Marketing; and (ii) Sound Advice Band.

Ms. Arceneaux discussed security patrol at Central Green.

Ms. Carner reviewed a comment letter to be submitted to the Texas Department of Transportation ("TxDOT") in connection to the request for the installation of a noise barrier along SH-99 adjacent to Willow Fork Park.

Ms. Carner reviewed a consent to encroachment agreement between the District and Cinco Municipal Utility District No. 12 ("MUD 12") for the installation of a fence behind Enchanted Landing Lane. Ms. Carner reminded the Board that ABHR also represents MUD 12. She presented and reviewed a legal conflicts waiver in connection with the consent to encroachment agreement. Discussion ensued. The Board inquired about type of material that would be used for the fence installation.

Ms. Carner updated the Board on contributions for the Cinco Ranch Boulevard Underpass project and stated the District received two contribution agreements for the

project: (i) Grand Lakes Municipal Utility District No. 4 ("GL MUD 4") in the amount of \$8,333.00; and (ii) Grand Lakes Municipal Utility District No. 2 ("GL MUD 2") in the amount of \$8,333.00.

Ms. Carner presented an Amended Employment Agreement with the Park Assistant.

The Board inquired about land owned by the YMCA, located off Westheimer Parkway and potential development options for the land, in conjunction with MUD 12. Discussion ensued regarding the timeline for potential acquisition of the property and maintenance of the property once acquired.

Ms. Carner updated the Board on Segment X, Y, and Z.

Ms. Carner updated the Board on Segment Q and the land owned by KB Home, in conjunction with Segment Q.

Following review and discussion, Director Robinson moved to: (1) approve the Central Green contracts, as recommended by Ms. Arceneaux and direct that the contracts be filed appropriately and retained in the District's official records; (2) authorize ABHR to submit comment letter to TxDOT; (3) approve consent to encroachment agreement between the District and MUD 12; (4) authorize execution of the legal conflicts waiver letter; (5) approve contribution agreement from GL MUD 4 in the amount of \$8,333.00 for the Cinco Ranch Boulevard Underpass project; (6) approve contribution agreement from GL MUD 2 in the amount of \$8,333.00 for the Cinco Ranch Boulevard Underpass project; and (7) approve Amended Employment Agreement with the Park Assistant. Director Nady seconded the motion, which passed unanimously.

The Board inquired about the bidding for the Cinco Ranch Boulevard Underpass project. Ms. Carner stated she has requested an update from the Fort Bend County Attorney's Office regarding the Interlocal Agreement for the project. Discussion ensued regarding timeline for advertising for the project.

The Board discussed leaks along the retaining wall of the Willow Fork Park lake. Mr. Kalkomey discussed potential locations for the leaks. Discussion ensued regarding potential repair options for the leaks. The Board requested for LJA and Champions to discuss repair options and present a proposal at the next meeting.

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 the distribution of flood insurance postcards to residents. Following review and discussion, Director Nady made a motion to authorize Ms. Renberg to prepare and send flood insurance postcards to residents in the amount of

\$4,200.00. Director Robinson seconded the motion, which passed unanimously.

Director Robinson discussed current events.

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

The Board concurred to hold the next drainage meeting on March 13, 2025, at LJA's office located at 1904 West Grand Parkway North, Suite 100, Katy, Texas 77449, and to hold the next parks meeting on February 27, 2025, 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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