

MINUTES  
WILLOW FORK DRAINAGE DISTRICT

June 19, 2025

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 19<sup>th</sup> day of June 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, thus constituting a quorum.

Also attending the meeting in person or by teleconference were: Dawn Mouton of Inframark Water & Infrastructure Services ("Inframark"); Kim Cosco of Champions Hydro-Lawn ("Champions"); Dan McDonald of McDonald & Wessendorff Insurance ("McDonald & Wessendorff"); Maeve Lyman of TBG Partners ("TBG"); Craig Kalkomey of LJA Engineering ("LJA"); Lisa Rickert of Artesian Financial Services ("Artesian"); Yvonne Arceneaux, District Park Manager; and Savannah Melton 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.

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 May 8, 2025, regular meeting. Following review and discussion, Director Bray moved to approve the minutes, as presented. Director Nady 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 discussed the Association of Water Board Directors ("AWBD") summer conference and considered authorizing attendance at the winter conference.

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; and (2) approve reimbursement of all eligible expenses for Directors who attended the summer conference, which the District's bookkeeper confirmed follow the District's Travel Reimbursement Guidelines, and authorize attendance of any interested Directors at the winter conference. Director Bray seconded the motion, which passed unanimously.

#### REVIEW PROPOSALS FOR CYBER LIABILITY INSURANCE AND AUTHORIZE APPROPRIATE ACTION

Mr. McDonald reviewed and discussed cyber liability insurance coverage for the District.

Mr. McDonald presented a proposal from McDonald and Wessendorff for cyber liability insurance for the District with the following coverage options: (i) \$250,000.00 of coverage for an annual premium of \$1,801.00; (ii) \$500,000.00 of coverage for an annual premium of \$2,192.00; and (iii) \$1,000,000.00 of coverage for an annual premium of \$2,609.00. Discussion ensued regarding coverage provided to the District under the cyber liability insurance proposals and coverage included under the bookkeeper's insurance.

The Board concurred to take no action on the cyber liability insurance proposals and to discuss the matter further at the next Board meeting.

#### ADOPT RESOLUTION NOMINATING CANDIDATE FOR BOARD OF DIRECTOR ELECTION FOR FORT BEND CENTRAL APPRAISAL DISTRICT

Ms. Melton discussed the nomination processes for the Board of Director Election for the Fort Bend Central Appraisal District. Following review and discussion, the Board took no action.

#### CHAMPION'S REPORT, INCLUDING AUTHORIZING DITCH MAINTENANCE

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.

Mr. Cosco discussed a sinkhole located along Va12, behind Park Ivy Lane. The Board requested for LJA to conduct a site visit to assess the sink hole.

The Board inquired about the Va12 rehabilitation project.

The Board reviewed photos of silt build up on the District trail located along Westheimer Parkway. Discussion ensued regarding cleanup of the silt build up on District trails. The Board requested for Champions to assess District trails after significant rain events and clean up any silt build up.

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

The Board discussed the lake fill system at Willow Fork Park.

#### INFRAMARK REPORT

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 and Mr. Kalkomey updated the Board on the ownership of manholes and inlets in relation to the proposal Inframark previously presented for the inspection of storm sewer manholes and inlets. Mr. Kalkomey stated LJA is reviewing ownership of outfalls and manholes located in the District, as well as maintenance of property surrounding outfalls and manholes located in the District. The Board concurred to take no action on Inframark's proposal to inspect storm sewer manholes and inlets until LJA is able to identify ownership of outfalls and manholes in the District.

Following review and discussion, and based on Inframark's recommendation, Director Hubbell 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 stated LJA is preparing an updated exhibit for the maintenance agreement between the District and Grand Lakes Water Control and Improvement District ("Grand Lakes WCID") to identify property to be maintained by the District and by Grand Lakes WCID in relation to the Diversion Channel. The Board inquired about maintenance of outfalls located along Fry Road. Discussion ensued.

Mr. Kalkomey updated the Board on the rehabilitation of channel Va12. Mr. Kalkomey stated LJA is finalizing the design and bid package for the project.

Mr. Kalkomey updated the Board on the bidding for the Cinco Ranch Boulevard Underpass project and stated six bids were received. Mr. Kalkomey stated the apparent low bidder, Division III, withdrew their bid for the project. Mr. Kalkomey then stated LJA recommends the contract be awarded to the next lowest bidder, Greater Houston Construction, LLC ("Greater Houston") in the amount of \$771,967.00. Discussion ensued. The Board concurred that, in its judgment, Greater Houston was a responsible bidder whose bid would result in the best and most economical completion of the project.

Mr. Kalkomey updated the Board on the silt removal and channel repair of channel Va3b. Mr. Kalkomey presented Change Order No. 1 submitted by A R Turnkee Construction Company ("A R Turnkee") in the amount of \$14,031.50 for additional rip rap needed for the project. Mr. Kalkomey stated Change Order No. 1 included the deduction of Champions' proposal in the amount of \$4,896.25 for the hydromulching of the channel. The Board determined that Change Order No. 1 is beneficial to the District.

Mr. Kalkomey updated the Board on the channel Va14-20 storm water outfall repairs and the Va14-21W interceptor pipe replacement and stated LJA issued a Certificate of Completion for the project. Mr. Kalkomey recommended approval of Pay Estimate No. 3 submitted by A R Turnkee in the amount of \$14,500.00 and Change Order No. 2 submitted by A R Turnkee in the amount of \$4,750.00 for additional piping. The Board determined that Change Order No. 2 is beneficial to the District.

Mr. Kalkomey discussed the State Highway 99 ("SH 99") frontage road project and the associated land conveyance request from Percheron. Discussion ensued regarding the purchase offer from the Texas Department of Transportation ("TxDOT") for District land needed for the SH 99 frontage road project. The Board deferred action until the next Board meeting.

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

Greater Houston in the amount of \$771,967.00 for the construction of the Cinco Ranch Boulevard Underpass, based upon the engineer's recommendation and subject to receipt of the payment and performance bonds and the certificate(s) of insurance and endorsements, if any, provided by the contractor; (3) approve Change Order No. 1 submitted by A R Turnkee in the amount of \$14,031.50 for additional rip rap; (4) approve Pay Estimate No. 3 submitted by A R Turnkee in the amount of \$14,500.00 for the channel Va14-20 storm water outfall repairs and the Va14-21W interceptor pipe replacement; and (5) approve Change Order No. 2 submitted by A R Turnkee in the amount of \$4,750.00 for additional piping. Director Bray seconded the motion, which passed unanimously.

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

There was no discussion on this agenda item.

#### PARK MATTERS

Director Nady updated the Board on the closure of a portion of the Buffalo Bayou trail in connection with TxDOT's SH 99 expansion project.

Ms. Lyman reviewed the landscape architect's report prepared by TBG, a copy of which is attached.

Ms. Lyman updated the Board on the installation of additional lights on the west side of Willow Fork Park.

Ms. Lyman updated the Board on the potential installation of bollards at Central Green. Ms. Lyman requested Board authorization for TBG to solicit bids for the installation of bollards at Central Green. Discussion ensued. The Board requested for LJA to solicit cost estimates for the installation of bollards at Central Green. The Board also requested that Ms. Arceneaux follow up with LaCenterra regarding the potential installation of bollards at Central Green.

Ms. Lyman updated the Board on the bidding for Segment X, Y, and Z and stated six bids were received. Ms. Lyman stated TBG recommends the contract be awarded to the second lowest bidder, TWL Construction ("TWL") in the amount of \$613,316.00. Discussion ensued regarding bids received for the project. The Board concurred to defer action until the next Board meeting. The Board inquired about the United States Army Corps of Engineers ("USACE") permits associated with Segment X, Y, and Z and Segment Q.

Ms. Lyman updated the Board on Segment Q and bidding for the project. Discussion ensued regarding permits associated with the separation of Segment Q into two separate projects.

Ms. Lyman presented a TBG scope of additional services for the District in the amount of \$6,500.00 for the separation of Segment Q into two separate projects.

Ms. Lyman updated the Board on the removal and replacement of portions of the sidewalk located along Va3 trail, in relation to the North Fort Bend Water Authority's ("NFBWA") waterline project. Discussion ensued regarding drainage along the Va3 trail and Buffalo Bayou, in relation to the NFBWA waterline project.

Ms. Lyman discussed signage along District trails in Falcon Ranch. Ms. Lyman presented a proposal from RS Industrial in the amount of \$2,120.00 for the installation of signs along District trails in Falcon Ranch.

Following review and discussion, and based on the landscape architect's recommendation, Director Hubbell moved to: (1) authorize LJA to solicit cost estimates for the installation of bollards at Central Green; (2) approve TBG's scope of additional services in the amount \$6,500.00 for the separation of Segment Q into two separate projects; and (3) approve proposal from RS Industrial in the amount of \$2,120.00 for the installation of signs along District trails in Falcon Ranch. Director Bray seconded the motion, which passed unanimously.

The Board reviewed two contracts for Central Green: (i) Stylus Pro Events; and (ii) Rick Gonzalez. 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.

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

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 potential topics for the next newsletter.

Director Bray updated the Board on Houston Stronger's response to the Buffalo Bayou tributary study.

The Board discussed the potential partnership with Harris-Fort Bend Counties Municipal Utility District No. 1 ("HFBC MUD No. 1") for a proposed hike and bike trail along channel Va3e. The Board concurred for Directors Nady and Bray to serve as a

representatives for the District regarding communications with HFBC MUD No. 1 in relation to the proposed hike and bike trail along channel Va3e.

Director Robinson discussed current events.

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

The Board concurred to hold the next drainage meeting on July 10, 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 June 26, 2025, 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 1:35 p.m. pursuant to Section 551.074 of the Texas Government Code to deliberate the duties, appointment, and evaluation of a public officer or employee. Present for the executive session were the members of the Board, Ms. Melton and Ms. Lington.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION REGARDING PENDING OR CONTEMPLATED LITIGATION OR THE LEGAL ADVICE BY THE DISTRICT'S ATTORNEY

The Board reconvened in open session at 1:40p.m.

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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