

MINUTES  
WILLOW FORK DRAINAGE DISTRICT

September 11, 2025

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 11<sup>th</sup> day of September 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 phone were: Christopher Telschow of Cinco Municipal Utility District No. 7; Dawn Mouton of Inframark Water & Infrastructure Services ("Inframark"); Kim Cosco and Cheyenne Evans of Champions Hydro-Lawn ("Champions"); Craig Kalkomey and Shanna O'Hara of LJA Engineering ("LJA"); Lisa Rickert and Millie Dunmire of Artesian Financial Services ("Artesian"); R. Craig Rathmann of Rathmann & Associates, L.P.; Jennifer Hanna of Forvis Mazars, LLP ("Forvis"); Maeve Lyman of TBG Partners ("TBG"); 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. Telschow introduced himself to the Board. Mr. Telschow then inquired about the Desilting Reserve funds listed in the District's General Fund.

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 14, 2025, regular meeting. Following review and discussion, Director Bray moved to approve the minutes, as amended. Director Hubbell seconded the motion, which passed unanimously.

## ENGAGE AUDITOR TO CONDUCT AUDIT FOR FISCAL YEAR END SEPTEMBER 30, 2025

Ms. Hanna presented to the Board an engagement letter for conducting the District's audit for fiscal year ending September 30, 2025, a copy of which is attached. Following review and discussion, Director Hubbell moved that the Board engage Forvis to conduct the audit for fiscal year ending September 30, 2025. Director Robinson seconded the motion, which passed unanimously.

## DISCUSS 2025 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.

Mr. Rathmann reviewed a tax rate analysis reflecting the recommendation for the District to levy a 2025 tax rate of \$0.048 per \$100 assessed valuation for debt service and \$0.097 per \$100 assessed valuation for maintenance and operations (with \$0.055 designated for drainage and \$0.042 designated for parks) for a total tax rate of \$0.145 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) set the public hearing date for October 9, 2025; and (2) authorize publication of notice of the District's October 9, 2025 meeting to set the proposed 2025 tax rate at a maximum total of \$0.145 per \$100 assessed valuation. Director Bray 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 discussed the Desilting Reserve as listed in the General Fund. Discussion ensued regarding desilting expenses to date and associated FEMA reimbursements.

Ms. Rickert reviewed the draft budget for drainage, for the fiscal year ending September 30, 2026, a copy of which is attached to the bookkeeper's report. Ms. Rickert discussed updated certified values in relation to maintenance tax collections and impact on the draft budget for drainage. Discussion ensued.

Ms. Rickert then reviewed the draft budget for parks, for the fiscal year ending September 30, 2026, a copy of which is attached to the bookkeeper's report. Ms. Rickert discussed updated certified values in relation to maintenance tax collections and impact on the draft budget for parks. Discussion ensued.

Following review and discussion, and based off of the bookkeeper's recommendation, Director Robinson moved to: (1) approve the bookkeeper's report and payment of the bills; and (2) adopt the budgets for drainage and parks for the fiscal year end September 30, 2026, with the revisions as discussed. Director Bray seconded the motion, which passed unanimously.

#### ANNUAL REPORT TO BOND REVIEW BOARD

Ms. Carner presented a memorandum regarding the required submission of an annual report to the Bond Review Board containing certain information about the District's voter-approved but unissued bonds, a copy of which is attached, and stated that ABHR will work with the District's consultants to prepare and submit the annual report by the September 30th deadline, if required.

#### ADOPT RESOLUTION NOMINATING CANDIDATE FOR VACANCY ON BOARD OF DIRECTORS FOR HARRIS COUNTY APPRAISAL DISTRICT ("HCAD")

The Board considered adopting a Resolution Nominating Candidate for Vacancy on Board of Directors for HCAD. The Board concurred to take no action on this agenda item.

#### 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.

The Board discussed the desilting work associated with channel Va1b. The Board concurred for Champions to complete desilting work associated with channel Va1b. The Board requested that LJA work with the contractor for the channel Va12 project to remove the Va1b scope of work from their contract.

Mr. Cosco discussed hog activity in the District and procedures for trapping hogs. Discussion ensued regarding potentially installing a fence along the east side of Exploration Park. Mr. Cosco then discussed additional options for preventing hog activity. Mr. Cosco presented a proposal from Champions in the amount of \$8,027.00 for hog control in the District and discussed an optional irrigation repair for \$500.00 in connection to hog control of the area. Discussion ensued. The Board requested for Champions to prepare a proposal for the installation of a fence along the east side of Exploration Park for the next Board meeting.

Mr. Cosco updated the Board on the collection and replacement of District signs along District facilities.

The Board discussed maintenance of the Harris County Flood Control District ("HCFCD") T-103 channel south of Highland Knolls. Directory Bray stated he will follow up on the work order he submitted to HCFCD regarding maintenance of the T-103-01-01 channel.

The Board discussed ownership and maintenance of property located along the Diversion Channel.

Ms. Evans discussed the light timer for the pavilion at Willow Fork Park. Ms. Evans then presented a proposal from Champions in the amount of \$608.40 for the replacement of the light timer at the pavilion at Willow Fork Park. Discussion ensued. The Board requested for Champions to assess all light timers at Willow Fork Park to ensure consist timing for lighting.

The Board discussed unauthorized pool drains in the District. The Board requested for ABHR to submit correspondence to two residents requesting removal of unauthorized pool drains.

Following review and discussion, and based on the operator's recommendation, Director Bray moved to: (1) approve the operator's report; and (2) approve the following proposals from Champions: (i) replacement of the light timer at the pavilion at Willow Fork Park in the amount of \$608.40; and (ii) hog control in the District in the amount of \$8,027.00, to exclude the \$500.00 optional irrigation repair. Director Nady 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.

#### INFRAMARK REPORT

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 stated the District received a payment from FEMA in the amount of \$38,134.48 for the storm water quality park project.

Ms. Mouton reviewed a storm line maintenance report, a copy of which is attached. Ms. Mouton discussed one water quality noncompliance notification and actions taken by Inframark. Discussion ensued.

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

Mr. Kalkomey reviewed the engineer's report, a copy of which is attached.

Mr. Kalkomey stated LJA prepared 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. Mr. Kalkomey stated LJA plans to meet with Grand Lakes WCID to review the updated exhibit for the maintenance agreement.

Mr. Kalkomey updated the Board on the rehabilitation of channel Va12. Mr. Kalkomey stated LJA will work with AR Turnkee Construction Company to finalize the contract for the project.

Mr. Kalkomey updated the Board on the construction of Cinco Ranch Boulevard Underpass and stated Greater Houston Construction has mobilized for the project. Mr. Kalkomey discussed sidewalk damage within the area of the project.

Mr. Kalkomey reviewed an updated Capital Improvement Plan ("CIP") for the District. The Board discussed the box culvert located along Westheimer Parkway and requested for LJA to conduct a site visit of the box culvert. Mr. Kalkomey then discussed the desilting reserve projects listed in the CIP. Discussion ensued regarding the prioritization and funding of projects listed in the CIP.

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

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

Mr. Kalkomey presented a proposal from LJA in the amount of \$89,000.00 for the Stormwater Management Program Implementation for October 1, 2025 through September 30, 2026.

Following review and discussion, and as recommended by the engineer, Director Bray moved to approve the proposal from LJA in the amount of \$89,000.00 for the Stormwater Management Program Implementation for October 1, 2025 through September 30, 2026. Director Hubbell seconded the motion, which passed unanimously.

#### PARK MATTERS

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 alligator warning signage at District facilities and stated TBG is obtaining quotes for the signage.

Ms. Lyman updated the Board on the installation of a climate controlled green room and storage room at Central Green. Ms. Lyman stated LaCenterra's new owner, Brixmor LaCenterra LLC ("Brixmor"), has not approved the District's plans for the installation of a climate controlled green room and storage room at Central Green. Ms. Lyman stated TBG will be setting up a meeting with Brixmor to further discuss the project.

Ms. Lyman updated the Board on the installation of bollards at Central Green and reviewed a design proposal for the project.

Ms. Lyman and Mr. Kalkomey updated the Board on Segment X, Y, and Z and the needed United States Army Corps of Engineers ("USACE") permits for the project.

Ms. Lyman updated the Board on Segment Q, Section 1, installation of the trail from Mason Road to Fry Road and stated TBG is finalizing the contract for the project.

Ms. Lyman and Mr. Kalkomey updated the Board on the Mason Road sidewalk project and timeline for the bidding of the project. Ms. Carner updated the Board on the Temporary Construction Easements in connection with the project.

The Board discussed the widening of the trail located along Cinco Ranch Boulevard and Commercial Center Boulevard, by Cinco Ranch High School.

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.

Ms. Lyman discussed potential park development of land owned by the YMCA, located off Westheimer Parkway. Ms. Lyman stated TBG will review the input from the Board regarding potential development ideas for the project. Discussion ensued regarding Cinco Municipal Utility District No. 12's ("MUD 12") role in the potential project.

Ms. Lyman updated the Board on the installation of the Falcon Ranch signage.

The Board discussed drainage concerns along the Va12 channel at Gaston Road and Buffalo Bayou.

The Board discussed graffiti on the Westheimer Underpass and requested for Champions to conduct a site visit to assess the graffiti.

Following review and discussion, and as recommended by the landscape architect, Director Nady moved to approve the landscape architect's report. Director Bray seconded the motion, which passed unanimously.

The Board reviewed the Valentin Jason Martinez contract for Central Green. Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Hubbell moved to approve the contract and direct that the contract be filed appropriately and retained in the District's official records. Director Nady 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

Directors Hubbell and Bray updated the Board on the September Communications Committee meeting and discussed topics to be included in the next newsletter.

Director Bray stated the next Houston Stronger meeting is scheduled for September 22, 2025.

The Board discussed drone video footage of Willow Fork Park to be posted to the District's website. Ms. Evans stated a meeting is scheduled for September 17, 2025 to prepare drone video footage of Willow Fork Park.

Mr. Kalkomey updated the Board on Segment X, Y, and Z.

Director Robinson discussed current events.

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

The Board concurred to hold the next drainage meeting on October 9, 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 September 25, 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)



*John Hubbell*  
Secretary, Board of Directors

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