

MINUTES  
WILLOW FORK DRAINAGE DISTRICT

November 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 13<sup>th</sup> day of November 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 Director Bray, thus constituting a quorum.

Also attending the meeting in person or by phone were: Christopher Telschow, resident of the District; Dawn Mouton and Russell Piper of Inframark Water & Infrastructure Services ("Inframark"); Neil Stillman of Friends of the Park; Kim Cosco of Champions Hydro-Lawn ("Champions"); Craig Kalkomey of LJA Engineering ("LJA"); Lisa Rickert and Millie Dunmire of Artesian Financial Services ("Artesian"); 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.

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 October 9, 2025, regular meeting. Following review and discussion, Director Nady moved to approve the minutes, as amended. Director Hubbell seconded the motion, which passed unanimously.

## 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 maintenance of property located on the west side of SH 99 north of the Westheimer Parkway commercial plaza. The Board requested for ABHR to follow up with the property owner and discuss maintenance of the property.

Mr. Cosco updated the Board on Harris County Flood Control District's ("HCFCD") maintenance of the channel located between Highland Knolls and North Lake Village Drive.

Mr. Cosco discussed repairs associated with channel Va1b.

Mr. Cosco discussed repairs associated with Ezee Fiber's installation of fiber optic cable in the District.

Mr. Cosco updated the Board on hog activity in the District. The Board requested for Champions to prepare a proposal for treatments associated with deterring hog activity in the District.

Mr. Cosco reviewed a proposal from Champions in the amount of \$1,950.00 for the raising and leveling of a walkway located at Central Green. The Board inquired about the repair options for the walkway.

Mr. Stillman discussed maintenance needs and reseeding of Patti's Patch and Prairie Hill in Willow Fork Park. The Board reviewed a proposal from Champions in the amount of \$4,330.00 for maintenance and reseeding of Patti's Patch and Prairie Hill.

Mr. Stillman updated the Board on the Prairie Hill project.

Mr. Stillman discussed wildflower seeding of the District's drainage channel adjacent to Willow Fork Park. The Board reviewed a proposal from Champions in the amount of \$1,017.90 for wildflower seeding of the District's drainage channel adjacent to Willow Fork Park. The Board inquired about the timing for wildflower seeding.

Mr. Cosco reviewed a proposal from Champions in the amount of \$654.50 for the replacement of two light timers for the restrooms located at Willow Fork Park.

Following review and discussion, and based on the operator's recommendation, Director Hubbell moved to: (1) approve the operator's report; and (2) approve the following proposals from Champions: (i) raising and leveling of a walkway located at Central Green in the amount of \$1,950.00; (ii) maintenance and reseeding of Patti's Patch and Prairie Hill in the amount of \$4,330.00; (iii) wildflower seeding of the

District's drainage channel adjacent to Willow Fork Park in the amount of \$1,017.90; and (iv) replacement of two light timers for the restrooms located at Willow Fork Park in the amount of \$654.50. Director Robinson seconded the motion, which passed unanimously.

Ms. Carner updated the Board on the letter sent to a resident on Payton Chase Lane regarding an unauthorized pool drain located on District property. She stated the drain has been removed.

#### FINANCIAL AND BOOKKEEPING MATTERS

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

Ms. Rickert reviewed the District's planned revenues and expenditures for both drainage and parks for the fiscal year ending September 30, 2026, and reviewed a comparison between actual and planned expenditures.

Ms. Rickert reviewed a Five-Year Cash Flow analysis for the District, a copy of which is included in the bookkeeper's report. The Board inquired about the desilting project for the District. Discussion ensued regarding financing of desilting and rehabilitation projects for the District.

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. Director Robinson seconded the motion, which passed unanimously.

#### ADOPT RESOLUTION CASTING BALLOT FOR THE ELECTION OF A PERSON TO THE BOARD OF DIRECTORS OF THE HARRIS CENTRAL APPRAISAL DISTRICT ("HCAD")

Ms. Carner stated the Board does not have any voting entitlements this year for the HCAD Board of Directors election.

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

Director Savage updated the Board on the potential removal of the pump house at Willow Fork Park.

#### 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. The Board inquired about the remaining FEMA reimbursements owed to the District.

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.

Ms. Mouton introduced Mr. Piper. Mr. Piper discussed the recent water quality noncompliance notifications. The Board inquired about treatment procedures for water discharged from the Cinco South wastewater treatment plant to District drainage facilities. Discussion ensued regarding completed and planned maintenance and rehabilitation of the Cinco South wastewater treatment plant.

Following review and discussion, and based on Inframark's recommendation, Director Hubbell made a motion to approve the storm line maintenance report. 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 channel Va12. Mr. Kalkomey stated AR Turnkee Construction Company ("AR Turnkee") has mobilized for the project.

Mr. Kalkomey updated the Board on the construction of Cinco Ranch Boulevard Underpass. Mr. Kalkomey discussed a required \$50,000.00 deposit for a handrail associated with the project. Mr. Kalkomey stated Greater Houston Construction ("Greater Houston") is requesting Board approval to include the deposit cost for the handrail in the next Pay Estimate. Following discussion, the Board concurred to deny Greater Houston's request to include the deposit cost for the handrail in the next Pay Estimate, pursuant to the provisions of the construction contract. Mr. Kalkomey stated the outfall repair associated with the project is complete. Mr. Kalkomey requested approval of Pay Estimate No. 2 submitted by Greater Houston in the amount of \$33,544.80.

Mr. Kalkomey discussed the inclusion of District outfall repairs into the Capital Improvement Plan and potential costs for the repairs.

Director Nady discussed the need for repairs to Va9-14W-3 and the interceptor south on channel Va9.

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 submitted by Greater Houston in the amount of \$33,544.80 for the

construction of Cinco Ranch Boulevard Underpass. Director Hubbell seconded the motion, which passed unanimously.

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

Mr. Kalkomey updated the Board on the MS4 general permit.

#### 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.

Ms. Lyman updated the Board on the installation of a climate controlled green room and storage room at Central Green. Ms. Lyman stated TBG is working to prepare a proposal for the design of a 3D rendering for the green room.

Ms. Lyman updated the Board on the installation of bollards at Central Green. Ms. Carner reviewed a draft letter agreement between the District and Cinco Municipal Utility District No. 12 ("Cinco 12") for a contribution towards design of bollards at Central Green. She reminded the Board that ABHR also represents Cinco 12 and of the District's rights to obtain independent counsel to review the letter agreement on the District's behalf. Ms. Carner discussed a proposal prepared by TBG in the amount of \$12,000.00 for design of the bollards at Central Green.

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. Ms. Lyman stated TBG is working with LJA to resubmit the plans to Fort Bend County.

Ms. Lyman updated the Board on the Mason Road sidewalk project. Ms. Lyman stated TBG received one bid from DL Meacham LP ("DL Meacham") for the project, which was substantially higher than expected. Ms. Lyman stated TBG will be setting up a meeting with DL Meacham to further discuss their bid for the project. Discussion ensued.

The Board discussed the Cinco Ranch High School area sidewalk improvements, as part of the LaCenterra access trails project. The Board requested for TBG to prepare an estimated cost for the project.

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 the trash can located at Westheimer Parkway and channel Va3.

Ms. Carner updated the Board on the potential park development of land owned by the YMCA, located off Westheimer Parkway. Discussion ensued regarding parking spots for the project. Ms. Carner stated ABHR is working with Cinco 12 to develop a draft term sheet for the project.

The Board discussed the repair of a stage canopy joint at Central Green. The Board requested for TBG to review the warranty coverage related to the installation of the stage canopy.

Following review and discussion, and as recommended by the landscape architect, Director Nady moved to: (1) approve the landscape architect's report; (2) approve the letter agreement between the District and Cinco 12 for a contribution towards design of bollards at Central Green, including the legal conflicts waiver contained therein; and (3) approve the proposal from TBG in the amount of \$12,000.00 for design of the bollards at Central Green. Director Hubbell seconded the motion, which passed unanimously.

The Board discussed TxDOT's *de minimis* determination request for the Willow Fork Park proposed sound wall. Following review and discussion, Director Nady moved to concur with TxDOT's *de minimis* determination for the Willow Fork Park proposed sound wall. Director Hubbell seconded the motion, which passed unanimously.

The Board reviewed the Chabad of West Houston Inc. contract for Central Green. Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Hubbell moved to approve the Central Green 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.

#### HISTORICAL BOND AND TAX REPORT TO COMPTROLLER

Ms. Carner presented a memorandum regarding requirements for taxing units to submit certain information about proposed and issued bonds and tax rate elections to the Comptroller for incorporation into a public database, a copy of which is attached. She stated that ABHR will work with the District's consultants to prepare and submit the information by the reporting deadline, if required.

REPORTS FROM DIRECTORS AND COMMITTEES REGARDING  
CORRESPONDENCE AND/OR REPORTS RECEIVED DURING THE MONTH AND  
EVENTS AND ACTIVITIES ATTENDED DURING THE MONTH

Director Nady discussed HCFCD's planned rehabilitation of channels within the Barker Reservoir. Director Nady stated he submitted a request to HCFCD regarding the planting of wildflowers along T-103.

Director Robinson discussed current events.

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

The Board concurred to hold the next drainage meeting on December 11, 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 November 20, 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 1:28 p.m. pursuant to Section 551.074 of the Texas Government Code to deliberate the duties, appointment, and evaluation of an employee. Ms. Arceneaux, Ms. Carner and Ms. Lington were also present.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board reconvened in open session at 1:36 p.m.

There being no further business to come before the Board, the Board concurred to adjourn the meeting.



  
Secretary, Board of Directors

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