

MINUTES WILLOW FORK DRAINAGE DISTRICT

December 9, 2021

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 9th day of December, 2021, 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:

Wendy Duncan	President
Vacant	Vice President
John Savage	Secretary
Gregg Nady	Assistant Vice President
Joe Robinson	Assistant Secretary

and all the above were present, thus constituting a quorum.

Also attending the meeting were either in person or by telephone were: Katie May and Robert Miller of Inframark Water & Infrastructure Services ("Inframark"); Jerry Schroeder and Marie Newsome of Champions Hydro-Lawn ("Champions"); Craig Kalkomey of LJA Engineering ("LJA"); Brendan Doran of F. Matuska, Inc.; Yvonne Arceneaux, District Park Manager; Harry H. Thompson and Jane Miller of Allen Boone Humphries Robinson LLP ("ABHR").

COMMENTS FROM DISTRICT RESIDENTS

Director Duncan 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 Duncan moved to the next agenda item.

APPROVE MINUTES

The Board reviewed the minutes of the November 11, 2021, regular meeting. Director Nady moved to approve the minutes, as amended. Director Savage seconded the motion, which passed unanimously.

TAX ASSESSOR/COLLECTOR'S REPORT

Mr. Doran presented the County tax collection report, a copy of which is attached. No action was taken.

The Board next considered approving an Interlocal Agreement for the Collection of Taxes with Fort Bend County. Following review and discussion, Director Savage

moved to approve the agreement. Director Nady seconded the motion, which passed unanimously.

TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR BOARD OF DIRECTORS WINTER CONFERENCE

Mr. Thompson reviewed the District's Travel Reimbursement Guidelines (the "Guidelines") and the Board discussed expenses for the upcoming Association of Water Board Directors winter conference (the "Conference"). Following review and discussion, Director Savage made a motion to authorize up to two nights of lodging at the Conference rate, up to three days of per diem, and up to six meals for any Director attending the conference, if submitted in accordance with the District's Guidelines. Director Nady seconded the motion, which carried unanimously.

FINANCIAL AND BOOKKEEPING MATTERS

Mr. Doran reviewed the bookkeeper's report and the quarterly investment report, copies of which are attached. After review and discussion, and noting multiple errors in the bookkeeping report, the Board concurred to defer approval of payment of invoices pending review. Director Savage requested that Mr. Doran deliver the report earlier to the Board for review.

UPDATE ON FEMA CLAIM

Ms. May and Mr. Miller updated the Board on the total reimbursement received for the Diversion Channel project from the Federal Emergency Management Agency ("FEMA") and the status of projects pending approval for funding. Following review and discussion, Director Nady moved to approve Inframark's report, subject to correction of categorization, as discussed. Director Savage seconded the motion, which passed unanimously.

OPERATOR'S REPORT, INCLUDING AUTHORIZING DITCH MAINTENANCE,

Mr. Schroeder 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. Discussion ensued regarding options for repair of outfall pipes and estimated costs and installation of location signs along trails to help locate emergency callers on trails.

ENGINEER'S REPORT

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

Mr. Kalkomey first discussed the Va9 Outfall Repairs and recommended that the Board approve Payment No. 2 and Final in the amount of \$7,415.25, payable to Canyon Construction.

Mr. Kalkomey next discussed plans for a Stormwater Quality Park within the Diversion Channel downstream of Mason Road and requested authorization to design and advertise for bids for construction of the project.

Mr. Kalkomey discussed options for mitigation of subgrade in an area west of the 16" sanitary sewer line in the Diversion Channel to alleviate flooding in Canyon Gate. Mr. Kalkomey also recommended ensuring the channel flows freely, removing the rock structure in the channel, and limiting construction vehicle access.

Following review and discussion, and based on the engineer's recommendation, Director Savage moved to (1) approve the engineering report; (2) approve Payment No. 2 and Final in the amount of \$7,415.25, payable to Canyon Construction for Va9 Outfall Repairs; and (3) authorize LJA to design and advertise for bids for construction the Stormwater Quality Park within the Diversion Channel downstream of Mason Road.

PROJECT BARKER

The Board upcoming informational sessions with project stakeholders/contributors to discuss the project and funding for same.

Discussion ensued regarding submitting a time extension request for funding through the Texas Water Development Board and other options for Federal/State grant funding. Following discussion, Director Nady moved to authorize LJA to proceed with the request for a time extension discussed with the Board. Director Savage seconded the motion, which passed unanimously.

PARK MATTERS

There was no discussion for this agenda item.

Ms. Arceneaux updated the Board on the progress of construction of the shade canopy at Central Green.

COMMUNITY COMMUNICATIONS

Director Duncan reviewed a communications report from April Renberg, a copy of which is attached.

CURRENT EVENTS AND ACTION ITEMS

Director Robinson discussed current events.

BOARD VACANCY

The Board interviewed Mr. Alec Bray for the vacant Board position. Following review and discussion, the Board concurred to add an item to the parks meeting agenda to appoint Alec Bray to vacant position on the Board of Directors.

The Board discussed membership in Houston Stronger.

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

Secretary, Board of Directors

(SEAL)