

MINUTES
WILLOW FORK DRAINAGE DISTRICT

April 14, 2022

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 14th day of April, 2022, 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
Gregg Nady	Vice President
John Savage	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 were either in person or by telephone were: Katie May and Robert Miller of Inframark Water & Infrastructure Services ("Inframark"); Jerry Schroeder of Champions Hydro-Lawn ("Champions"); Craig Kalkomey of LJA Engineering ("LJA"); Tom Crayton of F. Matuska, Inc. ("FMI"); Maeve Burns of TBG Partners ("TBG"); Yvonne Arceneaux, District Park Manager and Cristen Wiatr; Lisa Rickert of Artesian Financial Services; 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 March 10, 2022, regular meeting. Director Nady moved to approve the minutes, as amended. Director Bray seconded the motion, which passed unanimously.

TAX ASSESSOR/COLLECTOR'S REPORT

The Board received and reviewed the County tax collection report, a copy of which is attached. No action was taken.

INSURANCE RENEWAL

The Board reviewed an insurance renewal proposal from McDonald & Wessendorff Insurance. Following review and discussion, upon a motion by Director Nady and a second by Director Savage, the Board voted unanimously to authorize renewal of the District's insurance policies through McDonald & Wessendorff Insurance.

The Board requested that a representative of McDonald & Wessendorff attend the parks Board meeting to present proposals for coverage for additional officers and cybersecurity liability coverage.

FINANCIAL AND BOOKKEEPING MATTERS

Mr. Crayton reviewed the bookkeeper's report and the quarterly investment report, copies of which are attached.

After review and discussion, Director Savage moved to approve the bookkeeping report, and authorize payment of the bills, with payment to ESiteful subject to review and approval by April Renberg. Director Nady seconded the motion, which passed unanimously.

BOOKKEEPING SERVICE PROPOSAL

Ms. Rickert presented a proposal for bookkeeping services. Following review and discussion, Director Bray moved to approve the proposal for bookkeeping services from Artesian Financial Services. The motion was seconded by Director Savage and passed unanimously.

UPDATE ON FEMA CLAIM AND MAINTENANCE OF STORM SEWER LINES

Ms. May 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.

Mr. Miller reviewed a Storm Line Maintenance Report, a copy of which is attached, and discussed Inframark's annual pricing index increase, a copy of which is also attached.

There were no items in Inframark's report requiring Board action.

ENGINEER'S REPORT

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

Mr. Kalkomey said that Fort Bend County Municipal Utility District No. 124 (“No. 124”) has requested an easement / encroachment for a cased waterline across the District’s Va3 channel. He said that the engineer for No. 124 will prepare a metes and bounds and exhibit for preparation of an easement if the Board has no objection to same.

Mr. Kalkomey updated the Board regarding Va1, Va9 and Va12 slope erosion repair and recommended that the Board approve Pay Estimate No. 2 in the amount of \$38,515, payable to Compact TX.

Following review and discussion, and based on the engineer’s recommendation, Director Nady made a motion to (1) approve the engineering report; (2) authorize preparation of a metes and bounds exhibit for the conveyance of a waterline from No. 124 to the District; and (3) approve Pay Estimate No. 2 in the amount of \$38,515, payable to Compact TX. Director Bray seconded this motion, which carried 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.

Mr. Schroeder reviewed (1) an updated maintenance budget for District facilities; (2) a proposal in the amount of \$21,827 to repair and hydro mulch the bottom of the Va1 Northside Slope & Toe; (3) a proposal in the amount of \$21,340.13 to remove existing pipe, repair a sinkhole in Va1, replace pipe and hydro mulch; and (4) a proposal to excavate and fill a sinkhole under the Va14 apron with concrete slurry and hydro mulch. Mr. Schroeder also reviewed an alternate proposal for repair of the Va1 sinkhole with Trenchcoat, but the Board concurred to approve the proposal using HDPE pipe. Following review and discussion, Director Savage moved to approve the Champions report, the updated maintenance budget and all proposals discussed above. Director Nady seconded the motion, which passed unanimously.

PHASE II SMALL MS4 GENERAL PERMIT AND STORM WATER MANAGEMENT PLAN

The Board reviewed a draft Phase II MS4 annual report which is due on April 23, 2022. Following review and discussion, director Nady moved to approve the annual report and authorize filing with the TCEQ. Director Savage seconded the motion, which passed unanimously.

PROJECT BARKER

Mr. Thompson updated the Board regarding meetings with Project stakeholders to request a commitment of funding for the Project.

PARK MATTERS

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

Ms. Burns updated the Board on completion of the Central Green shade structure.

The Board discussed possible park projects that could be completed by the Boy Scouts and concurred to invite Neal Stillman to bring project proposals to the parks Board meeting.

DIRECTOR AND COMMITTEE REPORTS AND MEETING MATTERS

Director Duncan reported regarding communications and Houston Stronger meetings and events.

The Board considered a resolution nominating Director Duncan to the Association of Water Board Directors Board (“AWBD”) of Trustees. Following review and discussion, Director Nady moved to nominate Director Duncan to for the Board of Trustees of AWBD. Director Savage seconded the motion, which passed unanimously.

Director Robinson discussed current events.

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

Secretary, Board of Directors

(SEAL)

