

MINUTES
WILLOW FORK DRAINAGE DISTRICT

December 8, 2022

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 8th day of December 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:

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, either in person or by telephone, were Maeve Burns of TBG Partners; Robert Miller and Katie May of Inframark Water & Infrastructure Services ("Inframark"); Jerry Schroeder of Champions Hydro-Lawn ("Champions"); Isaac Muniz of LJA Engineering ("LJA"); Cara Sliva of Artesian Financial Services; Yvonne Arceneaux, District Park Manager; Harry H. Thompson and Meagan Guilmenot of Allen Boone Humphries Robinson LLP.

COMMENTS FROM DISTRICT RESIDENTS

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 November 10, 2022, regular meeting. Director Bray moved to approve the minutes, as discussed. Director Nady seconded the motion, which passed unanimously.

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Sliva presented the County tax collection report.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Sliva reviewed the bookkeeper's report, including the quarterly investment report, copies of which are attached.

Ms. Sliva reviewed the District's budget for both parks and drainage, for the fiscal year ending September 30, 2022, and reviewed a comparison of actual expenditures against the original budget adopted.

Following review and discussion, and based off of the bookkeeper's recommendation, Director Bray moved to approve the bookkeeper's report and payment of the bills. Director Hubbell 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 Hubbell 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.

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 requested the Board's authorization for Champions to obtain bids for the WFD-23W Interceptor Pipe, Va9-11E-Storm Outfall, and the Va1c sinkhole. Discussion ensued.

Following discussion, and based off of Champions' recommendation, Director Nady moved to (1) approve Champions' report; and (2) authorize Champions to obtain all necessary bids, as discussed. Director Bray seconded the motion, which carried 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 and the status of projects pending approval for funding.

Mr. Miller reviewed a Storm Line Maintenance Report, a copy of which is attached.

Mr. Thompson updated the Board on the status of Cinco Municipal Utility District No. 1's reverse osmosis water treatment project. The Board requested Mr. Thompson inquire as to the availability of a tour of the facility.

ENGINEER'S REPORT

Mr. Muniz updated the Board on the successful installation of the lights at SH 99.

Mr. Muniz updated the Board regarding Fort Bend County Drainage District's plans to remove additional silt from Buffalo Bayou and the upstream end of the Diversion Channel. The Board discussed the project being cost-shared with Grand Lakes WCID ("Grand Lakes") per the maintenance agreement, which means Grand Lakes would cover 23% of the project costs. Mr. Muniz stated that Grand Lakes is requesting that the District submit an official request per the cost-share agreement.

Mr. Muniz reviewed and presented Change Order No. 1 in the amount of \$50,576.00, payable to JBRI Construction Services, LLC ("JBRI") for the costs associated with the removal and replacement of the sidewalk, which would decrease the contract amount to \$506,036.00. The Board determined that Change Order No. 1 is beneficial for the District.

Following review and discussion, and based off of the engineer's recommendation, Director Bray moved to (1) approve the engineer's report; (2) authorize LJA to submit an official request on behalf of the District per the cost-sharing agreement relating to the removal of additional silt from Buffalo Bayou and the upstream end of the Diversion Channel; and (3) approve Change Order No. 1 from JBRI, as discussed. Director Hubbell seconded the motion, which passed unanimously.

PROJECT BARKER

The Board discussed Project Barker matters.

FLOOD MITIGATION EFFORTS INCLUDING COMMUNITY OUTREACH AND AUTHORIZE APPROPRIATE ACTION, IF APPLICABLE

Mr. Thompson discussed the County's flood mitigation efforts.

PARK MATTERS

Ms. Arceneaux discussed District park matters.

HOUSTON STRONGER

The Board discussed the renewal of membership in Houston Stronger. Following discussion, Director Bray moved to authorize the renewal membership at an executive participation level. Director Robinson seconded the motion, which passed unanimously.

Director Robinson discussed current events.

Director Hubbell updated the Board on District communication matters.

REVIEW AND UPDATE EMINENT DOMAIN REPORT TO THE TEXAS COMPTROLLER

Mr. Thompson reported on filing of the District's Eminent Domain Authority Annual Report with the Comptroller of the State of Texas pursuant to Section 2206.154, Texas Government Code.

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

/s/ Sarah Hubbell
Secretary, Board of Directors

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