

# DRAFT

## MINUTES WILLOW FORK DRAINAGE DISTRICT

February 9, 2023

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 9<sup>th</sup> day of February 2023, 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 Hubbell, 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 and Marie Newsome of Champions Hydro-Lawn ("Champions"); Craig Kalkomey of LJA Engineering ("LJA"); Lisa Rickert and Cara Sliva of Artesian Financial Services; Cristen Wiatr, District Administrator; 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 January 12, 2023, regular meeting. Director Nady moved to approve the minutes, as discussed. Director Robinson seconded the motion, which passed unanimously.

### TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Sliva and Ms. Rickert presented the County tax collection report.

# DRAFT

The Board considered adopting a Resolution Concerning Exemptions from Taxation. Following discussion, the Board deferred action on this agenda item until further information is received from the District's financial advisor on this subject.

## 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, 2023, 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 Nady seconded the motion, which passed unanimously.

The Board discussed the Association of Water Board Directors winter conference. The Board then considered authorizing attendance at the summer conference. After review and discussion, Director Bray moved to approve reimbursement of all eligible expenses for Directors who attended the winter conference, which the bookkeeper confirmed were submitted in accordance with the District's guidelines, and to authorize attendance of any interested Directors at the summer conference. Director Nady seconded the motion, which passed 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 reviewed the operator's report, a copy of which is attached, reviewed the status of the ditches and channels, as well as certain trails, and reviewed the following proposals with the Board:

1. 42" Storm Pipe replacement -Va9-11E proposal in the amount of \$39,699.00; and
2. WFD-23W Interceptor Pipe replacement proposal in the amount of \$28,208.00.

Mr. Kalkomey stated that LJA solicited at least three bids for the 42" Storm Pipe replacement -Va9-11E and WFD-23W Interceptor Pipe replacement projects and, after LJA reviewed the submitted bids, recommended awarding the contract to the lowest bidder, GW Phillips Concrete ("GW") in the amount of \$33,000 for the 42" Storm Pipe replacement -Va9-11E and \$27,400 for the WFD-23W Interceptor Pipe replacement. The Board concurred, in its judgment, that GW was a responsible bidder who would be

# DRAFT

most advantageous to the District and would result in the best and most economical completion of the project.

Following review and discussion, and based on the engineer's recommendation, Director Nady moved to award the contract to GW for the 42" Storm Pipe replacement -Va9-11E and WFD-23W Interceptor Pipe replacement projects, as discussed. Director Bray seconded the motion, which 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 and the status of projects pending approval for funding.

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

Mr. Miller reviewed and presented proposals to dig down, re-seal, and backfill the Va1c sinkhole. Following review and discussion, Director Bray moved to approve the proposal from Inframark in the amount of \$5,600, as discussed. Director Nady seconded the motion, which passed unanimously.

## ENGINEER'S REPORT

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

Mr. Kalkomey 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.

Mr. Kalkomey reviewed and presented Pay Application No. 2 in the amount of \$108,898.92, payable to JBRI Construction Services, LLC ("JBRI") for the costs associated with the hauling of fill from the Fort Bend County Diversion Channel Cleanout Project, and recommended payment of same.

Following review and discussion, and based off of the engineer's recommendation, Director Nady moved to (1) approve the engineer's report; and (2) approve Pay Application No. 2 from JBRI, as discussed. Director Bray seconded the motion, which passed unanimously.

## PROJECT BARKER

Mr. Kalkomey discussed Project Barker matters. Mr. Kalkomey stated that the Project Barker extension was approved by Texas Water Development Board until December 31, 2023.

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

Mr. Thompson discussed and updated the Board on the County's public outreach efforts related to flood mitigation.

## POST-HARVEY LITIGATION MATTERS

Mr. Thompson discussed Post-Harvey litigation matters.

## PARK MATTERS

Ms. Arceneaux discussed District Park matters.

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

Director Bray reported regarding Houston Stronger meetings and events.

Director Robinson discussed current events.

The Board discussed the District's proposed Capital Improvement Plan, and indicated further discussion is needed at the upcoming parks meeting.

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

---

Secretary, Board of Directors

(SEAL)