

MINUTES
WILLOW FORK DRAINAGE DISTRICT

April 13, 2023

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 13th day of April 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, thus constituting a quorum.

Also attending the meeting, either in person or by telephone, were: Robert Miller of Inframark Water & Infrastructure Services ("Inframark"); Jerry Schroeder and Marie Newsom of Champions Hydro-Lawn ("Champions"); Craig Kalkomey of LJA Engineering ("LJA"); Cara Sliva of Artesian Financial Services ("Artesian"); Cristen Wiatr, District Administrator; Yvonne Arceneaux, District Park Manager; Emily Li, resident of the District; Harry H. Thompson and Whitney Cataldo of Allen Boone Humphries Robinson LLP ("ABHR").

COMMENTS FROM DISTRICT RESIDENTS

Director Savage offered any members of the public attending the meeting the opportunity to make public comment.

Ms. Li inquired about the District's Stormwater Quality Project and the walking trails in the District. Discussion ensued regarding the scope and timing of the construction.

There being no other 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 March 9, 2023, regular meeting and minutes of the April 4, 2023, special meeting. Discussion ensued regarding the solar panel lights for Willow Fork Park. The Board concurred to discuss the matter further during Mr. Schroeder's report. After review and discussion, Director Nady moved to approve the minutes, as discussed. Director Bray seconded the motion, which passed unanimously.

ADOPT RESOLUTION COMMENDING WENDY DUNCAN FOR EXEMPLARY SERVICE TO THE DISTRICT

The Board considered adopting a Resolution Commending Wendy Duncan for Exemplary Service to the District. After review and discussion, Director Nady moved to adopt the Resolution Commending Wendy Duncan for Exemplary Service to the District and direct that the Resolution be filed appropriately and retained in the District's records. Director Bray seconded the motion, which passed unanimously.

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Sliva presented the County tax collection report, a copy of which is attached.

Following review and discussion, Director Nady moved to approve the County tax collection report. Director Hubbell seconded the motion, which passed unanimously.

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.

Discussion ensued regarding the Syren Entertainment and Media Group LLC invoices.

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 Hubbell seconded the motion, which passed unanimously.

RENEWAL OF DISTRICT'S INSURANCE POLICIES

The Board reviewed an insurance renewal proposal from McDonald & Wessendorff Insurance with a renewal premium in the amount of \$30,871.00. Following review and discussion, Director Bray made a motion to authorize renewal of the District's insurance policies through McDonald & Wessendorff Insurance. Director Nady seconded the motion which passed unanimously.

UPDATE ON FEDERAL EMERGENCY MANAGEMENT AGENCY ("FEMA") CLAIM AND MAINTENANCE OF STORM SEWER LINES

Mr. Miller reviewed a storm line maintenance report, a copy of which is attached. Mr. Miller updated the Board on an event that occurred on February 21, 2023 where the overloads were tripped causing bulking in the clarifier. Discussion ensued. After review and discussion, the Board requested for Inframark to review all District pumps and verify that each pump has a surge protector.

Mr. Miller updated the Board on the total reimbursement received for the Diversion Channel project from FEMA and the status of projects pending approval for funding. Discussion ensued regarding the timeline and reimbursements for the Diversion Channel project.

Mr. Miller stated that Inframark is hosting a Water Festival event on April 22, 2023 at Central Green. Discussion ensued regarding insurance for the event. After review and discussion, Director Bray made a motion to: (1) approve the Water Festival event on April 22, 2023; and (2) waive the insurance requirement for Inframark in conjunction with hosting the Water Festival event. Director Hubbell 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.

Mr. Schroeder presented a proposal from Champions, in the amount of \$15,828.00 for slope repairs and replacement of Va9b-60W interceptor pipe.

Discussion continued regarding the Diversion Channel project and the solar pane lights for Willow Fork Park.

Following review and discussion and based on the operator's recommendation, Director Bray moved to: (1) approve the operator's report; and (2) approve proposal from Champions, in the amount of \$15,828.00 for slope repairs and replacement of Va9b-60W interceptor pipe. Director Hubbell 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 storm gauge located at Mason Road and stated the gauge was installed and operational. Discussion ensued regarding the storm and flood report prepared for the Board by LJA during the last rain event and potential use of the storm and flood report for communication of information to residents.

Mr. Kalkomey updated the Board on the Fort Bend County Diversion Channel Cleanout Project. He then reviewed and presented Pay Application No. 4 in the amount of \$42,336.00 and Change Order No. 2 to increase the contract amount by \$56,000.00, payable to JBRI Construction Services, LLC ("JBRI") for costs associated with the hauling of fill from the Fort Bend County Diversion Channel Cleanout Project. Discussion ensued regarding materials for the project. Following review and discussion, and based on the engineer's recommendation, the Board concurred to take no action on Change Order No. 2.

Mr. Kalkomey updated the Board the Stormwater Quality Park project and stated a progress meeting was held on April 5, 2023.

The Board discussed District drainage channels and potential locations for markers or monuments to monitor silt levels in the drainage channels.

Following review and discussion, and based off the engineer's recommendation, Director Hubbell moved to: (1) approve the engineer's report; and (2) approve Pay Application No. 4 from JBRI, as discussed. Director Nady seconded the motion, which passed unanimously.

PROJECT BARKER

The Board discussed Project Barker matters.

POST-HARVEY LITIGATION MATTERS

There was no discussion on this agenda item.

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

There was no discussion on this agenda item.

PARK MATTERS

Ms. Arceneaux discussed District Park matters and updated the Board on H-Town Sports Day being held on April 15, 2023.

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

The Board discussed communication matters.

Director Bray updated the Board on Houston Stronger meetings and events.

Director Robinson discussed current events.

Mr. Miller gave an update on surge protectors for the District's pumps.

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

(SEAL)



A handwritten signature in cursive script, reading "Dan Habel".

Secretary, Board of Directors

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