

MINUTES
WILLOW FORK DRAINAGE DISTRICT

May 11, 2023

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 11th day of May 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 Bray, thus constituting a quorum.

Also attending the meeting, either in person or by telephone, were: Robert Miller and Katie May 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; 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.

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 April 13, 2023, regular meeting. After review and discussion, Director Nady moved to approve the minutes, as discussed. Director Hubbell 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.

Mr. Thompson discussed the District's Travel Reimbursement Guidelines (the "Guidelines") in connection with the upcoming Association of Water Board Directors ("AWBD") summer conference.

Following review and discussion, and based off of the bookkeeper's recommendation, Director Hubbell moved to: (1) approve the bookkeeper's report and payment of the bills; and (2) authorize up to four per diems, three hotel nights, and six meals for each director attending the AWBD summer conference, all to be submitted in accordance with the District's Guidelines. Director Nady 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 \$20,371.50 for the replacement of elm trees at Willow Fork Park. Discussion ensued. Following review and discussion, the Board concurred to take no action on the proposal and requested for Champions to bring additional proposals that include different tree options for Willow Fork Park to the next parks meeting.

Following review and discussion and based on the operator's recommendation, Director Nady moved to approve the operator's report. Director Hubbell seconded the motion, which passed unanimously.

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

The Board inquired about FEMA reimbursements and Ms. May updated the Board on the total reimbursements received for the Diversion Channel project from FEMA. Ms. May then updated the Board on the status of projects pending approval for

funding. Discussion ensued regarding the timeline and reimbursements for the Diversion Channel project and the Stormwater Quality Park project.

Mr. Miller reviewed a storm line maintenance report, a copy of which is attached. Mr. Miller discussed two water quality noncompliance notifications and actions taken by Inframark. Discussion ensued.

Following review and discussion, and based on Inframark's recommendation, Director Nady made a motion to approve the storm line maintenance report. Director Robinson 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 Stormwater Quality Park project. Mr. Kalkomey then reviewed and presented Pay Application No. 1 in the amount of \$72,900.00, payable to GW Phillips Construction, Inc ("GW Phillips") for the construction of the Stormwater Quality Park project.

Mr. Kalkomey reviewed the gauge report at Mason Road. Discussion ensued regarding gauges located in the District.

Mr. Kalkomey updated the Board on the Fort Bend County Diversion Channel Cleanout Project. Discussion ensued regarding required materials needed for the project and the impact of those materials for the completion of the project. Mr. Kalkomey then reviewed and presented Pay Application No. 6 in the amount of \$27,055.98 and Change Order No. 1 to increase the contract amount by \$97,165.60, 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 the contract with JBRI for the project. Following review and discussion, the Board concurred to take no action on Change Order No. 1 and requested for LJA to contact JBRI to discuss financing options to complete the project, including cost sharing of the remaining work.

Following review and discussion, and based off the engineer's recommendation, Director Nady moved to: (1) approve the engineer's report; (2) approve Pay Application No. 1 submitted by GW Phillips, as discussed; and (3) approve Pay Estimate No. 6 submitted by JBRI, as discussed. Director Robinson seconded the motion, which passed unanimously.

PROJECT BARKER

The Board discussed Project Barker matters.

Mr. Thompson stated ABHR and LJA are working to schedule meetings with Commissioner Morales' office and Judge George's office to discuss the matter further.

POST-HARVEY LITIGATION MATTERS

There was no discussion on this agenda item.

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

Discussion ensued regarding the date and location of the next town hall meeting.

PARK MATTERS

Ms. Arceneaux discussed District Park matters and updated the Board on upcoming events.

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

Director Hubbell updated the Board on communication matters.

Director Nady updated the Board on easements for the Segment Q trail project.

Mr. Kallomey updated the Board on the District's Capital Improvement Plan and channel inventory.

Director Robinson discussed current events.

MEETING MATTERS, INCLUDING SPECIAL MEETINGS, AGENDA ITEMS, AND SCHEDULING

The Board concurred to hold the next drainage meeting in person on June 8, 2023, at LJA's office located at 1904 West Grand Parkway North, Suite 100, Katy, Texas 77449, and to hold the next parks meeting in person on May 25, 2023, at the same location mentioned above.

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

(SEAL)




Asst. Secretary, Board of Directors

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