

MINUTES
WILLOW FORK DRAINAGE DISTRICT

November 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 9th day of November 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 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"); and Harry H. Thompson and Whitney Lington 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 October 12, 2023, regular meeting. After review and discussion, Director Nady moved to approve the minutes. Director Bray 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.

The Board discussed the Va3 and requested for LJA to prepare a summary of costs for repairs and slope paving for Va3 and identify the location of the waterline in connection to Va3.

The Board discussed the potential to bury rip rap at Va3 and Va10.

The Board then discussed trails in the District.

Mr. Schroeder updated the Board on the waterfall at Willow Fork Park lake and stated the pump has been installed and the waterfall is now operational. Discussion ensued regarding drainage areas connected to the Willow Fork Park lake.

The Board discussed tree removal and replacement of trees across from Patti's Patch.

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.

TAX ASSESSOR/COLLECTOR'S REPORT

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

Following review and discussion, and information provided by the County tax assessor collector, Director Bray 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, a copy of which is attached.

Ms. Sliva stated check no. 10082 payable to GW Phillips Concrete Construction, Inc in the amount of \$33,000.00 will be voided. Discussion ensued.

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.

The Board discussed disbursement checks associated with canceled events at Central Green and requested for Artesian to follow up with Ms. Arceneaux regarding vendors associated with the cancelled events at Central Green.

The Board discussed the Exploration Park Resurfacing line item in the parks budget.

The Board discussed the utility cost and usage report that was included in the bookkeeper's report. Mr. Kalkomey discussed the irrigation locations listed on the utility cost and usage report.

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

ADOPT RESOLUTION CASTING BALLOT FOR THE ELECTION OF A PERSON TO THE BOARD OF DIRECTORS OF THE HARRIS CENTRAL APPRAISAL DISTRICT ("HCAD")

The Board considered adopting a Resolution Voting for Director in the Board of Directors Election for HCAD. Following discussion, the Board concurred to take no action on this agenda item.

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 discussed a water quality noncompliance notification and actions taken by Inframark. Discussion ensued.

Mr. Miller discussed the FEMA report and updated the Board on the total reimbursements received from FEMA for the Diversion Channel project, a copy of which is attached to the storm line maintenance report. Mr. Miller stated the Stormwater Quality Park project deadline has been extended to December 2023.

Following review and discussion, and based on Inframark's recommendation, Director Nady made a motion to approve the storm line maintenance report. Director Bray seconded the motion, which passed unanimously.

Ms. May addressed the Board regarding her role with FEMA updates.

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 and stated the final punch list is being completed and the project should be finalized by the end of the month. Discussion ensued regarding the completion date of the project. Mr. Kalkomey then recommended approval of Pay Estimate No. 5 from GW Phillips in the amount of \$69,334.87 for the Stormwater Quality Park project.

Mr. Kalkomey discussed repairs at Va9. Mr. Kalkomey then stated GW Phillips completed the second outfall repair on Va9-11E and recommended payment of the invoice for the repair work, in the amount of \$27,400.00.

Mr. Kalkomey stated two bids were received for the outfall repairs located at Va9-11W and WFD-23W: (i) GW Phillips in the amount of \$33,000.00; and (ii) Champions in the amount of \$48,498.00. Discussion ensued.

Mr. Kalkomey updated the Board on the Cinco Ranch Boulevard Underpass project and stated LJA revised the cost estimate for the project to include slope paving. Discussion ensued regarding the cost of slope pavement versus the cost of a retaining wall. Mr. Kalkomey stated LJA is working with Fort Bend County to finalize an interlocal agreement for the project.

Mr. Kalkomey stated LJA has completed the preliminary construction costs for the silt removal and channel repair of channel Va3b. Mr. Kalkomey stated LJA estimates 3,200 linear feet will be needed for all repairs for an estimated cost of \$1,792,000.00. Discussion ensued regarding the repair areas, scope and financing. The Board concurred for LJA to discuss the repairs further with Champions and get an estimated cost from Champions for the repairs.

Following review and discussion, and based off the engineer's recommendation, Director Bray moved to: (1) approve the engineer's report; (2) approve Pay Estimate No. 5 from GW Phillips in the amount of \$69,334.87 for the Stormwater Quality Park project; (3) approve payment of the invoice from GW Phillips for the repair work completed at Va9, in the amount of \$27,400.00; and (4) award bid to GW Phillips in the amount of \$33,000.00 for outfall repairs located at Va9-11W and WFD-23W. Director Nady seconded the motion, which passed unanimously.

PARK MATTERS

Mr. Thompson updated the Board on District park matters.

Director Nady discussed the Precinct 4 Katy East Community Plan and Mobility Study. The Board concurred for Director Nady to serve as the District's representative in the study, with Director Bray serving as a backup representative for the study.

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 the parks committee meeting and upcoming articles for the District newsletter.

Director Nady stated Fort Bend County's traffic engineer has requested for safety funds to be used for the underpass projects at Mason Road, Fry Road and Peak Road.

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 December 14, 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 November 30, 2023, at the same location mentioned above.

The Board then discussed scheduling a joint meeting with Cinco Municipal Utility District No. 12.

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

(SEAL)



Sal Abbell
Secretary, Board of Directors

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