

MINUTES
WILLOW FORK DRAINAGE DISTRICT

April 9, 2020

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session by teleconference, with access by telephone available to the public, pursuant to Texas Government Code Section 551.125 and Governor Greg Abbott's emergency disaster declaration dated March 13, 2020, on the 9th day of April, 2020, and the roll was called of the members of the Board being present by telephone:

Richard Ward	President
Dan Smith	Vice President
John Poulter	Secretary
Wendy Duncan	Assistant Vice President
Joe Robinson	Assistant Secretary

and all of the above were present, except Director Ward, thus constituting a quorum.

Also attending the teleconference were: Robert Serrett, member of the public; Yvonne Arceneaux, Events Director; Katie May of Inframark Water & Infrastructure Services ("Inframark"); Jerry Schroeder of Champions Hydro-Lawn ("Champions"); Mr. Craig Kalkomey of LJA Engineering; Karen Kottke of AECOM; Fran Matuska of F. Matuska, Inc.; and Stephen M. Robinson, Harry H. Thompson, and Patti Hopper of Allen Boone Humphries Robinson LLP ("ABHR").

Mr. Thompson reviewed certain recommended protocols for conducting the District's meeting via teleconference. He announced that the meeting was being recorded and that consultant reports presented at the meeting were posted online and available to the public in the form of an "agenda packet" prior to the start of the meeting at <https://www.districtdirectory.org/agendapackets/wfdd/>

COMMENTS FROM DISTRICT RESIDENTS

There were no comments from District residents.

APPROVE MINUTES

Director Poulter stated since the Board did not have a March drainage meeting, there were no minutes to approve.

UPDATE ON COVID19 MATTERS

Mr. Thompson stated there is no specific update on this matter, but that some of the remaining agenda items will address certain aspects of COVID19.

HURRICANE HARVEY MATTERS, INCLUDING FEMA CLAIM

Ms. May updated the Board regarding the FEMA claim and reviewed a list of projects being submitted for FEMA reimbursement. In response to a question from Director Poulter, Ms. May stated she has frequently requested updates from the State regarding timing of remaining reimbursements.

MAINTENANCE OF STORM SEWER LINES

Ms. May reviewed the storm sewer maintenance report, a copy of which is attached. She stated there were no excursions at either wastewater treatment plant.

BOOKKEEPER'S REPORT

Ms. Matuska reviewed the bookkeeper's report, a copy of which is attached. After review and discussion, Director Poulter moved to approve the bookkeeper's report and payment of the bills. Director Robinson seconded the motion, which passed by unanimous vote.

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Matuska presented the County tax collection report.

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 the trails. In response to a question from Director Poulter, Mr. Schroeder stated the rip rap repair awaiting FEMA monies can wait until the funds are received, and the tree in T-103 is a County issue. After review and discussion, Director Smith moved to approve the report

ELECTRONIC BIDDING AND SIGNATURE RULES

Mr. Robinson stated the Texas Water Code permits the District to receive electronic bids for construction projects following the adoption of rules. He then reviewed an Order Adopting Texas Water Code, Section 49.2731, Electronic Bidding Rules, to implement electronic bidding for the District. Mr. Robinson then reviewed an Order Adopting Electronic Signature Rules for construction contracts which will allow contracts to be executed electronically rather than messengering hard copies to multiple persons for signature. Following review and discussion, Director Smith moved to adopt the Order Adopting Section 49.2731 Electronic Bidding Rules and the Order Adopting Electronic Signature Rules. Director Poulter seconded the motion, which passed unanimously after a roll call vote.

ENGINEER'S REPORT

Mr. Kalkomey reviewed the engineer's report, a copy of which is attached.

Mr. Kalkomey updated the Board regarding desilting of the Diversion Channel from the Cinco South Wastewater Treatment Plant to Buffalo Bayou and recommended approval of Pay Estimate No. 4 in the amount of \$242,200.80, payable to Allgood Construction.

Mr. Kalkomey stated LJA is still receiving incorporating comments preparing final calculations for the pilot project in Barker Reservoir.

Mr. Kalkomey reviewed a presentation regarding the Texas Water Development Board's Flood Infrastructure Fund and reviewed the application process. Discussion ensued regarding whether to file an abridged application or a full application and the pros and cons of each. Mr. Kalkomey stated the abridged application will cost between \$5,000 and \$15,000 which covers the initial submittal and coordination with the Texas Water Development Board. After discussion regarding pros and cons and the timing, Director Smith moved to authorize LJA to complete an abridged application for the design and an abridged application for construction of the Corps project for a cost not to exceed \$15,000. Director Duncan seconded the motion, which carried unanimously.

Mr. Kalkomey stated LJA is continuing work with Inframark to develop a capital improvement plan addressing outfall and storm line repairs, replacements, and maintenance.

Discussion ensued regarding issuing the Notice to Proceed on a portion of the mid-block crossing contract. After discussion, Director Smith moved to issue the Notice to Proceed on the mid-block crossing contract due to safety concerns, with the exception of the one located on Westheimer Parkway. Director Poulter seconded the motion, which carried unanimously.

Mr. Kalkomey presented Task Order No. 5 for final design of the Westheimer Parkway underpass with a proposed fee of \$73,900.

Mr. Kalkomey presented Task Order No. 10 for final design of the water quality park repairs with an estimated fee of \$122,700. After discussion, Director Smith moved to defer action on Task Order Nos. 5 and 10 for the time being. Director Poulter seconded the motion, which carried unanimously.

Ms. Kottke updated the Board regarding MS-4 matters. She stated the Commission audited the District's MS-4 plan, and no action was necessary.

Director Smith moved to approve the engineer's report, including the pay estimate. Director Duncan seconded the motion, which carried unanimously.

