

MINUTES
WILLOW FORK DRAINAGE DISTRICT

June 11, 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 11th day of June, 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: Matt Klein of TBG Partners; Chuck Mathison of Grand Lakes; Diana Dobbs, and Robert Stowe, members 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 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

The Board reviewed the minutes of the previous drainage meeting. Director Poulter stated moved to approve the minutes. Director Robinson seconded the motion, which carried unanimously.

PARK MATTERS

Ms. Arceneaux reviewed upcoming events. She stated Ms. Mouton provided all the items necessary for safe events. She requested approval of a tent contract. Director Poulter stated he was available to execute the contract.

PARKS COMMITTEE MATTERS AND RECOMMENDATIONS

Director Smith stated the Parks Committee met this past Monday, and have concurred that it's time to open parks, including Central Green. He stated additional cleaning of restrooms will occur, and security will be on hand to ensure safe practices. He stated hand sanitizers will be available for the public. Director Duncan stated cleaning of equipment will happen once a day. After discussion, Director Smith moved to approve opening the parks and authorize the additional cleanings. Director Robinson seconded the motion. Director Poulter stated COVID19 cases in Texas are trending up and asked if there is a contingency plan to in the event the Governor or local officials change reopening criteria. Mr. Thompson stated the emergency procedures established by the Board previously allow for Directors to take emergency action to close the parks in the event criteria change. All Directors voted in favor of the motion, thus the motion carried.

UPDATE ON COVID19 MATTERS

Mr. Thompson stated there was civil unrest recently, and security was increased since the last meeting. Director Smith moved to ratify hiring of special security. Director Robinson seconded the motion, which carried unanimously.

HURRICANE HARVEY MATTERS, INCLUDING FEMA CLAIM

Ms. May updated the Board regarding the FEMA claim and reviewed a list of projects that have been submitted for FEMA reimbursement. No action was necessary.

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. In response to a question from Director Smith, Ms. May stated she would research the effluent chart and report back to the Board. Director Poulter moved to approve the report. Director Smith seconded the motion, which carried unanimously.

ARBITRAGE REPORT FOR SERIES 2015 BONDS

Mr. Thompson stated the Omnicap report shows the District does not have positive arbitrage on the 2015 Bonds, and no payment is due to the Internal Revenue Service. A copy of the report is kept in the District's permanent records.

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. Mr. Schroeder reviewed budgets for additional trails to be maintained. After review and discussion, Director Smith moved to approve the report and the new budgets. Director Robinson seconded the motion, which carried unanimously.

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. 7 in the amount of \$217,295.00, payable to Allgood Construction. Director Smith moved to approve the pay estimate. Director Poulter seconded the motion, which carried unanimously. Director Poulter seconded the motion, which carried unanimously.

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

Mr. Kalkomey LJA submitted the District's initial report regarding the pilot project in the Barker Reservoir and awaiting final comment.

Mr. Kalkomey stated LJA is continuing to complete the Texas Water Development Board Application for the pilot project and requested authorization to submit the Flood Infrastructure Fund Grant application to the Texas Water Development Board. Director Smith moved to authorize submission of the application. Director Poulter seconded the motion, which carried unanimously.

Mr. Kalkomey stated Division III has been given the Notice to Proceed for the mid-block crossing project.

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

Mr. Kalkomey updated the Board regarding the design of the Westheimer Parkway underpass project. No action was necessary

Mr. Kalkomey updated the Board regarding Harvey Recovery Projects and requested authorization to advertise for bids to restore Va9, Va1, and Va12 to their pre-Harvey conditions. Director Smith moved to authorize advertisement for bids. Director Poulter asked if Champions was going to make the repairs. Mr. Kalkomey stated it may be possible for Champions to make the repairs, but due to the contract procurement requirements, it may not be feasible. Mr. Thompson stated ABHR will review the issues and report back to the Board. Director Smith withdrew his motion.

In response to a question from Director Duncan, Ms. Dobbs stated she would contact Fort Bend County Drainage District to determine the status of the repair of a blow out on the Willow Fork.

COMMUNITY COMMUNICATIONS

The Board reviewed the communication report, a copy of which is attached. The Board reviewed a picture of a proposed new logo. Director Poulter moved to approve the New Friends of Willow Fork Park Logo. Director Smith seconded he motion, which carried unanimously. Director Duncan stated the Republican Women’s Club is providing letters to new residents from all elected officials. She asked if the Board was in favor of a letter being provided on behalf of the District. The Board concurred to provide and a letter and requested that the Board review same prior to giving the letter to the Women’s Club. In response to a question from Director Poulter, the Board concurred not to advertise reopening of the parks. Discussion ensued regarding the restroom construction at Exploration Park and whether opening should be delayed. Mr. Kalkomey stated he will contact the contractor regarding how much time the boring that will be needed. He stated the park could be opened now and my need to be closed for one day when the boring occurs.

CURRENT EVENTS AND ACTION ITEMS

Director Robinson discussed current events, including COVID19 matters. He stated he completed his Public Funds Investment Act and Cyber Security training.

In response to a question from Director Smith, Mr. Thompson stated AWBD is still negotiating with regarding the summer conference.

The Board concurred to hold the next drainage meeting on July 9, 2020.

