

MINUTES  
WILLOW FORK DRAINAGE DISTRICT

September 9, 2021

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 9<sup>th</sup> day of September, 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:

Wendy Duncan	President
Vacant	Vice President
John Savage	Secretary
Gregg Nady	Assistant Vice President
Joe Robinson	Assistant Secretary

and all the above were present, thus constituting a quorum.

Also attending the meeting were: Andrew Dunn and John Lugo of On-Site Protection LLC; Rhonda Patterson of Assessments of the Southwest ("ASW"); Glen Jarrett of TBG Partners ("TBG"); Katie May and Robert Miller of Inframark Water & Infrastructure Services ("Inframark"); Jerry Schroeder and Shea Walker of Champions Hydro-Lawn ("Champions"); Craig Kalkomey of LJA Engineering; Diana Dobbs of Fort Bend County Commissioner Precinct 3 ("Precinct 3"); Jennifer Hanna BKD, LLP; Fran Matuska of F. Matuska, Inc.; Yvonne Arceneaux, District Park Manager; Harry H. Thompson and Jane Miller of Allen Boone Humphries Robinson LLP ("ABHR").

Due to the COVID-19 Virus epidemic emergency and the high threat level warnings issued by various governments and agencies, the District established a telephone option for members of the public to listen to the meeting and to address the Board. No members of the public were on the telephone.

COMMENTS FROM DISTRICT RESIDENTS

Director Duncan 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 Duncan moved to the next agenda item.

APPROVE MINUTES

The Board reviewed the minutes of the August 12, 2021, regular meeting. Director Savage moved to approve the minutes, as submitted. Director Robinson seconded the motion, which passed unanimously.

## TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Matuska presented the County tax collection report, a copy of which is attached. No action was taken.

Ms. Patterson updated the Board on development of the District's website to comply with Section 2051.202, Texas Government Code and, after discussion, said that the information could be added to the District's website and she would work with the District's consultants to ensure the appropriate information is included.

## 2021 TAX RATE MATTERS

Ms. Matuska reported that notice was published of the public hearing to be held at today's meeting regarding the adoption of the District's proposed 2021 tax rate.

The Board opened the public hearing regarding the proposed 2021 tax rate. There being no comments from the public, the Board closed the public hearing. Mr. Thompson reviewed an Order Levying Taxes levying a debt service tax rate of \$0.105 per \$100 assessed valuation and \$0.08 per \$100 assessed valuation for maintenance and operations (with \$0.05 designated for drainage and \$0.03 for parks) for a total tax rate of \$0.185 per \$100 assessed valuation. Mr. Thompson also reviewed an Amended Information Form reflecting the tax rate. After review and discussion, and upon a motion by Director Robinson and a second by Director Savage, the Board voted unanimously to (1) adopt the Order Levying Taxes, as presented and recommended by the financial advisor; (2) direct that the order be filed appropriately and remain in the District's records; and (3) to amend the Information Form.

## AUDIT FOR FISCAL YEAR END SEPTEMBER 30, 2021

Ms. Hanna next presented to the Board an engagement letter for conducting the District's audit for fiscal year ending September 30, 2021, a copy of which is attached. Following review and discussion, Director Savage moved that the Board engage BKD, LLP, to conduct the audit for fiscal year ending September 30, 2021. Director Nady seconded the motion, which passed unanimously.

## BOOKKEEPER'S REPORT AND ADOPT BUDGET FOR YEAR ENDING SEPTEMBER 30, 2022

Ms. Matuska reviewed the bookkeeper's report and the quarterly investment report, copies of which are attached. After review and discussion, Director Robinson moved to approve the bookkeeper's report and payment of the bills, including additional check no. 6032 in the amount of \$7,233, payable to Houston Events and Tents for tent rental related to Central Green events. Director Savage seconded the motion, which passed unanimously.

Ms. Matuska reviewed a draft budget for the fiscal year ending September 30, 2022. Following review and discussion, Director Savage moved to approve the budget for the fiscal year ending September 2022, as recommended by the bookkeeper. Director Nady seconded the motion, which passed unanimously.

#### UPDATE ON FEMA CLAIM

Ms. May updated the Board on the total reimbursement received for the Diversion Channel project from the Federal Emergency Management Agency ("FEMA") and the status of projects pending approval for funding.

#### MAINTENANCE OF STORM SEWER LINES

Ms. May reported the status of televising the outfall from Heritage Grand subdivision to the Diversion Channel and requested authorization to make repairs to 27 manholes, as noted in the attached report from Champions, for an estimated amount of \$15,150. Ms. May also reviewed an estimate in the amount of \$100,525 for removal of debris from 10,075 linear feet of storm line. Following review and discussion and based on Inframark's recommendation, Director Nady moved to approve the storm line maintenance report and authorize the action items in the report, as recommended by Ms. May. The motion was seconded by Director Savage and passed unanimously. Ms. May announced that she would be relocating and introduced Mr. Miller as her replacement in training. The Board expressed their appreciation for Ms. May's contributions to the District.

#### 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. Discussion ensued regarding developing an additional natural gardening area at the crown of the butterfly park. Following discussion, the Board concurred to authorize development of an additional natural gardening area as discussed and to name the project "Patti's Patch" in memory of Patti Hopper.

Mr. Thompson said that a resident reported dumping of grass clippings behind his lot in the drainage channel. Following review and discussion, Director Nady moved to authorize ABHR to send correspondence to the resident reported for violating the District's Rules and Regulations. Director Savage seconded the motion, which passed unanimously.

## ENGINEER'S REPORT

Mr. Kalkomey reviewed the engineer's report, a copy of which is attached. Mr. Kalkomey discussed the status of repairs to the Va9 outfall and recommended that the Board approve Pay Estimate No. 1 in the amount of \$124,085.25, payable to Canyon Construction.

Mr. Kalkomey reported that bids for repair of slope erosion in the Va1, Va9 and Va12 were received and are being tabulated by LJA. He and Ms. May discussed an additional submerged outfall that needs to be coffered in order to be televised for an estimated total of \$7,000. Following discussion, the Board concurred to defer discussion regarding the additional outfall until the parks meeting.

Mr. Kalkomey discussed the status of the District's application for funding to excavate and relocate 4,675,000 cubic yards of material within the Barker Dam and Reservoir ("Project Barker"). The Board discussed plans to present Project Barker to stakeholder special districts during October 2021.

Following review and discussion, and based on the engineer's recommendation, Director Savage moved to (1) approve the engineering report; and (2) to approve Pay Estimate No. 1 in the amount of \$124,085.25, payable to Canyon Construction. Director Robinson seconded the motion, which passed 3 to 0, with Director Nady absent during voting.

## PARK MATTERS

Ms. Arceneaux discussed recent and upcoming Central Green events and developments.

Mr. Jarrett provided an update on the status of the Central Green Shade Structure project.

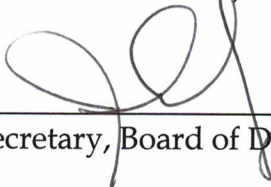
## COMMUNITY COMMUNICATIONS

Director Duncan reviewed a communications report from April Renberg, a copy of which is attached, and discussed updates to the District website. The Board concurred to schedule a special meeting to discuss community engagement for Project barker on September 15, 2021.

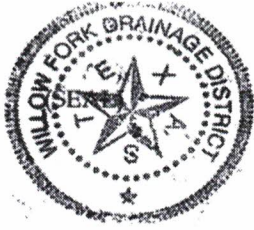
## CURRENT EVENTS AND ACTION ITEMS

Director Robinson discussed current events.

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

  
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Secretary, Board of Directors

(SEAL)



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