

MINUTES  
WILLOW FORK DRAINAGE DISTRICT

October 14, 2021

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 14<sup>th</sup> day of October, 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 either in person or by telephone were: Katie May and Robert Miller of Inframark Water & Infrastructure Services ("Inframark"); Jerry Schroeder of Champions Hydro-Lawn ("Champions"); Craig Kalkomey of LJA Engineering; Fran Matuska of F. Matuska, Inc.; Glen Jarrett of TBG Partners; Mitch Bique, Steve Haas and Alec Bray, members of the public; 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.

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 September 9, 2021, regular meeting. Director Nady moved to approve the minutes, as submitted. Director Savage 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.

## FINANCIAL AND BOOKKEEPING MATTERS

Ms. Matuska reviewed the bookkeeper's report and the quarterly investment report, copies of which are attached. After review and discussion, Director Nady moved to approve the bookkeeper's report and payment of the bills, including additional check no. 9041 in the amount of \$24,219.75, payable to Canyon Construction for Pay Estimate No. 2 for Va9 Outfall Repairs. Director Robinson seconded the motion, which passed unanimously.

Ms. Matuska announced the sale of Matuska by Texas Utility Bookkeeping and requested agenda items on the October 2021 regular meeting agenda to change the bookkeeper and investment officer for the District.

## 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 Canyon Gate subdivision to the Diversion Channel and repair of 27 manholes.

## 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 options for repair of outfall pipes. Mr. Schroeder reviewed a proposal in the amount of \$5,297.50 to coffer the outfall at Canyon Gate to inspect the outfall to determine the cause of higher water levels. Following review and discussion, Director Savage moved to approve the proposal. Director Nady 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. 2 in the amount of \$24,219.75, payable to Canyon Construction for Va9 Outfall Repairs. Following review and discussion, Mr. Kalkomey

recommended that the Board defer approval of the pay estimate until the parks meeting. Mr. Kalkomey said that he received a resident request to leave out the swale proposed as part of the project behind his lot. Mr. Kalkomey said he would forward the email for Board and ABHR review.

Mr. Kalkomey discussed proposed repairs in the Diversion Channel and requested authorization to prepare a bid package and advertise for bids to replace the Va1a outfalls. Following review and discussion, Director Savage moved to (1) approve the engineering report; and (2) authorize preparation of a bid package and advertisement for bids to replace the Va1a outfalls. Director Nady seconded the motion, which passed unanimously.

### PROJECT BARKER

The Board discussed plans to present Project Barker to stakeholder special districts and set a tentative date to host a town hall meeting to present the project to the public.

### PARK MATTERS

Ms. Arceneaux discussed recent and upcoming Central Green events and presented an Agreement for Use of District Facilities by Starz Performing Arts LLC for a November 13, 2021 Diwali Mela event. Following review and discussion, Director Nady moved to approve the Agreement for Use. Director Savage seconded the motion which passed unanimously.

Mr. Jarrett provided an update on the status of the closeout of Phase 3 Trails, Package 2 and recommended that the Board approve Pay Application No. 12 in the amount of \$16,434, payable to Division III+Constructors, Inc. ("Division III"). He also recommended that the Board approve Change Order No. Order No. 1 deducting \$291,215 from the Division III contract total. The Board determined that Change Order No. 1 is beneficial for the District.

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.

### CURRENT EVENTS AND ACTION ITEMS

Director Robinson discussed current events. The Board also discussed and confirmed holiday meeting schedules.

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

*John Savage*

Secretary, Board of Directors

(SEAL)



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