

MINUTES
WILLOW FORK DRAINAGE DISTRICT

February 13, 2020

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, February 13, 2020, at the Willow Fork Country Club, 21055 Westheimer Parkway, Katy, Texas, inside the boundaries of the District, and the roll was called of the members of the Board:

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|--------------|--------------------------|
| 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, thus constituting a quorum.

Also present at the meeting were C. D. Shepherd, Robert Stowe, and Dion Cole, 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").

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 moved to approve the minutes. Director Duncan 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 being submitted for FEMA reimbursement. A list of the FEMA projects is attached. Mr. Kalkomey reviewed the State approval process for payment of FEMA funds. Director Smith then moved to approve the report. Director Duncan seconded the motion, which carried unanimously.

MAINTENANCE OF STORM SEWER LINES

Ms. May reviewed the storm sewer maintenance report, a copy of which is attached. In response to a question from Director Smith, Ms. May reviewed the process for inspecting the District's outfall pipes.

AMENDMENT TO INFRAMARK CONTRACT

Ms. May reviewed a proposed mended contract with Inframark. Mr. Thompson stated ABHR has reviewed and approved the form of the contract. Ms. May discussed the new equipment and personnel rates, the base operation fee, and additional annual Consumer Price Index rate increases. She stated Inframark can send a 30-day notice prior to the annual increase. After review and discussion, Director Smith moved to approve the amendment as discussed. Director Duncan seconded the motion, which passed by unanimous vote.

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 Smith seconded the motion, which passed by unanimous vote.

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Matuska presented the County tax collection report.

RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION

The Board discussed the current exemption and requested ABHR to request the financial advisor to prepare an analysis showing the impact various exemptions would have on the District's tax rate for review at the next drainage meeting.

OPERATOR'S REPORT, INCLUDING AUTHORIZING DITCH MAINTENANCE,

Mr. Schroeder reviewed the operator's report, a copy of which is attached, and reviewed pictures of the ditches and channels, as well as the trails. He also reviewed a proposal to add remove graffiti from T-103. After review and discussion, Director Smith moved to approve the report and proposal. Director Duncan seconded the motion, which carried unanimously.

ENGINEER'S REPORT

Mr. Kalkomey reviewed the engineer's report, a copy of which is attached. Mr. Kalkomey stated Fort Bend County Drainage District has almost completed its study of the Barker watershed.

Mr. Kalkomey stated a homeowner in Canyon Gate has asserted that Allgood, the contractor desilting the most eastern 8200 feet of the Diversion Channel, caused damage to their home. He stated LJA and Allgood met with the homeowner to listen and document the alleged damage. He stated he notified Allgood they will ultimately be responsible for any verified losses.

Mr. Kalkomey stated Fort Bend County has adopted Atlas 14 drainage criteria. 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. 3 in the amount of \$173,404.80, payable to Allgood Construction.

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

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

Director Smith moved to approve the engineer's report, including the pay estimate. Director Duncan 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.

PARK MATTERS, INCLUDING PARKS COMMITTEE RECOMMENDATIONS

Ms. Arceneaux updated the Board regarding current and future events at Central Green.

COMMUNITY COMMUNICATIONS

Director Ward stated he had no new communication matters to report to the Board.

CURRENT EVENTS AND ACTION ITEMS

Director Robinson discussed current events, including the 2020 elections, widening of the Grand Parkway, and a seminar regarding flooding. The Board concurred to hold the next drainage meeting on March 12, 2020.

EXECUTIVE SESSION

The Board did not convene in Executive Session.

OPEN SESSION

This item was not necessary.

There being no other business to come before the Board, the meeting was adjourned.

/s/ John C. Poulter
Secretary, Board of Directors

(SEAL)

ACTION LIST

1. The Board will hold the next drainage meeting on March 12, 2020, at 11:30 a.m.

LIST OF ATTACHMENTS TO MINUTES

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