

MINUTES
WILLOW FORK DRAINAGE DISTRICT

January 9, 2020

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met in regular session, open to the public, January 9, 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:

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 Cristen Waitr, Sean Palmer, 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 Stephen M. Robinson 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.

2020 DIRECTORS ELECTION

Mr. Robinson reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors designating Patti Hopper as an agent of the Secretary of the Board of Directors to accept candidate applications, a Notice to File Applications for Place on the Ballot, an Order Calling Directors Election utilizing Fort Bend County to administer same, and the Notice of Election. After review and discussion, Director Duncan moved to adopt the Resolution Designating an Agent of the Secretary of the Board of Directors, authorize Notice to File Applications for Place on the Ballot, adopt Order Calling

Directors Election, and authorize notice of election. The motion was seconded by Director Poulter and 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. Director Smith then moved to approve the report. Director Duncan seconded the motion, which carried unanimously.

MAINTENANCE OF STORM SEWER LINES

Mr. Sandwick reviewed the storm sewer maintenance report, a copy of which is attached.

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.

ANNUAL REVIEW OF INVESTMENT POLICY

Mr. Robinson stated the District must annually review its Investment Policy in accordance with the Public Funds Investment Act. The Board next conducted the annual review. After review and discussion, Director Robinson moved to adopt the Resolution Regarding Annual Review of Investment Policy and to not change the Investment Policy. Director Duncan seconded the motion, which carried unanimously.

ADOPT LIST OF QUALIFIED BROKER/DEALERS

Mr. Robinson reviewed an updated list of banks and broker/dealers and a Resolution Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions. After review and discussion, Director Robinson moved to adopt the Resolution Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions. Director Duncan seconded the motion, which passed by unanimous vote.

ANNUAL DISCLOSURE STATEMENT

Mr. Robinson presented the Board with the annual disclosure statement for the Investment Officer/bookkeeper. He stated that the disclosure must be filed with the Texas Ethics Commission. After review and discussion, Director Duncan moved to

approve the disclosure and to authorize filing of same with the Texas Ethics Commission. Director Smith 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 pictures of the ditches and channels, as well as the trails. He also reviewed a proposal to add riprap on the channel behind Y.M.C.A. After review and discussion, Director Duncan moved to approve the report and proposal. Director Smith 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 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. 2 in the amount of \$360,849.02, 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 plans to audit 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 discussed communication matters, including the January newsletter. A copy of the communications report is attached. He also discussed the costs for printing and mailing the postcard.

CURRENT EVENTS AND ACTION ITEMS

Director Robinson discussed current events, including the 2020 census, flooding mitigation projects, and the Katy Boardwalk project.

EXECUTIVE SESSION

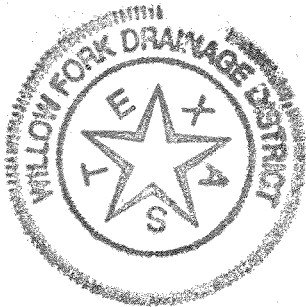
At 1:10 p.m., the Board convened in Executive Session to discuss personnel matters.

OPEN SESSION

At 1:20 p.m., the Board reconvened in Open Session. Director Poulter moved to hire Cristen Waitr for a three-month trial period and to pay \$25.00 per hour to assist in contract preparation and invoice review and to authorize ABHR to prepare the contract. Director Duncan seconded the motion, which carried unanimously.

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

(SEAL)




Secretary, Board of Directors