

MINUTES
WEST KEEGANS BAYOU IMPROVEMENT DISTRICT

August 8, 2018

The Board of Directors (the "Board") of West Keegans Bayou Improvement District (the "District") met in regular session, open to the public, on the 8th day of August, 2018, at the Keegans Wood Clubhouse, 9600 Keegans Wood Drive, Houston TX, inside the boundaries of the District, and the roll was called of the members of the Board:

Mike Emerson	President
Bobby Reed	Vice President
Amarjit Verma	Secretary
Gerald F. Kallina	Treasurer
Chris IGwilo	Director

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

Also present at the meeting were Robert Shindler of Kingsbridge Municipal Utility District ("Kingsbridge"); Shannon Waugh of Off Cinco; Michelle Guerrero of Bob Leared Interests ("BLI"); ElizaBeth Reeves of Inframark, LLC ("Inframark"); Diane Bailey of McLennan & Associates, LP ("McLennan"); Rod McCrary of AECOM; and Tim Austin and Holly Huston of Allen Boone Humphries Robinson LLP ("ABHR").

OPERATION OF DISTRICT FACILITIES

Ms. Reeves presented and reviewed the operator's report, a copy of which is attached. She reported that weekly inspections of the drainage system were completed and reported on routine maintenance events, including mowing of the West Pond and East Pond, and maintenance services of the Drainage Ditch area, including reading the irrigation meters along the Bayou. Following review and discussion, Director Emerson moved to approve the operations and maintenance report. Director Reed seconded the motion, which carried by unanimous vote.

Ms. Reeves presented and reviewed a proposal for mowing and maintenance from Champions Hydro-Lawn with an annual budget in the amount of \$246,888.05, a copy of which is attached. Following review and discussion, the Board requested Inframark to obtain additional proposals to present at the September Board meeting.

Discussion ensued regarding coordinating a tour of District facilities with Inframark and AECOM.

Director Reed discussed certain areas along the Bayou that may require additional maintenance, specifically portions along the west side of Clodine Road.

Discussion ensued regarding Inframark's monthly invoices.

REVIEW CONSULTANT CONTRACTS

In response to questions from the Board, Ms. Reeves generally discussed the Professional Services Agreement between Inframark and the District.

REVIEW PROPOSALS FOR DISTRICT WEBSITE AND AUTHORIZE APPROPRIATE ACTION

Ms. Waugh presented a proposal for creation and maintenance of a District website, a copy of which is attached. She reviewed two proposed website layout options, including: (1) a basic fixed layout with a one-time fee setup of \$1,400; and (2) a custom layout with a one-time fee setup of \$2,800. Ms. Waugh also offered three hosting options, including: (1) \$50 per month for basic hosting and website information; (2) \$150 per month which includes basic services and unlimited updates; and (3) \$250 per month which includes basic services, unlimited updates, and proactive website monitoring. Following review and discussion, the Board concurred to table action on this agenda item.

TAX ASSESSMENT AND COLLECTIONS MATTERS

Ms. Guerrero presented and reviewed the tax assessor/collector's report, a copy of which is attached, including a list of bills for payment from the District's tax account. She stated that the District's 2017 taxes were 98.5% collected as of July 31, 2018. After review and discussion, Director Reed moved to approve the tax assessor/collector's report and authorize payment of the bills presented for payment from the tax account. Director Emerson seconded the motion, which carried unanimously.

Ms. Guerrero presented and reviewed the District's 2018 certified values from the Fort Bend Central Appraisal District, a copy of which is attached. She stated BLI expects the certified values from Harris County Appraisal District in the coming weeks.

APPROVE MINUTES

The Board considered approving the minutes of the July 11, 2018, regular meeting, as submitted. Following review and discussion, Director Reed made a motion to approve the minutes of the July 11, 2018, regular meeting. Director Verma seconded the motion, which passed unanimously.

REQUEST OF DIRECTOR VEMRA TO DISCUSS JUNE MINUTES

Director Verma discussed his proposed revisions to the June meeting minutes. Following discussion, no action was taken to revise the June minutes as submitted and that they would stand as drafted by the attorney.

CONDITIONS FOR A DIRECTOR TO MEET WITH GOVERNING OFFICIALS ON BEHALF OF THE DISTRICT

Discussion ensued regarding Director Verma's request to meet with governing officials on behalf of the District. Following discussion the Board concurred no change in policy was necessary.

COMMENTS FROM THE PUBLIC

No public comments were received by the Board.

2018 TAX RATE, SET PUBLIC HEARING DATE, AND AUTHORIZE NOTICE OF PUBLIC HEARING REGARDING ADOPTION OF TAX RATE

No action was taken on this agenda item because the tax rolls are not certified.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Bailey presented and reviewed the bookkeeper's report, the investment report, and presented the bills for payment from the District's account. Copies of the bookkeeper's report and investment report are attached.

Director Reed requested Ms. Bailey hold check no. 4164 payable to Inframark in the amount of \$8,931.45, until the Board reviews additional proposals for mowing within the District.

Ms. Bailey noted check no. 4167 payable Association of Water Board Directors ("AWBD") in the amount of \$90.00, will be voided, as Director Verma did not attend the July AWBD Parks Committee meeting.

Director Verma stated that the Board was inaccurately reimbursed for their attendance at the AWBD Summer Conference because the bookkeeper assumed more days of attendance than were used. Ms. Bailey requested Board authorization to adjust the Director's August per diems due to overpayment from the AWBD Summer Conference.

Following review and discussion, Director Emerson moved to (1) approve the bookkeeper's report, the investment report, and authorize payment of bills as presented; (2) authorize McLennan hold check no. 4164, payable to Inframark, pending review of additional mowing and maintenance proposals; (3) authorize McLennan to void check no. 4167, payable to AWBD; and (4) authorize McLennan to adjust the Director's August per diems to account for the accidental overpayment in the prior per diems for attendance at the AWBD Summer Conference. Director IGwilo seconded the motion, which carried unanimously.

ADOPT RESOLUTION CHANGING POSTING PLACE FOR NOTICE OF BOARD OF DIRECTOR MEETINGS

The Board considered adopting a Resolution Changing Posting Place for notice of the Board of Director meetings to change the address of the posting place in the District to the bulletin board at Keegans Wood Clubhouse located at 9600 Keegans Wood Drive, Houston, Texas. Following review and discussion, Director Reed moved to adopt a Resolution Changing Posting Place and direct that the Resolution be filed appropriately and retained in the District's records. Director Emerson seconded the motion, which passed unanimously.

ENGINEERING MATTERS

Mr. McCrary presented and reviewed an engineering report, a copy of which is attached.

DEVELOPMENT ISSUES

Mr. McCrary reported that the construction plan review for the Townhome Development project will commence once the plan review fee is received.

DEEDS AND EASEMENTS

There was no report on deeds and easements.

DISTRICT MAINTENANCE AND CAPITAL IMPROVEMENT PLAN

Mr. McCrary updated the Board on the District's maintenance and capital improvement plan, stating the plan is currently in progress.

MS4 STORM WATER PERMIT; IMPLEMENTATION OF THE STORM WATER MANAGEMENT PLAN; AND RECEIVE PUBLIC COMMENTS

Mr. McCrary discussed the schedule for activities listed in the Storm Water Management Plan to be implemented in Permit Year 5. He distributed and reviewed a MS4 Outfall Overall Map, a copy of which is attached.

OTHER ENGINEERING MATTERS

Mr. McCrary reported AECOM received a letter from the Federal Emergency Management Association ("FEMA") notifying the District that FEMA and the Texas Water Development Board will contact the District regarding National Flood Insurance incentive programs available for Hurricane Harvey recovery.

SUGAR LAND-HOWELL ROAD TRAIL CONNECTIVITY AND HARRIS COUNTY FLOOD CONTROL DISTRICT ("HCFCD") COMMUNICATIONS

Director Verma reported on the upcoming HCFCD Bond Election. He reported that HCFCD plans to allocate up to \$32,000,000.00 for improvements along Keegans Bayou.

Director Verma updated the Board on the Sugar Land-Howell Road from Bissonnet to Old Richmond, Mobility Project No. 13211 ("Project No. 13211"). He discussed his thoughts on additional trail access within the District and his pursuit of a response from Fort Bend County ("FBC"). Following discussion, Director Emerson moved to authorize Director Verma to contact Mr. Bob DeForest of KGA/DeForest Design LLC, to request he coordinate completion of Project No. 13211 with FBC. Director Reed seconded the motion, which passed unanimously.

RECREATIONAL FACILITIES AND AMENITIES

There was no additional discussion on the recreational facilities and amenities.

PROPERTY ACQUISITION

The Board did not receive an update on the status of the property acquisition.

PHASE 4, HIKE AND BIKE TRAIL

There was no discussion on the Phase 4, Hike and Bike Trail.

REVIEW CONSULTANT CONTRACTS CONTINUED

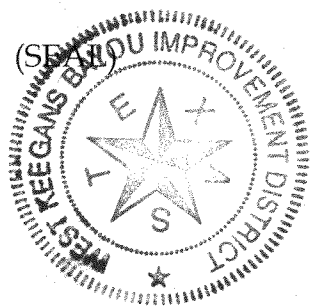
In response to questions from the Board, Mr. Austin generally discussed the engagement letter between ABHR and the District, and the purpose and powers of the District.

DISCUSS MEETING SCHEDULE

The Board will conduct the next regular meeting on September 12, 2018, at 4:45 p.m. at the Keegans Wood Clubhouse, located at 9600 Keegans Wood Drive, Houston, Texas, 77083.

There being no further matters to come before the Board, the meeting was adjourned.

[EXECUTION PAGE TO FOLLOW]



Amarjit Varna
Secretary, Board of Directors

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