

MINUTES  
WEST KEEGANS BAYOU IMPROVEMENT DISTRICT

May 13, 2020

The Board of Directors (the "Board") of West Keegans Bayou Improvement District (the "District") met in regular session by teleconference, with access by telephone available to the public, pursuant to Texas Government Code Section 551.125 and Governor Greg Abbott's emergency disaster declaration dated March 13, 2020, on the 13th day of May, 2020, and the roll was called of the members of the Board being present by telephone:

Bobby Reed	President
Miriam Beck	Vice President
Chris IGwilo	Secretary
Gerald F. Kallina	Treasurer
Amarjit Verma	Director

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

Also attending the teleconference were Moni Mansour and Wayne Thompson residents of the District; David Miller of Miller & Associates Engineering ("M&A"); Robert Shindler of Kingsbridge Municipal Utility District; Monty Campbell of Prepared Publications, Inc. ("PPI"); Russell Cook and Kathy Farris of Renn Road Municipal Utility District; Richard Haddock and Shawn Massock of 7Gen Planning ("7Gen"); Michelle Guerrero of Bob Leared Interests; Pamela Redden of McLennan & Associates, LP ("McLennan"); and Tim Austin and Holly Huston of Allen Boone Humphries Robinson LLP ("ABHR").

Mr. Austin reviewed certain recommended protocols for conducting the District's meeting via teleconference. He announced that the meeting was being recorded and that consultant reports presented at the meeting were posted online and available to the public in the form of an "agenda packet" prior to the start of the meeting at <https://www.districtdirectory.org/agendapackets/wkbid/>.

COMMENTS FROM THE PUBLIC

Mr. Thompson addressed the Board regarding (1) the District's plans for Phase 1 of the Hike and Bike Trail ("Phase 1"); (2) the proposed following phases for the Hike and Bike Trail extension; and (3) debris along the bayou near Rocky Valley Drive and the Bissonnett Bridge. Directors Reed, Verma, and IGwilo updated Mr. Thompson on the status and plans for Phase 1 and the following phases. The Board concurred to further discuss under the appropriate agenda items.

## APPROVE MINUTES

The Board considered approving the minutes of the April 8, 2020, regular meeting. Director Verma presented proposed revisions to the draft regular meeting minutes. Following review and discussion, Director Reed moved to approve the minutes of the April 8, 2020, regular meeting, as written. Director IGwilo seconded the motion, which carried unanimously the motion passed with Director Verma opposed.

## 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 2019 taxes were 97.4% collected as of April 30, 2020. 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 Beck seconded the motion, which carried unanimously.

## FINANCIAL AND BOOKKEEPING MATTERS

Ms. Redden 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. Following review and discussion, Director Beck moved to approve the bookkeeper's report, the investment report, authorize payment of bills as presented. Director Reed seconded the motion, which passed by unanimous vote.

## TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR THE AWBD SUMMER CONFERENCE

The Board discussed the upcoming AWBD summer conference. Following discussion, the Board authorized interested Directors to attend the AWBD summer conference and concurred to follow the District's Code of Ethics and Travel, Professional Services and Management Policies to determine reimbursement for conferences to pay for associated expenses.

## MOWING AND MAINTENANCE OF DISTRICT FACILITIES

Discussion ensued regarding possible solutions to remove debris along the bayou near Rocky Valley Drive and the Bissonnett Bridge. Following discussion, Director Reed reported that he will reach out to Growth Services, Inc., to request a proposal to include debris cleanup with the District's current mowing services and present at the next Board meeting.

## ENGINEERING MATTERS

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

### DEVELOPMENT ISSUES

Mr. Miller reported that M&A completed requests for construction plan reviews for Hodges Bend Middle School Athletic Field Improvements and Elegant Eldridge Retail Building and stated that M&A will issue no objection letters, subject to Board approval. Following review and discussion, Director Verma moved to authorize M&A to submit the no objection letters as discussed. Director Beck seconded the motion, which passed by a unanimous vote.

### DEEDS AND EASEMENTS

There was no discussion on this agenda item.

### DISTRICT MAINTENANCE AND CAPITAL IMPROVEMENT PLAN

There was no discussion on this agenda item.

### MS4 STORM WATER PERMIT ("MS4"); IMPLEMENTATION OF THE STORM WATER MANAGEMENT PLAN; AND RECEIVE PUBLIC COMMENTS

Mr. Miller updated the Board regarding the status of the District's MS4 permit. He noted the annual report for Year 1 was submitted to the Texas Commission on Environmental Quality on April 20th.

### REMOVE SILT AND SHAPE CENTER CHANNEL OF BAYOU

Mr. Miller updated the Board regarding the District's plans to desilt and rehabilitate the Bayou.

### OUTFALL REPAIRS

Discussion ensued regarding current and future outfall repairs. Director Reed reported that a nonworking Backslope Drain was found near Backslope Drain No. 792 on Ditch "A" and M&A is will present a proposal to repair at an upcoming meeting.

### OTHER ENGINEERING MATTERS

Mr. Miller reported that TruGreen Commercial Fertilizer Application are currently working on overseeding this Bayou.

### LANDSCAPE ARCHITECT'S REPORT

Mr. Haddock reviewed a landscape architect's report, a copy of which is attached.

DESIGN OF FACILITIES, APPROVAL OF PLANS AND SPECIFICATIONS, AUTHORIZATION TO ADVERTISE FOR BIDS AND AWARD OF CONSTRUCTION CONTRACT, APPROVE PAY ESTIMATES AND CHANGE ORDERS, AND AUTHORIZE FINAL ACCEPTANCE AS APPROPRIATE

Mr. Haddock stated that seven bids were received April 13, 2020, for the construction of Phase 1. He stated that TexasChile Inc. ("TexasChile"), submitted the lowest bid in the amount of \$409,047.66. However due to TexasChile improperly filling out the bid documents, the bid should be rejected as not in conformance with bidding requirements. Mr. Haddock then recommended that the Board award the contract to the second lowest bidder D.L. Meacham LP ("DLM"), in the amount of \$538,579.05. The Board concurred that, in its judgment, DLM was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project. Following review and discussion and based on the 7Gen's recommendation, Director Verma moved to award the contract for the construction of the Phase 1, to DLM in the amount of \$538,579.05 subject to approval of the payment and performance bonds and review of the certificate(s) of insurance and endorsements, if any, provided by the contractor. Director Reed seconded the motion. The motion passed by a 4-1 vote with Director IGwilo opposed.

RECREATIONAL FACILITIES AND AMENITIES

There was no discussion on this agenda item.

PROPERTY ACQUISITION

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

DISTRICT WEBSITE

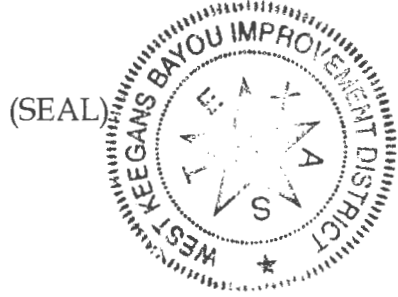
Mr. Campbell reviewed a District Website report, a copy of which is attached.

DISCUSS MEETING SCHEDULE

The Board concurred to conduct the next regular meeting on June 10, 2020, at 4:45 p.m. at the Keegans Wood Clubhouse, located at 9600 Keegans Wood Drive, Houston, Texas, 77083, if possible.

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

[EXECUTION PAGE TO FOLLOW]



/s/ Chris IGwilo  
Secretary, Board of Directors

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