

MINUTES
WEST KEEGANS BAYOU IMPROVEMENT DISTRICT

April 8, 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 8th day of April, 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 Wayne Thompson and Sheila White 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"); Candy Fair and Kathy Farris of Renn Road Municipal Utility District; Richard Haddock of 7Gen Planning ("7Gen"); Michelle Guerrero of Bob Leared Interests; Pamela Redden and Diane Bailey 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. Shindler addressed the Board regarding Fort Bend County Municipal Utility District No. 119's ("MUD 119") maintenance and reshaping of ditch's within their boundaries, specifically wondering if the District was aware of MUD 119's work and if they had plans to conduct any reshaping of the bayou themselves. Mr. Miller reported that the District is aware of MUD 119's work but has no plans to reshape the bayou at this time.

Mr. Thompson addressed the Board regarding (1) the District's plans for Phase 1 of the Hike and Bike Trail ("Phase 1"); and (2) debris along the bayou near Rocky Valley

Drive and the Bissonnett Bridge. Directors IGwilo and Verma updated Mr. Thompson on the status of Phase 1. Director Reed stated that the District is currently soliciting proposals to remove debris from the Bayou and hopes to present for Board approval at a future meeting.

CYBERSECURITY TRAINING REQUIREMENTS

Mr. Austin presented a memorandum regarding legislation enacted by the Texas Legislature regarding annual cybersecurity training requirements for certain local government employees and elected officials, beginning in 2020. He said the Board members must select a training program that is certified by the Texas Department of Information Resources. Mr. Austin reported that the Association of Water Board Directors expects to provide a certified training program for water districts at its annual conferences beginning in June 2020.

APPROVE MINUTES

The Board considered approving the minutes of the March 11, 2020, regular meeting, and March 30, 2020 special meeting as submitted. Director Verma presented proposed revisions to the draft regular meeting minutes. Following review and discussion, Director Kallina moved to approve the minutes of the March 11, 2020 regular and March 30, 2020 special, as written. Director Beck 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 96.9% collected as of March 31, 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.

CONSIDER RESOLUTION DESIGNATING DIRECTOR AS TREASURER DURING COVID19 DECLARED DISASTER

Mr. Austin presented and reviewed a Resolution Designating Director as Treasurer During COVID-19 Declared Disaster. Following review and discussion, Director Kallina moved to (1) authorize appointment of the president of the Board to be the Board's Treasurer; and (2) approve the resolution as presented. Director Reed seconded the motion, which passed by a unanimous vote.

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. Ms. Redden requested

authorization to void check no. 4412 in the amount of \$1,600.00 payable to Growth Services, Inc., ("GSI") for mowing expenses. Following review and discussion, Director Reed moved to (1) approve the bookkeeper's report, the investment report, authorize payment of bills as presented; and (2) void check no. 4412, as requested. Director Kallina seconded the motion, which passed by unanimous vote.

ORDER ADOPTING ELECTRONIC SIGNATURE RULES FOR CONSTRUCTION CONTRACTS

The Board considered adopting and Order Adopting Electronic Signature Rules for Construction Contracts. Following review and discussion, Director Kallina moved to adopt the Order Adopting Electronic Signature Rules for Construction Contracts and direct that the Order be filed appropriately and retained in the District's records. Director Reed seconded the motion, followed by a roll call vote by Mr. Austin, the motion passed by a vote of 4-1 with Director Verma opposed.

ADOPT ORDER ADOPTING SECTION 59.2731 ELECTRONIC BIDDING RULES

The Board considered adopting an Order Adopting Section 49.2731 of the Texas Water Code through electronic transmission. Following review and discussion, Director Kallina moved to adopt the Order Adopting Section 49.2731 Electronic Bidding Rules. Director Reed seconded the motion, followed by a roll call vote by Mr. Austin, the motion passed by a vote of 4-1 with Director Verma opposed.

MOWING AND MAINTENANCE OF DISTRICT FACILITIES

Director Reed reported that in response to comments from residents, GSI will be mowing areas around the sidewalks one time a month for an additional \$1,600.00 to the District's monthly invoice.

ENGINEERING MATTERS

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

DEVELOPMENT ISSUES

There was no discussion on this agenda item.

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 then reviewed the year 1 annual report for the Stormwater Management Plan ("SWMP"). Mr. Miller began his training session with the Board and other consultants.

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. Following discussion, Director Reed then motioned to suspend all work on the bayou for 30 days, as a result of the coronavirus (COVID-19) epidemic (the "Epidemic"). Director Verma seconded the motion, which passed by a majority vote with Director's Kallina and IGwilo opposed.

OTHER ENGINEERING MATTERS

Mr. Miller requested Board authorization to solicit proposals to remove an additional backslope drain near drain No. 792 on Ditch "A."

Following review and discussion, Director Reed moved to (1) approve the Year 1 annual SWMP report; (2) authorize M&A to solicit proposals to remove an additional backslope drain near drain No. 792 on Ditch "A." Director Beck seconded the motion, which carried unanimously.

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 addressed the Board regarding the status of construction for Phase 1 of the Hike and Bike Trail, noting that the bidding period has been extended as a result of the Epidemic and an addendum will be released to the prospective bidders on April 9, 2020, providing them the electronic bidding procedures.

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.

Following review and discussion, Director Kallina, moved to approve the landscape architects report as presented. Director IGwilo seconded the motion. The motion passed with a vote of 4-1, with Director Verma opposed.

DISTRICT WEBSITE

Mr. Campbell reviewed a District Website report, a copy of which is attached. Discussion ensued regarding including the Board's credentials on the website. Following discussion, Director Reed moved to approve PPI's report. Director Kailina seconded the motion.

DISCUSS MEETING SCHEDULE

The Board concurred to conduct the next regular meeting on May 13, 2020, 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]

(SEAL)



/s/ Chris IGwilo
Secretary, Board of Directors

ATTACHMENTS TO THE MINUTES

	Minutes
	<u>Page</u>
Tax assessor/collector's report	2
Bookkeeper's report	2
Investment report	2
Engineering report.....	3
Landscape Architect's Report.....	4
Website Report	5