

MINUTES
WEST KEEGANS BAYOU IMPROVEMENT DISTRICT

January 13, 2021

The Board of Directors (the "Board") of West Keegans Bayou Improvement District (the "District") met in regular session in person at the Keegans Wood Clubhouse, 9600 Keegans Wood Drive, Houston, Texas, inside the boundaries of the District, with access by telephone available to the public, on the 13th day of January, 2021, and the roll was called of the members of the Board being present by telephone and/or in person:

Mike Emerson	President
Miriam Beck	Vice President
Gerald Kallina	Secretary
Carole Bagley	Asst. Vice Pres./Asst. Secretary
Wayne Thompson	Assist Vice President

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

Also attending the meeting via teleconference or in person Amarjit Verma resident of the District; Harold Peters of Kingsbridge Municipal Utility District; David Miller of Miller & Associates Engineering ("M&A"); Monty Campbell of Prepared Publications, Inc.; Richard Haddock of 7Gen Planning ("7Gen"); Michelle Guerrero of Bob Leared Interests ("BLI"); Mary Lutz and Carol Walker of McLennan & Associates, LP ("McLennan"); and Holly Huston of Allen Boone Humphries Robinson LLP ("ABHR").

Ms. Huston reviewed certain recommended protocols for conducting the District's meeting via teleconference and in person.

COMMENTS FROM THE PUBLIC

Ms. Huston offered any members of the public attending the meeting by in person or telephone the opportunity to make public comment.

Mr. Verma addressed the Board regarding his public comments to the District's meeting minutes, the District's choice to meet in person, and his request for records from the District engineer and records keeper.

There being no further members of the public requesting to make public comment, Ms. Huston moved to the next agenda item.

CONSENT AGENDA

Mr. Emerson offered Board members and consultants the opportunity to remove items from the consent agenda for individual discussion. Director Thompson requested

that remove the Minutes and the Website items from the consent agenda. Following discussion, Director Thompson then moved to approve all items on the consent agenda, except for the Minutes and Website report. Director Emerson seconded the motion, which passed by unanimous vote. Copies of all documentsError! Bookmark not defined. approved as part of the consent agenda are attached.

APPROVE MINUTES

The Board considered approving the minutes of the November 17, 2020, regular meeting. Following review and discussion, Director Thompson moved to approve the minutes of the previous meetings as presented. Director Beck seconded the motion, which passed by a unanimous vote.

DISTRICT WEBSITE

The Board then discussed the District website and potential changes to the website. Following discussion, Director Thompson moved to approve the website report. Director Bagley seconded the motion, which passed by a unanimous vote.

ADOPT AMENDED ORDER ESTABLISHING A RECORDS RETENTION PROGRAM AND DESIGNATING A RECORDS MANAGEMENT OFFICER

Ms. Huston stated that the Texas Local Government Records Act provides that all local governments must establish an active and continuing records management program that contains policies and procedures that promote cost-effective and efficient recordkeeping. She stated that the District's current records management program requires that all District records be retained permanently. Ms. Huston reviewed with the Board an Amended Order Establishing a Records Management Program and Designating a Records Management Officer that amends the District's records management program to adopt the recommended retention schedules published by the Texas State Library and Archive Commission ("TSLAC"), which will allow the District to periodically dispose of records once the applicable retention period for that specific information has expired. Following discussion, the Board concurred to defer action on this agenda item.

ANNUAL CYBERSECURITY TRAINING

Ms. Huston presented a memorandum to the Board regarding annual cybersecurity training requirements for certain local government employees and elected officials pursuant to Chapter 2054, Texas Government Code. She stated that Board members must select a training program that is certified by the Texas Department of Information Resources. Ms. Huston added that according to the Texas Department of Information Resources, the training should be completed by June 14th of each year.

ENGINEERING MATTERS

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

DEVELOPMENT ISSUES

Mr. Miller updated the Board regarding development matters within the District.

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

Mr. Miller reviewed a Quarter 4 Status Update and Training related to the District's Storm Water Management Program ("SWMP") for the District in accordance with the requirements set forth in the TPDES General Permit No. TXR040000, a copy of which is attached to the engineer's report. He stated the SWMP and Year 1 Annual Report are currently under review by the TCEQ. He reviewed the summary of actions to be taken once the SWMP is reviewed by the TCEQ, including the publishing requirement and comment period. Mr. Miller then reviewed the Year 2 Training and Education. He then presented public education material to be posted on the District website.

REMOVE SILT AND SHAPE CENTER CHANNEL OF BAYOU

Mr. Miller updated the Board regarding the status of the District's plans to desilt and rehabilitate the Bayou. He then requested Board approval of plans and specifications, authorize advertisement for bid, and authorize M&A to advertise for bids in the Houston Business Journal. Following discussion, Director Emerson moved to (1) approve plans and specifications for Sediment Removal and Slope Restoration – Phase 1 and 2 from West End to Addicks Clodine Road; (2) authorize advertisement for bids; and (3) authorize M&A to advertise the project in the Houston Business Journal. Director Beck seconded the motion, which passed by a unanimous vote.

OUTFALL REPAIRS

Mr. Miller updated the Board regarding backslope drain and outfall repairs within the District. He reported TruGreen completed the fall fertilizing on the upper portions of the Bayou Banks in the amount of \$10,830.00. Mr. Miller then presented and reviewed a report on locations for trash and debris removal along the Bayou right-of-way areas, a copy of which is attached to the engineer's report. He requested Board approval to solicit proposals for trash and debris removal. Following discussion, Director Emerson moved to authorize M&A to solicit proposals for trash and debris removal along the Bayou. Director Beck seconded the motion, which passed by a unanimous vote.

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 updated the Board regarding the status of construction of West Keegans Hike and Bike Trail, Phase 1 ("Phase 1"). He then requested Board approval to extend the contract time for 120 days. Discussion ensued regarding the change order to extend the sidewalks 71-feet discussed at the previous meeting and installing a safety fence along the sidewalk where the sidewalk is being extended. Following discussion, Director Emerson moved to (1) approve the contract extension of 120 days; and (2) authorize 7Gen to present options for additional fencing along the sidewalk as the next meeting. Director Kallina seconded the motion, which passed by a unanimous vote.

RECREATIONAL FACILITIES AND AMENITIES

Director Emerson then discussed reports received via District residents regarding trespassing along the District's facilities. He then made to motion to install no trespassing signs near all entrances. Mr. Haddock reported that the District currently has no trespassing signs on most if not all the entrances to District's facilities. Mr. Emerson's motion failed due to lack of a second. The Board then concurred to request Mr. Haddock to inspect the no trespassing signs within the District and bring a cost estimate to install additional signs wherever needed at the next meeting.

DIRECTOR MATTERS

DISTRICT CORRESPONDENCE

There was no discussion on this agenda item.

DIRECTOR RESPONSIBILITIES

There was no discussion on this agenda item.

DISTRICT ORGANIZATION CHART

The Board then reviewed an organization chart presented by Director Emerson, which shows the public what exactly the Directors and their consultants do for

the District. Following discussion, Director Emerson moved to approve the organizational chart, subject to finalization, and authorize posting on the District website. Director Thompson seconded the motion, which passed by a unanimous vote.

DIRECTOR REPRESENTATION OF DISTRICT AND PER DIEM AUTHORIZATION MATTER

The Board then discussed attending surrounding Municipal Utility District meetings to better form a better working relationship. Discussion ensued regarding per diems. Ms. Huston reminded them that the District's current position is that prior to attending any event, with the exception of Association of Water Board conferences, Directors must request Board approval to receive a per diem. She noted that Directors are allowed to attend whatever events that they wish but per diems will not be provided unless previously authorized.

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

/s/ Gerald Kallina
Secretary, Board of Directors



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