

MINUTES  
WEST KEEGANS BAYOU IMPROVEMENT DISTRICT

October 13, 2021

The Board of Directors of West Keegans Bayou Improvement District, Fort Bend and Harris Counties, Texas will hold a regular meeting on Wednesday, October 13, 2021, at 4:45 p.m. at the Keegans Wood Clubhouse, located at 9600 Keegans Wood Drive, Houston, Texas 77083, to discuss and, if appropriate, act upon the following items:

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

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

Also attending the meeting via teleconference or in person were Mary Reque, Denise Alban, Neelam Verma, and additional residents of the District; Jennifer Hanna of BKD, LLP; Russel Cook and Kathy Farris of Renn Road Municipal Utility District ("Renn Road"); Mike Parker of MMP Services; Judy Shindler of Kingsbridge Municipal Utility District; Kody Dewitt, Shannon Miller, and 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"); Carolyn Walker of McLennan & Associates, LP ("McLennan"); Tim Austin and Holly Huston of Allen Boone Humphries Robinson LLP ("ABHR").

COMMENTS FROM THE PUBLIC

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

Ms. Reque addressed the Board regarding her gratitude on the District's work on the hike and bike trail.

Ms. Alban addressed the Board regarding the recent passing of her father and a request from her brother at the August Board meeting to consider approving her family to install a memorial plaque to place on a District bench along the trails. She then presented a mockup of the plaque to be considered.

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

## CONSENT AGENDA

Mr. Austin offered Board members and consultants the opportunity to remove items from the consent agenda for individual discussion. Director Thompson requested that they remove the Bookkeeping Matters and District Website items from the consent agenda. Following discussion, Director Beck then moved to approve all items on the consent agenda except for the items requested to be removed. Director Emerson seconded the motion, which passed by unanimous vote. Copies of all documents approved as part of the consent agenda are attached.

## FINANCIAL AND BOOKKEEPING MATTERS

Director Thompson requested clarification on Director's Beck and Bagley's per diems for attendance at the Renn Road meeting. Director Emerson reported the Directors in question were authorized to attend on behalf of the Board due to ongoing discussions between Renn Road and the District. Following review and discussion, Director Beck moved to approve the bookkeeper's report, the investment report, authorize payment of bills as presented. Director Thompson seconded the motion, which passed by unanimous vote.

## DISTRICT WEBSITE MATTERS

Director Thompson addressed the Board regarding his comments to the District website. Discussion ensued.

## CONDUCT PUBLIC HEARING REGARDING DISTRICT'S TAX RATE, ADOPT ORDER LEVYING TAXES, AND AUTHORIZE EXECUTION OF AMENDMENT TO INFORMATION FORM

Mr. Austin stated that notice was published of the public hearing to be held at today's meeting regarding adoption of the District's proposed 2021 total tax rate of \$0.086. The Board opened the public hearing. Ms. Farris expressed her appreciation for the District's proposed lower tax rate. There being no further comments from the public, the Board closed the public hearing.

Mr. Austin presented an Order Levying Taxes reflecting the proposed 2021 tax rate. He then presented an Amendment to Information Form reflecting the tax rate and stated that the Amendment will be filed with the Texas Commission on Environmental Quality and recorded in the Official Public Records of Fort Bend and Harris County. After review and discussion, Director Emerson moved to (1) adopt the Order Levying Taxes reflecting a total 2021 tax rate of \$0.086 per \$100 of assessed valuation, with 100% of the tax rate allocated to operations and maintenance; (2) authorize execution of the Amendment to Information Form; and (3) direct that the Order and Amendment be filed appropriately and retained in the District's official records. Director Beck seconded the motion, which passed by unanimous vote.

## RENEWAL OF DISTRICT'S INSURANCE POLICIES

Ms. Huston stated the District's insurance policies will expire December 14, 2021, and inquired if the Board would like to solicit additional proposals for insurance or remain with its current provider, HARCO. The Board took no action at this time.

## AUDIT FOR FISCAL YEAR END JUNE 30, 2021

Ms. Hanna distributed and reviewed with the Board the District's draft audit for the fiscal year ended June 30, 2021. After review and discussion, Director Beck moved to approve the audit for the fiscal year ended June 30, 2021, subject to final review, authorize filing of the audit with Texas Commission on Environmental Quality and all appropriate parties, and direct that the audit be filed appropriately and retained in the District's official records. Director Emerson seconded the motion, which passed by unanimous vote.

## ENGINEERING MATTERS

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

### DEVELOPMENT ISSUES

There was no update 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.

### REMOVE SILT AND SHAPE CENTER CHANNEL OF BAYOU

Mr. Miller updated the Board on the status of the sediment removal and slope restoration, phase 1 and 2.

### BAYOU REHABILITATION

Mr. Miller presented and reviewed a proposal from TruGreen in the amount of \$10,830.00 to fertilize the bayou. Following review and discussion, Director Kallina moved to approve the proposal, as presented. Director Emerson seconded the motion, which passed by a unanimous vote.

### SECURITY CAMERAS

Mr. Miller updated the Board regarding a Request for Proposal to solicit proposals for security surveillance along the District's trails. The Board considered setting up a special meeting before the next regular meeting to

consider proposals for security services. Director Emerson he would reach out to ABHR to schedule a meeting when the time comes.

#### OUTFALL REPAIRS

Mr. Miller updated the Board regarding backslope drain and outfall repairs within the District.

Mr. Austin addressed the Board regarding Ms. Alban's request to approve her family to install a memorial plaque to place on a District bench along the trails in memory of her late father.

Following review and discussion, Director Beck moved to (1) approve the engineer's report; and (2) approve Ms. Albans request to install a memorial plaque to place on a District bench along the trails in memory of her father. Director Thompson 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 presented approval of Pay Estimate No. 9 in the amount of \$42,646.86 payable to D.L. Meacham LP ("DLM") for the construction of Phase 1.

#### RECREATIONAL FACILITIES AND AMENITIES

Mr. Haddock then updated the Board regarding the Trail Signage replacement with Bakers' Sign Co.

Following review and discussion Director Emerson moved to (1) approve the Landscape Architects report; and (2) approve Pay Estimate No. 9 in the amount of \$42,646.86 payable to DLM for Phase 1. Director Beck seconded the motion, which passed by a unanimous vote.

#### DIRECTOR MATTERS

Discussion ensued regarding Director matters.

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

  
Secretary, Board of Directors



**ATTACHMENTS TO THE MINUTES**

	Minutes
	<u>Page</u>
Bookkeeper's report.....	2
Tax Assessor Collector's Report.....	2
Engineering report.....	3
Landscape Architect's Report .....	4