

MINUTES  
WEST KEEGANS BAYOU IMPROVEMENT DISTRICT

April 10, 2019

The Board of Directors (the "Board") of West Keegans Bayou Improvement District (the "District") met in regular session, open to the public, on the 10th day of April, 2019, at the Keegans Wood Clubhouse, 9600 Keegans Wood Drive, Houston, Texas, inside the boundaries of the District, and the roll was called of the members of the Board:

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 present at the meeting were Sheila White, Greg Nady, Kathy Wedge, Devender Tejpal, James Cherian, Johnnie Mcfarland, Wayne Thompson, and Neelam Verma, residents of the District; David Miller of Miller & Associates ("MES") Kathy Farris, and Russell Cook of Renn Road Municipal Utility District; Richard Haddock of 7Gen Planning ("7Gen"); Robert Shindler of Kingsbridge Municipal Utility District ("Kingsbridge"); Michelle Guerrero of Bob Leared Interests; Mary Lutz and Pamela Redden of McLennan & Associates, LP ("McLennan"); Tim Austin and Holly Huston of Allen Boone Humphries Robinson LLP ("ABHR").

APPROVE MINUTES

The Board considered approving the minutes of the March 6, 2019, special meeting, as submitted. Following review and discussion, Director Beck made a motion to approve the minutes of the March 6, 2019, special meeting, as submitted. Director Reed seconded the motion, which passed unanimously.

The Board considered approving the minutes of the March 13, 2019, regular meeting, as submitted. Director Verma discussed proposed revisions to the meeting minutes. Following review and discussion, Director Beck made a motion to approve the minutes of the March 13, 2019, regular meeting, as revised. Director Reed seconded the motion, which passed unanimously.

The Board considered approving the minutes of the March 27, 2019, special meeting, as submitted. Director Verma and Mr. Haddock discussed proposed revisions to the meeting minutes. Following review and discussion, Director Beck made a motion to approve the minutes of the March 27, 2019, special meeting, with Mr. Haddock's

proposed revisions and deny Director Verma's proposed revisions. Director Kallina seconded the motion, which passed with a majority vote with Directors Verma and IGwilo opposed.

#### COMMENTS FROM THE PUBLIC

Ms. Wedge addressed the Board regarding safety concerns for the District's plans for the Hike and Bike Trails extension, specifically the necessity for underpasses along the trails under Highway 6, Bissonnet Street, and Rocky Valley Drive. Director Reed stated that the plans for the Hike and Bike trails have not been finalized, however the Board plans to approach the appropriate entities regarding the construction of underpasses in the near future.

Mr. Tejpal introduced himself to the Board and inquired about the Board timeline for the extension of the District's current Hike and Bike trails. Mr. Haddock reported the District is in the conceptual phases of design and plans to begin construction later this year.

Mr. Cherian introduced himself to the Board and stated his support for the District's plans for the extension of the Hike and Bike Trail extension.

Mr. Mcfarland introduced himself and addressed the Board regarding safety concerns for the District's plans for the Hike and Bike trail extension, specifically the necessity for underpasses along the trails under Highway 6, Bissonnet Street, and Rocky Valley Drive.

Ms. White stated her support for the District's plans for the extension of the Hike and Bike trails.

Mr. Shindler addressed the Board regarding the District's plans for the Hike and Bike trail extension.

Ms. Verma addressed the Board regarding the need to include underpasses in Phase 1 of the District's Hike and Bike trail extension.

Mr. Nady addressed the Board regarding the District's plans for the Hike and Bike trail extension.

#### 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 2018 taxes were 96.9% collected as of March 31, 2019. 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.

Discussion ensued regarding check nos. 4260 and 4278 and relating line items on the bookkeeper's report. Director Reed requested McLennan to void check no. 4278 and revise documentation for check no. 4260 to state that check no. 4260 is for the reimbursement of Director Kallina for storage of District vehicle during the months of December, January, and February.

Discussion ensued regarding check no. 4273 to Family Tree Services ("FTS") in the amount of \$66,250.00. Director Reed requested McLennan hold check no. 4273 to FTS until documentation has been received from FTS stating the completion of maintenance in Zones 1 through 4, as approved at the previous meeting.

Discussion ensued regarding checks no. 4275 and 4276 payable to Directors Verma and IGwilo for attendance at the Association of Water Board Directors ("AWBD") March Parks meeting. Following discussion Director Reed moved to (1) approve checks no. 4275 and 4276 payable to Directors Verma and IGwilo for attendance at the AWBD March Parks meeting; and (2) motion that going forward a Director must receive prior approval from the Board before attending events in the capacity as a Director of the District. Director Beck seconded the motion, the motion passed with Directors IGwilo and Verma opposed.

The Board requested McLennan to void check nos. 4275 and 4276 payable to Kingsbridge Municipal Utility District ("Kingsbridge") and Renn Road Municipal Utility District ("Renn") for payment of water bills.

Following review and discussion, Director Reed moved to (1) approve the bookkeeper's report, the investment report, and authorize payment of bills as presented; (2) amend the bookkeepers report to state that check no. 4260 is for the reimbursement to Director Kallina for storage of the District vehicle during the months of December, January, and February; (3) void check no. 4278 to Director Kallina for storage of the District vehicle; (4) authorize McLennan to hold check no. 4273 to FTS until the completion of maintenance in Zones 1 through 4, as discussed; (5) void check no. 4275 payable to Kingsbridge in the amount of \$ 13.64 for watering of the District's trails; and (6) void check no. 4276 payable to Renn in the amount of \$14.00 for water of the District's trails. Director Beck seconded the motion which passed by unanimous vote.

Director Verma motioned to receive approval from the Board to receive a per diem to attend the upcoming AWBD parks meeting in capacity as a Director of the District. Director IGwilo seconded the motion, the motion failed with Directors Reed, Kallina, and Beck opposed.

## REVIEW CONSULTANT CONTRACTS

There was no discussion on this agenda item.

## MOWING AND MAINTENANCE OF DISTRICT FACILITIES

There was no discussion on this agenda item.

## PRESENTATIONS FOR ENGINEERING SERVICES

The Board next discussed the proposals for engineering services received at the last Board meeting. Following discussion, Director Verma moved to designate Costello Inc. ("Costello"), as the District's engineer and authorize ABHR to request a proposal from Costello for engineering services for Board review at the next meeting. Director IGwilo seconded the motion. The motion failed with Directors Beck, Kallina, and Reed opposed. Following discussion, Director Kallina then moved to designate MES as the District's engineer and authorize ABHR to request a proposal from MES for engineering services for Board review at the next meeting. Director Reed seconded the motion, the motion passed with Directors IGwilo and Verma opposed.

## ENGINEERING MATTERS

There was no report on engineering matters.

## DEVELOPMENT ISSUES

There was no report on development issues.

## DEEDS AND EASEMENTS

There was no report on deeds and easements.

## DISTRICT MAINTENANCE AND CAPITAL IMPROVEMENT PLAN

There was no report on this agenda item.

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

There was no report on this agenda item.

## OTHER ENGINEERING MATTERS

There was no report on this agenda item.

## LANDSCAPE ARCHITECT'S REPORT

### DESIGN OF FACILITIES, APPROVAL OF PLANS AND SPECIFICATIONS, AUTHORIZATION TO ADVERTISE FOR BIDS AND AWARD OF CONSTRUCTION CONTRACT

Mr. Haddock presented and requested approval of a Task Order No. 2 from 7Gen for the District's Hike and Bike Trail, Phase 1. He then requested authorization to prepare plans and specifications for the design Phase 1. Following review and discussion, Director Kallina moved to approve the proposal from 7Gen. Director Reed seconded the motion, which passed by unanimous vote.

### CONSTRUCTION OF DISTRICT FACILITIES, INCLUDING APPROVE PAY ESTIMATES, CHANGE ORDERS AND FINAL ACCEPTANCE AS APPROPRIATE

There was no discussion on this agenda item.

### RECREATIONAL FACILITIES AND AMENITIES

Mr. Haddock reviewed a draft of the District's Hike and Bike trail comprehensive master plan (the "Master Plan"). He stated 7Gen will present a revised Master Plan at the next regular Board meeting, which incorporates the suggestions from the March 27, 2019, special Board meeting. Following discussion, Director Verma moved to authorize 7Gen to prepare plans and specifications for the underpasses at Highway 6, Bissonnet Street, and Rocky Valley Drive. Director Beck seconded the motion, which passed by unanimous vote.

### 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 additional discussion regarding the District's Phase 4, Hike and Bike Trail.

### UPDATE ON DISTRICT WEBSITE

Director IGwilo updated the Board regarding the District's website.

DISCUSS MEETING SCHEDULE

The Board concurred to conduct the next regular meeting May 8, 2019, 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)



  
Secretary, Board of Directors

ATTACHMENTS TO THE MINUTES

	Minutes
	<u>Page</u>
Tax assessor/collector's report.....	2
Bookkeeper's report.....	3
Investment report.....	3