

MINUTES  
WEST KEEGANS BAYOU IMPROVEMENT DISTRICT

June 10, 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 10th day of June, 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 resident of the District; Jennifer Hanna of BKD, LLP ("BKD"); David Miller of Miller & Associates Engineering ("M&A"); Robert Shindler and Carl Peters of Kingsbridge Municipal Utility District; Monty Campbell of Prepared Publications, Inc. ("PPI"); Richard Haddock of 7Gen Planning ("7Gen"); Michelle Guerrero of Bob Leared Interests ("BLI"); 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") and the proposed following phases for the Hike and Bike Trail extension; and (2) mowing and maintenance of the Bayou near Rockey Hill and Bissonnet Street.

ENGAGE AUDITOR TO CONDUCT AUDIT FOR FISCAL YEAR END JUNE 30, 2020

Ms. Hanna presented and reviewed with the Board an engagement letter from BKD to perform the District's audit for the fiscal year ending June 30, 2020. She stated that the estimated cost to perform the audit is \$15,900, plus expenses. Following review

and discussion, Director Reed moved to engage BKD to perform the audit for the fiscal year ending June 30, 2020, authorize the execution of the engagement letter, and direct that the letter be filed appropriately and retained in the District's official records. Director Beck seconded the motion, which passed by unanimous vote.

#### APPROVE MINUTES

The Board considered approving the minutes of the May 13, 2020, regular meeting. Director Verma presented proposed revisions to the draft regular meeting minutes. Following review and discussion, Director Kallina moved to approve the minutes of the May 13, 2020, regular meeting, as written. Director Reed seconded the motion, 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 97.7% collected as of May 31, 2020. After review and discussion, Director Kallina 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.

#### AUTHORIZE DELINQUENT TAX ATTORNEY TO PROCEED WITH THE COLLECTION OF DELINQUENT TAXES

The Board considered authorizing the District's delinquent tax attorney to proceed with the collection of delinquent 2019 taxes on July 1, 2020. After discussion, Director Reed moved to authorize the District's delinquent tax attorney to proceed with the collection of delinquent 2019 taxes. Director Kallina seconded the motion, which passed by unanimous vote.

#### SENATE BILL 2 TRANSPARENCY REQUIREMENTS

Mr. Austin reviewed a memorandum regarding transparency requirements in Sections 26.17 and 26.18, Tax Code, as enacted by Senate Bill 2, the "Texas Property Tax Reform and Transparency Act of 2019." He discussed financial and tax rate information that must be posted on a website maintained or accessible to the District. Mr. Austin also discussed tax-related information that must be included in a property tax database maintained by the appraisal district, some of which must be provided by the District.

Ms. Guerrero presented a proposed amendment to the contract between BLI and the District for implementation of the transparency requirements. She said the amendment reflects that BLI will host and maintain a generally accessible website containing the required information or BLI will contract with a third-party website provider to host and maintain a generally accessible website, provide the required information to be posted, and ensure the information is accurate and current. Ms. Guerrero said the amendment also reflects that BLI will provide required data to the

appraisal district to include in its property tax database. She discussed the fees associated with implementation of the requirements contained in Sections 26.17 and 26.18, Tax Code, as reflected in the contract amendment. After review and discussion, Director IGwilo moved to approve the amendment to the contract between the District and BLI as presented. Director Kallina seconded the motion, which passed 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. Ms. Redden presented and reviewed a proposed budget for the fiscal year ending June 30, 2021, a copy of which is attached to the bookkeeper's report. 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) adopt the budget for the fiscal year ending June 30, 2021. Director IGwilo seconded the motion, which passed by unanimous vote.

#### MOWING AND MAINTENANCE OF DISTRICT FACILITIES

Director Reed addressed Mr. Thompson's comments that were received during the Public Comment section of the agenda regarding mowing and maintenance of the Bayou near Rockey Hill and Bissonnet Street, noting that he has instructed the District's maintenance consultant to increase the mowing of the Bayou during the summer months.

Director Reed then updated the Board regarding possible solutions to remove debris along the bayou near Rocky Valley Drive and Bissonnet Street Bridge.

#### 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.

REMOVE SILT AND SHAPE CENTER CHANNEL OF BAYOU

Mr. Miller updated the Board regarding the District’s plans to desilt and rehabilitate the Bayou. He then requested Board approval to design, prepare plans and specifications, and preparation of Bid documents for Phase 1 and Phase 2 of the Sediment Removal and Slope Restoration of the Bayou. Following review and discussion, Director IGwilo moved to authorize M&A to design, prepare plans and specifications, and preparation of Bid documents for Phase 1 and Phase 2 of the Sediment Removal and Slope Restoration of the Bayou. Director Reed seconded the motion. The motion passed by a vote of 4-1 with Director Verma opposed.

Mr. Miller then requested approval of Job Assignment Form No. 20-004, a copy of which is attached to the Engineer’s report. Following review and discussion, Director Kallina moved to approve Job Assignment Form No. 20-004. Director IGwilo seconded the motion. The motion passed by a vote of 4-1 with Director Verma opposed.

OUTFALL REPAIRS

Mr. Miller presented and reviewed a proposal from MMP-Services Inc., for removal and replacement of Backslope Drain No. 792 on Ditch “A” adjacent to Sugarland Howell Road in the amount of \$24,950.00. Following review and discussion, Director Reed moved to approval the proposal as presented. Director Kallina seconded the motion. The motion passed by a vote of 4-1 with Director Verma opposed.

OTHER ENGINEERING MATTERS

Mr. Miller reported that TruGreen Commercial Fertilizer Application has completed their work on the Bayou.

LANDSCAPE ARCHITECT’S REPORT

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

Director IGwilo left the conference.

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 Phase 1.

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. Director Reed requested PPI to include a Frequently Asked Questions page on the District website.

DISCUSS MEETING SCHEDULE

The Board concurred to conduct the next regular meeting on July 8, 2020, at 4:45 p.m. at the Keegans Wood Clubhouse, located at 9600 Keegans Wood Drive, Houston, Texas, 77083, if possible.

Director Verma addressed the Board regarding his request to Fort Bend County to include District related mobility projects in the November 2020 Bond Election.

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

ATTACHMENTS TO THE MINUTES

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