

MINUTES  
WEST KEEGANS BAYOU IMPROVEMENT DISTRICT

March 26, 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 26th day of March, 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 except Director IGwilo, thus constituting a quorum.

Also attending the teleconference were Wayne Thompson, and Moni Mansour residents of the District; Monty Campbell of Prepared Publications, Inc.("PPI"); David Miller of Miller & Associates Engineering; John Oldham of Fort Bend County Election Administrator; and Tim Austin, Robyn German, 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/>.

DECLARE EMERGENCY

Mr. Austin reported on Governor Abbott's disaster declaration dated March 13, 2020, authorizing political subdivisions of the State of Texas to use all available resources to facilitate and expedite the use and deployment of District resources to enhance preparedness and response to the novel coronavirus (COVID-19). He stated in response to the Governor's declaration, an emergency may be declared within the District for the duration of this declared disaster and for the limited purposes authorized by Governor Abbott. After discussion, Director Reed moved to declare an emergency within the District for the duration of this declared emergency/disaster and for the limited purposes authorized by the Governor as a result of the novel coronavirus (COVID-19). Director Kallina seconded the motion. A roll call of the Board was taken and the motion passed unanimously, with all directors voting "yea."

PUBLIC COMMENT

Mr. Mansour requested clarification on the 2020 Director's Election, specifically if the District was planning on postponing the election until November 3, 2020.

2020 DIRECTORS ELECTION

Mr. Austin and Ms. German discussed potential postponement of the election. Ms. German then reviewed an Order Postponing Directors Election. Discussion ensued regarding the costs associated with continuing with the May 2, election.

Mr. Austin stated that the District may contract with Harris and Fort Bend County (the "Counties") to conduct the District's 2020 Directors Election.

After discussion, Director Reed moved to (1) adopt the Order Postponing Directors Election and direct that the Order be filed appropriately and retained in the District's official records; (2) to authorize the Secretary's agent to post or publish and provide to the County Clerk's and Voter Registrar's Notice of Postponement, if required, and to direct that the Notice be filed appropriately and retained in the District's official records contract with the County to administer the District's election. Director Beck seconded the motion, which was approved by unanimous vote; and (3) moved to contract with the Counties to administer the District's election. Director Beck seconded the motion, which passed by a unanimous vote.

CONSIDER OPERATIONS AND SERVICE REQUIREMENTS RELATING TO COVID-19 EPIDEMIC; MEMORANDUM REGARDING PREPARATION FOR POTENTIAL EFFECTS OF COVID-19 ("MEMORANDUM"); AND ADOPT RESOLUTION REGARDING DELEGATION OF AUTHORITY DUE TO AN EMERGENCY

The Board discussed the necessity of continuing District operations and services during the state of disaster and the likely inability of a majority of the Board to convene and sign checks to pay District expenses relating to District services and District contracts during the declared disaster. Mr. Austin reviewed the Memorandum and a Resolution Regarding Delegation of Authority Due to an Emergency (the "Resolution"). A copy of the Memorandum is attached. He noted the Resolution reflects delegations of authority to take certain actions on behalf of the Board or District, including delegation to the bookkeeper to sign approved, authorized checks on behalf of the District in accordance with Section 49.151 of the Texas Water Code.

Mr. Austin also updated the Board regarding the "stay home" order issued by Fort Bend and Harris County in response to (COVID-19) (the "County Order"). He reported that the County Order deems services provided by local governments needed to ensure their continuing operation to provide for the health, safety and welfare of the public, as an Essential Government Function. The Board considered authorizing ABHR or any other consultant of the District to issue essential business travel letters to employees of any service or construction contractors doing work in and for the District.

Following review and discussion, Director Kallina moved to (1) adopt the Resolution and direct it be filed appropriately and retained in the District's official records; and (2) authorize ABHR or any other consultants of the District to issue essential business travel letters to employees of any service or construction contractors doing work in the District. The motion was seconded by Director Reed. Followed by a roll call vote by Mr. Austin, the motion passed unanimously with all Directors voting in favor of the motion.

Discussion ensued regarding posting election postponement and COVID-19 information on the District website. Following discussion, Director Verma moved to authorize PPI to (1) post emergency meeting information on the front page of the District website; and (2) post information relating to the postponement of the Election to the District website. Director Reed seconded the motion, which passed by a unanimous vote.

/s/ Chris IGwilo  
Secretary, Board of Directors

(SEAL)



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