

MINUTES
WEST KEEGANS BAYOU IMPROVEMENT DISTRICT

September 12, 2018

The Board of Directors (the "Board") of West Keegans Bayou Improvement District (the "District") met in regular session, open to the public, on the 12th day of September, 2018, 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:

Mike Emerson	President
Bobby Reed	Vice President
Amarjit Verma	Secretary
Gerald F. Kallina	Treasurer
Chris IGwilo	Director

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

Also present at the meeting were Neelam Verma, resident of District; Robert Shindler of Kingsbridge Municipal Utility District ("Kingsbridge"); Travis Benes and Daniel Pereyra of Environmental Allies; Jeremy Roach of Apollo IT Consulting; Monty Campbell of Prepared Publications, Inc.; Michelle Guerrero of Bob Leared Interests ("BLI"); Robert Ring and ElizaBeth Reeves of Inframark, LLC ("Inframark"); Diane Bailey of McLennan & Associates, LP ("McLennan"); Rod McCrary of AECOM; and Tim Austin and Holly Huston of Allen Boone Humphries Robinson LLP ("ABHR").

APPROVE MINUTES

The Board considered approving the minutes of the August 8, 2018, regular meeting, as submitted. Following review and discussion, Director Emerson made a motion to approve the minutes of the August 8, 2018, regular meeting. Director Reed seconded the motion, which passed unanimously.

The Board next considered approving the minutes of the August 20, 2018, special meeting, as submitted. Following review and discussion, Director Emerson made a motion to approve the minutes of the August 20, 2018, special meeting, as revised. Director Kallina seconded the motion, which passed unanimously.

COMMENTS FROM THE PUBLIC

Ms. Verma introduced herself to the Board and thanked the Board for moving the location of the District meetings to the current location.

REVIEW CONSULTANT CONTRACTS

In response to questions from the Board, Mr. McCrary generally discussed the Professional Engineering Services Agreement between AECOM and the District.

REVIEW PROPOSALS FOR DISTRICT WEBSITE AND AUTHORIZE APPROPRIATE ACTION

Mr. Campbell discussed a proposal for creation and maintenance of a District website. He reviewed a proposed website and stated that there would be a one-time fee setup of \$300 and a \$75 monthly maintenance fee that includes unlimited changes to the site. Following discussion, the Board took no action on the proposal.

Mr. Roach presented a proposal for creation and maintenance of a District website, a copy of which is attached. He reviewed a proposed website and stated that there would be a one-time fee setup of \$950, and a \$65 monthly fee which includes one hour of website maintenance. Following discussion, the Board took no action on the proposal.

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 2017 taxes were 98.663% collected as of August 31, 2018. After review and discussion, Director Verma moved to approve the tax assessor/collector's report and authorize payment of the bills presented for payment from the tax account. Director Emerson seconded the motion, which carried unanimously.

Ms. Guerrero presented and reviewed the District's 2018 certified values from the Harris County Appraisal District, a copy of which is attached.

2018 TAX RATE, SET PUBLIC HEARING DATE, AUTHORIZE NOTICE OF PUBLIC HEARING REGARDING ADOPTION OF TAX RATE

The Board discussed a proposed maintenance and operations tax rate for the District and authorizing publication of same. Mr. Austin reviewed a tax rate analysis from Rathmann & Associates, L.P., a copy of which is attached, and discussed a proposed maintenance and operations tax rate of \$0.094 per \$100 of assessed valuation. Following review and discussion, Director Emerson moved to set the public hearing for adoption of the tax rate for October 10, 2018, at 4:45 p.m., and authorize the tax assessor/collector to publish notice of the public hearing regarding the Board's intent to levy a tax of \$0.094 per \$100 of assessed valuation. The motion was seconded by Director Reed and passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Bailey 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.

The Board requested Ms. Bailey hold check no. 4178 payable to Inframark in the amount of \$25,340.59, until the Board reviews issues with the billing items.

Following review and discussion, Director IGwilo moved to (1) approve the bookkeeper's report, the investment report, and authorize payment of bills as presented; and (2) authorize McLennan hold check no. 4178, payable to Inframark, pending review of issues with the billing items. Director Verma seconded the motion, which carried unanimously.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.071, TEXAS GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH ATTORNEY TO DISCUSS PENDING OR CONTEMPLATED LITIGATION, OR A SETTLEMENT OFFER

The Board convened in executive session at 5:50 p.m. pursuant to Section 551.071 of the Texas Government Code, to conduct a private consultation with attorney to discuss pending or contemplated litigation or a settlement offer.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION REGARDING PENDING OR CONTEMPLATED LITIGATION, OR A SETTLEMENT OFFER

At 6:00 p.m., the Board reconvened in open session. No action was taken by the Board.

OPERATION OF DISTRICT FACILITIES

Mr. Benes presented and reviewed a proposal for mowing and maintenance from Champions Hydro-Lawn with an annual budget in the amount of \$178,770.98, a copy of which is attached. Following review and discussion, the Board concurred to take no action on this item.

Ms. Reeves introduced Mr. Ring to the Board, noting that Mr. Ring will be taking over as Operator for the District.

Ms. Reeves presented and reviewed the operator's report, a copy of which is attached. She reported that weekly inspections of the drainage system were completed and reported on routine maintenance events, including mowing of the West Pond and East Pond, and maintenance services of the Drainage Ditch area, including reading the

irrigation meters along the Bayou. Following review and discussion, Director Reed moved to approve the operations and maintenance report. Director Kallina seconded the motion, which carried by unanimous vote.

Discussion ensued regarding Inframark and TP Tractor's monthly invoices. Following discussion, the Board concurred to authorize Inframark to request TP Tractor cease all mowing within the District.

ADOPT RESOLUTION CHANGING POSTING PLACE FOR NOTICE OF BOARD OF DIRECTOR MEETINGS

There was no action taken on this item.

ENGINEERING MATTERS

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

DEVELOPMENT ISSUES

Mr. McCrary reported that AECOM completed a request for a construction plan review from a new Cell Phone Tower development project. He stated that AECOM will issue the no objection letter.

DEEDS AND EASEMENTS

There was no report on deeds and easements

DISTRICT MAINTENANCE AND CAPITAL IMPROVEMENT PLAN

Mr. McCrary updated the Board on the District's maintenance and capital improvement plan, stating the plan is currently in progress.

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

Mr. McCrary discussed the schedule for activities listed in the Storm Water Management Plan to be implemented in Permit Year 5. He reported that the District received a letter from the Texas Commission on Environmental Quality reflecting that the MS4 Storm Water permit is complete as issued.

OTHER ENGINEERING MATTERS

Mr. McCrary distributed and reviewed an updated MS4 Outfall Overall Map and District Boundary Map with the latest aerial photography, copies of which are attached.

REVIEW PROPOSALS FOR LANDSCAPE ARCHITECT AND AUTHORIZE APPROPRIATE ACTION

There was no action on this agenda item.

RECREATIONAL FACILITIES AND AMENITIES

Director Verma updated the Board on the Sugar Land-Howell Road from Bissonnet to Old Richmond, Mobility Project No. 13211. He discussed his thoughts on additional trail access within the District and his pursuit of a response from Fort Bend County.

PROPERTY ACQUISITION

The Board did not receive an update on the status of the property acquisition.

PHASE 4, HIKE AND BIKE TRAIL

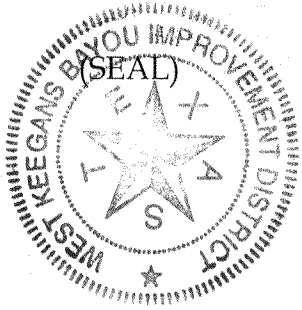
There was no discussion on the Phase 4, Hike and Bike Trail.

DISCUSS MEETING SCHEDULE

The Board concurred to conduct the next regular meeting on October 10, 2018, 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]



Amarty Vena

Secretary, Board of Directors

ATTACHMENTS TO THE MINUTES

	Minutes <u>Page</u>
Website Proposal	2
Tax assessor/collector's report	2
2018 certified values	2
2018 tax rate analysis	2
Bookkeeper's report	3
Investment report	3
Champions Annual Maintenance Budget	3
Operator's report	3
Engineering report	4
Updated District Maps	5