

MINUTES  
WEST KEEGANS BAYOU IMPROVEMENT DISTRICT

April 14, 2021

The Board of Directors (the "Board") of West Keegans Bayou Improvement District (the "District") met in regular session in person at the Keegans Wood Clubhouse, 9600 Keegans Wood Drive, Houston, Texas, inside the boundaries of the District, with access by telephone available to the public, on the 14th day of April, 2021, and the roll was called of the members of the Board being present by telephone and/or in person:

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

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

Also attending the meeting via teleconference or in person were Neelam Verma and Shannon Miller, residents of the District; various members of the public; Kathy Farris and Russel Cook of Renn Road Municipal Utility District ("Renn Road"); Judy Shindler of Kingsbridge Municipal Utility District; 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; Mary Lutz and of McLennan & Associates, LP ("McLennan"); 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 and in person.

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. Verma addressed the Board regarding his public comments to the District's meeting minutes and specific items on the District Agenda.

Mr. Cook addressed the Board regarding the signage on the trails and debris from the sidewalk project.

Ms. Farris addressed the Board regarding the District matters.

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

## CONSENT AGENDA

Mr. Emerson offered Board members and consultants the opportunity to remove items from the consent agenda for individual discussion. Director Thompson requested the removal of the Minutes, Financial and Bookkeeping Matters, Tax Assessment and Collection Matters, and Website items from the consent agenda. Following discussion, Director Emerson then moved to approve all items on the consent agenda, except for the Minutes, Financial and Bookkeeping Matters, Tax Assessment and Collection Matters, and Website report. Director Beck seconded the motion, which passed by unanimous vote. Copies of all documents Error! Bookmark not defined. approved as part of the consent agenda are attached.

## APPROVE MINUTES

The Board considered approving the minutes of the March 10, 2021, regular meeting. Director Thompson discussed his proposed changes to the minutes to incorporate Ms. Verma's comments which were previously provided by the Board. Following review and discussion, Director Thompson moved to approve the minutes of the previous meetings as revised. The motion failed due to a lack of a second. Director Beck moved to approve the minutes, as presented. Director Bagley seconded the motion, which passed by a 4-1 vote with Director Thompson voting against.

## TAX ASSESSMENT AND COLLECTION MATTERS

Director Thompson requested clarification on the Tax Assessor/Collector's report, specifically the refunds due to adjustments to District taxpayers. Ms. Guerrero provided information on the refunds due to adjustments. After review and discussion, Director Thompson 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.

## DISTRICT WEBSITE

The Board then discussed the District website. Director Thompson requested clarification of procedure for having photos of the two Directors included to the website. Monty responded saying to send portraits directly to him and he will upload. Following discussion, the Board concurred to request PPI to update the website to include the two newest Directors.

## FINANCIAL AND BOOKKEEPING MATTERS

Director Thompson requested clarification on Project Recaps section of the report. In response to Director Thompson's inquiry, Ms. Lutz reported the page will be revised to reflect the correct information. 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.

## 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.

### 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.

### OUTFALL REPAIRS

Mr. Miller updated the Board regarding backslope drain and outfall repairs within the District. He then requested approval of Job Assignment Form No. 21-002 for engineering work done for the removal and replacement of backslope drain no. 815 – North Highbank Adjacent to Renn Road Wastewater Treatment Plant. Mr. Miller then presented and requested approval of a proposal from MMP-Services, Inc., for removal and replacement of backslope drain no. 815 – North Highbank Adjacent to Renn Road Wastewater Treatment Plant in the amount of \$24,950. Following discussion, Director Beck moved to approve the proposal and Job Assignment Form 21-001, as presented. Director Kallina seconded the motion. The motion passed by a unanimous vote.

Discussion ensued regarding Director Thompson's request for plans of the District's facilities and the legalities associated with this.

### 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.

RECREATIONAL FACILITIES AND AMENITIES

Mr. Haddock updated the Board regarding 7Gen's inspection of the District's trespassing signs within the District.

CONSIDER SELECTING VOTING MEMBER REPRESENTATIVE FOR ASSOCIATION OF WATER BOARD DIRECTOR ("AWBD") BYLAWS AMENDMENT ELECTION

The Board discussed the AWBD summer conference. Mr. Austin stated that AWBD is requesting that the District designate a voting member representative for its Bylaws Amendment Election to occur during the AWBD summer conference. He reported each AWBD member District will be able to cast a ballot by designating a board member as the District's voting member representative to cast the ballot on behalf of the District. Following discussion, Director Emerson motioned to authorize the Board President to be the voting member for the District. Director Bagley seconded the motion, which passed by a unanimous vote.

DISCUSS RESTRICTIONS OF FORMER BOARD MEMBER REGARDING DISTRICT CONTACTS

Director Emerson addressed a letter received from the Fort Bend County District Attorney's office regarding the restrictions of a Former Board Member. He reviewed the terms and conditions of to which the letter states the Former Board Member agreed to. No action was taken at this time.

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

/s/ Gerald Kallina  
Secretary, Board of Directors



ATTACHMENTS TO THE MINUTES

	Minutes
	<u>Page</u>
Bookkeeper's report .....	2
Website Report .....	2
Tax assessor/collector's report .....	2
Engineering report .....	3
Landscape Architect's Report.....	3