

MINUTES  
WEST KEEGANS BAYOU IMPROVEMENT DISTRICT

December 8, 2021

The Board of Directors of West Keegans Bayou Improvement District, Fort Bend and Harris Counties, Texas will hold a regular meeting on Wednesday, December 8, 2021, at 4:45 p.m. at the Keegans Wood Clubhouse, located at 9600 Keegans Wood Drive, Houston, Texas 77083, to discuss and, if appropriate, act upon the following items:

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

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

Also attending the meeting were Judy Shindler of Kingsbridge Municipal Utility District; Russel Cook and Candy Fair of Renn Road Municipal Utility District ("Renn Road"); Mike Parker of MMP Services; Kody Dewitt, and 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 ("BLI"); Carolyn Walker of McLennan & Associates, LP ("McLennan"); Tim Austin and Holly Huston of Allen Boone Humphries Robinson LLP ("ABHR").

COMMENTS FROM THE PUBLIC

Director Emerson offered any members of the public attending the meeting in the opportunity to make public comment. There being no members of the public requesting to make public comment, Director Emerson moved to the next agenda item.

CONSENT AGENDA

Director Emerson offered Board members and consultants the opportunity to remove items from the consent agenda for individual discussion. Following discussion, Director Emerson then moved to approve all items on the consent. Director Beck seconded the motion, which passed by unanimous vote. Copies of all documents approved as part of the consent agenda are attached.

## TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR THE AWBD WINTER CONFERENCE

The Board discussed the upcoming AWBD winter conference. Following discussion, the Board authorized interested Directors to attend the AWBD winter conference, and concurred to follow the District's Code of Ethics and Travel, Professional Services and Management Policies to determine reimbursement for conferences and to pay for associated expenses, including three per diems, two hotel nights and meals that are not provided by the conference.

## ENGINEERING MATTERS

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

### DEVELOPMENT ISSUES

Mr. Miller updated the Board regarding development issues within the District.

### 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.

### BAYOU REHABILITATION

Mr. Miller updated the Board regarding the status of Bayou Rehabilitation matters. He requested Board approval of the plans and specifications for the Group 5 Replacement of Backslope Drains and Trail Panels project and authorize advertisements for bid of same.

Mr. Miller then requested Board approval of a maintenance work order provided by Growth Services, Inc. in the amount of \$750 for trash and debris removal along the bayou.

### SECURITY CAMERAS

Mr. Miller presented and reviewed proposal from two companies for security cameras. Following discussion, the Board concurred to conduct a special meeting at a later date to discuss these matters further.

## OUTFALL REPAIRS

Mr. Miller updated the Board regarding backslope drain and outfall repairs within the District.

Following review and discussion, Director Beck moved to (1) approve the engineer's report; (2) approve plans and specifications for and authorize advertisement for bids for the Group 5 Replacement of Backslope Drains and Trail Panels project; and (3) approve a maintenance work order provided by Growth Services, Inc. in the amount of \$750 for trash and debris removal along the bayou. Director Bagley seconded the motion, which passed by a unanimous vote.

## 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 ("Phase 1"). Discussion ensued regarding the outstanding punch list items for Phase 1. Mr. Haddock then presented and reviewed a proposal from Environmental Allies that will be presented as a change order once approved by the Board. Following discussion, the Board concurred to table to the proposal until the punch list items have been addressed.

## RECREATIONAL FACILITIES AND AMENITIES

Mr. Haddock then updated the Board regarding the Trail Signage replacement with Bakers' Sign Co ("Baker"). He reported that Baker installed the signs at the incorrect locations and will remedy prior to 7Gen accepting the project.

## DIRECTOR MATTERS

There was no discussion on this agenda item.

## REVIEW AND UPDATE EMINENT DOMAIN REPORT TO THE TEXAS COMPTROLLER

Mr. Austin reported that ABHR has filed the District's Eminent Domain Authority Annual Report with the Comptroller of the State of Texas pursuant to Senate Bill 1812.

RESOLUTION ESTABLISHING ADDRESSES AND METHODS FOR TEXAS PUBLIC INFORMATION ACT REQUESTS

Mr. Austin reviewed with the Board a memorandum regarding designating addresses and methods for receipt of requests for public information under the Texas Public Information Act ("TPIA Requests"). The Board considered designating a mailing address and an email address and approving other methods for receipt of TPIA Requests, pursuant to Section 552.234 of the Texas Government Code. After review and discussion, Director Emerson moved to: (1) adopt a Resolution Establishing Addresses and Methods for Texas Public Information Act Requests ("Resolution") to (a) designate the address of the District's official office as the mailing address and wkb000@txdistricts.info as the email address for receipt of TPIA Requests to the District, (b) electronic submission through the District's website, <https://www.westkeegansbayouid.com/home.html>, as methods for submittal of TPIA Requests to the District, and (c) direct that the designated addresses and methods be printed on the sign displayed by the District under Section 552.205, Texas Government Code, and posted continuously on the District's Internet website; and (2) direct the Resolution to be filed appropriately and retained in the District's official records. Director Beck seconded the motion, which passed unanimously.

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

  
Secretary, Board of Directors



**ATTACHMENTS TO THE MINUTES**

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