

MINUTES  
WEST KEEGANS BAYOU IMPROVEMENT DISTRICT

January 12, 2022

The Board of Directors of West Keegans Bayou Improvement District, Fort Bend and Harris Counties, Texas will hold a regular meeting on Wednesday, January 12, 2022, 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, thus constituting a quorum.

Also attending the meeting were Tina Thompson, Mary Reque, residents of the District; Judy Shindler of Kingsbridge Municipal Utility District; Candy Fair and Kathleen Ferris of Renn Road Municipal Utility District ("Renn Road"); 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 Jane Miller 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.

Ms. Reque addressed the Board regarding the general upkeep of the District's Hike and Bike trails, noting the people using the trails has been leaving empty water bottles.

There being no further 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 Beck then moved to approve all items on the consent. Director Emerson

seconded the motion, which passed by unanimous vote. Copies of all documents approved as part of the consent agenda are attached.

#### ANNUAL DISCLOSURE STATEMENTS

Mr. Austin stated that in accordance with the District's Investment Policy, Jorge Diaz, as the District's Investment Officer and Bookkeeper, is required to execute disclosure statements that disclose any relationships with banks and brokers who seek to sell investments to the District. He added that the disclosure statements will be filed with the Texas Ethics Commission. After review and discussion, Director Bagley moved to accept the disclosure statements and direct that the statements be filed with the Texas Ethics Commission and filed appropriately and retained in the District's official records. Director Emerson seconded the motion, which passed unanimously.

#### 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.

Mr. Miller stated the trash and debris removal has been completed by Growth Services, Inc. as approved at the previous meeting.

#### 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.

Mr. Miller requested the Board take the following actions for the backslope drain no. 775 - 1,000 feet west of Sugar Land Howell Boulevard: (1) approve Job Assignment No. 22-001 to prepare plans and specifications for the removal and replacement of the backslope drain; and (2) approve a proposal from MMP Services Inc. ("MMP") in the amount of \$24,950 to repair the same.

Mr. Miller request the Board approve a proposal from MMP in the amount of \$6,250 for removal and replacement of trail panels west of Sugar Land Howell Road.

Following review and discussion, Director Thompson moved to (1) approve the engineer's report; (2) approve the following actions for the backslope drain no. 775 - 1,000 feet west of Sugar Land Howell Boulevard: (i) approve Job Assignment No. 22-001 to prepare plans and specifications for the removal and replacement of the backslope drain; and (ii) approve a proposal from MMP in the amount of \$24,950 to repair the same; and (3) approve the proposal from MMP in the amount of \$6,250 for removal and replacement of trail panels west of Sugar Land Howell Road. Director Beck 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 requested Board authorization for Costello's, the civil engineering side of 7Gen, Transportation Department to revise the Texas Department of Transportation ("TXDOT") permit for the guard railing at Highway 6 and submit for approval.

## 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.

Following review and discussion, Director Emerson moved to (1) approve the report; and (2) authorize Costello's Transportation Department to revise the TXDOT permit for the guard railing at Highway 6 and submit for approval in an amount not to exceed \$3,200. Director Beck seconded the motion, which passed by a unanimous vote.

#### DIRECTOR MATTERS

There was no discussion on this agenda item.

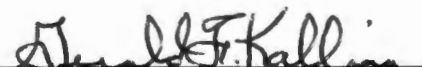
#### 2022 DIRECTORS ELECTION

Mr. Austin discussed procedures related to the 2022 Directors Election. He reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2022 Directors Election Period. Following review and discussion, Director Beck moved to adopt a Resolution Designating an Agent of the Secretary of the Board During the 2022 Directors Election Period appointing Holly Huston as the agent of the Secretary of the Board of Directors to perform the duties of the District's Directors Election, authorize the agent to post the related notice as required, and direct that the Resolution be filed appropriately and retained in the District's official records. Director Thompson seconded the motion, which was approved by unanimous vote.

Mr. Austin reported on requirements to post a Notice of Deadline to File Applications for Place on the Ballot for the 2022 Directors Election. Following discussion, Director Beck moved to authorize the Secretary's agent to post the notice as required. Director Thompson seconded the motion, which was approved by unanimous vote.

Mr. Austin stated that the District may contract with Fort Bend County (the "County") to conduct the District's 2022 Directors Election. After discussion, Director Beck moved to contract with the County to administer the District's election. Director Thompson seconded the motion, which was approved by unanimous vote. The Board concurred it was not necessary to set pay for election officials because the County will be appointing the election officials to administer the election.

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

  
Secretary, Board of Directors



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