

MINUTES
WEST FORT BEND MANAGEMENT DISTRICT

March 13, 2012

The Board of Directors (the "Board") of West Fort Bend Management District (the "District") met in regular session, open to the public, on March 13, 2012, at the Richmond City Hall Annex, 600 Morton Street, Richmond, Texas, inside the boundaries of the District, and the roll was called of the members of the Board:

Glenn Howard	Vice President
Lane Ward	Assistant Secretary
Cliff Terrell	Secretary
Bob Ray	Assistant Vice President

all of the above were present with exception of Director Dupuis, thus constituting a quorum.

Also present at the meeting were Advisory Board Members Sharron Wallingford, Vincent Morales and Billy Benton, Theresa Parma with the City of Rosenberg, Robert Haas with the City of Richmond, Lynne Humphries with Allen Boone Humphries (ABHR) and Rachel Steele, Executive Director for the District.

Director Howard called the meeting to order at 3:02 p.m.

CONSENT AGENDA ITEMS

1. February 14, 2012 and February 21, 2012 Meeting Minutes

The minutes and invoices were provided to the directors in advance of the meeting. The Board reviewed the February meeting minutes. Director Ward requested that the I-69 study area noted in the minutes be amended to reflect the study limits to Liberty County rather than Liberty, Texas. Ms. Steele agreed to make the requested edit. After additional review, Director Ward moved for approval of the minutes as well as the finance report for December 2011 and January 2012 as well as the invoices for the month of February. Director Ray seconded the motion, which passed unanimously.

2. Financial Report and Pending Invoices

REGULAR AGENDA ITEMS

3. Comments from the Public

No comments were received.

4. Amend 2012 Fiscal Year Budget, if necessary.

The Board took no action on the item.

5. Presentation of District PowerPoint for FY 2012 Outreach Program

Ms. Steele presented a PowerPoint presentation on the basic organization of the District. The PowerPoint was developed as an outreach tool to present to local civic groups, stakeholders and interested parties looking to find out more information about the District. Director Howard requested that the funding graphic be enhanced to show a greater distinction between revenue sources. Ms. Humphries noted that the census numbers shown in the document only include the cities of Richmond and Rosenberg and not the County ETJ. Director Ray requested that the presentation be made available on-line in a recorded format. Ms. Steele noted that revisions would be made to the presentation and uploaded to the website. The Board took no action on the presentation.

6. Activity Within the District, Including Permits Under Review Issued and Closed Since the Last Meeting including, Signs, Variance Requests, and Enforcement of Standards. (Theresa Parma- Rosenberg; and Robert Haas-Richmond)

Mr. Haas circulated his monthly report and noted that there were no developments or variances to bring before the Board this month.

Ms. Parma briefly addressed the Board and reviewed her monthly development report. Ms. Parma also then discussed the City of Rosenberg's pending variance request with the District.

a. Safelite Auto Glass Variance Application;

Ms. Parma gave a brief summary on the Safelite variance application. Safelite's variance was triggered as their site landscaping did not meet the District's landscaping standards. Ms. Parma circulated the letter of approval sent by her office to address the landscaping hardship for the site. Ms. Parma noted that utility power poles run along the side property line and limit the type and quality of landscaping that can be placed in that area. In order to comply with the District landscaping a consensus was reached that the applicant would utilize low growing palm trees to fulfill the requirement. For reference a copy of the approval letter is attached to these minutes which in turn detail the planting plan. The Board reviewed the proposal for several minutes. Director Ward requested that a variance summary page accompany the variance application included in the District Board book so that the hardship and mitigation issues

were clearly outlined for the entire Board. Ms. Steele agreed to include a variance summary sheet with future variance requests. Director Ray moved that the Board approve this variance request. Director Terrell seconded the motion, which passed unanimously.

7. Review and take action on proposed changes to Chapter Seven (7) of the West Fort Bend Management District's Signage Standards.

Ms. Steele reviewed the latest version of the commercial sign specifications with the Board. Ms. Steele noted that a coordination meeting occurred to review the existing document with the proposed changes and prepare a new version of the document that accommodated the proposed amendments to the specifications. Director Ray asked whether or not the standards also reflected the new regulations adopted by the City of Rosenberg for banners. Ms. Steele noted that the document did not. Ms. Parma noted that she would forward the newly established ordinance so that it can be coordinated into the Districts standards.

Mr. Haas inquired as to whether the signage standards would now be enforced for the entire corridors. This includes the business or incorporated portions of Highway 90A as they run through the cities of Richmond and Rosenberg. Ms. Humphries noted that it would be an agenda item for a future meeting.

Upon review of the drafted standards document, Director Ward moved that the documents be approved based on final review from the Variance Committee. Director Terrell seconded the motion, which passed unanimously.

8. Review appointments and receive Committee Reports:
a. Standards Committee

No report was given and the Board took no action on the item.

b. 2012 Grant Committee: Access Management

Ms. Steele gave a PowerPoint presentation on the access management program to the Board. The presentation outlined the application process, stakeholders in the project, preliminary project timeline and a discussion of project deliverables. The Board took no action on the report.

9. Report from Advisory Board Members

No reports were given.

10. Report from Directors and District Consultants Regarding Events and Activities Attended During the Month.

No updates were given.

11. Report from Executive Director on outstanding and pending District business and plan for addressing District businesses.

Ms. Steele updated the Board on discussions with compliance issues surrounding the redevelopment of the Ocusoft site in Rosenberg. At the time of the meeting landscaping and signage specifications for the site were still being discussed and the applicant was working to meet the District standards. Ms. Steele noted that Ocusoft will submit a variance application for their site signage the timing of the application is unknown, but both Ms. Parma and Ms. Steele are in close communication to coordinate the variance request.

12. Convene in Executive Session pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with attorney to discuss performance review of Executive Director.

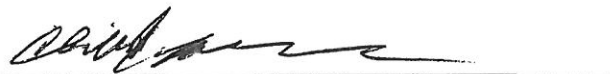
The Board did not convene in Executive Session and no litigation is being contemplated.

13. Reconvene in Open Session and authorize appropriate action regarding contemplated litigation.

The Board did not convene in Executive Session and no litigation is being contemplated.

14. Adjournment

Director Howard moved to adjourn the meeting at 4:53pm. Director Terrell seconded the motion, which carried unanimously.



Cliff Terrell
Secretary, West Fort Bend Management District