

MINUTES
WEST FORT BEND MANAGEMENT DISTRICT

June 19, 2012

The Board of Directors (the "Board") of West Fort Bend Management District (the "District") met in regular session, open to the public, on June 19, 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:

Joey Dupuis	President
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 Terrell, thus constituting a quorum.

Also present at the meeting were Advisory Board Members Sharron Wallingford, Billy Benton City of Rosenberg Council Member, Cyndy Powell with the City of Rosenberg and Robert Haas with the City of Richmond, Lynne Humphries with Allen Boone Humphries (ABHR), and Rachel Steele, Executive Director for the District. Richard Fields was also in attendance representing Aguirre and Fields Engineers.

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

CONSENT AGENDA ITEMS

1. May 8, 2012 Meeting Minutes

The minutes and invoices were provided to the directors in advance of the meeting. The Board reviewed the May meeting minutes Director Howard moved for approval of the minutes as well as the finance report for April 2012 as well as the invoices for the month of May. Director Ray seconded the motion, which passed unanimously.

2. Financial Report and Pending Invoices

REGULAR AGENDA ITEMS

3. Comments from the Public

Ms. Wallingford commented on publicity efforts and encouraged the District to increase its publicity to the local newspapers.

Councilmember Benton commented that he believed things are going well and that Rosenberg is looking better due to the revised flag banner ordinance being in place. Councilmember Benton thanked the District and Ms. Steele for all their efforts on behalf of the community.

4. Review and take action on a 2012-2013 marketing budget to support community outreach.

Ms. Steele presented an update on marketing efforts for the District. In the past year website traffic has increased seventy-five percent and the website averages one hundred visitors a day. With the increased web traffic and the upcoming public outreach efforts associated with the Access Management project a marketing budget that included estimates on website revisions, newspaper marketing and graphic design work was presented to the Board. The Board took no action on the item.

5. Amend 2012 Fiscal Year Budget, if necessary.

After a review and discussion of the marketing budget presented in Agenda Item #4, Director Ward moved that the Board approve the proposed marketing budget and subsequently allocate \$6,000 to the advertising and marketing line item of the budget. Additionally the advertising/marketing and legal notice line item should be amended to only state "Advertising and Marketing". Director Ray seconded the motion, which passed unanimously.

6. Review and take action on George Foundation Grant Report

Ms. Steele reviewed the preliminary progress report of the George Foundation Grant report with the Board. The progress report highlight show grant funds are being used to enhance and impact community development. The case studies highlighted for the report are site development of the RaceTrack gas station in Rosenberg and the campus redevelopment of OCuSoft in Rosenberg. Director Howard requested that the campus redevelopment of the Frito Lay site in Rosenberg also be included in the report document. Ms. Steele confirmed that it would be added. After review of the document Director Dupuis noted that additional details of the District's involvement would further expand on the services the District provides and the successful outcomes achieved. Ms. Steele confirmed that those comments would be incorporated into the document. The Board took no action on the item.

7. Review and approve participation in the 2012-2013 Fort Bend Chamber Leadership Forum.

Ms. Steele presented the Board with the 2012-2013 Central Chamber Leadership program overview. The program is designed to facilitate local leadership. Participants spend one day a month learning and interacting with various sectors of county services that include, health, education, infrastructure, general governance, non-profits and

general policy practices to enhance their organizational management capacities. Ms. Steele requested participation in the program. Upon review of the program description Director Howard moved that the Board approve participation in the program noting that any cost related to the program be paid for from the Executive Director's Grant Fund budget. Director Ward seconded the motion, which passed unanimously.

8. Discuss and take action on a resolution of support for a fire prevention grant to the FM Global Fire Prevention grant program.

Ms. Steele noted that the City of Richmond had requested assistance in preparing a fire prevention grant application to the FM Global Fire Prevention program. A component of the grant is to show community support for local fire prevention plans. Ms. Steele noted that fire prevention and awareness programs are strong policies to encourage economic vitality in commercial and industrial development. Supporting the grant initiative correlates with the District's mission to enhance and promote economic vitality in the community. No matching funds are being requested for this grant. After a brief discussion Director Ward moved that he Board approve the resolution of support for the grant application. Director Howard seconded the motion, which passed unanimously.

9. Discuss and take action on a resolution of support to the Houston-Galveston Area Council Sustainability Case Study Program.

Ms. Steele briefly reviewed the parameters of the case study grant program being sponsored by Houston-Galveston Area Council. The program serves to highlight initiatives that support sustainability, which is defined as long-term maintenance of responsibility of the physical environment, which includes environmental, economic, and social dimensions. Related to Richmond-Rosenberg, Caldwell Companies, the developer of Del-Webb would like to pursue a multi-use pathway to connect between Brazos Town Center at Highway 59 and FM 762 and their development located on FM 762. After a brief discussion regarding the project proposal the Board determined that unless the railroad agrees to sharing the right-of-way and thereby allowing for the path to be constructed on the east side of FM 762 the project would be difficult to pursue and implement. Director Ray encouraged Ms. Steele to continue discussions on alternative project scenarios with both cities to further develop the concept. The Board took no action on the item.

10. Activity Within the District, Including Permits Under Review Issued and Closed Since the Last Meeting including, Signs, Variance Requests, and Enforcement of Standards. (Cyndy Powell and Robert Haas-Richmond)

Ms. Powell briefly addressed the Board and reviewed her monthly development report. To date there are no pending development variances to be reviewed by the District.

a. Tiny Steps Education Center;

Mr. Haas reviewed the revised site and landscape architecture plans for Tiny Steps Education Center. A representative for the project was not in attendance at the meeting. Mr. Haas noted that the revised plans show modifications to the side elevations of the metal building, which was a mitigation remedy to the metal building variance. The revised side elevations show that the front masonry material will be wrapped around the side elevation of the building twenty feet. Director Howard inquired whether or not any other masonry elements were added to the side or rear elevations. Mr. Haas noted that the plans submitted show no further masonry modifications.

Upon review of the landscape architecture plans for the site Mr. Haas noted that the plan shows planting areas with landscape being installed, but the plans do not define the type or size of the landscaping that will be planted. Director Ray moved that he Board discuss the minimum allowable landscape architecture standard for review. Director Ward seconded the motion, which passed unanimously. The Board further reviewed components of the site landscaping plan. Upon discussion the Board noted that a complete landscaping plan would have to include the location of the planting beds and trees, definition of plant and tree species and the planting size that will be installed as well as indication that includes graphic reference to the use of drip irrigation for the landscaping. Director Howard noted that these components of the landscape plan will allow the Variance Committee and the Cities to determine if conflicts with utility lines will occur and if the plants are being planted for optimum success and survivability.

Upon final review of the submitted plans, Director Howard moved that the Board not approve the variance application until the applicant could update the landscape architecture plans to indicate further and necessary details about the plants planned for installation on the site. Director Ward seconded the motion which passed unanimously, with Director Ray abstaining from voting.

11. Receive an update on the proposed sign ordinance being pursued between Richmond and Rosenberg.

Ms. Steele introduced Cyndy Powell with the City of Rosenberg to review the changes being considered to the sign ordinances. Ms. Powell noted that discussions were on-going between her office and with Mr. Haas to identify and coordinate design and size standards for the sign ordinance. At this time Rosenberg City Council may look to adopt a revised ordinance by August of 2012. The Board took no action on the item.

12. Review appointments and receive Committee Reports:

a. **2012 Grant Committee: Access Management**

Ms. Steele noted that there were no project updates at this time.

b. **FM 359 Beautification**

Ms. Steele noted that there were no project updates at this time.

13. Report from Advisory Board Members

No reports were given and the Board took no action.

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

No reports were given and the Board took no action.

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

Ms. Steele has been identifying areas that could potentially petition the District for assessment and thus create an alternative source of funding. At this time the outcome of meetings with property and business owners has not been positive. Ms. Steele will continue working on outreach to this constituency group. The Board took no action on the report.

16. 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.

The Board convened in executive session at 4:17 pm and adjourned at 4:30 pm.

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

The Board re-convened their meeting from Executive Session at 4:30pm. Director Ward moved that the Board send a letter of notification to the property owner at 902 Highway 90A to begin enforcement proceedings. Director Ray seconded the motion, which passed unanimously.

18. Adjournment

Director Howard moved to adjourn the meeting at 5:10pm. Director Howard seconded the motion, which carried unanimously.



Cliff Terrell
Secretary, West Fort Bend Management District