

MINUTES
WEST FORT BEND MANAGEMENT DISTRICT

September 11, 2012

The Board of Directors (the "Board") of West Fort Bend Management District (the "District") met in regular session, open to the public, on September 11, 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 Dupuis, thus constituting a quorum.

Also present at the meeting were Advisory Board Member Billy Benton City of Rosenberg Council Member, Robert Haas with the City of Richmond, Travis Tanner and Matt Fielder with the City of Rosenberg, Bill and Sharon Ballint of Brazos Cycles, Lance McIntyre with DMAC Construction, Adisa Harrington with Allen Boone Humphries Robinson (ABHR) and Rachel Steele, Executive Director for the District.

Director Howard called the meeting to order at 3:05 p.m.

CONSENT AGENDA ITEMS

1-2. August 14, 2012, 2012 Meeting Minutes Financial Report and Pending Invoices

The minutes and invoices were provided to the directors in advance of the meeting. The Board reviewed the August meeting minutes, financial report and pending invoices. Director Howard moved for approval of the minutes, financial report and invoices. The Board briefly discussed the financial report. Director Ward seconded the motion, which passed unanimously.

REGULAR AGENDA ITEMS

3. Comments from the Public

No comments were received from the public.

4. Review and approve FY 2013 Budget

The Board reviewed the revised FY 2013 budget. Director Ward inquired as to why the District could not receive updated financial statements from the previous month rather than two months preceding. Ms. Steele responded that she had been told by the City of Rosenberg Finance Department that because the District meets early in the month the previous monthly statement has not yet been received and prepared by the City of Rosenberg in time for the meeting and therefore not available for the monthly meeting. Director Ward requested that the grant funds allocation between FY 2012 and 2013 be updated and revised on the FY 2013 budget. Ms. Steele confirmed that she would make the changes. After review of the document Director Ray moved that the Board approve the FY 2013 budget. Director Terrell seconded the motion, which passed unanimously.

5. 2012 District Audit and Authorize Engagement Letter from Sandersen Knox Company

Ms. Steele reviewed the letter of engagement with the Board. The annual audit will begin in early November and conclude by mid-January. The cost of the audit will not exceed last year's budgeted amount, which was \$3,500. Director Ward inquired as to whether or not the audit report, being delivered in January, would enable us to still meet the District's reporting requirements to the TCEQ. Ms. Harrington noted that the timing of the audit would not conflict with the TCEQ reporting deadline. After a brief discussion Director Ray moved that the Board approve the Engagement letter from Sandersen Knox and Company. Director Ward seconded the motion, which passed unanimously.

6. Review and approve funding agreement with City of Rosenberg.

Ms. Steele reviewed the FY 2013 funding agreement with the Board. This agreement is unchanged from FY 2012. At the Board's request an evergreen clause has been added to the agreement. The clause will allow for the terms of the agreement to renew automatically each year without an annual review and redrafting of the agreement. This will save the board \$1,500 in review fees by shifting to this format. Either party is still given the opportunity to review and cancel the agreement 60 days in advance of its renewal.

Upon review of the agreement Director Terrell moved that the Board approve the FY 2013 funding agreement with the City of Rosenberg. Director Ray seconded the motion, which passed unanimously.

7. Accept Annual Disclosure statements for Investment Officer and Bookkeeper

Ms. Steele stated that the District's bookkeeper and investment officer are required to execute disclosure statements that disclose any relationship with banks and brokers who seek to sell investments to the District. She added that the disclosure statements will be filed with the Texas Ethics Commission. Joyce Vaust presented her disclosure statement as the District's investment officer, and the disclosure statement of Martiza Salazar as the District's bookkeeper.

After review and discussion, Director Ray moved that the Board accept the disclosure statements pursuant to the Public Funds Investment Act and direct that the statements be filed appropriately and retained in the District's official records. Director Ward seconded the motion, which passed unanimously.

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

Mr. Haas reviewed a development summary of activity in Richmond, which is attached to these minutes. Upon review of the development summary, Mr. Haas introduced Bill and Sharon Ballint, with Brazos Cycles. Mr. Haas reviewed the site plan with the Board. As part of the development process for the site, the Ballint's will be relocating a work shed from their former location to the new location. The work shed does not comply with the District's building design guidelines but is needed for the storage and repair work that Brazos Cycles supports. As a result Brazos Cycles is requesting a variance for the building. As part of the mitigation for the metal work shed being relocated on the property Brazos Cycles will landscape around the perimeter of the structure with hedges and trees. Ms. Ballint circulated a landscaping plan illustrating the planting plan and showed that the building would be significantly screened from public view. Director Howard thanked Mr. Ballint for providing the detailed landscape drawings. After a brief review of the landscape plans Director Terrell moved that the Board approve the variance to allow the metal work shed to be relocated to the property with the proposed landscaping and screening of the site as shown on the proposed landscape drawings. Director Ward seconded the motion, which passed unanimously.

Mr. Haas then introduced Lance McIntyre with DMAC Construction. Mr. McIntyre reviewed the development proposal for Tiny Steps Education Center. At this time the property owner has submitted building plans, a landscaping plan a variance request to mitigate for the primary metal building constructed on site and not approved by the District. In addition to this, the property owner has also installed a sign that does not meet the District's sign guidelines. Upon reviewing the plans submitted, Director Howard requested that that the Variance Committee met at the site on Wednesday, September 12th at 12pm to review the existing conditions and finalize the mitigation for

the site. Director Ward seconded the motion, which passed unanimously with Director Ray abstaining.

Mr. Haas introduced a sign application for Richmond Tire and Automotive located at 1041 FM 359 in Richmond. The property owner is proposing to consolidate three on-premise signs into one monument sign. The proposed monument sign will have a changeable letter display, which is not permitted in the District Commercial Signage Guidelines. Upon review of the sign plans Director Howard moved that the variance be approved with the mitigation being that two of the signs indicated are taken down permanently, a four inch border be added around the sign plate to provide a border between the sign face and the sign cabinet and that the base of the sign be constructed of brock and stone. Director Ward seconded the motion, which passed unanimously.

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

Mr. Tanner reported that the two cities would be meeting on Wednesday, September 13th to discuss the final changes to the proposed sign ordinance. The Board took no action on the report.

10. Review appointments and receive Committee Reports:
 - a. **Access Management**
 - b. **Funding Updates**

Ms. Steele reported that the Access Management planning study is in the first phase of the study that includes data collection. Data sources to be compiled will be traffic counts along the study area, census counts, traffic safety records and District resources such as annual reports, landscape master plan and the goals and objectives statement prepared back in 2006. Additional information will be gathered from the Cities and County and will include GIS, CIP, Transportation studies and plans as well as plans from the TxDOT local office. Ms. Steele anticipates that by December a compendium of community data fill have been compiled and anticipates presenting it back to the Board and community partners for their review. The Board took no action on the item.

11. Report from Advisory Board Members

Mr. Benton reported that the City of Rosenberg completed annexation proceedings in September that included the corridor of FM 723 north of the City. Mr. Benton inquired fi the District would consider expanding its boundaries to include the newly annexed tracts. Ms. Harrington noted that the expanding the boundaries of the District should first be considered by the City prior to the District taking action on it. The Board took no action on the report.

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

No reports were given and the Board took no action.

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

Ms. Steele reported that meetings with the community dropped off in the last three weeks and that she would shift her attention to creating assessment and service scenarios for test areas in the District and that a final plan would be presented to the Board in November. The Board took no action on the report.

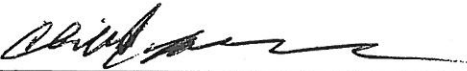
14. Convene in Executive Session pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with attorney to discuss pending or contemplated litigation.

The Board did not convene in executive session.

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

16. Adjournment

Director Ray moved to adjourn the meeting at 4:27pm. Director Ward seconded the motion, which carried unanimously.



Cliff Terrell

Secretary, West Fort Bend Management District