

MINUTES
WEST FORT BEND MANAGEMENT DISTRICT

October 9, 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
Robert G. "Bob" Ray	Assistant Vice President

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

Also present at the meeting were Advisory Board Members Tim Kaminski and Sharon Wallingford; Richard Fields of Aguirre & Fields, LP;; Robert Haas with the City of Richmond; Travis Tanner and Joyce Vaust with the City of Rosenberg; Lynne Humphries of Allen Boone Humphries Robinson LLP ("ABHR"); and Rachel Steele, Executive Director of the District.

Director Dupuis called the meeting to order at 3:00 p.m.

CONSENT AGENDA ITEMS

1-2. September 11, 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 September meeting minutes, financial report and pending invoices. After review of the items on the current agenda, Director Terrell moved for approval of all items on the current agenda. Director Howard 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 determined no changes were necessary to the FY 2013 budget.

5. Review and take action on maintenance of financial records and reporting

Ms. Vaust addressed the Board regarding financial reporting by the City of Rosenberg for the District and said if the District requests on-line banking with Amegy Bank, financial reports can be done more timely. Director Ray moved to authorize the President to sign the letter to the bank. Director Howard seconded the motion, which passed by unanimous vote.

6. Transportation Enhancement Grant

Ms. Steele reviewed the memo included in the board package regarding grant requirements. Director Howard moved to approve the grant application for illegal sign removal and for safety and education for pedestrians and bicyclists along Highway 90A, if the upcoming workshop proves these grants are something feasible for the District. Director Ray seconded the motion, which passed by unanimous vote.

7. Activity within the District, including permits under review issued and closed since the last meeting including signs, variance requests, and enforcement of standards (Travis Tanner-Rosenberg, Robert Haas-Richmond)

Mr. Tanner said he has no variance requests.

Mr. Haas reviewed a summary of activity in Richmond, which is attached to these minutes.

Updates were given on the status of the Villas at the Southwest Freeway. At this time, the District Building Design Guidelines Standards have been forwarded to the developer and landscape architect and will be incorporated into the site plan. No official plans have been submitted to the City of Richmond for review at this time.

Imperial Wrecker Company located at 714 US Highway 90A in Richmond has constructed a corrugated metal fence to create an auto storage lot for a towing and wrecker service. The facility has been approved by the State of Texas, but the District's Buildings and Design Guideline Standards were never consulted or included in the site plan. The City of Richmond has issued a stop work order on the tract and required that the tenant submit official building plans for review and approval. A meeting was held with the tenant on October 2, 2012 to convey this information. The tenant will be reviewing the guidelines and submitting a variance application at a later date.

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

Mr. Haas and Mr. Tanner reported that the two cities met on Wednesday, September 13th to discuss the final changes to the proposed sign ordinance.

9. Review appointments and receive Committee Reports:

- a. Access Management Planning Study
- b. Funding Updates
- c. Outreach campaign

Ms. Steele reported that the Access Management planning study is in the process of data collection. Ms. Steele anticipates that by December, a compendium of community data will have been compiled and anticipates presenting it back to the Board and community partners for their review after that.

Ms. Steele asked if any directors would work with her and Ms. Humphries on possible petition driven assessments to help fund the District. Director Terrell said he would help and Ms. Humphries suggested asking Director Ward.

Director Ray discussed having an agenda item on image and public relations on a future agenda.

10. Report from Advisory Board Members

Mr. Kaminski suggested a checklist of items required from the District that the cities and Fort Bend County can present to landowners.

11. Discussed under 9(2)

This item was earlier discussed.

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 she and Mr. Haas are working on enforcement activities within the City of Richmond corridors of FM 359 and Highway 90A. The activity has increased awareness of the District. The District, Richmond and Rosenberg are scheduling a meeting with the County to discuss enhanced coordination of the District standards to property owners. The past few months has seen an increase in illegal building and permitting due to lack of County notification about the West Fort Bend Management District. The meeting will aim to prohibit these occurrences.

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

There was no need to reconvene since the Board did not meet in Executive Session.

16. Adjournment

Director Terrell moved to adjourn the meeting at 4:00 pm. Director Howard seconded the motion, which carried unanimously.



Cliff Terrell
Secretary, West Fort Bend Management District

LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
summary of activity in Richmond	2



CITY OF RICHMOND MONTHLY ACTIVITY REPORT
WEST FORT BEND MANAGEMENT DISTRICT
MEETING DATE: TUESDAY, OCTOBER 10, 2012

PROJECT STATUS:

- ❖ **Rio Vista. Legend Homes. – F.M. 359**
 - Illegal Signs. Stop Work Issued by the City. Letter sent to owners from WFBMD.
- ❖ **Imperial Wrecker Service Storage Lot. – 714 U.S. Hwy 90-A East**
 - Work completed without approval. Plans submitted after completion. Reviewed by staff and review letter issued to applicant.
- ❖ **Villas at the S.W. Freeway – U.S. 59 at Grand Parkway**
 - Site work underway, grading only.
- ❖ **River Pointe Center – U.S. 59 at Grand Parkway.**
 - Site work underway, grading only.

Other Items:

- Mowing details for US 90-A.
- Sign Ordinance update.
- Notifications to the public in the Districts. FM 359 & U.S. 90-A.
- Fort Bend County permits. Requirement to verify WFBMD District for a permit from the county?

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Robert J. Haas", written over a horizontal line.

Robert J. Haas