

MINUTES
WEST FORT BEND MANAGEMENT DISTRICT

November 20, 2012

The Board of Directors (the "Board") of West Fort Bend Management District (the "District") met in regular session, open to the public, on November 20, 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 thus constituting a quorum.

Also present at the meeting were Advisory Board Member Billy Benton City of Rosenberg Council Member, Chris Long with Imperial Wrecker, Robert Haas with the City of Richmond, Travis Tanner with the City of Rosenberg, Lynne Humphries with Allen Boone Humphries Robinson (ABHR) and Rachel Steele, Executive Director for the District.

Director Dupuis called the meeting to order at 3:01 p.m.

CONSENT AGENDA ITEMS

1-2. October 9, 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 October meeting minutes, financial report and pending invoices. Director Ray moved for approval of the minutes, financial report and invoices. The Board briefly discussed the financial report. Director Howard seconded the motion, which passed unanimously.

REGULAR AGENDA ITEMS

3. Comments from the Public

No comments were received from the public.

4. Amend 2013 Fiscal Budget, if necessary

The Board reviewed the revised FY 2013 budget. Director Ward asked that the grant carryover amount of \$92,048 be removed and that Cash at the Beginning of the Period be revised to \$178,328 and that Cash at End of Period be revised to show \$165,762. Ms. Steele confirmed that she would make the changes. After review of the document Director Howard moved that the Board approve the FY 2013 budget amendment. Director Terrell seconded the motion, which passed unanimously.

5. Discuss and take action on 2013 meeting schedule.

Ms. Steele presented a revised meeting schedule for calendar year 2013. The District will be moving its regular monthly meeting from the second to the third Tuesday of the month. The 2013 meeting schedule was confirmed and, Director Ward moved to approve the new schedule. Director Howard seconded the motion, which passed unanimously.

6. Discuss and take action to receive proposals for annual mowing services.

Ms. Steele reviewed the current status of the mowing contract between Reliant Sand and Construction with the Board. Mr. Haas inquired into the service area for the Highway 90A portion of the mowing area. After a brief discussion regarding the service area and timing of services Director Howard inquired if Mr. Haas and Ms. Steele could meet with the vendor to review the service area and level of service being provided. Ms. Steele confirmed that a meeting with the vendor to discuss these issues would be set and that a report on the meeting would be given at the December Board meeting. The Board took no action on the item.

7. Discuss and take action to authorize the preparation of the FY 2012 annual report.

Ms. Steele requested authorization to begin preparing the annual report. Director Ward moved to authorize preparation of the FY 2012 Annual Report. Director Howard 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 Chris Long with Imperial Wrecker. Mr. Long stated that he had reviewed the District's

standards and was preparing a response to show his development proposal. At this time the City of Richmond had not received this plan.

9. Discuss and take action on assessment of penalty of up to \$20,000 per day for property owner/tenant violation of the District's standards related to the development of commercial property at 714 Highway 90A in Richmond, Texas.

After a brief discussion on the status of development, Director Howard moved that the Board defer action on assessment of penalty until the applicant (Imperial Wrecker) could finish his development proposal and submit it to the City of Richmond for review. Director Terrell seconded the motion, which passed unanimously.

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

Mr. Tanner reported that the two cities continue to review the details of the sign specifications in Council workshops. The objective is to ensure that there is so consistency in specifications between the two cities. Mr. Haas anticipates an official ordinance to be considered by the Richmond Commission by March 2013. The Board took no action on the report.

11. Review appointments and receive Committee Reports:
 - a. **Funding**
 - b. **District Recognition Awards**

Ms. Steele reported that she would be meeting with Ms. Humphries and Director Dupuis in December to coordinate and discuss a list of funding sources for the Executive Director position. Ms. Steele also noted that the District would reinstate its development recognition awards. The award program has been used previously to recognize new construction or redevelopment of commercial tracts in the District. The Board took no action on the item.

12. Report from Advisory Board Members

No reports were given and the Board took no action on the report.

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

No reports were given and the Board took no action.

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

Ms. Steele reported that the landscaping project at Highway 59 and FM 762 had been put under contract by TxDOT and that design of the landscape enhancements would begin in January 2013 with anticipated construction of August 2013. The Board took no action on the report.

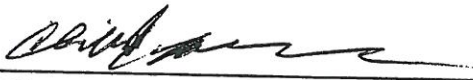
15. Convene in Executive Session pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with attorney to discuss pending or contemplated litigation.

The Board did not convene in executive session.

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

17. Adjournment

Director Terrell moved to adjourn the meeting at 3:57pm. Director Howard seconded the motion, which carried unanimously.



Cliff Terrell
Secretary, West Fort Bend Management District