

MINUTES  
WEST FORT BEND MANAGEMENT DISTRICT

February 19, 2013

The Board of Directors (the "Board") of West Fort Bend Management District (the "District") met in regular session, open to the public, on February 19, 2013, 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

All of the above were present thus constituting a quorum.

Also present at the meeting were Jeffery Baird with Raceway Petroleum, Mike Flory with Fort Bend Economic Development Corporation, Robert Haas with the City of Richmond; Travis Tanner and Joyce Vasut with the City of Rosenberg; Adisa Harrington of Allen Boone Humphries Robinson LLP ("ABHR"); and Rachel Steele, Executive Director of the District.

Director Howard called the meeting to order at 3:03 p.m.

CONSENT AGENDA ITEMS

1-2. January 22, 2013, 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 January meeting minutes, financial report and pending invoices. Ms. Vasut with the City of Rosenberg Finance Department reviewed the monthly financial report with the Board as well as the final version of the annual audit. Ms. Vasut noted that the findings from the annual audit seem to have the accrual accounted twice. Ms. Vasut noted that without clarifying the audit numbers the audit and monthly financial reports would not show the same balances. Ms. Vasut further reviewed the calculations with the Board. After a brief discussion Director Ward suggested that Ms. Vasut make a prior period adjustment to the upcoming Fiscal Year 2013 audit to clarify and resolve the issue. Ms. Vasut confirmed that she would coordinate the adjustment with the auditor. The Board continued review of the remaining consent agenda items. After a brief discussion, Director Terrell moved for approval of all items on the consent agenda. Director Ward seconded the motion, which passed unanimously.

## REGULAR AGENDA ITEMS

### 3. Comments from the Public

No comments were received from the public.

### 4. Amend FY 2013 Budget, if necessary.

The Board took no action to amend the budget.

### 5. 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 reviewed development activity that had occurred in Rosenberg since the January meeting. Mr. Tanner summarized the Raceway Gas Station variance with the Board. The variance request is to raise the height of the signage to nine feet. Mr. Tanner explained that the variance was needed because the sign existing sign has limited visibility due to the landscaping that was required for the site. The Board reviewed the variance request. Director Howard inquired whether or not mitigation had been proposed for the variance. Mr. Baird with Raceway Petroleum responded that if allowed to raise the sign that the company would add additional landscaping around the base of the sign. After further discussion Director Terrell moved that the Board approve the variance request. Director Ray seconded the motion, which passed unanimously.

Mr. Haas then reviewed his development report with the Board, which is attached. At this time the City of Richmond has no variances to bring before the Board.

### 6. Review appointments and receive Committee Reports:

#### a. Access Management;

Ms. Steele reported that a Steering Committee meeting for the project is scheduled for February 27, 2013. The meeting will introduce the project team, discuss the project schedule and discuss project deliverables. The Board took no action on the report.

### 7. Report from Advisory Board Members

No reports were given.

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

No reports were given and the Board took no action.

9. Report from Executive Director on outstanding and pending District business and plan for addressing District businesses
  1. Discussion of potential projects along Highway 90A
  2. Discussion of potential projects along FM 762
  3. Discussion of potential services to Fort Bend County

Ms. Steele reviewed the preliminary project sheets for the FM 762 and Highway 90A corridors. Ms. Steele commented that the project sheets were working drafts, but that she needed feedback and review of the proposals from the Board before she finalized the plans and submitted the proposal back to the County. The Board reviewed the proposals and provided comment. Ms. Steele thanked the Board for their feedback and confirmed that final copies of the proposals would be included in the March 19<sup>th</sup> board book. The Board took no action on the report.

10. 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.

11. 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.

12. Adjournment

Director Terrell moved to adjourn the meeting at 4:20 pm. Director Howard seconded the motion, which carried unanimously.



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Lane Ward  
Assistant Secretary  
West Fort Bend Management District