

MINUTES  
WEST FORT BEND MANAGEMENT DISTRICT

August 20, 2013

The Board of Directors (the "Board") of West Fort Bend Management District (the "District") met in regular session, open to the public, on August 20, 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
Todd Johnson	
Lane Ward	Assistant Secretary
Anthony Sulak	

and all of the above with exception of Director Ray, thus constituting a quorum.

Also present at the meeting were developer Larry Inderhmuehle, business owner Michelle Leach; Lance Champion with Flying J, Alan Sandersen with Sandersen Knox Company, Mike Flory with the Fort Bend Economic Development Council, Robert Haas with the City of Richmond; Matt Fielder and Travis Tanner 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 3:02 p.m.

CONSENT AGENDA ITEMS

1-2. July 17, 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 July meeting minutes, financial report and pending invoices. Director Ward noted changes to the minutes. The Board continued review of the remaining consent agenda items. After review and discussion, Director Ward moved for approval of all items on the consent agenda with the minutes amended. Director Johnson 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 Year Budget

The Board took no action on the item.

5. Open Meetings Act and Public Information Act Training Requirements.

Ms. Humphries reviewed the requirements with the Board and requested that any Director that had not received the Open Meetings Act and Public Information Act Training coordinate with Ms. Steele to schedule the training. The Board took no action on the item.

6. Conflict of interest disclosure.

Ms. Humphries reviewed the conflict of interest policy with the Board. If at any time a question of conflict of interest were to arise a Director should notify Ms. Steele so that a conflict of interest form can be completed and documented. The Board took no action on the item.

7. Accept Sworn Statement, Oath of Office and Bond from newly appointed director and make any needed committee appointments.

The Board accepted the Sworn Statement, Oath of Office and Bond from Anthony Sulak.

8. Review and take action on the meeting schedule for Fiscal Year 2014

Ms. Steele reviewed the District meeting calendar with the Board. The existing meeting day and time for all monthly board meetings is the third Tuesday of the month at 3:00pm. The directors discussed their availability. Director Dupuis moved that the Board maintain its current meeting schedule for meeting on the third Tuesday of the month at 3:00pm. Director Johnson seconded the motion, which passed unanimously.

9. Discuss and take action to reorganize the Board and authorize the execution of the District Registration Form.

Director Ward made a motion to nominate Director Ray to serve as Board President; Director Johnson to serve as Vice President, Director Ward to serve as Secretary; Director Sulak to serve as Assistant Secretary and Director Dupuis as Assistant Vice President. After a brief discussion, Director Johnson seconded the motion which passed unanimously.

10. Review and take action to update the signatory card with Amegy Bank.

Ms. Steele reviewed the signatory card process with the Board. As three new directors have taken office the signatory card with Amegy bank was updated so that the new directors had the ability to sign checks for the District. Director Dupuis moved that the Board approve the amended signatory card with Amegy Bank. Director Sulak seconded the motion, which passed unanimously.

11. 2013 District Audit and Authorize engagement letter from Sandersen Knox Company.

Alan Sandersen with Sandersen Knox Company reviewed the FY 2013 audit engagement letter with the Board. After a brief discussion Director Ward moved that the Board approve and accept the engagement letter from Sandersen Knox to conduct the fiscal year 2013 audit. Director Sulak seconded the motion, which passed unanimously.

12. Discuss and take action on the 2014 Insurance renewal from SIG Insurance Services.

Dan McDonald with SIG Insurance Services reviewed the 2014 insurance premium with the board. After a brief discussion Director Ward moved that the Board approve and accept the insurance premium from SIG Insurance Services. Director Johnson seconded the motion, which passed unanimously.

13. 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. Haas update the Board on the status of development in Richmond. There are no variances related to commercial development within the City of Richmond for the Board to consider at this time.

Mr. Tanner introduced Lance Champion with Flying J to the Board. Mr. Champion noted that Flying J was looking to purchase property in the district and gave a brief presentation on the development plan. Mr. Champion noted that he would be coordinating all site redevelopment through the City of Rosenberg, but as part of his due diligence process wanted to meet and notify the Board of his intention as well. Director Dupuis thanked Mr. Champion for his presentation. The Board took no action on Mr. Champion's presentation.

Mr. Tanner also introduced Larry Inderhmuehle to the Board. Mr. Inderhmuehle reviewed his development proposal for a potential industrial park in Rosenberg. After a brief discussion, Director Ward requested that Mr. Inderhmuehle meet directly with the Variance Committee to incorporate the District standards into his deed restrictions and that the authorization granted by the Variance Committee would carry Board support and approval. Director Johnson seconded the motion, which passed unanimously.

14. Update from the Standards Committee and the proposed sign ordinance being pursued between Richmond and Rosenberg.

Mr. Tanner noted that the City of Rosenberg would hold a workshop on commercial signage on August 27<sup>th</sup>. The outcome of the meeting would be reported at the September board meeting. The board took no action on the report.

15. Review appointment and receive Committee Reports

No reports were given.

16. Report from Advisory Board Members

No reports were given.

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

Director Dupuis noted that the District hosted an informational table at the Rosenberg Business Appreciation event held in August. The event was well attended and several people had questions about the role of the management district. The Board took no action on the report.

18. Executive Director Report

Ms. Steele reviewed her report with the board giving progress reports on the access management planning study. At the moment the project team is meeting with officials from the cities of Richmond and Rosenberg to discuss potential improvements to the roadway network to improve safety and reduce car crashes. No plans have been finalized at this time. The Board took no action on the report.

19. Convene in Executive Session pursuant to Section 551.074, Texas Local Government Code to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.

The Board adjourned into Executive Session at 4:13 p.m.

20. Reconvene in Open Session and authorize appropriate action regarding the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.

The Board reconvened in Open Session at 5:07 p.m. Director Dupuis made a motion that the service contract for the executive director be revised to include new terms of service from October 1, 2013 through September 30, 2014. Director Sulak seconded the motion, which passed unanimously.

21. Adjournment

Director Ward moved to adjourn the meeting at 5:10 p.m. Director Johnson seconded the motion, which carried unanimously.



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Lane Ward  
Secretary  
West Fort Bend Management District