

MINUTES  
WEST FORT BEND MANAGEMENT DISTRICT

July 15, 2014

The Board of Directors (the "Board") of West Fort Bend Management District (the "District") met in regular session, open to the public, on July 15, 2014, at the Travis Building, 301 Jackson, first floor conference room, Richmond, Texas, inside the boundaries of the District, and the roll was called of the members of the Board:

Bob Ray	President
Todd Johnson	Vice President
Lane Ward	Secretary
Anthony Sulak	Assistant Secretary
Joey Dupuis	Assistant Vice President

and all of the above were present except Director Johnson, thus constituting a quorum.

Also present at the meeting were Mike Flory with Fort Bend Economic Development Council; Randall Malik with Rosenberg Development Corporation ("RDC"); Rob Tobias, City of Richmond Economic Development Corporation ("REDC"); Travis Tanner, Director of Planning, City of Rosenberg; Robert Haas, Building Official, City of Richmond; Shirley McLennan, McLennan & Associates, L.P., bookkeeper for the District; Legal Counsel Lynne Humphries, Allen Boone Humphries Robinson LLP ("ABHR"); Kate Singleton, Executive Director of the District; and those persons included on the attached list.

Director Ray called the meeting to order at 3:00 p.m. once a quorum was present.

CONSENT AGENDA

Minutes, Financial Report and Pending Invoices

The Board considered approving the minutes of the June 17, 2014, regular meeting and the June 18, 2014, special meeting. Ms. McLennan reviewed a financial report, a copy of which is attached. After review and discussion, the Board determined to defer action on the Consent Agenda until after agenda item no. 5. Director Ward also wanted Ms. McLennan to correct the budget's projected cash balance in next month's report.

REGULAR AGENDA

Review and take action on renewal of the District's insurance

Ms. Singleton stated the District's insurance policy is up for renewal effective September 14, 2014. Ms. Singleton reviewed the renewal proposal for the District's insurance policies from SIG/McDonald & Wessendorff. After review and discussion, Director Dupuis moved to renew the District's insurance with SIG/McDonald & Wessendorff as presented. Director Sulak seconded the motion, which passed by majority vote, with Director Ward recusing himself from discussion and abstaining from voting. The Board then returned to the consent agenda.

#### CONSENT AGENDA, CONTINUED

After returning to the consent agenda, Director Dupuis moved to approve (1) the minutes of the June 17, 2014, regular meeting; (2) the minutes of the June 18, 2014, special meeting; and (3) the financial report, including payment of the bills. Director Sulak seconded the motion, which passed by majority vote, with Director Ward abstaining.

#### REGULAR AGENDA, CONTINUED

##### Comments from the Public

There were no comments from the public.

##### Amend Fiscal Year 2014 Budget

Ms. McLennan stated she will change the budget to reflect a change in cash projections for the District's fiscal year ending September 30, 2014. Director Sulak then suggested Ms. Singleton amend the District's cell phone contract to include additional minute usage to reduce the monthly cost.

##### 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; and Robert Haas-Richmond)

Mr. Tanner stated he had no variances for discussion. He updated the Board on development in Rosenberg. Director Ray stated Trimart is about to break ground. He said the business is not within the area subject to Standards but is willing to work with the District and adhere to the District's Standards. Director Ray and Mr. Tanner noted the Chevron gas station in Rosenberg on Highway 90A also voluntarily adhered to the District's Standards.

Mr. Haas stated he had no variances.

Ms. Singleton then updated the Board on new developments in the River Pointe Center.

Review and take action to amend the District's Standard to accommodate new Rosenberg and Richmond sign ordinances and adopt Resolution Adopting Amendment to Recodified Architectural And Landscaping Standards And Guidelines

Ms. Humphries reviewed the Resolution Adopting Amendment to Recodified Architectural and Landscaping Standards and Guidelines. The Board clarified that the Cities' ordinances control signage within the District with regard to size, height, and square footage. Following review and discussion, Director Dupuis moved to adopt the Resolution Adopting Amendment to Recodified Architectural and Landscaping Standards and Guidelines, and direct that the Resolution be filed appropriately and retained in the District's official records. Director Ward seconded the motion and it carried by majority vote, with Director Sulak voting no based on his belief that the size is too large and will have a negative impact on adjoining properties; however, he applauded the efforts of the Board and two Cities to cooperate on this point. Director Ray stated the District has been working with the two Cities on signs for years and is very pleased that today the District had adopted this change to its Standards. Director Ward stated he agreed with Director Ray's comment.

Review appointments and receive Committee Reports

a. Standards Committee

There was no discussion on this agenda item.

b. Highway 90A Corridor

Ms. Singleton stated Michelle Leach was unable to attend the July Board Meeting but wants to schedule an initial meeting with representatives of the other corridors to discuss overall goals and coordinating activities.

c. Schedule initial committee meetings

There was no more discussion on scheduling initial committee meetings.

Report and comments from Advisory Board members

There was no discussion on this agenda item.

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

There were no reports from Directors or Consultants regarding attendance at events or activities.

Executive Director reports and leads discussion on outstanding and pending District business

- a. Update and possible action on Wayside Horns cost and installation for railroad horn noise.

Ms. Singleton reviewed additional information on costs related to Wayside Horns from two companies who make and install these horns. She stated there are four crossings of the BNSF railroad proposed for installation. Director Ward stated he wants "all in" cost comparisons. Discussion ensued regarding the proposals, insurance requirements, and experience with BNSF. Mr. Tobias stated the City of Richmond and the REDC are supportive of quiet zones and railroad noise reduction.

- b. Report and possible action on hiring a consultant to update the District's website.

Ms. Singleton presented proposals to update the District's website. After review and discussion, and input from Mr. Tobias on whom the City of Richmond uses for its website design, the Board concurred to review websites and provide additional information to Ms. Singleton.

- c. Goals for 2014-2015.

Ms. Singleton said she received suggested goals from Directors Dupuis and Sulak, which include securing funding, awareness, prioritizing and implementing projects and adopting standards for all corridors. Director Ward requested that Ms. Singleton and the bookkeeper work on the 2015 fiscal year budget for the August meeting, and that the Board conduct Ms. Singleton's evaluation and provide feedback in executive session in August. He added that Highway 90A is the number one priority. Ms. Humphries stated she agreed with prioritizing projects and implementing them and that Way Side Horns and Highway 90A would be her two priority projects.

- d. Report and possible action on developing and purchasing temporary signs for projects approved by the Board

Ms. Singleton presented proposals for signs for development projects. Mr. Ray suggested additional sign companies located in Rosenberg. Director Dupuis suggested something more substantial for construction projects. Ms. Singleton stated she will bring additional information to the next meeting.

- e. Report and possible action on landscape plans for Highway 59/69 and FM 762.

Ms. Singleton presented a letter from Fort Bend County Judge Hebert's office about the landscape amenity improvements at Highway 59 and FM 762, a copy of which is attached.

- f. Report and possible action on participation in the Fort Bend Herald Showcase ("FBHS") edition.

Ms. Singleton presented information on the FBHS edition. After discussion, Director Sulak moved to approve participation. Director Ward seconded the motion, and the motion carried unanimously.

- g. Update on Livable Centers Grant ("LCG").

Ms. Singleton said the Houston-Galveston Area Council Board selected Morrison Architects for the LCG. Ms. Singleton said the project will begin in September. Mr. Tanner and Mr. Malik discussed the project. Mr. Malik discussed RDC funding for the project.

#### Report from Directors and District Consultants, Continued

Ms. Humphries suggested the District make a presentation to the Cities of Rosenberg and Richmond about what other Management Districts can do. Discussion ensued regarding ideas for presenting information about the District, its projects and other Districts. Discussion ensued regarding how a Tax Increment Reinvestment Zone and the District could combine efforts to redevelop and beautify Richmond.

#### Adjournment

Director Ward moved to adjourn the meeting. Director Dupuis seconded the motion, which carried unanimously.

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Lane Ward  
Secretary  
West Fort Bend Management District

(SEAL)

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