

## WEST FORT BEND MANAGEMENT DISTRICT

August 19, 2014

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

### Minutes, Financial Report, and Pending Invoices

The Board considered approving the minutes of the July 15, 2014, regular meeting.

Following review and discussion, Director Ward moved to approve the minutes of the July 15, 2014, regular meeting and the Financial Report and pending invoices. Director Sulak seconded the motion, which passed by unanimous vote.

### Presentation on Pearland Management District by Matt Buchanan

Ms. Singleton reported Mr. Buchanan was unable to attend today.

### Comments from the Public

There were no comments from the public.

Amend budget for fiscal year end September 30, 2014 and discuss budget for fiscal year end September 30, 2015

Ms. McLennan stated there were no changes to the budget for the District's fiscal year ending September 30, 2014. Ms. McLennan presented the proposed budget for the fiscal year ending September 30, 2015, a copy of which is attached to the bookkeeper's report. Director Ward asked Ms. McLennan a question about the cash balance and projections for the 2015 fiscal year that would include the starting cash balance. Director Ward asked about the "Donation Account" and whether that needed to be an individual line in the budget. Ms. McLennan will eliminate the "Donation account". After review and discussion, the Board concurred to defer adopting the budget for the fiscal year ending September 30, 2015, until the September Board meeting.

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.

Mr. Haas stated he had no variances. He updated the Board on development in Richmond.

In response to a question from Director Sulak, Mr. Tanner updated the Board on progress of the re-installation of the new McDonald's sign.

Review appointments and receive Committee Reports

a. Standards Committee

There was no discussion on this agenda item.

b. Highway 90A Corridor

There was no discussion on this agenda item.

c. Schedule initial committee meetings

Ms. Singleton stated she has an initial meeting scheduled with all corridor committee members on September 4, 2014 at 4:00 p.m.

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

Director Ray stated he and Director Ward attended the RDC meeting. Director Ward noted he and Ron Ewer spoke regarding the District's activities. Ms. Singleton stated she gave a presentation regarding Quiet Zones and Way Side Horns to the Board of the Richmond Economic Development Corporation. She also noted that she represented the District at the following additional meetings: Central Fort Bend Chamber Board meeting, Rosenberg Business Expo, HGAC/ULI meeting, and the Fort Bend area Economic Development Corporation Executive Directors and staff lunch.

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

- a. Review and take action on press release regarding WFBMD

Ms. Singleton stated she is working on an upcoming press release on District projects.

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

Ms. Singleton updated the Board on work the City of Sugar Land did on reducing railroad noise. Her report to the Board is attached to the minutes. Ms. Humphries recommended the District pursue one crossing as a pilot project. After discussion, Ms. Singleton stated the FM 762 and FM 1640 intersection is a good pilot program.

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

Ms. Singleton presented proposals to update the District's website, copies of which are filed in the District's records. The Board determined to defer the matter until next month. Ms. Singleton said she will coordinate with Director Sulak regarding the website and bring a recommendation next month.

- d. Goals for 2014-2015

There was no additional discussion on this agenda item.

- e. 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, copies of which are attached. Ms. McLennan noted the advertising budget is \$1,000. After review and discussion, Director Dupuis moved to order four or five 4x4 metal signs from Mike Davis Signs, not to exceed \$1,000. Director Sulak

seconded the motion, which was unanimously approved. Director Sulak asked Ms. Singleton to request a discount for multiple signs. Directors Ward and Sulak suggested the District place signs to indicate that the District pays for mowing and trash pick-up. Ms. Singleton stated she would provide cost estimates for the signs.

f. Report and possible action on phone contract

Ms. Singleton presented a Verizon cell phone plan that includes unlimited usage for talk and texting for a monthly fee of \$90.00. Director Dupuis moved to approve. Director Johnson seconded the motion, which was unanimously approved.

g. Discussion and possible action on obtaining a District credit/debit card for purchase of office supplies and associated office expenses

Ms. Singleton requested approval from the Board to obtain a credit/debit card with a \$200 maximum credit limit to use on office expenses such as office supplies. Director Ward suggested a purchase card with a pre-set limit. Director Dupuis suggested an Office Max or Office Depot credit card also.

h. Update on Livable Centers Grant ("LCG").

Ms. Singleton said Mr. Tanner, Rachel Steele, and she are working on the scope of work to be performed in connection with LCG. Ms. McLennan then left the meeting.

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

The Board met in Executive Session at 3:50 p.m.

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 4:33 p.m.

Adjournment

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

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Lane Ward  
Secretary  
West Fort Bend Management District

(SEAL)

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