

MINUTES
WEST FORT BEND MANAGEMENT DISTRICT

September 15, 2015

The Board of Directors (the "Board") of West Fort Bend Management District (the "District") met in regular session, open to the public, on the 15th day of September, 2015, 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 Dupuis, thus constituting a quorum.

Also present at the meeting were; Lori Bownds, Building Official, City of Richmond; Shirley McLennan of McLennan & Associates, L.P.; Robert Haas of Fire Horse Consulting, LLC; Lynne Humphries and Cheryl Panozzo of Allen Boone Humphries Robinson LLP ("ABHR"); and Mandi Bronsell, Executive Director of the District.

Director Ray called the meeting to order at 3:05 p.m. and noted a quorum was present.

MINUTES

The Board considered approving the minutes from the August 18, 2015, Board meeting. After review and discussion, Director Ward moved to approve the minutes of the August 18, 2015, Board meeting. Director Sulak seconded the motion, which passed by unanimous vote. A copy of the approved minutes are filed appropriately in the District's records.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

ACTIVITY WITHIN THE DISTRICT, INCLUDING PERMITS UNDER REVIEW, ISSUED AND CLOSED SINCE THE LAST MEETING, INCLUDING SIGNS, VARIANCE REQUESTS, AND ENFORCEMENT OF STANDARDS

The Board reviewed a variance request from the City of Richmond ("Richmond") for an 8' tall cedar fence screened with wax myrtle bushes on one side of Richmond's

lift station at the Campanile at Jones Creek senior apartment community, a copy of which is attached. Ms. Bounds stated the fence would be masonry on the other two sides. After review and discussion, Director Sulak moved to approve the variance request as submitted due to the particular facts of the request and because the request is for a public facility owned by the City of Richmond which needs access to the facility for operation and maintenance. Director Johnson seconded the motion and it carried unanimously.

Discussion ensued regarding the District receiving notice of plan reviews from businesses within the District's boundaries within the City of Rosenberg ("Rosenberg") or its ETJ, and Ms. Bronsell stated she will contact Travis Tanner at Rosenberg to discuss the matter.

AUTHORIZE CHANGES TO DISTRICT WEBSITE

Ms. Bronsell stated she reviewed proposals to redesign and host the District's website and she recommended Off Cinco. Ms. Humphries then reviewed a Services Agreement with Off Cinco. After review and discussion, Director Ward moved to approve the Services Agreement with Off Cinco to redesign the District's website for a fee of \$1,700.00 and monthly maintenance of \$50 per month and direct that the Agreement be filed appropriately and retained in the District's records. Director Johnson seconded the motion, which was unanimously approved. Discussion ensued to ensure the District gets and retains ownership to its IP Address and its website.

FINANCIAL REPORT

Ms. McLennan presented a financial report, including the budget comparison and the bills presented for payment, a copy of which is attached.

Ms. McLennan presented the proposed budget for the fiscal year ending September 30, 2016, a copy of which is attached to the financial report. Following review and discussion, the Board requested Ms. McLennan make the following changes to the District's proposed budget: (1) change website expenses to \$2,300; (2) change insurance expenses to \$4,417; (3) combine mowing and landscape services to one expense line item in the amount of \$9,288; (3) add permit fees revenue line item in the amount of \$4,000; (4) remove the grant matching funds revenue line item; and (5) remove the telephone, dues, facility rental, grant matching funds, and general consulting fees line items from the expenses. Ms. Bronsell stated she will contact Fort Bend County (the "County") regarding use of the County's outside work crew to mow and maintain the District's right-of-ways within the District at no cost to the District.

The Board considered authorizing McLennan & Associates, L.P. to prepare and file an Annual Financial Report with the Texas Commission on Environmental Quality ("TCEQ") on behalf of the District.

The Board conducted its annual review of the District's Investment Policy and concurred no changes were necessary to the current policy.

After review and discussion, Director Johnson moved to: (1) approve the financial report and pay the District's bills as submitted; (2) adopt the budget for the fiscal year ending September 30, 2016, as revised; (3) authorize McLennan & Associates, L.P. to prepare and file an Annual Financial Report with the TCEQ; and (4) adopt the Resolution Regarding Annual Review of Investment Policy, reflecting no changes to the current policy, and direct that it be filed appropriately and retained in the District's official records. Director Ward seconded the motion, which passed by unanimous vote.

Ms. McLennan announced McLennan & Associates, L.P. has merged with ABIP Advisors LLC, a CPA firm.

COMMITTEE REPORTS, INCLUDING STANDARDS, HIGHWAY 90 AND HISTORICAL/DOWNTOWN RICHMOND COMMITTEES AND ADVISORY BOARD

Discussion ensued regarding fencing standards within the District's Standards and Richmond's newly adopted Unified Development Code.

Ms. Bronsell reported on the recent meeting of the Historical/Downtown Richmond Committee, and she stated this year's Miracle on Morton Street event will take place on December 5, 2015.

Ms. Bronsell discussed a Richmond Concert on the Creek event in Wessendorf Park on October 30, 2015 (the "Event"). Ms. Bronsell stated Richmond agreed to list the District as a sponsor at the Event in exchange for her assistance with publicity of the Event. Ms. Bronsell said she also wants to request additional funds be donated to the District for the purpose of supporting the Event.

Director Sulak discussed requesting monetary donations to improve landscaping at entrances to the District.

WAYSIDE HORNS COMMITTEE, INCLUDING AUTHORIZE PREPARATION OF SERVICE PLAN FOR WAYSIDE HORNS PROJECT, CONTRACT WITH EQUI-TAX, INC., AND DISCUSS VALUE AND PROJECTION OF COSTS

The Board discussed the Wayside Horns Project along FM 762 and Highway 90A (the "Project"). Director Ward gave an update on a presentation on the Project by Commissioner Morrison to Rosenberg. He stated Richmond and Rosenberg each committed \$100,000 for an engineering study of the Project (the "Study"). Ms. Bronsell reported Commissioner Morrison said the Study will be complete in approximately one year and preparation of the service plan for the Project cannot begin until the Study is complete since costs will not be known until then. The Board tabled authorization of preparation of a service plan for the Project and the proposal from Equi-Tax, Inc.

REPORT FROM DIRECTORS AND DISTRICT CONSULTANTS REGARDING
EVENTS AND ACTIVITIES ATTENDED DURING THE MONTH AND REQUESTS
FOR ACTION

Director Ray reported on the Rosenberg Development Corporation meeting that he attended today.

The Board discussed placement of District construction approval signs and requested Ms. Bronsell place the signs at the following sites: Texas State Technical College, Elephant Auto and the Dialysis Center.

EXECUTIVE DIRECTOR REPORTS AND LEADS DISCUSSION ON OUTSTANDING
AND PENDING DISTRICT BUSINESS

Ms. Bronsell gave an update on the Texas Department of Transportation's ("TxDOT") Adopt-a-Highway Program for the Highway 59 corridor. Discussion ensued and the Board requested Ms. Bronsell contact TxDOT regarding sponsoring the Highway 90A corridor in the District only since the contract for Highway 59 mowing has been terminated.

CONFLICT OF INTEREST DISCLOSURE REQUIRED UNDER CHAPTER 176 OF THE
TEXAS LOCAL GOVERNMENT CODE, INCLUDING REVIEW OF DISCLOSURE
FORMS ADOPTED BY THE TEXAS ETHICS COMMISSION AND LIST OF LOCAL
GOVERNMENT OFFICERS

Ms. Humphries reviewed a Memorandum from ABHR regarding conflict of interest disclosure required under Chapter 176 of the Texas Local Government Code and disclosure forms adopted by the Texas Ethics Commission, a copy of which is attached. Ms. Humphries stated that pursuant to Chapter 176 of Texas Local Government Code, the District will maintain a List of Local Government Officers. She then reviewed the List of Local Government Officers. After review and discussion, Director Ward moved to approve and authorize execution of the list of Local Government Officers and direct that the list be filed appropriately and retained in the Districts official records. Director Sulak seconded the motion, which passed by unanimous vote.

PROCESS FOR SELECTING DIRECTORS, ACCEPTING APPLICATIONS FOR
DIRECTORS, REVIEWING APPLICATIONS, AND PREQUALIFYING APPLICANTS

Ms. Humphries reported Rosenberg has taken no action on the appointment of a director in Board position no. 1 with an expired term ended June 1, 2015. Discussion ensued, and the Board concurred Director Sulak would remain as a holdover member of the Board in position no. 1 until a new appointment is made in accordance with the law.

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, OR A SETTLEMENT OFFER

Director Ray announced the Board would convene in Executive Session at 4:20 p.m.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION REGARDING CONTEMPLATED LITIGATION, OR A SETTLEMENT OFFER

The Board reconvened in Open Session at 4:40 p.m. No action was taken.

MATTERS RELATING TO ROSENBERG

The Board considered amending the services agreement with Rosenberg to exclude plan review and inspection services. After discussion, Director Ward moved to terminate the Administrative Services Agreement for plan review and inspection services with Rosenberg. Director Sulak seconded the motion, which passed by unanimous vote.

ADJOURNMENT

There being no further business, the meeting was adjourned.

(SEAL)



Lane Ward

Lane Ward
Secretary
West Fort Bend Management District

LIST OF ATTACHMENTS

	Minutes
	<u>Page</u>
Variance request for Campanile at Jones Creek senior apartment community	2
Financial report	2
Memorandum regarding Conflict of Interest Disclosures	4