

MINUTES
WEST FORT BEND MANAGEMENT DISTRICT

February 16, 2016

The Board of Directors (the "Board") of West Fort Bend Management District (the "District") met in regular session, open to the public, on the 16th day of February, 2016, 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 ("Richmond"); Shirley McLennan of McLennan & Associates, L.P.; Robert Haas of Fire Horse Consulting, LLC; Lisa Rickert of FSG Information Systems LP ("FSG"); 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 4:33 p.m. and noted a quorum was present.

MINUTES

The Board considered approving the minutes from the January 19, 2016, Board meetings. After review and discussion, Director Ward moved to approve the minutes of the January 19, 2016, 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.

PRESENTATION FOR BOOKKEEPING SERVICES FROM FSG INFORMATION SYSTEMS, LP

Ms. Rickert gave a presentation on FSG, and she reviewed with the Board an Agreement for Bookkeeping Services with FSG to serve as the bookkeeper for the District. No Board action was taken.

Ms. Rickert left the meeting.

FINANCIAL REPORT

Ms. McLennan presented a financial report, including the budget comparison and the bills presented for payment, a copy of which is attached. After review and discussion, Director Ward moved to approve the financial report and pay the District's bills as submitted. Director Johnson seconded the motion, which passed by unanimous vote.

Ms. McLennan discussed her desire to continue serving as the District's bookkeeper. She stated McLennan & Associates, L.P. will provide some bookkeeping services to the District on a pro bono basis and limit the number of hours billed to the District for bookkeeping services to six hours each month.

ACTIVITY WITHIN THE DISTRICT, INCLUDING PERMITS UNDER REVIEW, ISSUED AND CLOSED SINCE THE LAST MEETING, INCLUDING SIGNS, VARIANCE REQUESTS, AND STANDARDS AND APPROVE 2015 ANNUAL REPORT ON DISTRICT ACTIVITY

Ms. Bownds updated the Board on development in Richmond. Discussion ensued regarding the business on Highway 90A selling vertical buildings, and Ms. Bownds stated Richmond contacted the business owner and the vertical buildings are being removed since they violate the Richmond's Development Code.

Ms. Bronsell reviewed the 2015 Annual Report on District Activity (the "Report"). The Board discussed changes to the Report. The Board requested Ms. Bronsell contact The George Foundation and Henderson-Wessendorf Foundation for their approval to reference its entity name in the financial summary of the Report. Upon a motion made by Director Ward and seconded by Director Johnson, the Board voted unanimously to approve the 2015 Annual Report, as revised, and direct that the Report be posted to the District's website, filed appropriately, and retained in the District's official records.

ADJUST OR AMEND THE DISTRICT'S ARCHITECTURAL AND LANDSCAPING STANDARDS AND GUIDELINES

The Board discussed adjusting the District's Standards in the City of Rosenberg ("Rosenberg") or its ETJ. No Board action was taken.

COMMITTEE REPORTS AND APPOINTMENTS

a. Standards committee

The Board discussed the meeting of the Standards Committee that took place prior to today's Board meeting. Discussion ensued regarding the District receiving notice of plan reviews from businesses within the District's boundaries within Rosenberg or its ETJ, and the Board requested Ms. Bronsell request copies of new building permits from Rosenberg on a monthly basis, since the permits are open records.

b. Highway 90A committee

Ms. Bronsell stated she will schedule a meeting of the Highway 90A committee.

c. FM 359 committee

Ms. Bronsell reported on a meeting of the FM 359 committee. She stated the next FM 359 committee meeting is scheduled for March 2, 2016, at 4:00 p.m. at the fire station on Pitts Road.

d. Advisory Board

Director Ray requested Ms. Bronsell update the list of Advisory Board members on the District's website.

e. Historical/Downtown Richmond committee

Ms. Bronsell reported on a Houston-Galveston Area Council grant application she prepared for the Keep Richmond Beautiful committee of the Historic Richmond Association.

f. Wayside Horns committee

Ms. Bronsell reported on a Union Pacific presentation she attended at the Fort Bend Chamber of Commerce.

Ms. McLennan left the meeting.

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

Director Ward requested an agenda item be included on the March 15, 2016, agenda to conduct Ms. Bronsell's annual performance review.

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

a. George Foundation Grant

Ms. Bronsell gave an update regarding the District applying for grant funds from The George Foundation. She stated the District received a verbal grant approval response from The George Foundation. Ms. Bronsell noted the District will receive \$25,000 for years 2015 and 2016 in matching grant funds from the George Foundation, contingent on Richmond continuing to fund the District.

b. Henderson-Wessendorff Foundation Grant

Ms. Bronsell gave an update regarding the District applying for grant funds from Henderson-Wessendorff Foundation. She stated she will submit the grant application and the 2015 Annual Report on District Activity with Henderson-Wessendorff Foundation within the next two weeks.

c. Discuss goals and workshop scheduled for March 29, 2016

The Board discussed the workshop on Tuesday, March 29, 2016, at 3:30 p.m. to set goals for projects the District could implement. Ms. Humphries stated the District prepared a presentation for the Cities of Richmond and Rosenberg regarding what management districts can do, and the Board requested the same presentation be used to open the workshop.

d. Adopt-a-Highway program

Ms. Bronsell gave an update on the Texas Department of Transportation's ("TxDOT") Adopt-a-Highway Program. She reported TxDOT stated that, due to construction, TxDOT will not review Adopt-a-Highway applications for roads under construction, or soon to be under construction. Ms. Bronsell stated she submitted an application with TxDOT for Highway 90A, east of Richmond, but that will likely be on hold.

Mr. Haas reported on the proposed expansion of the Highway 90A right-of-way.

e. Mowing contract

Ms. Bronsell gave an update on mowing proposals she is attempting to obtain for various corridors in the District. She reviewed a mowing proposal from Greenscape Associates for mowing and debris pick-up along portions of FM 359 and Highway 90A. Following review and discussion, the Board requested Ms. Bronsell contact Greenscape Associates to request revisions to the proposed service area and e-mail the revised proposal to the Board.

f. Website

There was no discussion regarding District website matters.

g. TxDOT right-of-way landscape projects

There was no discussion regarding TxDOT right-of-way landscape projects.

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

The Board did not convene in Executive Session.

REPORT FROM DIRECTORS; PRESENTATION FOR BOOKKEEPING SERVICES FROM FSG INFORMATION SYSTEMS, LP; FINANCIAL REPORT, CONTINUED

Director Ray reported regarding his anticipated resignation from the Board effective following the May 2016 Board meeting.

The Board returned to discussion about bookkeeping services. The Board discussed the services provided by McLennan & Associates, L.P. and the recent sale of McLennan & Associates, L.P. Ms. Panozzo reported she received a message from Ms. McLennan that McLennan & Associates, L.P. would charge the District \$450 each month for bookkeeping services with the remainder costs contributed pro bono. Following discussion, the Board concurred to request an item be included on the March 15, 2016, agenda to consider an Agreement for Bookkeeping Services with FSG.

ADJOURNMENT

There being no further business, upon a motion made by Director Ward and seconded by Director Sulak, the meeting was adjourned.

Lane Ward

Lane Ward

Secretary

West Fort Bend Management District

(SEAL)



LIST OF ATTACHMENTS

Minutes
Page

Financial report2