MINUTES
WEST FORT BEND MANAGEMENT DISTRICT

March 15, 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 15th day of March, 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 Lisa Rickert of FSG Information Systems LP ("FSG"); Advisory Director Sharon Wallingford; Wayside Horns committee member Dave Vrshek; 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 and noted a quorum was present.

MINUTES

The Board considered approving the minutes from the February 16, 2016, Board meeting. After review and discussion, Director Johnson moved to approve the minutes of the February 16, 2016, Board meeting. Director Ward 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.

FINANCIAL REPORT

The Board reviewed a financial report, including the budget comparison and the bills presented for payment, a copy of which is attached. Director Ward recognized ABHR for the amount of legal work performed on a pro bono basis. 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.

RESIGNATION LETTER AND TERMINATION OF AGREEMENT FOR BOOKKEEPING SERVICES WITH MCLENNAN & ASSOCIATES, L.P.

Ms. Humphries stated that McLennan & Associates, L.P. ("McLennan") has resigned as the District's bookkeeper, effective April 1, 2016. After discussion, Director Ward moved to (1) accept the resignation letter from McLennan and direct that the letter be filed appropriately and retained in the District's official records; and (2) authorize termination of the District's Agreement for Bookkeeping Services with McLennan. Director Sulak seconded the motion, which carried unanimously.

AGREEMENT FOR BOOKKEEPING SERVICES FROM FSG

Ms. Rickert reviewed with the Board an Agreement for Bookkeeping Services with FSG to serve as the bookkeeper for the District. After review and discussion, Director Ward moved to authorize execution of an Agreement for Bookkeeping Services with FSG. Director Sulak seconded the motion, which passed unanimously.

RESOLUTION CHANGING INVESTMENT OFFICER AND DISCLOSURE STATEMENTS FOR INVESTMENT OFFICER AND BOOKKEEPER

Ms. Humphries presented a Resolution Changing and Appointing Investment Officer designating Jonika Sandersen with FSG as Investment Officer for the District. Following review and discussion, Director Ward moved to adopt the Resolution Changing and Appointing Investment Officer and direct that the resolution be filed appropriately and retained in the District's official records. Director Sulak seconded the motion and it carried unanimously.

Ms. Humphries stated that in accordance with the District's Investment Policy, Erin Jorgenson, as the District's Bookkeeper, and Jonika Sandersen, as the District's Investment Officer, are required to execute a disclosure statement that discloses any relationships with banks and brokers who seek to sell investments to the District. She added that the Disclosure Statements will be filed with the Texas Ethics Commission. After review and discussion, Director Ward moved to accept the Disclosure Statements pursuant to the District's Investment Policy and the Public Funds Investment Act and direct that the statement be filed appropriately and retained in the District's official records. Director Sulak seconded the motion, which passed by unanimous vote.

AMENDED EXHIBIT A TO DEPOSITORY PLEDGE AGREEMENT WITH AMEGY BANK

Ms. Humphries stated, due to the appointment of the new bookkeeper and Investment Officer, Exhibit A to the Depository Pledge Agreement with Amegy Bank

National Association ("Amegy Bank") will be amended. She reviewed the amended Exhibit A to the Depository Pledge Agreement with Amegy Bank. After review and discussion, Director Johnson moved to approve the amended Exhibit A to the Depository Pledge Agreement with Amegy Bank and direct that the amended Exhibit be filed appropriately and retained in the District's official records. Director Sulak seconded the motion, which passed with majority vote, with Director Ward abstaining from voting.

Ms. Rickert stated Amegy Bank is requiring a Board member to be designated as account administrator to authorize FSG online access to the District's account with Amegy Bank. Following discussion, Director Johnson moved to designate Directors Dupuis, Johnson, and Sulak as account administrators on the District's account with Amegy Bank. Director Sulak seconded the motion, which passed with majority vote, with Director Ward abstaining from voting.

DISTRICT REGISTRATION FORM

Ms. Humphries stated that a revised District Registration Form will be submitted to the Texas Commission on Environmental Quality ("TCEQ") reflecting Erin Jorgenson of FSG as bookkeeper for the District. Following discussion, Director Ward moved to authorize execution of the District Registration Form, and direct that the District Registration Form be filed appropriately and retained in the District's official records. Director Sulak seconded the motion, which carried unanimously.

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

Ms. Bronsell reported she received copies of new building permits from the City of Rosenberg and stated she will approach the new businesses regarding the District's permit application requirements.

COMMITTEE REPORTS AND APPOINTMENTS

Ms. Bronsell reported on a grant application she prepared in the amount of $17,500 for pavers to be installed in Historic Downtown Richmond area. She stated the Houston Galveston Area Council grant application she prepared for the Keep Richmond Beautiful committee of the Historic Richmond Association was denied. The Board requested Ms. Bronsell keep a log of all grant applications submitted by the District.

Mr. Vrshek reviewed discussion points and cost estimates he prepared for a meeting on March 16, 2016, with Commissioner Morrison regarding the Wayside Horns project along FM 762 and Highway 90A (the "Project"). Discussion ensued regarding an engineering study of the Project.

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

There was no report from Directors or District consultants.

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

Ms. Bronsell gave an update regarding the District applying for grant funds from The George Foundation and Henderson-Wessendorff Foundation. She stated the Henderson-Wessendorff Foundation Board will discuss the District's grant application at its April meeting.

Ms. Bronsell discussed a Concert on the Creek event in Wessendorf Park on May 21, 2016 (the "Event"). Ms. Bronsell stated the District is listed as a sponsor at the Event in exchange for her assistance with publicity of the Event. Ms. Bronsell said the Richmond Economic Development Council ("EDC") agreed to donate $2500 to the District for the purpose of supporting the Event. Following discussion, Director Johnson moved to approve the pass through grant from the EDC for the Event. Director Ward seconded the motion and it passed unanimously.

The Board discussed the workshop on Tuesday, March 29, 2016, at 3:30 p.m. to discuss projects the District could implement. Ms. Bronsell stated she will prepare an agenda for the workshop and e-mail an invitation for the workshop to the Advisory Committee and other District committee members.

Ms. Bronsell gave an update on mowing proposals she is attempting to obtain for various corridors in the District. She reviewed a revised mowing proposal from Greenscape Associates for mowing and debris pick-up along portions of FM 359 and Highway 90A, a copy of which is attached. Ms. Bronsell stated a ChipCo representative said ChipCo will submit a proposal for mowing in the District. Following review and discussion, the Board concurred to consider approving a contract for mowing in the District next month.

The Board discussed the District's website. Director Sulak requested Ms. Bronsell submit new photos of development in the District to be added to the District's website. The Board requested the District's 2015 Annual Report on District Activity and the Concert on the Creek flyer be posted on the District's website.

Discussion ensued regarding placement of the District's construction approval signs and the Board requested Ms. Bronsell place a sign at the new Goodwill Select Store in the District.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.074, TEXAS GOVERNMENT CODE, TO DELIBERATE THE EMPLOYMENT, EVALUATION, AND DUTIES OF DISTRICT'S EMPLOYEE

Director Ray announced the Board would convene in Executive Session at 5:46 p.m.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION REGARDING THE EMPLOYMENT, EVALUATION, AND DUTIES OF DISTRICT'S EMPLOYEE

The Board reconvened in Open Session at 6:12 p.m.

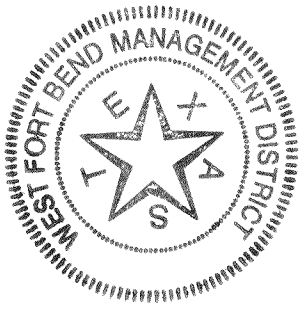
ADJOURNMENT

There being no further business, the Board concurred to adjourn the meeting.

Lane Ward

Lane Ward
Secretary
West Fort Bend Management District

(SEAL)



LIST OF ATTACHMENTS

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West Fort Bend Management District

Cash Report Summary

02/17/16 to 03/15/16

	GENERAL FUND
BEGINNING BALANCE	$ 65,002.51
RECEIPTS - SEE PAGE 2	40,000.00
DISBURSEMENTS - SEE PAGE 3	8,026.72
CURRENT CASH BALANCE	$ 96,975.79
CURRENT INVESTMENTS	-
CURRENT BALANCE	**$ 96,975.79**

General Fund | Amegy Bank | Account No. 0051893408

McLennan & Associates, L.P.
3100 S. Gessner Rd., Suite 310
Houston, Texas 77063
Phone 281 920-4000 Fax 281 920-0065
E-Mail SMcLennan@McLennanandAssoc.com
E-Mail MGuerra@McLennanandAssoc.com

West Fort Bend Management District

Cash Receipts

02/17/16 to 03/15/16

	GENERAL FUND
INTEREST	$ -
Contribution from City of Rosenberg	-
Contribution from Henderson-Wessendorff Foundation	-
The George Foundation- Contribution	-
City of Richmond- Contribution	40,000.00
	-
	-
	-
	-
TOTAL RECEIPTS	**$ 40,000.00**

West Fort Bend Management District
Cash Disbursements
03/15/16

GENERAL FUND

Check	Payee	Description	Amount
1556	McLennan & Associates, LP	Bookkeeping Fees/Exps 2/16	951.29
1557	Mandi Bronsell	Executive Director 3/16	6,250.00
1558	Mandi Bronsell	Reimbursement for Exps 3/16	19.25
1559	Off Cinco	Website Hosting 3/16	126.00
1560	Allen, Boone, Humphries, Robinson, LLP	Legal Services - thru 2/26/16	680.18

TOTAL GENERAL FUND DISBURSEMENTS **$ 8,026.72**

* **Indicates checks written at the last meeting.**
P **Indicates checks pending completion**

West Fort Bend Management District
OPERATING BUDGET
10/1/15 to 9/30/16
A M E N D E D

		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	TOTALS
	REVENUE:													
4501	City of Rosenberg-Contribution	-	-	-	-		-	-	-	-	-	-	-	-
4502	City of Richmond-Contribution	-	-	-	-	40,000	-	-	-	-	-	-	-	40,000
4503	Henderson-Wessendorff-Contrib.	-	-	-	-	-	25,000	-	-	-	-	-	-	25,000
5391	Interest Earnings	-	-	-	-	-	-	-	-	-	-	-	-	-
5399	Permit Fee Revenue	333	333	333	333	333	333	333	333	333	333	333	337	4,000
		-	-	-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-	-	-
	TOTAL REVENUE	**333**	**333**	**333**	**333**	**40,333**	**25,333**	**333**	**333**	**333**	**333**	**333**	**337**	**69,000**
	EXPENSES:													
6319	Legal - Enforcement	170	170	170	170	170	170	170	170	170	170	170	170	2,040
6320	Legal-General	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375	28,500
6323	Prof. Fees-Enforcement/Admin	-	-	-	-	-	-	-	-	-	-	-	-	-
6327	Executive Director	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	75,000
6333	Bookkeeping	900	900	900	900	900	900	900	900	900	900	1,200	900	11,100
6337	Landscape & Mowing Services	575	575	575	575	575	575	575	575	575	575	580	581	6,911
6338	Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-
6340	Office Supplies/Printing Exp	200	200	200	200	200	200	200	200	200	200	200	200	2,400
6349	Website	2,300	-	-	-	-	-	-	-	-	-	-	-	2,300
6350	Postage	5	5	5	5	5	5	5	5	5	5	5	5	60
6353	Insurance	-	-	-	-	-	-	-	-	-	-	-	4,417	4,417
6354	Travel and Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
	TOTAL EXPENSES	**12,775**	**10,475**	**10,475**	**10,475**	**10,475**	**10,475**	**10,475**	**10,475**	**10,475**	**10,475**	**10,780**	**14,898**	**132,728**
	NET REVENUES/LOSS	**(12,442)**	**(10,142)**	**(10,142)**	**(10,142)**	**29,858**	**14,858**	**(10,142)**	**(10,142)**	**(10,142)**	**(10,142)**	**(10,447)**	**(14,561)**	**(63,728)**
	Beginning Cash Surplus	111,195	98,753	88,611	78,469	68,327	98,185	113,043	102,901	92,759	82,617	72,475	62,028	
	Net Revenues/Loss	(12,442)	(10,142)	(10,142)	(10,142)	29,858	14,858	(10,142)	(10,142)	(10,142)	(10,142)	(10,447)	(14,561)	
	END CASH SURPLUS/LOSS	**98,753**	**88,611**	**78,469**	**68,327**	**98,185**	**113,043**	**102,901**	**92,759**	**82,617**	**72,475**	**62,028**	**47,467**	

Presented Draft #1 Budget: 9/15/2015
Approved: 9/15/2015
Amended: 12/15/2015
Approved: 1/19/2016

Prepared By: McLennan & Associates, LP
3100 S. Gessner Rd., Suite 310
Houston, TX 77063 281/920-4000
Email: Mguerra@mclennanandassoc.com

West Fort Bend Management District

General Fund

REVENUES & EXPENSES, Comparison of Actual vs Budget for Current Month and for Fiscal Year to Date (October, 2015 through February, 2016)

	Actual	*Budget*	*Variance*	*YTD Actual*	*YTD Budget*	*Variance*
Revenues						
City of Rosenberg- Contributions \4501	0.00	0.00	0.00	0.00	0.00	0.00
City of Richmond- Contributions \4502	40,000.00	40,000.00	0.00	40,000.00	40,000.00	0.00
Henderson-Wessendorff Foundation-Contribution \4503	0.00	0.00	0.00	0.00	0.00	0.00
INTEREST ON TEMP INVESTMENTS \5391	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS REVENUE \5399	0.00	333.00	(333.00)	900.00	1,665.00	(765.00)
Total Revenues	40,000.00	40,333.00	(333.00)	40,900.00	41,665.00	(765.00)
Expenses						
LEGAL FEES - ENFORCEMENT \6319	0.00	170.00	170.00	0.00	850.00	850.00
LEGAL FEES - GENERAL \6320	160.31	2,375.00	2,214.69	4,133.50	11,875.00	7,741.50
ENGINEERING FEES - GENERAL \6322	0.00	0.00	0.00	350.00	0.00	(350.00)
PROF FEES/ENFORCEMENT/ADMIN \6323	0.00	0.00	0.00	0.00	0.00	0.00
EXECUTIVE DIRECTOR \6327	6,250.00	6,250.00	0.00	31,250.00	31,250.00	0.00
BOOKKEEPING FEES \6333	900.00	900.00	0.00	5,475.00	4,500.00	(975.00)
HWY 90 UNDERPASS MOWING \6335	0.00	0.00	0.00	0.00	0.00	0.00
LANDSCAPE SVCS FOR ROW \6336	0.00	0.00	0.00	0.00	0.00	0.00
LANDSCAPING & MOWING SVCS \6337	0.00	575.00	575.00	3,095.82	2,875.00	(220.82)
ADVERTISING \6338	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & OFFICE SUPPLIES \6340	100.44	200.00	99.56	546.59	1,000.00	453.41
WEBSITE HOSTING \6349	115.00	0.00	(115.00)	2,132.00	2,300.00	168.00
POSTAGE \6350	1.96	5.00	3.04	15.40	25.00	9.60
TELEPHONE \6351	0.00	0.00	0.00	6.39	0.00	(6.39)
INSURANCE \6353	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL & EXPENSES \6354	0.00	0.00	0.00	0.00	0.00	0.00
DUES \6355	0.00	0.00	0.00	0.00	0.00	0.00
FACILITY RENTAL \6358	0.00	0.00	0.00	0.00	0.00	0.00
GRANT MATCHING FUNDS \6400	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	7,527.71	10,475.00	2,947.29	47,004.70	54,675.00	7,670.30
Overall Surplus (Deficit)	32,472.29	29,858.00	2,614.29	(6,104.70)	(13,010.00)	6,905.30

West Fort Bend Management District &
Morton Street Music, LLC present

concert on the creek

FREE!

Saturday May 21, 2016
Noon- 6 PM

FOOD TRUCKS!

Wessendorff Park
500 Preston, Richmond TX

www.concertonthecreek.com

GREENSCAPE
ASSOCIATES

SPECIFICATIONS FOR LANDSCAPE MANAGEMENT PROGRAM

Date: 2/19/2016

Project: West Fort Bend Management

Coverage: 18 trips per year as follows:

November (1) trip, December (1) trip, January (1) trip, February (1) trip, March (1) trip, April, May, June, July, August, September, October bi-monthly trips.

I. General Service
Each Trip to the Project:
- A. Mow all grass in islands along Highway 90 starting at OakBend Hospital until Collins Street and along the east and west side of the railroad tracks.
- B. Edge and trim along all concrete edges.
- C. Blow all grass clippings from drives and other paved areas.
- D. Litter pick up and weed eating will be done every visit.

Total Yearly Cost: $7,200.00
Monthly Billed Sub-Total: $600.00
Tax @ 8.25%: NO TAX
Monthly Billed Total: $600.00

GreenScape Associates, LLC

Owner / Agent Representative

TBD
Effective Date

GreenScape Associates, LLC is a Texas Company and this agreement constitutes a contract when accepted by the signature of the customer and the company. Either party may cancel this contract giving 30 days written notice. You will agree to refrain from hiring any associate of GreenScape Associates, LLC for a period of 90 days after termination of his contract.