

MINUTES  
WEST FORT BEND MANAGEMENT DISTRICT

October 18, 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 18th day of October, 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:

Todd Johnson	President
Joey Dupuis	Vice President
Lane Ward	Secretary
Anthony Sulak	Assistant Secretary
Robert Vogelsang	Assistant Vice President

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

Also present at the meeting were Standards Committee member Robert Haas; Erin Jorgenson of FSG Information Systems LP ("FSG"); Cheryl Panozzo of Allen Boone Humphries Robinson LLP ("ABHR"); and Mandi Bronsell, Executive Director of the District.

Director Johnson called the meeting to order and noted a quorum was present.

MINUTES

The Board considered approving the minutes from the August 16, 2016, regular meeting. After review and discussion, Director Sulak moved to approve the minutes of the August 16, 2016, regular meeting as revised. Director Dupuis 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, INCLUDING AMEND BUDGET FOR FISCAL YEAR END SEPTEMBER 30, 2017; AUTHORIZE BOOKKEEPER TO PREPARE ANNUAL FINANCIAL REPORT; AND ADOPT RESOLUTION REGARDING ANNUAL REVIEW OF INVESTMENT POLICY

Ms. Jorgenson reviewed a financial report, including the budget comparison and the bills presented for payment, a copy of which is attached. The Board requested Ms. Bronsell send an invoice to the Development Corporation of Richmond in the amount of \$40,000 for its annual contribution to the District.

The Board considered amending the budget. Following discussion, the Board requested Ms. Jorgenson make the following changes to the District's fiscal year end September 30, 2017, budget: 1) add a Pecan Festival revenue line item in the amount of \$15,000; (2) add a Pecan Festival expense line item in the amount of \$15,000; and (3) change the beginning cash balance to reflect the balance as of October 1, 2016.

The Board considered authorizing FSG 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 Ward moved to: (1) approve the financial report and pay the District's bills as submitted; (2) adopt the amended 2017 fiscal year budget to reflect the requested changes; (3) authorize FSG 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 Dupuis seconded the motion, which passed by unanimous vote. Ms. Bronsell stated she will contact the United States Post Office and request an invoice for the District's annual post office box rental.

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

The Board discussed the River Pointe Church ("River Pointe") variances, and the Board requested Ms. Bronsell obtain the final landscape plans submitted by River Pointe and confirm that District-approved mitigation was satisfied.



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

Director Johnson discussed implementing District projects that produce revenue for the District. He requested Directors determine projects from the City of Richmond's ("Richmond") Trail Master Plan that enhance assessed value that the District can implement.

## COMMITTEE REPORTS AND APPOINTMENTS

Ms. Bronsell reported regarding the FM 359 committee meetings. She stated the committee is seeking voluntary financial contributions from area businesses and organizations for regular mowing of the rights-of-way from Plantation Drive south to Plantation Place (the "right-of-way"). She stated the Texas Department of Transportation ("TxDOT") mows the rights-of-way 2 times per year, and she has received one quote in the amount of \$1,700 per month to mow the rights-of-way 22 times per year. Ms. Bronsell noted TxDOT will need to prepare and enter into a mowing agreement with the District to allow the District to maintain the landscaping in the right-of-way.

The Board requested Ms. Bronsell contact Richmond's Public Works Department and request a list of areas in the District that Richmond wants mowed and to schedule a meeting with Public Works.

Ms. Bronsell gave an update on the Wayside Horns project along FM 762 and Highway 90A. She stated the Agreement for Professional Engineering Services between Fort Bend County (the "County") and TranSystems Corporation to complete an assessment of several highway/rail grade crossings in the County and provide recommendations for implementing Quiet Zones along the Union Pacific and BNSF Railway corridors in the County was approved by the County Commissioners Court.

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

The Board discussed sponsoring a community public works of art on display project to raise money to benefit District projects. Following discussion, the Board requested Ms. Bronsell determine if Richmond or the City of Rosenberg has restrictions against display of public works of art.

Ms. Bronsell reported the grant from Henderson-Wessendorff Foundation included a requirement that the District submit an interim report by October 31, 2016. Following discussion, Director Dupuis moved to authorize Ms. Bronsell to submit the

District's Interim Report to the Henderson-Wessendorff Foundation. Director Ward seconded the motion, which passed by unanimous vote.

ADJOURNMENT

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

(SEAL)



*Jane Ward*

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Secretary

West Fort Bend Management District

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