

MINUTES
WEST FORT BEND MANAGEMENT DISTRICT

November 16, 2017

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 November, 2017, 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 except Director Vogelsang, thus constituting a quorum.

Also present at the meeting were Jessica Duet, City Planner, City of Richmond ("Richmond"); Justin Ring and Megan Crutcher of Odyssey Engineering Group, LLC ("Odyssey"); Shannon Wiesepape and David Jordan of Meritage Homes; Julie Williams of Rathmann & Associates, L.P. ("Rathmann"); Julie Peak of FirstSouthwest, a Division of Hilltop Securities ("FirstSouthwest"); Jan Bartholomew and Stephen Eustis of Robert W. Baird & Co. Incorporated ("Baird"); Debbie Depinet of FSG Information Systems LP ("FSG"); Lynne Humphries, Whitney Higgins, and Cheryl Panozzo of Allen Boone Humphries Robinson LLP ("ABHR"); and Ellen Hughes, Executive Director of the District.

Director Johnson called the meeting to order at 3:09 p.m. and noted a quorum was present.

DEFINED AREA NO. 1 DEVELOPMENT

Ms. Humphries stated that Chapter 54 of the Texas Water Code allows the District to designate a defined area and levy a tax on the defined area to pay for improvements, facilities, or services that primarily benefit that area. She stated the District received a request by Meritage Homes for annexing a proposed tract of land in City of Richmond (the "City") of approximately 85-acres (the "Tract") into the District and the District establishing Defined Area No. 1.

Ms. Wiesepape and Mr. Jordan introduced themselves to the Board. Ms. Wiesepape generally discussed the plans for the proposed defined area development,

and she and Mr. Jordan answered questions from the Board regarding the development. The Board then reviewed a Timeline and Tracking Chart, which includes anticipated timing deadlines for acquiring consent of the City for the proposed annexation and for calling a defined area election.

Ms. Humphries presented and reviewed an Annexation Letter Agreement. She noted the District has not received the executed Annexation Letter Agreement, required deposit, and House Bill 1295 form from Meritage Homes. After review and discussion, Director Ward moved to approve the Annexation Letter Agreement between the District and Meritage Homes, subject to the District receiving the original executed Annexation Letter Agreement, required deposit, and the House Bill 1295 form. Director Sulak seconded the motion, which passed unanimously.

PROPOSALS FOR FINANCIAL ADVISOR SERVICES FOR THE DISTRICT

Proposals for financial advisor services from Rathmann, FirstSouthwest, and Baird were distributed to the Board in advance of the meeting. The Board reviewed and discussed the financial advisor proposals for the District. Following review and discussion, Director Ward moved to approve a contract with Rathmann for financial advisory services, subject to review and approval by ABHR, and direct that the contract be filed appropriately and retained in the District's official records. Director Sulak seconded the motion, which passed by majority vote, with Director Johnson abstaining from the vote.

PROPOSAL FROM ODYSSEY ENGINEERING GROUP TO SERVE AS ENGINEER FOR THE DISTRICT

Ms. Crutcher presented an agreement between the District and Odyssey for engineering services. Following review and discussion, Director Ward moved to approve the agreement with Odyssey and direct that the agreement be filed appropriately and retained in the District's official records. Director Sulak seconded the motion, which passed by unanimous vote.

DEFINED AREA NO. 1 DEVELOPMENT (CONTINUED)

Following discussion, Director Dupuis moved to authorize the engineer to prepare a feasibility study for annexation of the Tract upon receipt of funds and documents from Meritage Homes. Director Sulak seconded the motion, which passed unanimously.

MINUTES

The Board considered approving the minutes from the October 24, 2017, regular meeting. After review and discussion, Director Dupuis moved to approve the minutes of the October 24, 2017, regular meeting as submitted. Director Ward seconded the

motion, which passed by unanimous vote. A copy of the approved minutes is 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 VARIANCE REQUESTS

The Board discussed the variance request on fencing from HEB. Ms. Duet reported HEB will not construct the masonry wall along the north side parking lot instead of behind Lots 21, 22, and 23. It was noted that the requirements for the variance had not been met. Following discussion, Director Ward moved to deny the variance request. Director Dupuis seconded the motion. The motion passed by majority vote, with Directors Ward, Dupuis, and Sulak voting in favor of the motion. Director Johnson voted against the motion.

FINANCIAL REPORT

Ms. Depinet reviewed a financial report, including the budget comparison and the bills presented for payment, a copy of which is attached. Discussion ensued regarding allowing Ms. Hughes to approve payment of additional invoices for the 2017 Pecan Harvest Festival (the "Festival") before the next meeting. Following review and discussion, Director Ward moved to (1) approve the financial report and pay the District's bills as submitted; and (2) authorize the Executive Director to approve up to four additional invoices for the Festival in an individual amount not to exceed \$1,000 and in an aggregate amount not to exceed \$4,000 in the next 30 day period. Director Dupuis seconded the motion and it carried unanimously.

EXECUTIVE DIRECTOR REPORT

The Board concurred to hold its next regular meeting in the District at the Travis Building, 301 Jackson, 1st floor Conference Room in Richmond, on Tuesday, December 12, 2017, at 3:00 p.m.

Ms. Hughes gave an update on the Festival. She stated event insurance coverage for the Festival has been obtained by the City of Richmond and the District is covered as an additional insured.

FM 762 IMPROVEMENT AND ASSESSMENT PLAN

Discussion ensued regarding the next steps in the process of adopting a Service, Improvement, and Assessment Plan (the "Plan") for the FM 762 corridor, including the Quiet Zone Project for railroad crossings along FM 762 and The Board requested Ms. Hughes schedule a meeting with the City of Rosenberg ("Rosenberg") to discuss Rosenberg interest in partnering with the District on the implementation of the District's Quiet Zone Project.

HIGHWAY 90A IMPROVEMENT AND ASSESSMENT PLAN

There was no discussion on this agenda item.

ADVISORY BOARD AND COMMITTEE APPOINTMENTS

There was no discussion on this agenda item.

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


There were no reports from Directors or District consultants.

ADJOURNMENT

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

(SEAL)



Asst. 

Secretary

West Fort Bend Management District

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