

MINUTES  
WEST FORT BEND MANAGEMENT DISTRICT

February 20, 2018

The Board of Directors (the "Board") of West Fort Bend Management District (the "District") met in regular session, open to the public, on the 20th day of February, 2018, at the William B. 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 Directors Johnson and Vogelsang, thus constituting a quorum.

Also present at the meeting were Jessica Duet, Jose Abraham, and Lori Bownds of the City of Richmond ("Richmond"); Megan Crutcher of Odyssey Engineering Group, LLC ("Odyssey"); Lisa Rickert of FSG Information Systems LP ("FSG"); Diane Michaux of Municipal Accounts & Consulting, L.P.; Wayside Horns committee member Dave Vrshek; Kelsey White of Vistex Graphics, LLC; Sally Campbell of Babendure Wheat Creative; Dean King of River Pointe Church; Whitney Higgins and Cheryl Panozzo of Allen Boone Humphries Robinson LLP ("ABHR"); and Ellen Hughes, Executive Director of the District.

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

MINUTES

The Board considered approving the minutes from the January 23, 2018, regular meeting. After review and discussion, Director Ward moved to approve the minutes of the January 23, 2018, regular meeting as submitted. Director Dupuis 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

Mr. Vrshek spoke on behalf of the following individuals residing on Persimmon Grove Drive in Del Webb Sweetgrass: Paul and Nancy Cranley, Bob and Pat Strauss, and Eileen Pearlman. He stated the residents are requesting assistance from the Board



to encourage HEB to address the light pollution being caused by excessive light directed towards the residents' homes coming from the HEB development. Following discussion, the Board concurred to include an item on next month's agenda to conduct a review of HEB's plans and the District's lighting standards.

#### FINANCIAL REPORT

Ms. Rickert reviewed a financial report, including the budget comparison and the bills presented for payment, a copy of which is attached. Ms. Hughes reported she sent an invoice to Meritage Homes ("Meritage") to cover annexation costs and that the District has not yet received the additional funds from Meritage. Ms. Rickert noted FSG is holding check nos. 1771 and 1781 until additional funds are received from Meritage Homes. Discussion ensued regarding check nos. 1788 and 1789. Following review and discussion, Director Dupuis moved to (1) approve the financial report; (2) authorize FSG to void check nos. 1771, 1781, and 1788; (3) pay the remaining District's bills as submitted; and (4) defer discussion of the invoice sent to Meritage to cover annexation costs. Director Sulak seconded the motion and it carried unanimously.

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

Discussion ensued regarding the variance request to the District's sign Standards on behalf of River Pointe Church ("RPC"), which was presented to the Board last month. Ms. Hughes stated RPC's proposed sign does not meet the District's sign Standards due to its letter size. Mr. King stated RPC is willing to meet Richmond's Unified Development Code ("UDC") as it relates to signs. Following discussion, Director Ward moved to approve the variance because RPC's name initials are its logo, contingent upon (1) approval by Richmond that RPC's sign meets Richmond's UDC; (2) approval of plans submitted to Ms. Hughes and Ms. Duet for the planting of ten sixty-five gallon and 3.5-inch caliper live oak trees on RPC's property. Director Sulak seconded the motion, which passed by unanimous vote.

Ms. Duet then presented a variance request to the District's sign Standards on behalf of River Pointe Center Reserve ("RPCR"), a copy of which is filed in the District's official records. Ms. Duet stated RPCR's proposed multi-tenant sign does not comply with Section 7.6 of the District's Standards, which prohibits pylon signs. She noted Richmond's UDC allows freestanding pylon signs at the subject location and requires that freestanding signs must appear as a solid mass from the ground to the highest portion of the sign. Ms. Duet reported the sign proposed by RPCR is identical to an existing multi-tenant sign, which did not receive variance approval by the Board, located across the street from the subject property. She stated an approximate 500 foot setback from I-69 and Grand Parkway causes a problem in amplifying. Following review and discussion, Director Ward moved to approve the variance because of the



setback situation, contingent upon (1) RPCR revising its proposed sign to meet the requirements of Section 4.7.201 of Richmond's UDC; and (2) RPCR adding landscaping, including tall shrubs and flowerbeds, at the base of the sign. Director Sulak seconded the motion, which passed by unanimous vote. The Board requested Ms. Duet contact the owner of the multi-tenant sign across the street from RPCR's property and request they modify their freestanding sign to appear as a solid mass from the ground to the highest portion of the sign in compliance with the UDC.

#### REPORT ON DEVELOPMENT IN OR NEAR THE DISTRICT

There was no discussion on this item.

#### EXECUTIVE DIRECTOR REPORT

The Board concurred to hold its next regular meeting on Tuesday, March 20, 2018, at 3:00 p.m. at a location to be determined.

Ms. Hughes reviewed the 2017 Annual Report on District Activity (the "Report"). Upon a motion made by Director Ward and seconded by Director Dupuis, the Board voted unanimously to approve the Report and direct that the Report be posted to the District's website, presented to the Richmond Economic Development Corporation, filed appropriately, and retained in the District's official records.

Discussion ensued regarding the construction project at the Highway 90A underpass in Richmond, which the District currently maintains. Ms. Hughes stated the District's mowing of the underpass may cease once construction begins. The Board requested Ms. Hughes contact Greenscape Associates regarding the need to either terminate the agreement between the District and Greenscape or amend the agreement to mow on an as needed basis.

#### FM 762 IMPROVEMENT AND ASSESSMENT PLAN

Ms. Hughes reported TranSystems Corporation is scheduled to conduct diagnostic field work the week of February 19, 2018, as part of its Quiet Zone feasibility study of several highway/rail grade crossings in the Fort Bend County. She noted she anticipates that the study will be presented to participating cities at the end of March 2018.

Ms. Hughes reported on a meeting she attended at Commissioner Morales' office on February 16, 2018, regarding the I-69 & FM 762 intersection landscaping improvements, and she reviewed a timeline of the project. She stated Asakura Robinson is preparing a proposal for redesign of the I-69 & FM 762 intersection landscaping improvements project and that Fort Bend County is seeking reimbursement for the design costs from the Texas Department of Transportation.

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.

CONVENE IN EXECUTIVE SESSION, PURSUANT TO SECTION 551.074, TEXAS  
GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH  
ATTORNEY TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION  
REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF A PUBLIC OFFICER OR  
EMPLOYEE

Director Dupuis announced the Board would convene in Executive Session at 4:51 p.m.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION  
REGARDING THE APPOINTMENT, EMPLOYMENT, REASSIGNMENT, DUTIES,  
DISCIPLINE, OR DISMISSAL OF A PUBLIC OFFICER OR EMPLOYEE

The Board reconvened in Open Session at 5:16 p.m. Director Ward commended Ms. Hughes for her accomplishments over the last ten months as Executive Director for the District. He stated the District is honoring Ms. Hughes' request to work on a part-time basis, effective February 1, 2018. Director Ward made a motion to (1) authorize ABHR to prepare an amendment to the Consulting Agreement (the "Amendment") with Ms. Hughes, to include the terms discussed in executive session; and (2) authorize execution of the Amendment. Director Sulak seconded the motion and it carried by unanimous vote.

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

(SEAL)



*Lane Ward*

Secretary

West Fort Bend Management District



## LIST OF ATTACHMENTS

Minutes  
Page

Financial report .....	2
------------------------	---