

MINUTES
WEST FORT BEND MANAGEMENT DISTRICT

September 18, 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 18th day of September, 2018, at the Fort Bend Toyota, 20465 Southwest Freeway, 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 Jose Abraham of the City of Richmond ("Richmond"); Diane Michaux of Municipal Accounts & Consulting, L.P. ("MAC"); 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 3:37 p.m. and noted a quorum was present.

MINUTES

The Board considered approving the minutes from the July 17, 2018, regular meeting. After review and discussion, Director Ward moved to approve the minutes of the July 17, 2018, regular meeting as revised. Director Sulak 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.

FINANCIAL REPORT AND RENEWAL OF DISTRICT'S INSURANCE POLICIES

Ms. Michaux reviewed a financial report, including the budget comparison and the bills presented for payment, a copy of which is attached. She requested the Board approve additional check no. 1838 in the amount of \$610.00 for publication of the 2018

Pecan Festival of Richmond (the "Pecan Festival") in the Festival Guide of the Houston Chronicle. Ms. Hughes noted she anticipates the District will receive Richmond's contribution to the Pecan Festival in the amount \$10,000 before the next meeting. Discussion ensued regarding allowing Ms. Hughes to approve payment of additional invoices for the Pecan Festival before the next meeting.

The Board considered authorizing MAC to prepare and file the 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.

The Board reviewed a Resolution Establishing Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions.

Following review and discussion, Director Dupuis moved to (1) approve the financial report and payment of the District's bills as submitted; (2) authorize the Executive Director to approve up to seven additional invoices for the Pecan Festival in an individual amount not to exceed \$1,000, subject to a positive Pecan Festival account balance; (3) authorize MAC to prepare and file the Annual Financial Report with the TCEQ; (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; and (5) adopt the Resolution Establishing Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions and direct that it be filed appropriately and retained in the District's official records. Director Sulak seconded the motion, which passed by majority vote, with Director Ward abstaining from the vote.

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

Mr. Abraham stated that Jessica Duet is no longer working for Richmond, and he updated the Board on development in Richmond. Mr. Abraham discussed changes to Richmond's Development Code as it relates to signs.

EXECUTIVE DIRECTOR REPORT

The Board concurred to hold its next regular meeting on Tuesday, October 16, 2018, at 3:00 p.m., and to hold its November regular meeting on Tuesday, November 13, 2018, at 3:00 p.m.

FM 762 PROPOSED IMPROVEMENT AND ASSESSMENT PLAN AND PROJECTS

Ms. Hughes discussed the Texas Department of Transportation I-69 & FM 762 Intersection Landscape Plan and stated Asakura Robinson Company, LLC is working with Commissioner Morales' office on the redesign of the landscape plan.

HIGHWAY 90A & FM 359 PROPOSED IMPROVEMENT AND ASSESSMENT PLAN AND PROJECTS

Ms. Hughes gave an update on the proposed Highway 90A & FM 359 Service, Improvement, and Assessment Plan (the "Plan") and discussed the possibility of forming a committee of certain commercial property owners located within the conceptual boundaries of the Plan.

ADVISORY BOARD AND COMMITTEE APPOINTMENTS

The Board discussed coordinating future meetings of the Advisory Board on a quarterly basis. Discussion ensued regarding the District forming a committee (the "Committee") consisting of certain commercial property owners located in the District on the Highway 90A corridor, and Ms. Humphries stated she will set up a meeting with the Central Fort Bend Chamber of Commerce (the "Chamber") to discuss the Chamber partnering with the District on the Committee formation.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.074, TEXAS GOVERNMENT CODE, TO DELIVERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF A PUBLIC OFFICER OR EMPLOYEE

The Board concurred not to convene in executive session.

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

Ms. Hughes presented a letter regarding her resignation from her position as Executive Director of the District, effective December 31, 2018, a copy of which is attached. Ms. Hughes proposed that beginning September 1, 2018, she be paid on an hourly basis at a rate of \$27.93 per hour. Following review and discussion, Director Ward moved to (1) accept Ms. Hughes' letter of resignation and direct that the letter be filed appropriately and retained in the District's official records; and (2) authorize paying Ms. Hughes at a rate of \$27.93 per hour in an amount not to exceed 86.5 hours for the month of September, 2018, and in an amount not to exceed 45 hours for the months of October, 2018, through December, 2018. Director Dupuis seconded the motion, which passed by unanimous vote.

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

Director Ward and Ms. Hughes discussed the meeting they attended with Ms. Humphries and Ms. Higgins today at the City of Rosenberg.

FINANCIAL REPORT (CONTINUED)

Discussion ensued regarding the future of the District and possible sources of funding. Following discussion, the Board requested Ms. Hughes to (1) contact Richmond's City Manager and discuss Richmond's projected future funding for the District; and (2) present a proposed plan for the District's future, including a proposed amended budget for fiscal year end September 30, 2019, at the October meeting.

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

Lane Ward

Secretary

West Fort Bend Management District

(SEAL)



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