

MINUTES  
WEST FORT BEND MANAGEMENT DISTRICT

November 13, 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 13th day of November, 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, thus constituting a quorum.

Also present at the meeting were Lisa Rickert of Municipal Accounts & Consulting, L.P. ("MAC"); 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 3:08 p.m. and noted a quorum was present.

MINUTES

The Board considered approving the minutes from the October 16, 2018, regular meeting. After review and discussion, Director Ward moved to approve the minutes of the October 16, 2018, regular meeting as revised. 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

There were no comments from the public.

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. Rickert requested Board approval of an additional check to ABHR in the amount of \$1,738.52. Ms. Hughes reviewed the budget for the 2018 Pecan Festival of Richmond ("Pecan

Festival”), a copy of which is attached. Discussion ensued regarding allowing Ms. Hughes to approve payment of additional invoices for the Pecan Festival before the next meeting. 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 twelve additional invoices for the Pecan Festival in an individual amount not to exceed \$1,000, subject to a positive Pecan Festival account balance. Director Sulak seconded the motion, which passed by unanimous vote.

The Board discussed the proposed amended budget for fiscal year end September 30, 2019, which was presented to the Board at the October 16, 2018, Board meeting. Ms. Hughes reported she contacted the City of Richmond (the “City”) Manager regarding the City’s future funding for the District. She stated she was directed by the City Manager to submit an invoice to the Development Corporation of Richmond (“DCR”) for its annual contribution to the District. Following discussion, Director Ward moved to authorize Ms. Hughes to send an invoice to the DCR in the amount of \$40,000 for its annual contribution to the District. Director Dupuis seconded the motion, which passed by unanimous vote. The Board concurred to defer amending the budget until after the District receives its annual funds from the DCR.

Ms. Rickert presented a letter from MAC, a copy of which is attached, regarding a proposed change in fee structure for bookkeeping services for the District. Following review and discussion, the Board concurred to consider amending the Agreement for Bookkeeping Services with MAC at the next meeting.

Ms. Hughes stated she received an invoice from the United States Post Office for the District’s annual post office box rental and that payment is due by November 30, 2018. Following discussion, Director Ward authorized Ms. Hughes to renew the District’s post office box for six months at a cost of \$107. Director Dupuis seconded the motion and it carried unanimously.

Ms. Rickert presented and reviewed the District’s annual financial report for fiscal year end September 30, 2018. Following review and discussion, Director Ward moved to approve the annual financial report and direct that the report be filed appropriately and retained in the District’s official records. Director Dupuis seconded the motion and it carried unanimously.

#### DISCUSS AND REVISE DISTRICT INSURANCE POLICIES

The Board considered reducing the District’s insurance premium costs by cancelling the District’s Directors Bond and Business Travel coverage. Ms. Higgins advised that, in accordance with applicable law, directors must execute a bond payable to the District and conditioned on the faithful performance of a director’s duties. Director Ward reported he spoke to a representative of the District’s insurance



provider, McDonald & Wessendorff Insurance ("McDonald"), and that the underwriter for the District's Directors and Officers Liability coverage ("D&O") has agreed to reduce the annual premium by \$1,000. The Board requested that ABHR contact McDonald and discuss the process for the District to receive the \$1,000 refund for the reduction in the D&O premium cost. Following discussion, Director Ward moved to authorize cancellation of the District's Business travel coverage. Director Dupuis seconded the motion, which carried by unanimous vote.

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

There was no discussion on this agenda item.

#### EXECUTIVE DIRECTOR REPORT

The Board concurred to hold its next regular meeting on Tuesday, January 15, 2019, at 3:00 p.m. at Fort Bend Toyota.

Ms. Hughes gave an update on the Pecan Festival.

Ms. Hughes gave an update on private property (consisting of an employee's vehicle and a fence/gate in the St. John's United Methodist Church (the "Church") parking lot) that was damaged during the 2017 Pecan Festival. She stated that the Church is requesting reimbursement for the damages from 2017 Pecan Festival profits. Discussion ensued regarding available funds in the approximate amount of \$3,900 that the District is holding from 2017 Pecan Festival profits. Discussion ensued regarding whether to authorize payment to the Church in the amount of \$800 from funds received from the profits from the 2017 Pecan Festival. Following discussion, Director Dupuis moved to authorize payment to the Church in the amount of \$800 from funds received from profit from the 2017 Pecan Festival. Director Sulak seconded the motion, which passed by majority vote, with Director Ward abstaining from the vote.

#### EXECUTIVE DIRECTOR CONTRACT

The Board considered amending the Consulting Agreement with Ms. Hughes to compensate Ms. Hughes to work on an hourly basis, not to exceed 10 hours per month, at a rate of \$27.93 per hour, effective January 1, 2019. Director Ward made a motion to (1) authorize ABHR to prepare an amendment to the Consulting Agreement (the "Amendment") with Ms. Hughes, as discussed; and (2) authorize execution of the Amendment. Director Dupuis seconded the motion and it carried by unanimous vote.

#### 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 comments from directors or District consultants.

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

*Jane Ward*

Secretary

West Fort Bend Management District

(SEAL)



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