

MINUTES
WEST FORT BEND MANAGEMENT DISTRICT

January 15, 2019

The Board of Directors (the "Board") of West Fort Bend Management District (the "District") met in regular session, open to the public, on the 15th day of January, 2019, at 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 Johnson, thus constituting a quorum.

Also present at the meeting were Diane Michaux of Municipal Accounts & Consulting, L.P. ("MAC"); 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 at 3:00 p.m. and noted a quorum was present.

MINUTES

The Board considered approving the minutes from the November 13, 2018, regular meeting. After review and discussion, Director Ward moved to approve the minutes of the November 13, 2018, regular meeting as submitted. 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

Mr. King reported that River Point Church would like to install a monument sign at its new entrance from the I-69 frontage road and he reviewed design plans for the proposed sign (the "Plans"). He noted the proposed sign meets Richmond's Standards and would replace the existing billboard at that location. Following review and discussion, Ms. Hughes stated in April, 2018, the District amended its Signage Standards and adopted the Cities of Richmond and Rosenberg's sign ordinances and/or Standards. She recommended that Mr. King submit the Plans to Jose Abraham, Planning Director of the City of Richmond ("Richmond").

FINANCIAL REPORT

Ms. Michaux reviewed a financial report, including the budget comparison and the bills presented for payment, a copy of which is attached. In response to an inquiry by Director Ward, Ms. Hughes reviewed back-up documentation for check no. 1860 to her in the amount of \$3,883.30 for expenses she incurred for the 2018 Pecan Festival of Richmond (the "Festival").

Following discussion, the Board concurred to plan to meet every other month or additionally in response to activity in the District. Ms. Michaux requested Board approval of check nos. 1904-1908 and noted check nos. 1904-1908 will be held by the bookkeeper until invoices are received, since the Board does not anticipate meeting again until March 2019.

The Board discussed a fee from MAC in the amount of \$150 for bookkeeping services for the Festival, and the Board requested that the bookkeeper pay the \$150 expense from Festival profits.

The Board considered amending the Agreement for Bookkeeping Services with MAC. Discussion ensued regarding the letter from MAC presented to the Board at its November 2018, meeting regarding a proposed change in fee structure for bookkeeping services for the District. The Board requested that ABHR contact Charlie LaConti of MAC and determine whether MAC will agree to charge the District a flat bookkeeping services fee of \$450 only for the months in which the Board meets.

The Board concurred to defer discussion on the proposed amended budget for fiscal year end September 30, 2019, to the next meeting.

Ms. Higgins stated that in accordance with the District's Investment Policy, Mark Burton and Ghia Lewis, as the District's Investment Officers, are required to execute a disclosure statement that discloses any relationships with banks and brokers who seek to sell investments to the District. She added that the Disclosure Statements will be filed with the Texas Ethics Commission.

Following review and discussion, Director Ward moved to (1) approve the financial report and payment of the District's bills as submitted (including check nos. 1904-1908); (2) approve an amendment to the Agreement for Bookkeeping Services with MAC as discussed contingent upon MAC approving a flat bookkeeping services fee of \$450 only for the months in which the Board meets; and (3) accept the disclosure statements for the Investment Officer and the bookkeeper and direct that the disclosure statements be filed appropriately and retained in the District's official records. Director Vogelsang seconded the motion, which passed by unanimous vote.

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

The Board reviewed correspondence from the Richmond Planning Director regarding development in Richmond, a copy of which is attached.

EXECUTIVE DIRECTOR REPORT

Ms. Hughes discussed the 2018 Festival and reviewed the final budget for the Festival, a copy of which is attached. She noted net profit for the 2018 Festival was \$2,709.78 and that the combined net profit from the 2017 and the 2018 Festivals is \$6,682.56. Following review and discussion, the Board requested that Ms. Hughes contact the Richmond City Manager and discuss the District's use of Festival profits on a project to benefit downtown Richmond.

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.

ADOPT RESOLUTION REQUESTING APPOINTMENT OF DIRECTORS

The Board concurred to defer adopting the Resolution Requesting Appointment of Directors to the next meeting.

ADMINISTRATIVE MATTERS, INCLUDING FUTURE MEETING DATES

The Board concurred to plan to meet every other month or additionally in response to activity in the District and to hold its next regular meeting on Tuesday, March 5, 2019, at 3:00 p.m. at Fort Bend Toyota.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.071, TEXAS GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH ATTORNEY TO DISCUSS PENDING OR CONTEMPLATED LITIGATION, OR A SETTLEMENT OFFER

Director Dupuis announced the Board would convene in Executive Session at 4:14 p.m.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION REGARDING CONTEMPLATED LITIGATION, OR A SETTLEMENT OFFER

The Board reconvened in Open Session at 4:40 p.m. Director Sulak made a motion to authorize Ms. Hughes to release the check to St. John's United Methodist Church (the "Church") in the amount of \$800 contingent upon Ms. Hughes receiving written confirmation from Richmond that Richmond agrees with the release of funds to the Church in the amount of \$800 from the funds that the District is holding from Festival profits. Director Vogelsang seconded the motion, which passed by majority vote, with Director Ward abstaining from the vote.

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

Jane Ward

Secretary

West Fort Bend Management District

(SEAL)

