

THE WOODLANDS TOWNSHIP

BOARD OF DIRECTORS

WORKSHOP MEETING

MARCH 22, 2012

MINUTES

THE STATE OF TEXAS §

COUNTIES OF HARRIS & MONTGOMERY §

The Board of Directors of The Woodlands Township met in a workshop session, open to the public, on March 22, 2012, posted to begin at 7:30 a.m. The workshop was held at the office of The Woodlands Township, Town Hall, 2801 Technology Forest Boulevard, The Woodlands, Texas, within the boundaries of The Woodlands Township.

DIRECTORS PRESENT: Chairman Bruce Tough, Vice Chairman Lloyd Matthews, Secretary Claude Hunter, Treasurer Robb, Director Nelda Blair, Director Tom Campbell, and Director Peggy Hausman

DIRECTORS ABSENT: None

STAFF/ADVISORS: Don Norrell, President/General Manager; John Powers, Assistant General Manager Community Services, Monique Sharp, Assistant General Manager of Finance & Administration, Susan Welbes, Director of Human Resources, Nick Wolda, Director of Community Relations/CVB President, Mike Page and Bret Strong, Legal Counsel

Item #1-Pledge of Allegiance;

Director Campbell led the Pledge of Allegiance to the United States flag and Texas State flag.

Item #2-Call to Order;

Chairman Tough called the workshop session to order at 7:30 a.m. and declared that notice of this meeting was posted 72 hours in advance at the Courthouse of Montgomery and Harris Counties and inside the boundaries of The Woodlands Township at the office building located at 2801 Technology Forest Boulevard, The Woodlands, Texas. As there was a quorum of members present, the Board proceeded to conduct business regarding the following matters.

Item #3-Consider and act upon adoption of the meeting agenda;

MOTION: Motion by Secretary Hunter to adopt the agenda as presented, second by Director Campbell

VOTE: **Ayes:** Chairman Tough
 Vice Chairman Matthews
 Secretary Hunter

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Treasurer Robb
Director Blair
Director Campbell
Director Hausman

Nays: None

Abstentions: None

Absent: None

ACTION: Motion passed unanimously.

Item #4-Recognize Public Officials;

Chairman Tough recognized the following public officials:

- **Ted Stanley**-President, College Park Village Association
- **George Van Horn**-VP of Governmental Relations, Grogan's Mill Village Association
- **Steve Bowers**-representative for Harris County Commissioner Cagle

Item #5-Public Comment;

The following individuals provided public comment:

- **Steve Leakey**-asked to speak following discussion of agenda item #18
- **Danie van Loggerenberg**-DSC candidate
- **George Van Horn**-brief report from Grogan's Mill Village Association; input regarding color selection for Grogan's Mill Bridge

Item #6-Receive, consider and act upon a proclamation in support of Earth Day;

Chairman Tough informed the Board that this item will be presented at the March 28, 2012 Board of Directors meeting.

POTENTIAL CONSENT AGENDA:

Item #7-Receive, consider and act upon the potential Consent Agenda;

(This agenda consists of non-controversial or "housekeeping" items required by law that will be placed on the Consent Agenda at the next Board Meeting and may be voted on with one motion. Items may be moved from the Consent Agenda to the Regular Agenda by any Board Member making such request.)

a) Receive, consider and act upon approval of the minutes of February 16, 2012 Board Workshop and the February 23, 2012 Regular Meeting of the Board of Directors of The Woodlands Township;

Chairman Tough asked the Board to review the minutes. There were no corrections to the minutes.

This item will be brought forward to the March 28, 2012 regular Board meeting for consideration and action under the Consent Agenda.

b) Receive, consider and act upon conveyance of Spincaster Park;

John Powers presented background information on this item with a recommendation that the Board accept the conveyance of Restricted Open Space Reserve F in Section 15 of the Village of Creekside Park known as Spincaster Park by Special Warranty Deed from The Woodlands Land Development Company, L.P. Board discussion followed.

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This item will be brought forward to the March 28, 2012 regular Board meeting for consideration and action under the Consent Agenda.

c) Receive, consider and act upon conveyance of Common Open Areas in Section 3 in the Village of Grogan's Mill;

John Powers presented background information on this item with a recommendation that the Board accept the conveyance of four tracts of land containing a total of 0.4217 acres, more or less being all Common Open Space Areas (C.O.A.) out of The Woodlands, Village of Grogan's Mill, Millbend Village, Section 3, according to the map or plat thereof recorded under Cabinet B Sheet 180 of the map records of Montgomery County, Texas. Board discussion followed.

This item will be brought forward to the March 28, 2012 regular Board meeting for consideration and action under the Consent Agenda.

d) Receive, consider and act upon the approval of various temporary and permanent easements related to the Anadarko expansion project;

John Powers presented background information on this item with a recommendation that the Board approve the request from Anadarko Petroleum Corporation for temporary aerial easements, consents to encroach and tieback easements and, upon Township legal counsel review and approval of related agreements, authorize the President/General Manager to execute the agreements in connection therewith. Board discussion followed.

This item will be brought forward to the March 28, 2012 regular Board meeting for consideration and action under the Consent Agenda.

e) Receive, consider and act upon the renewal of the Reciprocal Parking Easement Agreement with Interfaith of The Woodlands;

John Powers presented background information on this item with a recommendation that the Board renew the Reciprocal Parking Easement Agreement with Interfaith of The Woodlands for a three year period. Board discussion followed.

This item will be brought forward to the March 28, 2012 regular Board meeting for consideration and action under the Consent Agenda.

f) Receive, consider and act upon award of bid for pool equipment;

John Powers presented background information on this item with a recommendation that the Board award the bid to Progressive Commercial Aquatics to provide ADA Compliance Equipment and Swim Team Starting Blocks in the amount of \$97,235. Board discussion followed.

This item will be brought forward to the March 28, 2012 regular Board meeting for consideration and action under the Consent Agenda.

g) Receive, consider and act upon approval of an Interlocal Agreement with Texas Department of Transportation regarding the traffic signal preemption system (Opticom System);

Deputy Chief Bittner presented background information on this item with a recommendation that the Board approve the Interlocal Agreement with Texas Department of Transportation for traffic signal preemption equipment. Board discussion followed.

This item will be brought forward to the March 28, 2012 regular Board meeting for consideration and action under the Consent Agenda.

h) Receive, consider and act upon an agreement with Harris County to add two full time deputies for provision of law enforcement services in the Village of Creekside Park;

Don Norrell presented background information on this item with a recommendation that the Board authorize the President/General Manager to execute an agreement with Harris County to add two full time deputies for provision of law enforcement services in the Village of Creekside Park. Board discussion followed.

This item will be brought forward to the March 28, 2012 regular Board meeting for consideration and action under the Consent Agenda.

i) Receive, consider and act upon membership changes to the Employee Retirement Plan Committee;

Susan Welbes presented background information on this item with a recommendation that the Board appoint the positions of Accounting Manager and Fire Chief to serve on the Employee Retirement Plan Committee and the appointment of Lieutenant Jeff Johnston to the Employee Retirement Plan Committee. Board discussion followed.

This item will be brought forward to the March 28, 2012 regular Board meeting for consideration and action under the Consent Agenda.

ITEM #8-BRIEFING ITEMS:

Item #9-Receive an update regarding a list of Strategic Partnerships for The Woodlands Township;

Monique Sharp presented background information on this item noting that the organizations and agencies that the Township supports are key economic and community development partnerships that have been identified in the strategic planning process. Board discussion followed.

This item was for information sharing only and no Board action was recommended.

Item #10-Receive and consider a request from Nancy Decker Lent, President of Creekside Park Village Association, regarding concerns in Creekside Park;

Chairman Tough informed the Board that Ms. Decker Lent was unable to attend the meeting. Ms. Decker Lent will make a presentation at the March 28, 2012 regular Board meeting.

Item #11-Receive an update regarding The Woodlands Marathon;

Chairman Tough informed the Board that this item will be presented at the March 28, 2012 regular Board of Directors meeting.

ITEM #12-POTENTIAL REGULAR AGENDA:

Item #13-Receive, consider and act upon a tax abatement agreement between The Woodlands Township and J.D. Warmack, Woodlands Limited Partnership, owner and Repsol Services Company, tenant;

Monique Sharp presented background information on this item with a recommendation that the Board approve the tax abatement with J.D. Warmack Woodlands LP (owner) and Repsol Services Company (tenant) and authorize the Board Chairman to sign the tax abatement agreement in connection therewith. Board discussion followed.

It was the decision of the Board to place this item on the Consent Agenda for the March 28, 2012 regular Board meeting.

Item #14-Receive, consider and act upon matters concerning ownership and renovation regarding Grogan's Mill Pedestrian Bridge;

John Powers provided background information on this item with a recommendation that the Board approve the Elevated Walkway Easement and Agreement related to the Grogan's Mill pedestrian bridge and authorize the President/General Manager to execute the agreement and have it recorded in the public records of Montgomery County; and authorize staff to proceed with preparing plans and specifications for the renovation of the bridge based upon Board input and then return to the Board with the final design concept prior to soliciting bids. Bret Strong, legal counsel, provided additional information regarding ownership. Board discussion followed.

This item will be brought forward to the March 28, 2012 regular Board meeting for consideration and action under the Regular Agenda.

Item #15-Receive, consider and act upon approval of annual compensation adjustments;

Susan Welbes provided background information on this item with a recommendation that the Board approve the salary increases which were included in the 2012 Adopted Budget and the revised Township Pay Structure effective April 1, 2012. Board discussion followed.

It was the decision of the Board to place this item on the Consent Agenda for the March 28, 2012 regular Board meeting.

Item #16-Receive, consider and act upon a request from the City of Houston to concur with selected projects to be funded under the Regional Participation Agreement (RPA) between The Woodlands Township and the City of Houston;

Don Norrell provided background information on this item with a recommendation that the Board concur with selected projects to be funded under the RPA between The Woodlands Township and the City of Houston. Board discussion followed. It was suggested that the Spring Creek Area be considered as a future project.

It was the decision of the Board to place this item on the Consent Agenda for the March 28, 2012 regular Board meeting.

Item #17-Receive, consider and act upon a report regarding Development Standards Committee in relation to The Woodlands Township Board of Directors;

Attorney Bret Strong provided a brief history of the Development Standards Committee and answered questions from the Board. This item was for information sharing.

Secretary Hunter requested that a presentation on this item be made again at the March 28, 2012 regular Board meeting. This item will be brought forward to the March 28, 2012 regular Board meeting as a Briefing Item.

Item #18-Receive, consider and act upon appointment of a new member to the Development Standards Committee (DSC);

John Powers presented background information on this item and referred the Board to the submitted applications received from individuals interested in serving on the Development Standards Committee (DSC). A summary of candidate information was also provided to the Board. Mr. Powers recommended that the Board appoint one of the three candidates that made application to the DSC to serve the remaining term of the vacant position which will expire in June of 2012.

Board discussion followed. Chairman Tough asked Mr. Powers to explain the process to be used for appointing a new member to the DSC. Mr. Powers reviewed the process noting that the candidate applicants could address the Board prior to a vote by the Board if they chose to do so.

This item will be brought forward to the March 28, 2012 regular Board meeting for consideration and action under the Regular Agenda.

CLOSED MEETING (if applicable)

Item #19-Recess to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matter pursuant to §551.074, Texas Government Code; and to consult with The Woodlands Township's attorney concerning pending litigation pursuant to §551.071, Texas Government Code;

Chairman Tough announced that it would not be necessary to recess to Executive Session.

Item #20-Reconvene in Public Session: not necessary

ADMINISTRATIVE REPORTS:

Item #21-Community Policing Report-presented by Marian Leck:

Ms. Leck referred the Board to a written report in their Board packet and then highlighted the following:

- **Montgomery County Sheriff's Office Staffing**-one deputy position presently open;
- **Harris County Constable's Office-Precinct 4**-arrests made in relation to over 400 pounds of copper stolen from new construction sites;
- **K-9 "Hap" and "Bowie"**-continue to patrol The Woodlands;
- **Police-Community Partnership**-MCSO and Harris County Constable's Office attended Village Association meetings and Watch meetings;
- **Other**-third bank robbery on 242; no apprehensions made of suspects regarding resident back door kick-ins

Item #22-Community Services Report-presented by John Powers:

Mr. Powers referred the Board to a written report in their Board packet and then highlighted the following:

- **Parks and Recreation Department**-received the **Gold Medal Award** at the Texas Recreation and Park Society (TRAPS) Annual Institute. This is the third time The Woodlands has received this honor.
- **Requests for Bids**-currently advertised for: 2013 Daddy Daughter Dinner Dance: Facility, Food and Beverage; Request for Qualifications and Proposal for Mounted Patrol Services; Surplus furniture and equipment through Publicsurplus.com

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Item #23-Woodlands Fire Department Report-no report

Item #24-Woodlands CVB Report-presented by Nick Wolda:

- Sales and Hotel tax growth are doing extremely well;
- Lunar Planetary Convention in progress'
- Restaurants were full for St. Patrick's Day;
- Upcoming Events: Waterway Arts Festival in mid April, Ironman Event in mid May

DISCUSS FUTURE AGENDA/ANNOUNCEMENTS:

Item #25-Consideration of items to be placed on the agenda for next month's meeting:

- **Director Campbell**-requested an update on the Central Fire Station construction project;
- **Treasurer Robb**-requested that the Board discuss marathons on a future agenda and the impact marathons have on the community in order to make them (marathons) a more positive experience for the community;
- **Director Hausman**-also requested that the Board discuss marathons in The Woodlands;
- **Secretary Hunter**-suggested that GPS could help alert residents when marathons are scheduled

Item #26-Board announcements:

- **Secretary Hunter** is on the Chamber Mobility Committee and commented that several road projects are currently being funded as well as future projects that can be seen on his website.

Item #27-Public comment; and

There was no public comment.

Item #28-Adjournment

MOTION: Motion by Secretary Hunter to adjourn the meeting at 9:53 a.m.;second by Director Campbell

VOTE: **Ayes:** Chairman Tough
 Vice Chairman Matthews
 Secretary Hunter
 Treasurer Robb
 Director Blair
 Director Campbell
 Director Hausman

Nays: None
Abstentions: None
Absent: None

ACTION: Motion passed unanimously.




Claude Hunter
Secretary, Board of Directors

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