

THE WOODLANDS TOWNSHIP

Board of Directors

WORKSHOP MEETING

May 17, 2012

MINUTES

THE STATE OF TEXAS §

COUNTIES OF HARRIS & MONTGOMERY §

The Board of Directors of The Woodlands Township met in regular session, open to the public, on May 17, 2012, posted to begin at 7:30 a.m. The meeting was held in a meeting room at the office of The Woodlands Township, Board Chambers, 2801 Technology Forest Boulevard, The Woodlands, Texas, within the boundaries of The Woodlands Township.

Chairman:

Bruce Tough

President/General Manager:

Don Norrell

Vice Chairman:

Lloyd Matthews

Staff/Advisors:

Alan Benson
Kim Cogburn
Mary Connell
Karen Dempsey
Miles McKinney
Mike Page
John Powers
Monique Sharp
Bret Strong
Susan Welbes
Renee Williford
Nick Wolda

Secretary:

Claude Hunter

Treasurer:

Ed Robb

Directors:

Nelda Luce Blair
Tom Campbell
Peggy Hausman

1. Pledge of Allegiance:

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

2. Call meeting to order:

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Chairman Tough called the meeting to order at 7:32 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.

3. Receive, consider and act upon adoption of the meeting agenda;

Chairman Tough requested that Agenda Item #17 be moved up on the agenda prior to consideration of the Consent Agenda.

VOTING:

Motion by: Claude Hunter moved to accept the modification to the agenda.

Second by: Nelda Luce Blair

Motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Matthews, Lloyd (Vice Chairman)	x		
Hunter, Claude (Secretary)	x		
Robb, Ed (Treasurer)	x		
Blair, Nelda Luce (Director)	x		
Campbell, Tom (Director)	x		
Hausman, Peggy (Director)	x		

4. Recognize public officials;

Chairman Tough recognized the following individuals:

- **Gordy Bunch**-newly elected Township Board member;
- **Jeff Long**-former WCA President and newly elected Township Board member;
- **Ted Stanley**-President, College Park Village Association;
- **Amy Lecocq**-President, Indian Springs Village Association

5. Public comment;

The following individuals addressed the Board:

- **Amy Lecocq**-commented on a Village Association Joint Resolution regarding The Woodlands Township facility use policy and election material policy;

- **Mike Bass**-commented on the Township facility use policy, Recreational Facilities Development Plan and budget amendment items

6. Receive an update regarding iPad usage:

William Pham, IT Director for The Woodlands Township, presented this item. Mr. Pham gave Board members a brief tutorial on how to use their iPads to download and navigate Board meeting materials. A question and answer period followed the presentation.

This item will be brought forward to the May 23, 2012 regular Board meeting.

17. Receive, consider and act upon the Recreational Facilities Development Plan:

John Powers, Assistant General Manager of Community Services for The Woodlands Township, provided background information on this item and then called on Jim Wendt with LJA Engineering to present the results of a feasibility study.

Mr. Wendt provided the Board with an overview of LJA's analysis of two potential sites: Site A-26+ acres located on North Gosling Road currently owned by The Woodlands Development Company and Site D-located south of the Village of Creekside Park containing approximately 53 acres. Mr. Wendt then compared Site A and Site D with the Board. Site A was determined to be the better option due to the limitations of Site D, particularly the potential for flooding.

Following Mr. Wendt's presentation, Chris Nunes, Director of Parks and Recreation for The Woodlands Township, was called on to make a presentation. Mr. Nunes provided background information regarding lighting existing sports fields and renovating these fields with all weather turf. For this project, it was recommended to contract with a sports field engineering firm to develop the specifications and engineered drawings as well as review competitive bid submissions.

Mr. Powers then presented information on funding proposals received from Oak Ridge Woodlands Area Little League (ORWALL) and Texas Rush Soccer Club. ORWALL Board member, Steve Chauffe, addressed the Board and provided additional clarification on the league's proposal.

Staff recommended that the Board proceed with Option A (funding all weather turf and lights while waiting to develop the North Gosling concept); authorize the President/General Manager to enter into a professional services agreement with a sports engineering firm to develop all weather turf plans and specifications in an amount not to exceed \$50,000; direct staff to return to the Board with competitive bids to add lights to the sports fields at Creekwood Park and Harper's Landing Park and to replace natural grass with all weather turf at Bear Branch Sports Fields and Alden Bridge Sports Park; draft a public-private partnership agreement with Texas Rush Soccer Club for future consideration; and to initiate the conveyance of property with The Woodlands Development Company for Site A.

Board discussion followed. Director Campbell requested that items for consideration and action be separated out rather than taken as one action item. This item will be brought forward to the May 23, 2012 regular Board meeting for consideration and action under the Regular Agenda.

7. **Receive, consider and act upon the potential Consent Agenda;**
(This agenda consists of non-controversial or "housekeeping" items required by law. One motion with modifications, if applicable, approves for action, all items contained within the Consent Agenda. Items may be moved from the Consent Agenda to the Regular Agenda by any Board Member making such request prior to a motion and vote.)

7(a). **Receive, consider and act upon approval of the minutes of the April 19, 2012 Board Workshop and the April 25, 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 made to the minutes.

This item will be brought forward to the May 23, 2012 regular Board meeting for consideration and action under the Consent Agenda.

7(b). **Receive, consider and act upon a Consent to Encroach for 20 Waterway;**

John Powers presented this item with a recommendation that the Board authorize legal counsel to prepare the appropriate agreement to allow the pergola encroachment at 20 Waterway and authorize the President/General Manager the authority to execute the agreement. Board discussion followed.

This item will be brought forward to the May 23, 2012 regular Board meeting for consideration and action under the Consent Agenda.

7(c). **Receive, consider and act upon acceptance of pathway easements in Town Center;**

John Powers presented background information on this item with a recommendation that the Board approve the pathway easement agreements as presented. Board discussion followed.

This item will be brought forward to the May 23, 2012 regular Board meeting for consideration and action under the Consent Agenda.

7(d). **Receive, consider and act upon renewal of Service Agreement for Automated External Defibrillator (AED) medical direction program at Woodlands Recreation Center;**

John Powers presented background information on this item with a recommendation that the Board approve the service agreements for AED services with STAT PADS, LLC and authorize the President/General Manager to execute the agreements. Board discussion followed.

This item will be brought forward to the May 23, 2012 regular Board meeting for consideration and action under the Consent Agenda.

8. **BRIEFINGS:**

9. **Receive and consider a presentation by Fire Chief Alan Benson regarding emergency preparedness;**

Fire Chief Alan Benson presented an overview of the 2012 Emergency Operations Plan for The Woodlands Township. Board discussion followed.

This item was for information sharing only.

10. **Receive and consider an update regarding management of major events (this will be presented at the May 23, 2012 Regular Board Meeting);**

Chairman Tough informed the Board that this item will be presented at the May 23, 2012 regular Board meeting.

11. **Receive and consider an update concerning the relationship between the Development Standards Committee and The Woodlands Township;**

Director Hausman requested that this item be tabled until the June 2012. Secretary Hunter requested that the presentation be allowed to be made. Chairman Tough then called on Bret Strong, legal counsel for The Woodlands Township, to make a brief presentation on the relationship between the Development Standards Committee and The Woodlands Township. Board discussion followed.

This item was for information sharing only. Chairman Tough noted that this item will be placed on the June 2012 agenda for further discussion.

12. **Receive and consider a briefing on the Board officer nomination process (this will be presented at the May 23, 2012 Regular Board Meeting);**

Chairman Tough informed the Board that this item will be addressed at the May 23, 2012 regular Board meeting.

13. Receive and consider an update on the SJRA groundwater reduction planning;

Jim Stinson, General Manager of The Woodlands Joint Powers Agency, provided an update on the San Jacinto River Authority Groundwater Reduction Plan. Board discussion followed.

This item was for information sharing only.

14. REGULAR AGENDA:

15. Receive, consider and act upon a request from the World Triathlon Corporation to modify Exhibit C on the Host Venue Sponsorship Agreement;

Nick Wolda, President of The Woodlands Convention & Visitors Bureau, presented this item. Mr. Wolda informed the Board that the World Triathlon Corporation has proposed removing television media in Section 4 of a five-year agreement and replacing it with a more robust and enhanced web streaming broadcast of the event.

Mr. Wolda recommended that the Board authorize The Woodlands Township President/General Manager to sign a First Amendment to the Host Venue Sponsorship Agreement with the World Triathlon Corporation.

Following Mr. Wolda's presentation, Scott Langen, Executive Race Manager for the Ironman Event, was called on to provide additional clarification on this item. Board discussion followed.

It was the decision of the Board to place this item on the Consent Agenda for the May 23, 2012 regular Board meeting.

16. Receive, consider and act upon a drought response and reforestation report;

John Powers presented an audit report by American Forest Management (AFM) of the Township's forested reserves and parks that was conducted in mid April. Mr. Powers also discussed AFM's recommended plan of action for reforestation.

Following the report, Mr. Powers recommended that the Board accept the report from American Forest Management and direct staff to return to the Board with a multi-year reforestation program including bids for plant material for a fall 2012 phase and updates on supplemental irrigation to neighborhood entrances and the purchase of a water truck. Board discussion followed.

This item will be brought forward to the May 23, 2012 regular Board meeting for consideration and action under the Regular Agenda.

18. Receive, consider and act upon a Township facility use policy;

Karen Dempsey, Management Analyst for The Woodlands Township, was called on to present this item. Ms. Dempsey reviewed meeting room availability and the public's use of these rooms at the Town Hall facility, Woodlands Recreation Center and the Woodlands Fire Department's Emergency Training Facility. The Board was also provided handout material containing a Draft Meeting Room Policy that is being developed for the Board's consideration. Board discussion followed.

It was the decision of the Board to defer this item until June 2012.

19. Receive, consider and act upon an election material policy;

It was the decision of the Board to defer this item until June 2012.

20. Receive, consider and act upon budget amendments regarding the allocation of property tax and hotel occupancy tax between funds, the recording of admission tax revenue and expenditures, the recording of the 2012 bond issuance, and an adjustment to 2011 capital project carryovers;

Monique Sharp, Assistant General Manager of Finance & Administration for The Woodlands Township, was called on to present this item. Ms. Sharp provided a brief review of the four budget amendments and then recommended that the Board approve the 2012 budget amendments as presented. Board discussion followed.

It was the decision of the Board to place this item on the Consent Agenda for the May 23, 2012 regular Board meeting.

21. Receive, consider and act upon changing the Board Strategic Planning Session from Thursday, June 28, 2012 to Friday, June 29, 2012;

Chairman Tough informed the Board that there were scheduling conflicts with the June 29, 2012 date and that the Board needed to decide on a new date for the Board Strategic Planning Session. Don Norrell, President/General Manager of The Woodlands Township, suggested that the Board look at their schedules during the week of June 18-22 and submit their meeting availability to his office as soon as possible. Board discussion followed.

This item will be brought forward to the May 23, 2012 regular Board meeting for further discussion under the Regular Agenda.

22. Receive, consider and act upon canvassing the returns and declaring the results of the Directors Election held within The Woodlands Township on May 12, 2012, and the adoption of an Order in connection therewith (this item will be presented by Supplemental Agenda at the May 23, 2012 Regular Board Meeting);

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Chairman Tough informed the Board that this item will be addressed at the May 23, 2012 meeting under the Regular Agenda.

CLOSED MEETING (if applicable):

23. **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 matters pursuant to §551.074, Texas Government Code; and to consult with The Woodlands Township's attorney pursuant to §551.071, Texas Government Code;**

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

24. **Reconvene in Public Session;**

There was no need to reconvene in Public Session.

25. **ADMINISTRATIVE REPORTS:**

26. **Community Policing:**

John Powers informed the Board that the Community Policing report will be presented at the May 23, 2012 regular Board meeting.

27. **Community Services :**

John Powers referred the Board to a written report in their Board materials and then highlighted the following:

- 2012 Memorial Hermann Ironman Texas Event will take place May 17-20 with the race on Saturday, May 19, 2012;
- Extension of Research Forest Drive from Branch Crossing to Old Egypt Road is currently in progress;
- Development Standards Committee (DSC) will conduct a public forum on June 13, 2012 at Town Hall to receive public input to proposed changes to the Residential Standards regarding signage;
- Violation notices on non-compliant trash carts began to be issued on May 7, 2012.

28. **The Woodlands Fire Department;**

There was no report.

29. The Woodlands Convention & Visitors Bureau;

Nick Wolda reported that an Ironman goodie bag for Directors was available for pick up after the meeting and that fireworks would be displayed during Memorial Day festivities at Waterway Square.

DISCUSS FUTURE AGENDA / ANNOUNCEMENTS:

30. Consideration of items to be placed on the agenda for next month's meeting;

Director Hunter requested information regarding insect control be added to the Township's Forest Management Plan.

31. Board announcements;

There were no announcements.

32. Public comment, and;

There was no Public Comment.

33. Adjournment

VOTING:

Motion by: Ed Robb moved to adjourn the meeting at 10:23 a.m.

Second by: Claude Hunter

Motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Matthews, Lloyd (Vice Chairman)	x		
Hunter, Claude (Secretary)	x		
Robb, Ed (Treasurer)	x		
Blair, Nelda Luce (Director)	x		
Campbell, Tom (Director)	x		
Hausman, Peggy (Director)	x		



Ed Robb
Secretary, Board of Directors