

**MINUTES OF THE MEETING OF THE
MONTROSE MANAGEMENT DISTRICT
BOARD OF DIRECTORS**

January 12, 2015

DETERMINE QUORUM; CALL TO ORDER.

The Board of Directors of the Montrose Management District held a regular meeting, open to the public, on Monday, January 12, 2015, at 12:00 p.m. at 401 Branard Street, 2nd Floor, Room 106, Houston, Texas 77006, inside the boundaries of the District, and the roll was called of the duly appointed members of the Board, to-wit:

Position 1 -	Claude Wynn, <i>Chairman</i>	Position 9 -	Kathy Hubbard, <i>Treasurer</i>
Position 2 -	<i>vacant</i>	Position 10 -	Michael Grover
Position 3 -	Randy Mitchmore, <i>Vice Chairman</i>	Position 11 -	<i>vacant</i>
Position 4 -	Cassie Stinson, <i>Secretary</i>	Position 12 -	<i>vacant</i>
Position 5 -	Lane Llewellyn	Position 13 -	Dan B. Leverett
Position 6 -	Robert Jara	Position 14 -	<i>vacant</i>
Position 7 -	Ryan Haley	Position 15 -	Randall Ellis
Position 8 -	Stephen L. Madden		

and all were present, with the exception of Directors Wynn, Mitchmore, Llewellyn, Leverett and Ellis, thus constituting a quorum. Also present were Bill Calderon, David Hawes, Susan Hill, Linda Clayton, Gretchen Larson and Marie Cortes, all with Hawes Hill Calderon, LLP; Clark Lord, Bracewell & Giuliani; Pat Hall, Equi-Tax, Inc., Darrell Hawthorne, Municipal Accounts & Consulting; and Ray Lawrence, Lawrence & Associates. Others attending the meeting were Dennis Beedon, Montrose Business Ambassador; Officer Victor Beserra, HPD; Barry Abrams, Blank Rome LLP; Daphne Scarbrough, Richmond Avenue Coalition; Tawny Tidwell; Howard Christy; and Lane Lewis. Acting Chair Stinson called the meeting to order at 12:06 p.m.

APPROVE MINUTES OF MEETING HELD DECEMBER 8, 2014.

It was noted that Director Hubbard was not present at the December 8, 2014, Board meeting as reflected in the Minutes. Upon a motion duly made by Director Grover, and being seconded by Director Jara, the Board voted unanimously to approve the Minutes of the December 8, 2014, with one correction reflecting that Director Hubbard was absent.

ACCREPT OATHS OF OFFICE, SWORN STATEMENTS, AND BONDS FROM NEWLY APPOINTED BOARD MEMBERS.

No newly appointed Board members were present, no action from the Board was required.

RECEIVE PUBLIC COMMENTS.

There were no public comments.

12:09 p.m. – Director Randall Ellis arrived at meeting

RECEIVE AND CONSIDER DISTRICT'S MONTHLY FINANCIAL REPORT, INCLUDING PAY INVOICES.

Mr. Hawthorne presented the Monthly Financial Report and went over invoices, included in the Board agenda materials. Upon a motion duly made by Director Hubbard, and being seconded by Director Haley, the Board voted unanimously to accept the Monthly Financial Report and approved payment of invoices, as presented.

EXECUTIVE DIRECTOR'S REPORT. CONSIDER THE FOLLOWING ACTIONS:

- a. **Approve contract with Harris County for nuisance abatement services.**

This item was tabled.

- b. **Consider amendment to the WPM contract for additional services associated with general mobility planning, the District SPA application, and bike lanes.**

Mr. Calderon reported Walter P Moore's proposal was included in the Board agenda materials. There was general discussion regarding the suggested upgrades on the shared lane markings. There was discussion regarding public education and materials regarding the shared bike lanes. Officer Beserra discussed educating the public, including cyclists. He reported educational materials would be handed out to cyclists. Director Stinson requested a summary of monies paid out to Walter P. Moore.

- c. **Consider amendment to photography services contract with CrackedFox.**
d. **Consider amendment to photography services contract with EV1 Productions.**

Mr. Calderon reported the amendments to the services contract included a new line item to address ownership of photos. The District would own the photos and would be able to authorize use of them to third parties.

A handout was provided of the Executive Director's Monthly Report, December 8,, 2014 – January 12, 2015, a copy is attached as Exhibit A. Mr. Calderon reported staff was working on bi-annual newsletter. There was discussion regarding having a Board Retreat on February 21 or 28. He reported there was a meeting scheduled Thursday with TxDOT to review the bridge plans. He reported all wiring issues for the District branding signage have been resolved. He provided an update on the bike lanes project. Director Stinson requested information be put on the website regarding the bike lanes. Officer Beserra presented the monthly Crime Statistic Report, and answered questions. There was general discussion regarding placement of a security camera at Fairview and Taft.

Upon a motion duly made by Director Jara, and being seconded by Director Hubbard, the Board voted unanimously to approve the amendment to WPM contract, the amendment to the photography services contract with CrackedFox and the amendment to the photography services contract with EV1 Productions, as presented.

RECEIVE DISTRICT'S MONTHLY ASSESSMENT COLLECTION REPORTS AND BILLING AND ASSESSMENT SUMMARIES, LAWSUIT AND ARBITRATION STATUS DETAILS, AND DELINQUENT ASSESSMENT REPORTS.

Ms. Hall presented the Monthly Assessment Collection Report, included in the Board agenda materials. She reported 11% collected for the East zone and 14% collected for the West zone for the 2014 assessment. No action from the Board was required.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.071, TEXAS GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH ATTORNEY TO DISCUSS LITIGATION, AND MATTERS RELATED TO THE SAME.

The Board convened in Executive Session at 12:46 p.m.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION BY LEGAL COUNSEL RELATED TO ITEM 8 ON THE AGENDA.

The Board reconvened from Executive Session at 1:27 p.m. No action was taken.


ANNOUNCEMENTS.

Director Stinson announced there was a new business in the District named Syphon, a coffee shop.

ADJOURN.

There being no further business to come before the Board, Acting Chair Stinson adjourned the meeting at 1:28 p.m.




Secretary

List of Exhibits:

- A. Executive Director's Monthly Report, December 8, 2014 – January 12, 2015

MONTROSE MANAGEMENT DISTRICT

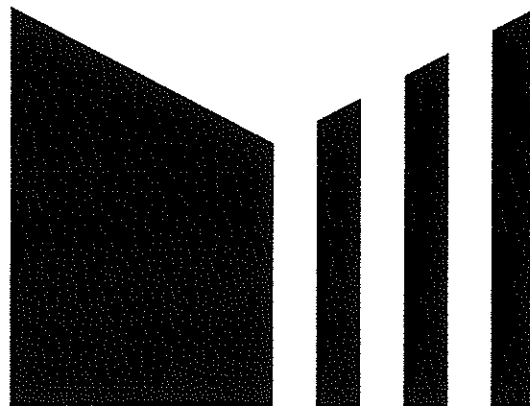
SERVICE PLAN

MONTHLY REPORT

DECEMBER 8, 2014 - JANUARY 12, 2015

COMMITTEE ACTIVITY

STAFF ACTIVITY



COMMITTEE ACTIVITY

Business and Economic Development Committee

The committee did not meet December.

Marketing and Business Relations Committee

The committee did not meet December.

Mobility and Visual Improvements Committee

The committee met on December 15, 2014.

Public Safety Committee

The committee met on December 12, 2014.

Finance Committee

The Finance Committee met on January 7.

STAFF ACTIVITY

DECEMBER 8 – JANUARY 12, 2015

Marketing and Business Relations Committee

Staff worked with the website team to make corrections and updates to the current District website. Work was also completed for the December e-newsletter. The new website creative team continues to work on the redesign of the website. We anticipate that they will be ready to show the news site to the committee at their regular meeting on the 4th Wednesday this month.

At the committee meeting in November the proposed budget was passed which included agreements for photography services as a new line item to address ownership of photos. The District can now authorize use of the photos to third party inquires. The photographers, working with the Marketing Director, will assist the Executive Director in handling and facilitating any third party use requests. In addition the photographers have copyright protected the photos on behalf of the District.

The December 18 year-end mixer was held at Rivas. The winners were: 1st Place – Rivas, 2nd All Star Dental and 3rd Place Timberline Fitness.

Staff is working on the bi-annual printed newsletter.

Business Ambassador Program

The Business Ambassadors completed **61** new visits this month. In addition other visits, which include dropping of information, marketing materials and answering general questions and inquiries, brings their total visits to **100** for the month. BA's also assisted the with the year-end business mixer at the Rivas and other assignments as directed by the Executive Director and staff.

Social Media

See social media report attached.

Mobility and Visual Improvements Committee

The committee met on December 15 to discuss a myriad of on-going projects for the District.

The SPA application comments were finally received from the City on the most recent review. It was anticipated that a meeting would be set with the City the latter part of January to discuss the comments. Our engineers had not yet had an opportunity to digest the proposed changes, but the general consensus was that the proposed changes would not be negative on the overall parking management approach.

Bridge lighting status had not changed. We are still awaiting comments from TxDOT. A meeting has been set with TxDOT for Thursday to discuss movement forward and the status of funding request for painting the bridges that the District submitted in October.

District branding signage plans are final and the last element, an engineering review of the electrical connections by site was underway. It was anticipated that the last submission would be made by the end of January 2015.

Landscaping design plans for the District are close to final. The last element to be added to the plans was a proposed LED lighting of the bullet ends for the medians in the major corridors in the District. An update on that element is expected at the next committee meeting next week.

WPM work on bike lanes and discussions with the City has plans for a meeting with all of the biking interests, including Bike Houston, B-Cycle, Councilmember Cohens office, and the Jeff Weatherford with PWE to discuss proposed plans to re-mark the lanes in the District. That meeting should take place this month.

Street sweeping is continuing. We are still working to finalize the cost for a special "pass" through the district to clean up ramps and street curb spaces. A proposal will be provided to the board at the next meeting.

Safety and Security Committee

The committee met on December 12, 2014. Officer Bessera will update the board on committee discussions.

Business and Economic Development Committee

The committee did not meet in December.

Finance Committee

The committee met January 7 to consider invoices and updates on the delinquent tax collection status. All invoices were recommended for approval and payment.