

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

**December 8, 2014**

**DETERMINE QUORUM; CALL TO ORDER.**

The Board of Directors of the Montrose Management District held a regular meeting open to the public on Monday, December 8, 2014, 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 Madden, Ellis, Hubbard and Leverett, thus constituting a quorum. Also present were Bill Calderon, Susan Hill, Linda Clayton, Gretchen Larson and Marie Cortes, all with Hawes Hill Calderon, LLP; Clark Lord, Bracewell & Giuliani; Felecia Alexander, Municipal Accounts & Consulting; Pat Hall, Equi-Tax, Inc.; and Ray Lawrence, Lawrence & Associates. Others attending the meeting were Dennis Beedon, Montrose Business Ambassador; Officer Victor Beserra, HPD; Eugene Nosad, Avondale Association; Daphne Scarbrough, Richmond Avenue Coalition; Tawny Tidwell; Gene Creely; and Susan Young, South Main Alliance. Chairman Wynn called the meeting to order at 12:09 p.m.

**APPROVE MINUTES OF MEETING HELD NOVEMBER 10, 2014.**

Upon a motion duly made by Director Stinson, and being seconded by Director Llewellyn, the Board voted unanimously to approve the Minutes of the November 10, 2014, Board meeting, as presented.

**ACCEPT 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.**

Mr. Jim Creely stated he was present to speak about the Midtown TIRZ expanding into the Montrose Management District. He requested members of the Board to attend the town hall meeting scheduled Monday, December 15th. Ms. Susan Young reported the South Main Alliance had just received information on the expansion and did not have a position regarding the expansion as yet. She stated to the Board to consider the advantages the District would receive if the TIRZ expanded into the District. Mr. Calderon reported he had spoken with Garnet Coleman's office and Representative Coleman was in support of the expansion and if anyone had any questions for Representative Coleman to call his office and they would be happy to answer them.

**CONSIDER APPROVAL OF THE 2015 ANNUAL BUDGET OF THE DISTRICT.**

Mr. Calderon presented the 2015 Annual Budget, included in the Board agenda materials, and reported the Committees had reviewed the proposed budget and were recommending it for approval. Mr. Calderon discussed the \$1 million borrowing aspect of the budget to be able to fully fund the bridge lighting project and branding. He reported the expected expense for the bridge lighting was at \$2.4 million, less a \$1 million grant and that the branding signage expenses were expected to be over \$600,000. He discussed the reserve funds from the 2014 budget and stated landscaping expenses were not in the 2015 budget since he was not sure what the expense would be at this time. He answered questions regarding the borrowing aspect to cover the bridge lighting and branding signage.

**12:31 p.m. - Director Randall Ellis arrived at meeting.**

Mr. Calderon went over line items for 2014 compared with the proposed 2015 budget. He reported any major obligation will be brought to the Board for approval throughout the year. He reported the Finance Committee had reviewed the proposed budget and was recommending it for approval. Upon a motion duly made by Director Llewellyn, and being seconded by Director Grover, the Board voted unanimously to approve the 2015 Annual Budget, as presented.

**CONSIDER ACTIONS RELATED TO THE FOLLOWING:**

- a. **Approve Hearing Examiner's Report**
- b. **Approve the Order setting the rate of assessment for the District**
- c. **Approve the Order supplementing the assessment roll and levying the assessment**
- d. **Approve the Order amending the information form**

Mr. Calderon went over the documents, included in the Board agenda materials, and answered questions. He reported a 2/3 majority of the Board members were present as required to consider the documents for approval. Upon a motion duly made by Director Grover, and being seconded by Director Mitchmore, the Board voted unanimously to accept the Hearing Examiner's Report and approved the Order Setting the Rate of Assessment for the District, the Order Supplementing the Assessment Roll and Levying the Assessment, and the Order Amending the Information Form, as presented.

**RECEIVE PROPOSAL FROM MARK M. BURTON, PLLC, TO PREPARE END-OF-YEAR FINANCIAL REPORTS.**

**RECEIVE PROPOSAL TO ENGAGE McCALL GIBSON SWEDLUND & BARFOOT, PLLC, FOR DISTRICT'S ANNUAL AUDIT REPORT.**

Mr. Calderon reported Mark M. Burton's proposal was to prepare the end-of-year financial reports in an estimated amount of \$3,400 to \$3,600, with additional expenses estimated at \$85 to \$250. He reported McCall Gibson's proposal was for the preparation of the annual audit report in an estimated expense of \$7,500 to \$8,500. He reported both proposals were included in the Board agenda materials. Upon a motion duly made by Director Llewellyn, and being seconded by Director Mitchmore, the Board voted unanimously to approve the proposals from Mark M. Burton to prepare the end-of-year financial reports and McCall Gibson Swedlund & Barfoot to prepare the annual audit report, as presented.

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

Ms. Alexander presented the Monthly Financial Report and went over invoices, included in the Board agenda materials. Upon a motion duly made by Director Mitchmore, and being seconded by Director Haley, the Board voted unanimously to accept the Monthly Financial Report and approved payment of invoices, 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 99% collected for 2013 in the East zone, no uncertified properties and 62 unsettled accounts. She reported 98% collected for 2013 in the West zone, no uncertified properties and 93 unsettled accounts. She reported billing for 2014 assessments would be sent out tomorrow. No action from the Board was required.

**CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.017, TEXAS GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH ATTORNEY TO DISCUSS LITIGATION, AND MATTERS RELATED TO THE SAME.**

**RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION BY LEGAL COUNSEL RELATED TO ITEM 11 ON THE AGENDA.**


An executive session was not called.

**ANNOUNCEMENTS.**

None.

**ADJOURN.**

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 12:47 p.m.

  
Secretary

