

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

**January 14, 2013**

**Determine quorum; call to order.**

The Board of Directors of the Montrose Management District held a meeting on Monday, January 14, 2013, at 12:00 p.m. Noon at 401 Branard Street, 2nd Floor, Room 106, Houston, TX 77006, inside the boundaries of the District, and open to the public. Chairman Wynn called the meeting to order at 12:02 p.m., 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: Dana Thorpe	Position 10: Michael Grover
Position 3: Randy Mitchmore, <i>Vice Chairman</i>	Position 11: Bobby Heugel
Position 4: Cassie Stinson, <i>Secretary</i>	Position 12: Brad Nagar, <i>Ass't Sec'y</i>
Position 5: Lane Llewellyn	Position 13: Vacant
Position 6: Vacant	Position 14: David Robinson
Position 7: Vacant	Position 15: Randall Ellis
Position 8: Robert Jara	

and all of the above were present with the exception of Directors Grover and Nagar, thus constituting a quorum. Also present at the meeting were Bill Calderon, Susan Hill, Josh Hawes, Gretchen Larson and Ray Lawrence, all of Hawes Hill Calderon, L.L.P.; Clark Lord, Bracewell & Giuliani, L.L.P.; Patricia Hall, Equi-Tax, Inc.; and Darrell Hawthorne, Municipal Accounts and Consulting, L.P. Others present were Dennis Beedon, District business ambassador; Andrew Leva, L Qube Corporation; and Cody Lutsch, Fat Property, L.L.C.

**Approve minutes of meeting held December 10, 2012.**

Upon a motion duly made by Director Llewellyn and being seconded by Director Mitchmore, the Board voted unanimously to approve the minutes of its meeting held December 10, 2012.

**Receive public comments.**

Mr. Lutsch addressed the Board with regard to the payment of his 2011 assessment. No action was taken.

**Receive District's Monthly Assessment Collection Reports and Billing and Assessment Summaries, Lawsuit and Arbitration Status Details, and Delinquent Assessment Reports.**

The agenda item was deferred until later in the meeting.

**Approve Hearing Examiner's Report and Proposal for Decision to be presented to the Board of Directors of the Eastern Service Area of the Montrose Management District;**

Mr. Lord addressed the Board and suggested that this agenda item should be considered in conjunction with the next seven agenda items. Mr. Calderon then proceeded to brief the Board about the two

Supplemental Assessment Roll public hearings that were conducted recently, one hearing for each side of the District. He recommended that Board action be taken as follows:

**Adopt Order Setting the Rate of Assessment for all Properties on the District's Assessment Roll for Year Six of the District's Service Plan (Eastern Service Area);**

**Adopt Order Supplementing the Assessment Roll for the Montrose Management District and Levying Assessments Against the Property on the Supplemental Assessment Roll (Eastern Service Area);**

**Approve Amended Information Form (Eastern Service Area).**

**Approve Hearing Examiner's Report and Proposal for Decision to be presented to the Board of Directors of the Western Service Area of the Montrose Management District;**

**Adopt Order Setting the Rate of Assessment for all Properties on the District's Assessment Roll for Year Three of the District's Service Plan (Western Service Area);**

**Adopt Order Supplementing the Assessment Roll for the Montrose Management District and Levying Assessments Against the Property on the Supplemental Assessment Roll (Western Service Area);**

**Approve Amended Information Form (Western Service Area).**

The eight agenda items listed immediately above were considered together. Following discussion and upon a motion duly made by Director Mitchmore and being seconded by Director Heugel, the Board voted unanimously to approve the Hearing Examiner's Report and Proposal for Decision presented to the Board of Directors of the Eastern Service Area of the Montrose Management District; adopt an Order setting the rate of assessment for all properties on the District's Assessment Roll for Year Six of the District's Service Plan (Eastern Service Area); adopt an Order supplementing the Assessment Roll for the Montrose Management District and levying assessments against the property on the Supplemental Assessment Roll (Eastern Service Area); approve an amended Information Form (Eastern Service Area); approve the Hearing Examiner's Report and Proposal for Decision to the Board of Directors of the Western Service Area of the Montrose Management District; adopt an Order setting the rate of assessment for all properties on the District's Assessment Roll for Year Three of the District's Service Plan (Western Service Area); adopt an Order supplementing the Assessment Roll for the Montrose Management District and levying assessments against the property on the Supplemental Assessment Roll (Western Service Area); and approve an amended Information Form (Western Service Area).

**Receive and consider Montrose Management District's monthly financial report and pay invoices.**

Mr. Hawthorne reviewed the financial statements included in the Board agenda materials. Chairman Wynn noted that the invoices presented for payment have been reviewed by the Finance Committee. Upon a motion duly made by Director Ellis and being seconded by Director Llewellyn, the Board voted unanimously to approve the Montrose Management District's monthly financial report and pay invoices.

**Receive Executive Director's Monthly Report on District initiatives.**

Mr. Calderon briefed the Board. He said that the Public Safety Committee met on December 14, 2012. Director Robinson joined the Board meeting in progress at 12:15 p.m. Mr. Calderon reported that the District's recycling mixers are popular events and that most of the dates and locations for the 2013 mixers



are already scheduled. He added that Houston Mayor Annise Parker attended the December, 2012 recycling event.

Chairman Wynn asked about progress on the proposed re-lighting project for the six bridges over Highway 59. Mr. Calderon reported that a grant application in the amount of \$1.6 million was submitted to TxDOT for consideration, along with numerous other grant proposals. He said the grant request for the project will now be reviewed by TxDOT and that a decision may be rendered by mid-April, 2013.

Chairman Wynn inquired about the progress being made with regards to obtaining the necessary City approval for Board member nominees. Mr. Calderon reported that the Mayor's Office is in the process of obtaining input from Texas State Representative Garnet Coleman's Office. Chairman Wynn suggested that Board nominees should be invited to attend future Board meetings. Director Stinson joined the Board meeting in progress at 12:20 p.m.

Mr. Calderon said that the signage project is moving forward. He said that the Mobility and Visual Improvements Committee will review a cost proposal from Neon Signs at its next meeting and will subsequently make recommendations to the Board. He said that the District's street-sweeping initiatives are well underway. There was discussion about methods to improve the efficiency of the street-sweeping program. No action was taken.

**Receive report from the Public Safety Committee.**

Mr. Hawes presented the report. He said that a long-time member of the local Houston Police Department (HPD) storefront team died overnight of a heart attack. Director Hubbard suggested that a condolence message should be posted on the District's website.

Mr. Hawes reviewed the crime statistics included in the meeting agenda materials, after which a discussion ensued about the increase in burglaries to motor vehicles. He said that two individuals were arrested recently in conjunction with such motor vehicle crimes. The Board discussed the need for improved street lighting and the possibility of conducting a street lighting survey. Mr. Calderon said that these surveys are beneficial in terms of facilitating street light lamp replacements and repairs, adding that street lighting surveys are being performed in other management districts. Chairman Wynn requested that the Committee research the matter further. No action was taken.

**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 Report. She reported that the 2011 assessments are 98% collected to date on both the East and West sides of the District. She noted that the District's Top Ten Assessment Payers and the Ten Largest Delinquent Accounts are listed in the Board agenda materials. She said that the 2012 assessment collection process is now underway and that assessments are due by January 31, 2013. Reminder notices are being mailed.

Director Jara asked for details relating to the public comments made by Mr. Lutsch earlier in the meeting. Ms. Hall responded. Following discussion, it was noted that the District is unable to waive the penalties and interest due for late payment of this assessment. No action was taken.

**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 did not convene in Executive Session.

**Reconvene in Open Session and authorize appropriate action by legal counsel related to Item #16 on the agenda.**

No action was taken.

**Announcements.**

Mr. Hawes said that Officer Anthony Demaris, a 27-year HPD veteran, is the officer who died of a heart attack.

**Adjourn.**

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 12:55 p.m.

*Cassie B. Stinson*

Secretary, Board of Directors  
Montrose Management District

