

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

**February 11, 2013**

**Determine quorum; call to order.**

The Board of Directors of the Montrose Management District held a meeting on Monday, February 11, 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, Secretary	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 Director Llewellyn, 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 and Marie Cortes-Matte, District business ambassadors; Cody Lutsch, Fat Property, L.L.C.; Eugene Nosal, Avondale Association; Nicole Sunderman, Waste Partners International; Carl Sandry, Perdue Brandon Fielder Collins & Mott, L.L.P.; Officers Joseph Mabasa and Victor Beserra, Houston Police Department (HPD); Damian Lacroix, The Lacroix Law Firm; Daphne Scarbrough, Richmond Avenue Coalition; and Lennie Williams, writer.

**Approve minutes of meeting held January 14, 2013.**

Upon a motion duly made by Director Hubbard and being seconded by Director Mitchmore, the Board voted unanimously to approve the minutes of its meeting held January 14, 2013.

**Receive public comments.**

There were no public comments. Chairman Wynn presented HPD Officer Mabasa with a special "Certificate of Excellence" for achieving the highest number of arrests among officers while working for the District during 2012. 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.

**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 Grover and being seconded by Director Robinson, 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 and said that numerous committee meetings were held during the past month. Mr. Lawrence announced that the next meeting of the Business and Economic Development Committee will be on February 27, 2013 at noon at Traditions Bank and will feature a guest speaker from METRO.

Mr. Calderon reported that the District's recycling mixers are popular events. Ms. Larson said the next recycling mixer will be held on February 28, 2013. She said that the bi-annual recycling event is scheduled for April 27, 2013. It will include secure document shredding and electronic recycling activities. Mr. Calderon added that HPD will have a presence at the event focusing on security awareness.

Mr. Calderon introduced Ms. Williams. He reported that the District's two business ambassadors, both in attendance at today's meeting, have completed a total of 347 business visits to date, with 110 visits during the past month.

No action was taken.

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

Mr. Calderon said that the Public Safety Committee met on February 8, 2013. In attendance was Ms. Celena Cavazos Vinson, the new, Harris County attorney who will work with the District to resolve nuisance abatement issues through the Harris County Community Protection Program. He said that Ms. Vinson and Officer Beserra are scheduled to tour the District soon.

Mr. Calderon briefed the Board on progress on the proposed re-lighting project for the six bridges over Highway 59. He said that a grant application in the amount of \$1.6 million was submitted to TxDOT for consideration, along with numerous other grant proposals from the Houston area. Several applicants subsequently were given the opportunity by TXDOT to modify their proposals, although revisions to the District's proposal were not requested. He said that TxDOT will now undergo a review of the grant applications, with a decision regarding funding anticipated in May or June, 2013.



Chairman Wynn noted that the District's grant proposal for the bridge re-lighting received broad-based community support, with letters from the Mayor's Office, Medical Center, Museum District and Rice University, among others.

Ms. Hall joined the Board meeting in progress at 12:15 p.m.

Ms. Sunderman addressed the Board and provided an overview of the street-sweeping program. The Board discussed the impact on the program of such activities as street and private development construction and parked vehicles. There was also discussion about the specific street-sweeping routes, as well as methods for alerting area neighborhood associations about the street-sweeping schedule. It was agreed to post the information on the District's website. It was suggested that an increased volume of telephone calls to the City's 311 Hotline might result in clean-up initiatives by the City. Chairman Wynn asked that the Mobility and Transportation Committee develop a strategy in terms of advocating for future capital improvement project funds from the City.

Officer Beserra presented the Patrol Activity Report. He said that a total of 889 arrests were made during 2012 and that Officer Mabasa participated in 317 of those arrests. He reported that 85 arrests were made last month, of which 16 arrests were for felonies. No action was taken.

**Receive and consider report from the Mobility and Visual Improvements Committee:**

- a) Consider prototype District Identification Sign proposal from NEC in the amount of \$9,500.**

Committee Chair Robinson said that the Committee recommends approval of a prototype District Identification Sign, noting that the proposal from Neon Electric Corp. (NEC) is in the Board agenda materials. Following discussion, and upon a motion duly made by Director Stinson and being seconded by Director Mitchmore, the Board voted unanimously to approve the prototype District Identification Sign proposal from NEC in the amount of \$9,500.

- b) Consider proposal from SMC Logistics for Street Lamp Outage Reporting in the amount of \$350.00 per month.**

Mr. Calderon reviewed the proposal from SMC Logistics for street lamp outage reporting that was included in the Board agenda materials. There was discussion about the specific streets to be included, and Director Stinson inquired about the process for including "mixed-use" streets in the program. The Board also discussed the possibility of conducting a separate survey that would identify areas that may be without adequate lighting. The Board discussed the possibility of installing a mobile security camera on Lovett in the area of Covenant House. Following discussion, and upon a motion duly made by Director Stinson and being seconded by Director Mitchmore, the Board voted unanimously to approve the proposal from SMC Logistics for Street Lamp Outage Reporting in the amount of \$350.00 per month.

**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 2012 assessments are 88% collected to date on the East side of the District and 64% collected on the West side 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 there are properties on both sides of the District for which the 2012 values are uncertified. Mr. Calderon added that there is a link on the District's website to Equi-Tax, Inc., to facilitate payment of assessments. 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.**

There were no announcements.

**Adjourn.**

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 1:00 p.m.

  
Secretary, Board of Directors  
Montrose Management District

