

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

**June 10, 2013**

**Determine quorum; call to order.**

The Board of Directors of the Montrose Management District held a meeting on Monday, June 10, 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. Vice Chairman Mitchmore called the meeting to order at 12:00 p.m. Noon, 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 Chairman Wynn and Directors Ellis, Llewellyn and Thorpe, thus constituting a quorum. Also present at the meeting were Bill Calderon, Susan Hill, Josh Hawes and Gretchen Larson, 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, both District business ambassadors; Daphne Scarbrough, Richmond Avenue Coalition; Eugene Nosal, Avondale Association; Officer Victor Beserra, Houston Police Department; Brian Toldan, McCall Gibson Swedlund Barfoot, P.L.L.C.; and Mark Lacy, Houston Institute for Culture.

**Approve minutes of meeting held May 13, 2013.**

Upon a motion duly made and seconded, the Board voted unanimously to approve the minutes of its meeting held on May 13, 2013.

**Receive public comments.**

Mr. Lacy addressed the Board and provided information about his organization. He announced that the City's Official Juneteenth event will be held on June 19, 2013 at Miller Outdoor Theater and discussed the group's other upcoming plans and activities.

Vice Chairman Mitchmore suggested that Mr. Lacy collaborate with Ms. Larson in terms of the District's help to increase public awareness about the upcoming Juneteenth event. 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 postponed 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. Mr. Calderon noted that the invoices being presented for payment were reviewed by the Finance Committee. Upon a motion duly made by Director Nagar and being seconded by Director Robinson, the Board voted unanimously to approve the Montrose Management District's monthly financial report and pay invoices.

**Receive and Consider District's FY 2012 financial audit report.**

Mr. Toldan presented the report, a draft of which was included in the Board agenda materials. He said that his firm is issuing a clean, or unqualified opinion, which is the highest possible. During discussion, he noted that there have been changes to some nomenclature relating to government agencies, but that audit standards remain the same. He also said that pending litigation is generally only of concern if it involves contingent liability issues. Following discussion, and upon a motion duly made by Director Stinson and being seconded by Director Hubbard, the Board voted unanimously to approve the District's FY 2012 financial audit report.

**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 94% collected to date on both sides of the District. She said that there are no properties in the District with uncertified property values. She reported that preliminary property values for 2013 issued by the Harris County Appraisal District indicate there is an increase in values. Upon a motion duly made by Director Hubbard and being seconded by Director Heugel, the Board voted unanimously to accept the Report.

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

Mr. Calderon said that the full Executive Director's Monthly Report is included in the Board agenda materials. He reported on Committee activity, noting that the Marketing and Business Relations Committee will have action items for the Board to consider today.



He said that the District's two business ambassadors made 138 visits during the month, with a total thus far of almost 900 visits. He said that social media statistics are included in the Board agenda materials.

Mr. Calderon reported that the Houston-Galveston Area Council (HGAC) did not include the District's bridge-lighting project in its recommendations to TxDOT due to the fact that HGAC's current priorities are bicycle/pedestrian-related projects rather than beautification. He said there is a possibility of obtaining other TxDOT funding for the project, which TxDOT will consider in late July. Mr. Calderon added that the project could also be funded through support from area corporations and private foundations.

He said that the first business seminar sponsored by the District was highly successful, with more than 80 attendees attending the session yesterday. He thanked Director Heugel for both hosting and presenting the seminar. Additional seminars are planned quarterly, with the next meeting scheduled for August, 2013.

Mr. Calderon reported on collaborative activities with the Harris County District Attorney's office with regards to safety and security issues at T C's Bar. He said the owners have entered into an agreement with the District Attorney. Director Nagar commented about some of the details of the agreement.

Office Beserra reported on crime statistics for the month. He said that there were a total of 94 arrests during the month of May. He said that 1,061 flyers with tips for prevention of burglaries to motor vehicles were distributed, as well as 668 vehicle "report cards." No action was taken.

**Receive report and recommendations from the Marketing and Business Relations committee:**

- a. Consider approval of the Business Seminar Program and establish a budget not to exceed \$1,000 per event.**

Ms. Larson reviewed the Business Seminar Program, noting that it currently is scheduled to occur quarterly. Following discussion and upon a motion duly made by Director Grover and being seconded by Director Stinson, the Board voted unanimously to approve the Business Seminar Program and to establish a budget not to exceed \$1,000 per event.

- b. Creation of a Branded Bike Rack Program and authorization to proceed with a budget not to exceed \$25,000 for remainder of 2013.**

Director Heugel explained the need and rationale for the bike racks. He said that the plans are to follow bike rack guidelines from BikeHouston. Mr. Calderon said that this would be Phase I of a Bike Rack Program and would include 20 bike racks. Director Nagar commented on a unique bike rack design at a firm in Columbus with which he does business. Director Heugel said that a custom design would likely increase the costs. It was also suggested that Kudela and Weinheimer be consulted with regards to achieving brand consistency in terms of incorporating the District's brand identity on the bike racks.

Upon a motion duly made by Director Stinson and being seconded by Director Robinson, the Board voted unanimously to provide preliminary approval of a Branded Bike Rack Program and to authorize proceeding with a budget not to exceed \$25,000 for the remainder of 2013, as amended to authorize the Committee to research bike rack aesthetics and to authorize the Committee to make final adjustments to the bike rack design and production with the Chairman's participation.

- c. Consider approval of ad placements in area civic association e-news and printed newsletters.**
  - i. East Montrose Civic Association - \$65/mo.**
  - ii. First Montrose Commons - \$18/mo.**

Ms. Larson explained the rationale for advertising in civic association e-news and printed newsletters, noting that funds are available in the budget. Following discussion, and upon a motion duly made by Director Robinson and being seconded by Director Hubbard, the Board voted unanimously to approve ad placements in area civic association e-news and printed newsletters as follows: East Montrose Civic Association at a monthly cost of \$65.00 and First Montrose Commons at a monthly cost of \$18.00.

- d. Consider approval of a Holiday Decorating Program with a budget not to exceed \$3,500.**

Upon a motion duly made by Director Stinson and being seconded by Director Jara, the Board voted unanimously to table the agenda item until the July, 2013 Board meeting.

**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 #12 on the agenda.**

No action was taken.

#### **Announcements.**

Director Robinson said the planned route for next year's Chevron Houston Marathon will involve a greater presence in the Montrose area. No action was taken.

#### **Adjourn.**

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

*Cassie B. Stinson*

Secretary, Board of Directors  
Montrose Management District

