

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

**August 12, 2013**

**Determine quorum; call to order.**

The Board of Directors of the Montrose Management District held a meeting on Monday, August 12, 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 Ellis and Heugel, 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 & Guiliani, L.L.P.; and Darrell Hawthorne and Felicia Alexander, both of Municipal Accounts and Consulting, L.P. Others present were Marie Cortes, District business ambassador; Daphne Scarbrough, Richmond Avenue Coalition; Eugene Nosal, Avondale Association; Officer Victor Beserra, Houston Police Department; Therese Alvarez, ASE Security; Joseph Le, Harris County Precinct One Constable's Office; Barry Abrams, Blank Rome; and Chris Valdez, Primer Grey.

**Approve minutes of meeting held July 8, 2013.**

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 on July 8, 2013.

**Receive public comments.**

There were no public comments.

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

Mr. Calderon presented the report. He said that the 2012 assessments are 95% collected to date on the east side of the District and 96% collected on the west side of the District. He said that the Harris County Appraisal District is expected to issue 2013 certified property tax values by the end of the month. No action was taken.

**Consider policy concerning waiver of penalty and interest.**

Mr. Calderon provided background information about the development of a policy concerning the waiver of penalty and interest for delinquent assessment payers. He said that the proposed policy would allow for a one-time waiver of late penalties for delinquent assessment payers, with the base tax and interest both still being due. He said that this is in compliance with Texas state law. Upon a motion duly made by Director Llewellyn and being seconded by Director Grover, the Board voted unanimously to adopt a policy concerning the waiver of penalty and interest.

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

Mr. Hawthorne introduced Ms. Alexander. He then reviewed the financial statements included in the Board agenda materials. He also distributed a document titled, "Montrose Management District, Quarterly Investment Inventory Report," dated June 30, 2013, hereby attached as Exhibit A. Upon a motion duly made by Director Llewellyn and being seconded by Director Grover, the Board voted unanimously to approve the Montrose Management District's monthly financial report and pay invoices.

**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 then reported on Committee activity.

He said that the District's second business seminar was held yesterday afternoon and that it was again hosted by Director Heugel and held at Underbelly restaurant. City of Houston personnel made a presentation regarding the City's permitting processes, and there were approximately 30 attendees. He said the next seminar will be held in October and that the topic will be marketing and social media. High attendance is expected.

Mr. Calderon invited Mr. Valdez to present statistics pertaining to the measurement of social media values. Mr. Valdez then addressed the Board and reviewed a report included in the Board agenda materials.

Mr. Calderon said that there was positive news coverage with regards to the bridge re-lighting project, including a Houston Chronicle news story and two radio interviews.



He said that the recommended design for the District's branded bicycle racks is u-shaped and that it can be scaled to varying sizes, depending on the size of the property that is available for installation. He said that 25 potential locations have been identified for the bicycle racks.

He said a meeting is scheduled soon in Austin with the Texas Committee for the Arts regarding its Cultural District Designation Program. He said that a proposed agreement with the Houston Arts Alliance for ongoing access to its web-based calendar feed will be discussed later in the meeting, as will a proposed agreement with a professional writer.

Mr. Calderon asked Mr. Lawrence to report on economic development initiatives. Mr. Lawrence said that a Real Estate Forum is being scheduled for November, 2013 that will target developers, brokers and investors. He said there will be a panel of several guest speakers and that a location for the event is currently being researched. Chairman Wynn complimented Mr. Lawrence for compiling the first comprehensive statistical profile of the District including the number of retail and commercial establishments; multi-family housing units; and stand-alone housing. Chairman Wynn said that these demographics are highly important in terms of attracting new businesses to the area.

Regarding mobility issues, Mr. Calderon reported that he and Director Robinson met with the Houston Planning Commission with regards to the reclassification of Richmond Avenue on the City's major thoroughfare plan as a transit corridor. He noted that the public meeting on this matter was well attended and that the Planning Commission is recommending the reclassification. City Council will then vote on the matter. Director Robinson added that the District has been asked by the City to recommend a location for a new parking area. Mr. Calderon reported that the District's initial monument sign will be installed soon at a location provided by Weingarten Realty on West Gray.

Officer Beserra reported on crime statistics for the month. He said that there were a total of 77 arrests during the month of July, including 6 felony arrests. Committee Chair Nagar inquired about recent repairs to the District's security vehicles, and Officer Beserra responded. Committee Chair Nagar said that the Committee recommends positioning six patrol officers in the area on the evening of this fall's Montrose Pub Crawl, rather than making a direct, financial contribution. No action was taken.

#### **Approve agreement to fund improvements to Bell Park.**

Mr. Calderon provided an overview of the funding request that had been made by the Museum Area Municipal Association (MAMA) and distributed a document titled, "Bell Park Restoration Project Budget," dated July 14, 2013, hereby attached as Exhibit B. He said that a Memorandum of Understanding for the funding has been developed by the District's legal counsel. Director Hubbard suggested that it would be beneficial to have an inventory of all of the parks and greenspaces within the District. Following discussion, and upon a motion duly made by Director Mitchmore and being seconded by Director Nagar, the Board voted to fund improvements in the amount of \$8,000.00 to Bell Park. Director Stinson abstained from the vote.

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

- a) Consider an agreement with Houston Arts Alliance for specialized access to their events calendar database feed.**

Mr. Calderon explained the rationale for the use of the events calendar on the District's website. He said there would be a licensing fee of \$250.00 per month payable to the Houston Arts Alliance. Director Nagar questioned the cost for the services. Following discussion, and upon a motion duly made by Director Llewellyn and being seconded by Director Stinson, the Board voted to approve an agreement with the Houston Arts Alliance for specialized access to their events calendar database feed. Director Nagar opposed the motion.

- b) Consider an agreement with Brittanie Shey for professional writing services.**

Upon a motion duly made by Director Llewellyn and being seconded by Director Thorpe, the Board voted unanimously to approve an agreement with Brittanie Shey for professional writing services at a cost of \$250.00 per month.

**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 1:10 p.m.

**Reconvene in Open Session and authorize appropriate action by legal counsel related to Item #10 on the agenda.**

The Board reconvened in Open Session at 1:25 p.m. No action was taken.

**Announcements.**

Chairman Wynn invited those present to attend an event tomorrow evening at the Museum of Fine Arts, Houston sponsored by the South Main Alliance and the Main Street Coalition. The meeting will be a presentation about the design and implementation of wide-ranging projects to enhance the pedestrian realm of the Museum District, including a Museum Walk and University Crossing.

Director Stinson announced that the District's next business mixer will be held on August 22, 2013 at Eleven XI. No action was taken.

**Adjourn.**

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 1:29 p.m.



*Cassie B. Stinson*

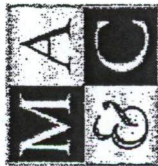
Secretary, Board of Directors  
Montrose Management District



**List of Exhibits:**

Exhibit A: "Montrose Management District, Quarterly Investment Inventory Report,"  
dated June 30, 2013

Exhibit B: "Bell Park Restoration Project Budget," dated July 14, 2013



MUNICIPAL ACCOUNTS  
& CONSULTING, L.P.

## Montrose Management District

### Quarterly Investment Inventory Report Period Ending June 30, 2013

BOARD OF DIRECTORS  
Montrose Management District

Attached is the Quarterly Investment Inventory Report for the  
Period ending June 30, 2013.

This report and the District's investment portfolio are in compliance with the  
investment strategies expressed in the District's investment policy, and the  
Public Funds Investment Act.

  
Mark M. Burton

(Investment Officer)

  
Ghia Lewis

(Investment Officer)

#### COMPLIANCE TRAINING

"HB 675 states the Investment Officer must attend at least one training seminar for (6) six hours  
Within twelve months of taking office and requires at least (4) four hours training within each (2)  
two year period thereafter.

#### INVESTMENT OFFICERS

Mark M. Burton

#### CURRENT TRAINING

September 14, 2002 (McCall, Gibson 6 Hours)  
September 13, 2003 (McCall, Gibson 4 Hours)  
October 1, 2005 (McCall, Gibson 4 Hours)  
October 26, 2007 (UNT 10 Hours)  
October 26, 2009 (Texpool Academy 10 Hours)  
November 5, 2011 (Texpool Academy 10 Hours)  
  
September 13, 2003 (McCall, Gibson 6 Hours)  
September 23, 2007 (McCall, Gibson 4 Hours)  
October 26, 2009 (Texpool Academy 10 Hours)  
October 25, 2011 (Texpool Academy 10 Hours)

Ghia Lewis

Montrose Management District

Summary of Money Market Funds

04/01/2013 - 06/30/2013

und: Operating

Financial Institution: COMPASS BANK-PREMIER

Account Number: XXXX2019 Date Opened: 03/20/2012 Current Interest Rate: 0.20%

Date Description

Date	Description	Begin Balance	Cash Added	Cash Withdrawn	Int. Earned	End Balance
04/01/2013		481,316.51				
04/01/2013	Assessments		340.63		81.74	
04/01/2013	TO CHECKING			(10,876.00)		
04/02/2013	TO CHECKING			(19,396.00)		
04/08/2013	Assessments		739.20			
04/10/2013				(10.00)		
04/15/2013			61.59			
04/25/2013	CD Interest XXXX6061					
05/01/2013					75.10	
05/02/2013	TO CHECKING			(9,534.96)		
05/06/2013	Assessments		483.60			
05/13/2013	TO CHECKING			(32,327.00)		
05/15/2013	Assessments		2,048.18			
05/15/2013				(10.00)		
05/22/2013	CD Interest XXXX6363					
05/23/2013	Assessments		61.62			
06/03/2013	TO CHECKING		2,425.08			
06/03/2013				(11,840.00)		
06/10/2013	Assessments		1,343.53		72.26	
06/12/2013	TO CHECKING			(20,858.69)		
06/12/2013	Assessments		542.74			
06/13/2013	Assessments		1,496.13			
06/17/2013				(10.00)		
06/20/2013	Assessments		1,656.69			
	Totals for Account XXXX2019:	\$481,316.51	\$11,198.99	(\$104,862.65)	\$229.10	\$387,881.95

Methods Used For Reporting Market Values

certificates of Deposit:

securities/Direct Government Obligations:

Public Fund Investment Pool/ARM Accounts:

Face Value Plus Accrued Interest

Market Value Quoted by the Seller of the Security and Confirmed in Writing

Balance = Book Value = Current Market

Montrose Management District

Summary of Money Market Funds

04/01/2013 - 06/30/2013

Fund: Operating

Financial Institution: COMPASS BANK-PREMIER

Account Number: XXXX2086 Date Opened: 03/20/2012 Current Interest Rate: 0.20%

Description

Date	Begin Balance	Cash Added	Cash Withdrawn	Int. Earned	End Balance
04/01/2013	844,958.55				
04/01/2013		2,405.44			145.31
04/01/2013					
04/01/2013					
04/02/2013			(22,767.94)		
04/04/2013		281.21			
04/05/2013		4,216.33			
04/08/2013					
04/08/2013			(40,604.00)		
04/10/2013		2,292.48			
04/15/2013					
04/19/2013			(10.00)		
04/25/2013		5,725.25			
04/25/2013		61.59			
04/25/2013		447.58			
05/01/2013					
05/01/2013		171.34			131.69
05/02/2013					
05/02/2013			(19,959.00)		
05/02/2013		60.69			
05/13/2013					
05/15/2013					
05/15/2013					
05/15/2013		2,263.51			
05/22/2013		61.62			
05/23/2013		640.61			
05/23/2013					
05/29/2013		1,918.24			
05/29/2013		2,147.03			
06/03/2013					
06/03/2013			(25,160.00)		
06/03/2013					
06/10/2013		399.31			125.48
06/10/2013		5,568.72			

Methods Used For Reporting Market Values

Certificates of Deposit: Price Value Plus Accrued Interest  
 Securities/Debt Government Obligations: Market Value Quoted by the Seller of the Security and Confirmed in Writing  
 Public Fund Investment Pool/AM Accounts: Balance = Book Value = Current Market



Montrose Management District

Summary of Money Market Funds

04/01/2013 - 06/30/2013

Fund: Operating		Financial Institution: COMPASS BANK-PREMIER		Account Number: XXXX2086		Date Opened: 03/20/2012	Current Interest Rate: 0.20%	Description		Date		Begin Balance	Cash Added	Cash Withdrawn	Int. Earned	End Balance
								TO CHECKING		06/12/2013						
								Assessments		06/12/2013			3,073.40			
								SAGE PAYMENT		06/13/2013			483.91			
										06/17/2013						
								Assessments		06/20/2013			2,789.34		(10.00)	
								Assessments		06/24/2013			681.25			
								Assessments		06/26/2013			2,770.79			
								Totals for Account XXXX2086:				\$844,958.55	\$38,459.64		\$402.48	\$663,485.00
								Totals for Operating Fund:				\$1,326,275.06	\$49,658.63	\$325,197.90	\$631.58	\$1,051,367.00

Methods Used For Reporting Market Values

estimates of Deposits:  
 Securities/Direct Government Obligations:  
 Public Fund Investment Pool/NIM Accounts:  
 Face Value Plus Accrued Interest  
 Market Value Quoted by the Seller of the Security and Confirmed in Writing  
 Balance = Book Value = Current Market

**Montrose Management District**

### Methods Used For Reporting Market Values

**Securities of Deposits:**  
**Securities/Direct Government Obligations:**  
**Public Fund Investment Pool/AM Accounts:**

Totals for District:

400,000.00	0.00	200,000.00	0.00	200,000.00	-400,000.00	N/A	282.27	246.42	0.00	246.42	\$368.
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Montrose Management District

Detail of Pledged Securities

04/01/2013 - 06/30/2013

Financial Institution: COMPASS BANK-PREMIER

Security: FHLMC  
CUSIP: 31285J1U9

Par Value:	Maturity Date:	Pledged:	Released:	Amount Released:
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Date	Value
04/30/2013	468,310.47
05/31/2013	463,399.71
06/30/2013	450,242.05

Security: FHLMC  
CUSIP: 3137ASUQ5

Par Value:	Maturity Date:	Pledged:	Released:	Amount Released:
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Date	Value
04/30/2013	263,619.41
05/31/2013	260,905.99
06/30/2013	252,847.38

Security: FNMA  
CUSIP: 31371LP17

Par Value:	Maturity Date:	Pledged:	Released:	Amount Released:
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Date	Value
04/30/2013	193,744.34
05/31/2013	169,100.70
06/30/2013	146,758.74

0

Security: FNMA  
CUSIP: 3138EGQ56

Par Value:	Maturity Date:	Pledged:	Released:	Amount Released:
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Date	Value
04/30/2013	213,885.99
05/31/2013	204,021.30
06/30/2013	194,157.18

Security: FNMA  
CUSIP: 31419ATX5

Par Value:	Maturity Date:	Pledged:	Released:	Amount Released:
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Date	Value
04/30/2013	156,394.00
05/31/2013	143,127.79
06/30/2013	131,224.61

Methods Used For Reporting Market Values

Certificates of Deposit: Price Value Plus Accrued Interest  
Securities/Direct Government Obligations: Market Value Quoted by the Seller of the Security and Confirmed in Writing  
Public Fund Investment Pool/AM Accounts: Balance = Book Value = Current Market



**Bell Park Restoration Project  
Budget (As of July 14, 2013)**

	<b>Total</b>
Irrigation System	\$ (19,316)
Bed Preparation	\$ (3,600)
Plant Materials	\$ (2,400)
	<u>\$ (25,316)</u>
HPB Funds management fee (5%)	\$ (1,266)
Insurance (1%)	\$ (253)
<b>Total Project Expenditures</b>	<b>\$ (26,835)</b>
Funds received by Houston Parks Board	\$ 17,432
Funds received by HPB, not posted	\$ 1,550
Montrose Management District Match - <i>pending</i>	\$ 8,000
<b>Total Funds Raised</b>	<b>\$ 26,982</b>
<b>Over/(under) goal</b>	<b>\$ 147</b>

**Additional MAMA Fundraising Underway**

Contingency (10%)	\$ (2,500)
Maintenance Reserve	\$ (2,500)

**Houston Parks Board, Inc.  
FY2013 Bell Park Account**

<u>Vendor/Donor</u>	<u>Description of Activity</u>	<u>Effective</u>	<u>Revenue</u>	<u>Expense</u>
	<b>Starting Cash Balance 7/1/12</b>		<b>0.00</b>	
Brewer	Donation	03/01/13	100.00	
Warwick Square Townhomes	Donation	3/8/2013	500.00	
Ms. Judith E Siff	Donation	3/15/2013	100.00	
5000 Montrose Council of Co-	Donation	3/28/2013	1,000.00	
	Credit Card Discount charges	29-Mar		5.01
Ms. Susan O Allen	Donation	5/6/2013	100.00	
Ms. Sharon Adams	Donation	5/6/2013	50.00	
Mr. Rey de la Reza	Donation	5/6/2013	100.00	
Mr. Richard E Grandy	Donation	5/10/2013	100.00	
Mrs. Deborah A Fiorito	Donation	5/16/2013	100.00	
Mr. Joseph T Siff	Donation	5/22/2013	25.00	
Mr. Douglas Lawing	Donation	5/24/2013	1,000.00	
Dr. Charles Cleeland	Donation	5/27/2013	500.00	
Mr. Guy Hagstette FAIA	Donation	5/28/2013	500.00	
Ms. Leslie Gerber	Donation	5/29/2013	250.00	
Mr. and Mrs. Bill Camfield	Donation	5/31/2013	50.00	
Mr. and Mrs. Bill Camfield	Donation	5/31/2013	50.00	
	Credit Card Discount charges			35.63
Mr. and Mrs. Peter Brown	Donation	6/17/2013	100.00	
Mr. Kevin W Bell	Donation	6/17/2013	100.00	
Mr. Charles Dreyer	Donation	6/17/2013	50.00	
Dr. and Mrs. Pittman McGehee	Donation	6/17/2013	200.00	
Laura Marsh	Donation	6/17/2013	100.00	
Ms. Kristen Castellanos	Donation	6/21/2013	250.00	
Museum Area Municipal Assn.	Donation	6/21/2013	10,400.00	
Mr. and Mrs. Rhon Linkous	Donation	6/21/2013	100.00	
	Credit Card Discount charges			44.62
	Transaction total		15,825.00	85.26
	<b>Current Balance on 6/30/13</b>		<b>15,739.74</b>	

**Prepared by:**  
Becky Porteous, Finance Manager  
713 942 8500 ext 16  
becky@houstonparks board.org

Date:

**Houston Parks Board, Inc.  
FY2014 Bell Park Account**

<u>Vendor/Donor</u>	<u>Description of Activity</u>	<u>Effective</u>	<u>Revenue</u>	<u>Expense</u>	<u>Session ID</u>	<u>Doc Number</u>
	<b>Starting Cash Balance 7/1/13</b>		15,739.74			
	6/30 Bank Merchant Fee			7.46		
Museum Municipal	Donation	08/05/13	1,200.00			
Hamilton Charitable	Donation	08/05/13	500.00			
	Transaction total		17,439.74	7.46		
	<b>Current Balance on 8/09/13</b>		<b>17,432.28</b>			

**Prepared by:**  
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