

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

**October 14, 2013**

**Determine quorum; call to order.**

The Board of Directors of the Montrose Management District held a meeting on Monday, October 14, 2013, at 12:00 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 12:00 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: Vacant
Position 8: Robert Jara	

and all of the above were present with the exception of Directors Heugel and Nagar, thus constituting a quorum. Also present at the meeting were Bill Calderon, Susan Hill, Josh Hawes, Gretchen Larson, all of Hawes Hill Calderon, L.L.P.; Ray Lawrence, Lawrence & Associates; Clark Lord, Bracewell & Guiliani, L.L.P.; Patricia Hall, Equi-Tax, Inc.; and Darrell Hawthorne, Municipal Accounts and Consulting, L.P. Others present were Dennis Beeden and Marie Cortes, District business ambassadors; Tawny Tidwell; Chris Valdez and Rachel Flores, Primer Grey; Joseph Le, Harris County Precinct One; Officer Victor Beserra, Houston Police Department; Michael "Grif" Griffin; and Randall Ellis.

**Approve minutes of meeting held September 9, 2013.**

Upon a motion duly made by Director Mitchmore and being seconded by Director Grover, the Board voted unanimously to approve the minutes of its meeting held on September 9, 2013, with one correction, as follows: page 3, agenda item, Consider policy on expenditures up to \$4,000.00: "Director Grover voted against the motion."

**Receive public comments.**

There were no public comments.

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

Mr. Calderon presented the Service Plan report, offering highlights of activities noted in the written report contained in the board agenda materials. He provided minutes of the Security Committee meeting held October 11 and the Finance Committee meeting held October 7, copies of which are attached to these minutes as Exhibits A and B,



respectively. He announced the appointment of Tawny Tidwell as social media editor. Next, Officer Beserra reviewed arrest records and calls for service for the previous month. The board discussed security matters, excellent service provided by the district's contract security detail, and the City's inability to carry out its responsibilities for policing support. Mr. Calderon stated that this matter will be brought to the attention of Councilmember Ellen Cohen and HPD Chief McClelland along with the impact of the drunkenness sobering center on the district. Lastly, Mr. Calderon said that committees are working on their budgets which will be submitted to the Finance Committee prior to the next board meeting.

With regard to economic development activities, Mr. Lawrence reported that five businesses have agreed to sponsor the November 12 luncheon. He asked that board members confirm their attendance and guest lists with him by telephone or email.

Director Robinson provided a report of activities of the Transportation and Mobility Committee. The Committee met on October 16<sup>th</sup> and will send out an event notice regarding the Neartown Public Forum on issues of mobility and transportation development within the district. November 26, University of St. Thomas campus.

**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 stated the 49 letters were mailed to property owners providing them with notice of the supplemental hearing that will be held on November 7 at the offices of Bracewell & Giuliani. Director Stinson moved to accept the report; Director Mitchmore seconded. The board adopted the motion unanimously.

**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. Director Hubbard confirmed that the Finance Committee reviewed the report and invoices and recommended approval. Upon a motion duly made by Director Hubbard and being seconded by Director Llewellyn, the Board voted unanimously to approve the Montrose Management District's monthly financial report and pay invoices.

**Consider proposal for traffic and parking consultation with Walter P. Moore.**

Mr. Calderon reviewed the proposal from Walter P. Moore for additional traffic engineering and parking consulting services. Committee Chairman Robinson confirmed that the Mobility and Transportation Committee reviewed the proposal and recommended its approval. Director Hubbard moved to approve the proposal as presented; Director Stinson seconded. The board voted unanimously to approve the proposal.

**Consider special parking area application**

Mr. Calderon described the special parking area application prepared by Walter P. Moore and presented to the City of Houston for consideration. The board discussed the application. No additional action from the board was required.

**List of Exhibits:**

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|-----------|--|
| Exhibit A | Montrose Management District, Security Committee Meeting, October 11, 2013 |
| Exhibit B | Montrose Management District, Finance Committee Meeting, October 7, 2013   |
| Exhibit C | [ <i>The 3-1-1 app can help!</i> ] post card                               |
| Exhibit D | [ <i>Montrose Business Mixers</i> ] post card                              |



**Consider service agreement between the District and Tawny Tidwell for social media services.**

Mr. Calderon reviewed the proposed contract with Ms. Tidwell and introduced her to the board. Upon motion presented by Director Llewellyn, seconded by Director Mitchmore, the board voted unanimously to approve the contract with Ms. Tidwell as presented.

**Receive report and recommendations from the Marketing and Business Relations Committee.**

Ms. Larson reported on behalf of the committee, providing highlights of the committee's meeting minutes contained in the board book. She distributed sample post cards announcing the 3-1-1 app for reporting problems to the City of Houston and the business mixers to be held in October, November and December, both of which are attached to these minutes as Exhibits C and D, respectively. No action was required.

**Announcements.**

Director Robinson complimented Randall Ellis's interview regarding Legacy  
Director Stinson announced that the MAMA neighborhood held its first volunteer day doing bed preparation in Bell Park. Planting day is set for October 19.

Mr. Calderon reported on the Museum District way-finding signage project, noting that the City of Houston has given its authorization for their installation. The district is obtaining a quote from Texas Municipal League Intergovernmental Risk Pool to insure the signs.

**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 12:37 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 12:57 p.m. No action was taken.

**Adjourn.**

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 1:05 p.m.



*Cassie B. Stinson*

Secretary, Board of Directors  
Montrose Management District