

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

July 13, 2015

DETERMINE QUORUM; CALL TO ORDER.

The Board of Directors of the Montrose Management District held a regular meeting, open to the public, on Monday, July 13, 2015, at 12:00 p.m. at 401 Branard Street, 2nd Floor, Room 106, Houston, Texas 77006, inside the boundaries of the District, 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 -	<i>vacant</i>	Position 10 -	Michael Grover
Position 3 -	Randy Mitchmore, <i>Vice Chairman</i>	Position 11 -	<i>vacant</i>
Position 4 -	Cassie Stinson, <i>Secretary</i>	Position 12 -	Brad Nagar
Position 5 -	Lane Llewellyn	Position 13 -	Dan B. Leverett
Position 6 -	Robert Jara	Position 14 -	<i>vacant</i>
Position 7 -	Ryan Haley	Position 15 -	Randall Ellis
Position 8 -	Stephen L. Madden		

and all were present, with the exception of Directors Llewellyn, Haley and Ellis, thus constituting a quorum. Also present were Jerry Lowry, Susan Hill, Holli Robinson, Alice Lee, Linda Clayton, Gretchen Larson, and Tony Allender, all with Hawes Hill Calderon, LLP; Amanda Edwards, Bracewell & Giuliani; Pat Hall, Equi-Tax, Inc.; Felecia Alexander, Municipal Accounts & Consulting; Dennis Beedon, Montrose Business Ambassador; Josh Rambo, McCall Gibson Swedlund Barfoot PLLC; and Ray Lawrence, Lawrence & Associates. Others attending the meeting were Officer Victor Beserra, HPD; Cathleen Lynch, Kudela & Weinheimer; Daphne Scarbrough, Richmond Avenue Coalition; and Gene Creely. Chairman Wynn called the meeting to order at 12:01 p.m.

APPROVE MINUTES OF REGULAR MEETING HELD JUNE 8, 2015.

Upon a motion duly made by Director Grover, and being seconded by Director Mitchmore, the Board voted unanimously to approve the Minutes of the June 8, 2015, Board meeting, as presented.

CONSIDER BOARD NOMINATIONS FOR EXISTING EXPIRING TERMS AND PROCESS FOR MAKING RECOMMENDATIONS FOR VACANT POSITIONS.

Chairman Wynn reported the list of expiring and vacant positions on the Board of Directors was listed in the Board agenda materials. He reported Director Mitchmore was the Chair of the Nominations Committee and to provide any nominations for the vacant positions to Director Mitchmore. He discussed the criteria of a Board member. Ms. Hill handed out reappointment forms to be filled out to the Directors who terms expire June 1, 2015. Chairman Wynn requested the forms be returned to Ms. Hill upon completion so that she could send to the City for approval. No action from the Board was required.

ACCEPT OATHS OF OFFICE, SWORN STATEMENTS AND BONDS FROM NEWLY APPOINTED BOARD MEMBERS.

Chairman Wynn welcomed Todd Edwards to the Board. Mr. Edwards introduced himself and answered questions. Upon a motion duly made by Director Hubbard, and being seconded by Director Stinson, the Board voted unanimously to accept the Oath of Office, Sworn Statement and Bond from newly appointed Todd Edwards and approved his appointment to position 11.

RECEIVE PUBLIC COMMENTS.

There were no public comments.

RECEIVE AND CONSIDER DISTRICT'S MONTHLY FINANCIAL REPORT, INCLUDING PAY INVOICES.

Ms. Alexander presented the Monthly Financial Report and went over invoices, included in the Board agenda materials. Upon a motion duly made by Director Mitchmore, and being seconded by Director Stinson, the Board voted unanimously to accept the Monthly Financial Report and approved payment of invoices, as presented.

RECEIVE AND APPROVE FY2014 FINANCIAL AUDIT REPORT.

Mr. Rambo presented the FY2014 Financial Report and Audit, included in the Board agenda materials. He reported a clean opinion. He answered yes to Director Mitchmore's question as a fiduciary responsibility whether there were adequate safeguards in place. Upon a motion duly made by Director Mitchmore, and being seconded by Director Hubbard the Board voted unanimously to approve the FY2014 Financial Report and Audit as presented.

RECEIVE REPORT – PUBLIC SAFETY.

Officer Beserra presented the Patrol Summary Report, June 2015, included in the Board agenda materials, and answered questions. No action from the Board was required.

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 Monthly Assessment Collection Report, included in the Board agenda materials, and answered questions. She reported 97% collected in the east zone, no uncertified property and 61 unsettled accounts. She reported 96% collected in the west zone, a small amount of uncertified property and 98 unsettled accounts. She reported delinquent accounts have been turned over for collection. No action from the Board was required.

RECEIVE REPORTS – MARKETING & BUSINESS DEVELOPMENT

- (i) Consider Committee recommendation for services agreement with Michael Hardy to provide professional writing services for the District in the amount of \$500 per feature article for a total monthly cost not to exceed \$2,000**

Ms. Larson reported the services agreement with Michael Hardy was discussed by the Committee and they were recommending it for approval. She reported the articles would be in the direction of economic development within the District. She reported the District's attorney has reviewed the services agreement and it was within the budget. Upon a motion duly made by Director Jara, and being seconded by Director Madden, the Board voted unanimously to approve the services agreement with Michael Hardy to provide professional writing services for the District in the amount of \$500 per feature article or a total monthly cost not to exceed \$2,000.

RECEIVE REPORTS – MOBILITY & VISUAL IMPROVEMENTS

- (i) Receive update on TxDOT bridges**

Mr. Allender provided an update on the TxDOT bridge lighting project and answered questions. He reported the goal is to go out for bids in the fall. He provided an update on conversations with Mr. Patterson at TxDOT and reported Mr. Patterson indicated he would be comfortable only requiring the District advance

20% of the costs based on the total grant amount which would amount to approximately \$300,000. No action from the Board was required.

(ii) Consider recommendations for prioritization of signage and esplanade improvements in District

Kudela & Weinheimer provided a presentation on the proposed identity markers and esplanades improvements. Mr. Allender reported signage is proposed to be completed in two phases and esplanades have been divided into four phases. He reported phase one would include 19 identity markers and six esplanades, so long as the money is available. Phase two is to include 9 identity markers and additional esplanades, with the remaining of the esplanades in phase three and four. There was general discussion regarding using black star gravel or ground cover planting in the esplanades. Ms. Lynch reported they would request line item bidding for both scenarios. It was reported native or adaptive plants would be used in the esplanades with sustainability and maintenance theme. Upon a motion duly made by Director Madden, and being seconded by Director Stinson, the Board voted unanimously to move forward with the bidding process, including line item alternatives, for the signage and esplanade improvements in the District.

(iii) Consider an amended approach to the Special Parking Area application to the City of Houston

Mr. Allender provided an update on the Special Parking Area application. He reported staff was coordinating with the City and a formal submission would be made today upon approval from the Board on the application. He reported the amended application included a sector approach as requested by the City dividing the District into three sectors. He reported the ultimate goal is walkability. He reported the amended application included deliverable dates with a targeted approach. He answered questions regarding the process and amendments to the application. He reported staff was in the process of updating the 2012 inventory report done by Walter P Moore of the infrastructure in the District. Upon a motion duly made by Director Stinson, and being seconded by Director Hubbard, the Board voted unanimously to authorize the submission of the amended Special Parking Area application.

(iv) Consider proposal to remove the Montrose gateway monument at Westheimer and Bagby Streets

Mr. Allender went over the proposal received from Kafoglis Construction to remove the gateway monument at Westheimer and Bagby Streets, included in the Board agenda materials, and answered questions. He reported the M and placard would be saved. Upon a motion duly made by Director Stinson, and being seconded by Director Mitchmore, the Board voted unanimously to approve the proposal from Kafoglis Construction to remove the gateway monument at Westheimer and Bagby Streets in the amount of \$1,500.00.

RECEIVE REPORTS – BUSINESS AMBASSADOR

Mr. Beedon reported 60 new business visits within the District. He reported on new locations of businesses in the District with one new women's clothing store, RF Lifestyles, having opened on Westheimer. No action from the Board was required.

RECEIVE REPORTS – BUSINESS AND ECONOMIC DEVELOPMENT

Chairman Wynn reported the mayoral candidate surveys have been sent out and staff should be receiving those back in time for review by the Board in August. No action from the Board was required.

RECEIVE REPORTS – EXECUTIVE DIRECTOR

Mr. Lowry reported the Executive Director’s Report was included in the Board agenda materials. Mr. Allender reported staff would be meeting with the company overseeing the mini-mural electrical boxes and will bring back a proposal to the Board for review. No action from the Board was required.

CONSIDER RESIGNATION OF BRAD NAGAR FROM BOARD OF DIRECTORS.

Chairman Wynn reported Director Nagar had rescinded his resignation. No action from the Board was required.

ANNOUNCEMENTS.

There were no announcements.

ADJOURN.

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 1:13 p.m.

Cassie B. Stinson
Secretary

