

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

December 14, 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, December 14, 2015, at 12:00 p.m. at St. Thomas University, 3800 Montrose Blvd., Malloy Hall, Carol Tatkon Boardroom, 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 -	Tammi Wallace	Position 10 -	Michael Grover
Position 3 -	Randy Mitchmore, <i>Vice Chairman</i>	Position 11 -	vacant
Position 4 -	Cassie Stinson, <i>Secretary</i>	Position 12 -	Brad Nagar
Position 5 -	Lane Llewellyn	Position 13 -	vacant
Position 6 -	Robert Jara	Position 14 -	Todd Edwards
Position 7 -	Ryan Haley	Position 15 -	vacant
Position 8 -	Stephen L. Madden		

and all were present, with the exception of Directors Nagar and Edwards, thus constituting a quorum. Also present were David Hawes, Holli Robinson, Linda Clayton, Jerry Lowry, Gretchen Larson and Tony Allender, all with Hawes Hill Calderon, LLP; Clark Lord, Bracewell & Giuliani; Pat Hall, Equi-Tax, Inc.; Caryn Adams, Municipal Accounts & Consulting; Dennis Beedon, Montrose Business Ambassador; and Ray Lawrence, Lawrence & Associates. Others attending the meeting were Officer Victor Beserra, HPD; Tawny Tidwell, Montrose MD social media strategist; Daphne Scarbrough, Richmond Avenue Coalition; and Victoria Brown, Weingarten Realty. Chairman Wynn called the meeting to order at 12:04 p.m.

RECEIVE PUBLIC COMMENTS.

There were no public comments.

APPROVE MINUTES OF REGULAR MEETING HELD OCTOBER 12, 2015.

Upon a motion duly made by Director Llewellyn, and being seconded by Director Madden, the Board voted unanimously to approve the Minutes of the October 12, 2015, Board meeting, as presented.

RECEIVE UPDATE AND RECOMMENDATIONS FROM NOMINATING COMMITTEE.

a. Accept Oath of Office, Sworn Statement and Bond from Newly Appointed Board Member.

Director Mitchmore reported the Nominating Committee had received an application from Elynn Wulfe. He reported after interviewing the candidate the Nominating Committee was recommending the appointment of Elynn Wulfe to the Montrose Management District Board of Directors. An introduction of Ms. Wulfe was made with a brief overview of her qualifications. Upon a motion duly made by Director Mitchmore, and being seconded by Director Llewellyn, the Board voted unanimously to accept the

Nominating Committee's recommendation of Ellyn Wulfe to the Board of Directors and accepted her Oath of Office, Sworn Statement and Bond.

RECEIVE UPDATE AND RECOMMENDATIONS FROM FINANCE COMMITTEE.

a. Receive District's monthly Assessment Collection Reports and Billing and Assessment Summaries, Lawsuit Arbitration Status Details and Delinquent Assessment Report.

Mr. Hawes presented the Assessment Collection Report, included in the Board agenda materials. He reported 99% collected for 2014 assessments with \$70,822 in uncertified values and 44 unsettled accounts. He reported the 2015 assessment invoices had been sent out. No action from the Board was required.

b. Consider Resolution regarding TIRZ creation services.

Mr. Lord reviewed the Resolution of Montrose Management District Authorizing Actions Relating to the Creation of Montrose Redevelopment Authority/Reinvestment Zone Number Twenty-Seven, included in the Board agenda materials. Mr. Hawes reported Hawes Hill Calderon LLP was under contract by the City for the creation of the Montrose TIRZ. He reported the Resolution ratifies the approval of the services rendered in connection with such creation and the District approves advancing the funds for the creation of the TIRZ with the funds to be reimbursed to the District when the funds become available by the TIRZ. Upon a motion duly made by Director Mitchmore, and being seconded by Director Llewellyn, the Board voted unanimously to approve the Resolution of Montrose Management District Authorizing Actions Relating to the Creation of Montrose Redevelopment Authority/Reinvestment Zone Number Twenty-Seven, as presented.

c. Consider proposal from McCall Gibson Swedlund Barfoot PLLC to perform FY2015 Audit.

Mr. Hawes reviewed the proposal from McCall Gibson, included in the Board agenda materials, and answered questions. He reported the fees for the audit services would range between \$7,750 and \$8,750. Upon a motion duly made by Director Hubbard, and being seconded by Director Llewellyn, the Board voted unanimously to approve the proposal from McCall Gibson Swedlund Barfoot PLLC to perform FY2015 Audit, as presented.

d. Receive and consider District's monthly financial report and approve invoices for payment.

Ms. Adams presented the Bookkeeper's monthly financial report and went over invoices, included in the Board agenda materials. Upon a motion duly made by Director Hubbard, and being seconded by Director Llewellyn, the Board voted unanimously to accept the Bookkeeper's Monthly Financial Report and approved payment of invoices, as presented.

e. Receive and consider FY2016 Annual Budget.

Mr. Hawes went over each line item in the proposed FY2016 Budget, included in the board agenda materials, and answered questions. He noted line item 15417 Vehicle Maint & Operations should be changed to read Vehicle Maintenance & Gas. Mr. Hawes went over the line items in Capital Improvements and answered questions. He reported the bidding for the bridge lighting project would provide a better idea of the costs and may require changing the amounts in the budget. Upon a motion duly made by

Director Madden, and being seconded by Director Llewellyn, the Board voted unanimously to approve the FY2016 Budget with amendments as discussed.

RECEIVE AND CONSIDER:

- a. **Accept Hearing Examiner's Report and Proposal for Decision for public hearing regarding supplemental assessment roll, Western Service Area;**
- b. **Adopt Order Setting the Rate of Assessment for all Properties on the District's Assessment Roll for Year Six of the District Service Plan, Western Service Area;**
- c. **Adopt Order Supplementing the Assessment Roll and Levying Assessments, Western Service Area;**
- d. **Approve Amended Information Form; Western Service Area;**
- e. **Accept Hearing Examiner's Report and Proposal for Decision for public hearing regarding supplemental assessment roll, Eastern Service Area;**
- f. **Adopt Order Setting the Rate of Assessment for all Properties on the District's Assessment Roll for Year Eight of the District Service Plan, Eastern Service Area;**
- g. **Adopt Order Supplementing the Assessment Roll and Levying Assessments, Eastern Service Area; and**
- h. **Approve Amended Information Form, Eastern Service Area.**

Mr. Lord reviewed the documents, included in the Board agenda materials, and answered questions. Upon a motion duly made by Director Mitchmore, and being seconded by Director Madden, the Board voted unanimously to (a) accept the Hearing Examiner's Report and Proposal for Decision for public hearing regarding supplemental assessment roll, Western Service Area, as presented; (b) adopt the Order Setting the Rate of Assessment for all Properties on the District's Assessment Roll for Year Six of the District Service Plan, Western Service Area, as presented; (c) adopt the Order Supplementing the Assessment Roll and Levying Assessments, Western Service Area, as presented; (d) approve the Amended Information Form, Western Service Area, as presented; (e) accept the Hearing Examiner's Report and Proposal for Decision for public hearing regarding supplemental assessment roll, Eastern Service Area, as presented; (f) adopt the Order Setting the Rate of Assessment for all Properties on the District's Assessment Roll for Year Eight of the District Service Plan, Eastern Service Area, as presented; (g) adopt the Order Supplementing the Assessment Roll and Levying Assessments, Eastern Service Area, as presented; and (h) approve the Amended Information Form, Eastern Service Area, as presented.

RECEIVE UPDATE FROM PUBLIC SAFETY COMMITTEE.

Mr. Lowry provided an update on public safety initiatives in the District. He reported HPD would begin documenting 311 reports it makes in the District and tracking visits with business owners. Officer Beserra presented the November 2015 Patrol Summary, included in the Board agenda materials, and answered questions. He reported for the month of December they were adding an extra patrol during the day focusing on apartment complexes. No action from the Board was required.

RECEIVE UPDATE FROM MOBILITY AND VISUAL IMPROVEMENTS COMMITTEE.

Mr. Allender provided an update on the bridge lighting project. He reported TxDOT is anticipated to let for bids this month. He reported pre-bid meetings were held for the esplanade project and identification marker project. He reported it is anticipated review of bids for the identification markers at

the January board meeting and bids for the esplanades at the February board meeting. He provided an update on the Special Parking Area. No action from the Board was required.

RECEIVE UPDATE FROM MARKETING AND BUSINESS DEVELOPMENT COMMITTEE.

Ms. Larson provided an update on the Committee meeting held December 7, minutes are included in the Board agenda materials. She reported the writers would be attending the Business & Economic Development and Mobility & Visual Improvements Committee meetings. She reported the next mixer was the Special Year-End Holiday Mixer on December 17 at El Tiempo. No action from the Board was required.

RECEIVE UPDATE FROM BUSINESS AND ECONOMIC DEVELOPMENT COMMITTEE.

Mr. Lawrence reported the Real Estate Forum held on November 18 was well attended. He discussed a redevelopment at Fairview and Mason area. No action from the Board was required.

RECEIVE EXECUTIVE DIRECTOR'S MONTHLY REPORT.

The Executive Director's Report is included in the Board agenda materials. No action from the Board was required.

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.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION BY LEGAL COUNSEL RELATED TO EXECUTIVE SESSION.

An executive session was not called.

ANNOUNCEMENTS.

There were no announcements.

ADJOURN.

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 1:14 p.m.


Secretary

