

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

March 14, 2016

DETERMINE QUORUM; CALL TO ORDER.

The Board of Directors of the Montrose Management District held a regular meeting, open to the public, on Monday, March 14, 2016, 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 -	Ellyn Wulfe
Position 4 -	vacant, <i>Secretary</i>	Position 12 -	Brad Nagar, <i>Ass't Secretary</i>
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 Haley, Madden, Nagar and Edwards, thus constituting a quorum. Also present were David Hawes, Jerry Lowry, Holli Robinson, Linda Clayton, Gretchen Larson and Tony Allender, all with Hawes Hill Calderon, LLP; Clark Lord, Bracewell & Giuliani; Caryn Adams, Municipal Accounts & Consulting; Dennis Beedon, Montrose Business Ambassador; Barry Abrams, Blank Rome; 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; Michael Hardy; and Robin Holder. Chairman Wynn called the meeting to order at 12:02 p.m.

RECEIVE PUBLIC COMMENTS.

There were no public comments.

APPROVE MINUTES OF REGULAR MEETING HELD FEBRUARY 8, 2016.

Upon a motion duly made by Director Grover, and being seconded by Director Mitchmore, the Board voted unanimously to approve the Minutes of the February 8, 2016, Board meeting, as presented.

RECEIVE UPDATE AND RECOMMENDATIONS FROM FINANCE COMMITTEE.

- b. Receive and consider monthly financial report and approve invoices for payment.**

Ms. Adams presented the monthly financial report and went over invoices, included in the Board agenda materials. She reported check #5371, payable to Tawny Tidwell for social media consultant services, in the amount of \$3,500 was not listed in the disbursement registrar. She reported check #5341 payable to Ally for personal property taxes was to be voided since the security vehicles were exempt. Upon a motion duly made by Director Llewellyn, and being seconded by Director Mitchmore, the Board voted unanimously to accept the monthly financial report and approved payment of invoices, as presented.

c. Consider proposal from Burton Accounting PLLC to perform pre-audit services.

Director Hubbard reported the Finance Committee reviewed the proposal from Burton Accounting PLLC, included in the Board agenda materials, and recommended approval of the proposal. She reported Burton Accounting prepared the financials for the auditors. Upon a motion duly made by Director Mitchmore, and being seconded by Director Llewellyn, the Board voted unanimously to approve the proposal from Burton Accounting PLLC to perform pre-audit services, as presented.

12:05 p.m. Director Haley arrived meeting.

a. Receive Assessment Collections Report.

Mr. Hawes reviewed the Assessment Collections Reports, included in the Board agenda materials. He reported a 91% collection rate on the 2015 assessments in the east zone with no uncertified values and 60 unsettled accounts. He reported in the west zone a 91% collection rate on the 2015 assessments with no uncertified values and 150 unsettled accounts. No action from the Board was required.

ACCEPT ANNUAL DISCLOSURE STATEMENTS FROM INVESTMENT OFFICER AND BOOKKEEPER.

Mr. Hawes reviewed the Annual Disclosure Statements from the Investment Officer and Bookkeeper, included in the Board agenda materials. He reported the Investment Officer and Bookkeeper were required to provide Disclosure Statements annually to the District and TCEQ. Upon a motion duly made by Director Hubbard, and being seconded by Director Llewellyn, the Board voted unanimously to accept the Annual Disclosure Statements from the Investment Officer and Bookkeeper, as presented.

CONDUCT ANNUAL REVIEW OF INVESTMENT POLICY AND APPROVE RESOLUTION REGARDING ANNUAL REVIEW OF INVESTMENT POLICY AND LIST OF QUALIFIED BROKER/DEALERS.

Mr. Lord reviewed the Investment Policy and reported there had been no change in law to require amending the Investment Policy and was recommending no changes to the Investment Policy. He reviewed the Resolution included in the Board agenda materials and reported the Resolution updated the list of banking institutions and broker/dealers with whom the District may engage in investment transactions. Upon a motion duly made by Director Mitchmore, and being seconded by Director Wulfe, the Board voted unanimously to approve the Resolution Regarding Annual Review of Investment Policy and List of Qualified Broker/Dealers, as presented.

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.

An executive session was called at 12:13 p.m.

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

The Board reconvened in open session at 12:43 p.m. No action was taken.

RECEIVE UPDATE AND RECOMMENDATIONS FROM PUBLIC SAFETY COMMITTEE.

Mr. Lowry provided an update on the Public Safety Committee meeting held February 24, a copy of the Committee Minutes is included in the Board agenda materials. He reported a new category “self-initiated actions” had been added to the Patrol Summary Report. Officer Beserra presented the February Patrol Summary Report, included in the Board agenda materials, and answered questions. There was general discussion regarding public safety initiatives in the District. No action from the Board was required.

RECEIVE UPDATE FROM MOBILITY AND VISUAL IMPROVEMENTS COMMITTEE.

- a. **Consider Gandy Squared Lighting Design as the construction manager for the construction phase service of the bridge lighting project.**

Mr. Allender provided an update on the Mobility and Visual Improvements Committee meeting, a copy of the Minutes is included in the Board agenda materials. He reported three bids were received by TxDOT for the bridge lighting project with the low bid approximately 4.2% under what had been estimated. The Board reviewed the proposal from Gandy Squared to provide construction administrative services for the construction phase service of the bridge lighting project, a copy is attached as Exhibit A. Upon a motion duly made by Director Mitchmore, and being seconded by Director Llewellyn, the Board voted unanimously to approve the proposal from Gandy Squared to provide construction management for the bridge lighting project in the amount of \$31,350.00, as presented.

Mr. Allender reported the Special Parking Application has been deferred to March 31. He reported staff was meeting with the planning department today to discuss the application. He reported a public meeting was scheduled for March 22. There was general discussion regarding the identity markers and esplanades projects.

RECEIVE EXECUTIVE DIRECTOR’S MONTHLY REPORT.

Mr. Hawes reported the Mayor’s office had reached out to him regarding the Buffalo Bayou Management District, which portions overlay with HCID#6. He stated the Buffalo Bayou MD has never been activated. There was general discussion regarding the District. Mr. Lowry reported the social media report for February is included in the Executive Director’s Report. No action from the Board was required.

RECEIVE UPDATE FROM MARKETING AND BUSINESS DEVELOPMENT COMMITTEE.

A Memorandum was handed out regarding the Marketing and Business Relations Committee, a copy is attached as Exhibit B. Ms. Larson reported the Business Ambassador made 48 business visits in February. She reported the City is planning to kick off Sunday Streets again beginning on March 13. She reported St. Thomas University has its very own Farmers Market every Saturday. No action from the Board was required.

RECEIVE UPDATE FROM BUSINESS AND ECONOMIC DEVELOPMENT COMMITTEE.

Mr. Lawrence provided an update on the Business and Economic Development Committee meeting held February 24, a copy of the Committee Minutes is included in the Board agenda materials. He reported Paul Ankar attended the meeting and discussed plans to construct a parking garage at 1627-1639 Westheimer. He updated the Board on the Fred Sharifi development project. He reported the Committee discussed its action plan for 2016, including focus groups and a 4th annual real estate forum luncheon. 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.

(Seal)



Lane Jewell
Secretary

List of Exhibits:

- A. Proposal from Gandy Squared
- B. Memorandum – Marketing and Business Development Committee



March 8, 2016

Mr. Bill Calderon
c/o Holli Robinson
Montrose Management District
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Houston 77006
713.724.4460
bcalderon@montrosedistrict.org

Montrose Management District Bridge Lighting Construction Administration

We are pleased to submit this proposal for professional lighting construction administration services for the Six Bridges Spanning US Hwy. 59 in the Montrose Management District.

Gandy² Lighting Design (G2LD) to provide the following:

- Review of Lighting and Controls Submittals. Checking this allows us to look at a lighting package that has been proposed by a Lighting Representative Firm, Distributor, or Contractor (who each, potentially, has their own motivation for which lighting package they would like installed) and verify that the price given the client is for the fixtures that were specified. Or, if the fixtures aren't as specified, that they will produce an equal function and look.
- Response to Requests for Information (RFIs) as Needed. We will respond in a timely manner to any questions that may arise during the construction process.



- Construction Site Visits / Meetings. On every construction job unexpected conditions and questions come up, and when well-meaning but unqualified people come up with the answers, irreversible damage can be done to the design and function of a space. Through years of experience, we know what to look for on a construction site that may detriment the lighting, as well as what solutions are acceptable for maintaining design intent.
- Final Punch List. This document will list any outstanding items that the contractor needs to complete before leaving the jobsite. This insures that the electrical contractor has met all of the specifications and obligations of the construction documents.
- Site Visits to Coordinate Contractor for Focusing and Aiming Adjustable Fixtures. Though an often overlooked step of the lighting design process, fixture adjustment is perhaps the most important stage because that is where the design intent is finally realized.
- Oversight of Control System start-up and Programming.

Total fees for all of the above services are:

\$31,350.00

Terms and Conditions:

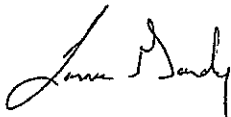
We require written notice or a signed contract to initiate the work. Only signed proposals will bind the proposed project to the proposed amount. If any additional services, not outlined above, are required, a revised proposal from Gandy² Lighting Design will need to be submitted and accepted prior to implementation of those services.

Invoices are billed as a percentage of work completed on a monthly basis.

Reimbursable expenses such as plotting, messenger services and any out of town travel expenses will be billed at cost. Out of town travel is not anticipated for this project, but should it be necessary, mileage costs will be billed at a rate of \$0.55 per mile.

Thank you for inviting us to join your design team and the opportunity to be of service.

Sincerely,



Lance Gandy
IALD, LC, IES, AIA Assoc.

Accepted by:

Date:



MONTROSE DISTRICT AGENDA MEMORANDUM

TO: Montrose Management District Board of Directors
FROM: David Hawes, Executive Director
DATE: March 14, 2016
ITEM 9: Receive report from Marketing and Business Relations Committee

Staff note: The committee did not meet in February, however, staff did meet with the committee chair to discuss a number of tweaks and changes to reporting procedures and the communication plan strategies that he would like to see. A follow up meeting with the Chair is to be scheduled the week of March 14 to review suggested changes recommended by the Executive Director, staff and the creative team in advance of the March 23rd quarterly meeting.

The Executive Director and staff also completed work on the new Service, Improvement and Assessment Plan for 2016-2031 based upon feedback from the Board. It will be presented to the finance committee for final review on March 14.

The Business Ambassador made 48 visits with, with 5 businesses being new and 2 visits considered complete having been able to connect with the owner or manager of the business. Additional detail on visits is included in the Executive Director report.

The city will be kicking off Sunday Streets again with events on March 13, April 24 and May 22. We have contacted the city staff and they have indicated that we are still on the list of locations for the fall events. We will advise as we know more.

Plant It Forward, a non-profit, community based gardening co-op, has opened its first Farmers Market Stand in the Montrose at St. Thomas University. The stand will operate on Saturdays from 10 am to 2 pm.

Our social media numbers continue to grow. The top 5 posts were: Houston Restaurant Bucket List reach with a reach of 18,400, Vital Houston Breakfast Spots with 12,700, A New Restaurant on Lower Westheimer called 520 Westheimer 7,300, Inside the Effort To Restore Montrose's Historic African-American Cemetery 7,100 and NYT: 36 Hours in Houston 4,600. Additional information is provided in the Executive Directors report.