

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

**April 10, 2017**

**DETERMINE QUORUM; CALL TO ORDER.**

The Board of Directors of the Montrose Management District held a regular meeting, open to the public, on Monday, April 10, 2017, 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 -  | vacant         |
| Position 2 - | Tammi Wallace                | Position 10 - | Michael Grover |
| Position 3 - | vacant                       | Position 11 - | vacant         |
| Position 4 - | Lara Attayi                  | Position 12 - | vacant         |
| Position 5 - | vacant                       | Position 13 - | vacant         |
| Position 6 - | Robert Jara                  | Position 14 - | vacant         |
| Position 7 - | Ryan Haley                   | Position 15 - | vacant         |
| Position 8 - | Stephen L. Madden            |               |                |

and all were present, with the exception of Directors Haley and Madden, thus constituting a quorum. Also present were David Hawes, Josh Hawes, Gretchen Larson, Linda Clayton, Tony Allender, Kristen Gonzales and Elisa Rodriguez, all with Hawes Hill Calderon, LLP; Clark Lord, Bracewell LLP; Caryn Adams, Municipal Accounts; Pat Hall, Equi-Tax; and Dennis Beedon, Montrose Business Ambassador. Others attending the meeting were Barry Abrams, BlankRome; Officer Victor Beserra, Montrose HPD; Eoles Whitaker, Office of State Representative Garnet Coleman; Daphne Scarbrough, Richmond Avenue Coalition; Lee Anne Dixon, Walter P. Moore; Emily Chambers, resident; and Eugene Nosad, Avondale Civic Assoc. Chairman Wynn called the meeting to order at 12:00 p.m.

**RECEIVE PUBLIC COMMENTS.**

There were no public comments.

**RECEIVE AND ACCEPT RESIGNATION FROM KATHY HUBBARD.**

The Board unanimously accepted the resignation of Kathy Hubbard.

**RECEIVE UPDATE AND RECOMMENDATIONS FROM NOMINATING COMMITTEE.**

- a. Consider appointments to unexpired term positions on Board of Directors.
- b. Accept Oath of Office, Sworn Statement and Bond for newly appointed Board Members.

Chairman Wynn reported the Nominating Committee reviewed resumes and conducted interviews with William Isaac Davis, III and Lara Attayi. He reported the Committee is recommending appointing Mr. Davis

and Ms. Attayi to the Board of Directors. Upon a motion duly made by Director Jara, and being seconded by Director Grover, the Board voted unanimously to appoint William Isaac Davis, III to the unexpired term position number 3 and to appoint Lara Attayi to the unexpired term position number 4 and to accept the Oath of Office, Sworn Statement and Bond of newly appointed Director Lara Attayi.

**APPROVE MINUTES OF REGULAR MEETING HELD MARCH 13, 2017.**

Upon a motion duly made by Director Grover, and being seconded by Director Jara, the Board voted unanimously to approve the Minutes of the March 13, 2017, Board meeting, as presented.

**RECEIVE UPDATE AND RECOMMENDATIONS FROM FINANCE COMMITTEE.**

**a. Receive Assessment Collection Report**

This item is covered later in the meeting.

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

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

Mr. Hawes reported the Finance Committee met this morning and has reviewed the report and invoices and is recommending for approval. Ms. Adams presented the Bookkeeper's Report and went over invoices, included in the Board agenda materials. She reported check #6035 was voided and replaced with check #6055, payable to Kudela & Weinheimer in the amount of \$6,327.70. She reported one additional check #6056 is being submitted for approval payable to Blank Rome LLP in the amount of \$11,755.40 for legal services. Upon a motion duly made by Director Grover, and being seconded by Director Haley, the Board voted unanimously to accept the Bookkeeper's Report and approved payment of invoices, including check #6055 payable to Kudela & Weinheimer in the amount of \$6,327.70 and check #6056 payable to Blank Rome in the amount of \$11,755.40.

**c. Accept Annual Disclosure Statements from Investment Officer and Bookkeeper**

Mr. Hawes reviewed the Annual Disclosure Statement from Investment Officer and Bookkeeper, included in the Board agenda materials. He stated the investment officer and bookkeeper is required under statute to file a disclosure statement annually and disclose any conflicts of interest. He reported the investment officer and bookkeeper was noting no conflicts of interest. Upon a motion duly made by Director Grover, and being seconded by Director Jara, the Board voted unanimously to accept the Annual Disclosure Statements from the Investment Officer and Bookkeeper.

**12:06 p.m. Director Madden arrived meeting**

**d. Conduct annual review of Investment Policy and Approve Resolution regarding Annual Review of Investment Policy and Adopting Amended List of Qualified Broker/Dealers**

Mr. Lord reviewed the Resolution regarding Annual Review of Investment Policy and Adopting Amended List of Qualified Broker/Dealers, included in the Board agenda materials. He reported the District is



required by state law to review its Investment Policy annually and make any changes necessary. He stated the legislature has not passed any new laws to require any change to the District's Investment Policy and he is recommending no changes. He stated the District is also required to review the broker/dealer list annually and make any changes necessary. He stated the bookkeeper and investment officer have provided an updated broker/dealer list attached to the Resolution. He reported the District cannot invest with any institution that is not approved in advance by the Board. Upon a motion duly made by Director Madden, and being seconded by Director Grover, the Board voted unanimously to approve the Resolution Regarding Annual Review of Investment Policy and Adopting Amended List of Qualified Broker/Dealers, as presented.

#### **RECEIVE UPDATE AND RECOMMENDATIONS FROM PUBLIC SAFETY COMMITTEE.**

The Public Safety Committee met on April 3, 2017, a copy of the Committee Minutes is included in the Board agenda materials. Officer Beserra presented the March 2017, Patrol Summary Report, included in the Board agenda materials, and answered questions. No action from the Board was required.

#### **RECEIVE UPDATE AND RECOMMENDATIONS FROM MOBILITY AND VISUAL IMPROVEMENTS COMMITTEE.**

The Mobility and Visual Improvements Committee met on April 3, a copy of the Committee Minutes is included in the Board agenda materials. Mr. Allender provided an update on the Special Parking Area and reviewed the tasks to implement the parking management plan/special parking area. He requested the Board to review the document included in the board materials highlighting expanding security patrols in the parking areas; expand and update parking inventory and establishing parking occupancy to determine capacity and demand; and capital improvements. Chairman Wynn requested to place trespass affidavits in the package. Mr. J. Hawes provided an update on the bridge lighting project and stated all the equipment has been received for bridges and is scheduled to be installed within 3 weeks.

##### **a. Approve additional services request from Walter P. Moore.**

Mr. Allender reviewed the proposal from Walter P. Moore for additional service request on the comprehensive District wide mobility study for additional services for the special parking area project, included in the board materials.

##### **b. Approve change order from Williams Architectural Signage and Consulting.**

Mr. J. Hawes reviewed Change Order No. 3 from NEC Signage in the amount of \$6,528. He reported this is for the last identification marker and has been reviewed and recommended for approval by the Committee.

Upon a motion duly made by Director Grover, and being seconded by Director Madden, the Board voted unanimously to (a) approve the proposal from Walter P. Moore for additional services for the special parking area, as presented; and (b) approve Change Order No. 3 from NEC Signage in the amount of \$6,528.00, as presented.

#### **RECEIVE UPDATE FROM MARKETING AND BUSINESS DEVELOPMENT COMMITTEE.**

##### **a. Ratification of Exhibits B-G to the Services Agreement with Steel Branding.**

Ms. Larson reviewed Exhibits B through G to the Service Agreement with Steel Branding. She reported the Board previously authorized the Committee to finalize the agreement with Steel Branding and to be returned to the Board for ratification. She reported the Exhibits B through G are for additional scopes of services to assist with implementation of the approved plan. Upon a motion duly made by Director Madden, and being seconded by Director Grover, the Board voted unanimously to approve Exhibits B through G for additional scopes of services to the Steel Branding master agreement.

She reported the Monthly PR and Marketing Report is included in the board materials for review. She stated the next Recycle Day is April 29 to be held at the Walgreens at 3317 Montrose.

#### **CONTINUED - RECEIVE UPDATE AND RECOMMENDATIONS FROM FINANCE COMMITTEE.**

##### **a. Receive Assessment Collection Report**

Ms. Hall presented the Assessment Collection Report, included in the board materials, and answered questions. She reported an 87% collection rate of the 2016 assessments for the east zone and a 70% collection rate for the west zone. She stated there is a small amount of uncertified property in east zone. She stated she is expecting preliminary values to be in early May for 2017. No action from the Board was required.

#### **RECEIVE UPDATE FROM BUSINESS AND ECONOMIC DEVELOPMENT COMMITTEE.**

The Business and Economic Development Committee met on March 22, a copy of the Committee Minutes is included in the Board agenda materials. Mr. Hawes reported the Committee is planning four breakfast meetings to receive feedback on needs from the business community. No action from the Board was required.

#### **RECEIVE EXECUTIVE DIRECTOR'S MONTHLY REPORT.**

Mr. Hawes stated the Executive Director's Monthly Report is included in the Board materials for review and he had nothing further to report.

#### **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 12:26 p.m.

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

The Board reconvened in Open Session at 1:04 p.m. No action was taken.

**ANNOUNCEMENTS.**

There were no announcements.

**ADJOURN.**

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

(Seal)



  
Secretary