

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

**March 10, 2014**

**DETERMINE QUORUM; CALL TO ORDER.**

The Board of Directors of Montrose Management District held a regular meeting, open to the public on the 10<sup>th</sup> day of March, 2014, 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 - 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 Secretary</i>
Position 5 - Lane Llewellyn	Position 13 - <i>vacant</i>
Position 6 - <i>vacant</i>	Position 14 - <i>vacant</i>
Position 7 - <i>vacant</i>	Position 15 - <i>vacant</i>
Position 8 - Robert Jara	

and all the above were present with the exception of Directors Llewellyn, Hubbard and Heugel, thus constituting a quorum. Also present were Bill Calderon, Susan Hill, Josh Hawes, Linda Clayton and Gretchen Larson, all of Hawes Hill Calderon, LLP; Clark Lord, Bracewell & Giuliani; Pat Hall, Equi-Tax, Inc.; Felicia Alexander, Municipal Accounts & Consulting; and Ray Lawrence, Lawrence & Associates. Others attending the meeting were Dennis Beedon and Marie Cortes, Montrose Business Ambassadors; Victor Beserra, Houston Police Department; Chris Valdez, Primer Grey; Joseph Le, HEPI; Daphne Scarbrough, Richmond Avenue Coalition, and Tawny Tidwell. Chairman Wynn called the meeting to order at 12:00 p.m.

**APPROVE MINUTES OF MEETING HELD JANUARY 13, 2014.**

Upon a motion duly made by Director Mitchmore, and being seconded by Director Jara, the Board voted unanimously to approve the Minutes of January 13, 2014, as presented.

**APPROVE MINUTES OF MEETING HELD ON FEBRUARY 10, 2014.**

Upon a motion duly made by Director Mitchmore, and being seconded by Director Jara, the Board voted unanimously to approve the Minutes of February 10, 2014, as presented.

**RECEIVE PUBLIC COMMENTS.**

There were no public comments.

**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 Assessment Collection Reports included in the Board agenda materials. She reported on the east side 89% had been collected and that delinquent statements had been mailed on the remaining 11%. She stated there was a small amount of uncertified property. She reported 92% collected on the west side and there was approximately \$327,000 of uncertified property. She answered questions from the Board regarding how collections compared to last year. Mr. Calderon reported he had received a waiver request which had been presented and approved by the Finance Committee. He stated it would be on next month's agenda for the Board to consider. No action from the Board was required.

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

Ms. Alexander presented the Monthly Financial Report, included in the Board agenda materials. She answered questions from the Board regarding assessment refunds and Ms. Hall stated there were various reasons for refunds including protests and/or lawsuits settled. Upon a motion duly made by Director Thorpe, and being seconded by Director Mitchmore, the Board voted unanimously to accept the Financial Report and approved paying invoices as presented.

**RECEIVE EXECUTIVE DIRECTOR'S MONTHLY REPORT ON DISTRICT INITIATIVES.**

Mr. Calderon reported the Marketing and Business Relations Committee did not meet in February and would be meeting next week. He indicated the social media accounts were increasing. He reported the Business Workshop held February 27th was the best held to date and well attended. He stated the Business Mixers will be held quarterly, with the first planned for March 27th and they would be announcing the preliminary design of the bridge lighting project to the community. He presented several drafts of the bridge lighting project. He reported the engineer was finalizing the District's revised application for resubmission to the City for Special Parking Area permit. Mr. Calderon reported the Safety and Security Committee had met and were continuing to evaluate additional providers for mobile camera vendors. He stated the Economic Development Committee was discussing plans for sponsoring a real estate broker luncheon in order to receive input from the realtors. Mr. Beserra reviewed the Patrol Summary, a copy is attached as Exhibit A. Mr. Calderon reported on the March 5th CIP public meeting and answered questions regarding projected CIP projects. No action from the Board was required.

**CONSIDER APPROVAL OF AGREEMENT ON BIKE RACK INSTALLATION.**

Mr. Calderon reviewed and explained the Agreement with Kafoglis for bike rack installation, included in the Board agenda materials. Upon a motion duly made by Director Mitchmore, and being seconded by Director Nagar, the Board voted unanimously to approve the Agreement with the amount not to exceed \$5,000 without further approval.

**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 ITEM 9 ON THE AGENDA.**

An executive session was not called.

**ANNOUNCEMENTS.**

Mr. Jara questioned Mr. Calderon about Houston Streets. Mr. Calderon stated the City had approached the District to meet and discuss the possibility of the District supporting Houston Streets Initiative which is basically the City's Health Department using grant dollars to try to replicate a program used in other cities. He stated basically there would be sections of the street blocked off with the express purpose to try to get people out of their cars and onto the streets to take advantage of the businesses along that corridor.

**ADJOURN.**

There being no further business to come before the Board, Chairman Wynn adjourned the meeting at 12:48 p.m.



*Camie B. Stinson*  
Secretary

**List of Exhibits:**

Exhibit A: Patrol Summary, dated March 1, 2014

# Patrol Summary

Shift Period: Feb-14  
 Total Hours Worked 504:00  
 Total Miles Driven 1,671

### Crime Arrest Activity

Felony Arrests:	2
Misdemeanor Arrests:	56
Charges Filed:	11
Suspects in Jail:	70

### Field Activity

Parking Tickets:	0
Citations:	0
BMV Report Cards:	937
Crime Prevention:	548

### Patrol Activity

Calls for Service:	240
CIT Calls:	0
Incident Reports:	22
Accident Reports	0
Locations Checked:	1058

### Warrants

Felony Warrants:	3
Misdemeanor Warrants:	3
City Warrants:	24
SETCIC Warrants:	34

### Arrest Summary

Shift Period Feb-14

Charge	# of Arrests
Affray	2
Assault	1
City Warrants	9
Consumption of Alcohol at a Metro Bus Stop	1
Consumption of Alcohol on an Unlicensed Premise.	3
Criminal Mischief	1
Criminal Trespass	8
Enhanced Public Intoxication	1
Failure to ID Warrant	1
Felony Warrant	2
Littering	2
Parole Violation	1
Possession of a Controlled Substance	2
Public Intoxication	22
Setcic Warrant	6
Soliciting Funds in Roadway	3
Theft	3
Walking in the Roadway Where Sidewalks are Provid	2
<b>Total Arrests</b>	<b>70</b>