

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

**January 11, 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, January 11, 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 Wynn, Llewellyn, Jara, 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; Caryn Adams, Municipal Accounts & Consulting; Dennis Beedon, Montrose Business Ambassador; and Ray Lawrence, Lawrence & Associates. Others attending the meeting were Officer Victor Beserra, HPD; James Vick, SWA; and Daphne Scarbrough, Richmond Avenue Coalition. Vice-Chairman Mitchmore called the meeting to order at 12:04 p.m.

**RECEIVE PUBLIC COMMENTS.**

There were no public comments.

**APPROVE MINUTES OF REGULAR MEETING HELD DECEMBER 14, 2015.**

Upon a motion duly made by Director Grover, and being seconded by Director Hubbard, the Board voted unanimously to approve the Minutes of the December 14, 2015, Board meeting, as presented.

**RECEIVE AND ACCEPT RESIGNATION FROM CASSIE STINSON.**

The Board acknowledged Cassie Stinson's resignation, included in the Board agenda materials.

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

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

Mr. Hawes reviewed the Assessment Collection Reports for the east and west zones, included in the Board agenda materials. He reported \$5 million in uncertified assessed value for 2015 in the east zone. He reported the west zone had \$5 million in uncertified assessed value for 2015 and \$70,822 in uncertified values for 2014. No action from the Board was required.

**12:09 p.m. Director Lane Llewellyn arrives meeting.**

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

Ms. Adams presented the bookkeeper's report and went over invoices, included in the Board agenda materials. She reported check number 5260 in the amount of \$63,666.59, payable to Hawes Hill Calderon was being voided and replaced with check number 5276 in the amount of \$18,442.64. She reported one of the invoices from Hawes Hill should have been billed to TIRZ#1 and not the District. She reported a revised bookkeeper's report would be emailed to the Board members with the correction. Upon a motion duly made by Director Grover, and being seconded by Director Wulfe, the Board voted unanimously to accept the Bookkeeper's Report and approved payment of invoices, as amended voiding check number 5260 and issuing check number 5276 payable to Hawes Hill Calderon LLC in the amount of \$18,442.64.

Mr. Hawes reported there were no Committee meetings during December; however, staff would be providing updates regarding ongoing projects and initiatives.

**RECEIVE UPDATE FROM PUBLIC SAFETY COMMITTEE.**

Mr. Lowry reported the extra patrol authorized during the holidays benefited the District with zero burglaries to residential apartment complexes in the District this holiday season. Officer Beserra presented the Patrol Summary for December 2015, included in the Board agenda materials, and answered questions. There was general discussion regarding public safety initiatives. No action from the Board was required.

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

**a. Receive and consider bid recommendations for installation of Phase I Montrose Management District Identification Markers.**

Mr. Allender provided an update on the Special Parking Application and answered questions. He reported a public meeting was held in December and staff was preparing to submit the application to the City. He reported public notice will be mailed out on or before January 20, 2016. He reported the Application is anticipated to be heard on February 4 by the Planning Commission. Mr. Allender reported bidding on the Identification Markers has been delayed due to electrical issues. He provided an update on the removal of the gateway monument. Mr. Hawes provided an update on the bridge lighting project. Director Mitchmore had questions regarding the redesign of W. Alabama. Mr. Allender reported he would look into the issue and provide an update to the Board. No action from the Board was required.

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

Ms. Larson provided an update on ongoing projects and answered questions. She reported LifeSmiles received 1st place in the Holiday Decorating Contest and Dr. Mitchmore stated he would be donating the prize money to a local charity. Ms. Larson reported staff is working on a comprehensive year

in review report to be presented to the Committee during its January meeting. No action from the Board was required.

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

Mr. Lawrence provided an update on business and economic development in the District; and provided a few objectives the Committee will be focusing on for the new year. No action from the Board was required.

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

Mr. Hawes reported his report is included in the Board agenda materials for review. 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.**

Mr. Hawes announced the appointment of Jerry Lowry as the new Deputy Executive Director for the District.

**ADJOURN.**

There being no further business to come before the Board, Vice-Chairman Mitchmore adjourned the meeting at 12:37 p.m.

  
By: Asst. Secretary

(Seal)

