

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

**March 13, 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, March 13, 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 -  | Kathy Hubbard, <i>Treasurer</i> |
| Position 2 - | Tammi Wallace                | Position 10 - | Michael Grover                  |
| Position 3 - | vacant                       | Position 11 - | vacant                          |
| Position 4 - | vacant                       | 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 Wallace, thus constituting a quorum. Also present were David Hawes, Josh Hawes, Linda Clayton, Gretchen Larson, Tony Allender and Kristen Gonzales, all with Hawes Hill Calderon, LLP; Aaron Roffwarg, Bracewell LLP; Caryn Adams, Municipal Accounts; Pat Hall, Equi-Tax; Ray Lawrence, Lawrence & Associates; and Dennis Beedon, Montrose Business Ambassador. Others attending the meeting were Officer Victor Beserra, Montrose HPD; Tawny Tidwell, Montrose MD social medial strategist; Michael Hardy; Daphne Scarbrough, Richmond Avenue Coalition; Lee Anne Dixon, Walter P. Moore; 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 ELLYN WULFE.**

Chairman Wynn stated Chapter 49.052(h), Texas Water Code, provides that a person is considered to have resigned from serving as a member of the Board of Directors if the person fails to attend three consecutive meetings of the Board. He stated Directors Justin Singer and Llane Llewellyn have automatically resigned from the Board due to absences. He requested that if any board member knows of anyone interested in serving on the Board to forward the information to Susan Hill and she will provide them information and an application for the Nominating Committee's consideration. Chairman Wynn reported Ellyn Wulfe has

submitted a resignation letter, included in the Board agenda materials, and the Board acknowledged her resignation.

#### **RECEIVE NOMINATIONS AND ELECT VICE-CHAIR, SECRETARY AND ASST. SECRETARY**

Chairman Wynn recommended and made a motion to nominate Director Stephen Madden as Vice-Chair, upon which Director Grover seconded the motion. The Board voted unanimously to appoint Director Stephen Madden Vice-Chair. Chairman Wynn recommended and made a motion to nominate Director Tammi Wallace as Secretary, upon which Director Madden seconded the motion. The Board voted unanimously to appoint Director Tammi Wallace Secretary.

#### **APPROVE MINUTES OF REGULAR MEETING HELD FEBRUARY 13, 2017.**

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

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

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

Mr. Hawes presented the Assessment Collection Report, included in the Board agenda materials. He reported a 72% collection rate on the 2016 assessments for the east and west zones combined. He reported an 82% collection rate for the east zone and 68% collection rate for the west zone. No action from the Board was required.

##### **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. Upon a motion duly made by Director Grover, and being seconded by Director Madden, the Board voted unanimously to accept the monthly financial report and approved payment of invoices, as presented.

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

The Public Safety Committee met on March 6, 2017, a copy of the Committee Minutes is included in the Board agenda materials. Officer Beserra presented the February 2017 Patrol Summary Report, included in the Board agenda materials, and answered questions. Mr. J. Hawes provided an update on the Harris County Attorney's nuisance program. He reported the renaming of the Neartown Storefront to the Richard V. Wilson Storefront was expected to be on the City Council's Agenda in March.

##### **a. Approve funds for Mayor's Street Solicitation Campaign.**

Mr. D. Hawes reported the Committee has reviewed the street solicitation campaign and the request from the Mayor to contribute to the campaign. He reported after review by the Committee it was

recommending a contribution of \$6,000 towards the campaign. He reported 15 management districts are expected to contribute to the panhandling campaign to increase public awareness and to redirect giving to a fund to help individuals who are currently homeless. He provided an overview of the campaign and answered questions. Upon a motion duly made by Director Hubbard, and being seconded by Director Madden, the Board voted unanimously to approve contributing \$6,000 for the Mayor's Street Solicitation Campaign.

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

Mr. Allender reported staff and consultants are moving forward with implementation of the Special Parking Area plan. He reported the application is a two-year commitment and a plan implementation including anticipated tasks is included in the board materials. Mr. J. Hawes provided an update on the identification markers. He reported a proposal to mask the control boxes of the ID markers is included in the board materials for review.

##### **a. Approve proposal from SMC Logistics for litter abatement services**

Mr. J. Hawes reviewed the proposal from SMC Logistics to provide litter abatement services from a three-person crew 5 days a week/8 hours a day at a cost of \$105,000 per year. Mr. D. Hawes stated the funds for litter abatement services was included in the approved budget. Chairman Wynn stated he believes these services will have an impact and noticeable improvement in the District's appearance. Upon a motion duly made by Director Grover, and being seconded by Director Hubbard, the Board voted unanimously to approve the proposal from SMC Logistics to provide litter abatement services in the amount of \$105,000 per year, as presented.

##### **b. Approve proposal from Walter P. Moore for esplanade engineering services**

Mr. J. Hawes reviewed the proposal from Walter P. Moore for engineering services related to esplanade modifications along Montrose Blvd. between W. Dallas and W. Gray in an amount not to exceed \$30,000, a copy of the proposal is included in the board materials. Upon a motion duly made by Director Hubbard, and being seconded by Director Grover, the Board voted unanimously to approve the proposal from Walter P. Moore for engineering services related to esplanade modifications along Montrose Blvd. between W. Dallas and W. Gray in an amount not to exceed \$30,000.

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

Ms. Larson reported a Marketing and Business Development Committee Report is included in the Board agenda materials. She reported the Business Ambassador made 47 repeat and 3 new business visits in February. She provided an update on the staff's attendance at Civic and HOA meetings. She reported staff will be attending the Castle Court Neighborhood annual association meeting on March 30. Chair Wynn requested Board Members to provide Ms. Larson with any feedback received on the bridges. No action from the Board was required.

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

Mr. Lawrence reported the Committee did not meet last month. No action from the Board was required.

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

The Executive Director's Report is included in the Board materials for review.

**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.**

The Board convened in Executive Session at 12:33 p.m.

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

The Board reconvened in open session at 1:07 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 1:07 p.m.



Secretary

(Seal)

