

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

July 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, July 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, <i>Secretary</i>	Position 10 -	Michael Grover
Position 3 -	William I. Davis, III	Position 11 -	Amir Sabzevari
Position 4 -	Lara Attayi	Position 12 -	vacant
Position 5 -	Dimitri Fetokakis	Position 13 -	vacant
Position 6 -	Robert Jara	Position 14 -	vacant
Position 7 -	Ryan Haley	Position 15 -	vacant
Position 8 -	Stephen L. Madden, <i>Vice-Chair</i>		

and all were present, with the exception of Directors Wynn, Fetokakis and Haley, thus constituting a quorum. Also present were Ben Brewer, Josh Hawes, Gretchen Larson, Tony Allender, Linda Clayton, Kristen Gonzales, Don Huml and Elisa Rodriguez, all with Hawes Hill & Associates, 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 Brian Toldan, McCall Gibson Swedlund Barfoot PLLC; Officer Jaquarya, Montrose HPD; Eoles Whitaker, Office of State Representative Garnet Coleman; Linda Trevino, METRO; Mark Conway, Walter P. Moore; Daphne Scarbrough, Richmond Avenue Coalition; and Eugene Nosad, Avondale Civic Assoc. Vice-Chair Madden called the meeting to order at 12:01 p.m.

RECEIVE PUBLIC COMMENTS.

Linda Trevino commented on METRO service changes to begin in August and stated METRO would like input for its new service plan.

APPROVE MINUTES OF REGULAR MEETING HELD JUNE 12, 2017.

Upon a motion duly made by Director Grover, and being seconded by Director Wallace, the Board voted unanimously to approve the Minutes of the June 12, 2017, Board meeting, as presented.

RECEIVE UPDATE AND RECOMMENDATIONS FROM FINANCE COMMITTEE.

a. Receive Assessment Collection Report

This item is covered later in meeting.

b. Receive and consider 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. Upon a motion duly made by Director Jara, and being seconded by Director Grover, the Board voted unanimously to accept the Bookkeeper's Report and approved payment of invoices, as presented.

c. Receive and approve FY2016 Financial Report and Audit from McCall Gibson Swedlund Barfoot PLLC.

Mr. Toldan presented the FY2016 Financial Report and Audit, included in the Board agenda materials, and answered questions. He reviewed the Independent Auditor's Report and reported an unmodified opinion. He reviewed pages 11-12, Statement of Activities and Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances; and pages 14-23, Notes to Financial Statements. Upon a motion duly made by Director Wallace, and being seconded by Director Jara, the Board voted unanimously to approve the FY2016 Financial Report and Audit, as presented.

RECEIVE UPDATE FROM PUBLIC SAFETY COMMITTEE.

Officer Jaquarya presented the June 2017 Patrol Summary Report, included in the Board agenda materials, and answered questions. No action from the Board was required.

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

Mr. Hawes reported the Committee did not meet in July.

a. Consider purchase of bike racks.

Mr. Hawes reported the District has received several requests from business owners for District branded bike racks. He stated 41 bike racks would cost a little under \$25,000, not including installation. He reported staff will be requesting proposals for the installation phase of the project and will bring to the Board for consideration in September. No action was taken.

b. Review and Consider proposal from Walter P Moore to conduct independent inspection of bridge lights prior to issuing final acceptance letter to TxDOT and subsequent maintenance obligations.

Mr. Huml reviewed the proposal from Walter P. Moore to conduct an independent inspection of bridge lights prior to issuing final acceptance letter from TxDOT, included in the Board agenda materials. He reported before the District provides a final acceptance letter to TxDOT, staff is recommending the District hire Walter P. Moore to inspect the bridge lights, including construction, electrical components related to the lights and inspect the system to ensure it is operating as intended. He reported after the inspection, Walter P. Moore will issue a letter of conformance or non-

conformance on specific items. Mr. Conway answered questions regarding the proposal and work to be performed. He reported the estimated fee is \$36,700, plus reimbursable expenses to include traffic control and lift vehicle allowance. After full discussion, the Board requested the Committee review the proposal and provide its recommendations to the Board at the next board meeting. No action was taken.

CONTINUED - RECEIVE UPDATE AND RECOMMENDATIONS FROM FINANCE COMMITTEE.

a. Receive Assessment Collection Report

Ms. Hall presented the Assessment Collection Report, included in the board agenda materials. She reported a 77% collection rate on the combined west and east zones 2016 assessments. She reported a 91% collection rate on the 2016 assessments for the east zone with approximately \$870,00 in uncertified values; and 72% collection rate on the 2016 assessments for the west zone with no uncertified values. No action from the Board was required.

RECEIVE UPDATE AND RECOMMENDATIONS FROM MARKETING AND BUSINESS DEVELOPMENT COMMITTEE.

Ms. Larson presented the June 2017 Monthly PR and Marketing Report, included in the Board agenda materials. She reported articles and posts were written regarding the the Pride crosswalk installed at Taft and Westheimer.

a. Consider bridge and identification marker lighting protocols.

Ms. Larson reviewed the Bridge and ID Marker Lighting protocols developed to facilitate requests from the community to have the lights changed to represent causes and events. She went over the application process and reported the Marketing Committee, in conjunction with the Executive Director, will consider requests as they are submitted. She reported funds have been budgeted to implement tasks associated with the protocols. She reported the Committee has reviewed and is recommending the Board to adopt the protocols. Upon a motion duly made by Director Grover, and being seconded by Director Jara, the Board voted unanimously to approve the Bridge and ID Marker Lighting Protocols, as presented.

RECEIVE UPDATE FROM BUSINESS AND ECONOMIC DEVELOPMENT COMMITTEE.

Mr. Lawrence reported the Committee met on June 28, a copy of the Committee Minutes is included in the Board agenda materials. He reported the Committee received a presentation from Rachel Davis with Petros Pace Finance which offers long-term 100% financing for energy saving retrofit equipment. He reported the Committee reviewed results of the May breakfast meeting for apartment managers and discussed planning for the second half of 2017 breakfast/luncheon meetings. He provided an update on new retail development on Westheimer. No action from the Board was required.

RECEIVE EXECUTIVE DIRECTOR'S MONTHLY REPORT.

Mr. Hawes reported everything was covered during the meeting and the Executive Director's 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.

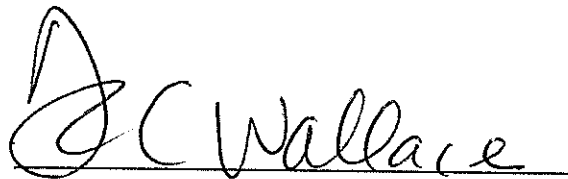
An Executive Session was not called.

ANNOUNCEMENTS.

It was announced there would be no Board meeting in August.

ADJOURN

There being no further business to come before the Board, Vice-Chair Madden adjourned the meeting at 12:54 p.m.


Secretary

(Seal)

