

**MINUTES OF THE MEETING OF THE  
HOBBY AREA MANAGEMENT DISTRICT  
BOARD OF DIRECTORS**

**October 13, 2016**

**DETERMINE QUORUM; CALL TO ORDER.**

The Board of Directors of the Hobby Area Management District held a regular meeting on Thursday, October 13, 2016, at 1:00 p.m. in the Doubletree Hilton Hobby, 8181 Airport Blvd., Houston, Texas 77061, inside the boundaries of the District, open to the public, and the roll was called of the duly appointed members of the Board, to-wit:

Position 1 -	Danny Perkins, <i>Chairman</i>	Position 7 -	Marjorie Evans
Position 2 -	Helen Bonsall, <i>Vice-Chair</i>	Position 8 -	Joe Edd Nelson
Position 3 -	Todd Szilagyi	Position 9 -	Darryl Bailey
Position 4 -	Jesus H. Saenz, Jr.	Position 10 -	Vic J. Zachary
Position 5 -	Ann Collum	Position 11 -	Alberto Cardenas
Position 6 -	Sue De Haven, <i>Secretary</i>		

and all the above were present, with the exception of Directors Perkins, Szilagyi, Evans, Bailey and Zachary, thus constituting a quorum. Also present were Jerry Lowry, Tony Allender, Linda Clayton and Elisa Rodriguez, all with Hawes Hill Calderon, LLP; Clark Lord, Bracewell LLP; Jack Roland, Governmental Financial Reporting, LLC.; and Jeff Sonnheim, Equi-Tax. Others attending the meeting were Eoles Whitaker, Office of State Rep. Garnet Coleman; Rhedonda Cox and O'Brien McFadden, both of SEAL Security; Sherry Weesner, Scenic Houston; Jason Miller, Clark Condon; Maria Ramirez, Hobby Business Ambassador; Amber Ambrose, social media strategist; and Aaron Dominguez, Amegy Bank. Vice-Chair Bonsall called the meeting to order at 1:03 p.m.

**RECEIVE PUBLIC COMMENTS.**

Aaron Dominguez with Amegy Bank discussed a potentially new Amegy Bank branch being placed in the District on the I-45 corridor. He stated it would probably be a year before opening.

**APPROVE MINUTES OF MEETING HELD SEPTEMBER 8, 2016.**

Upon a motion duly made by Director DeHaven, and being seconded by Director Cardenas, the Board voted unanimously to approve the Minutes of the September 8, 2016, Board meeting, as presented.

**1:07 p.m. Director Bailey arrived meeting.**

#### **RECEIVE ASSESSMENTS COLLECTION REPORT.**

Mr. Sonnheim presented the Assessment Collection Report, included in the Board agenda materials. He reported a 98% collection rate on the 2015 assessments with no uncertified values. No action from the Board was required.

#### **RECEIVE BOOKKEEPER'S REPORT AND APPROVE INVOICES FOR PAYMENT.**

Mr. Roland presented the Bookkeeper's Report and went over invoices, included in the Board agenda materials. Staff answered questions regarding various invoices. Upon a motion duly made by Director DeHaven, and being seconded by Director Collum, the Board voted unanimously to accept the Bookkeeper's Report and approved payment of invoices, as presented.

#### **RECEIVE AND CONSIDER FY2016 PROPOSAL FROM BELT HARRIS PECHACEK LLLP FOR CONDUCTING THE ANNUAL FINANCIAL REPORT AND AUDIT.**

Mr. Lowry reviewed the proposal from Belt Harris Pechacek LLLP to prepare the FY2016 annual financial report and audit, and answered questions. He reported the fee estimate for the audit services was \$3,950.00 which was in line with the fees for the FY2015 audit. Upon a motion duly made by Director DeHaven, and being seconded by Director Nelson, the Board voted unanimously to approve the proposal from Belt Harris Pechacek LLLP to prepare the FY2016 annual financial report and audit for a fee estimate of \$3,950.00, as presented.

#### **RECEIVE AN UPDATE FROM THE HOBBY AREA IMPROVEMENT CORPORATION (HAIC).**

Mr. Lowry reported there were no items to report.

**1:23 p.m. Director Evans arrived meeting.**

#### **RECEIVE AN UPDATE AND RECOMMENDATIONS FROM ENVIRONMENT, URBAN DESIGN, AND MOBILITY COMMITTEE.**

Mr. Allender reported the Committee met on September 21, a copy of the Committee Minutes is included in the Board agenda materials.

- a. **Consider and approve a maintenance agreement with the City of Houston as required for the Broadway Enhancement Project.**

Mr. Allender reviewed the Maintenance Agreement, included in the Board agenda materials, and answered questions. He reported the agreement outlined what the District is responsible for maintaining versus what the City is responsible to maintain. Mr. Lord stated the City will not allow anyone to put anything in the right of way unless it has the capacity to maintain the improvements. He stated the

Maintenance Agreement was a standard agreement that the City enters into with Districts for maintenance requirements for improvements in the right-of-way. Upon a motion duly made by Director Collum, and being seconded by Director DeHaven, the Board voted unanimously to approve the Maintenance Agreement, as presented.

- b. Consider and approve Broadway Enhancement Project payment applications and/or required change orders.**

Mr. Miller reviewed Pay Applications No. 2 and 3 and Change Orders No. 3, 4 and 5, included in the Board agenda materials. He stated Clark Condon has reviewed the pay applications and change orders and agrees with the amounts and quantities and recommends approval of the pay applications and change orders. Upon a motion duly made by Director DeHaven, and being seconded by Director Saenz, the Board voted unanimously to approve Pay Application No. 2 from Jerdon Enterprise in the amount of \$101,847.60, Pay Application No. 3 from Jerdon Enterprise in the amount of \$410,973.75, Change Order No. 3 from Jerdon Enterprise in the amount of \$20,014.85, Change Order No. 4 in the amount of \$132,000.00, and Change Order No. 5 in the amount of \$-147,965.00, as presented.

- c. Ratify the EUDM Committee's action to proceed with trimming trees for CenterPoint's installation of new street light standards.**

Upon a motion duly made by Director Collum, and being seconded by Director Nelson, the Board voted unanimously to ratify the Environmental, Urban Design and Mobility Committee's action to authorize proceeding with trimming trees for CenterPoint's installation of new street light standards.

- d. Consider and approve a proposal from Clark Condon & Associates to prepare maintenance specifications and cost estimates for the Broadway project.**

This item was tabled.

#### **RECEIVE UPDATE FROM THE BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE.**

Mr. Lowry reported the Committee met on September 21, a copy of the Committee Minutes is included in the Board agenda materials.

- a. Consider and approve a contract with Malone Strategies LLC for event management and fund development for the 2017 State of the District luncheon and HobbyFest 2017.**

Mr. Lowry reported request for proposals were sent out for event management and fund development to secure sponsorships for HobbyFest 2017 and State of the District Luncheon 2017 and three responses were received. He reported three contracts are being presented to the Board for consideration (1) from Malone Strategies LLC to plan and execute the Hobby Fest 2017 in the amount of \$3,200.00; (2) from Malone Strategies LLC for event management of the State of the District Luncheon 2017 in the amount of

\$2,000.00; and (3) from Malone Strategies LLC to secure sponsorships for the State of the District Luncheon 2017 and Hobby Fest 2017 at a rate of ten percent (10%) of sponsorship funds received. There was general discussion regarding the 10% commission rate being a little high for fund raising. There was discussion regarding putting a \$100,000.00 donation cap per event at the 10% rate and anything after that being at a rate of 5%. Upon a motion duly made by Director Collum, and being seconded by Director Bailey, the Board voted unanimously to (1) approve the contract with Malone Strategies LLC for event management of the Hobby Fest 2017 in the amount of \$3,200.00, as presented; (2) approve the contract with Malone Strategies LLC for event management of the State of the District Luncheon 2017 in the amount of \$2,000.00, as presented; and (3) approve a contract with Malone Strategies LLC for fund development to secure sponsorships for Hobby Fest 2017 and for the State of the District Luncheon 2017 with a \$100,000.00 donation cap per event at the rate of 10% and funds received for sponsorships over \$100,000.00 at the rate of 5%.

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

Mr. Lowry reported the Public Safety Committee met on September 21, a copy of the Committee Minutes is included in the Board agenda materials. Officer McFadden presented the SEAL Security Incident Report, included in the Board agenda materials, and answered questions. Ms. Cox provided an update on the mobile security cameras in and around hotels in the District. No action from the Board was required.

#### **RECEIVE EXECUTIVE DIRECTOR'S MONTHLY REPORT IN SUPPORT OF THE DISTRICT'S SERVICE PLAN.**


Mr. Lowry reported the Business Ambassador made 60 visits during the month. He stated the final Livable Centers Study workshop was conducted last week and the next step is to receive a draft report which is expected to be submitted by the end of the year. He stated there will be a comment period and hopefully the report will be finalized by January or February. No action from the Board was required.

#### **ADJOURN.**

There being no further business to come before the Board, Vice-Chair Bonsall adjourned the meeting at 1:56 p.m.

(Seal)



  
Secretary