

**MINUTES OF MEETING  
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 9  
(HOBBY AREA MANAGEMENT DISTRICT)  
CITY OF HOUSTON, TEXAS**

**BOARD OF DIRECTORS**

**July 24, 2013**

**Determine Quorum and Call Meeting to Order.**

The Board of Directors of the Harris County Improvement District No. 9 (Hobby Area Management District) held a meeting on Wednesday, July 24, 2013, at 12:00 p.m. Noon at the Hobby Airport Double Tree Hotel, 8181 Airport Boulevard, Houston, TX 77061, inside the boundaries of the District and open to the public. Chairman Perkins called the meeting to order at 12:10 p.m. 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 – Joann Lemon
Position 3 – George Yeiter	Position 9 – Darryl Bailey
Position 4 – Sue De Haven, <i>Sec’y</i>	Position 10 - Vacant
Position 5 – Ann Collum	Position 11 – Vacant
Position 6 – Mary Case	

And all of the above were present with the exception of Director Case, thus constituting a quorum. Also in attendance were David Hawes, Susan Hill and Josh Hawes, all of Hawes Hill Calderon, L.L.C.; Patricia Hall, Equi-Tax, Inc.; and Clark Lord, Bracewell & Giuliani, L.L.P. Others in attendance were Gracie Garces and Brad Wray, both of the Office of Houston City Councilmember James Rodriguez.

**Receive public comments.**

Meeting attendees introduced themselves. Ms. Garces said that City Councilmember Rodriguez and his staff are eager to begin working the District. No action was taken.

**Minutes of previous meetings.**

Upon a motion duly made by Director Collum and being seconded by Director Bonsall, the Board voted unanimously to approve the minutes of its previous meetings held on August 24, 2007, September 19, 2007 and July 1, 2008.

**Ratify and approve:**

- a) **Sworn Statement, Bonds and Oaths of Office of Board members;**
- b) **Organization of the Board and appointment of committees;**
- c) **Nomination and appointment of Directors to fill vacancies on the Board;**
- d) **Official seal of the District;**
- e) **Resolution Establishing Fiscal Year End of the District;**
- f) **Resolution Establishing Reimbursement Policy for Director Expenses;**
- g) **Compliance with Open Records and Open Meetings Act requirements;**
- h) **Compliance with Conflicts of Interest Laws;**
- i) **Proposal from Hawes Hill Calderon LLP for consulting services;**
- j) **Proposal from Equi-Tax for tax consulting services;**
- k) **Petitions for Approval and Implementation of a Service and Assessment Plan; and**
- l) **Engagement letter with Bracewell & Giuliani LLP for legal services for the District.**

The Board discussed the above agenda items and reviewed related information included in the Board agenda materials. Mr. Hawes noted that a list of the petitions for creation of the District is included in the agenda materials. Ms. Hall explained the manner in which assessments are determined. She also discussed the need for an initial public hearing, as well as annual supplemental assessment roll hearings. Mr. Lord explained the types of legal services that his firm will provide to the District. Upon a motion duly made by Director De Haven and being seconded by Director Bailey, the Board voted unanimously to ratify and approve items A-I.

**Resolution calling a public hearing to consider: 1) the advisability of improvement projects and services; and 2) approving the assessment plan, assessment roll, and the levy of assessments on property within the District; ordering preparation of assessment roll; and authorizing the issuance of notice of public hearing.**

Mr. Hawes made a PowerPoint presentation to the Board and distributed a copy of the presentation about the District's Service and Assessment Plan and Timeline titled, "Hobby Area Management District – HCID #9," dated July 24, 2013, hereby attached as Exhibit A. He also explained the protocol for the District's initial public hearing, including the selection of a Hearing Examiner and witnesses who will testify. Mr. Lord added that the public hearing protocol is regulated by the Texas Administrative Hearing Act. Upon a motion duly made by Director De Haven and being seconded by Director Collum, the Board voted unanimously to authorize the Chairman, Executive Director and Legal Counsel to perform all work necessary with regards to holding a public hearing including setting a public hearing date, publicizing the hearing and conducting the hearing to consider: 1) the advisability of improvement projects and services; and 2) approving the assessment plan, assessment roll, and the levy of assessments on property within the District.

**Resolution Establishing District office, meeting place and time and posting place for District notices.**

Mr. Lord recommended listing Bracewell & Giuliani, L.L.P. as the District's office address at the current time. He said meetings locations will include that office, the Hobby Airport Double Tree Hotel; and the offices of Hawes Hill Calderon, L.L.P. He said that a different office location can be established once the public hearing is conducted. He said that notices of the District's meetings will be posted at Houston Hobby Airport, as well as at the Harris County Courthouse. Upon a motion duly made by Director Collum and being seconded by Director De Haven, the Board voted unanimously to approve a resolution establishing a District office, meeting place and time and posting place for District notices.

**Resolution Designating a Records Management Officer.**

Mr. Lord recommended listing Bracewell and Giuliani, L.L. P. as the District's records management officer at the current time. He said that a different records management officer can be established once the public hearing is conducted. Upon a motion duly made by Director Collum and being seconded by Director De Haven, the Board voted unanimously to designate Bracewell & Giuliani, L.L.P. as its records management officer.

**Resolution Establishing Public Information Officer.**

Mr. Lord recommended listing Bracewell and Giuliani, L.L. P. as the District's public information officer at the current time. He said that a different public information officer can be established once the public hearing is conducted. Upon a motion duly made by Director De Haven and being seconded by Director Lemon, the Board voted unanimously to designate Bracewell & Giuliani, L.L.P. as its public information officer.

**Resolution Adopting Investment Policy for the District.**

Mr. Hawes recommended that the agenda item be tabled until Board members have an opportunity to read the Investment Policy. Upon a motion duly made by Director Yeiter and being seconded by Director De Haven, the Board voted unanimously to table the agenda item regarding a resolution adopting an Investment Policy for the District.

**Resolution Appointing an Investment Officer for the District.**

Mr. Hawes recommended that the agenda item be tabled until a proposed Investment Officer is named. Upon a motion duly made by Director Yeiter and being seconded by Director De Haven, the Board voted unanimously to table the agenda item regarding a resolution appointing an Investment Officer for the District.

**Receive Financial Report and approve invoices.**

Mr. Hawes reviewed the financial information included in the Board agenda materials. Following discussion, and upon a motion duly made by Director De Haven and being seconded by Director Evans, the Board voted unanimously to accept the Financial Report and approve invoices, including the ratification of invoices paid in 2008.

**Proposal for insurance coverage for the District.**

Ms. Hill briefed the Board regarding the insurance proposal received from the Texas Municipal League Intergovernmental Risk Pool for general liability and errors and omissions insurance for public officials. She explained that the annual contribution is \$604.80, plus an additional \$450 per year for bonds, and she recommended approval. Upon a motion duly made by Director De Haven and being seconded by Director Evans, the Board voted unanimously to approve the proposal for insurance coverage for the District.

**Airport Master and Image Plan.**

Chairman Perkins said that the agenda item had already been covered earlier in the meeting. No action was taken.

**Adjourn.**

There being no further business to come before the Board, Chairman Perkins adjourned the meeting at 1:51 p.m.

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Secretary

(SEAL)

**List of Exhibits:**

Exhibit A: "Hobby Area Management District – HCID #9," PowerPoint presentation, dated July 24, 2013