

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

June 9, 2016

DETERMINE QUORUM; CALL TO ORDER.

The Board of Directors of the Hobby Area Management District held a regular meeting on Thursday, June 9, 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 DeHaven, Bailey, Zachary and Cardenas, thus constituting a quorum. Also present were Jerry Lowry, Gretchen Larson and Linda Clayton, all with Hawes Hill Calderon, LLP; Clark Lord, Bracewell LLP; and Cindy Craig, Governmental Financial Reporting, LLC. Others attending the meeting were Joaquin Martinez, Office of Council Member Gallegos; Eoles Whitaker, Office of State Rep. Garnet Coleman; Mario Ramirez, Hobby Business Ambassador; Rhedonda Cox, SEAL Security; Ann Culver, Scenic Houston; Kent Sawtelle and Jennifer Hillard, both with Zayo Group. Chairman Perkins called the meeting to order at 1:01 p.m.

RECEIVE PUBLIC COMMENTS.

There were no public comments.

APPROVE MINUTES OF MEETING HELD MAY 12, 2016.

Upon a motion duly made by Director Collum, and being seconded by Director Nelson, the Board voted unanimously to approve the Minutes of the May 12, 2016, Board meeting, as presented.

RECEIVE ASSESSMENTS COLLECTION REPORT.

Mr. Lowry reviewed the Assessments Collection Report, included in the Board agenda materials. He reported 96% collected on the 2015 assessments, no uncertified values and 59 unsettled accounts. He stated the Notices of Penalty went out last week. He reported the preliminary values for 2016 were approximately 11.2% higher than previous year; however, there will be adjustments and the District should still see an increase after the adjustments. No action was required by the Board.

RECEIVE BOOKKEEPER'S REPORT AND APPROVE INVOICES FOR PAYMENT.

Ms. Craig presented the Bookkeeper's Report and went over invoices, included in the Board agenda materials. Staff answered questions regarding expenses for line item 6070 - Creative ED Support. Upon a motion duly made by Director Bonsall, and being seconded by Director Saenz, the Board voted unanimously to accept the Bookkeeper's Report and approved payment of invoices, as presented.

1:10 p.m. Director Cardenas arrived meeting.

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

Mr. Lowry reported the Environment, Urban Design and Mobility Committee did not meet in May. A Memorandum on staff activities is included in the Board agenda materials.

- a. Ratify Chair's authorization of emergency tree trimming for traffic control lighting at several Broadway intersections.**

Upon a motion duly made by Director Cardenas, and being seconded by Director Bonsall, the Board voted unanimously to ratify the emergency tree trimming for traffic control lighting along Broadway in the amount of \$3,150.00, as presented.

- b. Consider approval for funding to connect a never before constructed 20-25' section of the sidewalk near Sims Bayou to leverage the economies of the Broadway Project.**

Mr. Lowry distributed Change Order No. 2 from Jerdon Enterprise in the amount of \$2,000. He reviewed the change order and answered questions. Director Cardenas asked whether anyone has approached TxDOT since TxDOT is responsible for the bridge and adjacent sidewalk. The Board requested staff to verify the sidewalk is not TxDOT's responsibility and to check whether it was not included in the original Jerdon contract. Upon a motion duly made by Director Cardenas, and being seconded by Director Collum, the Board voted unanimously to approve Change Order No. 2 from Jerdon Enterprise in the amount of \$2,000.00 contingent upon verification that the sidewalk is not the responsibility of TxDOT and that it was not included in the original contract by contractor.

RECEIVE UPDATE AND RECOMMENDATIONS FROM BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE.

- a. Consider approval of the installation of telecommunications equipment approved by the City of Houston on existing CenterPoint service poles by the Zayo Group.**

Ms. Jennifer Hillard with the Zayo Group provided an overview of the project. She stated Zayo is a global infrastructure provider; and provided an overview on Zayo. She reported the small cells in the District are at a point they are not able to accommodate demand. She stated they would be using existing CenterPoint polls where possible and an equipment cabinet will be placed next to the poll. She went over

the benefits of small cells. She reported the term is for ten years. She reported permits have been submitted to the City and Zayo is required to have an approval letter from the District for finalization. She answered questions regarding locations and discussed aesthetics. Upon a motion duly made by Director Cardenas, and being seconded by Director Collum, the Board voted unanimously to refer this matter to the Committee for review and to bring back to the Board with recommendations.

RECEIVE UPDATE FROM PUBLIC SAFETY COMMITTEE.

Mr. Lowry reported the Public Safety Committee did not meet in May. A staff memorandum is included in the Board agenda materials. Director Cardenas stated he was glad to see proactive effort regarding encampments and transient problems; and wanted to thank the SEAL team. No action from the Board was required.

RECEIVE THE EXECUTIVE DIRECTOR'S MONTHLY REPORT ON ACTIONS AND INITIATIVES IN SUPPORT OF THE DISTRICT'S SERVICE PLAN.

Mr. Lowry reviewed the Executive Director's Report, included in the Board agenda materials. Ms. Larson provided an update on the AAAE conference attendance. She reported the next State of the District is scheduled for February 2, 2017, and HobbyFest will be on April 15, 2017. Mr. Lowry reported the preconstruction meeting for Broadway improvements was held last week and thanked Ms. Culver for everything Scenic Houston has done for the District. There was general discussion regarding various economic development projects in the District. Mr. Lowry stated a status report on roadway reconstruction is included in Executive Director's Report for review.

ANNOUNCEMENTS.


Joaquin Martinez thanked the District for working with CM Gallegos' office. He stated they appreciate all the work the District is doing. Eoles Whitaker introduced himself. He stated he was representing State Representative Garnet Coleman and was his new Director of Intergovernmental Relations.

ADJOURN.

There being no further business to come before the Board, Chair Perkins adjourned the meeting at 1:53 p.m.

(Seal)




Secretary

List of Exhibits:

- A. Change Order No. 2 from Jerdon Enterprise in the amount of \$2,000.00

AIA[®] Document G701[™] – 2001

Change Order

PROJECT (Name and address): Broadway Street	CHANGE ORDER NUMBER: 002 DATE: June 9, 2016	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/>
TO CONTRACTOR (Name and address): Jerdon Enterprise 13403 Redfish Stafford, TX 77477	ARCHITECT'S PROJECT NUMBER: 113-098 CONTRACT DATE: CONTRACT FOR: Landscape Improvements	CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

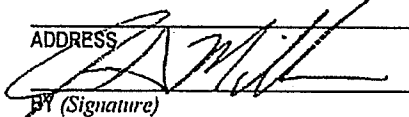
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
Additional 25 feet of 5' sidewalk to be added to the contract

The original Contract Sum was	\$ 4,934,820.70
The net change by previously authorized Change Orders	\$ -1,237,509.35
The Contract Sum prior to this Change Order was	\$ 3,697,311.35
The Contract Sum will be increased by this Change Order in the amount of	\$ 2,000.00
The new Contract Sum including this Change Order will be	\$ 3,699,311.35

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Clark Condon Associates</u> ARCHITECT (Firm name)	<u>Jerdon Enterprise</u> CONTRACTOR (Firm name)	<u>Hobby Area Management District</u> OWNER (Firm name)
<u>10401 Stella Link, Houston, TX 77025</u> ADDRESS	<u>13403 Redfish, Stafford, TX 77477</u> ADDRESS	<u>c/o Hawes Hill Calderon, 9610 Long Point Road, Suite 150, Houston, TX 77055,</u> ADDRESS
 BY (Signature)	_____ BY (Signature)	_____ BY (Signature)
<u>JASON A. MILLER</u> (Typed name)	_____ (Typed name)	_____ (Typed name)
<u>6/9/16</u> DATE	_____ DATE	_____ DATE

Scenic Houston
OWNER
5615 Kirby Dr. #645
Houston, TX 77005
ADDRESS

BY (Signature)

(Typed Name)

DATE



June 8, 2016

Houston Area Management District
 Attn: Mr. Jason Miller
 9610 Long Point Road, Suite 150
 Houston, TX 77055

Re: Broadway Street Landscape Improvements from IH-45 to Airport Blvd.

Dear Jason,

Jerdon Enterprise, L.P. proposes a price of \$10.00/SF to remove and replace the 25' x 5' section of sidewalk and a lump sum price of \$750.00 for the traffic control cost on the above referenced project per the June 2, 2016 email request.

Cost Summary:

Remove & replace 25'x5' section of sidewalk @ \$10.00/SF	\$1,250.00
Traffic control	<u>\$750.00</u>
Total	\$2,000.00

Feel free to contact me should you need any additional information at 281-261-5000, ext. 152.

Sincerely,

Steve Goolsby
 Project Manager
 Jerdon Enterprise, L.P.

cc: File-5382-concrete sidewalk removal & replacement proposal 2016-06-08

Jason Miller

From: Jason Miller
Sent: Monday, June 06, 2016 1:54 PM
To: Jason Miller; 'Darrol Vincent Jr'; 'Jeff Grzybowski'
Subject: RE: Broadway

Jeff,
Do you have info on this.. I need to get the estimated number to the board before their meeting.

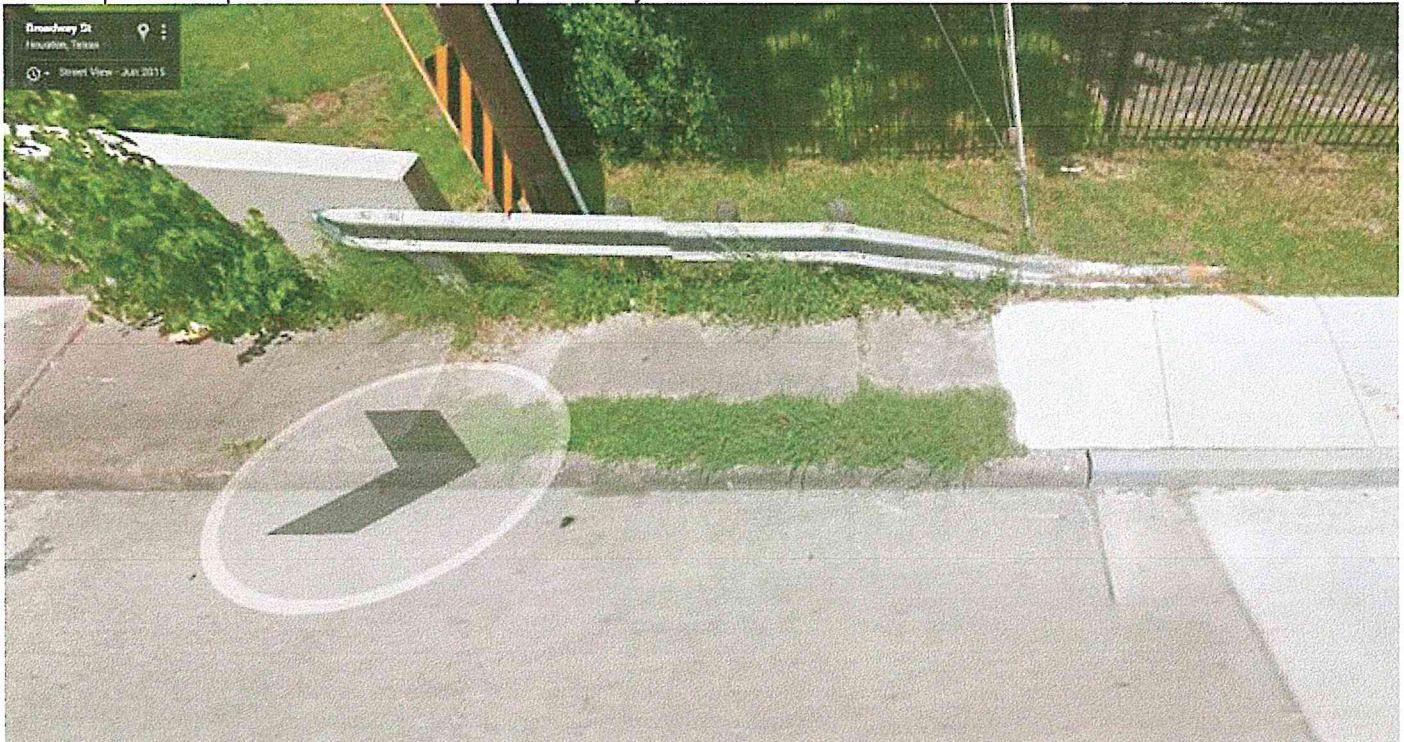
Jason A. Miller PLA, ASLA, LEED AP
Principal Owner

CLARK CONDON

Clark Condon | Landscape Architecture
10401 Stella Link Road, Houston, TX 77025
Office: 713-871-1414 | Fax: 713-871-0888 | Cell: 832-656-4136
clarkcondon.com
[Facebook](#) [Twitter](#) [LinkedIn](#)

From: Jason Miller
Sent: Thursday, June 02, 2016 8:20 AM
To: Darrol Vincent Jr; 'Jeff Grzybowski'
Subject: Broadway

Jeff and Darrol,
There is a 15-20' section of 5'-0" sidewalk that was not removed and replaced near the southeast corner of the bridge. We do not really have a line item that a lines with this work so do you have an estimate for what you would charge the district to pull this old piece of sidewalk out and replace it. Maybe we can use the concrete base line item?



If you can give me an estimate today I can get approval from the board so I can execute a change order prior to the board meeting.