

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

March 9, 2017

DETERMINE QUORUM; CALL TO ORDER.

The Board of Directors of the Hobby Area Management District held a regular meeting on Thursday, March 9, 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 Szilagyi, Saenz and Cardenas, thus constituting a quorum. Also present were Jerry Lowry, Executive Director; and Toby Stephens, all with HAMD; Tony Allender, Linda Clayton and Elisa Rodriguez, all with Hawes Hill Calderon, LLP; Clark Lord, Bracewell LLP; Cindy Craig, Governmental Financial Reporting, LLC.; and Jeff Sonnheim, Equi-Tax. Others attending the meeting were Joaquin Martinez, Council Member Gallegos' office; Eoles Whitaker, Office of State Rep. Garnet Coleman; O'Brien McFadden, SEAL Security; Ann Culver, Scenic Houston; Mario Ramirez, Hobby Business Ambassador; and Amber Ambrose. Chairman Perkins called the meeting to order at 1:02 p.m.

RECEIVE PUBLIC COMMENTS.

There were no public comments.

APPROVE MINUTES OF MEETING HELD DECEMBER 8, 2016.

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

RECEIVE ASSESSMENTS COLLECTION REPORT.

Mr. Sonnheim presented the Assessment Collection Report, included in the Board agenda materials. He reported a 94.8% collection rate on the 2016 assessments through today and 107 unsettled accounts. He reported delinquent statements have been mailed. No action from the Board was required.

1:06 p.m. Director Cardenas arrived meeting.

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. She provided a handout on additional checks being presented for payment for invoices received after the report had been generated, a copy is attached as Exhibit A. Upon a motion duly made by Director Collum, and being seconded by Director DeHaven, the Board voted unanimously to accept the Bookkeeper's Report and approved payment of invoices, as presented.

RE-VISIT PUBLIC COMMENTS.

Ms. Ann Culver with Scenic Houston presented a commemorative plaque to the Board for Broadway Blvd. Corridor project.

APPROVE AGREEMENT WITH GOVERNMENTAL FINANCIAL REPORTING, LLC FOR BOOKKEEPING SERVICES

Mr. Lowry reviewed the agreement with Governmental Financial Reporting, LLC for bookkeeping services, included in the Board agenda materials. He reported the bookkeeper was requesting an increase in his fees to \$750.00 per month for services related to Hobby Area Management District and an additional \$250.00 per month for services provided for Hobby Area Improvement Corporation. Upon a motion duly made by Director DeHaven, and being seconded by Director Zachary, the Board voted unanimously to approve the Agreement with Governmental Financial Reporting, LLC, as presented.

APPROVE AGREEMENT WITH ROLAND FRY & WARREN, LLC TO PERFORM YEAR END CLOSE AND REPORT PREPARATION FOR THE DISTRICT'S ANNUAL AUDIT.

Mr. Lowry reviewed the agreement with Roland Fry & Warren, LLC for services related to year-end financial statements for the District's annual audit in an estimated fee of \$3,400 to \$3,600, included in the Board agenda materials. Upon a motion duly made by Director Collum, and being seconded by Director Evans, the Board voted unanimously to approve the agreement with Roland Fry & Warren LLC to prepare the financial statements for the annual audit, as presented.

APPROVE JERRY LOWRY AS A SIGNATORY ON THE DISTRICT'S AMEGY CHECKING ACCOUNT REPLACING DAVID HAWES

Upon a motion duly made by Director DeHaven, and being seconded by Director Nelson, the Board voted unanimously to replace David Hawes with Jerry Lowry as an authorized signatory on the District's Amegy checking account.

RECEIVE AN UPDATE AND/OR RECOMMENDATIONS FROM THE PUBLIC SAFETY COMMITTEE.

- a. **Approve amending the District's Camera Policy to extend the placement time for fixed post cameras at various locations and other technical corrections.**

Mr. Stephens reviewed the proposed amendment to the District's Security Camera Implementation Policy, included in the Board agenda materials, and answered questions. He reported the Public Safety

Committee is recommending to increase the pole-mounted cameras placement from 90 days to 180 days. Officer McFadden answered questions regarding surveillance monitoring and recording. Mr. Lowry recommended approving the policy or to send back to Committee for further review. The consensus of the Board was to refer this item back to the Committee for further review.

b. Approve an agreement with the Greater East End Management District to provide Code Enforcement Services.

Mr. Stephens reviewed the agreement with Greater East End Management District to provide code enforcement services, in an amount of \$35 per hour, plus mileage, included in the Board agenda materials. He reported the field inspector will survey, document and report issues within the District, and will follow-up and provide written reports to the District. Mr. Lowry reported the Committee has reviewed the agreement and is recommending for approval. There was general discussion regarding how the District would track the time spent and how follow-up is going to be monitored to insure issues have been resolved. Upon a motion duly made by Director Collum, and being seconded by Director DeHaven, the Board voted unanimously to approve the agreement with Greater East End Management District to provide field services, as presented.

RECEIVE AN UPDATE AND/OR RECOMMENDATIONS FROM THE COMMUNITY AND THE ECONOMIC DEVELOPMENT COMMITTEES.

a. Community Development

i. Consider and approve Broadway Enhancement Project payment applications and/or required change orders.

Mr. Allender reviewed Change Order No. 10 from Jerdon Enterprise for changing planting in two beds and deduction of Live Oaks decreasing the amount of the contract by \$13,425.00 and reviewed Pay Application No. 7 from Jerdon Enterprise in the amount of \$224,756.63. Upon a motion duly made by Director DeHaven, and being seconded by Director Nelson, the Board voted unanimously to (1) approve Change Order No. 10 from Jerdon Enterprise decreasing the amount of the contract by \$13,425.00, as presented; and (2) approve Pay Application No. 7 from Jerdon Enterprise in the amount of \$224,756.63, as presented.

ii. Receive the HGAC Livable Centers Study from Design Workshop.

Mr. Allender reported a draft of the HGAC Livable Centers Study has been completed and is in the Board agenda materials for review. He reported the study provides for several different recommendations. He reviewed some of the highlights, and answered questions. Upon a motion duly made by Director DeHaven, and being seconded by Director Bailey, the Board voted unanimously that they have received the study for review.

iii. Consider and approve participation with other Management Districts in Mayor Turner's Anti-Street Solicitation Campaign

Mr. Lowry provided an overview of the Mayor’s Street Solicitation PR Campaign Program, included in the Board agenda materials. He reported the campaign is to reduce street solicitation through a community-wide campaign by educating the public and providing alternative ways to donate funds. He reported Mr. Eury and Mr. Icken are co-chairing this effort. He stated the proposal is for management districts to share the cost for the campaign in an approximate total cost of \$150,000. He reported the request is for Hobby Area District to contribute \$6,000. Mr. Martinez answered questions regarding amounts being contributed from other districts. After further discussion by the Board, and upon a motion duly made by Director Cardenas, and being seconded by Director Collum, the Board voted unanimously to contribute to the campaign in an amount not to exceed \$10,000, and requested details on the benefits for the District. Mr. Lord stated he wanted to clarify that this is for an outreach strategies campaign not for specific services targeted for the area.

b. Economic Development

i. A presentation of Community and Economic Development 101.

Mr. Stephens provided a presentation on Differences between Community and Economic Development, and answered questions. Highlights during the presentation included Community Development – efforts that produce assets to improve quality of life; Economic development – mobilization of assets to increase revenue and create permanent jobs; Community Assets – human, financial, physical and social; and Economic development - Typical site selection process; top site selection factors. No action from the Board was required.

2:03 p.m. Director Bailey left meeting, a quorum was still present.

RECEIVE EXECUTIVE DIRECTOR’S REPORT


Mr. Lowry presented the Executive Director’s Report, included in the Board agenda materials, and answered questions. He answered questions received from Director Cardenas regarding TAG in Austin. Mr. Lowry stated the visit included an effort to encourage legislation to not divert funds out of the transportation funding. Mr. Lord provided an overview of the some of the legislative issues and one management district bill. No action from the Board was required.

ADJOURN.

There being no further business to come before the Board, Chairman Perkins adjourned the meeting at 2:15 p.m.

(Seal)




Secretary

List of Exhibits:

- A. List of checks issued after Bookkeeper’s Report was generated

Hobby Area Management District Checks Printed After Board Book Published As of March 10, 2017

Ex. A

| Type | Date | Num | Name | Memo | Amount | Balance |
|--------------------------|------------|------|---------------------------------|---|-------------------|------------------|
| 1010 - Amegy Bank | | | | | | |
| Check | 03/10/2017 | 1819 | Almeda Center 45 LP | Refund: 11130 Gulf Fwy. 91/128/049/001/0001 | -1,800.00 | 95,783.88 |
| Check | 03/10/2017 | 1820 | C G 7600 LP | Refund: 7600 S. Santa Fe Drive | -12,119.41 | 93,983.88 |
| Check | 03/10/2017 | 1821 | Cardenas Adams | Refund: 8404 Stone St 76 - 91/040/239/001/0009 | -154.79 | 81,864.47 |
| Check | 03/10/2017 | 1822 | John S. Beeson | Refund: 7701 Monroe Rd - 91/034/203/001/0318 | -100.79 | 81,709.68 |
| Check | 03/10/2017 | 1823 | Mercantile Commerce Bank NA | Refund: 8600 Telephone Road - 91/096/318/000/0... | -2,863.40 | 81,608.89 |
| Bill Pmt -Check | 03/10/2017 | 1824 | Amegy Visa Credit Card | XXXX 0683 | -163.50 | 78,745.49 |
| Bill Pmt -Check | 03/10/2017 | 1825 | City of Houston - Utility Bill | | -921.77 | 77,823.72 |
| Bill Pmt -Check | 03/10/2017 | 1826 | Clark Condon Associates, Inc | | -7,218.07 | 70,605.65 |
| Bill Pmt -Check | 03/10/2017 | 1827 | Comcast | Acct. # 8777 70 318 6733591 | -176.50 | 70,429.15 |
| Bill Pmt -Check | 03/10/2017 | 1828 | Core Logic Safe Rent | | -3,241.00 | 67,188.15 |
| Bill Pmt -Check | 03/10/2017 | 1829 | Equi-tax Inc. | Monthly Assessor Services | -2,530.80 | 64,657.35 |
| Bill Pmt -Check | 03/10/2017 | 1830 | TML Intergovernmental Risk P... | Contract # 6630 | -735.00 | 63,922.35 |
| Total 1010 - Amegy Bank | | | | | -32,025.03 | 63,758.85 |
| TOTAL | | | | | -32,025.03 | 63,758.85 |