

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

June 8, 2017

DETERMINE QUORUM; CALL TO ORDER.

The Board of Directors of the Hobby Area Management District held a regular meeting on Thursday, June 8, 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 Bonsall, Saenz, Evans, Bailey and Zachary, thus constituting a quorum. Also present were Jerry Lowry, Executive Director HAMD; Tony Allender and Linda Clayton, both of Hawes Hill & Associates, LLP; Clark Lord, Bracewell LLP; Cindy Craig, Governmental Financial Reporting, LLC.; Jeff Sonnheim, Equi-Tax; and Mario Ramirez, Hobby Business Ambassador. Others attending the meeting were Joaquin Martinez, Council Member Gallegos' office; O'Brien McFadden, Lora Hughes and Christy Adams, all with SEAL Security; and Cody Rosier, Midwest Steel. Chairman Perkins called the meeting to order at 1:00 p.m.

RECEIVE PUBLIC COMMENTS.

There were no public comments.

APPROVE MINUTES OF MEETING HELD APRIL 13, 2017.

Upon a motion duly made by Director Collum, and being seconded by Director Cardenas, the Board voted unanimously to approve the Minutes of the April 13, 2017, Board meeting, as presented.

RECEIVE ASSESSMENTS COLLECTION REPORT

Mr. Sonnheim presented the Assessments Collection Report, included in the Board agenda materials, answered questions. He reported a 96% collection rate on the 2016 assessments and approximately \$16,015 in uncertified values. He stated approximately 170 delinquent statements have been mailed. He stated the preliminary values for 2017 is approximately \$1.32 billion.

1:03 p.m. Director Saenz arrived meeting.

1:05 p.m. Director Evans arrived meeting.

1:05 p.m. Director Bailey 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. Upon a motion duly made by Director De Haven, and being seconded by Director Nelson, the Board voted unanimously to accept the Bookkeeper's Report and approved payment of invoices, as presented.

CONSIDER A RESOLUTION TO APPROVE A DISTRICT ORGANIZATION STRUCTURE TO CREATE "MANAGER, SUPPORT SERVICES & SPECIAL PROJECTS" POSITION

Mr. Lowry reviewed the staffing and committee organizational chart, included in the Board agenda materials. He distributed a job description for Manager, Support Services and Special Projects, a copy is attached as Exhibit A. He reported he anticipated a salary of \$45,000 to \$60,000 for this position and once a person has been hired there will be a transition of the back-office items. Upon a motion duly made by Director Collum, and being seconded by Director De Haven, the Board voted unanimously to approve the District organization structure to create a Manager, Support Services and Special Projects position.

CONSIDER RESOLUTIONS WAIVING AUTOMATIC BOARD MEMBER RESIGNATION

Mr. Lowry reviewed the Resolutions Waiving Automatic Resignation of Board Member for Absenteeism from Meetings of the Board of Directors for Director Todd Szilagyi and Director Jesus H. Saenz, both included in the Board agenda materials. He stated under the Texas Water Code provides that a person is considered to have resigned if a member of the Board fails to attend three consecutive meetings and the remaining board members by majority vote may waive the resignation if the Board finds the absences be excused based on illness or other good cause. He reported the Nominating Committee and Chairman have determined there were reasonable circumstances to Directors Szilagyi and Saenz absenteeism and would request the Board to waive the resignations.

Upon a motion duly made by Director Collum, and being seconded by Director Nelson, the Board voted unanimously to approve the Resolution Waiving Automatic Resignation of Board Member Todd Szilagyi, as presented.

Upon a motion duly made by Director Collum, and being seconded by Director Bailey, the Board voted unanimously to approve the Resolution Waiving Automatic Resignation of Board Member Jesus H. Saenz, as presented.

RECEIVE NOMINATING COMMITTEE'S RECOMMENDATION FOR RE-APPOINTMENT OF DIRECTORS TO TERMS EXPIRING IN JUNE 1, 2021 AND SUBMIT THE NOMINATIONS TO THE CITY OF HOUSTON

Chairman Perkins reported the Nominating Committee met last week and reviewed the reappointment of Directors Perkins, Bonsall, Szilagyi, Saenz and Collum. He stated the Nominating Committee was recommending reappointment of the Directors to terms expiring June 1, 2021, and recommending submittal to the City for approval. The Board discussed the nominating process and appointment procedures. After full discussion, and upon a motion duly made by Director Nelson, and being seconded by Director Bailey, the Board voted unanimously to approve the reappointment of Directors Perkins, Bonsall, Szilagyi, Saenz and Collum and approved submitting the applicants to the City of Houston for approval.

CONSIDER RESOLUTION TO APPROVE AMENDED AND RESTATED AGREEMENT WITH HAWES, HILL & ASSOCIATES LLP

Mr. Lowry reviewed the Amended and Restated Agreement with Hawes Hill & Associates LLP, included in the Board agenda materials, and answered questions. He reported the changes to the agreement included the change of name, and adding an hourly rate for additional services on an as needed basis for community and economic development in aspects for community services. Upon a motion duly made by Director Nelson, and being seconded by Director De Haven, the Board voted unanimously to approve the Amended and Restated Agreement with Hawes Hill & Associates, LLP, as presented.

CONSIDER A RESOLUTION TO APPROVE AN AGREEMENT FOR FILE/STORAGE SPACE AT 8121 BROADWAY

Mr. Lowry reviewed the First Amendment to Lease Agreement, included in the Board agenda materials, and answered questions. Upon a motion duly made by Director Cardenas, and being seconded by Director Bailey, the Board voted unanimously to approve the First Amendment to Lease Agreement, as presented.

CONSIDER A RESOLUTION TO APPROVE LOCATIONS FOR DISTRICT BOARD OF DIRECTORS' MEETINGS

- a. **8181 Airport Blvd; 8121 Broadway, Suite 199; 910 Louisiana Street, and 711 Louisiana Street**

Mr. Lowry reviewed the Resolution Establishing Office and Meeting Places, included in the Board agenda materials. He reported the Resolution identifies the official office and mailing address of the District and adds the District office and 910 Louisiana as additional meeting places for the District. Upon a motion duly made by Director Saenz, and being seconded by Director De Haven, the Board voted unanimously to adopt the Resolution Establishing Office and Meeting Places and Confirming Meeting Places of Harris County Improvement District No. 9, as presented.

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

- a. **Consider Changes to the Neighborhood Monument Sign Grant Program**

Mr. Allender reported the Committee reviewed the Neighborhood Monument Sign Enhancement Program and were recommending making changes to the program. He reported the changes to the program adds an alternative matching grant program to give more neighborhoods the opportunity to participate. He stated the alternative provides that the District may choose to pay up to 90% of the cost of the neighborhood monument sign under certain conditions. Upon a motion duly made by Director Cardenas, and being seconded by Director Nelson, the Board voted unanimously to approve the amendments to the Neighborhood Monument Sign Grant Program, as presented.

- b. **Consider a Request to Change Out Certain ID Markers**

Mr. Allender reviewed Options A and B for 5 identification marker banners. Upon a motion duly made by Director Cardenas, and being seconded by Director Saenz, the Board voted unanimously to approve changing out 5 identification markers and authorized the staff to determine whether to use Option A or B.

- c. **Consider and Approve Broadway Enhancement Project Payment Applications and/or Required Change Orders**

Mr. Allender reviewed the proposal from Jerdon Enterprise for additional work on the Broadway Street landscape improvements, Change Order No. 11 from Jerdon Enterprise, in the amount of \$15,548.27 and pay application no. 5382-10 from Jerdon Enterprise in the amount of \$20,016.01. Upon a motion duly made by Director Cardenas, and being seconded by Director Bailey, the Board voted unanimously to approve Change Order No. 11 from Jerdon Enterprise in the amount of \$15,548.27 and Pay Application No. 5382-10 from Jerdon Enterprise in the amount of \$20,016.01, as presented.


RECEIVE EXECUTIVE DIRECTOR'S REPORT

Mr. Lowry reported there were over 5,000 attendees at HobbyFest and it was well received. He reported after discussions with the Chair and Board Members the Board meetings will be held every other month and in alternate months the District will hold its Committee meetings. He provided an update on the bus shelters, social media statistics and litter abatement. No action from the Board was required.

ADJOURN

There being no further business to come before the Board, Chairman Perkins adjourned the meeting at 1:48 p.m.

(Seal)


Secretary

List of Exhibits:

- A. Job Description for Manager, Support Services and Special Projects



Ex. A

JOB DESCRIPTION: TBH

Position: Manager, Support Services and Special Projects
Department: Communications, Public Affairs, and Support Services
Reports to: Director, Communications, Public Affairs, and Support Services
Updated: June 2017

Summary:

Supporting the Director by managing various aspects of the District's financial activities, including accounting, records management, office management, and board administration. Additionally, this position provides support to the Executive Director and the Director, Economic Development and Constituent Services as well as the Hobby Area Improvement Corporation.

Essential duties and responsibilities include, but are not limited to, the following:

Finance and Accounting

- Accounts payable/receivable; receipts; banking; budget reports; vendor records; MWDBE records; audit reports
- Employee Reimbursements
- District Annual Audit - Organize and manage annual audits of the District; Oversee compliance with all accounting and finance management procedures of the District
- District Budget maintenance and monitoring

Records Management

- Manage Central Files and archives
- Implementation of records retention schedules; maintain records in compliance with state law and the District's policies and procedures

Support Services & Project Lead

- Communications, Public Affairs, and Administration
- Economic Development and Constituent Services
- Executive Director and Public Safety

Office Management

- Furniture, office equipment, and supplies
- Presentation and appearance of a professional environment
- Landlord relationship
- Building Access

Board of Directors Administration

- Posting agendas and packet preparation
- Membership – Resignations; new member paperwork; City/State requirements; training obligations; attendance records; contact information

Hobby Area Improvement Corporation

- Accounting Support & Records Management
- Project Lead
- Reports as needed

Other Duties

- May include, but not limited to, event support, special/temporary assignments due to various district/departmental needs, and other projects as assigned by the Executive Director or designee