

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

**October 12, 2017**

**DETERMINE QUORUM; CALL TO ORDER.**

The Board of Directors of the Hobby Area Management District held a regular meeting on Thursday, October 12, 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 -	vacant
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 -	James Brown
Position 6 -	Sue De Haven, <i>Secretary</i>		

and all the above were present, with the exception of Directors Szilagyi, Saenz, Jr. and Zachary, thus constituting a quorum. Also present were Jerry Lowry, Executive Director; Toby Stephens and Gabrielle Dirden, HAMD; Linda Clayton, Hawes Hill & Associates, 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; and Jason Miller, Clark Condon. Chairman Perkins called the meeting to order at 1:03 p.m.

**RECEIVE PUBLIC COMMENTS.**

There were no public comments.

Mr. Lord swore James Brown in as a Board of Director.

**APPROVE MINUTES OF MEETINGS HELD AUGUST 10 AND AUGUST 24, 2017**

Upon a motion duly made by Director Bonsall, and being seconded by Director DeHaven, the Board voted to approve the Minutes of the August 10, 2017, Board meeting, as presented. Director Brown abstained. The motion passed. Upon a motion duly made by Director Bonsall, and being seconded by Director DeHaven, the Board voted to approve the Minutes of the August 24, 2017 Board meeting, as presented. Director Brown abstained. The motion passed.

**1:06 p.m. Director Saenz arrived meeting.**

**RECEIVE ASSESSMENTS COLLECTION REPORT**

Mr. Sonnheim presented the Assessments Collection Report, included in the Board agenda materials. He reported a 99% collection rate on the 2016 assessments, approximately \$16,105 in uncertified values and 50 unsettled accounts. No action from the Board was required.

**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, and answered questions. 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.

**ADOPT RESOLUTION ORDERING PREPARATION OF SUPPLEMENTAL ASSESSMENT ROLL, CALLING A PUBLIC HEARING, AND AUTHORIZING THE ISSUANCE OF NOTICE OF PUBLIC HEARING**

Mr. Lord reviewed the Resolution Ordering Preparation of Supplemental Roll, Calling a Public Hearing and Authorizing the Issuance of Notice of Public Hearing. Upon a motion duly made by Director Collum, and being seconded by Director Nelson, the Board voted unanimously to adopt the Resolution Ordering Preparation of Supplemental Assessment Roll, Calling a Public Hearing, and Authorizing the Issuance of Notice of Public Hearing, as presented.

**RECEIVE, REVIEW, AND APPROVE THE RECOMMENDATION OF THE BENEFITS REVIEW COMMITTEE**

Mr. Lowry reported the Committee met on October 3, a copy of the Committee Minutes is included in the Board agenda materials.

**a. Approve a Contract with Paychex for Staff Leasing and Human Resources Provision and Set Benefit Levels for Health and Retirement Plans**

Mr. Lowry reviewed the Contract with Paychex, benefit plans and funding options, and answered questions. Director Brown reported the Committee is recommending the Board approve the agreement with Paychex and offer 100% for employee and 75% for dependent health coverage and a 4% contribution to a 401k plan. Upon a motion duly made by Director Brown, and being seconded by Director Nelson, the Board voted unanimously to approve a contract with Paychex for staff leasing and human resources provision and set benefit levels for health and retirement plans at 100% for employee health coverage, 75% for dependent health coverage and a 4% contribution to a 401k plan.

## **RECEIVE AND ACCEPT THE RESIGNATION OF MARJORIE EVANS**

Chairman Perkins reported Marjorie Evans is no longer a property owner in the District and has submitted her resignation from the Board of Directors. The Board acknowledged and accepted the resignation of Marjorie Evans.

## **RECEIVE UPDATE AND RECOMMENDATION FROM THE NOMINATION COMMITTEE**

Mr. Lowry reported there are two candidates that have expressed interest in serving on the Board of Directors. He went over the two candidate resumes and qualifications to serve on the Board.

### **a. Consider Recommendation and Make Board Appointment as Appropriate**

Director Bonsall reported the Nominating Committee met and is recommending appointing Keyur Amin to the unexpired term position 7 of the Board of Directors. Upon a motion duly made by Director Bonsall, and being seconded by Director Nelson, the Board voted unanimously to appoint Keyur H. Amin to position 7 of the Board of Directors with a term expiring June 1, 2019.

## **RECEIVE AN UPDATE AND RECOMMENDATIONS FROM THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEES**

Director Collum reported the Committee met and considered several items.

### **a. Consider an amendment to Hobby Area Bus Shelter contract with Clark Condon and Associates**

Mr. Stephens reviewed the amendment to the Clark Condon contract for professional services associated with the Hobby Area bus shelters, and reported the Committee is recommending for approval. Upon a motion duly made by Director Collum, and being seconded by Director Saenz, the Board voted unanimously to approve the amended the Clark Condon contract for professional services associated with the bus shelters, as presented.

### **b. Consider and approve legal counsel and staff to negotiate a contract for bus shelter improvements**

Mr. Miller reported one bid was received for the construction of bus shelters from NEC Signs in the amount of \$514,656.00. He reported the bid is under budget and Clark Condon is recommending awarding the contract to NEC Signs. Staff answered various questions regarding the project. Upon a motion duly made by Director Collum, and being seconded by Director Nelson, the Board voted unanimously to authorize negotiation of a contract for bus shelter improvements with NEC Signs and authorized execution of contract.

**c. Receive a report on the impact of Hurricane Harvey in the District and consider a proposal for Broadway cleanup**

Mr. Stephens provided a report on the impact of Hurricane Harvey in the District. He reported the Committee reviewed the proposal from SMC Logistics in the amount of \$32,811.20 to provide clean-up and repairs on Broadway for damages due to Hurricane Harvey and is recommending for approval. Upon a motion duly made by Director Collum, and being seconded by Director Nelson, the Board voted unanimously to approve the proposal from SMC Logistics in the amount of \$32,811.20 to provide clean-up and repairs on Broadway, as presented.

**d. Consider and approve legal counsel and staff to negotiate a maintenance contract with TIRZ #8**

Mr. Stephens reviewed proposed project opportunities with TIRZ#8. He reported TIRZ#8 has requested the District participate in maintaining the lighting fixtures on the trail system under the bridges and enter into a maintenance agreement for the trail lighting. Mr. Lord reported the TIRZ is contemplating the trail improvements. He reported if the District would simply add an Exhibit to its existing Maintenance Agreement with the City of Houston. After full discussion by the Board, and upon a motion duly made by Director Collum, and being seconded by Director Nelson, the Board voted unanimously to negotiate a maintenance agreement to maintain lighting fixtures along Sims Bayou trail with a not to exceed amount of \$5,000 annually for said maintenance.

**RECEIVE EXECUTIVE DIRECTOR'S REPORT**

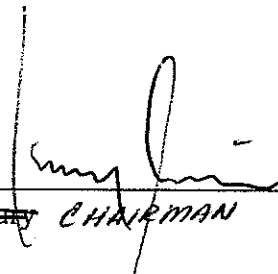
Mr. Lowry reported the December board meeting is scheduled for December 14 at 6 p.m. at the Houston Club and the Annual Holiday Social will be held immediately after the meeting. Mr. Stephens provided an update on the Bellfort Station Special Study area and reported bids are due October 20. No action from the Board was required.

**ADJOURN**

There being no further business to come before the Board, Chairman Perkins adjourned the meeting at 1:58 p.m.

(SEAL)



  
~~Secretary~~ CHAIRMAN