

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

November 10, 2016

DETERMINE QUORUM; CALL TO ORDER.

The Board of Directors of the Hobby Area Management District held a regular meeting on Thursday, November 10, 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 Szilagyi, Saenz, Evans, Zachary and Cardenas, thus constituting a quorum. Also present were Jerry Lowry, 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; O'Brien McFadden, SEAL Security; Sherry Weesner, 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 OCTOBER 13, 2016.

Upon a motion duly made by Director Bonsall, and being seconded by Director DeHaven, the Board voted unanimously to approve the Minutes of the October 13, 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 98% collection rate on the 2015 assessments, no uncertified assessed value and 49 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. Upon a motion duly made by Director Nelson, and being seconded by Director Bonsall, the Board voted unanimously to accept the Bookkeeper’s Report and approved payment of invoices, as presented.

RECEIVE, CONSIDER AND ADOPT A RESOLUTION ESTABLISHING THE AUTHORIZED DEPOSITORY INSTITUTIONS AND ADOPTING LIST OF QUALIFIED BROKER/DEALERS WITH WHOM THE DISTRICT MAY ENGAGE IN INVESTMENT TRANSACTIONS.

Mr. Lowry reported the Resolution added Plus 4 Credit Union to the list of authorized broker/dealers with whom the District may engage in investment transactions. Upon a motion duly made by Director Nelson, and being seconded by Director DeHaven, the Board voted unanimously to adopt the Resolution Establishing the Authorized Depository Institutions and adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions, as presented.

DESIGNATE DANNY PERKINS, HELEN BONSALL, JERRY LOWRY, AND JACK ROLAND AS AUTHORIZED SIGNERS FOR THE NEW PLUS 4 CREDIT UNION INVESTMENT ACCOUNT.

Upon a motion duly made by Director Collum, and being seconded by Director Nelson, the Board voted unanimously to designate Chairman Danny Perkins, Director Helen Bonsall, Jerry Lowry, Executive Director and Jack Roland, Bookkeeper, as authorized signers for the new Plus 4 Credit Union investment account.

RECEIVE AN UPDATE AND RECOMMENDATIONS FROM THE BUDGET COMMITTEE.

a) Consider and approve the FY2017 Budget

Mr. Lowry reviewed the FY2017 Budget Priorities and Budget, included in the Board agenda materials. He reported new items were highlighted in yellow and provided an overview of each recommendation.

1:11 p.m. Director Saenz arrived meeting.

Mr. Lowry reported he is recommending to cancel the contract with Harris County for the County Attorney nuisance program. He stated the City provides this service for free. He reported SEAL Security will begin reporting 311’s and street light outage. He stated he is recommending street sweeping in major corridors twice a month. There was general discussion regarding hiring two full-time employees under the Administration line item. He stated Hawes Hill Calderon will continue in an administrative role and Mr. Allender as project manager. He stated he was recommending renting office space and he has received a lease for review for office space for either a 3 or 5 year lease option. Mr. Lowry reported he would recommend a three-year lease agreement. There was general discussion regarding purchasing computer and office furniture. He provided an overview of contract management to staff with contract comparison. Mr. Allender provided an overview of the projects included in the FY2017 proposed budget. Upon a

motion duly made by Director Bonsall, and being seconded by Director Nelson, the board voted unanimously to approve the FY2017 Budget and authorized the Executive Director to negotiate, finalize, and sign contracts within the budgeted amounts for services beginning January 1, 2017, including purchasing computer and office furniture for the District office.

b) Consider and approve an Employee Handbook and a Staff Organizational Chart

Mr. Lowry provided a handout of a draft Employee Handbook, a copy is attached as Exhibit A. He reported the handbooks has been reviewed by the District's attorney and Chairman Perkins. Upon a motion duly made by Director Collum, and being seconded by Director Bailey, the Board voted unanimously to approve the Employee Handbook and Staff Organizational chart subject to final review by the Executive Committee and the District's legal counsel.

c) Authorize the Executive Committee (Chair, Vice Chair, and Secretary) to finalize all necessary documents to hire staff per the Organization Chart and within the approved budget for a January 1, 2017 start date

Upon a motion duly made by Director Bonsall, and being seconded by Director Saenz, the Board voted unanimously to authorize the Executive Committee, District's legal counsel and Executive Director to finalize all necessary documents to hire staff per the organizational chart within the approved budget for a January 1, 2017, start date and authorized the District's attorney to formalize the documents to hire individuals.

d) Consider administrative and project manager contract with Hawes Hill Calderon, LLP

Mr. Lowry reviewed the contract with Hawes Hill Calderon LLP for administrative and project manager services, and answered questions. Upon a motion duly made by Director Collum, and being seconded by Director DeHaven, the Board voted unanimously to approve the Contract with Hawes Hill Calderon LLP for administrative and project manager services with a start date of January 1, 2017, as presented.

e) Consider and approve a contract with S.E.A.L. Security Solutions LLC for a start date of January 1, 2017

Mr. Lowry reviewed the proposal with SEAL Security Solutions, LLC, and answered questions. Upon a motion duly made by Director Bonsall, and being seconded by Director Nelson, the Board voted unanimously to approve the contract with SEAL Security Solutions LLC for a start date of January 1, 2017, as presented.

f) Consider and approve office lease agreement with 8121 Broadway Interests LLC and authorize the Executive Director to expend funds for office equipment, furniture, and technology within the approved budget to occupy the office and equip staff

Mr. Lowry reviewed the office lease agreements, included in the Board agenda materials. He reported he was recommending the three-year lease agreement at a rate of \$2,150.00 per month, which includes utilities. Upon a motion duly made by Director Collum, and being seconded by Director Bailey, the Board voted unanimously to approve the office lease agreement with 8121 Broadway Interests LLC for a period of 36 months and authorized the Executive Director to expend funds for office equipment, furniture and technology within the approved budget to occupy the office and equip staff.

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

- a) Consider and approve Broadway Enhancement Project payment applications and/or required change orders**

Mr. Allender reviewed pay applications and change orders, included in the Board agenda materials, and answered questions. Upon a motion duly made by Director Saenz, and being seconded by Director Bonsall, the Board voted unanimously to (1) approve Change Order No. 6 from Jerdon Enterprise in the amount of \$48,500.00, as presented; (2) approve Change Order No. 7 from Jerdon Enterprise in the amount of \$4,500.00, as presented; and (3) approve Pay Application No. 4 from Jerdon Enterprise in the amount of \$654,659.82, as presented.

- b) Consider and approve a contract with Clark Condon Associates for detailed design and construction documents for METRO bus shelters along and adjacent to Broadway Street**

Mr. Allender reviewed the Contract with Clark Condon, included in the Board agenda materials. He reported the next step in the project is the streetscape phase. He reported the contract is for detailed design and construction documents for fabrication and installation of 14 bus shelters and 4 mini shelters where they typically do not have shelters along and adjacent to Broadway. Director Saenz stated the bus stop at Hobby airport has become a transit center. There was a lengthy discussion regarding the bus stop at airport having been turned into a transit center. There was general discussion regarding discussing with METRO whether the airport is the best location for a transit center in the area. Upon a motion duly made by Director Bailey, and being seconded by Director Collum, the Board voted unanimously to approve the contract with Clark Condon Associates for construction documents and construction administration for METRO bus shelters along and adjacent to Broadway Blvd. in an amount of \$53,000.00, as presented.

RECEIVE UPDATE FROM THE BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE.

Mr. Lowry reported the social media report is included in the Board agenda materials for review. Mr. Allender provided an update on the Livable Centers study and reported staff should be receiving the draft report next week for review. No action from the Board was required.

RECEIVE UPDATE FROM PUBLIC SAFETY COMMITTEE.

Mr. Lowry reported the Committee met on October 19, a copy of the Committee Minutes and SEAL Security Incident Report is included in the Board agenda materials. No action from the Board was required.

RECEIVE EXECUTIVE DIRECTOR’S MONTHLY REPORT IN SUPPORT OF THE DISTRICT’S SERVICE PLAN.

Mr. Lowry reported the Executive Director’s Report is included in the Board agenda materials for review. Chairman Perkins announced this year the Hotel General Manager of the Year Award was awarded to Director Helen Bonsall by the Hotel Lodging Association. No action from the Board was required.

RECEIVE AND CONSIDER:

- a) **Accept Hearing Examiner’s Report and Proposal for Decision for public hearing regarding Supplemental Assessment Roll**
- b) **Approve Order Supplementing the Assessment Roll and Levying Assessments Against the Property of the Supplemental Assessment Roll**
- c) **Approve Order Setting the Rate of Assessment for all Properties on the District’s Assessment Roll for Year four of the District’s Service Plan**


Mr. Lord reviewed the Hearing Examiner’s Report and Order Supplementing the Assessment Roll and Levying Assessments Against the Property of the Supplemental Assessment Roll, included in the Board agenda materials. He stated item c. requires a super quorum of the Board of Directors and will be on the agenda at the next meeting for consideration. Upon a motion duly made by Director Bonsall, and being seconded by Director Collum, the Board voted unanimously to (a) accept the Hearing Examiner’s Report and Proposal for Decision for public hearing regarding Supplemental Assessment Roll, as presented; and (b) approve the Order Supplementing the Assessment Roll and Levying Assessments Against the Property of the Supplemental Assessment Roll, as presented.

ADJOURN

There being no further action to come before the Board, Chairman Perkins adjourned the meeting at 2:06 p.m.

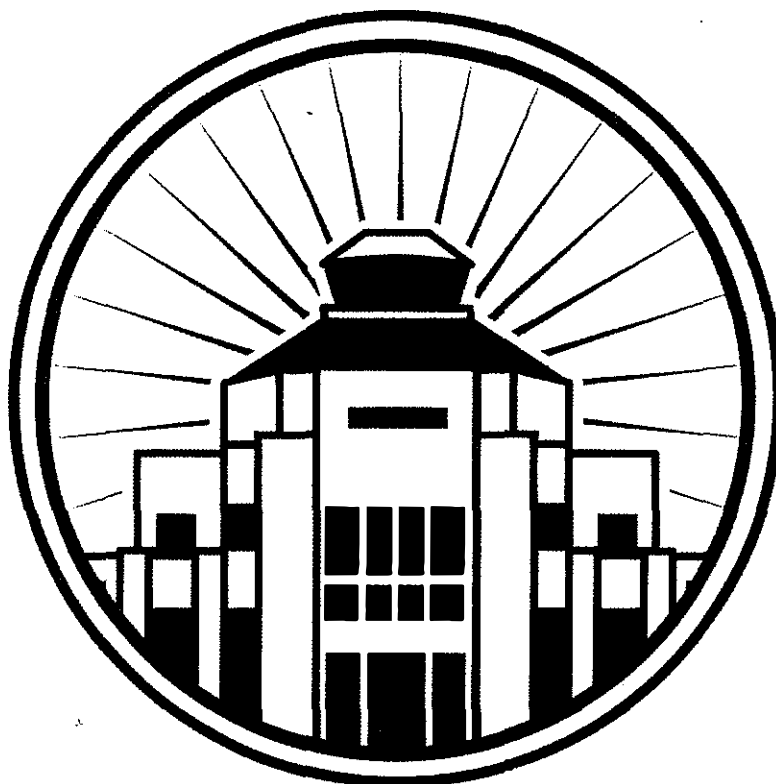
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Secretary

List of Exhibits:

- A. Employee Handbook



HOBBY AREA DISTRICT

EMPLOYEE HANDBOOK

November 10, 2016

This handbook and its contents are subject to modification, revision or omission at the discretion of the Hobby Area Management District at any time after its effective date; therefore, employees cannot and should not rely on its contents as a continuing right during their employment with the District.

This handbook remains the property of Hobby Area Management District.

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