

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

September 8, 2016

DETERMINE QUORUM; CALL TO ORDER.

The Board of Directors of the Hobby Area Management District held a regular meeting on Thursday, September 8, 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 Bonsall, Szilagyi, Saenz, Bailey and Cardenas, thus constituting a quorum. Also present were Jerry Lowry, Tony Allender, Gretchen Larson and Linda Clayton, 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 Nathan Krupke, Belt Harris Pechacek, LLLP; Rhedonda Cox and O'Brien McFadden, both of SEAL Security; Sherry Weesner, Scenic Houston; Jason Miller, Clark Condon; Maria Ramirez, Hobby Business Ambassador; Mike Webb, office of Senator Sylvia Garcia; and Amber Ambrose, Hobby social media strategist. 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 AUGUST 11, 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 August 11, 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 97% collection rate on the 2015 assessments and no uncertified values. No action from the Board was required.

1:03 p.m. Director Saenz 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 Collum, and being seconded by Director Nelson, the Board voted unanimously to accept the Bookkeeper's Report and approve invoices for payment, as presented.

a. Approve establishment of assessment depository account at Plus4 Credit Union

Mr. Lowry reported Plus4 Credit Union is in the District and is providing a better interest rate than the bank the District is currently using. He reported Mr. Roland was recommending moving \$240,000 to an account with Plus4 Credit Union. Upon a motion duly made by Director Nelson, and being seconded by Director De Haven, the Board voted unanimously to approve establishing an account at Plus4 Credit Union for assessment deposits and approved transferring \$240,000 to open the account.

1:07 p.m. Director Cardenas arrived meeting

RECEIVE AND CONSIDER FY2015 ANNUAL FINANCIAL REPORT AND AUDIT FROM BELT HARRIS PECHACEK LLLP.

Mr. Krupke presented the FY2015 Annual Financial Report, included in the Board agenda materials, and answered questions. He went over page 1 Independent Auditor's Report and reported an unmodified report; and reviewed page 17 Statement of Activities and Statement of Revenues, Expenditures and Changes in Fund Balance. Mr. Lowry reported the Committee has reviewed the financial report and is recommending for approval. Upon a motion duly made by Director DeHaven, and being seconded by Director Collum, the Board voted unanimously to approve the FY2015 Annual Financial Report, as presented.

AUTHORIZE THE EXECUTIVE DIRECTOR TO SET DATE, TIME, AND PLACE FOR HEARING ON SUPPLEMENTAL ASSESSMENT ROLL.

Upon a motion duly made by Director DeHaven, and being seconded by Director Zachary, the Board voted unanimously to authorize the Executive Director to set date, time and place for hearing on supplemental assessment roll.

RECEIVE AN UPDATE FROM THE HOBBY AREA IMPROVEMENT CORPORATION (HAIC).

Ms. Craig stated funds had been received from the Chamber of Commerce for the Hobby Area Improvement Corporation account. She reported she had received some remaining revenue from HobbyFest. She stated she believes all funds have been received. No action from the Board was required.

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

Mr. Lowry reported the Committee met on August 17, 2016, a copy of the Committee Minutes is included in the Board agenda materials.

- a. **Consider to participate in the Blueprint Houston to present the Broadway Project in cooperation with Scenic Houston and Clark Condon & Associates, in the amount of \$2,500.00.**

Mr. Lowry reported the District has an opportunity to participate in the Blueprint Houston Annual Event to present the Broadway project. He stated Clark Condon is contributing \$1,500.00 of the \$2,500.00 and the District's contribution would be \$1,000.00. Mr. Allender and Mr. Lord provided an overview of Blueprint Houston. Mr. Lowry reported the event is scheduled for January. Upon a motion duly made by Director Collum, and being seconded by Director DeHaven, the Board voted unanimously to approve the District's participation in the Blueprint Houston event with the District's contribution being in an amount of \$1,000.00.

- b. **Consider to establish and fund a gateway signage program for the District**

Mr. Allender provided an overview of the proposed establishment of a fund for a gateway signage program for the District. He stated the proposed program establishes a fund the District would contribute to annually to provide a grant to a neighborhood for entry signs to the neighborhood. He stated the neighborhood would provide an application for review and upon receiving the grant would need to match funds with a one-to-one match. He stated the program would provide design standards including, but not limited to a common base, landscape and irrigation, as well as design standards for the signs. He answered various questions regarding the program. After discussion the Board stated there needed to be clarity that the civic association/neighborhood is responsible for future maintenance. Mr. Allender reported the Committee has reviewed the program and is recommending approval of the program and approval of Glenbrook Valley to receive the first grant in the amount of \$20,000.00. Mr. Lowry stated there is sufficient funds in the capital funds to move to a specific line item for the program in the budget.

Upon a motion duly made by Director Cardenas, and being seconded by Director Zachary, the Board voted unanimously to authorize staff to provide a budget allocation for the program; authorized staff and Committee to work on the standards, including providing provisions in the program for maintenance; and authorized the Environmental, Urban Design and Mobility Committee to approve the final Neighborhood Monument Sign Enhancement Program, including approval of the first grant to Glenbrook Valley in the amount of \$20,000.00.

- c. **Consider to establish and fund an Identification Marker program for the District**

Mr. Allender reported the Committee was recommending establishing a fund for an identification markers program in the District. He reviewed the design of markers identified as A.1. in the board agenda materials. He reported the proposal was to install 25 to 30 of the A.1. markers along Broadway. He stated

the Super Bowl Host Committee would be able to use the markers for advertisement and the District would be able to use them as identification markers for the District. He reviewed the design of markers identified as A.2. in the board agenda materials which have double panels. He stated the panels are interchangeable. Mr. Allender stated he was requesting approval to move forward with the program and installing 25 to 30 A.1. markers along Broadway. He stated the Super Bowl Host Committee has provided funds to Scenic Houston to provide \$30,000 toward marketing and our cost would be \$120,000.00. He went over the three hurdles to get this accomplished before Super Bowl (1) approval (2) contractor in place; and (3) coordination with City of Houston – permitting process.

Upon a motion duly made by Director Cardenas, and being seconded by Director Collum, the Board voted unanimously to allocate \$120,000 to the Identification Marker program, which is the District's cost with \$30,000 to be allocated from Scenic Houston; and directed staff to look at putting a contractor in place and further approved Change Order No. 1 from Jerdon for installation of A.1. markers along Broadway and authorized the Chairman to execute said Change Order.

d. Consider to amend the Streetscape Enhancement contract with Clark Condon Associates to prepare construction documents associated with the Identification Marker program

A copy of the contract is included in the Board agenda materials. Upon a motion duly made by Director Collum, and being seconded by Director DeHaven, the Board voted unanimously to approve the Hobby Area Streetscape Amenities Dash Identity Markers CDs through CA in the amount of \$63,000.00, as presented.

e. Consider approving payment of invoices associated with the Visual Enhancement project in partnership with Scenic Houston

Mr. Miller reviewed Pay Application No. 1 from Jerdon Enterprise for the Broadway Boulevard project in the amount of \$549,474.95 and Change Order No. 2, included in the Board agenda materials. He stated Clark Condon has reviewed the pay application and verifies work has been done and is recommending for approval. Upon a motion duly made by Director Cardenas, and being seconded by Director Collum, the Board voted unanimously to approve Pay Application No. 1 from Jerdon Enterprise in the amount of \$549,474.95 and Change Order No. 2, as presented.

f. Consider to approve design standards for installation of small cell network facilities in the District

Mr. Allender provided an overview of the design standards for small cell network equipment, included in the Board agenda materials, and answered questions. Upon a motion duly made by Director Collum, and being seconded by Director Nelson, the Board voted unanimously to approve the Design Standards for Small Cell Network Equipment for Hobby Area Management District, as presented.

CONSIDER AMENDING THE JERDON "VISUAL ENHANCEMENT" CONTRACT TO FUND SERVICES RELATED TO THE IDENTIFICATION MARKER PROGRAM.

Mr. Lowry reported staff was working on the language for the Change Order with Jerdon Enterprise. The Board previously approved the Change Order and authorized the Chair to execute said Change Order under agenda item 9.d.

RECEIVE UPDATE FROM THE BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE.

Ms. Larson reported the Committee met on August 17, 2016, a copy of the Committee Minutes is included in the Board agenda materials. She reported Dr. Kleinberg has agreed to be a speaker at the State of District Event scheduled February 2, 2017. She reported the social media report is included in the board agenda materials for review. Chairman Perkins provided a brief report on his trip to Belize for the trade summit. He stated a total of 82 businesses participated and USB drives were distributed with information on the Hobby Area Management District including its services and assessment plan. No action from the Board was required.

RECEIVE UPDATE FROM PUBLIC SAFETY COMMITTEE.

The Public Safety Committee met on August 17, 2016, a copy of the Committee Minutes is included in the Board agenda materials. Officer McFadden presented the SEAL Incident Report, included in the Board agenda materials, and answered questions. No action from the Board was required.

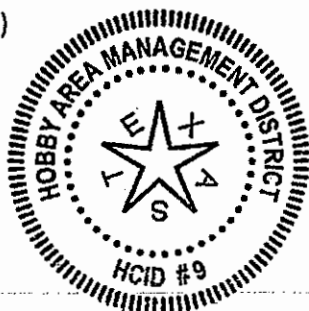
RECEIVE EXECUTIVE DIRECTOR'S MONTHLY REPORT IN SUPPORT OF THE DISTRICT'S SERVICE PLAN.

Mr. Lowry stated everything had been covered during the meeting and the Executive Director's Report is included in the board agenda materials for review. Director Cardenas requested staff to look into street sweeping for the District. No action from the Board was required.

ADJOURN.

There being no further business to come before the Board, Chairman Perkins adjourned the meeting at 2:22 p.m.

(Seal)




Secretary