

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

**April 16, 2020**

**DETERMINE QUORUM, CALL TO ORDER**

The Board of Directors (the "Board") of the Hobby Area District (the "District") met in regular session by teleconference, with access by telephone available to the public, pursuant to Texas Government Code Section 551.125 and Governor Greg Abbott's emergency disaster declaration dated March 13, 2020, on the 16th day of April, 2020, and the roll was called of the members of the Board being present by telephone:

Position 1 - Danny Perkins, *Chairman*  
Position 2 - Helen Bonsall, *Vice-Chair*  
Position 3 - Liliana Rambo  
Position 4 - Ann Collum  
Position 5 - Vacant  
Position 6 - Keyur Amin  
Position 7 - Joe Edd Nelson  
Position 8 - Darryl Bailey  
Position 9 - James Brown, *Secretary/Treasurer*

and the above were present, constituting a quorum.

Also attending the teleconference were Beth Strobe-Executive Director for the District; Walter Funes-Field Services and Special Projects Manager for the District; Pamela Guerra-Manager, Office Administration & Support Services for the District; Tim Austin and Carnell Emanuel of Allen Boone Humphries Robinson, LLP; Jack Rolland, and Cindy Craig, Roland Fry & Warren LLC; Deborah Bessire from EquiTax; Ericka Rocha, with Seal Security; Sonia Chavez, from SMC Landscaping; Joaquin Martinez, from the office of Council Member Robert Gallegos.

**DETERMINE QUORUM, CALL TO ORDER**

Chairman Perkins called the meeting to order at 1:02 p.m. and determined a quorum was met.

Mr. Austin reported on Governor Abbott's disaster declaration dated March 13, 2020, authorizing political subdivisions of the State of Texas to use all available resources to facilitate and expedite the use and deployment of District resources to enhance preparedness and response to the novel coronavirus (COVID-19). He then reviewed certain recommended protocols for conducting the District's meeting via teleconference. Mr. Austin announced that the meeting was being recorded and that consultant reports presented at the meeting were posted online and available to the public in the form of an "agenda packet" prior to the start of the meeting at [www.hadistrict.org/](http://www.hadistrict.org/).

**RECEIVE PUBLIC COMMENTS**

Chairman Perkins offered any members of the public attending the meeting by telephone the opportunity to make public comment. There being no members of the public requesting to make public comment, the Board moved to the next agenda item.

**APPROVE MINUTES OF BOARD MEETING FEBRUARY 13, 2020**

Director Bonsall made a motion to approve minutes for February 13, 2020. Director Brown seconded the motion. A roll call vote was taken and the motion passed unanimously with all Directors voting in favor of the motion.

## **ACCEPT TREASURERS REPORT**

### **I. REVIEW AND ACCEPT BOOKKEEPER'S REPORT AND INVOICES FOR PAYMENT**

The District's Bookkeeper, Cindy Craig, reviewed the bookkeeper's report and submitted the bills for the Board's review. Director Bonsall moved to approve the bookkeeper's report and the bills presented for payment. Director Nelson seconded the motion. A roll call vote was taken and the motion passed unanimously with all Directors voting in favor of the motion.

### **II. REVIEW AND ACCEPT ASSESSMENTS COLLECTION AND DELINQUENCY REPORTS**

Debbie Bessire, assessor with Equi-Tax Inc., reviewed the District's Assessment Collection and Delinquency Reports (the "Reports"). She reported that 95% of the District's 2019 assessments have been collected as of the end of March, 2020. Director Nelson made a motion to approve the Reports. Director Amin seconded the motion. A roll call vote was taken and the motion passed unanimously with all Directors voting in favor of the motion.

### **ENGAGE AUDITOR TO CONDUCT AUDIT FOR FISCAL YEAR ENDING DECEMBER 31, 2019.**

Director Brown, Chair for the audit committee, discussed the resignation of the District's previous auditor. He then reported on discussions with McCall Gibson Swedlund Barfoot PLLC ("McCall") regarding conducting the audit for fiscal year ending December 31, 2019. Director Brown moved to engage McCall to conduct the audit for fiscal year ending December 31, 2019. Director Nelson seconded the motion. A roll call vote was taken and the motion passed unanimously with all Directors voting in favor of the motion.

### **APPROVE RECOMMENDATION FROM STAFF FOR CONTINUITY OF OPERATIONS PLANS.**

Ms. Strope reported on the District's operations under all hazard's emergency plan that she created for the District basic functions. She indicated this plan applies to the COVID-19 hazard happening now, as well as any other hazards that might come up. This document is a working document that the Board, and Executive Director may change and update. Director Brown requested a revision be made to clarify the reference to "Chair" to read "Chairman". Director Nelson made a motion to approve Continuity of Operations Plan, as revised. Director Bailey seconded the motion. A roll call vote was taken and the motion passed unanimously with all Directors voting in favor of the motion.

### **PROFESSIONAL SERVICES AGREEMENT WITH SMC LANDSCAPING.**

Mr. Funes presented and reviewed a Professional Services Agreement (the "Agreement") between the District and SMC Landscaping ("SMC"). He indicated the Agreement provided for a 5% increase to the District's previous contract with SMC, as approved by the Board at the October, 2019 meeting. Mr. Funes and Ms. Strope then responded to questions from the Board. Following review and discussion, Director Brown made a motion to approve the Agreement. Director Amin seconded the motion. A roll call vote was taken and the motion passed unanimously with all Directors voting in favor of the motion.

### **APPROVE MOU BETWEEN HOBBY AREA DISTRICT AND HOUSTON POLICE DEPARTMENT FOR THE CRIME INITIATIVE PROGRAM.**

Ms. Strope reviewed the MOU between the District and the Houston Police Department for the Crime Initiative Program. She reported that the MOU was approved at the District's October 10<sup>th</sup> meeting. She recommended the Board now consider and approve the financial aspect of the MOU. Director Collum moved to approve the MOU. Director Brown seconded the motion. A roll call vote was taken and the motion passed unanimously with all Directors voting in favor of the motion.

### **CONVENE IN EXECUTIVE SESSION PURSUANT TO TEXAS GOVERNMENT CODE, SECTION 551.072 (DELIBERATIONS ABOUT REAL PROPERTY) AND SECTION 551.074 (PERSONNEL MATTERS)**

The Board did not convene in executive session.

## **CHAIRMAN'S REPORT/BOARD MEMBER OR STAFF ANNOUNCEMENTS**

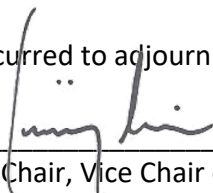
Ms. Strobe discussed ongoing projects. First on the list was Broadway underpass. She explained that District staff has solicited quotes for the work. Fencing contractors came back and that revealed that the project needs to go out for bids. Before the District could continue with bids, the District had to revisit with the Texas Department of Transportation ("TXDot"). Mr. Funes contacted TXDot and he is waiting on response. Director Collum asked how many months it would take? Mr. Funes responded that he did not have a definite answer since it was up to TXDot. Ms. Strobe included that once we have that answer the process should be quick. She included that she is working on a purchasing policy in which she will incorporate the Water Code in addition to normal purchasing guidelines. Ms. Strobe reported staff was working on obtaining information for the auditors. She reported that there are a few contracts that were presented and approved, but not signed. One of them is SEAL Security that was presented during the December meeting. Staff is working on finalizing the contract. Ms. Strobe reached out to the Leasing Office for the District Office Lease. Staff was unable to find an executed copy. Finally, the Scenic Houston MOU is also not executed. Ms. Strobe reached out to find a signed copy from 2015 to 2016. She also reported on Social Media Team, explaining that since Hobby Fest was canceled, and it was included in their contract that opened for the team to be able to post more. The focus of the post has been resources for businesses during the COVID-19, as well as keeping our constituents informed. The District also wanted to include feel good stories. SMC and HPD were featured in appreciation for their work during COVID-19. Ms. Strobe also explained the staff was working on expanding our Business Networking events, however due to COVID-19 this is not possible. Our Marketing team thought it would be good to include some question and answer forums to engage the Businesses and Community.

Director Bailey raised concern for the Monroe underpass. He would like some consideration for the eye sore that is Monroe Underpass. Ms. Strobe explained that the District would look into how to include this underpass. Chairman Perkins mentioned that Director Bailey has not been the only one to raise concern about that underpass. He mentioned that Southwest Airlines also raised concern about their employees having to drive through that underpass. Director Collum included that they cleaned the underpass and disinfected. They then proceeded to allow them to go back. Chairman Perkins, Director Bailey and Director Collum concurred with concern about the Ladies of the Night around that underpass. Director Perkins asked Director Bailey to offer some guidance for some stress relief ideas to help during COVID-19. Director Bailey mentioned he is a psychotherapist and proceeded to give some guidance to the group.

## **NEXT MEETING: JUNE 11, 2020**

## **ADJOURN**

There being no further business to come before the Board, the Board concurred to adjourn the meeting.

  
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Chair, Vice Chair or Secretary