

NORTH HOUSTON DISTRICT

The Board of Directors (the “Board”) of the North Houston District (the “District”) met in official regular session, open to the public, at 12190 Greenspoint Dr, Houston, Texas, on Tuesday February 27, 2018 at 8:30 a.m.

Directors Present for all or a portion of the meeting: Kaitlin Bellon, Archie Blanson, Melody Douglas, Margaret Eyster, Rose Hernandez, Michael Kasmiersky, Charles Lopez, George Lunnon, Karen Marshall, Steve Moore, and Tom Wussow, thus constituting a quorum.

Directors Absent: Donna Volkerding and Michelle Wogan

Staff Present: Bart Baker, Karen Davis, Tracy Harrison, Greg Simpson, and Alexa Valencia

Guests: Jeanne McDonald, Laura Lynch of Whitley Penn, and Dru Gutierrez with Harris County Precinct One

1. General Business

- a. **Call to Order** – Vice-Chair Douglas called the meeting to order at 8:38 am.
- b. **Determination of a Quorum** – Mr. Simpson confirmed a quorum of the Board based on the members present as shown above.
- c. **Welcome and introductions** – Vice-Chair Douglas introduced Ms. Lynch of Whitley Penn and Mr. Gutierrez from Harris County Precinct One. Mr. Simpson introduced Ms. Valencia as the new Director of Marketing & Public Affairs with the District.
- d. **Public Comments** – No comments from members of the public were made.

2. Consent Agenda – Vice-Chair Douglas presented the Consent Agenda for approval, consisting of the following items:

- a. Adoption of Agenda
- b. Approval of Minutes of December 5, 2017 Meeting
- c. Financial Activity Reports
 - i. Deposit Account Activity Report: FYE 2017 through DEC FY18
 - ii. Compiled Financial Statement: OCT, NOV, & DEC 2017
 - iii. Assessment Collection Report: NOV, DEC 2017 & JAN 2018
 - iv. Delinquent Assessment Collection Report: as of JAN 31, 2018
 - v. Quarterly Investment Report: 1st Quarter
 - vi. Conflicts Disclosure Statement
 - vii. Check Registers: OCT, NOV, & DEC 2017
 - viii. Treasurer’s Report
- d. Other Business
 - i. MWDBE – Annual Report

No director asked for an item to be taken from the consent agenda for separate consideration. Mr. Wussow made a motion to approve the Consent Agenda. Ms. Marshall seconded the motion, which passed unanimously.

- 3. Reappointment of Directors** - Mr. Simpson reviewed the Director Attendance Chart. No action was taken.
- 4. 2017 Fiscal Year Audit Report by Whitley Penn, LLP** – Ms. Lynch of Whitley Penn presented the 2017 Fiscal Year End Audit Report and provided an unmodified “clean” opinion on the district’s financial statements as of October 31, 2017. Mr. Moore made a motion to accept the FY 2017 Audited Financial Statements and direct the President to forward them to TCEQ. Mr. Lunnon seconded the motion, which passed unanimously.

5. **North Houston District Employee Handbook** – Mr. Simpson reviewed proposed amendments to the District Employee Handbook and reviewed items that were no longer current or needed to be changed to reflect current practices. These items included a retirement health savings plan that is no longer available for staff participation, a procedural change in attendance reporting, and an update to the dress code. Ms. Eyster made a motion to approve. Ms. Hernandez seconded the motion, and it passed unanimously.

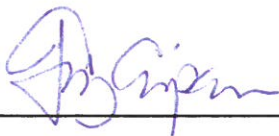
6. **Contract for Construction and Installation of New District Street Signs** – Mr. Baker reported on the recent bids solicited for construction and installation of street signs. Hardman Signs was the low bidder at \$320,071. He requested the board approve the president or the executive vice-president to execute a contract with Hardman Signs not to exceed \$380,000, the amount budgeted in FY 2018, and approve Hardman to proceed with the project. Mr. Wussow made a motion to approve. Mr. Lopez seconded the motion, and it passed unanimously.

7. **Agreement with City of Houston for Maintenance of Enhancements in the Public Right of Way** – Mr. Baker reported that the District may be required to amend its current maintenance agreement with the City of Houston as part of their final approval of the construction plans for new street signs. He requested the board authorize the president or executive vice-president to amend the Maintenance Agreement with the City of Houston to include items related to the District street sign program if needed. Mr. Blanson made a motion to approve. Mr. Lunnon seconded the motion, and it passed unanimously.

8. **North Houston District Public Safety Vehicle** – Mr. Simpson reported on the condition of the current off-duty patrol vehicle and requested the board authorize staff to purchase and equip a new vehicle in an amount not to exceed \$35,000. It was discussed that Greenspoint Community Partners is currently pursuing donations towards this purchase. Mr. Simpson requested that in the event total funding is not secured through GCP, District funds could be used. Ms. Marshall made a motion to approve. Ms. Eyster seconded the motion, which passed unanimously.

9. **President’s Report – District Overview** – Receive reports and authorize appropriate action, if necessary:
 - a. New Executive Committee Members – Mr. Simpson reported on the addition of Mr. Moore and Mr. Lunnon to the Executive Committee, replacing John Ridgway and Melody Douglas. Ms. Douglas will remain as Vice-Chair of the Board.
 - b. Marketing and Public Affairs Update – Mr. Simpson reported on the website launch, the submarket report and the printed newsletter.
 - c. Public Safety Update – Ms. Harrison reported on the new HPD Division headquarters and the Northborough Initiative that will be starting April 1st.
 - d. Planning and Infrastructure Update – Mr. Baker gave an update on the status of HCFCO projects in the area. He also reported that the District’s Livable Centers application was approved by HGAC.

10. **Adjourn** – Ms. Douglas adjourned the meeting at 9:42 am.



 Greg Simpson
 President
 North Houston District

4.25.18

 Date

