

NORTH HOUSTON DISTRICT

October 30, 2018 MEETING MINUTES Board of Directors

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 October 30, 2018 at 8:30 a.m.

Directors Present for all or a portion of the meeting: Terry Alexander, Kaitlin Bellon, Melody Douglas, Tom Jamison, Michael Kasmiersky, George Lunnon, Karen Marshall, Steve Moore, and Tom Wussow, thus constituting a quorum.

Directors Absent: Margaret Eyster, Jason Friedman, Charles Lopez, Rose Hernandez, Abel Garza, and Michelle Wogan

Staff Present: Bart Baker, Karen Davis, Asdrubal Gutierrez, Tracy Harrison, Greg Simpson, Brenda Spratt, and Alexa Valencia

Guests: Joel Cleveland, Counsel

1. General Business

- a. **Call to Order** – Vice-Chair Douglas called the meeting to order at 8:36 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 Joel Cleveland
- d. **Public Comments** –No comments from the public were made.

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

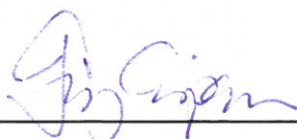
- a. Adoption of Agenda
- b. Approval of Minutes of **August 28, 2018** Meeting
- c. Financial Activity Reports
 - i. Deposit Account Activity Report: through AUG FY18
 - ii. Compiled Financial Statement: JUL & AUG 2018
 - iii. Assessment Collection Report: AUG & SEP 2018
 - iv. Delinquent Assessment Collection Report: as of SEP 2018
 - v. Conflicts Disclosure Statement
 - vi. Check Registers: JUL & AUG 2018
 - vii. Treasurer’s Report
- d. Records Retention – Items Approved by Executive Committee for Disposition
- e. Ratifying Prior Order Levying Assessments, Updating the Assessment Roll, Levying the Assessment and Authorizing the Issuance of Assessment Invoices to Fund District Programs and Projects
- f. Uncollectible Delinquent Assessments
- g. Line of Credit with Amegy Bank
- h. Prevailing Wage Rate Scale for Construction Projects

No director asked for an item to be taken from the consent agenda for separate consideration. Mr. Lunnon made a motion to approve the Consent Agenda. Mr. Moore seconded the motion, and the motion passed. Ms. Bellon abstained.

3. Reappointment of Directors – Mr. Simpson reviewed the Director Attendance Chart and the Positions of the Board of Directors. It was announced that Ms. Hernandez had submitted her resignation from the board. Mr. Jamison made a motion to accept her resignation and declare Position 16 as vacant. Ms. Bellon seconded the motion, which passed unanimously.

4. Fill Unexpired Board Positions and Approve Bond, Oath of Office and Sworn Statements of Newly Appointed Directors –Mr. Simpson presented the resume of Mr. Al Mikolas of Baker Concrete Construction. Mr. Jamison made a motion to appoint Mr. Mikolas to vacant Position 16. Mr. Kasmiersky seconded the motion, which passed unanimously.

5. **FY 2019 Proposed Budget & Administrative Guidelines** – Mr. Simpson requested the Board approve the fiscal year 2019 budget, adopt the updated operating procedures and guidelines for the administration of the budget, and approve the current organizational chart. Mr. Simpson reviewed the changes to the operating procedures and guidelines that increased the ability to execute contracts and agreements up to \$25,000 without additional board approval. Mr. Moore made a motion to approve. Mr. Lunnon seconded the motion, which passed unanimously.
6. **Professional, Service and Maintenance Contracts to Implement Programs Proposed in FY 2019** - Mr. Simpson requested the Board authorize staff to enter into service agreements with contractors who will provide goods and services funded by the FY 2019 budget and required to meet District goals. Ms. Marshall made a motion to approve. Mr. Jamison seconded the motion, which passed unanimously.
7. **Selection of Consultant for On-Call Engineering Services** – Mr. Simpson requested the board authorize staff to negotiate and execute a contract for on-call engineering services with Gauge Engineering. Mr. Jamison made a motion to approve. Mr. Lunnon seconded the motion, which passed unanimously.
8. **Selection of Consultant for On-Call Landscape Architecture Services** – Mr. Simpson requested the board authorize staff to negotiate and execute a contract for on-call landscape architecture services with Kudela and Weinheimer. Mr. Moore made a motion to approve. Mr. Kasmiersky seconded the motion, which passed unanimously.
9. **Land-Use, Demographic and Economic Base Benchmark Study with Community Development Strategies** - Mr. Simpson requested the board authorize staff to execute an agreement with Community Development Strategies (CDS) for a research study that will result in benchmark market research information for the District, in an amount not to exceed \$17,000. Mr. Kasmiersky made a motion to approve. Ms. Bellon seconded the motion, which passed unanimously.
10. **Hike and Bike Trail Agreement with Harris County Flood Control District (HCFCD)** – Mr. Simpson requested the board authorize staff to amend the current Hike & Bike Trail Agreement with HCFCD to include a planned TIRZ trail behind the BMX park. Mr. Wussow made a motion to approve. Mr. Jamison seconded the motion, which passed unanimously.
11. **President’s Report – District Overview**
 - a. Marketing and Public Affairs Update – Ms. Valencia reported on the recent media publications and the Biznow event.
 - b. Planning and Infrastructure Update – Mr. Baker reported on area projects including a new pedestrian bridge and new industrial development in the Greens Crossing area.
 - c. Field Services Update – Mr. Gutierrez reported on completed maintenance projects and the status of the new code enforcement vehicle.
 - d. Public Safety Update – Ms. Harrison reported on recent business presentations and our National Night Out event.
12. **Adjourn** – Vice-Chair Douglas adjourned the meeting at 9:53 am.



 Greg Simpson
 President
 North Houston District

12-5-13

 Date

