

**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 October 29, 2019 at 8:30 a.m.

**Directors Present for all or a portion of the meeting:** Kaitlin Bellon, Melody Douglas, Abel Garza, Tom Jamison, Michael Kasmiersky, Charles Lopez, Al Mikolas, Steve Moore, Michelle Wogan and Tom Wussow thus constituting a quorum.

**Directors Absent:** Terry Alexander, Margaret Eyster, George Lunnon, and Karen Marshall

**Staff Present:** Bart Baker, Amy Craig, Karen Davis, Asdrubal Gutierrez, Tracy Harrison, Greg Simpson, and Alexa Valencia

**Guests:** Joel Cleveland, District Counsel

**1. General Business**

- a. **Call to Order** –Chair Wogan called the meeting to order at 8:40 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** –Chair Wogan welcomed everyone to the meeting.
- d. **Public Comments** –No comments from the public were made.

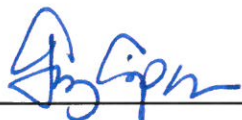
**2. Consent Agenda** –Chair Wogan presented the Consent Agenda for approval, consisting of the following items:

- a. Adoption of Agenda
- b. Approval of Minutes of **August 27, 2019** Meeting
- c. Financial Activity Reports
  - i. Deposit Account Activity Report: through AUGUST 2019
  - ii. Compiled Financial Statement: JUN/JUL/AUG 2019
  - iii. Assessment Collection Report: AUG/SEP 2019
  - iv. Delinquent Assessment Collection Report: as of September 30, 2019
  - v. Conflicts Disclosure Statement
  - vi. Check Registers: JUN/JULY/AUG 2019
  - vii. Treasurer’s Report
- d. 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 for FY 2020
- e. Line of Credit with Amegy Bank

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

- 3. Reappointment of Directors** – Mr. Simpson reviewed the Director Attendance Chart and the Positions of the Board of Directors. He noted that Ms. Smith had accepted a new position with Amazon and would not be able to remain on our board. Mr. Lopez made a motion to declare Position 3 vacant. Mr. Jamison seconded the motion and it passed unanimously.
- 4. FY 2020 Proposed Budget & Administrative Guidelines** - Mr. Simpson requested the Board approve the fiscal year 2020 budget and establish operating procedures and guidelines for the administration of the budget. Mr. Wussow made a motion to approve. Ms. Douglas seconded the motion, which passed unanimously.
- 5. Professional, Service and Maintenance Contracts to Implement Programs Proposed in FY 2020** - Mr. Simpson requested the Board authorize staff to enter into service agreements with contractors who will provide goods and services funded by the FY 2020 budget and required to meet District goals. Mr. Kasmiersky made a motion to approve. Ms. Bellon seconded the motion, which passed unanimously.

6. **Contract for Construction of Rankin Road Gateway Improvements** –Mr. Baker reported on the bids received for construction of the Rankin Road Gateway Improvements. He requested the Board authorize staff to enter a contract with D.L. Meacham LP for construction of the Rankin Gateway Improvements in an amount not to exceed \$450,000. Mr. Wussow made a motion to approve. Mr. Moore seconded the motion, which passed unanimously.
7. **Agreement with City of Houston and Harris County for Maintenance of Enhancements in the Public Right of Way** – Mr. Baker requested the Board authorize staff to negotiate and execute any necessary maintenance agreements with the City of Houston or Harris County to include District Gateway Improvements located on Rankin Road at Interstate 45. Ms. Douglas made a motion approve. Mr. Lopez seconded the motion, which passed unanimously.
8. **Contract Amendment with Kudela and Weinheimer for Gateway Entry Project Design** – Mr. Baker requested the Board authorize staff to execute an amendment to the contract with Kudela & Weinheimer for Gateway Entry Final Design at two locations (Kuykendahl/Interstate 45 and Imperial Valley/Beltway 8) in an amount not to exceed \$67,000. Mr. Jamison made a motion to approve. Ms. Bellon seconded the motion, which passed unanimously.
9. **Letter of Support Regarding Changes to City of Houston Sign Code and Creation of Airport Corridors District** – Mr. Simpson reported that Scenic Houston is proposing the creation of an Airport Corridors District which will serve to beautify the major transportation corridors that lead to the city’s two airports through changes to the City’s Sign Code. He asked the Board to authorize staff to execute a letter to the City of Houston in support of these changes. Mr. Moore made a motion approve. Mr. Mikolas seconded the motion, which passed unanimously.
10. **President’s Report – District Overview**
  - a. Planning and Infrastructure – Mr. Baker gave an update on the upcoming Lone Star Nationals at the bike park. He also reported on the status of the Livable Centers study.
  - b. Field Services – Mr. Gutierrez gave an update on Wussow Park, the new lights at Buckboard Park, and repairs on Greens Bayou trails.
  - c. Public Safety – Ms. Harrison reported on National Night Out, the District’s Annual Apartment Manager Summit, and the Nuisance Abatement Training conducted by the Harris County Attorney’s Office.
  - d. Marketing and Public Affairs – Ms. Valencia showed a National Night Out video and invited the Board to attend the upcoming Fall Business Community Breakfast with Dr. Stephen Klineberg.
  - e. Development Update – Mr. Simpson reviewed the calendar dates for 2020.
11. **Adjourn** –Chair Wogan adjourned the meeting at 9:57 am.



\_\_\_\_\_  
Greg Simpson  
President  
North Houston District

12.3.19

\_\_\_\_\_  
Date