

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, Via Zoom video/audio conference. The Zoom conference meeting was authorized pursuant to the March 16, 2020 Declaration by the Governor of the State of Texas, which suspended certain provisions of Chapter 551, Texas Government Code, in response to the Coronavirus (COVID-19) pandemic. The Governor’s Proclamation permitted governmental bodies to conduct meetings via telephone or videoconferences to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of COVID-19.

Directors Present for all or a portion of the meeting: Terry Alexander, Kaitlin Bellon, Melody Douglas, Margaret Eyster, Abel Garza, Michael Kasmiersky, George Lunnon, Karen Marshall, Al Mikolas, Steve Moore, Michelle Wogan, and Tom Wussow thus constituting a quorum.

Directors Absent: Charles Lopez

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

Guests: Laura Davis, District Legal Counsel

1. General Business

- a. **Call to Order** - Ms. Davis called the meeting to order at 8:34 am and announced the meeting was being recorded.
- 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** – Mr. Simpson and 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 25, 2020** Meeting
- c. Financial Activity Reports
 - i. Deposit Account Activity Report: through AUG 2020
 - ii. Compiled Financial Statements: JUL/AUG 2020
 - iii. Assessment Collection Report: AUG/SEP 2020
 - iv. Delinquent Assessment Collection Report: as of SEP 30, 2020
 - v. Conflicts Disclosure Statement
 - vi. Check Registers: JUL/AUG 2020
 - 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 2021
- e. Line of Credit with Amegy Bank

No director asked for an item to be taken from the consent agenda for separate consideration. Mr. Moore made a motion to approve the Consent Agenda. Mr. Garza 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. No action was taken.

4. Grant Applications to Fund Public Facilities – Mr. Simpson requested the board authorize staff to execute and submit grant applications to the Texas General Land Office for the funding of construction of public facilities in the District and negotiate and execute any other agreements and documents required for submission of the

applications, pending review and approval by the District's legal counsel. Mr. Wussow made a motion to approve. Mr. Moore seconded the motion, and the motion passed.

5. **FY 2021 Proposed Budget & Administrative Guidelines** - Mr. Simpson requested the Board approve the fiscal year 2021 budget and establish operating procedures and guidelines for the administration of the budget and approve the organizational structure funded by the budget. Mr. Moore made a motion to approve. Ms. Douglas seconded the motion, which passed unanimously.
6. **Professional, Service and Maintenance Contracts to Implement Programs Proposed in FY 2021** - Mr. Simpson requested the Board authorize staff to enter into service agreements with contractors who will provide goods and services funded by the FY 2021 budget and required to meet District goals. Mr. Lunnon made a motion to approve. Ms. Marshall seconded the motion, which passed unanimously.
7. **Surveillance Camera System for Wussow Park** – Mr. Simpson requested the Board authorize staff to contract with Villa Serena Communities to purchase and install a new surveillance camera system for Wussow Park. Mr. Wussow made a motion to approve. Ms. Eyster seconded the motion, which passed unanimously. Mr. Moore abstained from voting.
8. **Contract for Construction of Imperial Valley, Kuykendahl Gateway Improvements** – Mr. Baker requested the Board authorize staff to execute a contract with D.L Meacham LP for construction of Imperial Valley and Kuykendahl Gateway improvements in an amount not-to-exceed \$300,000. Ms. Douglas made a motion to approve. Mr. Lunnon seconded the motion, which passed unanimously.
9. **Contract Amendment with Kudela and Weinheimer for Gateway Improvement Project Design Phase 3** Mr. Baker requested the Board authorize staff to execute an amendment to the contract with Kudela & Weinheimer for Phase 3 of Gateway design. Mr. Wussow made a motion to approve. Ms. Marshall seconded the motion, which passed unanimously.
10. **President's Report – District Overview** – Receive reports and authorize appropriate action, if necessary
 - a. Public Safety Update – Ms. Harrison gave an update on local events and task force activity
 - b. Marketing and Public Affairs Update – Ms. Valencia gave an update on recent advertising opportunities and discussed an upcoming public art/mural feasibility study. It was also reported that the District won the PRSA Bronze Excalibur award.
 - c. Planning and Infrastructure Update – Mr. Baker gave an update on the new staff working for Greens Bayou Coalition
 - d. Field Services Update – Mr. Gutierrez reported on improvement projects on Greens Bayou trail, Greens Bayou pedestrian bridge and the Aldine Corridor paver bands
 - e. December Board Meeting– Mr. Simpson reported that the December board meeting will be virtual.
 - f. Board Meeting calendar dates for 2021 – Mr. Simpson reviewed the board meeting dates for 2021.
11. **Next Meeting Date** – December 1, 2020, 8:30 a.m.
12. **Adjourn** – Chair Wogan adjourned the meeting at 10:18 am.



Greg Simpson
President
North Houston District

12.1.20

Date