

NORTH HOUSTON DISTRICT

June 26, 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 June 26, 2018 at 8:30 a.m.

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

Directors Absent: Archie Blanson, Rose Hernandez, Steve Moore, and Michelle Wogan

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

Guests: Jeanne McDonald

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** – Mr. Simpson introduced Mr. Jamison
- 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 April 24, 2018 Meeting
- c. Financial Activity Reports
 - i. Deposit Account Activity Report: through MAR FY18
 - ii. Compiled Financial Statement: MAR 2018
 - iii. Assessment Collection Report: APR & MAY 2018
 - iv. Delinquent Assessment Collection Report: as of MAY 31, 2018
 - v. Quarterly Investment Report: 2nd Quarter
 - vi. Conflicts Disclosure Statement
 - vii. Check Registers: MAR 2018
 - viii. Treasurer's Report

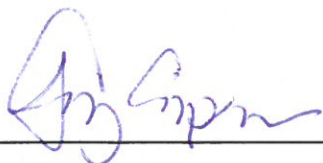
No director asked for an item to be taken from the consent agenda for separate consideration. Mr. Lopez made a motion to approve the Consent Agenda. Ms. Douglas seconded the motion, which passed unanimously.

3. Reappointment of Directors – Mr. Simpson reviewed the Director Attendance Chart and the Positions of the Board of Directors. It was announced that Mr. Blanson submitted his resignation from the board. Mr. Wussow made a motion to accept the resignation of Mr. Blanson. Mr. Lopez 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 resumes of Mr. Abel Garza of Aldine ISD and Mr. Tom Jamison of Hyatt Regency and requested the board appoint them to vacant positions 15 and 18 respectively. Mr. Wussow made a motion to approve the appointments of Mr. Garza and Mr. Jamison. Mr. Lopez seconded the motion, which passed unanimously.

5. **Annual Review of Investment Policy** - Mr. Simpson presented a resolution adopting the District's Amended Investment Policy. Ms. McDonald indicated there were changes to state statutes that govern investment and security of funds on management districts that required an update to the policy. Also made were administrative changes related to the District's name change. Ms. Marshall made a motion to approve. Ms. Eyster seconded the motion and it passed unanimously.
6. **Qualified Brokers List for Investments of the North Houston District** – Mr. Simpson presented a resolution adopting a list of approved brokers authorized to engage in investment transactions with the District. Ms. Douglas made a motion to approve. Mr. Lopez seconded the motion, and it passed unanimously. Ms. Bellon abstained from voting.
7. **Records Retention Schedule for the North Houston District** – Mr. Simpson presented a resolution adopting Local Schedule GR as the District's records retention policy and appointing a Records Management Officer for the District. Mr. Wussow made a motion to approve the Local Schedule GR as the District's records retention policy and appoint the position of Director of Financial and Support Services as the District's Records Management Officer. Ms. Douglas seconded the motion, which passed unanimously.
8. **Surplus Property Declaration and Authorization** – Mr. Simpson presented a resolution declaring various items with no resale value and an off-duty patrol vehicle with a resale value of more than \$300, all to be listed as surplus property. Mr. Lunnon made a motion to approve disposal or donation of surplus property. Ms. Eyster seconded the motion and it passed unanimously.
9. **Contract Amendment with Kudela and Weinheimer for Gateway Entries Conceptual Design** – Mr. Simpson requested authorization to negotiate and execute an amendment to the contract with Kudela & Weinheimer for conceptual design of 9 gateway entries in an amount not to exceed \$62,000. Ms. Douglas made a motion to approve the amended contract. Mr. Wussow seconded the motion, which passed unanimously.
10. **Amendment to Fiscal Year 2018 Budget and Cash Flow Projections** – Mr. Simpson explained that per the annual audit, there are unspent general funds from FY17 that were carried over into FY18 and that the budget needs to be amended to allocate these funds. He requested authorization to 1) modify the cover sheet to reflect actual unspent funds, 2) allocate \$30,000 to the Public Safety budget for the purchase of the new public Safety Vehicle, 3) allocate \$30,000 to the Planning and Infrastructure budget for the purchase of a new Code Enforcement Vehicle, and 4) allocate \$50,000 to the Planning and Infrastructure budget for gateway entry conceptual design. Mr. Lopez made a motion to amend the FY17 Budget and Cash Flow Projections. Mr. Kasmiersky seconded the motion and it passed unanimously.
11. **Contract Amendment for YMCA Use of Space at Wussow Park** – Mr. Baker presented an amendment to the current YMCA agreement allowing exclusive use of the entire Community Building to accommodate full time operations of the YMCA staff and programs. Mr. Wussow made a motion to approve the amended contract. Ms. Marshall seconded the motion, which passed unanimously.
12. **City of Houston's Meaningful Change Campaign** – Mr. Simpson requested the board approve a payment in the amount of \$10,000 to the Coalition for the Homeless of Houston/Harris County for the District's participation in the City of Houston's Meaningful Change Campaign. Ms. Eyster made a motion to approve. Mr. Lopez seconded the motion, which passed unanimously.
13. **President's Report – District Overview**
 - a. Marketing and Public Affairs Update – Ms. Valencia reported on the District's showcase video and the distribution of the newsletter "Quadrants".
 - b. Planning and Infrastructure Update – Mr. Baker presented information regarding the Harris County Flood Control District bond program.
 - c. Public Safety Update – Ms. Harrison reviewed activity on Northborough and gave an update on RCR and the Drug Free Zone signs.

14. Adjourn – Vice Chair Douglas adjourned the meeting at 10:10 am.



Greg Simpson
President
North Houston District

8.28.18

Date

