

NORTH HOUSTON DISTRICT

**October 24, 2017
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 24, 2017 at 8:30 a.m.

Directors Present for all or a portion of the meeting: Melody Douglas, Margaret Eyster, Charles Lopez, Karen Marshall, Steve Moore, Donna Volkerding, Michelle Wogan and Tom Wussow, thus constituting a quorum.

Directors Absent: Kaitlin Bellon, Dave Egbert, George Lunnon, Gerald Napoles, John Ridgway, and Mark Smith

Staff Present: Greg Simpson, Bart Baker, Tracy Harrison, Shelia Redmon-Jones, Brenda Spratt, and Karen Davis

Guests: Jeanne McDonald

1. General Business

- a. **Call to Order** - Chair Wogan 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** – Chair Wogan welcomed everyone to the meeting.
- d. **Public Comments** – No comments from members of 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 September 12, 2017 Meeting
- c. Financial Activity Reports
 - i. Deposit Account Activity Report: through August 2017
 - ii. Compiled Financial Statement: July and August 2017
 - iii. Budget vs. Actual Expenditures: July and August 2017
 - iv. Assessment Collection Report: August and September 2017
 - v. Delinquent Assessment Collection Report: as of September 30, 2017
 - vi. Conflicts Disclosure Statement
 - vii. Check Registers: July and August 2017
 - viii. Treasurer's Report

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

3. Reappointment of Directors - Mr. Simpson reviewed the Director Attendance Chart. No action was taken.

4. **Approve Bond, Oath of Office and Sworn Statements of Newly Appointed Directors** – Mr. Simpson requested the Board to accept and approve the required paperwork of the members appointed to positions 1-11 by Houston City Council on September 20, 2017. Mr. Moore made a motion to approve. Ms. Douglas seconded the motion, which passed unanimously.
5. **Nominations to Fill Unexpired Board Positions** – Mr. Simpson presented the resumes of Dr. Archie Blanson of Aldine ISD, Rose Hernandez of Liberty Property Trust, and Michael Kasmiersky of Lincoln Property Company and proposed the Board appoint them to vacant positions 15, 16, and 17 respectively. Mr. Moore made a motion to approve. Mr. Wussow seconded the motion, which passed unanimously.
6. **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 2018** – Mr. Simpson requested a recommendation to the Board to increase the District's annual assessment rate to \$0.16742 per \$100 valuation and establish the means for the District's Collector of Assessments to invoice and collect assessments to fund FY 2018 programs. Ms. Douglas made a motion to approve. Mr. Moore seconded the motion, which passed unanimously.
7. **Prevailing Wage Rate Scale for Construction Projects** - Mr. Simpson requested authorization to adopt the Davis-Bacon wage rates as a prevailing wage rate scale for construction projects which establishes minimum rates that shall be used by all contractors and their subcontractors on construction projects by or on behalf of the District. Mr. Lopez made a motion to approve. Ms. Marshall seconded the motion, which passed unanimously.
8. **Line of Credit with Amegy Bank** – Mr. Simpson requested the board authorize staff to execute a \$400,000 line of credit with Amegy Bank to facilitate unexpected or potential project funding needs. Ms. Eyster made a motion to approve. Mr. Wussow seconded the motion, which passed unanimously.
9. **FY 2018 Proposed Budget, Administrative Guidelines, and Organizational Chart** – Mr. Simpson requested the Board approve the fiscal year 2018 budget and establish operating procedures and guidelines for the administration of the budget. Mr. Simpson presented a budget reflecting the increase in assessment rate and an organizational chart. Mr. Wussow made a motion to approve. Ms. Douglas seconded the motion, which passed unanimously.
10. **Professional, Service and Maintenance Contracts to Implement Programs Proposed in FY 2018** - Mr. Simpson requested the Board authorize staff to enter into service agreements with contractors who will provide goods and services funded by the FY 2018 budget and required to meet District goals. Mr. Wussow made a motion to approve. Mr. Lopez seconded the motion, which passed unanimously.
11. **Interlocal Agreement with the City of Houston regarding Temporary Space for Houston Police Department** – Mr. Moore recused himself from this agenda item and left the room before discussion started. Mr. Simpson requested the Board approve an interlocal agreement between the District and the City of Houston allowing the District to pay rent for the HPD North Belt Division temporary office space, pending final review by the District's legal counsel. Mr. Simpson noted the lease is for three years, with two one-year options. It was mentioned that Mr. Moore is an owner of the space being discussed. Mr. Lopez made a motion to approve. Ms. Douglas seconded the motion, which passed unanimously. Mr. Moore then returned to the meeting after action was taken by the board.
12. **Declare and Authorize the Disposal of Surplus Property** – Mr. Baker presented a resolution declaring property located at the Public Safety Center (listed on Exhibit A) as surplus with no value and requested authorization for the District to sell, donate, recycle or discard the property. Mr. Lopez made a motion to approve. Ms. Eyster seconded the motion, which passed unanimously.

13. President's Report – District Overview

- a. Public Safety Update – Community Night Out – Ms. Harrison reported that the October 3rd National Night Out had to be canceled due to weather. At the request of our partners, it has been rescheduled to October 26th and renamed Community Night Out. All Board members are invited to attend.
- b. Executive and Board Calendar Dates – It was noted that a calendar of board dates had been included in the packet.

14. Adjourn –Ms. Wogan adjourned the meeting at 9:36 am.



Greg Simpson
President
North Houston District

12.5.17

Date