

NORTH HOUSTON DISTRICT

February 27, 2024 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 February 27, 2024, at 8:30 a.m.

Directors Present for all or a portion of the meeting: Terry Alexander, Kaitlin Bellon, Mozell Darthard, Margaret Eyster, Abel Garza, Michael Kasmiersky, Charles Lopez, George Lunnon, Karen Marshall, Steve Moore, Dr. Quentin Wright, Michelle Wogan, and Tom Wussow thus constituting a quorum.

Directors Absent: Cory Driskill, Melody Douglas

Staff Present: Bart Baker, Amy Craig, Karen Davis, Robert Fiederlein, Monica Gijon, Asdrubal Gutierrez, Tracy Harrison, Colleen Martin, and Greg Simpson

Guests: Laura Davis, District Counsel, Lupe Garcia of Whitley Penn, Carmen Aguilar of Harris County Precinct 2, Gene Johnson and Trisha Figaro of Frost Bank

1. General Business

- a. **Call to Order** – Chair Wogan called the meeting to order at 8:39 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 and Chair Wogan welcomed everyone to the meeting. Mr. Simpson introduced Mr. Garcia of Whitley Penn, Ms. Aguilar of Harris County Precinct 2, and Gene Johnson and Trisha Figaro of Frost Bank.
- d. **Public Comments** – No comments from the public were made.

2. Consent Agenda – Items may be removed at board member’s request; otherwise, items will be voted as a group.

- a. Adoption of Agenda
- b. Approval of Minutes of **December 5, 2023 Meeting**
- c. Financial Activity Reports
 - i. Deposit Account Activity Report: through DEC 2023
 - ii. Compiled Financial Statements: OCT/NOV/DEC 2023
 - iii. Assessment Collection Report: NOV/DEC 2023; JAN 2024
 - iv. Delinquent Assessment Collection Report: as of JAN 2024
 - v. Investment Report: 1st Quarter 2024
 - vi. Conflicts Disclosure Statement
 - vii. Check Registers: OCT/NOV/DEC 2023
 - viii. Treasurer’s Report
- d. Disposal of Surplus Property
- e. Minority, Women, and Disadvantaged Business Enterprise (MWDBE) Report

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. Kasmiersky seconded the motion, and the motion passed.

- 3. 2023 Fiscal Year Audit Report by Whitley Penn, LLP** – Mr. Garcia of Whitley Penn presented the 2023 Fiscal Year End Audit Report and provided an unmodified “clean” opinion on the district’s financial statements as of October 31, 2023. Mr. Wussow made a motion to accept the FY 2023 Audited Financial Statements and direct the President to forward them to TCEQ. Mr. Darthard seconded the motion, which passed unanimously.
- 4. Reappointment of Directors** - Mr. Simpson reviewed the Director Attendance Chart and the Positions of the Board of Directors. No action was taken.

5. **Task Order with Gauge Engineering for Design Services Related to Wussow Park Renovations** – Mr. Fiederlein requested the Board authorize staff to approve the Task Order from Gauge Engineering for design services related to the renovation of Wussow Park for an amount not to exceed \$105,000. Mr. Lopez made a motion to approve. Mr. Moore seconded the motion, which passed unanimously.
6. **Contract for Construction of Gateway Improvement Program Phase 4** – Mr. Fiederlein requested the Board authorize staff to negotiate and execute a contract with Jerdon Enterprise for the Phase 4 Gateway Improvement Project. Mr. Lunnon made a motion to approve. Dr. Wright seconded the motion, which passed unanimously.
7. **Contract for Airline Drive Sidewalk Improvements** - Mr. Fiederlein requested the Board authorize staff to negotiate and execute a contract with Queen Constructors for the sidewalk improvements on Airline Drive. Ms. Marshall made a motion to approve. Mr. Garza seconded the motion, which passed unanimously.
8. **Contract for Website Design Services** – Ms. Martin requested the Board authorize staff to negotiate and execute a contract for website design and SEO improvement in an amount not to exceed \$40,000 with ASTOUNDZ. Mr. Alexander made a motion to approve. Mr. Darthard seconded the motion, which passed unanimously.
9. **President’s Report – District Overview**
 - a. Public Safety update – Ms. Harrison reported on Task Force activities and noted the Public Safety calendar was now available. She also reviewed plans for the upcoming Knock and Talks, Spring Break Bash and Blue Star training.
 - b. Planning and Infrastructure update – Mr. Fiederlein gave updates on the status of the Gateway Improvement Project and the Mini-Pitch at Wussow Park.
 - c. Field and Services update – Mr. Gutierrez reported on key performance indicators for Field Services and provided updates on current work throughout the District.
 - d. Marketing and Public Affairs update – Ms. Martin provided an update on the District’s marketing efforts including E-News and Quadrants.
10. **Next Meeting Date** – Mr. Simpson noted the District is planning a bus tour of the area for the next meeting on April 30, 2024.
11. **Adjourn** – Chair Wogan adjourned the meeting at 9:33 am.



Greg Simpson
President
North Houston District



Date