



5445 Almeda Rd., Suite 503, Houston, Texas 77004

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TO: THE BOARD OF DIRECTORS OF THE GREATER SOUTHEAST MANAGEMENT DISTRICT AND TO ALL OTHER INTERESTED PARTIES

Notice is, hereby, given that a meeting of the Board of Directors of the Greater Southeast Management District will be held on Wednesday, May 9, 2018 at 12:00 p.m. at 5445 Almeda Road, Suite 502 Houston, Texas 77004, inside the boundaries of the District, open to the public, to consider, discuss and adopt such resolutions or motions, as may be necessary, convenient, or desirable with respect to the following matters:

AGENDA

Time Limit	Max
1. Call to Order	
2. Public Comments	5 minutes
3. Approve Minutes of the March 14, 2018 Board of Director's Meetings	
4. Interim Executive Director's Status Report on the following:	5 minutes
(a) Administrative Services; and	
(b) Program Services	
5. District Administration	
(a) Receive Equi-Tax, Inc. Assessment Collection Report For The Period Ended April 30, 2018	5 minutes
(b) Receive Budget & Finance Committee Report	5 minutes
i. Board Action: Receive Accountant's Reports:	
a. Compilation Report for period ended March 31, 2018; and	
b. First Quarter Investment Report for period ended March 31, 2018	
ii. Board Action: Receive Additional Financial Reports:	
a. Balance Sheet with Previous Month Comparison as of March 31, 2018; and	
b. Profit & Loss with Previous Month and YTD Comparison as of March 31, 2018	
iii. Board Action: Approve Payment of Recurring and Non-Recurring Expense for period ended March 31, 2018; and	
iv. Board Action: Approve FY 2017 Financial Audit	
6. Receive Enhanced Public Safety Report	5 minutes
(a) Receive Report from Harris County Constable Precinct 7;	
(b) Receive Report from Public Safety Coordinator on the Bicycle/Motorcycle Patrol Program; and	
(c) Board Action: Approve Security Equipment Lease and Monthly Monitoring	
7. Receive Visual and Improvements Report	5 minutes
(a) Board Action: Approve Gunda Corporation Scope of Work and Not-to-Exceed Amount to provide Design Build Electrical Engineering Services and decorative lighting to include all necessary tasks involved in the design and installation of solar pedestrian light poles/electrical outlets along District's corridors to facilitate decorative lighting and other enhancements/projects in the public rights-of-way (ROW) requiring access to electricity, including the design and installation of electrical outlets at two flag pole locations along Southmore Street west of SH 288; and Authorize Interim Executive Director to Issue Notices to Proceed; and	
(b) Board Action: Approve Flores Quality Service Scope of Work and Not-to-Exceed Amount to replace plant/shrub materials along OST from SH 288 to Calhoun Street and Griggs Rd from OST to MLK that died due to the hard freeze experienced during the cold weather of December 2017 and January of 2018; and Authorize Interim Executive Director to Issue Work Orders	

- 8. Receive Transportation and Local Mobility Improvements Report 5 minutes
 - (a) **Board Action:** Approve issuing a RFQ to provide Planning & Pre-Design Services for Caroline Street Pedestrian Improvements/Caroline Promenade Project;
 - (b) **Board Action:** Approve Walter P. Moore and Associates, Inc's Scope of Work and Not-to-Exceed Amount to provide Design Services for Neighborhood Greenway Project; and Authorize Interim Executive Director to Issue Task Order;
 - (c) **Board Action:** Approve the Federal Fiscal Year 2018 Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements; and
 - (d) **Board Action:** Approve Interlocal Agreement between the City of Houston and Greater Southeast Management District to transfer \$100,000 from City of Houston District D discretionary fund to partially fund planning and pre-design effort for the Caroline Street Pedestrian Improvements/Caroline Promenade Project along Caroline Street from IH-59/US 69 to Hermann Park Drive

- 9. Receive Business & Economic Development Report 3 minutes

- 10. Receive Marketing and Perception Enhancement Report 5 minutes
 - (a) **Board Action:** Approve not-to-exceed amount of \$15,000 for conference room audio visual equipment and service plan; and
 - (b) **Board Action:** Approve plan for implementation for custom bus shelter project

- 11. Executive Session
 - (a) The Board may go into Executive Session to confer with legal counsel in accordance with Section §551.071 of the Texas Government Code
 - (b) The Board may go into Executive Session to discuss personnel matters in accordance with Section §551.074 of the Texas Government Code

- 12. Reconvene to public session to consider and take necessary action on matters considered in Executive Session

- 13. Adjournment


THEOLA PETTEWAY, Interim Executive Director