



Minutes of Regular Meeting
Greater Southeast Management District Board of Directors

The Board of Directors, of the Greater Southeast Management District (the "District"), held a regular meeting on Wednesday, May 9, 2018 at 12:00 p.m., at 5445 Almeda Road, Suite #502, Houston, Texas 77004, that was open to the public, and inside the boundaries of the District. The roll was called of the duly appointed members of the board, to-wit:

Table with 4 columns: Position #, Board Members, Position #, Board Members. Lists members from Position 1 to 17.

All of the above were present except Director Engram, Director Donatto, Director Rucker, Director Hageney and Director Richards. Others in attendance were Lieutenant Marcus Grant, Grant Wiley, Yvonne Fedee, Theola Petteway, Anderson Stoute, Clark Lord, Kenneth Byrd, Dawn Malone, Oletha Jacobs, and Kendall Thompson.

CALL TO ORDER

Director Smith called the meeting to order at 12:37 p.m. after quorum was established.

PUBLIC COMMENTS

No Public Comments

APPROVAL OF THE MINUTES

Upon a motion from Director Bergeron, and being seconded by Director Holliday, the Board of Directors approved the minutes of the March 14, 2018 meetings of the District.

INTERIM EXECUTIVE DIRECTOR'S STATUS REPORT

The Board received the Interim Executive Director's Monthly Status Report on Administrative Services and Program Services for the period ending May 14, 2018.

DISTRICT ADMINISTRATION

(a) The Board of Directors received the Assessment Collection Report for period ending April 30, 2018 as presented by Mr. Byrd, Equi-Tax, Inc.

BUDGET & FINANCE

- (a) The Board of Directors received the Budget and Finance Committee report as presented by Director Miles;
(b) The Board of Directors received the Accountant's Compilation report for period ended March 31, 2018; and First Quarter Investment Report for period ended March 31, 2018;
(c) The Board of Directors received monthly Balance Sheet with Previous Month Comparison for period ended March 31, 2018 and Profit & Loss with Previous Month and YTD Comparison for period ended March 31, 2018;
(d) Upon a motion by Director McDavid and being seconded by Director Sibley-Reid, the Board of Directors approved the payment of recurring and non-recurring expenses for period ended March 31, 2018; and
(e) George Baugh III, CPA, presented the report on financial statements and additional information for the year ended December 31, 2017 and recommended that the staff prepare a formal schedule for amending annual approved Budgets. Director Miles recommended that the Board of Directors approve the FY 2017 Financial Audit. Upon motion by Director McDavid and being seconded by Director Sibley-Reid, the Board of Directors approved the FY 2017 Financial Audit and authorized submitting FY 2017 Audit for Annual Filing Affidavit with Texas Water Code Section 49.194 and other parties, as required.

ENHANCED PUBLIC SAFETY COMMITTEE REPORT

The Board of Directors received the Enhanced Public Safety committee report as presented by Director Holliday.

- (a) Lieutenant Marcus Grant, Harris County Constable Office Precinct 7, provided the Board with a report regarding the Harris County Constable Precinct 7 statistics for the period ended March 30, 2018;
- (b) Sergeant Frank Gans, Enhanced Public Safety Coordinator, provided the Board with a report regarding bike and motorcycle patrol statistics for the period ended March 30, 2018 and gave a brief update on the Danner's Security mobile surveillance HD security camera; and
- (c) Upon motion by Director Sibley-Reid and being seconded by Director Mayberry, the Board of Directors approved a six month lease and monthly monitoring for a mobile surveillance HD security camera.

VISUAL AND IMPROVEMENTS REPORT

The Board of Directors received the Visual and Improvements committee report as presented by P. Anderson Stoute, Capital Projects Manager.

- (a) Upon motion by Director Sibley-Reid and being seconded by Director Holliday, the Board of Directors approved Gunda Corporation Scope of Work and Not-to-Exceed Amount of \$210,000 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) Upon motion by Director McDavid and being seconded by Director Miles, the Board of Directors approved Flores Quality Service Scope of Work and Not-to-Exceed Amount of \$18,720 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. Director Miles requested the Visual and Improvement Committee to provided the Board with another option prior to finalizing.

TRANSPORTATION & LOCAL MOBILITY IMPROVEMENTS

The Board of Directors received the Transportation & Local Mobility Improvements committee report as presented by Director Muhammad and by P. Anderson Stoute, Capital Projects Manager.

Upon motion by Director McDavid and being seconded by Director Holliday, the Board of Directors approved the following:

- (a) Issuing a RFQ to provide Planning & Pre-Design Services for Caroline Street Pedestrian Improvements/Caroline Promenade Project;
- (b) Walter P. Moore and Associates, Inc's Scope of Work and Not-to-Exceed Amount of \$209,960 to provide Design and Construction Management Services and Design and Construction Phase Geotechnical Services for Neighborhood Greenway Project; and authorize Interim Executive Director to Issue Task;
- (c) The Federal Fiscal Year 2018 Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements; and
- (d) Upon motion by Director Muhammad and being seconded by Director St Julien, the Board of Directors approved 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.

BUSINESS AND ECONOMIC DEVELOPMENT REPORT

The Board of Directors received the Business and Economic Development committee report as presented by Director McDavid.

MARKETING AND PERCEPTION ENHANCEMENT REPORT

The Board of Directors received the Marketing and Perception Enhancement committee report as presented by Director St Julien and Dawn Malone, Program Manager.

Upon motion by Director Muhammad and being seconded by Director Sibley-Reid, the Board of Directors approved (a) not-to-exceed amount of \$15,000 for conference room audio visual equipment and service plan; and (b) plan for implementation for custom bus shelter project.

ADJOURN

The Board adjourned at 1:37 p.m.

Janice Sibley-Reid, Secretary
GSMD Board of Directors