

MINUTES OF BOARD OF DIRECTORS MEETING OF
WESTCHASE DISTRICT

THE STATE OF TEXAS
COUNTY OF HARRIS

The Board of Directors (“Board”) of the Westchase District met in an official session, open to the public, on February 15, 2019, at Datavox, located at 6650 W. Sam Houston Parkway S., Houston TX 77072, inside the boundaries of the District, and the roll was called of the duly appointed members of the Board, to-wit:

Pos. 1	Cindy Dahl	Pos. 10	Mark D. Taylor-Treasurer
Pos. 2	Martin D. Wiltshire	Pos. 11	Stacy Hunt
Pos. 3	Donna J. Flowers-Secretary	Pos. 12	Vacant
Pos. 4	Beth Van Winkle-Assistant Secretary	Pos. 13	David J. Lee
Pos. 5	Greg Cardwell	Pos. 14	Don Thomas
Pos. 6	Philip Schneidau-Chairman	Pos. 15	Anthony Blunsen
Pos. 7	Douglas L. Elliott-Vice Chairman	Pos. 16	Harry Greenblatt
Pos. 8	Chris Ball	Pos. 17	Andrew R. Lear-Asst. Treasurer
Pos. 9	Pamela Culver		

and all of the said Directors were present except Directors Elliott, Flowers, Lear, Lee and Van Winkle, thus constituting a quorum. Also present were Joel Cleveland, Legal Counsel; Sherry Fox, Dave Gilkeson, Don McKinney and Irma Sanchez, District Staff; Jim Murphy, consultant with District Management Services; David Wilson from Datavox; and Margarita Dunlop with METRO.

I. CALL TO ORDER

Chairman Philip Schneidau called the meeting to order at 12:10 p.m. He declared that a notice of the meeting was posted more than 72 hours in advance at the Harris County Courthouse and within the District and that the meeting is open to the public.

A. HEARING OF CITIZENS

David Wilson from Datavox welcomed the directors and meeting attendees and gave a brief overview of the services provided by the company. There were no other public comments.

II. DISTRICT’S LONG RANGE PLAN

Dave Gilkeson gave a report to the Board on the programming scheduled for 2019-2020 based on discussions and feedback received from the November Board Retreat and on future vision statements completed by the Board. He reported that such staff programming for 2019 and 2020 includes investigation and work regarding school analysis and diagnosis, charter school, deed restrictions, developer outreach, more art, more physical deterrents, 24/7 patrolling, bottom 10 apartment crime list and audience targeted “vision” communication.

III. CONSENT AGENDA

- A. Minutes of the December 10, 2019, Board meeting.
- B. Westchase District Investment Report 12/31/2018.
- C. Westchase District 380 funds Report 12/31/2018.
- D. Director attendance Report

Motion by Mark Taylor, seconded by Stacy Hunt to approve the Consent Agenda items. Motion passed unanimously.

IV. OTHER BUSINESS

A. Board Member Conflict of Interest Disclosure Statements.

The Board received a report that one Director, Donna Flowers, disclosed that she works for Third Coast Bank and the District has a Certificate of Deposit with Third Coast Bank.

B. Harris County Tax Assessor Collector Audit of Accounts Report.

Dave Gilkeson reported that the Harris County Appraisal District performed an audit of property accounts within the District's boundaries and discovered a couple accounts that are not currently on the District's assessment roll but are subject to assessment in accordance with the District's Service Plan, after notice and hearing. He stated that the District proposes to call a Public Hearing for April 12, 2019, at 11:00 a.m. on the advisability of adding such accounts to the District's assessment roll.

Motion by Harry Greenblatt, seconded by Greg Cardwell to hold a public hearing, as proposed, on the advisability of adding two accounts to the District's assessment roll. Motion passed unanimously. The following Directors then volunteered to serve as Hearing Examiners: Cindy Dahl, Don Thomas, Martin Wiltshire and alternate Stacy Hunt.

C. BQR Contract.

Motion by Anthony Blunsen, seconded by Harry Greenblatt to approve the annual advertising and marketing contract with BQR Advertising & Publications ("BQR"). Motion passed unanimously.

D. BQR Work Orders.

Motion by Mark Taylor, seconded by Chris Ball to approve Work Orders with BQR, pursuant to the annual advertising and marketing contract approved under item C above, authorizing BQR to make media purchases on behalf of the District with Centro, Facebook/Instagram, LinkedIn, Spotify, Pandora, IHeartRadio, Xfinity/Comcast, REDNews and Bisnow. Motion passed unanimously.

E. Budget Reallocation for Marketing and Communications.

Sherry Fox reported that \$30,000 from the District's advertising budget is carrying forward from fiscal year 2018 to 2019 due to a strategic reduction in add buys in the final quarter of 2018. She then recommended and requested that such funds be reallocated to website improvements, specifically the creation landing pages to enhance visitor experience and provide greater opportunity to link to other appropriate content on the District's website.

Motion by Don Thomas, seconded by Cindy Dahl to add a 2019 budget item, "Website Landing Pages", and fund with \$30,000 carried over from the District's 2018 advertising budget. Motion passed unanimously.

F. Contract with Asakura Robinson for Design Services Beltway 8 Landscaping.

Motion by Stacy Hunt, seconded by Cindy Dahl to approve a contract with Asakura Robinson for design services for repair at the Southbound Beltway 8 area at Del Monte for an amount not to exceed \$16,200. Motion passed unanimously.

G. Parking Agreement with METRO.

Motion by Harry Greenblatt, seconded by Cindy Dahl to approve a license agreement with MERTO for overflow parking for Woodchase Park subject to review by Legal Counsel. Motion passed unanimously.

H. Promenade Project RFQ Design Services.

Irma Sanchez reported that staff issued a Request for Qualifications for design services for the District's Promenade Project, a pedestrian focused project identified in the Westchase District Livable Centers Study and intended to connect residential, retail and transit destinations between Seagler and Gessner. She then requested Board authorization to negotiate an agreement with Asakura Robinson to evaluate options for the project and create a conceptual design for use in obtaining federal grant funding. She stated that, if an acceptable agreement cannot be negotiated with Asakura Robinson, she would like authority to negotiate with Kimley-Horn and Associates Inc., the second ranked firm as determined by staff after review of the statements of qualification.

Motion by Stacy Hunt, seconded by Martin Wiltshire to authorize staff to negotiate a contract with Asakura Robinson for design services for the Promenade Project, and, if an acceptable contract with Asakura Robinson cannot be negotiated, to negotiate a contract with Kimley-Horn and Associates Inc.; provided that the contract

amount shall not to exceed \$60,000 and provided that the contract shall be subject to final review and approval by the Board Chair, Vice Chair and Treasurer. Motion passed unanimously.

I. Sneed Elementary Spark Park Dog Area RFQ Landscape Architecture Services.

Irma Sanchez reported that staff issued a Request for Qualifications for landscape design services for a proposed dog park at Sneed Elementary School ("Dog Park"). She then requested Board authorization to negotiate an agreement with Route 5 Landscape Architecture as the top ranked firm as determined by staff after review of the statements of qualification. She stated that, if an acceptable agreement cannot be negotiated with Route 5 Landscape Architecture, she would like authority to negotiate with Asakura Robinson, the second ranked firm.

Motion by Cindy Dahl, seconded by Chris Ball to authorize staff to negotiate a contract with Route 5 Landscape Architecture for landscape design services for the Dog Park at Sneed Elementary School, and, if an acceptable contract with Route 5 Landscape Architecture cannot be negotiated, to negotiate a contract with Asakura Robinson; provided that the contract amount shall not to exceed \$35,000. Motion passed unanimously.

J. Agreement with Alief Independent School District for a Dog Park at Sneed Elementary School.

Motion by Chris Ball, seconded by Anthony Blunsen, to authorize staff to enter into an Interlocal Agreement with Alief Independent School District to develop, operate and maintain the Dog Park at Sneed Elementary School, subject to legal review and approval. Motion passed unanimously.

M. 4.d. Westchase District Committees – Beautification

Chairman Philip Schneidau appointed three additional directors to the Beautification Committee: Directors Anthony Blunsen, Cindy Dahl and Don Thomas, who will join Doug Elliott and Donna Flowers as Beautification Committee members. Chairman Philip asked this committee to review all maintenance expenses within the Westchase District budget, including without limitation, anticipated maintenance expenses for the District's new parks.

K. Professional Fundraising Services.

Motion by Harry Greenblatt, seconded by Anthony Blunsen to approve a contract with Dini Spheris to perform "Phase I" of its proposal to assist the District with fundraising for a capital campaign in connection with the District's parks, to include a determination of the District's positioning for a successful campaign and identify specific recommendations for the launch of the campaign in terms of confirming or revising the fundraising goal, key elements of a case for support, prospects, and solicitation strategies, provided the fee shall not to exceed \$37,500. Motion passed unanimously.

L. Westchase Neighborhood School.

The Board received a report from Dave Gilkeson concerning a charter school, Westchase Neighborhood School, signing a lease and moving into the District. Although still preliminary, the operator is marketing the school for opening August, 2019.

M. Progress Reports.

The Board received reports from Don McKinney on the trail call boxes, Sherry Fox on the 22nd Annual Corporate Challenge on March 29 and Dave Gilkeson concerning the first annual Westchase District Community Impact Awards program, ceremony and recipients held on January 10th.

Meeting adjourned at 1:30 p.m.

Donna Flowers, Secretary