

# MINUTES OF REGULAR MEETING OF UPTOWN DEVELOPMENT AUTHORITY

June 24, 2015

The Board of Directors of the Uptown Development Authority (the "Authority") met in regular session, open to the public, on June 24, 2015, at 3:30 p.m. at 1980 Post Oak Blvd., Suite 1700, Houston, Texas 77056. The roll was called of the members of the Board, to wit:

Dot Cunningham	Director
Kendall A. Miller	Secretary/Treasurer
Martin Debrovner	Chairman
Judson Robinson, III	Director
Janice Hale-Harris	Director
Lisa Simon	Director
Marvin Kaplan	Director
Louis Sklar	Vice Chairman
Urban F. O'Brien, III	Director

and all of the above were present except Directors Debrovner, Hale-Harris, Sklar and O'Brien, thus constituting a quorum.

Also present were John Breeding, Stephen Wood, Robert Taube, Betsy Kirkgard, Shannon Daniels, Lauren Anderson, Katie McDonough, Bob Ethington, Rod Smith, Nat Wanissorn and Sarah Newbury, staff members of Harris County Improvement District No. 1 (the "District"); Rachel Beeton, contract employee of the District; Rachel Nowicki and Carolyn McCain of Gunda Corporation; Margaret Dunlap, Public Affairs Representative of the Metropolitan Transit Authority ("METRO"); Rafael Ortega of Aurora Technical Services; Robert Collins, of Andrews & Kurth, LLP; Stuart Williams of Transwestern - Four Oaks Place; Karlos Allen of Stifel, Nicolaus & Company, Incorporated; and Jessica Holoubek and Yvonne Onak of Allen Boone Humphries Robinson LLP.

## CALL TO ORDER

Secretary Miller called the meeting to order at 4:06 p.m.

## APPROVE MINUTES

The Board considered approving the minutes of the May 27, 2015 regular meeting of the Board. Director Simon moved that the minutes of the meeting be approved.

Director Cunningham seconded the motion, which passed unanimously. A copy of the minutes of the May 27, 2015 meeting is attached.

#### RECEIVE COMMENTS OR QUESTIONS FROM THE PUBLIC

There were no comments or questions from the public.

#### APPROVE INVOICES

Mr. Breeding presented to the Board a list of current invoices from April, 2015 through May, 2015 in the amount of \$1,687,571.68. After discussion, Director Kaplan moved that the Board approve payment of the invoices and was seconded by Director Simon. The motion passed with Director Robinson abstaining. A copy of the list of invoices is attached.

Mr. Breeding reviewed and discussed the cumulative total of MWDBE/SBE expenditures through May, 2015 and the expenditures for the current fiscal year to date. The Board then reviewed trend graphs of MWBDE/SBE Professional Services from July, 2014 through May, 2015 and Construction Services from July, 2014 through May, 2015.

#### AUTHORIZE FISCAL YEAR 2015 AUDIT

Mr. Breeding said that the estimated fee for the proposed Fiscal Year 2015 audit services by Whitley Penn, LLP will be \$17,200.00. After discussion, Director Simon moved that the Board authorize a letter agreement with Whitley Penn, LLP for the Fiscal Year 2015 audit. Director Cunningham seconded the motion, which passed unanimously.

#### CONSIDER AUTHORIZING ADVERTISING FOR BIDS FOR TANGLEWOOD PARK IMPROVEMENTS

Ms. Newbury discussed design work that has been underway for the renovation of the park's parking area and dog park. She said that construction has commenced on the ball field, for which the contract was previously awarded. She said that the project cost is estimated at \$650,000.00 and that, if the required permits are obtained, the Staff will be able to advertise for bids earlier than scheduled. After discussion, Director Robinson moved that the Board authorize Staff to advertise for construction bids on the remaining Tanglewood Park improvements. Director Simon seconded the motion, which passed unanimously.

CONSIDER ADVERTISING FOR BIDS FOR PRE-CONSTRUCTION SITE WORK IN MEMORIAL PARK

Ms. Newbury said that the site work needed by the infrastructure projects called for by the Memorial Park Master Plan can begin in July. She said that Staff could not get a comprehensive bid on the needed projects including grubbing, mulching, treating with herbicide, chain sawing, clearing drainage ways and taking out fallen trees. Ms. Newbury said that the contracts will be on a unit price basis not to exceed \$200,000.00. After discussion, Director Kaplan moved to authorize Staff to award contracts, following appropriate procurement procedures, on an as needed basis, not to exceed a total of \$200,000.00. Director Cunningham seconded the motion, which passed unanimously.

EXECUTIVE SESSION – LITIGATION MATTERS

Secretary Miller announced that the Board was convening in executive session at 4:19 p.m. The executive session was held pursuant to the provisions of the Texas Government Code §551.071 to discuss pending or contemplated litigation. The Board reconvened in open meeting at 4:44 p.m.

RECEIVE UPDATE ON MEMORIAL PARK AND UPTOWN GREENSPACE

There was no update on Memorial Park or the Uptown Greenspace.

RECEIVE POST OAK BOULEVARD UPDATE

There was no update on the Post Oak Boulevard Project.

ADJOURNMENT

There being no further business, the meeting was adjourned.

Respectfully submitted,

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Kendall A. Miller  
Secretary, Board of Directors

Attachments:

Minutes of the May 27, 2015 Board Meeting  
List of Invoices