

MINUTES OF THE
MIDTOWN MANAGEMENT DISTRICT
BOARD OF DIRECTORS MEETING

August 7, 2013

The Board of Directors of the Midtown Management District held a meeting, open to the public, on the 7th day of August 2013 at 6:00 p.m. in the first floor conference center of the Houston Technology Center, located at 410 Pierce Street, Houston, Texas, 77002, inside the boundaries of the District, and the roll was called of the duly appointed members of the Board, to-wit:

Roger Neal	Eric Melchor
Willie Coleman, Jr.	Monte Large
Bryn Poland	Gayle R. Fortson
F. Charles LeBlanc	Gary Noble
Eileen J. Morris	Michelle LeBlanc
Vernus Swisher	John Castillo
Todd Triggs	William R. Franks

All of the above were present except Directors Large, Coleman, Michelle LeBlanc, Swisher and Triggs thus constituting a quorum.

In addition, present at the meeting were Matt Thibodeaux, Cynthia Alvarado, Marlon Marshall, Kandi Schramm, Elizabeth Powell, Pat Hall of Equi-Tax, Inc. and Peggy Foreman of Burney & Foreman. Also present were Heidi Huber and Elix Rivera of Camden City Center, Sharon Owens of La Maison Midtown, Amanda Adams and Gloria Haney of the Morgan Group, Gary Bernard, General Manager of 2016 Main, Alberto Castanon, General Manager, RISE HOA, Lenicia Rouse of Bread of Life and Debra McGaughey of Houston Community College Central Campus. Midtown residents: Scott Harbers, Sebastien Boileau, Liza Carlos, Harppreet Singh, Bob Reineke, Quinte Williams, Allen Thomas, Robert Coyle, Chris Sowers, Cindy Hale, Andrew Klein, Denise Williams, Julia Fox and Nathan Miller.

Cynthia Alvarado called the roll of the Board of Directors and verified that a quorum was present.

Chair Franks called the meeting to order and welcomed guests.

RECEIVE PUBLIC COMMENTS

Chair Franks invited guests to introduce themselves and make comments to the Board. Midtown resident Robert Coyle stated that he had sent a letter to the management district regarding public safety concerns in December of 2011 and had never received a written response. Several Board members asked questions and the Chair assured Mr. Coyle that he would investigate the matter further. Ms. Cynthia Alvarado advised the Board that she was contacted by Senator Rodney Ellis' office in February 2013 and made aware of Mr. Coyle's letter and concerns. Ms. Alvarado stated that she has communicated with Mr. Coyle via email and attempted to schedule a meeting with him without success.

CONSENT AGENDA

- a. **Approve Minutes for the July 10, 2013 regular Board meeting.**
- b. **Approve the June 2013 Financial Report.**
- c. **Approve the payment of invoices for August 2013.**
- d. **Approve the Equi-Tax Report for July 2013.**

e. Approve renewal of the District 2013-2014 Insurance Policy.

Managing Director Cynthia Alvarado presented the Consent Agenda.

Director Fortson made a motion to approve the Consent Agenda. The motion was seconded by Director F. Charles LeBlanc and carried by unanimous vote.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION FOR THE DISTRICT QUARTERLY INVESTMENT REPORT ENDING JUNE 30, 2013.

Executive Director Matt Thibodeaux presented the Quarterly Investment Report for the quarter ending June 30, 2013. He stated that the average yield on all accounts for the quarter ending June 30, 2013 was 0.249279%.

Director Noble made a motion to approve the District's Quarterly Investment Report for the period ending June 30, 2013. The motion was seconded by Director Morris and carried by unanimous vote.

RECEIVE COMMITTEE ACTIVITY REPORTS AND REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE FOLLOWING, AS APPROPRIATE:

A. Executive Committee – William Franks, Chair

Chair Franks reported on the activities of the most recent Executive Committee.

i. Update on Mardi Gras 2014.

Chair Franks gave an update on communications with One World Strategies regarding the proposed Mardi Gras event planned for March 2014. Cynthia Alvarado explained that One World Strategies expressed some concerns about the values placed on Midtown assets. Ms. Alvarado asked One World Strategies to present a counter proposal which had not been received by the time of the Board meeting.

ii. Consider Land Use Agreement with the Midtown Redevelopment Authority For Mardi Gras 2014.

Peggy Foreman advised the Board that the Midtown Redevelopment Authority approved entering into a Land Use Agreement with the District for Mardi Gras 2014. She explained that the Agreement is for use of the undeveloped land at 2800 Main commonly known as the site of the SuperBlock. Ms. Foreman reviewed the terms of the Land Use Agreement and stated that it covered the period from February 26 through March 3, 2014.

Director Fortson made a motion to approve the Land Use Agreement for Mardi Gras 2014. The motion was seconded by Director Poland and carried by unanimous vote.

iii. Authorize submission of an application for a Midtown Management District Credit card.

Cynthia Alvarado advised the Board that for the past several years, she has used her personal credit card to pay for certain items for the District and thereafter seek reimbursement. She stated that she was recommending that the District obtain a credit card in the name of the District with a credit limited of \$2500 to pay for those authorized expenses that cannot be direct billed to the District.

A motion was made by Director Noble to authorize submission of an application for a Midtown Management District Credit card. The motion was seconded by Director Morris. After a lengthy discussion, Director Noble accepted a Friendly amendment to his original motion providing that the application be submitted but that the credit card not be used until the Board adopts policies governing its use. Directors Franks, Morris, Noble, Castillo and Melchor voted in favor of the amended motion. Directors F. Charles LeBlanc, Poland, Fortson and Neal voted against the motion. The motion carried by majority vote.

Director Morris thanked those Staff members who have used their personal credit cards to pay for certain District purchases that could not be direct billed.

B. Public Safety Committee – John Castillo, Chair

Director Castillo reported on the activities of the Public Safety Committee. He advised the Board that crime in Midtown is up due to increases in the number of burglaries of a motor vehicle (BMVs). He stated that if it were not for BMVs crime statistics would be flat as compared to last year at the same time. Director Castillo also reported that aggravated crime is down in Midtown. He encouraged everyone to tell their friends and neighbors to not leave valuables in their cars. Finally, Director Castillo also reported that the Committee is continuing to look at the use of portable camera in Midtown, especially in and around the Greyhound Bus Station.

C. Marketing Committee – Eileen J. Morris, Chair

Director Morris reported on the activities of the Marketing Committee, stating that the new District Mission Statement is currently being incorporated into the District's media (i.e. The Midtown Paper and online media). She reminded everyone that the process is underway to developing a new Service and Assessment Plan and invited Board members and guests to participate in that process.

Update on June's Truckin' Thursday at The Wall

Managing Director Cynthia Alvarado reported on Truckin' Thursday at the Wall was growing with increased numbers of attendees and trucks participating. She reported that Kandi Schramm was able to negotiate a flat rate with the company providing event insurance to cover all one day events if certain conditions are met. Ms. Alvarado stated that this flat rate for event insurance would save approximately \$500 per event on the cost of Truckin' Thursday events. She stated that with the savings the Marketing Committee would like to host one additional Truckin' Thursday event for a total of 3 more events in the current fiscal year.

Board members expressed a desire to have more consistency in the event in order to keep increasing the number of guests. Chairman Franks suggested that the event be held on the first or last Thursday of the month. Several Board members asked questions and made comments about the Truckin' Thursday event. Following all discussion, the request to host one additional event was tabled.

D. Service & Maintenance Committee – Roger Neal, Acting Chair

- i. **Review, discuss and take necessary action regarding interlocal agreement with the Metropolitan Transit Authority regarding considerations for METRORail median.**

Marlon Marshall reported that the District is still working with METRO regarding landscape maintenance along portions of Main Street in the METRORail median. He stated that he is working on a Scope of Services and will publicly bid the services including bus shelter maintenance. Mr. Marshall said that the Committee wants to proceed very cautiously and will come back to the Board once more concrete numbers have been obtained.

Mr. Marshall also reported that the Field Services Team is continuing mowing, trash pick-up and watering landscaping in the public right-of-way throughout the District. He stated that seasonal color change out will begin soon.

E. Urban Planning Committee – William Coleman, Chair

Chair Franks reported on the activities of the Urban Planning Committee and reported briefly on some of the projects under construction within the District.

F. Finance Committee – Gary Noble, Chair

Director Noble reported on the activities of the Finance Committee. He stated that overall Midtown is generally operating in accordance with its approved FY 2013 Budget, but that the Marketing Committee is approximately \$7000 over budget.

G. Nominating Committee – Gayle Fortson, Chair

i. Update on status of Board appointments.

Director Fortson reported that the District Staff has been communicating with the Mayor's office regarding the status of the Board appointments and reappointments and that she was hopeful that the appointees would be on the City Council agenda within the next month.

REPORT ON CAPITAL PROJECTS OF THE MIDTOWN REDEVELOPMENT AUTHORITY (MRA).

Marlon Marshall gave the following report on the status of the current MRA capital improvement projects:

Bagby Street Reconstruction – The project is at substantial completion with punch list items currently being completed. They are waiting on utility companies to complete relocation of utility lines. Planning is underway for a Ribbon Cutting Ceremony and they are working with the Mayor's office to confirm scheduling for either September or October. The project will be the 1st LEED Certified Green Road in Texas.

Gray Street Project, Phase II – The project is at substantial completion and a punch list has been made. Final Completion should occur within 30 days. There is a one year maintenance contract on the Gray Street improvements.

Baldwin Park Project – The project will be at substantial completion within the next week and a punch list inspection will be scheduled immediately thereafter. Extensive work is currently taking place on the landscaping elements of the park. Final Completion should happen in the next 30 days.

Glover Park Project –Site work, utilities and infrastructure for the dog park are currently in progress. Construction is moving slower at Glover Park but should be completed within the next 60-90 days.

Midtown Park – Construction of the dog park, food kiosk and stage is underway. The Midtown Redevelopment Authority Board voted to approve a lease for the food kiosk at their July 2013 Board meeting. Everything appears to be on schedule with construction expected to be completed in 90-100 days.

WITH RESPECT TO THE FOREGOING AGENDA ITEMS, CONDUCT AN EXECUTIVE SESSION WITH REGARDS TO THE FOLLOWING, AS APPROPROATE AND NECESSARY.

- a. Consultation with attorney (Section 551.071, Texas Government Code);
- b. Personnel matters (Section 551.074, Texas Government Code).

There was no executive session.

PRESENTATION: "MIDTOWN 2000 – 2013: A COMMUNITY UPDATE"

Cynthia Alvarado gave a presentation on the growth and development that has occurred in Midtown since establishment of the District in 2000.

OTHER BUSINESS / ANNOUNCEMENTS

None.

NEXT MEETING DATE

Chair Franks announced that the next Board meeting will be held on Wednesday, September 4, 2013, at 11:00 a.m. in the 3rd floor conference room of the Midtown offices at 410 Pierce Street, Houston, Texas 77002.

ADJOURN

There being no other business, the meeting was adjourned.


Eileen Morris, Board Secretary
Date: September 4, 2013