



**MINUTES OF THE MIDTOWN MANAGEMENT DISTRICT  
BOARD OF DIRECTORS MEETING**

**June 6, 2018**

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, June 6, 2018, at 11:00 a.m. in the 3<sup>rd</sup> Floor Conference Room of the Midtown Management District's offices, located at 410 Pierce, Houston TX 77002, inside the boundaries of the District, and the roll was called of the duly appointed members of the Board, to-wit:

Pos. 1	Darcy John Lefsrud	Pos. 10	Eileen J. Morris
Pos. 2	Vacant	Pos. 11	Debbie Tyler Dillard
Pos. 3	Amar Mohite	Pos. 12	Dana Woodruff
Pos. 4	James Llamas	Pos. 13	Marylene Chan
Pos. 5	Willie H. Coleman	Pos. 14	Christopher Johnston
Pos. 6	Nancy J.W. Darst	Pos. 15	Herbert Baker
Pos. 7	Julie Tilton	Pos. 16	Gary Noble
Pos. 8	Vacant	Pos. 17	Charles Washington
Pos. 9	J. Allen Douglas		

All of the above were present except Directors Mohite, Lefsrud, and Baker, thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Mark Leija, Michelle Ashton, Kandi Schramm, Mark Sullivan, and Cynthia Alvarado; Peggy Foreman of Burney & Foreman; Clark Lord of Bracewell; Jesse Sampson and Rasiel Limanta of S.E.A.L. Security Solutions; Alyssa Hill of CRI; Deputy Odell Haynes of Harris County Precinct 7; Kristin Pope of Camden; Gloria Haney of Morgan Group; and Midtown residents Henriette Bodmer, Sonja Roesh, and Dan Barnum.

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

Chair Coleman called the meeting to order and welcomed everyone.

**RECEIVE PUBLIC COMMENTS**

Henriette Bodmer stated that she is a member of a HOA near Austin St., Caroline St., McKinney St. and Webster St. and asked for more patrolling to help with the homeless situation.

**CONSENT AGENDA**

- A. APPROVE MINUTES FOR THE MAY 2, 2018 BOARD MEETING**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF APRIL 2018**
- C. APPROVE PAYMENT OF INVOICES FOR MAY 2018**
- D. APPROVE EQUI-TAX REPORT FOR MAY 2018**
- E. RATIFICATION OF SOFTWARE SERVICE RENEWAL AGREEMENT WITH ZAPP SOFTWARE LLC.**

Director Noble made a motion to approve the consent agenda. 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. Service and Maintenance Committee – Darcy Lefsrud, Chair**

Michelle Ashton reported that improvements and repairs were completed at Elizabeth Glover Park. She also stated that the Tree Trimming project is complete, and that Mark Sullivan has been working with the Field Services Team to clean-up debris from area hot spots.

**B. Cultural Arts and Entertainment Committee – Eileen Morris, Chair**

Director Morris reported that the Cultural Arts and Entertainment Committee held a joint meeting in May 2018 with the Marketing and Economic Development Committee.

**i. GRANT MANAGEMENT SYSTEM**

She shared that Jessica Cusick has been working with the Committee to develop a procedure to award small grants to Midtown arts organizations. Cynthia Alvarado shared that she has researched online grant management systems and is recommending using Café Grant Management System.

Director Washington made a motion to approve entering into a contract for use of the Café Grant Management System. The motion was seconded by Director Woodruff and carried by unanimous vote.

**C. Marketing and Economic Development Committee – Debbie Tyler-Dillard, Chair**

Director Tyler-Dillard reported that the Committee discussed marketing opportunities at various conferences in the City. She shared that the current issue of the “Midtown Buzz” newspaper has been released and is in the process of being distributed. Ms. Ashton shared that the Android app has been developed but still has some design issues to be resolved before its release for use by the public.

**D. Urban Planning Committee – Allen Douglas, Chair**

Director Douglas reported that Peter Eccles with the City shared information about the Bike Plan, including projects in Midtown that are being designed this summer. Director Douglas further shared that Adrian de la Cerda is still working toward a soft opening of the Farmers Market on July 7, 2018. Mr. de la Cerda is currently working to secure vendors and required permits. He reported that a meeting to discuss the Wheeler Cap Park was well attended and had good public participation. Finally, Director Douglas announced that the City’s Walkable Places Project is moving forward and encouraged all to attend a public meeting on Thursday, June 14, 2018 from 4 p.m. – 6 p.m. at Trinity Episcopal Church to provide input and help shape future development in Midtown.

**E. Finance and Budget Committee – Dana Woodruff**

Director Woodruff thanked Director Chan for her prior years of service as the Finance Committee Chair. Director Woodruff reported that collection of assessment revenues for FY 2018 is slightly ahead of collections in previous years at the same point in time. She also reported that expenditures are within budget. She announced that the budgeting process will begin soon and asked Committee Chairs to begin the work of identifying priorities for FY 2019.

**i. UPDATE ON FY 2017 DISTRICT AUDIT**

Director Woodruff reported that the FY 2017 Audit has been completed. Alyssa Hill of CRI presented the FY 2017 Audit and stated that the District received a clean opinion and that no material weaknesses or usual entries were found. Director Johnston suggested that the Management Discussion & Analysis be changed to include the number of Board meetings held each year. Ms. Hill expressed her willingness to include a revised Management Discussion & Analysis in the FY 2017 Audit report.

Director Noble made a motion to accept the FY 2017 Audit with a minor edit to the Management Discussion & Analysis. The motion was seconded by Director Johnston and carried by unanimous vote.

**ii. INVESTMENT REPORT ENDING THE QUARTER MARCH 31, 2018**

Ms. Alvarado presented the written investment report contained in the Board Packet. She stated that the average interest rate on all accounts for the quarter ending March 31, 2018 was 0.5064%. The amount of interest earned for the 1<sup>st</sup> quarter was \$7,805.81.

Director Woodruff made a motion to accept the investment report as presented. The motion was seconded by Director Darst and carried by unanimous vote.

**F. Nominations Committee – Nancy Darst, Chair**

**i. RECOMMENDATIONS TO FILL BOARD POSITIONS 2 AND 8**

Director Darst reminded Board members of the process used by the Committee to identify and select candidates to recommend to the Board to fill vacant Positions 2 and 8. Director Darst introduced the two candidates being recommended - Gloria Haney for Position 2 and Kristin Pope for Position 8.

Director Woodruff made a motion to accept the Committee's recommendations to fill Board Positions 2 and 8. The motion was seconded by Director Tyler Dillard. Following all discussion, the motion carried by unanimous vote.

Peggy Foreman stated that Ms. Haney and Ms. Pope will be sworn in at the next Board meeting on July 11, 2018 meeting. Ms. Alvarado stated that the new appointees will be invited to attend a Board member orientation in the next few weeks.

**G. Public Safety Committee – Willie Coleman, Interim Chair**

**i. REPORT FROM SECURITY COORDINATOR, MARK LEIJA**

Mark Leija reported that he, Ms. Alvarado and Mr. Sullivan attended a meeting at HPD South Central Division regarding the Homeless Encampment at Pierce St. and Hamilton St. He stated that they will be meeting on a regular basis with the Captain at HPD South Central Division regarding issues relating to the homeless population in Midtown. He also reported on the District's participation in the weekly clean-ups being conducted by the City, which, upon request, includes removal of trash, periodic mowing and weed eating, pressure washing, and transport of property to the City's storage facility. He also shared that he met with Marilyn Brown, the Executive Director of the Coalition for the Homeless about the results of the annual Homeless Count conducted in January 2018 and the 2018 State of Homelessness Report to The Way Home. He stated that a link to the report can be found on the Public Safety tab of the Midtown website.

Mr. Leija reported that he met with the South Central Differential Response Team and the owners and regional security team of the McDonald's located at the corner of Gray and Main Streets. He reported that the owners expressed a desire to make McDonald's a safe place for the Midtown community to patronize and announced that McDonald's will be hosting the next Coffee with a Cop.

He also reported that the HPD Central Division is working to target burglaries of motor vehicles in Midtown.

Mr. Leija shared that a letter of condolence was sent to Harris County Precinct 7 on behalf of the Board of Directors on the recent passing of Chief Goree Anderson.

He invited all to attend the next Public Safety Committee meeting on Tuesday, June 19, 2018 at 6:00 p.m. at Central Bank.

Chair Coleman stated that he is working to identify a new Chair for the Public Safety Committee.

**H. Executive Committee – Willie H. Coleman, Chair**

Director Coleman stated that each of the Committees have been very busy and thanked everyone for their hard work on behalf of Midtown.

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

There was no report provided since Mr. Marshall and Mr. Thibodeaux were both out of the City on District business.

**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).

The Board did not convene in executive session.

**ANNOUNCEMENTS**

Ms. Alvarado and several Board Members congratulated Michelle Ashton on her upcoming marriage and thanked her for all of her hard work on behalf of the District.

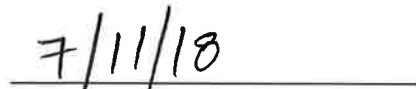
**NEXT MEETING DATE**

The next Midtown Management District Board of Directors meeting will be held on Wednesday, July 11, 2018 at 11:00 a.m. in the 3<sup>rd</sup> floor conference room of the District's offices, 410 Pierce Street, Houston, Texas 77002.

**ADJOURN**

There being no other business, the meeting was adjourned.

  
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Eileen Morris  
Board Secretary

  
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Date