



midtown
HOUSTON

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

November 4, 2020

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, November 4, 2020, at 6:00 p.m. via video and telephonic conferencing, 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	Gloria Haney	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	Vacant	Pos. 16	Vacant
Pos. 8	Vacant	Pos. 17	Charles Washington
Pos. 9	J. Allen Douglas		

All of the above were present thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Matt Thibodeaux, Kandi Schramm, Vernon Williams, Cynthia Alvarado, Marlon Marshall, David Thomas, Madeline Peña, Mark Sullivan and Mark Leija; Ashley Small of One World Strategy Group LLC; Erica Rocha and Jesse Sampson of SEAL Security Solutions LLC.; Clark Lord of Bracewell LLP; Peggy Foreman of Burney & Foreman; Julie Tilton.

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

Chair Morris called the meeting to order and welcomed everyone.

RECEIVE PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

A. APPROVE MINUTES FOR THE OCTOBER 7, 2020 BOARD MEETING

- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF SEPTEMBER 2020**
- C. APPROVE PAYMENT OF INVOICES FOR OCTOBER 2020**
- D. APPROVE EQUI-TAX REPORT FOR OCTOBER 2020**

Ms. Alvarado presented the consent agenda. Director Douglas made a motion to approve the consent agenda as presented. The motion was seconded by Director Coleman and carried by unanimous vote.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE 3RD QUARTER INVESTMENT REPORT FOR THE PERIOD ENDING IN SEPTEMBER 30, 2020

Mr. Thomas presented the Investment Report for the 3rd Quarter of FY2020. He stated that the Investment Report was prepared and presented in accordance with generally accepted accounting principles and Article III, Section 3.03 and Article IV, Section 4.06 of the Investment Policy of the District and will be reviewed as part of the annual audit. He also stated that the average interest rate on all accounts for the 3rd quarter was 0.2030% and that the amount of interest earned for the quarter was \$ 1,896.05. Mr. Thomas advised the Board that the report shows that the District's investment portfolio is in compliance with the District's Investment Policy and the investment provisions of the Texas Public Funds Investment Act.

Director Coleman made a motion to approve the Investment Report for the 3rd Quarter of FY2020 as presented. The motion was seconded by Director Woodruff 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 – Darcy John Lefsrud, Chair

Director Lefsrud reported that CenterPoint has completed the installation of 25 additional LED Midtown Coach Lights in various locations throughout the District as part of the Dark Blocks Project. He stated that the Committee has worked with representatives of Super Neighborhood #62 to come up with a list of locations that needed tree trimming. He further stated that the Committee plans to engage with Super Neighborhood #62 representatives to locate additional areas in the District that need more lighting, especially in areas where CenterPoint has had difficulty installing lights. He stated that the Committee held a joint meeting with the Urban Planning Committee and discussed several projects that the two Committees can work on together.

- i. Recommendation for a one year extension of the Agreement with Metropolitan Landscape Management Inc. for Field Maintenance Services.**

Director Lefsrud presented the Committee's request that the Board authorize a one year extension of the Agreement with Metropolitan Landscape Management Inc. for Field Maintenance Services. He explained that the contract allowed for the extension on the same terms. Director Douglas made a motion to authorize a one year extension of the Agreement with

Metropolitan Landscape Management Inc. for Field Maintenance Services. The motion was seconded by Director Coleman. Following all discussion, the motion carried by unanimous vote.

Finally, Director Lefsrud announced that the Service and Maintenance Committee will hold a joint meeting with the Urban Planning Committee on November 16th at 3:30 p.m.

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

Chair Morris reported that Staff has completed a contract, together with all required documentation for each of the 13 awardees of the MidtownHOU Arts Micro Grant. She reminded the Board that each of the art projects is to be completed by December 31, 2020. She also announced that artists Renée Victor and Armando Castelan will begin work in approximately mid-November on the two new Mini Murals being installed at Gray and LaBranch and Gray and Austin Streets.

Chair Morris reported that Mistletoe Market 2020 will be a virtual event and will include chalk art, a public art display in Midtown Park, a holiday window display at Camden McGowen Station and a holiday edition of Beats and Eats. She also reported that the Committee and Staff are already working on plans for Art in the Park 2021. She stated that the event may be a virtual event or a hybrid of live and virtual. She also stated that the Committee hopes to open the application process on November 15th and is seeking participants with a strong online presence.

Finally, Chair Morris announced that the Cultural Arts & Entertainment Committee will hold a joint meeting with the Marketing and Economic Development Committee on November 18th at 4:00 p.m.

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

Director Tyler-Dillard reported that the Spring/Summer 2020 digital edition of the MidtownBuzz is available on the Midtown Houston website. She stated that the Committee is currently working on ideas for new articles for the Spring/Summer 2021 edition of the Midtown Buzz. Director Tyler-Dillard also reported that the Staff ran an Instagram ad for Midtown’s virtual programming and it performed very well. She stated that the ad reached a total of 5,536 people, 79% of whom were new followers on social media. She stated that the next planned ad will instruct users to download the Midtown Houston app. Director Tyler-Dillard announced that there will be (2) giveaways this month in an effort to boast Midtown’s social media presence.

Additionally, she reported that the Committee again sponsored Bike Houston’s Annual Moonlight Ramble. She stated that the Midtown logo was on the Midnight Ramble shirts and that Midtown was included on promotional material and on social media mentions for the event.

Finally, Director Tyler-Dillard confirmed that Marketing and Economic Development Committee will have a joint meeting with the Cultural Arts & Entertainment Committee on Wednesday, November 18th at 4:00 p.m.

D. Urban Planning Committee – James Llamas, Chair

Director Llamas reported that the Committee is discussing potential joint projects with the Service and Maintenance Committee including a redesign of the Tuam Triangle. He also mentioned that the Pedestrian Enhancements Project is moving forward and that the Committee is looking at 2 additional intersections. Director Llamas announced that the Committee reached out to the Midtown Parks Conservancy regarding a potential opportunity for a partial grant to install an automobile electrical charging station in the Midtown Park parking garage.

Finally, Director Llamas announced that the Service and Maintenance Committee will host a combined meeting with the Urban Planning Committee on November 16th at 3:30 p.m.

E. Finance and Budget Committee – Dana Woodruff, Chair

Director Woodruff gave the Finance Committee report. She reported that revenues and expenses were within budget for the current fiscal year. She stated that due to the Covid-19 pandemic some of the planned projects for the 2020 FY were not able to be completed resulting in additional funds being available for use. She stated that the unallocated funds will be placed into an operational reserve account to be used for projects in 2021. Director Woodruff stated that all Committees will need to follow the normal procedure to submit a request for additional project funding.

i. Proposed budget for FY 2021

Director Woodruff reported that the FY 2021 budget process was complete and that all of the Committees' budget requests were fully funded. She stated that revenues were calculated based on a 98% assessment collection rate. Director Woodruff stated that after funding all requested amount there were additional funds which were being placed in an operational fund and that Committees would have the opportunity to be asked whether there were additional projects they would like to have considered for funding in the FY 2021. Director Baker made a motion to approve the FY 2021 budget as presented. The motion was seconded by Director Tyler-Dillard. Following all discussion, the motion carried by unanimous vote.

Director Woodruff announced that the Finance Committee meeting will not meet in December and thanked the Staff for their work on the budget. Chair Morris thanked the Finance Committee, all of the Committee Chairs and the Staff for all of their hard work in getting the FY 2021 budget finalized.

F. Community Activity Report – Christopher Johnston, Liaison

i. Super Neighborhood #62

Director Johnston reported that Super Neighborhood #62 held a meeting on October 10, 2020 at 6:30 p.m. He reported that City Council Member Carolyn Evans-Shabazz spoke to the group and introduced her Constituent Relations Director. Director Johnston stated that residents expressed concerns about the encampment at Pierce and Chenevert Streets and the frequent automobile accidents at Smith and Tuam Streets.

Director Johnston advised the Board that HPD Sgt. Weiche mentioned that the Ed Emmet Diversion Center would be moving out of Midtown and the site would be used to provide permanent supportive housing.

Director Johnston announced that the next Super Neighborhood #62 meeting is on Thursday, November 12, 2020 at 6:30 p.m.

G. Public Safety – J. Allen Douglas, Chair

i. Security Coordinator’s Report

Security Coordinator Mark Leija reported that he continues to receive and respond to phone calls, emails and text messages on a regular basis from Midtown stakeholders regarding public safety issues. He reported that he continues to drive the District weekly to observe conditions for subsequent communications with law enforcement and SEAL Security officers. Mr. Leija stated that the Midtown Staff continues to host monthly meetings with representatives of the various law enforcement agencies and S.E.A.L. Security Solutions, LLC. to discuss public safety issues and incidents in Midtown.

Mr. Leija reported that he continues to educate businesses in the neighborhood about the safety issues including the newly instituted Cite and Release Program for certain lower level crimes. He also provided an update regarding certain law enforcement initiatives, clean-ups, and related activities, including the rolling Trunk or Treat Halloween event hosted by HPD South Central Division.

ii. Subcommittees for the Public Safety Committee

Director Douglas advised the Board that he was exploring creating sub-committees of the Public Safety Committee to take a more in depth look at certain public safety issues, explore partnerships with local non-profit organizations and research how other communities are addressing issues surrounding homelessness.

ii. Extension of time for the Homeless Outreach Specialist Pilot Program with SEARCH.

Director Douglas presented the request to extend the Homeless Outreach Specialist Pilot Program with SEARCH to a total of 6 months. He stated that the Pilot Program is anticipated to begin on November 16, 2020.

Director Lefsrud made a motion to extend the Homeless Outreach Specialist Pilot Program to a total of 6 months. The motion was seconded by Director Llamas. Following all discussion, the motion carried by unanimous vote.

The next Public Safety Committee meeting is scheduled for Tuesday, November 17, 2020 at 11:30 a.m.

H. Nomination Committee – Nancy Darst, Chair

i. Formalizing a Board preference relating to appointment of agent.

Director Darst presented the Nominating Committee’s recommendation to formalize a Board preference relating to the Appointment of Agents by including a statement in the Administrative

Policies and Procedures to the effect that it is the preference of the Board that no property owner serve as a Director while also having an agent serve as a Director. She explained that the Committee's objective was to ensure that a property owner would only have one voice on the Board of Directors.

Director Coleman made a motion to accept the Nominating Committee's recommendation to formalize a Board preference relating to the Appointment of Agents by including a statement in the Administrative Policies and Procedures that no property owner serve as a Director while also having an agent serve as a Director. Director Mohite seconded the motion. Following all discussion, the motion carried by unanimous vote.

ii. Recommendations for reappointment to the Board of Directors Positions 1-4, 6 and 9.

Director Darst presented the Nominating Committee recommendation that the following persons be recommended to the City of Houston for reappointment to the Board of Directors.

Darcy John Lefsrud	Position 1
Gloria Haney	Position 2
Amar Mohite	Position 3
James Llamas	Position 4
Nancy Darst	Position 6
J. Allen Douglas	Position 9

Director Woodruff made a motion to recommend that the City of Houston reappoint the above named persons to the Midtown Management District Board of Directors Board of Directors. The motion was seconded by Director Chan and carried by unanimous vote.

iii. Recommendations of candidates to fill vacant Board positions.

Director Darst reminded the Board that there were vacancies on the Board. She described the Nominating Committee's procedure for bringing candidates to the Board for recommendation to the City of Houston for appointment to the Board.

She presented the following candidates for consideration:

Ryan LeVasseur
Michael Lewis
William Fulton

Director Coleman made a motion to approve the recommendation of Ryan LeVasseur for appointment to the Midtown Management District Board of Directors. The motion was seconded by Director Douglas and carried by unanimous vote.

Director Johnston made a motion to approve the recommendation of Michael Lewis for appointment to the Midtown Management District Board of Directors. The motion was seconded by Director Woodruff. Following all discussion, the motion carried by majority vote. There were 6 votes in favor and 3 votes opposed.

Director Coleman made a motion to approve the recommendation of William Fulton for appointment to the Midtown Management District Board of Directors. The motion was seconded by Director Mohite and carried by unanimous vote.

Director Coleman made a motion to approve the recommendation of Kelly Young for appointment to the Midtown Management District Board of Directors. The motion was seconded by Director Woodruff and carried by unanimous vote.

iv. Background checks.

Director Darst reminded the Board that in 2016 the District began completing a basic background check on all persons being recommended to the City of Houston for appointment to the Board. She explained that the background check required the authorization of the individual and that it was a confidential process which was handled by the District's Administrative Manager only. Director Darst presented the Nominating Committee's recommendation that a background check also be performed on all Executive Committee members as well as on all persons being recommended to the City of Houston for appointment to the Board. The Committee further recommended that this preference be included in the District's Administrative Policies and Procedures.

Director Johnston made a motion that a basic background check be conducted on all persons being recommended to the City of Houston for appointment to the Board and all Executive Committee members and that this preference be included in the District's Administrative Policies and Procedures. The motion was seconded by Director Tyler-Dillard and carried by unanimous vote.

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).**

Chair Morris convened the Board in Executive Session pursuant to the provisions of Texas Government Code 551.071 for a consultation with attorneys at 7:09 p.m..

The Executive Session concluded at 7:45 p.m. and the Board returned to Public Session.

I. Executive Committee – Eileen Morris, Chair

Chair Morris reported that matters discussed at the Executive Committee were addressed in the various Committee reports.

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

Marlon Marshall gave the following report on the status of current Midtown Redevelopment Authority capital improvement projects:

Bagby Park. The Contractor has substantially completed the Scope of Services for the Project. The Midtown Staff and Consultants have completed the initial substantial completion inspection and will be conducting a night inspection of the newly installed lighting. The Contractor is working on addressing certain punch list items and is awaiting arrival of materials to install certain amenities including electric hand dryers in the restrooms. It is anticipated that the project will be completed and closed out by the end of November 2020.

Caroline Street Reconstruction. Both lanes south of McGowen between Elgin and McGowen Streets is now open for traffic. Paving activity will begin this coming week on the eastern lanes north of McGowen Street. Contractors are working to complete the sanitary sewer and water line installation north of Webster Street to Pierce Street.

Partner Projects.

Baldwin Park in Partnership with the Service and Maintenance Committee. There are plans to refine the scope for the. Staff members received a first draft of the refined Scope of Services for the electrical and lighting enhancements and are reviewing it to ensure that it aligns with the budget. Once this process is complete, the Midtown Staff and Consultants will present the proposed electrical and lighting enhancements to the City of Houston Parks and Recreation Department for consideration and approval.

STEPS Pilot Project in Partnership with the Urban Planning Committee. The MRA Board approved a construction contract with Jerdon Enterprises for the Pedestrian Safety Enhancements to be installed at the two pilot locations, specifically the intersections of Brazos and Webster Streets and Elgin and Jackson Streets. The Staff will schedule a pre-construction meeting in November and will determine when construction will begin. Intersections of.

City of Houston Tuam Street Project in Partnership with the Urban Planning Committee. Staff is waiting on a cost estimate from the City of Houston for the Midtown proposed improvements. Work continues with Harris County to finalize the terms of an agreement to fund a portion of the Midtown proposed improvements.

ANNOUNCEMENTS

There were no announcements.

NEXT MEETING DATE

Chair Morris advised the Board that the next Midtown Management District Board of Directors meeting will be held on Wednesday, December 2, 2020, at 11:00 a.m. via video and telephonic conferencing.

ADJOURN

There being no other business, the meeting was adjourned.

DocuSigned by:

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Marylene Chan, Board Secretary

12/8/2020

Date