



**midtown**  
HOUSTON

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

**August 4, 2021**

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, August 4, 2021, 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	Vacant
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	Kelly Young
Pos. 8	Vacant	Pos. 17	Charles Washington
Pos. 9	J. Allen Douglas		

All of the above were present except Directors Haney, Mohite, Douglas, and Washington, thus consulting a quorum.

In addition, present at the meeting were Midtown Staff members Matt Thibodeaux, Kandi Schramm, Cynthia Alvarado, Marlon Marshall, Madeline Peña, David Thomas, Amaris Salinas, Mechelle Phillips, and Jaime Giraldo; Peggy Foreman of Burney & Foreman; Clark Lord of Bracewell LLP, Erica Rocha with S.E.A.L. Security Solutions LLC., Ryan LeVasseur of Rice Management Company, Amanda Fabian, Carlos Sanchez, Julie Shockley, Jerry Sowell, and Pranav Patel.

Cynthia 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**

Midtown resident, Pranav Patel stated that he is concerned about road conditions in Midtown Houston. He stated that the roadway on LaBranch from Gray Street to Elgin Streets is very rough and there are numerous potholes on those streets. He asked if the construction taking place along Crawford and Caroline Streets, included plans to re-work LaBranch Street or whether there were other plans for solutions in the future.

## **CONSENT AGENDA**

- A. APPROVE MINUTES FOR THE JULY 7, 2021, BOARD MEETING**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF JUNE 2021**
- C. APPROVE PAYMENT OF INVOICES FOR JULY 2021**
- D. APPROVE EQUI-TAX REPORT FOR JULY 2021**

Director Young made a motion to approve the consent agenda. The motion was seconded by Director Darst and carried by unanimous vote.

## **REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE 2<sup>ND</sup> QUARTER INVESTMENT REPORT PERIOD ENDING JUNE 30, 2021.**

Accounting Manager David Thomas presented a summary of the District's written Quarterly Investment Report for the period ending June 30, 2021. He stated that the average interest rate on all accounts for the 2<sup>nd</sup> Quarter of 2021 was 0.0738% and that the amount of interest earned was \$963.43. Mr. Thomas further reported that the District's funds were invested in accordance with the investment provisions of the Public Funds Investment Act and with the District's Investment Policies.

Director Coleman made a motion to accept the 2<sup>nd</sup> Quarter Investment Report as presented. The motion was seconded by Director Young and carried by unanimous vote.

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

### **A. Finance and Budget Committee – Eileen Morris, Interim Chair**

Mr. Thomas reported that the FY 2020 audit has been completed and received a clean report. He further reported that approximately 95% of assessment revenues for FY 2020 have been collected and that expenditures to date are within the approved budget for FY 2021. He also announced that the FY 2022 budget process has begun and asked stakeholders to participate in this important process by attending committee meetings and offering suggestions as to projects and provide input as to how assessment dollars should be spent. Lastly, he reminded everyone that the next Finance Committee meeting will be held virtually on August 24, 2021, at 4:00 p.m.

### **B. Service & Maintenance Committee – Christopher Johnston, Chair**

Director Johnston reported that members of the public attended the meeting and offered public comments regarding clean-ups in the area. He stated that the staff was able to add many of the concerns raised into the weekly maintenance routine for the field services team. Director Johnston also reported concerns regarding trash accumulating behind the fencing on TXDOT owned property and stated that staff is working to identify the appropriate persons at TXDOT to address this issue. Director Johnston reported that Midtown Redevelopment Authority (MRA) staff is looking to determine what level of funding, if any, they can allocate toward the Tuam Triangle project. He also reported that MRA issued the request for bids for the Baldwin Park construction project and reminded the Board that the District was purchasing additional playground equipment for installation in Baldwin Park. Finally, Director Johnston announced that the next Service and Maintenance Committee meeting will be a joint meeting with the Urban Planning Committee on August 16, 2021, at 4:00 p.m.

**C. Cultural Arts & Entertainment Committee – Charles Washington, Chair**

Ms. Peña announced that one of the midtownHOU Micro Grant recipients, The South Asian Folk Arts Council, will present its performing arts project at MATCH on August 8, 2021, at 6:00 p.m.. Ms. Alvarado stated that the Committee anticipates making another round of grants soon.

Ms. Peña reported that the Midtown Mistletoe Market for 2021 is scheduled to be held in-person on Friday, December 10, 2021, from 5:00 p.m. to 10:00 p.m. and on Saturday, December 11, 2021, from 12:00 p.m. to 8:00 p.m. at Bagby Park.

Ms. Alvarado stated that the Committee discussed working on the FY 2022 budget requests. She also stated that she met with the City's Office of Cultural Affairs to see what City-wide cultural arts events were being planned for 2022 and what opportunities were available for Midtown to participate with the City.

She announced that the next Cultural Arts and Entertainment Committee meeting will be a joint meeting with the Marketing Committee on August 18, 2021, at 4:00 p.m.

**D. Marketing & Economic Development Committee – Debbie Dillard, Chair**

Director Tyler-Dillard reported that the first midtownHOU featured video will air on the Midtown Houston Facebook page on Friday, August 6, 2021, at 9:30 a.m. and will feature F45 – Strength and Fitness Training Gym, a Midtown based small business. She also reported that the Marketing Committee video is being finalized and is expected to be complete by the end of August. Director Dillard stated that the featured guest blog this month will be about the Midtown Parks, the Midtown Parks Conservancy, and park programming.

Director Tyler-Dillard stated that the Committee will be reviewing the current budget and planning for FY 2022 budget requests.

Finally, she announced that the next Cultural Arts and Entertainment Committee meeting will be a joint meeting with the Marketing Committee on August 18, 2021, at 4:00 p.m.

**E. Urban Planning Committee – James Llamas Chair**

Director Llamas reported that the Committee discussed moving forward with the bike rack installation program once staff has a chance to review the maintenance agreement. He also stated that the plans for the sidewalk and bike rack improvements at Glover Park have been submitted to MRA for consideration, review and inclusion in the submissions to the City.

Director Llamas also reported that the next phase of the water line project along Crawford Street is expected to rebuild parts of Tuam, Fannin, and Holman Streets. He stated that the current plan is for the project to bid in September with construction estimated to begin before the end of the year. Lastly, he announced that the next Urban Planning Committee meeting will be a joint meeting with the Service and Maintenance Committee on August 16, 2021, at 4:00 p.m.

**F. Community Activity Report – Christopher Johnston, Liaison**

**i. Super Neighborhood #62**

Director Johnston reported that Super Neighborhood #62 did not hold a formal meeting but did meet at Gypsy Poet for a neighborhood gathering.

**G. Public Safety Committee – J. Allen Douglas, Chair**

**i. REPORT FROM SECURITY COORDINATOR, JAIME GIRALDO**

Security Coordinator Jaime Giraldo gave an overview of the District's efforts to enhance public safety in Midtown, including the following:

He stated that he continues to meet with the various law enforcement entities in Midtown. He reported that, he is making a special appeal to the Metro Police Department to work more closely with the District on public safety initiatives along the MetroRail. Mr. Giraldo also reported that he is meeting with various resource providers in Midtown and that the District has printed 500 guides for distribution to people who need to access specific community agencies for assistance. He also stated that the staff is working to streamline the process for accessing crash reports of incidents that cause damage to Midtown property so that claims can be made for damages as appropriate.

Mr. Giraldo announced that the staff is planning for a National Night Out event at Midtown Park on Tuesday October 5, 2021, from 5:00 p.m. to 7:30 p.m. and that the District will host National Coffee with a Cop Day at Bagby Park on Wednesday, October 6, 2021, from 7:00 a.m. to 10:00 a.m.

Lastly, he announced that the next Public Safety Committee meeting will be on August 17, 2021, at 11:30 a.m.

**H. Nomination Committee – Nancy Darst, Chair**

Director Darst gave a brief recap of events relating to filling certain Board vacancies. She reminded the Board that in November 2020, 3 persons were submitted to the City of Houston's Office of Boards and Commissions as recommended candidates for appointment to the MMD Board, but unfortunately, at that time no action was taken on the recommendations at that time. She stated that thereafter, additional positions became vacant and in May of 2021, the Board was asked to submit recommendations for consideration to the City of Houston's Office of Boards and Commissions to fill all 17 positions on the Board including recommendations for reappointment of existing Board members and for new appointees. She stated that resumes and other information for all recommended Board candidates were submitted by the staff and that before the matter was placed on the City Council agenda for a vote, one of the persons submitted resigned from the Board, leaving an additional vacancy, which the staff immediately conveyed to the City. The Director of the City's Office of Boards and Commissions advised the District that all the recommendations would be considered at the same time once a new replacement candidate was identified and submitted as a recommended candidate to fill the newly vacated position. Director Darst reconvened the Nominating Committee, sought resumes qualified candidates to fill the vacant position. She stated that the Nominating Committee reviewed resumes and conducted interviews of qualified candidates to fill the recently vacated position. She reported that the Committee was recommending Dr. Muddassir Siddiqi who is the President and CEO of Houston Community College Central Campus to fill position 12. Director Young made a motion to recommend Dr. Muddassir Siddiqi fill position 12 as presented. The motion was seconded by Director Coleman and carried by unanimous vote.

Ms. Alvarado announced that Dr. Siddiqi's resume would be included with the previously approved recommendations for appointment and reappointment and submitted to the City's Office of Boards and Commissions.

**I. Executive Committee – Eileen Morris, Chair**

Director Morris stated that matters discussed at the Executive Committee meeting have been presented in conjunction with each of the Committee reports. She thanked each of the Committees for their hard work on behalf of Midtown.

**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 kiosk tenant, La Calle, has completed the tenant improvements and received their Certificate of Occupancy from the City. They are currently open with a soft opening and are planning a full grand opening within the next few weeks.

Caroline Street Reconstruction

The Staff will be meeting with the City of Houston Engineer, to discuss various issues relating to the Caroline Street Project, including the project schedule, progress, and quality of work in an effort to see what can be done to get the Contractor to accelerate the work and bring the project to completion. There has been some recent activity on the drainage connections on Elgin and Austin Street to Caroline Street along with some activity north of Webster Street.

Partner Projects

Baldwin Park in Partnership with the MMD Service and Maintenance Committee.

The staff received bids for the Baldwin Park construction project and will make a recommendation to award the construction contract to the MRA Board at the August 2021 MRA Board meeting.

Glover Park in Partnership with the MMD Urban Planning Committee.

The Staff has received comments from the Urban Planning Committee and will review and evaluate the comments to see if there are any opportunities to make improvements to the project plans prior to submitting to the City of Houston for approval.

Tuam Triangle Project in Partnership with the Service and Maintenance Committee.

According to City representative, the City is planning to bid the project sometime in the 4<sup>th</sup> quarter of 2021.

**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**

There were no announcements.

**NEXT MEETING DATE**

The next Midtown Management District Board of Directors meeting will be held on Wednesday, September 1, 2021, 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 St., Houston, Texas 77002.

**ADJOURN**

There being no other business, the meeting was adjourned.

  
\_\_\_\_\_  
Marylene Chan  
Board Secretary

10/6/21  
\_\_\_\_\_  
Date