

MINUTES OF THE
MIDTOWN MANAGEMENT DISTRICT
BOARD OF DIRECTORS MEETING

July 2, 2014

The Board of Directors of the Midtown Management District held a meeting, open to the public, on June 4, 2014 at 11:00 a.m. in the 3rd Floor Conference Room of the Midtown Management District's offices, 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	Eileen Morris
Eric Melchor	Julie Farr
Monte Large	John Castillo
Willie H. Coleman, Jr.	Marylene Chan
Bryn Poland	William R. Franks
F. Charles LeBlanc	Debra McGaughey
Michelle LeBlanc	Gary Noble
	Charles Washington

All of the above were present except Directors Melchor, Castillo and F. Charles LeBlanc thus constituting a quorum.

In addition, present at the meeting were Matt Thibodeaux, Kandi Schramm, Cynthia Alvarado, Marlon Marshall, Elizabeth Powell, Peggy Foreman of Burney & Foreman, Jim Webb of The Goodman Corporation, Pete Gordon, Phil Duran, Alison Duran and Mazer Baltegi.

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 everyone.

RECEIVE PUBLIC COMMENTS.

Guests in attendance were invited to introduce themselves and address the Board on any issues of concern. Sebastien Boileau thanked the Board for participating as a sponsor of the "Biggest Mural in Houston Project"

CONSENT AGENDA.

- a. **Approve Minutes for the June 4, 2014.**
- b. **Approve the May 2014 Financial Report.**
- c. **Approve the payment of invoices for July 2014.**
- d. **Approve the Equi-Tax Report for August 2014.**

Director Coleman made a motion to approve the Consent Agenda as presented. The motion was seconded by Director Eileen Morris and carried by unanimous vote.

DISCUSS AND TAKE NECESSARY ACTION REGARDING INSURANCE COVERAGE FOR THE PERIOD BEGINNING AUGUST 2014.

Kandi Schramm made a brief presentation regarding renewal of insurance coverage for the period beginning August 2014. She stated that the cost was approximately \$696.00 over the cost of the current insurance coverage. She stated that the increase was due in part to the addition of coverage for Glover Park and the increased amount of coverage at Baldwin Park. Director Neal made a motion to approve the renewal of insurance coverage. Director Poland seconded the motion. Following all discussion, the motion carried by unanimous vote.

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

A. Public Safety Committee – John G. Castillo, Chair

Cynthia Alvarado read from a written report sent by Director Melchor, reporting on the activities of the Public Safety Committee. Director Melchor reported that all agencies were present, including Precinct 7, HPD South-Central, HPD Central, Metro and HCC. Heather Morris was in attendance. Ms. Morris presented the stats which were better organized aligning all agency numbers properly. She stated crime has been flat overall except for Burglary of a Motor Vehicle (BMVs). Director Melchor reported the committee discussed the service plan and will be finishing it up soon.

B. Marketing Committee – Michelle LeBlanc, Chair

Director M. LeBlanc reported on the activities of the Marketing Committee. She reported the next Marketing 101 meeting will be held on August 20, 2014 and would focus on marketing for non-profit and cultural arts organizations. Director M. LeBlanc stated the next marketing committee meeting will be a combined meeting with the Urban Planning Committee.

C. Service & Maintenance Committee – Roger Neal, Chair

Director Neal reported that the Committee is continuing its work on the Service and Improvement Plan and is finalizing the proposed 10-year expense projections. He also reported the Purchase Order Contract with METRO for Landscape Services along the MetroRail was still in process. As of June 30, 2014 they were discussing various options, Midtown Staff will continue to explore those options.

D. Urban Planning Committee – Monte Large, Chair

Director Large reported that the Committee had a joint meeting this month with the Cultural Arts and Marketing Committee. Director Large stated the committee is continuing to research the proposed Cross-Walks Project which entails painting certain cross-walks to highlight the pedestrian walkways in Midtown. He reported that the Committee is getting closer to finalizing a traffic plan and projected budget for a cross-walks pilot project. Director Large stated that there may likely be extra cost and wants to see if we can submit this project to the City for additional funding. Chair Franks stated he would like to be in attendance at any meetings with the City of Houston about this project. Director Farr again raised the issue of the Board developing a more formal process for reviewing and evaluating the various art projects being presented to the District for participation and or funding.

E. Finance Committee – Gary Noble, Chair

Director Noble presented a report detailing the District's financial status to the Board. He stated that the District's finances were in good shape. Director Noble also reported

that approximately 97% of Assessments have been collected. Director Noble reminded the Board that several new development projects are currently being built in Midtown, which are expected to be completed in 2015.

F. Cultural Arts & Entertainment – Eileen Morris, Chair

Director Morris reported that the Cultural Arts Committee held a joint meeting with the Urban Planning and Marketing Committees. She stated the Committee was continuing to make revisions to their portion of the Service and Assessment Plan.

G. Nominating Committee – Debra McGaughey, Chair

Director McGaughey reported that their efforts to identify nominees to fill vacant positions on the Board were moving forward. She stated that the list of potential candidates has been narrowed and that the committee has been working hard to present the best possible nominees. Director Noble suggested that since the process is taking longer than anticipated, letters should be sent to the potential candidates providing an update on the status of the election process.

H. Service and Improvement Plan – Willie Coleman, Chair

Director Coleman stated the most recent draft of the Service and Improvement plan is included in the Board Packet. He encouraged each committee to carefully review the draft Service and Improvement Plan and provide any comments they may have. Chair M. LeBlanc suggests that a marketing piece be developed for use in connection with presentations relating to the Service and Improvement Plan.

I. Executive Committee – William Franks, Chair

Chair Franks gave a brief update on matters discussed at the June 2014 Executive Committee meeting.

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:

Holman Street Reconstruction – The Staff and Consultants are continuing to work with the City of Houston Public Works Department on design issues to resolve various issues relating to the project design and ways to accommodate pedestrians, bicycles and vehicular traffic.

Glover Park Project – The park is complete and open to the public.

Midtown Park Project – The contractor is making progress. The granite is being installed and work is being done on the sanitary sewer lines. The Kiosk tenant is wrapping up their concept and marketing materials and plans to finalize its website in the next 30 days. The Tenant wants to have all these matters finalized before revealing its identity. The Tenant's goal is to have a soft opening in late August 2014. The Authority has hired One World Strategy Group to help plan and coordinate a grand opening for the Park sometime in the Fall of 2014.

Main Street Project – Design Team is continuing to work on conceptual designs.

Caroline Street Project –Design plans have been posted on the website. Construction bids are due in mid-July, 2014 and contracts are expected to be awarded in August 2014. Construction is expected to begin in November or December 2014.

SuperBlock Park Project – The design team is working to respond to the first set of comments from the City and is planning to make a resubmittal of design plans this month for consideration. Preliminary plans are being discussed for the “groundbreaking” for the parking garage. Negotiations are underway with potential retail tenants.

Director Michelle LeBlanc commented on the serious lack of parking in certain areas of Midtown, mainly due to the substantial amount of development currently in progress. Marlon Marshall mentioned that the current parking situation could get worse since the Texas Medical Center is looking for satellite parking locations in Midtown.

Marlon Marshall reported that CenterPoint Energy has installed LED Luminaires in test locations in Midtown. He reported that he believes Midtown will be among the first communities to receive the new LED lighting under an agreement between the City of Houston and CenterPoint. The new LED Luminaires is expected to provide 4x the light given off by the current luminaires and electricity cost savings of 60% - 70%.

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.

OTHER BUSINESS / ANNOUNCEMENTS

None

NEXT MEETING DATE

Chair Franks announced the Midtown Annual Community meeting will be held on Wednesday, August 6, 2014, at 6:00 p.m. at Houston Community College Central Campus - Learning HUB 1300 Holman Street, LH 100, Houston, TX 77002.

ADJOURN

There being no other business, the meeting was adjourned.


Eileen J. Morris, Board Secretary

Date: 9/2/14