

MINUTES OF THE  
MIDTOWN MANAGEMENT DISTRICT  
BOARD OF DIRECTORS MEETING

September 3, 2014

The Board of Directors of the Midtown Management District held a meeting, open to the public, on September 3, 2014 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 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	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
Eileen Morris	Charles Washington

All of the above were present except Chair Franks, F. Charles LeBlanc and M. LeBlanc thus constituting a quorum.

In addition, present at the meeting were Cynthia Alvarado, Elizabeth Powell, Kandi Schramm and Marlon Marshall, of the Midtown Management District; Peggy Foreman of Burney & Foreman; Jim Webb of The Goodman Corporation; Clark Lord of Bracewell & Giuliani LLP, Gary Bernard of 2016 Main HOA, and Midtown resident Phillip Dee.

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

Vice Chair Coleman 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. There were no public comments.

**CONSENT AGENDA.**

- a. **Approve Minutes for the August 6, 2014 Board meeting.**
- b. **Approve the July 2014 Financial Report.**
- c. **Approve the payment of invoices for September 2014.**
- d. **Approve Equi-Tax Report for August 2014.**

Cynthia Alvarado announced that item "a" on the Consent Agenda was being pulled and would be presented at the October 2014 Board Meeting. Director Neal made a motion to approve the remaining items on the Consent Agenda. The motion was seconded by Director Morris and carried by unanimous vote.

**RESOLUTION WAIVING AUTOMATIC RESIGNATION OF DIRECTOR F. CHARLES LEBLANC.**

Director Poland made a motion to approve the above captioned Resolution. Director McGaughey seconded the motion. Following all discussion, the motion carried by unanimous vote.

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE DISTRICT'S QUARTERLY INVESTMENT REPORT ENDING JUNE 30, 2104.**

Cynthia Alvarado advised the Board that a written report from Matt Thibodeaux was included in the Board Information Packet. Director Noble made a motion to accept the Quarterly Investment Report for the quarter ending June 30, 2014 as presented in the Board Information Packet. The motion was seconded by Director Neal, which 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**

Director Castillo reported on the activities of the Public Safety Committee. He stated that overall crime is down 4% over the past year, however Burglary of a Motor Vehicle continues to be a concern in Midtown. Director Castillo also stated that Houston Police Department - Central and South Central Divisions are now using the same report format which allows the Committee to better monitor crime trends.

**B. Marketing Committee – Michelle LeBlanc, Chair**

Elizabeth Powell reported on the activities of the Marketing Committee. She stated that the Committee's quarterly Business Round Table Seminar - Marketing 101 For Non-Profits and Cultural Arts Organizations was held on August 20, 2014 and had 7 attendees. She reported that based on comments received from attendees, the seminar was very helpful and greatly appreciated.

**C. Service & Maintenance Committee – Roger Neal, Chair**

Director Neal reported on the activities of the Service and Maintenance Committee. He stated that even though they were welded down some of the iron tree grates on Elgin Street were stolen again. Marlon Marshall advised the Board that he was working on getting replacement tree grates and would have them re-welded using a stronger welding process as part of the installation. Director Neal reported that the one year maintenance contract for Gray Street has ended and the one year maintenance contract for Bagby Street would end in October 2014 and that the District would begin to maintain improvements on those two streets. He stated that the maintenance was costly and will have a significant impact on the budget beginning in 2015. Finally, Director Neal reported that the Committee, the Staff, and attorneys will be working to obtain new bids for various maintenance services since the current contracts are expiring at the end of 2014.

**D. Urban Planning Committee – Monte Large, Chair**

Director Large reported on the activities of the Urban Planning Committee. He stated that Jim Webb of the Goodman Corporation attended the most recent Committee meeting and reported on his company's efforts to identify grant funding to assist Midtown

in meeting its goal of improving the pedestrian nature of the area. Director Large further reported that the Committee was recommending that the Board approve issuing a letter of endorsement and support of Scenic Houston's efforts to implement the recommendations contained in its Streetscape Resource Guide. Director Large reminded the Board that Ms. Sherry Weesner with Scenic Houston made a presentation at the August 2014 Board meeting regarding the Streetscape Resource Guide. Director Neal made a motion to approve the recommendation to issue a letter of endorsement and support. Director Morris seconded the motion. Following all discussion, the motion carried by unanimous vote.

Elizabeth Powell gave an update on the "Before I Die Wall" Project and presented the cost estimate that was obtained by the Committee, showing that the Project would cost approximately \$2400.00. Director Large and Ms. Powell answered questions posed by Board members regarding the project including plans for monitoring and maintaining the wall.

**E. Finance Committee – Gary Noble, Chair**

Director Noble presented the District's financials. He stated that overall the District is operating within budget and is in good financial condition.

Cynthia Alvarado reported that four separate communications had been received from four Midtown assessment payers, each presenting a unique fact situation and requesting relief from penalties and/or interest charged to their accounts. Ms. Alvarado stated that copies of the communications were included in the Board Information Packet. Board members asked questions regarding the communications. Peggy Foreman advised the Board that the State Property Tax Code provides instruction as to the circumstances under which penalties and/or interest could be waived. Clark Lord suggested that the requests be referred back to the Assessor-Collector and the delinquent tax attorneys and that the communications and requests be handled administratively and in accordance with state law.

**F. Cultural Arts & Entertainment – Eileen Morris, Chair**

Director Morris reported the activities of the Cultural Arts & Entertainment Committee. She stated that the Committee is still working on finalizing its budget requests for Fiscal Year 2015 and its estimated budget requests for the new 10-year Service and Improvement Plan and Assessment Plan. Director Morris advised the Board of press coverage Midtown received in the Houston Press Arts Guide and announced that the District had also purchased an ad in the Annual Edition of the Houston Press. She thanked fellow Board members and the Staff for their hard work in putting together the annual meeting that was held at Houston Community College Central Campus. Director Morris invited everyone to attend the next Committee meeting scheduled for September 17, 2014 at Diverse Works.

**G. Nominating Committee – Debra McGaughey, Chair**

Director McGaughey reported on the activities of the Nominating Committee. She stated that after an extensive process, the Committee was recommending the following persons to fill vacant positions on the Board:

Kim Cook	Position 2
Amar Mohite	Position 3
Nancy Darst	Position 6

Director McGaughey gave a brief presentation regarding each of the recommended candidates and answered questions from Board members. Director Morris made a motion to approve the recommendation for appointment of Kim Cook, Amar Mohite and Nancy Darst to fill Board Positions 2, 3, and 6 respectively. Director Washington seconded the motion. Following all discussion, the motion carried by majority vote, with Director Neal voting to oppose the motion.

Director McGaughey stated that the committee had prepared letters to go to the newly appointed Board members. She also stated that letters have been drafted to each of the persons who submitted their resumes for consideration strongly encouraging each of the non-selected candidates to actively participate in District committees.

#### **H. Service and Improvement Plan – Willie Coleman, Chair**

Director Coleman stated that the most recent draft of the Service and Improvement Plan and Assessment Plan was included in the Board Information Packet. He asked that each committee review its respective section of the Service and Improvement Plan and Assessment Plan and make its final comments. Director Coleman announced that the next Committee meeting will be held on September 11, 2014.

#### **I. Executive Committee – William Franks, Chair**

Vice Chair Coleman gave an update on matters discussed at the August 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 – Final plans have been submitted to the City of Houston and the Staff and Consultants are awaiting final approval. Construction is expected to begin in the 1<sup>st</sup> quarter of 2015.

Midtown Park Project – Work on the park is progressing. A substantial completion walk through is scheduled for mid-September 2014. The kiosk tenant has submitted plans to the City for review and is awaiting a response. Build out can be accomplished in 45 days once the plans are approved. Staff anticipates a soft opening in late October or early November 2014.

Main Street Project – This Project is in the preliminary design phase. There will be an online survey to get public input regarding the improvements to be made on Main Street.

Caroline Street Project – Construction bids came in much higher than expected. TXDot has approved a new reduced project scope and schedule. The project is scheduled for re-bid around December 2014 or January 2015.

SuperBlock Park Project – The Staff received final comments to its 3<sup>rd</sup> submittal of plans to the City. Construction cost estimates came in much higher than anticipated which has significantly increased the overall project cost. Staff and Consultants are currently negotiating with Camden and anticipate that construction of the parking garage will begin in November 2014.

**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 entered into an executive session to have a consultation with its attorneys on agenda item 6(h) pursuant to Section 551.071, of the Texas Government Code. The Board then reconvened into open session. A Certified Agenda has been prepared relating to the executive session. No action was taken in the executive session.

**OTHER BUSINESS / ANNOUNCEMENTS**

Director McGaughey invited everyone to attend the 100 Year Celebration of the San Jacinto High School Historic Building on the Houston Community College Central Campus on September 19, 2014. Director Morris announced that the Ensemble Theater is in its 38<sup>th</sup> season and invited everyone to come out and support the work of the Ensemble Theater and it's artists.

**NEXT MEETING DATE**

Vice Chair Coleman announced that the next Midtown Management District Board meeting will be held on Wednesday, October 1, 2014, at 11:00 a.m. in the District's offices located at 410 Pierce, 3<sup>rd</sup> Floor Conference Room, Houston, TX 77002.

**ADJOURN**

There being no other business, the meeting was adjourned.



Eileen J. Morris, Board Secretary

Date: 10/1/14