

MINUTES OF THE
MIDTOWN MANAGEMENT DISTRICT
BOARD OF DIRECTORS MEETING

May 4, 2016

The Board of Directors of the Midtown Management District held a meeting, open to the public, on May 4, 2016 at 6:00 p.m. in the Community Room of Central Bank, located at 2217 Milam 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:

Darcy John Lefsrud	Eileen J. Morris
Kim Cook	Deborah Tyler Dillard
Amar Mohite	Vacant
Vacant	Marylene Chan
Willie Coleman	William R. Franks
Nancy J.W. Darst	Vacant
Diane Cervenka	Gary Noble
Vacant	Charles Washington
Allen Douglas	

All of the above were present except Directors Cook, Cervenka and Washington thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Cynthia Alvarado, Elizabeth Powell, Kandi Schramm, Marlon Marshall, Vernon Williams, David Thomas and Matt Thibodeaux; Peggy Foreman of Burney & Foreman; Dan Barnum, Mechelle Phillips of One World, Dejuana Williams of Houston Community College and Cindi Jackson, George Dixon, Ed Valker and James Llamas; Midtown Residents.

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. Mr. Llamas stated that TxDot was currently working on the design of the proposed ramp for the HOV lane off of Hwy 45. He asked the Board to engage with TxDOT in the design phase. He also asked the Board to review the narrow footprint of Heiner Street and consider turning it into green space. Mr. Llamas also asked the Board to review and comment on TxDOT's plans for the Pierce Elevated. Director Douglas invited Mr. Llamas to share any ideas regarding these projects by sending a letter and invited him to assist Midtown by attending the Urban Planning Committee to discuss these projects and plans in greater detail. Director Mohite suggested that Midtown begin to think about the project now and provide any input it may have to TxDOT.

CONSENT AGENDA

- a) **APPROVE MINUTES FOR THE FEBRUARY 3, 2016 BOARD MEETING.**
- b) **APPROVE MINUTES FOR THE MARCH 2, 2016 BOARD MEETING.**
- c) **APPROVE MINUTES FOR THE APRIL 6, 2016 BOARD MEETING.**
- d) **APPROVE THE FINANCIAL REPORT FOR THE MONTH OF MARCH 2016.**
- e) **APPROVE THE PAYMENT OF INVOICES FOR APRIL 2016.**
- f) **APPROVE EQUI-TAX REPORT FOR APRIL 2016.**

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

RESOLUTION WAIVING AUTOMATIC RESIGNATION OF DIRECTOR CHARLES WASHINGTON.

Peggy Foreman of Burney & Foreman presented the Resolution Waiving Automatic Resignation of Director Charles Washington. She advised the Board that under State law a director who misses three (3) consecutive Board meetings is considered to have automatically resigned; however the Board could adopt a resolution waiving the automatic resignation. Director Morris reported that even though Mr. Washington had missed 3 consecutive Board meetings, he had actively attended numerous Cultural Arts and Entertainment Committee meetings and worked actively on Committee projects.

Director Noble made a motion to approve the Resolution Waiving Automatic Resignation of Director Charles Washington. The motion was seconded by Director Darst. Following all discussion the motion carried by unanimous vote.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING AUTHORITY OF THE EXECUTIVE DIRECTOR IN EMERGENCY SITUATIONS.

Ms. Foreman reminded the current Board that several years ago, the Board adopted a resolution giving the Executive Director certain authority to act in the event of an Emergency/Disaster. She stated that given that hurricane season was approaching and in light of recent flooding in Houston, the staff wanted the current Board to review the existing resolution and make changes if warranted. Ms. Foreman explained that the existing resolution gave the Executive Director authority to spend up to \$100,000, after consulting with at least three (3) Board Members, to alleviate dangerous conditions on public streets or in the public right-of-way. Director Franks commented on the work done by the Midtown team to immediately clean-up downed trees and tree limbs along with other trash and debris after Hurricane Ike in 2008. Following all discussion, Ms. Foreman advised that she would work with staff and present an updated draft of the Resolution at a future Board meeting.

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

A. Public Safety Committee – Kim Cook, Vice Chair

Cynthia Alvarado reported on the activities of the Public Safety Committee. She reported that Precinct 7 Deputy Constable Alden Clopton was still in an area hospital after being shot and that a reward had been issued by Crime Stoppers for information leading to the arrest and conviction of the shooter. Ms. Alvarado also reported that the “Coffee with a Cop” event had approximately 30 people in attendance including Midtown residents, apartment managers, HOA presidents, Houston Police, METRO Police, Houston Community College Police and Precinct 7 Deputy Constables. She stated that the cost to hold the event was less than \$50.00 and that Central Bank has offered to sponsor future “Coffee with a Cop” events. She announced that Mayor Turner is expected to attend South Central Division’s monthly PIP meeting on May 17, 2016. Director Chan advised the Board that a City-Wide PIP meeting would be held on May 10, 2016.

B. Marketing Committee – Deborah Tyler Dillard, Chair

Director Dillard reported on the activities of the Marketing Committee. She stated that the Midtown Twitter page hit 9,000 followers and encouraged everyone in the audience to become followers of Midtown’s Twitter page. Director Dillard also reported that the Committee held a successful Electronics’ Recycle Day at Bagby Park on Earth Day. Finally, she reported that the Committee was working on Volume 2 of the Cultural Arts and Entertainment Guide and that it is expected to be completed during the summer of 2016.

C. Service & Maintenance Committee – Darcy Lefsrud, Chair

Director Lefsrud reported on the activities of the Service and Maintenance Committee. He stated the Committee and the Staff is still working through procedures for responding to the various issues reported on the SeeClickFix app. He stated that to date, 31 issues had been reported using the SeeClickFix app and 13 of the issues have been closed. Cynthia Alvarado showed before and after pictures of abandon buildings that were secured and vacant property that had been cleaned up. She thanked Houston Police Department Officer Charles Webb and others for their help in addressing these issues. Midtown Resident, Cindi Jackson, thanked the Board for their efforts and asked that they work on some other trash issues that she was concerned with around Milam at Alabama, the Shipley Donuts property, Peggy Point Plaza Park and also check the drainage outlets. Ms. Jackson stated that she found a 2x4 blocking a drainage outlet recently. Director Mohite suggested that Midtown get actively involved with the Mayor’s efforts to address issues related to homelessness because of the impact on Midtown. Director Douglas stated that members of the Midtown Task Force had met with Mark Eichenbaum, Deputy Director of the City of Houston’s Homeless Initiative and would continue to monitor the issue.

D. Urban Planning Committee – Allen Douglas, Chair

Director Douglas reported on the activities of the Urban Planning Committee. He stated that the Committee did not meet in April and that the meeting is scheduled for May 19, 2016. Director Douglas stated that Committee was expecting to have a report from the

Goodman Corporation on the ridership data from the Midtown Circulator Pilot Project implemented during the Final Four Weekend.

E. Finance Committee – Marylene Chan, Chair

Director Chan reported on the activities of the Finance Committee. She stated that the District's Auditors are still working on the 2015 Audit and will report their findings to the Board at the June meeting. She reviewed the Sources and Use of Funds for the period from January 1, 2016 through March 31, 2016.

F. Cultural Arts & Entertainment – Eileen Morris, Chair

Director Morris reported on the activities of the Cultural Arts & Entertainment Committee.

AGREEMENT WITH THE MIDTOWN REDEVELOPMENT AUTHORITY REGARDING TEXAS COMMISSION ON THE ARTS GRANTS.

Ms. Foreman presented the Agreement with the Midtown Redevelopment Authority regarding the Texas Commission on the Arts Grant. She reported that a check had been issued by Texas Commission on the Arts in the amount of \$25,000 to the Midtown Redevelopment Authority to pay a portion of the costs of developing a Midtown Cultural Arts and Entertainment website. Ms. Foreman stated that the District was advised by the Texas Commission on the Arts that the check had to be issued to a 501(c)(3) organization. Under the Agreement provides that the District will pay the 50% matching funds, administer the grant and manage and oversee the development of a Midtown cultural arts and entertainment website. Ms. Foreman reported that the staff and attorneys will continue to work on drafting a broader agreement with the Authority relating to grant funds.

Director Coleman made a motion to authorize the Chair or Executive Director to execute the Agreement with the Midtown Redevelopment Authority regarding Texas Commission on the Arts' Grant for development of a Midtown Cultural arts and Entertainment website. The motion was seconded by Director Morris, which carried by unanimous vote.

Ms. Alvarado announced that she is working on the Super Bowl Transportation Committee. She stated that she had sent a map of the Midtown Circulator Pilot Project shuttle route used during the NCAA Final Four event to the Committee as they are currently developing an app for the Super Bowl Shuttle system.

G. Nominating Committee – Gary Noble, Chair

Director Noble reported that a memo was sent to Board members by email on April 17th and April 25th outlining the officer nominations process and seeking nominations. He stated that the memo was included in the Board Information packet and reminded everyone that the deadline for receiving nominations for officer positions is Thursday, May 5, 2016 at 5:00 p.m. Director Noble also stated that a Board Member may nominate him or herself if they wish to serve as an Officer. He said that election of officers would be held at the June 1, 2016 regular Board meeting and that nominations will also be accepted from the floor at the June 1, 2016 Board meeting.

Director Noble reported that the Nominating Committee is still seeking resumes from persons interested in being considered to fill the four (4) vacant Board positions. He

stated that the Committee will use social media and word of mouth to encourage potential candidates to submit their resumes for consideration and invited Board members and everyone present to assist with this effort by encouraging their friends and neighbors to submit their resumes. Ms. Foreman stated that the Board can make appointments to fill any positions with unexpired terms.

H. Executive Committee – William Franks, Chair

Director Franks reported that the subjects discussed in Executive Committee were previously presented by each of the Committee Chairs.

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

Marlon Marshall presented the following report on the status of the current MRA capital improvement projects:

Midtown Park Project – The exterior of the underground parking garage has been completed and the contractor is moving inside the garage to begin work on the tunnel. The recent rain left approximately 2.5 feet of water in the garage due to expansion joints not being completed and pumps not being installed yet resulting in a couple of days lost on the construction schedule, but the crew has already pumped the rain water out of the garage and work has resumed. The Park contractor is on site and drilling piers for the bayou's edge. There is significant need for coordination between the two contractors.

Caroline Street Project – Midtown Staff met with the TxDot and has received approval to re-bid the project. The City of Houston and the Authority are working to draft an Agreement relating to the \$3.5 million loan from the City to help fund the increased construction cost of the project. The Houston Galveston Area Council is supportive of the project and is making a \$1.5 million Grant to the Authority to also assist with the increased construction costs. Re-bid of the project is expected to happen in early August with construction to begin in the first quarter of 2017.

Holman Street Project – Holman Street construction is moving forward rapidly. Work has been completed on the west side between Travis and Spur 527. Construction is ongoing east of Travis Street. Lighting and landscaping will be installed close to the end of the construction period.

Main Street Project - The contract for the Main Street construction was awarded last week to SER. It is expected that mobilization will occur at the end of May 2016. The staff and consultants will be meeting shortly with the METRO Change Control Board to discuss construction related issues.

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 conduct an executive session at this meeting.

ANNOUNCEMENTS

Chairman Franks announced that former Midtown Executive Director, F. Charles LeBlanc, had recently passed away and gave a brief summary of the significant role that he played in establishing the Midtown TIRZ, Redevelopment Authority and the Management District.

PRESENTATION; LIVE DEMONSTRATION SEECLICKFIX

Mechelle Phillips of One World, Elizabeth Powell and a representative of SeeClickFix (participating via tele-conference) gave a live demonstration of the SeeClickFix app showing how to access the SeeClickFix App and to report issues found in the District. The demonstration focused on types of issues that could be reported, how to map the location of the issue, and how to follow the issue to resolution.

NEXT MEETING DATE

Director Franks stated that the next Midtown Management District Board of Directors meeting will be held on Wednesday, June 1, 2016, at 11:00 a.m. in the Midtown Management District's third floor conference room located at 410 Pierce, Suite 355, and Houston, TX 77002.

ADJOURN

There being no other business, the meeting was adjourned.


Eileen J. Morris, Board Secretary

Date: 6/1/16