

MINUTES OF THE
MIDTOWN MANAGEMENT DISTRICT
BOARD OF DIRECTORS MEETING

September 2, 2015

The Board of Directors of the Midtown Management District held a meeting, open to the public, on September 2, 2015 at 11:00 a.m. in the Midtown Management District 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:

Darcy John Lefsrud
Diane Cervenka
Jacques Fox
Allen Douglas
Kim Cook
Monte Large
Willie Coleman
Deborah Tyler Dillard
Eileen J. Morris

John Castillo
Marylene Chan
William R. Franks
Debra McGaughey
Gary Noble
Charles Washington
Amar Mohite
Nancy J.W. Darst

All of the above were present except Director Monte Large thus constituting a quorum.

In addition, present at the meeting were Cynthia Alvarado, Elizabeth Powell, Kandi Schramm and Matt Thibodeaux of Midtown Management District; Peggy Foreman of Burney & Foreman; Clark Lord of Bracewell Giuliani; Iris Sanchez of Camden; Heidi Huber of Camden; Mariana Raschke of The Goodman Corporation; Donnie Arbean of The Goodman Corporation; and Roberto Tamayo.

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. Two Camden employees spoke briefly about difficulties they were having with homeless individuals sleeping on the benches located in the public right-of-way surrounding Camden's property and at other locations in Midtown and asked for assistance from the District in addressing this issue since residents were complaining about panhandling and excessive trash in the area.

CONSENT AGENDA

- a. Approve Minutes for the August 5, 2015 Board meeting.
- b. Approve the financial report for the month of June 2015.
- c. Approve the payment of invoices for August 2015.
- d. Approve Equi-Tax Report for August 2015.

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

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING ADOPTING AN ORDER CALLING A PUBLIC HEARING ON PETITIONS REQUESTING CERTAIN SERVICES AND IMPROVEMENTS FROM THE MIDTOWN MANAGEMENT DISTRICT AND AUTHORIZING ISSUANCE OF A NOTICE OF HEARING AND TAKING OTHER NECESSARY ACTION RELATING TO THE PUBLIC HEARING AND THE PROPOSED SERVICE AND IMPROVEMENT PLAN AND ASSESSMENT PLAN (2015-2024)

Peggy Foreman presented the Order and reminded the Board that the Notice of Hearing had to be published in a newspaper of general circulation in Houston and that each property owner would be sent a Notice of the Public Hearing. She stated that the Public Hearing was currently scheduled to be held on October 28, 2015.

Director Coleman made a motion to adopt the Order as presented. The motion was seconded by Director Morris. 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:

Chairman Franks announced the following committee appointments:

Kim Cook as Vice-Chair of the Public Safety Committee
Nancy Darst as Chair of the Marketing Committee
Debbie Tyler Dillard as Vice Chair of the Marketing Committee
Darcy Lefsrud as Chair of the Service & Maintenance Committee
Allen Douglas as Vice Chair of the Urban Planning Committee

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

Director Castillo reported on the activities of the Public Safety Committee. He reminded the Board that homelessness has been an ongoing issue in Midtown primarily due to the presence of the Greyhound Bus Station and the fact that people come into Houston without a plan and seek help from the many social services agencies located in Midtown. Director Castillo stated that the District continues to work with law enforcement and the social service agencies to advocate on behalf of Midtown residents, property owners and business owners. He also reported that there is the possibility that one of the “temporary labor” businesses located in Midtown would be closing and that one of the larger churches nearby would stop feeding the homeless.

Director Castillo announced that on Tuesday, October 6, 2015, the District will host the 2015 National Night Out in Midtown at Bagby Park (located at the corner of Bagby and Gray Streets). He stated that activities would begin at 5:30 p.m., and invited everyone to come out and meet their neighbors.

B. Marketing Committee

Elizabeth Powell reported on the activities of the Marketing Committee. She stated that the Committee has asked that she work with Midtown area businesses and teach them

how to upload events to the District's website (www.houstonmidtown.com). Ms. Powell stated that the Committee continues to work on the Midtown Cultural Arts and Entertainment Guide which she hopes will soon go to print.

C. Service & Maintenance Committee

Darcy Lefsrud reported on the activities of the Service and Maintenance Committee. He stated that a Notice of Termination was issued for the current Contractor for the Field Services Team and Baldwin and Glover Parks. Marlon Marshall reported that the current Contractor's last day will be September 11, 2015.

i. MAINTENANCE CONTRACTS RELATING TO THE FIELD SERVICES TEAM, BALDWIN PARK, AND GLOVER PARK

Peggy Foreman advised the Board that the Staff had negotiated new contracts with the second lowest bidder, Metropolitan Landscape Management, Inc., and that, subject to Board approval, this new Contractor would begin work on September 14, 2015. She stated that the increase in costs for both of the Contracts would be approximately \$2,000 a month.

Director Noble made a motion to approve the contracts with Metropolitan Landscape Management, Inc. relating to the Field Services Team and providing certain maintenance services at Baldwin and Glover Parks. The motion was seconded by Director Chan and carried by unanimous vote.

D. Urban Planning Committee – Monte Large, Chair

Elizabeth Powell reported on the activities of the Urban Planning Committee. She reported that the Committee is still receiving feedback about the survey relating to the need for a "Circulator" system in Midtown. Ms. Powell stated that to date, the Committee has received 175 responses to the survey and that the goal is 500 responses. She asked that all Board members respond to the survey and encourage their friends and neighbors in Midtown to respond as well. Finally, Ms. Powell announced that Houston Bike Share has scheduled installation of the B-Cycle Station on Smith Street (near Walgreen's) for November 17, 2015.

E. Finance Committee – Marylene Chan, Chair

Director Chan reported on the District's finances. She stated that a review of the District's financial statements show that the District is in a good financial position. Director Chan highlighted some categories that were over and under budget. She indicated that the Committee would be reaching out to the various committees to discuss the status of expenditures for open projects for 2015 in order to get a better sense of expenditures for 2015. Director Chan also asked Committees to work on their budget requests for 2016 and submit them to the Finance Committee and stated that the Finance Committee would like to get a draft budget for 2016 to the Board as early as possible for review.

F. Cultural Arts & Entertainment – Eileen Morris, Chair

Director Morris reported on the activities of the Cultural Arts & Entertainment Committee. She stated that a joint committee meeting was held with the Marketing Committee and that the 2 committees received updates and reviewed the work being done on the Cultural Arts and Entertainment Guide and the Cultural Arts Master Plan.

Cynthia reminded the Board that the 2015 Art in the Park event was scheduled for Saturday, October 24, 2015.

Director Morris announced that the next Cultural Arts and Entertainment Committee meeting will be held on September 15, 2015 at 3:30 p.m. at The Community Artists' Collective located at 4101 San Jacinto Street and invited all to attend.

G. Nominating Committee – Debra McGaughey, Chair

Director McGaughey stated that there was no current committee activity to report.

H. Service and Improvement Plan – Willie Coleman, Chair

i. UPDATE REGARDING THE PETITIONS REQUESTING SERVICES AND IMPROVEMENTS FROM THE MIDTOWN MANAGEMENT DISTRICT.

Director Coleman stated that as of August 25, 2015, the District has secured 92 Petitions from property owners representing approximately \$152,648,286.00 (9.95%) of assessed value. He also thanked the Board and Staff for their efforts in gathering Petitions and stated that even though the District had the legally required number of Petitions the Committee was working hard to collect more signed Petitions from Midtown property owners. Director Coleman stated that the Committee was working on the Public Hearing, scheduled for October 28, 2015 and encouraged all Directors to make plans to attend the Public Hearing.

I. Executive Committee – William Franks, Chair

Chairman Franks reported that the Executive Committee usually meets on the last Wednesday of each month to review the activities of each committee and make recommendations to the full Board of Directors. He stated that matters discussed at the August 26, 2015 Executive Committee meeting were addressed in the various committee reports. Chairman Franks again thanked each of the recently appointed committee Chairs and Vice Chairs for their willingness to serve in these leadership positions.

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:

Bagby Park Project – Kiosk Tenant is still working on tenant improvements. They encountered a problem that required relocation of the gas meter which caused delays and it now plans to open

later this month. The Bagby Park grand opening event will be held on a future date and will be combined with another park event.

Midtown Park Project – Construction on the parking garage continues with excavation and pouring of concrete footings and columns. Approximately half of the garage columns have been completed and preliminary work is underway on the perimeter walls. The Contractor has encountered more contaminated soil which will require special handling and disposal resulting in increased costs. The parking garage is still on schedule for substantial completion in April 2016. The Staff and Consultants have started the process of selecting a Contractor for the Midtown Park. Construction Bids will be due on October 22, 2015 with the contract expected to be awarded at the October 29, 2015 MRA Board meeting. The Staff and consultants met with Fox Sports and the Super Bowl Committee to view Midtown Park site as potential location for Fox's all-week and game day broadcasting.

Caroline Street Project – Staff met with City of Houston Public Works Director to discuss the request for an interlocal agreement for reimbursement of costs associated with utility replacements (water, wastewater, and storm sewer). The City expressed interest in making a "no interest" loan to MRA to pay for the utility replacements. TxDOT has cancelled the award of the Caroline Street project because the additional funding had not yet been received, however TxDOT has indicated it would reconsider the grant if the additional funding can be obtained. The Staff will continue to work with HGAC and the City of Houston to obtain funding for this project.

Holman Street Project – The bid opening for the re-bid of the Holman Street project was held and a construction contract was awarded to SER. Construction will begin in late October 2015.

Main Street Improvements Project – No update to report.

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.

ANNOUNCEMENTS

No announcements.

NEXT MEETING DATE

Chairman Franks announced that the next Midtown Management District Board meeting will be held on Wednesday, October 7, 2015, at 11:00 a.m. in the 3rd floor conference room in the Midtown Management District's offices located at 410 Pierce St., Houston, TX 77002.

ADJOURN

There being no other business, the meeting was adjourned.

Eileen J. Morris
Eileen J. Morris, Board Secretary

Date: 11/4/15