



midtown
HOUSTON

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

February 6, 2019

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, February 6, 2019, at 6:00 p.m. in the community room of Central Bank, located at 2217 Milam St., Houston, TX 77002, inside the boundaries of the District, 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	Dana Woodruff
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	Julie Tilton	Pos. 16	Gary Noble
Pos. 8	Kristin Pope	Pos. 17	Charles Washington
Pos. 9	J. Allen Douglas		

All of the above were present except Director Tilton, thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Kandi Schramm, Cynthia Alvarado, Marlon Marshall, Mark Sullivan, David Thomas, Madeline Peña and Mark Leija; Peggy Foreman of Burney & Foreman; Rasiel Limonta of S.E.A.L. Security Solutions, LLC; and Deputy Clopton of Precinct 7.

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

Chair Coleman called the meeting to order and welcomed everyone.

RECEIVE PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

- A. APPROVE MINUTES FOR THE JANUARY 9, 2019 BOARD MEETING;**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF DECEMBER 2018;**
- C. APPROVE PAYMENT OF INVOICES FOR JANUARY 2019;**
- D. APPROVE EQUI-TAX REPORT FOR JANUARY 2019**
- E. APPROVE MAINTENANCE AGREEMENT WITH THE CITY OF HOUSTON**

Cynthia Alvarado stated that the Minutes from the December 5, 2018 Board meeting were included in the Board Information Packet, but were not included on the agenda and would be added to the March 2019 Board agenda for approval. Director Llamas advised the Board that there were a couple of small typographical errors in the Minutes from the January 9, 2019 Board meeting.

Director Woodruff made a motion to approve the consent agenda, subject to correction of typographical errors in the Minutes from the January 9, 2019 Board meeting. The motion was seconded by Director Baker and carried by unanimous vote.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE 4th QUARTER INVESTMENT REPORT FOR THE PERIOD ENDING DECEMBER 31, 2018

David Thomas directed the Board's attention to the written investment report from Investment Officer, Matt Thibodeaux, contained in the Board Information Packet. Mr. Thomas stated that according to the Investment Officer's Report, the average interest rate on all accounts for the 4th Quarter of FY 2018 was 0.735186% and the amount of interest earned was \$7,054.84. Director Darst made a motion to approve the 4th Quarter Investment Report for FY 2018. The motion was seconded by Director Noble and carried by unanimous vote.

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

A. Service and Maintenance Committee – Darcy Lefsrud, Chair

Director Lefsrud reported that the two (2) additional persons temporarily added to the Field Services Team would continue to work through February 2019. He stated that there was a noticeable improvement in cleanliness of the District and that the Committee will make adjustments to its current expenditures if money was not available to pay for the additional members of the Field Services Team. Director Lefsrud further reported that installation of new plants and decomposed granite will be completed at Baldwin Park before the Art in the Park event on April 6, 2019. Finally, he reported that the Staff was working to determine costs and permits required to add a water fountain in the dog run area at Glover Park.

B. Cultural Arts and Entertainment Committee – Eileen Morris, Chair

Cynthia Alvarado reported that the Valentine's Market will be on Saturday, February 9, 2019 at Baldwin Park from 10:00 a.m. to 2:00 p.m. She stated that the event would be in conjunction with the Midtown Farmers Market and would feature 16 vendors with Valentine themed products including chocolates, flowers, bath and body products and artworks for sale. Ms. Alvarado also stated that activities such as Painting with a Twist, fitness classes and an Instagram Station would be on site as well. Finally, Ms. Alvarado reported that 21 applications had been received to date for the 2019 Midtown Art in the Park event.

Ms. Alvarado reported that the Committee received a request from the Houston Fire Department, Station 7, to have a mini mural installed on the utility box in front of Station 7. She reminded the Board that UP Art Studios is the project managers for the City-wide Mini Mural Program. UP Art Studios provided examples of mini murals installed near other HFD Fire Stations. Ms. Alvarado stated that the City has approved the utility box location and that the Cultural Arts and Entertainment Committee is looking at its budget to determine whether there is money to fund this request to install public art.

C. Marketing and Economic Development Committee – Debbie Tyler-Dillard, Chair

Director Tyler-Dillard reported that the Midtown Arts and Entertainment Guide has been completed and was available for distribution. She also stated that the Midtown Buzz has been approved for printing and should be ready for distribution prior to the March 2019 Board meeting. Director Tyler-Dillard advised the Board that the Committee is looking at engaging a featured guest blogger, Erin Creeks, who will write blog posts about unique aspects of Midtown. Finally, Director Tyler-Dillard announced that Madeline Pena will be making a presentation about the District at a resident happy hour event with Jack & Ginger's at Camden's new apartment community at the McGowen Station. She stated that the event will be on March 19, 2019 at 6:00 p.m. apartment complex on March 19, 2019 at 6:00 p.m. Ms. Pena will make a presentation about upcoming activities in the District.

D. Urban Planning Committee – Allen Douglas, Chair

Director Douglas reported on the activities of the Urban Planning Committee. He announced that there would be a presentation at the upcoming Committee meeting on February 12, 2019 regarding the City of Houston's efforts to establish an Entertainment District in Midtown. He further stated that the Committee is working with the Service and Maintenance Committee in an effort to bring bathrooms to Baldwin Park for the Midtown Farmer's Market and other events that are held in the park.

i. Letter of Support for the Bikeway Corridor in Midtown

Director Douglas presented the Letter of Support for the City's proposed Bikeway Corridor on Austin and LaBranch Streets in Midtown. Director Woodruff made a motion to approve the Letter of Support for the Bikeway Corridor in Midtown. The motion was seconded by Director Darst. Following all discussion, the motion carried by unanimous vote.

Cynthia Alvarado reported that plans are underway for Cigna Sunday Streets in Midtown. She stated that the event was being sponsored by Cigna Insurance Company and the City of Houston and would offer an opportunity to bring visitors to the area and to showcase Midtown businesses. She stated that the Midtown Staff would be meeting with event representatives from Cigna Sunday Streets to determine how the District could best support the event.

E. Finance and Budget Committee – Dana Woodruff

Director Woodruff reported on the District's finances. She reported that approximately 74% of 2018 assessments have been collected and that January 2019 expenditures were within budget.

i. FY 2018 Audit Engagement Letter

David Thomas presented the engagement letter from Carr, Riggs & Ingram, LLC for the FY 2018 audit. He stated that the fees for the audit would be based on the firm's standard hourly rate and would not exceed \$12,000.00, with out-of-pocket expenses estimated at \$250.00.

Director Morris made a motion to approve the FY 2018 Audit Engagement Letter. The motion was seconded by Director Chan. Following all discussion, the motion carried by unanimous vote.

F. Public Safety Committee – Willie H. Coleman, Interim Chair

Security Coordinator Mark Leija reported on public safety issues in Midtown. He reported that the Midtown Staff met with representatives of TX-DOT and HPD Central Division to discuss the need for assistance with clean-up of trash and debris under the freeway near Spur 527 at Richmond Avenue and Alabama Street.

Mr. Leija again expressed appreciation for the invaluable assistance all of the various law enforcement agencies and S.E.A.L. Security Solutions for help in closing the Wheeler encampment and for the subsequent patrolling of the area.

Mr. Leija reported that Harris County Precinct 7 Deputy Constable Roe went above and beyond the call of duty in addressing a situation involving individuals living in parked vehicles in the parking lot of CVS Pharmacy at the intersection of Main and Elgin Streets.

Finally, Mr. Leija reported that he met with Leonard Kincaid regarding the PIT Team to determine how he can support the PIT Team as they work to reach out to homeless individuals who are publicly intoxicated or under the influence of drugs.

G. Executive Committee – Willie H. Coleman, Chair

Director Coleman stated that matters discussed at the January 2019 Executive Committee meeting were covered in the various Committee reports.

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

Marlon Marshall gave the following report on the status of the current Midtown Redevelopment Authority capital improvement projects:

Midtown Park: The contractor continues work on paver and lighting installation in the Front 90 Plaza area, hardscape at the Travis/McGowen METRO bus stop, and McGowen Street streetscape. Work recently started on the service drive. Construction of sanitary sewer and Main Street streetscape is scheduled to begin in March 2019.

Main Street: The Final Completion certificate has been issued and the one (1) year maintenance period began on January 9, 2019.

Caroline Street: The contractor continues installation of water lines between Dennis and McGowen Streets and storm sewer lines on Dennis Street between Caroline and Austin Streets. Project is moving slower than anticipated due to a variety of 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 convene in executive session.

ANNOUNCEMENTS

Ms. Alvarado announced that the Board Workshop is scheduled for Saturday, March 16, 2019, 9:00 a.m. to 2:00 p.m.

NEXT MEETING DATE

The next Midtown Management District Board of Directors meeting will be held on Wednesday, March 6, 2018 at 11:00 a.m. in the Midtown Management District offices at 410 Pierce Street, Houston, Texas 77002.

ADJOURN

There being no other business, the meeting was adjourned.


Eileen Morris
Board Secretary

3-6-2019
Date