



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

**September 2, 2020**

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, September 2, 2020, at 11:00 a.m. via video and telephonic conferencing, 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	Vacant
Pos. 8	Vacant	Pos. 17	Charles Washington
Pos. 9	J. Allen Douglas		

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

In addition, present at the meeting were Midtown Staff members Matt Thibodeaux, Kandi Schramm, Vernon Williams, Cynthia Alvarado, Marlon Marshall, David Thomas, Madeline Peña and Mark Leija; Clark Lord of Bracewell LLP; Peggy Foreman of Burney & Foreman; Linda Treviño of Metropolitan Transit Authority; Erica Rocha with S.E.A.L. Security; Barry Goodman of Goodman Corporation and Midtown residents - Cindy Jackson, David Aaronson Kay Walton and Scott Harbers.

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

Chair Morris called the meeting to order and welcomed everyone.

**RECEIVE PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

- A. APPROVE MINUTES FOR THE AUGUST 5, 2020 BOARD MEETING**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF JULY 2020**

- C. APPROVE PAYMENT OF INVOICES FOR AUGUST 2020**
- D. APPROVE EQUI-TAX REPORT FOR AUGUST 2020**

Ms. Alvarado presented the consent agenda. Director Coleman made a motion to approve the consent agenda as presented. The motion was seconded by Director Johnston and carried by unanimous vote.

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE INVESTMENT REPORT FOR THE 2<sup>ND</sup> QUARTER ENDING JUNE 30, 2020.**

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 the Quarterly Investment Report for the 2nd Quarter of FY2020 was prepared and presented in accordance with generally accepted accounting principles and Article III, Section 3.03 and Article IV, Section 4.06 of the Investment Policy of the District and will be reviewed as part of the annual audit.

Mr. Thomas reported that the average interest rate on all accounts for the 2<sup>nd</sup> Quarter was 0.3112% and the amount of interest earned for the quarter was \$ 5,193.39. He stated that the reports shows that the District's investment portfolio is in compliance with the Investment Policies of the District and is in accordance with the Investment provisions of the Public Funds Investment Act.

Director Coleman made a motion to approve the Investment Report for the period ending June 30, 2020. The motion was seconded by Director Woodruff and carried by unanimous vote.

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING A MEMORANDUM OF UNDERSTANDING BETWEEN THE MIDTOWN REDEVELOPMENT AUTHORITY, THE MIDTOWN MANAGEMENT DISTRICT, AND RICE UNIVERSITY.**

Marlon Marshall reminded the Board of Directors that there is a long standing written agreement between the Midtown Redevelopment Authority (the "Authority") and the District under which the District serves as the grantee for Federal Transportation Administration ("FTA") Grants that provide funding to help pay for certain public right of way and infrastructure improvements in Midtown. He stated that under the agreement, the Authority agreed to pay the 20% local share required by FTA grant, and to manage the construction projects associated with the federal grants. Mr. Marshall also reported that under the agreement, the Authority pays all costs to administer the federal grants, including staff, consultants and the cost of any required Single Line Item Federal Audit.

Barry Goodman of Goodman Corporation presented the Memorandum of Understanding (the "MOU") between the Rice Management Company, the Authority and the District. He outlined the terms of the MOU related to a federal grant awarded in 2015 in the amount of \$1.2 Million for public right of way improvements in and around the Wheeler Street Station. Mr. Goodman reported that in exchange for a reallocation of FTA grant funds to pay the costs of certain improvements on certain streets near the ION, Rice Management Company would pay the 20% local share match of approximately \$312,000.

Director Coleman made a motion to approve the Memorandum of Understanding between the Authority, the District, and Rice University. The motion was seconded by Director Dillard. 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. Service and Maintenance – Darcy John Lefsrud, Chair**

Director Lefsrud reported that a Midtown resident attended the Committee meeting and thanked the Service and Maintenance Committee and the Field Services Team for their cleanup efforts in the District. He announced that the Committee will be sending out some “good neighbor” letters to encourage Midtown property owners to help keep the Midtown Community clean by cleaning up and maintaining their properties.

Marlon Marshall announced that the .Dark Blocks project has begun and that CenterPoint was working to install the signature Midtown Street Lights on various sites throughout the District, Director Lefsrud reported that the Committee worked on its FY 2021 budget requests which include upgrading the lighting at Baldwin Park.

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

Chair Morris reported that the Committee held a joint meeting with the Marketing and Economic Development Committee on August 19, 2020. She stated that the Committee hosted a Q&A session for artists and arts organizations on August 20, 2020 and was now in the process of accepting applications for the MidtownHOU Arts Micro Grants. She reminded the Board and attendees that the deadline to apply is September 8, 2020 and that the goal was to approve the award grants at the October 7, 2020 Board meeting. Ms. Alvarado reminded everyone that funding for the MidtownHOU Arts Micro Grants is a part of the City of Houston Arts grant to Midtown.

Chair Morris reported that artists have been selected for two new Mini Murals to be located in Midtown on the Gray Street Bike Path. She further announced that the Committee is working on the 2021 budget requests and will continue to host combined meetings with the Marketing and Economic Development Committee for the rest of the year. The next meeting is scheduled for September 16, 2020 at 4:00 p.m.

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

Director Tyler-Dillard reported that the Staff is continuing to work on editing the Spring/Summer 2020 digital edition of the Midtown Buzz and that it should be ready for release in the next few days. She also reported that the staff is working on four unique short marketing videos that highlight the work of certain committees within the District. She announced that the next meeting will be a combined meeting with the Cultural Arts & Entertainment Committee and will be held on Wednesday, September 16, 2020 at 4:00 p.m.

**D. Urban Planning Committee – Allen Douglas, Chair**

Director Llamas reported that the August 20, 2020 Committee meeting included updates on efforts to engage with the City of Houston on the Tuam Street water line project. He reported

that the Authority has retained an engineer to work on Midtown's behalf to help work for inclusion of Midtown's suggested improvements. Director Llamas stated that there was a presentation from Walter P. Moore on the first two pilot locations for the pedestrian safety improvements.

He also reported that the Committee was asked to submit a letter of support for a variance request for Temenos CDC on their affordable housing project on Gray Street.

Director Llamas announced that the next meeting will be held virtually on September 17, 2020 at 4:00 p.m. and that there will be discussions regarding the CAP parks being considered in connection with the NHHIP.

**E. Finance and Budget Committee – Dana Woodruff, Chair**

Director Woodruff gave the Finance Committee report. She reported that according to Equi-Tax Inc., approximately 99% of the 2019 assessments have been collected.

She also reported that there were no significant deviations from the current FY 2020 budget, except for some funds that were not spent due to the cancellation of events due to COVID 19.

Director Woodruff stated that the various committees are working on their respective budget requests for FY 2021 and reminded everyone of the budget deadlines to allow for timely approval of the FY 2021 budget. Chair Morris reminded all attendees to attend and participate in committee meetings and bring ideas for budget priorities. The next Finance Committee meeting is scheduled for Tuesday, September 29, 2020 at 4:00 p.m.

**F. Community Activity Report – Christopher Johnston, Liaison**

**i. SUPER NEIGHBORHOOD #62**

Director Johnston stated that the Super Neighborhood #62 did not have a meeting in August but plans to meet on September 10, 2020 at 6:30 p.m.

**G. Public Safety – Willie Coleman, Chair**

**i. SECURITY COORDINATOR'S REPORT**

Security Coordinator Mark Leija reported on various public safety issues impacting the Midtown Community and efforts to address those issues. The Public Safety Committee continues to work with area business and individual residents and property owners regarding public safety issues. He stated that he monitors various issues within the District by doing a weekly drive-through the Midtown community. Mr. Leija stated that he continues to meet and communicate with the Command Staff and officers for the various law enforcement agencies and SEAL Security regarding public safety issues and their efforts to target criminal activity in Midtown.

Mr. Leija reported that officers with the various law enforcement agencies and SEAL Security officers continue to patrol the District, respond to calls for service, and work on public safety issues related to vagrancy, panhandling, and homelessness. He advised the Board that according to HPD reporting the crime of Burglary of a Motor vehicle has increased throughout the City and in Midtown. Mr. Leija announced that the District has received new "Take It Lock It" signs and is making those signs available to area businesses for posting.

Finally, Mr. Leija reported that the Committee is inviting various speakers for short presentations at the monthly meeting to help educate the Midtown Community on the various efforts being made and the resources available to address the needs of the homeless population. He stated that the guest speaker for August was the Executive Director of Career and Recovery Resources, who shared information about her organization and the services it provides. The next meeting is scheduled for Tuesday, September 15, 2020 at 6:00 p.m.

#### **H. Nomination Committee – Nancy Darst, Chair**

Director Darst reported that one of the candidates recommended to the City for appointment to the Board has withdrawn from consideration due to a job change. She also announced that Director Noble tendered his resignation in mid-August resulting in an additional vacancy on the Board. Director Darst reported that the Committee was in the process of reaching out to encourage interested persons to submit their resumes to be considered for appointment to the Board. She announced that the Committee is working with the Staff to host a Question and Answer session regarding service on the Board in an effort to make a very broad appeal for potential Board members. Cynthia Alvarado stated that the Question and Answer session is scheduled for Wednesday, September 9, 2020 at 7:00 p.m. Ms. Alvarado announced that all attendees are asked to register by 6:00 p.m. on Wednesday, September 9, 2020 by calling or emailing Cynthia Alvarado; to receive a meeting link.

Director Darst announced that the deadline to receive résumés from potential Board member is 12:00 p.m. (noon) on Wednesday, September 16, 2020 and that Resumes should be sent by email to Cynthia Alvarado.

Finally, Director Darst announced that a subcommittee has been appointed to review and update the District's Administrative Policies and Procedures.

#### **I. Executive Committee – Eileen Morris, Chair**

Chair Morris announced the appointment of new Chairs and Vice-Chairs for each committee.

<b><u>Committee</u></b>	<b><u>Chair</u></b>	<b><u>Vice Chair</u></b>
Nominating Committee	Nancy Darst	Bert Baker
Service and Maintenance	Darcy Lefsrud	Christopher Johnston
Cultural Arts and Entertainment	Eileen Morris	Charles Washington
Urban Planning	James Llamas	Amar Mohite
Marketing and Economic Development	Debbie Tyler-Dillard	Gloria Haney
Finance	Dana Woodruff	Julie Tilton
Public Safety	Allen Douglas	Marylène Chan

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

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

Bagby Park. The Contractor has completed the exterior walls for the restroom and storage facility. This project is scheduled for completion by the end of September 2020.

Caroline Street Reconstruction. The Contractor is making steady progress on the initial paving phase on the eastside between Elgin Street and McGowen Street on driveways and intersections. Pending work includes the relocation of a manhole cover by AT&T, roadway excavation on the west lanes between Elgin and McGowen. The Contractor is also working on streetscape improvements including the rain gardens and sidewalks along the Eastern edge. Work has begun on the water line and sanitary utilities north of McGowen Street. The Staff and consultants are coordinating with the City on installation of the new traffic lights.

Other Pending Projects.

Baldwin Park. The Midtown Staff and consultants are looking into incorporating additional lighting with the plan improvement to the playground in Baldwin Park. The design team is doing a full assessment to determine what level of additional lighting can be had within the available budget.

STEPS Pilot Project. Plans are being updated based on feedback from the Urban Planning Committee.

City of Houston's Tuam Street Water Line Project. Harris County Precinct One Commissioner Rodney Ellis' office has agreed to fund up to 50% of the cost of the bicycle and pedestrian safety improvements on Tuam Street. The Staff and consultants are working with the City of Houston on a cost estimate for the project.

**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**

There were no announcements.

**NEXT MEETING DATE**

Chair Morris advised the Board that the next Midtown Management District Board of Directors meeting will be held on Wednesday, October 7, 2020, at 11:00 a.m. via video and telephonic conferencing.

**ADJOURN**

There being no other business, the meeting was adjourned.

DocuSigned by:  
  
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Marylene Chan, Board Secretary

10/13/2020

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Date