



**MINUTES**

**MIDTOWN MANAGEMENT DISTRICT  
BOARD OF DIRECTORS MEETING**

**May 1, 2024**

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, May 1, 2024, at 6:00 p.m. in the **1<sup>st</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:

Pos. 1	Darcy John Lefsrud	Pos. 10	Daniel Arguijo
Pos. 2	Gloria Haney	Pos. 11	Debbie Tyler-Dillard
Pos. 3	Vacant	Pos. 12	Vacant
Pos. 4	James Llamas	Pos. 13	Marylene Chan
Pos. 5	Ryan M. LeVasseur	Pos. 14	Christopher Johnston
Pos. 6	Maggie Segrich	Pos. 15	Jeanette Criglar, Ph.D.
Pos. 7	Desmond Bertrand-Pitts	Pos. 16	Kelly A. Young
Pos. 8	Lewis Goldstein	Pos. 17	Vacant
Pos. 9	J. Allen Douglas		

Director Chan attended via video conference.

All of the above were present except Directors Douglas and Arguijo.

In addition, present at the meeting, were Midtown Staff members Matt Thibodeaux, Cynthia Alvarado, Vernon Williams, Marlon Marshall, David Thomas, Amaris Salinas, Jaime Giraldo, Chrystal Davis, Kandi Schramm (via video conference); Melissa Morton, CPA, of The Morton Accounting Services; Peggy Foreman of Burney and Foreman; Clark Lord of Bracewell, LLP; Ashley Small, Ashley Segura (via video conference), and Ivy Batista (via video conference) of Medley, Inc.;

Lynda Guidry and Giselle Martinez (via video conference) of the Midtown Super Neighborhood #62; Kay Walton (via video conference); Midtown residents: Ed Reybitz, Clinton Turner, and Ericka Garcia of Camden Property Trust.

**1. CALL MEETING TO ORDER AND VERIFY THAT A QUORUM IS PRESENT.**

Chair Lefsrud called the meeting to order and welcomed everyone.

Chrystal Davis called the roll of the Board of Directors and verified that a quorum was present.

**2. RECEIVE PUBLIC COMMENTS**

There were no public comments.

**3. CONSENT AGENDA**

- A. APPROVE MINUTES FOR THE APRIL 3, 2024 BOARD MEETING**
- B. APPROVE FINANCIAL REPORTS FOR THE MONTH OF MARCH 2024**
- C. APPROVE PAYMENT OF INVOICES FOR APRIL 2024**
- D. APPROVE EQUI-TAX REPORT FOR APRIL 2024**

Cynthia Alvarado presented the various items on the consent agenda. Director Criglar made a motion to approve the consent agenda as presented. The motion was seconded by Director Johnston and carried by unanimous vote.

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

**A. Service and Maintenance Committee – Christopher Johnston, Chair**

Director Johnston presented the Service and Maintenance Committee report. There were no action items. He provided updates regarding maintenance projects completed by the Field Services Team. He further reported that the Midtown staff met with Nikki Agwuenu, Chief Executive Officer of Career and Recovery Resources, Inc. to learn more about the UpRise program, which is a program that provides debris removal services to management districts in the City of Houston.

Director Johnston also reported that a Good Neighbor letter was sent to the owner of 2902 Caroline Street concerning the graffiti on the building. Chrystal Davis informed the Board that the graffiti was removed in March 2024 but unfortunately has reappeared. She

reported that a second Good Neighbor letter was sent to the property owner regarding the graffiti in April 2024.

Director Johnston announced that the next combined Service and Maintenance Committee and Urban Planning Committee meeting will be held on Monday, May 20, 2024 at 4:00 p.m.

**B. Urban Planning Committee – James Llamas, Chair**

Director Llamas provided the Urban Planning Committee report. There were no action items. He reported the progress of the current projects and next steps to be taken regarding the maintenance of street safety improvements and bike improvements in the District. Chair Lefsrud announced the appointment of Director Segrich as Chair of the Urban Planning Committee.

Director Llamas announced that the next Urban Planning Committee meeting will be held on Monday, May 20, 2024, at 4:00 p.m.

**i. Midtown Parking Benefit District Advisory Committee**

Director Llamas encouraged interested Board and community members to attend the next MPBD Advisory Committee meeting on Thursday, May 9, 2024 at 3:00 p.m.

Chair Lefsrud announced the appointment of Director Segrich to serve as Chair of the MPBD Advisory Committee.

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

Director Tyler-Dillard presented the Marketing & Economic Development Committee report. There were no action items. She reminded the Board that the Midtown Staff is working with Medley, Inc. to plan the editorial content for the Spring-Summer issue of the Midtown Buzz, which is scheduled for publication in May 2024. She also reported that the RFP for redesign of the Midtown website has been issued and is awaiting responses. She further stated that the evaluation team will conduct interviews with representatives of the highest scoring potential design firms on June 5, 2024.

Ashley Small of Medley, Inc. presented the social media numbers for March 2024. She stated that there was a total of 4 media placements and that the total media reach was approximately 521,196 viewers, listeners, and readers with a total media value of approximately \$15,354.

Ms. Small reported that Midtown gained 222 new followers on its various social media channels, with 14,356 engagements (likes, clicks, and shares) in March. She stated that the content that received the most engagements included articles regarding the Houston Fire Museum, which received The Good Brick Award, the renovation of The Fish Sushi, and the newly painted planters which are a part of the Bloom with Midtown project.

Director Tyler–Dillard announced that the next Marketing and Economic Development Committee meeting will be held on Tuesday, May 21, 2024 at 3:00 p.m.

**D. Cultural Arts & Entertainment Committee – Desmond Bertrand-Pitts, Chair**

Director Bertrand-Pitts presented the Cultural Arts & Entertainment Committee report. There were no action items. He reported that an estimated 3,000 visitors attended the 2024 Midtown Art In the Park event held at the Midtown Park Plaza on Saturday, April 20, 2024. He reminded the Board that the event featured 30 artists, art classes, a line dancing class, a game area, food trucks, and other activities. He also stated that the Midtown staff continues to participate in team meetings regarding the HueMan:Shelter project being funded by the Bloomberg Public Art Challenge Grant. Director Bertrand-Pitts also announced that Midtown will host a Juneteenth Artist Talk on June 6, 2024 from 11:00 a.m. to 1:00 p.m., at the Eldorado Ballroom located at 2310 Elgin Street, Houston, Texas 77004. Lastly, Director Bertrand-Pitts stated that the new sign wrap representing Juneteenth will be installed at Bagby Park in June 2024.

Director Bertrand-Pitts announced that the next Cultural Arts and Entertainment Committee meeting will be held on Tuesday, May 21, 2024, at 3:00 p.m.

**E. Finance Committee – Kelly Young, Chair**

Director Young presented the report for the Finance Committee.

**i. Budget Procedures and Timeline**

Director Young announced that the Finance Committee will report at the June 2024 Board meeting regarding any updates or changes to the Timeline. She stated that the budget process will move forward in July 2024 with each committee considering and evaluating its projects and activities and identifying budget requests for the next fiscal year.

**ii. The Letter of Engagement with Carr, Riggs, & Ingram CPA and Advisors, LLC for Fiscal Year 2024 Audit**

Ms. Morton summarized the terms contained in the Master Services Agreement and the proposed Engagement Letter with Carr, Riggs, & Ingram CPA and Advisors LLC for audits for fiscal years 2023 and 2024. She stated that the fees were \$16,500.00 for the FY 2023 audit and \$17,300.00 for the FY 2024 audit, and that work on the FY 2023 audit will begin once the Engagement Letter is approved by the Board.

Director Llamas made a motion to approve the Engagement Letter with Carr, Riggs, & Ingram CPA and Advisors LLC for the audits for fiscal years 2023 and 2024. The motion was seconded by Director Tyler-Dillard and carried by unanimous vote.

Director Young announced that the next Finance Committee meeting is scheduled for Tuesday, May 28, 2024 at 1:00 p.m.

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

**i. Super Neighborhood #62**

Director Johnston reported that the Super Neighborhood #62 meeting was held on April 11, 2024 at South Main Baptist Church and that one of the topics discussed was the Reimagine Midtown Charette. He announced that Spencer Gutierrez, Deputy Director with the office of Congresswoman Lizzie Fletcher is scheduled to speak at the upcoming Super Neighborhood #62 meeting on Thursday, May 9, 2024, at 6:30 p.m. at the South Main Baptist Church.

**G. Public Safety Committee – Jeanette Criglar, Chair**

Director Criglar provided an update to the Board regarding the activities of the Committee. She reported that community members are reporting that they are seeing an increase in law enforcement presence in the District. She again acknowledged the efforts of the various law enforcement agencies along with those of SEAL Security and the SEARCH Homeless Outreach Team. Director Criglar reminded everyone to attend the Public Safety Committee meetings and provide suggestions and recommendations for public safety improvements in Midtown.

Jamie Giraldo reported on public safety activities over the past month and pending efforts to improve public safety in Midtown. He stated that the foot patrols in certain parts of Midtown are being well received by the community. He also reported that the permits to install the license plate reader cameras are being reviewed by the City of Houston and that

Flock will begin installation of the cameras as soon as the permits are issued. Mr. Giraldo further stated that he is working with Sgt. Chad Wall, DRT officer with the Houston Police Department Central Patrol Division, on an action plan for a Directed Enforcement Initiative. He further stated that the initiative proposal will focus on the area that is west of Louisiana street and inside the Midtown boundaries. He also reported that he continues to do drive by inspections throughout Midtown and meetings with the various law enforcement agencies regarding safety issues.

The next Public Safety Committee meeting will be held on Tuesday, May 21, 2024 at 11:30 a.m.

#### **H. Nominating Committee - Gloria Haney, Chair**

Director Haney gave the report of the Nominating Committee. She thanked Director Goldstein and Chair Lefsrud for participating in the meeting to review officer nominations and make recommendations of persons to fill the Board Officer positions. She reported stated that the Committee reviewed the nomination forms and considered a number of factors including the qualifications and level of participation of the nominees.

##### **i. Board Officer Elections**

Director Haney stated that the Nominating Committee was recommending the following slate of persons to serve as Board Officers:

- Board Chair - Jeanette Criglar
- Vice Chair - Maggie Segrich
- Treasurer - Kelly Young
- Secretary - Desmond Bertrand-Pitts
- Assistant Secretary - Christopher Johnston

Director Haney asked if there were any additional nominations from the floor. She stated that Board members can self-nominate if he/she would like to be considered for an officer position. There were no additional nominations. Director Goldstein made a motion to accept the slate of nominees as recommended by the Nominating Committee. The motion was seconded by Director Tyler-Dillard and carried by unanimous vote.

Director Haney and the Board congratulated the new officers and stated that their new 2-year term will begin on June 1, 2024.

**ii. Recommendations of Candidates to fill positions #1, #9, and #13 on the Board of Directors**

Director Haney thanked Directors Segrich and Criglar and MMD past Board Chair, Eileen Morris, for participating in the candidate interview process. She reported that the Committee received 5 resumes and interviewed each of the candidates. She reported that the Committee considered the needs of the Board along with other factors and is making the following recommendations to fill the positions listed below:

- Position 1 – Edmund “Ed” Reybitz – Midtown residential property owner
- Position 9 – Ericka Garcia – Agent for Camden Property Trust
- Position 13 – Clinton Turner – Midtown residential property owner

Each of the positions listed are for currently expired terms and will be submitted to the City of Houston Boards and Commissions for consideration and approval to fill a 4-year term beginning on June 1, 2024.

A motion to approve the submission of a recommendation of the above-named individuals for appointment by the Mayor and City Council was made by Director Criglar. The motion was seconded by Director Segrich and was carried by unanimous vote.

Peggy Foreman advised the Board that the persons currently serving in Positions 1, 9, and 13 will continue to serve until they are replaced by the City.

Directory Haney stated that the Committee will continue working to fill the remaining Board vacancies.

**I. Service and Improvement Plan – Jeanette Criglar, Co-Chair  
Kelly A. Young, Co-Chair**

**i. Report Regarding the Reimagine Midtown Charette**

Director Young reminded guests that in September 2023, Midtown hosted a series of listening sessions to gather data for the 10-Year Service Improvement Plan and Assessment Plan (2025-2034). She further reminded the Board that following the listening sessions, Midtown staff and consultants completed a community-wide survey and 2 Reimagine Midtown Charettes. She stated that the Committee has received valuable feedback from the community. Director Young also stated that the Midtown staff is working with consultants to coordinate the last Reimagine Midtown Charette which is open to everyone in Midtown. She invited any Board

members who were not able to attend either of the two previous Charettes, to attend the last Charette scheduled for Monday, May 20, 2024 from 1:00 p.m. to 3:00 p.m. at MATCH, located at 3400 Main Street, Houston, Texas 77002. The information regarding the final Charette will be placed on the Midtown website and collateral media is being updated and distributed as soon as possible.

Ms. Alvarado reported that the Midtown staff is currently working on a draft of the proposed Service and Improvement Plan which will ultimately include the proposed projects, goals, or programs that stakeholders have shared with staff and Board members at the Reimagine Midtown Charette and other community engagements.

#### **J. Executive Committee – Darcy Lefsrud, Chair**

Chair Lefsrud announced the resignation of Director Siddiqi effective as of May 1, 2024. He stated that the Nominating Committee will continue to search for potential candidates to fill the remaining vacant positions.

Chair Lefsrud stated that all matters discussed at the Executive Committee meeting were addressed in the various committee activity reports.

He thanked Director Llamas for his service to the Board and wished him well.

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

Marlon Marshall presented the following reports regarding the status of current Midtown Redevelopment Authority capital improvement projects:

**Brazos Street** – MRA staff met with the City of Houston Mayor’s Office of Economic Development Public Works in April 2024 concerning projects that are on temporary hold. MRA staff will soon meet with the City’s Design Concept Report Committee to resubmit the design concept of the Brazos Street project.

**Brazos Street Bridge Landscape Improvements** – The contractor has completed the installation of the landscaping at the Spur 527 bridge exit and Brazos Street. A completion inspection of the landscaping installation will occur within the next 30 days. Once the inspection is completed, the project will be transferred to the Midtown Service and Maintenance Team for maintenance and upkeep.

**Sidewalk Assessment** – The consultant team is expected to finalize the sidewalk assessment by May 30, 2024. Outcomes of the report will be utilized to prioritize sidewalk improvement projects in the District. The improvements will begin later this year.



**PARTNER PROJECTS**

**Gray Street Buffer Designs** –MRA has received approval of the design plans for the Gray Street Buffer Designs projects from the City of Houston. The procurement process with the team of three prequalified consultants will begin later in May 2024. A presentation will be provided to the Service and Maintenance Committee at the June 2024 meeting. A recommendation to the Board will be presented shortly after the Committee meeting.

**Urban Forestry Plan** – MRA is waiting for the final report from the contractors. The final report is expected to be made available at the May 2024 Service and Maintenance Committee meeting.

**CenterPoint Lighting Assessment Survey** – MRA will be meeting with the City of Houston’s streetlighting team to produce a plan to phase in the projects more efficiently. The meeting is expected to occur later in May 2024.

**Speed Feedback Sign Survey** – Consultants have completed the recommendation for the Speed Feedback Sign Survey project. A presentation will be made available at the next MPBD Advisory Committee meeting.

**6. WITH RESPECT TO THE FOREGOING AGENDA ITEMS, THE BOARD MAY CONDUCT AN EXECUTIVE SESSION WITH REGARDS TO THE FOLLOWING AS APPROPRIATE 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.

**7. ANNOUNCEMENTS**

**NEXT MEETING DATE**

The next Midtown Management District Board of Directors meeting will be held on **Wednesday, June 5, 2024, at 11:00 a.m.**

**8. ADJOURN**

The Board thanked Director Llamas for his service as Chair of the Urban Planning Committee, Midtown Parking Benefit District Committee, and as Vice Chair of the Midtown Management District Board of Directors.

  
Desmond Bertrand-Pitts, Secretary

Date: 6-5-24