

**EAST END DISTRICT**  
**Regular Meeting of the Board of Directors**  
**April 25, 2019**

The Board of Directors (the “Board”) of the East End District (the “District” or “EED”) met in regular session, open to the public, at 3211 Harrisburg, Houston, Texas, on Thursday, April 25, 2019, at 3:30 p.m. The roll was called for the members of the Board, to-wit:

Position 1	Ann Taylor	
Position 2	Blanca Blanco	
Position 3	Stephen Quezada	
Position 4	William McConnell	Chair
Position 5	Domenic Laurenzo	
Position 6	Joe Meppelink	Assistant Secretary
Position 7	Erin Dyer	
Position 8	Jose Valdez	
Position 9	Devin Licata	
Position 10	Rodrigo Tejada	Treasurer
Position 11	Taryn Sims	Secretary
Position 12	Dr. John Jacob	
Position 13	Craig Rohden	Vice Chair
Position 14	Marjorie Pena	
Position 15	Susan Sahwani-Garcia	

and all of the above were present except for Joe Meppelink, Erin Dyer, Taryn Sims, Craig Rohden, Marjorie Pena, and Susan Sahwani-Garcia thereby establishing a quorum.

Also present during all or part of the meeting were Veronica Chapa Gorczynski, the District’s President; Martin Chavez, the District’s Director of Constituent Services; Dan Joyce, the District’s Director of Marketing & Communications; Roy Rodriguez, the District’s Farmers’ Market Manager; Justine Townsend of Your Part-Time Controller, LLC; Patrick Ezzell of Coastal Builders; Joel Cleveland and Olivia Galvan of Jeanne H. McDonald PC; and Sergeant Velasquez of Harris County Precinct 6 (“Precinct 6”).

**Item 1. Receive Public Comments in accordance with adopted procedures.**

President Gorczynski presented the Houston Core Motion Map prepared by the Transportation Advocacy Group – Houston Region.

There was no public comment.

At 3:36 p.m. Domenic Laurenzo entered the meeting.

**Item 2. Assessments.** Receive report on collection of assessments and authorize appropriate action.

President Gorczynski presented the Assessment and Delinquent Assessment reports. She also introduced Ms. Justine Townsend, of Your-Part Time Controller, LLC, and stated that she will be assisting the District with its bookkeeping and financial reports. No action was necessary.

**Item 3. Appointment of Directors.** Declare vacancies, if appropriate; appoint directors if appropriate; consider and approve submission to the City of Houston of a slate of directors for appointment/reappointment to Positions 8-15 of the District's Board.

President Gorczynski stated that Board positions 8 through 15 are up for reappointment in June, 2019. She explained the process of having the directors reappointed, noting that the District must approve a proposed slate of directors and submit the slate to the City of Houston ("City") for approval and reappointment/appointment to new four-year terms. This item was then tabled.

Mr. Cleveland also addressed pending legislation that may affect director eligibility in the future.

At 3:41 p.m. Ann Taylor entered the meeting.

**Item 4. Appointment of Committee Members.** Declare vacancies, if appropriate; and appoint directors to Committees if appropriate.

President Gorczynski then explained that the District's founding legislation and initial Service Plan mandated the use of a portion of the District's assessments be allocated towards workforce development. She further stated that the District continues to support the community through its Workforce Development Grant Program. She then presented a request to re-establish and convene the Workforce Development Committee to provide input and oversight for the next funding award cycle. She also presented a recommendation that Directors Pena and Quezada be appointed to the Workforce Development Committee and authorize the appointment of additional committee members at the discretion of the committee. After discussion, Chair William McConnell reinstated the Workforce Development Committee, appointed the recommended committee members, and authorized the committee to appoint additional members. No further action was taken.

At 3:43 p.m. Jose Valdez entered the meeting.

**Item 3. Appointment of Directors.** Declare vacancies, if appropriate; appoint directors if appropriate; consider and approve submission to the City of Houston of a slate of directors for appointment/reappointment to Positions 8-15 of the District's Board.

This item was revisited. After discussion, Blanca Blanco moved to approve the proposed slate of directors for reappointment to Board Positions 8-15 (consisting of those directors currently occupying the positions) and authorize the submission of a request to the City to reappoint such persons to the Board for new four-year terms. Dr. John Jacob seconded the motion, which passed unanimously.

**Item 5. Minutes.** Approve minutes of previous Board meeting(s).

Treasurer Rodrigo Tejada moved to approve the minutes of the March 28, 2019, Board meeting as presented. Dominic Laurenzo seconded the motion, which passed unanimously.

**Item 6. Security Report.** Receive a security report related to Precinct 6 Security contract.

Sergeant Velasquez of Precinct 6 reported on crime in the District. She also encouraged those present to include Precinct 6 as an additional responder with their existing security companies. President Gorczynski then reminded the Board that the trespass affidavit form is now on the District's website. No action was necessary.

**Item 7. Financial Reports.** Receive and approve the Treasurer's reports on revenues and expenditures, the investment report and the Finance Committee report, and authorize appropriate action.

Treasurer Rodrigo Tejada presented the financial report for March 2019 as well as the District's investment report for March 2019. After discussion, Jose Valdez moved to approve the financial report for March 2019 and investment report for March 2019 as presented. Domenic Laurenzo seconded the motion, which passed unanimously.

**Item 8. Consider Contract with Goodman Corporation.** Receive report on Lockwood Garage and take action, as appropriate, regarding an agreement with Goodman Corporation for services related to the District's receipt of federal funding through the Federal Transit Administration's Transportation Improvement Program.

President Gorczynski then provided the Board with background on the Eastwood Intermodal Terminal Implementation project (the "Lockwood Garage Project") and an update on the District's efforts to obtain federal funding for the project. She stated that the Houston-Galveston Area Council ("H-GAC") granted the District conditional approval of approximately \$5 million in federal grant funding to support the Lockwood Garage Project.

Patrick Ezzell then presented an agreement with the Goodman Corporation ("TGC") for services related to the development of a Request for Proposals and Capital Lease Documents in connection with the Lockwood Garage Project. He stated that the complexity of obtaining grant funding and satisfying HGAC's conditional approval for the Lockwood Garage Project is outside the expertise of the District's consultants, and he recommended that the District engage TGC. He reported that the costs for TGC services would be split over two fiscal years for a total of \$60,000. Discussion ensued regarding the District's investment in the Lockwood Garage, the benefits of continuing to pursue grant funding, and the need to engage TGC. After discussion, Blanca Blanco moved to approve the agreement with TGC for services related to the development of the Request for Proposals and Capital Lease Documents in connection with the Lockwood Garage Project at a cost not to exceed \$60,000. Chair William McConnell seconded the motion, which passed unanimously, with the exception of Dr. John Jacob who abstained.

**Item 9. Review and Approve Mowing Service Contract.** Review information related to I-45 Corridor (I-45, Lockwood Drive to 610 Loop) Mowing Service Contract and take action, as appropriate.

Martin Chavez reviewed bids for monthly mowing and maintenance of the Gulf Freeway rights-of-way from Lockwood Drive to Loop 610, noting that two bids were received and that the low bidder was Price Wagener Service (“PWS”) with a bid of \$39,900. He then made a recommendation to award a one-year contract to PWS in the amount of \$39,900 and confirmed that funding for such mowing and maintenance services are already included in the District’s budget. After discussion, Jose Valdez moved to award a one-year contract for monthly mowing and maintenance of the Gulf Freeway rights-of-way from Lockwood Drive to Loop 610 to PWS in the amount of \$39,900, subject to attorney review of the contract. Blanca Blanco seconded the motion, which passed unanimously.

**Item 10. Consider Funding toward East End Bike Study.** Review information and consider funding an East End Bike Study and take action, as appropriate.

President Gorczynski stated that Harris County Commissioner Rodney Ellis recently committed to spending up to \$10 million on pedestrian- and bike-safety improvements in Precinct One. She then reviewed with the Board a proposal to consider funding an East End Bike Study to help the District capture funding from bike improvement initiatives such as Commissioner Ellis’, although she acknowledged that the study would not be done in time to obtain funding from this specific commitment from the commissioner. She then requested that the Board consider funding a Bike Study in the amount of \$75,000, contingent upon staff securing matching funding for a total cost of \$150,000. Dr. John Jacob moved that the Board approve funding \$75,000 toward the preparation of an East End Bike Study without the requirement to secure matching funding. Devin Licata seconded the motion, which passed unanimously, with the exception of Jose Valdez who opposed.

Dr. John Jacob left the meeting at 4:57 p.m.

**Item 11. Assessment Resolution.** Approve annual Resolution Authorizing the Imposition of an Additional 20% Penalty on Delinquent Assessments, and authorize appropriate action.

Mr. Cleveland presented for the Board’s consideration the Resolution Authorizing the Imposition of an Additional 20% Penalty on Delinquent Assessments. Mr. Cleveland then explained the penalty process for late assessments and stated that the 20% penalty would directly offset the fee of the District’s delinquent assessment attorney. He also stated that the resolution is done annually and is provided for in the District’s Service Plan. Domenic Laurenzo moved that the Board approve the Resolution Authorizing the Imposition of an Additional 20% Penalty on Delinquent Assessments. Blanca Blanco seconded the motion, which passed unanimously.

**Item 12. Accept Grand Funds.** Approve City Initiative Grant from the Houston Arts Alliance in the amount of \$148,000 and authorize the President to execute agreement.

President Gorczynski then presented for the Board’s consideration a Grant Agreement with the Houston Arts Alliance. She reported that the District’s Resolution Authorizing Pursuit of Grant

Funding in Support of East End Houston Cultural District was submitted for consideration and the District was awarded a grant by the City in the amount of \$148,000 to deliver and evaluate arts and cultural programs within the East End Cultural District. Mr. Cleveland then reviewed with the Board the terms of the agreement. After discussion, Treasurer Rodrigo Tejada moved to approve the Grant Agreement with the Houston Arts Alliance and authorize President Gorczynski to execute same. Ann Taylor seconded the motion, which passed unanimously.

**Item 13. President's Report – District Overview.** Receive the President's report on the following District programs and authorize appropriate action:

**a. Security and Public Safety:**

1. Graffiti abatement program

Mr. Chavez reviewed the monthly graffiti report for the District. No action was necessary.

2. Law Enforcement Coordination Team meeting

Mr. Chavez provided an update from the monthly Law Enforcement Coordination Team meeting for the District. He also reported that the Houston Police Department ("HPD") is transitioning its collection of crime data to the National Incident Based Reporting System (NIBRS) following other law enforcement agencies nationwide in the use of the NIBRS for incident data. No action was necessary.

**b. Visual and Infrastructure Improvements:**

1. Right of way clean-up, litter pick-up, tire removal, dump site clean-up, and street lamp repair

Mr. Chavez presented a report for services performed by the District's litter, right of way and special projects crew. No action was necessary.

2. Report on 5310 Sidewalk Grant

There was no report.

3. Report on Roundabout

There was no report.

4. Report on Lockwood Garage

There was no additional report.

5. Report from UP CDC

Mr. Ezzell reported that the project received recommendation for \$5 million in grant funding and passed environmental review. No action was necessary.

6. Report on Farmers Market

Mr. Rodriguez reported on the activities and events associated with the Farmers' Market. No action was necessary

c. Marketing & Perception. Receive report on marketing activities.

Mr. Chavez reported on analytics regarding the District's social media platforms. He also presented regarding the District's outreach efforts during March 2019. No action was necessary.

d. East End Improvement Corporation. Receive report on marketing activities.

There was no report.

**Item 14. Executive Session, if Necessary.** Convene executive session to discuss: (a) pending or contemplated litigation or to consult with the attorney in accordance with Section 551.071 of the Texas Government Code; (b) acquisition of real property in accordance with Section 551.072 of the Texas Government Code; (c) personnel matters in accordance with Section 551.074 of the Texas Government Code; (d) to receive information from or question employees in accordance with Section 551.075 of the Texas Government Code; employees; (e) deployment of security personnel or devices or a security audit in accordance with Section 551.076 of the Texas Government Code; or (f) economic development negotiations or offers of financial incentives for economic development in accordance with Section 551.087 of the Texas Government Code.

There was no need for an Executive Session.

**Item 15. Reconvene in Open Session.** Reconvene in public session to consider authorizing District staff and consultants to take any action necessary with respect to (a) pending or contemplated litigation or attorney advice; (b) acquisition of real property; (c) personnel matters; (d) receiving information from or questioning employees; (e) economic development negotiations or offers of financial incentives; (f) deployment of security personnel or devices or a security audit; and (g) any other matters relative to any of these matters which was discussed in Executive Session.

**Item 14. Adjourn.**

There being no further business, the meeting was then adjourned at 5:16 p.m.



  
East End District