

**EAST END DISTRICT  
Regular Meeting of the Board of Directors  
April 23, 2020**

The Board of Directors (the “Board”) of the East End District (the “District” or “EED”) met in regular session, open to the public, via video/audio conference on Thursday, April 23, 2020, at 3:30 p.m. The video/audio conference meeting was authorized pursuant to the March 16, 2020 Declaration by the Governor of the State of Texas, which suspended certain provisions of Chapter 551, Texas Government Code, in response to the Coronavirus (COVID-19) disaster. The Governor’s Proclamation permitted governmental bodies to conduct meetings via telephone or videoconference to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the COVID-19. The roll was called for the members of the Board, to-wit:

Position 1	Bryson Grover	
Position 2	Blanca Blanco	Assistant Secretary
Position 3	Stephen Quezada	Treasurer
Position 4	William McConnell	
Position 5	Domenic Laurenzo	
Position 6	Joe Meppelink	Chairman
Position 7	Erin Dyer	
Position 8	Jose Valdez	
Position 9	Devin Licata	
Position 10	Vacant	
Position 11	Taryn Sims	Secretary
Position 12	Elliot Barner	
Position 13	Vacant	
Position 14	Marjorie Peña	
Position 15	Susan Sahwani-Garcia	

and all of the above were present except for Directors Grover and Valdez, 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; Eva Quiroz, the District’s Administrative Services Manager; Roy Rodriguez, the District’s Farmers’ Market Manager; Patrick Ezzell of Coastal Builders (“CB”); Justine Townsend of Your Part-Time Controller, LLC; and Laura Davis and Judy Marcantel of Sanford Kuhl Hagan Kugle Parker Kahn LLP.

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

There were no public comments.

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

Ms. Townsend presented the Assessment report. She reported that the District's 2019 assessments were 91% collected as of March 31, 2020. No action was necessary.

**Item 3. Appointment of Chairman.** Appoint Chairman of the Board of Directors.

Ms. Davis next discussed appointment of Director Meppelink to fill the position of Chairman. After discussion, Director Quezada moved to appoint Director Meppelink as Chairman of the Board. Director Blanco seconded the motion, which passed unanimously, with the exception of Director Meppelink who abstained from voting.

**Item 4. District Registration Form.** Approve and authorize filing of updated District Registration Form.

Ms. Davis explained that the Texas Water Code provides that this Form be revised and filed with the Texas Commission on Environmental Quality ("TCEQ") when any content changes. Ms. Townsend noted that Your Part-Time Controller, LLC should be listed as C.P.A. Director Quezada noted that his title should include Treasurer. After discussion, Director Barner moved to approve District Registration Form, with revisions. Director Dyer seconded the motion, which passed unanimously.

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

The Board next considered approving the minutes of the February 27, 2020, meeting. Director Barner requested two revisions to be reflected. Director Dyer moved to approve the minutes of the February 27, 2020, regular Board meeting, as revised. Director Peña seconded the motion, which passed unanimously.

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

Mr. Chavez reported on criminal activity in the District. He reported that Precinct 6 conducted 150 business checks during the month of February and 340 business checks during the month of March. He stated that the increase was due to the having more deputies available to respond to calls within the District due to Court closures in Precinct 6 during COVID-19 pandemic. 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.

Ms. Townsend presented and reviewed the monthly Financial Reports for March 31, 2020; the District's investment report for March 2020; and the Leverage Log of Match, Grants and In-Kind Funds 2019-2020 (collectively, the "Reports"). Ms. Townsend stated that the District remains in a strong financial position to weather the current economic crisis. The Board

discussed assessment collection activities during the COVID-19 crisis. Ms. Davis reminded the Board that these assessments were due prior to crisis. After discussion, the Board agreed to discuss this further at the next regular meeting.

After discussion, Director McConnell moved to approve the Reports, as presented. Director Peña seconded the motion, which passed unanimously.

**Item 8. Roundabout Resolution.** Review and approve Resolution of Approval and Commitment for Project Funding for Roundabout Project.

Mr. Ezzell discussed the design and reconstruction of the Navigation roundabout and the revised funding estimates. He stated that due to new post-Harvey design criteria, the estimated design and construction costs have increased. Mr. Ezzell requested the District commit funding and allocate an additional \$104,906 from the Capital Improvement Fund, contingent on the final approval of the TIRZ committing to fund up to \$961,857 and approval of an amendment to the Grant Agreement with the TIRZ.

After discussion, Director Blanco moved to approve the Resolution of Approval and Commitment for Project Funding for Roundabout Project. Director Quezada seconded the motion, which passed unanimously.

**Item 9. Federal Transit Administration (FTA) FY 2020 Certifications & Assurances.** Review and approve Federal Transit Administration (FTA) FY 2020 Certifications & Assurances.

President Gorczynski explained that the District must approve the Federal Transit Administration Certifications and Assurances annually in connection with the District's receipt of federal grant funding. After discussion, Director McConnell moved to approve the 2020 Federal Transit Administration Certifications and Assurances. Director Dyer seconded the motion, which passed unanimously.

**Item 10. Assessment Resolution.** Approve annual Resolution Authorizing the Imposition of an Additional 20% Penalty on Delinquent Assessments, and authorize appropriate action.

Ms. Davis presented for the Board's consideration the Resolution Authorizing the Imposition of an Additional 20% Penalty on Delinquent Assessments. Ms. Davis 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. After discussion, Director Barner moved that the Board approve the Resolution Authorizing the Imposition of an Additional 20% Penalty on Delinquent Assessments. Director McConnell seconded the motion, which passed with a vote of 10 to 1, with Director Garcia voting in opposition to the Resolution.

**Item 11. 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 reported that the graffiti abatement crew had online safety training and acquired safety equipment and protective gear at the outset of the COVID-19 crisis. Mr. Chavez reviewed the monthly graffiti report for the District. 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. He stated that one-person clean-up is being performed due to the social distancing requirement and that the District temporarily contracted with a company that uses a grappler truck to pick up larger loads. No action was necessary.

2. Report on the Roundabout

There was no additional report.

3. Report on 5310 Sidewalk Grant

There was no additional report.

4. Report on Lockwood Garage

There was no additional report.

5. Report on UP CDC

Mr. Ezzell reported that the Maker HUB is underway and that there has been significant interest in small shop spaces. No action was necessary.

6. Report on Farmers Market

Mr. Rodriguez reported on the activities and events associated with the Farmers' Market and stated that it is temporarily closed until further notice. He stated that some vendors are having online sales. No action was necessary.

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

Mr. Joyce reported on analytics regarding the District's social media platforms. He also presented regarding the District's outreach efforts during March, 2020. No action was necessary.

**d. President's Update on Pandemic Operations.**

President Gorczynski stated that District operations will remain remote until at least April 30, 2020, or until further guidance is provided.

**Item 16. Adjourn.**

There being no further business, the meeting was then adjourned at 5:30 p.m.

*Taryn Sims*

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East End District

