

EAST END DISTRICT
Regular Meeting of the Board of Directors
February 28, 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, February 28, 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 Dominic Laurenzo and Taryn Sims, thereby establishing a quorum.

Also present during all or part of the meeting were Veronica Chapa Gorczynski, the District’s President; Dan Joyce, the District’s Director of Marketing & Communications; Martin Chavez, the District’s Director of Constituent Services; Eva Quiroz, the District’s Administrative Services Manager; Jonathan Johnson, the District’s Administrative Assistant; Roy Rodriguez, the District’s Farmers’ Market Manager; Patrick Ezzell of Coastal Builders; David Hightower of Midway Companies; Julia McCain of McCall Gibson Swedlund Barfoot PLLC; Pamela Guerra, a member of the public; Joel Cleveland and Olivia Galvan of Jeanne H. McDonald PC; and Sergeant Velasquez and Deputy Macias of Harris County Precinct 6 (“Precinct 6”).

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

Mr. David Hightower of Midway Companies then provided an updated on the regional disadvantages of the Texas Department of Transportation’s (“TxDOT”) proposed North Houston Highway Improvement Project (“NHHIP”), specifically the removal of the I-10 Jensen exit. He then emphasized the need for local stakeholders to communicate to TxDOT via comment letters the importance of the Jensen exit to the area. Discussion ensued regarding the regional impact of NHHIP. He then thanked the Board for their time.

The District then recognize Ms. Pamela Guerra, the District's former Administrative Assistant, for 11 years of service to the District and bid her good luck in her position with the Hobby Area Management District. Mr. Chavez then presented Ms. Guerra with a plaque on behalf of the District to commemorate her years of service. In response, Ms. Guerra thanked the Board and staff for her time at the District. Mr. Joyce then introduced Mr. Jonathan Johnson, the District's new Administrative Assistant. Mr. Johnson thanked the Board and staff for the opportunity.

Sergeant Velasquez of Precinct 6 reported on crime in the District. She also encouraged those present to complete trespass affidavits to help facilitate enforcement action by Precinct 6. After discussion, no action was taken.

There were no further public comments.

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

President Gorczynski presented the Assessment and Delinquent Assessment reports. No action was necessary.

Item 3. Appointment of Directors. Declare vacancies, if appropriate; appoint directors if appropriate.

This item was not addressed.

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

This item was not addressed.

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

Treasurer Rodrigo Tejeda moved to approve the minutes of the January 24, 2019, Board meeting as presented. Blanca Blanco seconded the motion, which passed unanimously.

Item 6. 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.

President Gorczynski and Treasurer Rodrigo Tejeda presented the financial report for January 2019 as well as the District's investment report for January 2019. John Jacob moved to approve the financial report for January 2019 and investment report for January 2019 as presented. Blanca Blanco seconded the motion, which passed unanimously.

Item 7. Audit for FY 2017-2018. Receive report from Finance Committee and audit firm McCall Gibson Swedlund, Barfoot PLLC regarding report for FY 2017-2018, and authorize action, as appropriate.

Julia McCain reviewed with the Board the audit report for fiscal year ending September 30, 2018. She then stated that the District received a clean opinion. She then reported that certain audit

language was amended from previous years to clarify the District's revenue sources. The Board then noted a discrepancy in the audit regarding the District's name, which Ms. McCain stated would be addressed in the final version. Vice Chairman Craig Rohden moved to approve the District's audit report for fiscal year ending September 30, 2018, as amended, and to authorize the filing of such report with the Texas Commission on Environmental Quality. Erin Dyer seconded the motion, which passed unanimously.

At 4:16 p.m. Stephen Quezada entered the meeting.

Item 8. Metro Corridor Maintenance Agreement. Review and consider METRO Corridor Maintenance Agreement and authorize action, as appropriate

Mr. Chavez then reviewed a proposed agreement with the Metropolitan Transit Authority of Harris County, Texas ("METRO") for replanting and maintenance of five landscaped medians along the METRO Green Rail Line within the boundaries of the District (the "METRO Corridor Maintenance Agreement"). Ms. Gorczynski then stated that the District's attorney has not yet reviewed the proposed METRO Corridor Maintenance Agreement and recommended that the Board consider approving the agreement subject to attorney review. Mr. Chavez then stated that METRO's attorneys are also reviewing the agreement. After discussion, Marjorie Pena moved to approve the METRO Corridor Maintenance Agreement, subject to attorney review. Stephen Quezada seconded the motion, which passed unanimously.

Item 9. Contract with Imágina Communications. Consider contract renewal from Imágina Communications and authorize action, as appropriate.

Ms. Gorczynski then reported that District staff is moving toward annual review of consultant contracts. She reported that one such contract is the District's marketing and communications services agreement with Imágina Communications ("Imágina"). Mr. Joyce then reviewed with the Board the services provided by Imágina and terms proposed in their letter agreement. He reported that Imágina's proposed letter agreement is similar to the services currently provided and that the consultant is requesting a \$200 annual increase, its first fee increase since the inception of its contract with the District in 2010. In response to questions from the Board, Mr. Joyce explained the value received from the services provided by Imágina. After discussion, Jose Valdez moved to approve a marketing and communications services agreement with Imágina, to include the terms in the letter agreement subject to review and finalization by the District's attorney. Blanca Blanco seconded the motion, which passed unanimously.

Item 10. Letter to Texas Department of Transportation. Review and consider letter to Texas Department of Transportation regarding North Houston Highway Improvement Project and authorize action, as appropriate.

Ms. Gorczynski then asked that the Board consider submitting a comment letter to TxDOT regarding its proposed NHHIP, specifically in opposition to the removal of the I-10 Jensen exist. She then reviewed a draft letter and noted that minor change still need to be made. After discussion, Joe Meppelink moved to approve the comment letter to TxDOT, as amended. John Jacob seconded the motion, which passed unanimously.

Item 11. Employee Handbook. Review Employee Handbook Revisions and authorize action, as appropriate.

Ms. Gorczynski explained that the District's Employee Handbook could benefit from some updates and recommended revising the handbook to include the District's new name and revise sections regarding terms of employment, compensation policies, and employee benefits. Discussion ensued regarding the recommended changes to the Employee Handbook. After discussion, Vice-Chairman Craig Rohden moved to approve the requested revisions to the District's Employee Handbook. Treasurer Rodrigo Tejada seconded the motion, which passed unanimously.

Item 12. 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. He reported that cameras along the Esplanade have been installed. 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. No further 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

Mr. Ezzell reported on the status of the project and noted that a change order to include improvements along Hagerman Boulevard will be presented at the District's next meeting.

3. Report on Roundabout

Mr. Ezzell reported that the District's Request for Qualifications was submitted to TxDOT for review and that a traffic impact study is being conducted.

4. Report on Lockwood Garage

Mr. Ezzell reported that HGAC has recommended approval for FTA funding in connection with the Lockwood parking garage.

5. Report from UP CDC

Mr. Ezzell presented a rendering of the East End Maker Hub and reported that the federal shutdown has impacted the receipt of funding for projects. 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. Joyce reported on analytics regarding the District's social media platforms. He also presented the District's outreach efforts during February 2019. No action was necessary.

Erin Dyer left the meeting at 5:00 p.m.

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

Ms. Gorczynski gave a report on the EEIC's activities.

Item 13. 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 14. 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 15. Adjourn.

There being no further business, the meeting was then adjourned at 5:04 p.m.





East End District