

**EAST END DISTRICT
Regular Meeting of the Board of Directors
February 27, 2020**

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 27, 2020, at 3:30 p.m. The roll was called for the members of the Board, to-wit:

Position 1	Vacant	
Position 2	Blanca Blanco	Assistant Secretary
Position 3	Stephen Quezada	Treasurer
Position 4	William McConnell	Chair
Position 5	Domenic Laurenzo	
Position 6	Joe Meppelink	Vice Chair
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 Domenic Laurenzo, Jose Valdez, Taryn Sims, 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; 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; Carl Sandin of Perdue Brandon Fielder Collins & Mott, LLP (“Perdue Brandon”); Sergeant Maldonado of Harris County Precinct 6 (“Precinct 6”); and Joel Cleveland and Olivia Galvan of Jeanne H. McDonald PC.

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 54% collected as of January 31, 2020. No action was necessary.

Mr. Sandin next presented the delinquent assessment report. Mr. Sandin informed the Board that with regard to the delinquent assessments due for the shopping center purchased by

Houston Community College (“HCC”), he is pursuing the seller of the property to HCC for collection of the delinquent 2019 assessment due for the property. He also informed the Board that since HCC is tax-exempt, the District can no longer assess the property after the 2019 assessments.

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

President Gorczynski next discussed appointment of Mr. Bryson Grover to fill Board Position 1 and stated that his appointment has been considered and is recommended by the Executive Committee. After discussion, Director Barner moved to appoint Mr. Bryson to Board Position 1 for the remainder of the position's unexpired term (June 1, 2021). Director Dyer seconded the motion, which passed unanimously.

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

No action was taken.

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

Treasurer Quezada moved to approve the minutes of the January 23, 2020, regular Board meeting, as presented. Director Peña seconded the motion, which passed unanimously.

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

Sergeant Maldonado of Precinct 6 reported on crime in the District. He reported that Precinct 6 was notified of a person of interest regarding illegal dumping near East End Brewery and reported on efforts to address homeless encampments located at 6708 Harrisburg. 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.

At 3:54 p.m. Chair McConnell entered the meeting.

Ms. Townsend presented and reviewed the monthly Financial Reports for January 31, 2020; the District's investment report for December 2020; and the Leverage Log of Match, Grants and In-Kind Funds 2019 - 2020 (collectively, the “Reports”).

President Gorczynski stated that she and Ms. Townsend are meeting monthly to review budgeted items to ensure that the Reports are current. No action was necessary.

After discussion, Director Dyer moved to approve the Reports, as presented. Treasurer Quezada seconded the motion, which passed unanimously.

Item 8. Audit for FY 2018-2019. Receive report from Finance Committee and audit prepared by McCall Gibson Swedlund Barfoot, PLLC regarding report for FY 2018–2019, and authorize action, as appropriate

Ms. Townsend reviewed with the Board the audit report for fiscal year ended September 30, 2019. She stated that the District received a clean opinion. She then reported that certain audit language will be amended to clarify the District’s revenue sources. In response to question from the Board, President Gorczynski stated that the District’s auditor was asked not to attend the meeting as it was not deemed necessary to present the report. Treasurer Quezada moved to approve the District’s audit report for fiscal year ending September 30, 2019, as amended, and to authorize the filing of such report with the Texas Commission on Environmental Quality. Vice Chair Meppelink seconded the motion, which passed unanimously.

Item 9. Financial Authorization. Consider and authorize a resolution granting the District President authorization to contact for and expend District funds.

At 4:09 p.m. Director Dyer exited the meeting.

President Gorczynski requested that the Board approve the Resolution Delegating Authority to the District’s President to Contract on Behalf of the East End District (“Resolution”). She explained that the Resolution would allow her to enter into contracts that are not longer than one year in duration, the annual amount will not exceed \$10,000.00, and the funds to cover the expenditure are contained in the then-current approved budget.

After discussion, Assistant Secretary Blanco moved to approve the Resolution. Director Peña seconded the motion, which passed unanimously.

Item 10. Contract with Imágina Communications. Review and consider contract renewal with Imágina Communications.

Mr. Joyce next discussed renewal of the contract with Imágina Communications, informing the Board that the contract is for one year, expiring March 1, 2021, and that the fee remains the same at \$1,800. Mr. Joyce then reviewed the services provided, and the Board requested that a quarterly report be presented to the Board during the term of the contract.

After discussion, Treasurer Quezada moved to approve a marketing and communications services agreement with Imágina. Vice Chair Meppelink seconded the motion, which passed unanimously.

At 4:11 p.m. Director Dyer re-entered the meeting.

Item 11. Contract with Weingarten Art Group. Review and consider approval of contract with Weingarten Art Group for preparing Strategic Plan for East End Houston Cultural District.

President Gorczynski next discussed with the Board the proposed contract with Weingarten Art Group for the preparation of a Strategic Plan.

At 4:16 p.m. Director Licata entered the meeting.

After discussion, Director Barner moved to approve contract with Weingarten Art Group subject to review by the District's attorney, and authorize President Gorczynski to sign the contract on behalf of the District. Treasurer Quezada seconded the motion, which passed unanimously.

Item 12. Consider Proposal for Legal Services. Review and consider qualifications for legal services and authorize President to execute an engagement letter.

Mr. Cleveland informed the Board that Jeanne McDonald is retiring and closing her law firm and that he is moving to another law firm. President Gorczynski then reviewed with the Board the qualifications for two law firms and recommended that the Board authorize an engagement letter with SKLaw.

After discussion, Treasurer Quezada moved to approve an engagement letter with SKLaw and authorize President Gorczynski to sign the engagement letter on behalf of the District. Assistant Secretary Blanco 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:

At 4:29 p.m. Director Dyer exited the meeting.

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. 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.

Mr. Joyce discussed the livable centers study report and stated that he is working with Councilmember Gallegos' Chief of Staff to identify impacted neighborhoods.

Mr. Ezell discussed Precinct 2's call for projects and the District's request for enhancements on 3 bridges.

No action was taken.

2. Report on the Round about

Mr. Ezzell stated that as reported at the last meeting, other funding sources are currently being pursued to pay the \$600,000 shortfall for the Navigation-Jensen Roundabout project. After discussion, no action was necessary.

3. Report on 5310 Sidewalk Grant

There was no additional report.

3. Report on Lockwood Garage

Mr. Ezzell reported that the requests for proposals was complete and that one proposal was received as of the meeting. No action was necessary.

5. Report on UP CDC

Mr. Ezzell reported that the notice to proceed was completed by the City, and groundbreaking is expected in April. 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 the East End TIRZ is interested in a three block extension of the esplanade, subject to the approval of bonds. 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 February, 2020. No action was necessary.

d. Cultural District. Receive report on the Cultural District.

President Gorczynski presented a handout outlining regarding the use of the use of the \$148,000 Cultural District Grant awarded by the Mayor's Office of Cultural Affairs.

e. East End Improvement Corporation. Receive report on EEIC activity.

This item was not discussed.

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.

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 16. Adjourn.

There being no further business, the meeting was then adjourned at 5:05 p.m.

Taryn Sims

East End District

