

**EAST END DISTRICT**  
**Regular Meeting of the Board of Directors**  
**January 24, 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, January 24, 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 Domenic Laurenzo, Joe Meppelink, Devin Licata, Taryn Sims, Dr. John Jacob, and Marjorie Pena, 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; Roy Rodriguez the District’s Farmers Market Manager; Patrick Ezzell of Coastal Builders; Joel Cleveland and Olivia Galvan of Jeanne H. McDonald PC; Joaquin Martinez of Council Member Gallego’s Office; and Sergeant Brekke and Deputy Matias of Harris County Precinct 6 (“Precinct 6”).

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

Sergeant Brekke reported on the District’s 2018 crime statistics collected by Precinct 6. 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.

At 3:33 p.m. Ann Taylor entered the meeting and at 3:38 p.m. Erin Dyer 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. 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).

Ann Taylor moved to approve the minutes of the November 15, 2018, 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 reports for October and November 2018 as well as the District's investment reports for November and December 2018. President Gorczynski also reported that the District's migration to its new depository bank should be complete by March. Jose Valdez moved to approve the financial reports for October and November and investment reports for November and December 2018 as presented. Ann Taylor seconded the motion, which passed unanimously.

**Item 7. PFIA Disclosure.** Receive and accept disclosure from Director Jose Valdez as required by the Public Funds Investment Act.

Mr. Cleveland then presented the Public Funds Investment Act ("PFIA") disclosure of Jose Valdez, noting that Mr. Valdez is an employee of Frost Bank, a financial institution the District engages in financial transaction with. Stephen Quezada moved that the Board accept the PFIA disclosure of Jose Valdez. Ann Taylor seconded the motion, which passed unanimously.

**Item 8. Metro 5310 Agreement Modification #1.** Review and consider approval of Modification #1 to METRO 5310 Grant Agreement regarding the Hagerman Street Project.

Mr. Ezzell of Coastal Builders explained that the District's METRO 5310 grant agreement ("Agreement") for sidewalk improvements is being modified to add an additional \$184,676 in FTA funding for improvements along Hagerman Boulevard. He stated that the modification to the agreement has been approved by METRO and that the District's matching obligation will be funded by the TIRZ. After discussion, Jose Valdez moved to approve Modification #1 to the Agreement. Blanca Blanco seconded the motion, which passed unanimously.

**Item 9. Amendment #14 to Coastal Builders Contract.** Review and consider approval of Amendment #14 to contract with Coastal Builders for additional project management services related to METRO 5310 Grant Agreement.

President Gorczynski presented Amendment #14 to the services agreement between the District and Coastal Builders. Mr. Ezzell explained that the amendment is to provide project management services for the design and construction of sidewalk improvements along Hagerman Boulevard at a total cost of \$21,812. After discussion, Jose Valdez moved to approve Amendment #14 to the services agreement between the District and Coastal Builders. Ann Taylor seconded the motion, which passed unanimously.

**Item 10. Purchase of New Vehicle.** Review and consider approval of staff request to purchase a new vehicle for the District.

Mr. Chavez presented a request for a new box truck for use in providing graffiti abatement services. He explained the need to replace one of the District's older graffiti abatement trucks. He also presented several quotes for a new truck and recommended moving forward with the lowest bid of \$35,365.52 from Vanguard Truck Center of Houston ("Vanguard"). He explained that he received a quote from HGACBuy, a local government purchasing cooperative, and that Vanguard's quote was lower. Mr. Chavez also explained that modifications would be necessary to the new truck but that existing equipment from the old truck could be reinstalled by staff. He requested that the Board authorize a total amount not to exceed \$40,000 for the purchase and modification of the new truck. He also requested that the Board consider authorizing the sale and disposition of the District's old truck, upon deployment of the new truck by District staff. Blanca Blanco moved to approve the purchase of a new graffiti abatement vehicle from Vanguard and its modification by District staff for a total amount not to exceed \$40,000 and authorize the sale and disposition of the District's old truck by District staff. Stephen Quezada seconded the motion, which passed unanimously.

**Item 11. Authorization to Expend on Bikeway Enhancements.** Consider and authorize the District President to expend District funds for bikeway enhancements in the District.

President Gorczynski presented and reviewed for the Board's consideration a memorandum concerning bikeway enhancements within the District. She reported that District staff has been investigating possible bikeway enhancements to incorporate within the District. She then recommended that the Board authorize her to expend funds not to exceed \$10,000 for bikeway enhancements. After discussion, Jose Valdez moved to authorize President Gorczynski to expend funds not to exceed \$10,000 for bikeway enhancements. Stephen Quezada seconded the motion, which passed unanimously.

**Item 12. Accept Houston Arts Alliance Grant Award.** Review and consider Houston Arts Alliance Support Organization II Grant Award to the District and authorize acceptance by the President, as appropriate.

President Gorczynski then presented for the Board's consideration a Grant Agreement with the Houston Arts Alliance. She reported that the Houston Arts Alliance recommended the District for receipt of a grant in the amount of \$12,500 for use in the promotion of the arts. Mr. Cleveland stated that he has not yet reviewed the agreement. After discussion, Blanca Blanco moved to approve the Grant Agreement with the Houston Arts Alliance, subject to attorney review. Stephen Quezada seconded the motion, which passed unanimously.

**Item 13. Resolution Authorizing Pursuit of City Initiative Grant Application.** Consider and approve resolution authorizing pursuit of grant funding in support of the East End Cultural District from Mayor's Office of Cultural Affairs.

President Gorczynski then reported on a grant funding opportunity through the City of Houston. She reported that the Mayor's Office of Cultural Affairs ("MOCA") contacted her and suggested that the District pursue grant funding for the City's East End Cultural District through MOCA. She explained that the District was instrumental in the creation of the East End Cultural District but that the designation did not provide any funding. She then requested that the Board consider a Resolution Authorizing Pursuit of Grant Funding in Support of East End Houston Cultural District with MOCA. She reported that the grant would allow the District to fund projects that promote the area's cultural significance but that no specific projects are identified at this time. After discussion, Stephen Quezada moved to adopt the Resolution Authorizing Pursuit of Grant Funding in Support of East End Houston Cultural District with MOCA. Jose Valdez seconded the motion, which passed unanimously.

**Item 14. Security Agreement with East End Improvement Corporation (EEIC).** Review and consider approval of Amendment 12 to Reimbursement Agreement for Security Services with the EEIC regarding the provision of security services by Harris County Constable, Precinct 6.

Mr. Chavez then presented Amendment No. 12 to the Reimbursement Agreement for Security Services between the District and the EEIC. He explained that the amendment is being made to reflect the change in payment dates for services provided in 2019. After discussion, Vice Chair Craig Rohden moved to approve Amendment No. 12 to the Reimbursement Agreement for Security Services between the District and the EEIC. Erin Dyer seconded the motion, which passed unanimously.

**Item 15. Director of Finance Position.** Consider and authorize contracting for the services of a new finance director, or provider of financial services, on a temporary to permanent basis; consider and approve delegation to the President or Executive Committee the authority to take all action(s) related to the search, vetting, and hiring of a new finance director; and authorize all appropriate action.

President Gorczynski reported on the status of the District's search for a new finance director. She reported that a qualified candidate with sufficient government experience has yet to be found and inquired regarding Board interest in participating in the candidate vetting process. She also

presented a recruiting services proposal between the District and Creative Financial Staffing for personnel recruiting services in connection with hiring an interim finance director. Discussion ensued regarding the candidate vetting process and the utility of interim personnel. After discussion, Blanca Blanco moved to delegate full authority to President Gorczynski regarding the hiring of a new Finance Director, including the use of interim personnel, provided the costs for such services do not exceed the District's budget for the Director of Finance position and further provided that the final recommendation regarding the hiring of a permanent employee to fill the position be presented to the District's Executive Committee for approval. Stephen Quezada seconded the motion, which passed unanimously.

**Item 16. 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. Treasurer Craig Rohden then inquired if a quarterly report could be prepared that includes District crime data across all law enforcement agencies. In response, Mr. Chavez stated that he would investigate the possibility of data mapping the District's crime data. 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

No additional report was given.

3. Report on Lockwood Garage

Mr. Ezzell reported on Lockwood Garage development stating that the District's TIP grant application through HGAC has been recommended for funding. No action was necessary.

4. Report from UP CDC

Mr. Ezzell reported that the federal shutdown has impacted the receipt of funding for projects. No action was necessary.

5. Report on Farmers Market

Mr. Rodriguez introduced himself and reported on the activities and events associated with the Farmers Market. He also reported on outreach efforts for small business owners. 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 reported that the District's new website is live, and he welcomed feedback from the Board. No action was necessary.

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

There was no report.

**Item 17. 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.

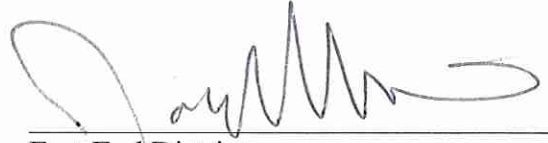
There was no need for an Executive Session.

**Item 18. 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 19. Adjourn.**

There being no further business, the meeting was then adjourned at 5:12 pm.



  
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East End District