

**EAST END DISTRICT**  
**Regular Meeting of the Board of Directors**  
**June 27, 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, June 27, 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	Vacant	
Position 13	Craig Rohden	Vice Chair
Position 14	Marjorie Pena	
Position 15	Susan Sahwani-Garcia	

and all of the above were present except for Directors Ann Taylor, Joe Meppelink, Erin Dyer, Rodrigo Tejada, Craig Rohden, and Susan Sahwani-Garcia, thereby establishing a quorum.

Also present during all or part of the meeting were Sean Bowman, a District resident; Beth Martin of Houston Bike Share; Muhammad Ali of Guage Engineering; 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; 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 Maldonado of Harris County Precinct 6 ("Precinct 6").

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

Mr. Bowman, a District resident and engineer, introduced himself to the Board. He then inquired about Quiet Zones for area trains. In response, the Board explained that the District does not have the power to pursue a quiet zone under its statutory authority. President Gorczynski, however, directed him to individuals at the City who are working to address the matter. There were no further public comments.

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

Ms. Justine Townsend, of Your-Part Time Controller, LLC, then presented the Assessment Report. She reported that the District's 2018 assessments were 94% collected as of May 31, 2019. No action was necessary.

At 3:36 p.m. Secretary Taryn Sims entered the meeting.

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

This item was tabled.

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

Jose Valdez moved to approve the minutes of the May 23, 2019, Board meeting as presented. Blanca Blanco 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 introduced himself and reported on crime in the District. 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. Justine Townsend, of Your-Part Time Controller, LLC, presented the financial report dated May 31, 2019, as well as the District's investment report for May 2019. Action was taken below.

At 3:45 p.m. Stephen Quezada entered the meeting.

After discussion, Marjorie Pena moved to approve the financial report dated May 31, 2019, and investment report for May 2019 as presented. Blanca Blanco seconded the motion, which passed unanimously.

**Item 8. Presentation by Houston Bike Share.** Receive an update and presentation from Houston Bike Share.

President Gorczynski then introduced Ms. Beth Martin of Houston Bike Share. Ms. Martin then gave a presentation on the efforts of B-Cycle to install additional bike stations within the District. She reported that they have plans to install three additional stations within the District, and she requested \$6,900.00 to complete the funding for the Eastwood Park Station. After discussion, the Board concurred to table the item pending further analysis and discussion of the project.

**Item 9. Office and Warehouse Leases.** Consider and take action to authorize the Building Committee to negotiate and enter into on behalf of the District a new office lease and/or warehouse lease on terms acceptable to the Building Committee, and authorize all appropriate action.

President Gorczynski then provided the Board with background on the District's office and warehouse leases (the "District's Leases") and the previous establishment of the Building Committee. She then reviewed opportunities for the District to lease new office and warehouse space. She also stated that rent for the District's current office space is increasing substantially. She then requested that the Board consider reestablishing the Building Committee and delegate to the committee the authority to review leasing opportunities, negotiate new District Leases on terms acceptable to the committee, and enter into such District Leases on behalf of the District to be effective at end of the current office lease. She also presented a recommendation that Directors William McConnell, Craig Rohden, Rodrigo Tejada, and Devin Licata continue to serve on the Building Committee. After discussion, Jose Valdez moved that the Board reestablish the Building Committee, consisting of those persons recommended by President Gorczynski, and authorize such committee to evaluate the real estate market and opportunities, negotiate, approve and execute new District Leases on terms acceptable to the Building Committee. Domenic Laurenzo seconded the motion, which passed unanimously.

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

This item was tabled.

**Item 10. Consider Employee Health Insurance Purchase for 2020.** Consider proposal(s) for employee Health Insurance for 2020, approve purchase of same, and authorize appropriate action.

President Gorczynski then provided the Board with background on the District's healthcare insurance plan for District employees. She explained that the District's current provider, Blue Cross Blue Shield ("BCBS"), is proposing a premium increase of 4.7% over last years' premium and that BCBS continues to provide the most competitively priced plans among the insurance providers considered. She also stated that the majority of District staff are pleased with the services provided by BCBS. After discussion, Blanca Blanco moved to approve the BCBS insurance renewal for 2020. Marjorie Pena seconded the motion, which passed unanimously

**Item 11. Navigation Roundabout Selection.** Consider and approve recommendation by the selection committee of the slate of engineers to prepare permit and construction drawings for the Navigation Roundabout Project and take action, as appropriate, to authorize staff to negotiate and enter into a contract for the work; and authorize all appropriate action.

Mr. Ezzell then reported on the status of the Navigation Roundabout Project ("Project"). He stated that eleven (11) firms submitted proposals for consideration and that three (3) firms were interviewed by the selection committee. He then stated that the top two firms as ranked by the selection committee are Gauge Engineering and Trans Systems, in that order. After discussion, Domenic Laurenzo moved that the Board rank Gauge Engineering as highest in qualifications, with Trans Systems ranking second, and authorize contract negotiations to begin with Gauge Engineering to prepare permitting and

construction drawings for the Project for an amount not to exceed \$296,290, with Trans Systems as a second option if an acceptable contract cannot be negotiated with Gauge Engineering. Blanca Blanco seconded the motion, which passed unanimously.

**Item 12. Houston-Galveston Area Council Livable Center Study.** Review Livable Center Study Grant Agreement from Houston-Galveston Area Council (“H-GAC”), authorize the President to execute such agreement and take any related action, as appropriate.

President Gorczynski stated that the District received a draft interlocal agreement between H-GAC and the District for the Livable Centers Study. She explained that the agreement would require the District to provide a match of \$45,055.52 towards the study and requested authority to sign the finalized interlocal agreement on behalf of the District. After discussion, Jose Valdez moved to approve the interlocal agreement and authorize President Gorczynski to execute the agreement on behalf of the District. Devin Licata seconded the motion, which passed unanimously.

**Item 13. Workforce Development Funding Request for Proposals.** Receive report on the status of the Workforce Development Funding Request for Proposals.

President Gorczynski then provided the Board with background on the Workforce Development program. She then reviewed the District’s criteria for grant applicants that wished to be considered for grant funding. She noted that the District’s request for proposal will be posted on the District’s website and stated that the submission deadline for applicants has been set for July 31, 2019. No action was necessary.

**Item 14. 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. 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 also recognized the efforts of Councilmember

Cisneros for providing two dumpsters to help with the District's litter and tire abatement programs funded from the Councilmembers discretionary fund. No action was necessary.

2. Report on 5310 Sidewalk Grant

Mr. Ezzell provided an update on the status of the 5310 Sidewalk Grant. No action was necessary.

3. Report on Lockwood Garage

Mr. Ezzell provided an update on the status of the Lockwood Garage. No action was necessary.

4. Report from UP CDC

Mr. Ezzell provided an update on the East End Maker Hub. He reported that the project should close in September 2019 and that leasing of the space is progressing well. No action was necessary.

5. Report on Farmers Market

Mr. Joyce reported on the activities and events associated with the Farmers' Market. He stated that recent weather conditions have impacted attendance and vendor participation. 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 May 2019. No action was necessary.

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

President Gorczynski reported that the 2018 Annual Report for the Cultural District was submitted to the Texas Commission on the Arts on behalf of the East End Cultural District. No action was necessary.

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

President Gorczynski provided an update on the fundraising and sponsorship commitments for the 2019 East End Street Fest. She also provided sample marketing materials and a preview of the entertainment lineup. No action was necessary.

**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.

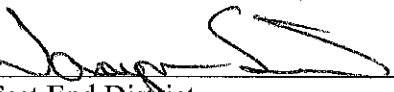
There was no need for an Executive Session.

**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 4:52 p.m.



  
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East End District