

**EAST END DISTRICT**  
**Regular Meeting of the Board of Directors**  
**November 21, 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, November 21, 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	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 Pena	
Position 15	Susan Sahwani-Garcia	

and all of the above were present except for Directors Joe Meppelink, Jose Valdez, Devin Licata, Elliot Barner, 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; 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”); Christine Holland of Rebuilding Together Houston; 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; report by Carl Sandin of Perdue Brandon Fielder Collins & Mott LLP.

Ms. Justine Townsend, of Your-Part Time Controller, LLC, then presented the Assessment report. She reported that the District’s 2018 assessments were 97% collected as of October 31, 2019. No action was necessary.

Mr. Sandin of Perdue Brandon presented the Delinquent Assessment report. No action was necessary.

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

This item was taken out of order. Sergeant Maldonado of Precinct 6 reported on crime in the District. No action was necessary.

At 3:38 p.m. Marjorie Pena and Ann Taylor entered the meeting.

**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 Stephen Quezada moved to approve the minutes of the October 24, 2019, special Board meeting, as presented. Ann Taylor seconded the motion, which passed unanimously.

**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 annual Financial Report dated September 30, 2019; the monthly Financial Reports for September 30, 2019, and October 31, 2019; and the District's investment reports for September and October 2019 (collectively, the "Reports"). After discussion, Treasurer Stephen Quezada moved to approve the Reports, as presented. Marjorie Pena seconded the motion, which passed unanimously.

Ms. Townsend then presented the Leverage Log of Match, Grants and In-Kind Funds ("Leverage Log") that documents resources invested in the District by other entities and individuals, which are leveraged by the District to optimize impact of assessment investments by the District. She noted that the Leverage Log will be presented to the Board going forward. No action was necessary.

**Item 8. Public Hearing and Supplement to the Assessment Roll.** Receive and act on the Hearing Examiners Report from the Public Hearing on Supplementing the Assessment roll; adopt an order in connection with the supplementing the Assessment roll; approve an amended District Information Form; and authorize appropriate action.

President Gorczynski thanked the Hearing Examiners for their time in attending the District's November 7, 2019, Public Hearing on supplementing the 2019 assessment roll ("Public Hearing") and for preparing recommendations based on evidence presented at such Public Hearing ("Hearing

Examiners' Report"). The Board then reviewed a Summary of the Hearing Examiners' Report and considered action on the Order Amending the Assessment Roll based on the recommendations of the hearing examiners. In response to questions from the Board, Ms. Gorczynski reported on public comments from the hearing and noted that the Hearing Examiners unanimously recommend supplementing the District's assessment roll with the added properties, as further described in the Hearings Examiners' Report and the Order. After discussion, Secretary Taryn Sims moved that the Board accept the Hearing Examiners' Report as presented, adopt the Order Amending the Assessment Roll, and approve an amended District Information Form. Treasurer Stephen Quezada seconded the motion, which passed unanimously.

**Item 9. Farmers Market Funding from the US Department of Agriculture.** Pending announcement of award, accept grant from the US Department of Agriculture for the Farmers Market Promotion Program and approve a grant agreement, as appropriate; consider and approve delegation of such authority to the District President; and authorize appropriate action.

This item was tabled.

**Item 10. Vehicle Purchase.** Review proposal and authorize the purchase of two additional vehicles for the District, and authorize appropriate action.

Mr. Chavez then presented and reviewed for the Board's consideration a memorandum concerning the purchase of two new vehicles for District operations. He stated that the vehicles will assist in mobilizing large District equipment safely and securely and will enable staff to provide District tours to area stakeholders and developers. He noted that the District was able to obtain proposals for the purchase of a 2020 Ford F250 in the amount of \$28,200 and a 2020 Ford Explorer in the amount of \$27,200, for a combined total of \$55,400. After discussion, Assistant Secretary Blanca Blanco moved to approve the purchase of two new vehicles for District operations as set forth in the proposals presented for the combined total cost of \$55,400. Domenic Laurenzo seconded the motion, which passed unanimously.

**Item 11. Staff Bonuses.** Review proposal to approve end-of-year staff bonuses, and authorize appropriate action.

President Gorczynski presented and reviewed for the Board's consideration a memorandum concerning year-end bonuses for staff. She recommended that the Board approve \$30,484.61 in performance bonuses for eligible staff, and she noted that that the amount is under budget. After discussion, Marjorie Pena moved to approve payment of the staff bonuses in the amount of \$30,484.61. Assistant Secretary Blanca Blanco seconded the motion, which passed unanimously.

**Item 12. Board Meeting Schedule for 2020.** Adopt a meeting schedule for the 2020 Board of Directors meetings.

President Gorczynski then presented the District's Board Meeting Calendar. After discussion, Erin Dyer moved to adopt the District's Board Meeting Calendar for 2020. Treasurer Stephen Quezada seconded the motion, which passed unanimously.

**Item 14. President's Report – District Overview.** Receive the President's report on the following District programs and authorize appropriate action:

This item was taken out of order.

**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.

2. Report on the Roundabout

Mr. Ezzell reported that new engineering standards, due to recent storms like Hurricane Harvey, will impact the construction cost associated with the project. He stated that an estimated \$700,000 in additional unfunded costs are anticipated and that talks with possible funding participants, including TIRZ No. 23, are being conducted. After discussion, no action was necessary.

3. Report on 5310 Sidewalk Grant

There was no report.

4. Report on Lockwood Garage

Mr. Ezzell provided an update on the status of the Lockwood Garage, noting that final approval of the Request for Proposals is expected soon. No action was necessary.

5. Report on UP CDC

Mr. Ezzell provided an update on the East End Maker Hub. He reported that approximately \$24,000,000 in project funding from the U.S. Department of Housing and Urban Development is expected in December 2019 and that leasing of the space is progressing well. 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 regarding the District's outreach efforts during November 2019. No action was necessary.

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

This item was not discussed.

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

This item was not discussed.

**Item 13. Presentation by Rebuild Together Houston.** Receive an update from Christine Holland regarding Rebuild Together's single-family home rebuild efforts in East End.

Ms. Christine Holland of Rebuilding Together Houston conducted a presentation regarding her organization's efforts in the region. After discussion, no action was necessary.

**Item 15. 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 16. 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 17. Adjourn.**

There being no further business, the meeting was then adjourned at 4:44 p.m.



  
\_\_\_\_\_  
East End District