

**EAST END DISTRICT
Regular Meeting of the Board of Directors
October 28, 2021**

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 77003 and via video/audio conference on Thursday, October 28, 2021, at 3:30 p.m. The roll was called for the members of the Board, to-wit:

Position 1	Anna Deans	
Position 2	Blanca Blanco	Assistant Secretary
Position 3	Stephen Quezada	Treasurer
Position 4	Ann Bacon	
Position 5	Roy Lira	
Position 6	Joe Meppelink	Chairman
Position 7	Lani Baker	
Position 8	Jose Valdez	
Position 9	Devin Licata	
Position 10	Josue Perez	
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 Deans, Licata, Perez, Sims, and Garcia, thereby establishing a quorum.

Also present during all or part of the meeting were Veronica Chapa Gorczynski, the District’s President; Eva Quiroz, the District’s Administrative Services Manager; Martin Chavez, the District’s Director of Constituent Services; Dan Joyce, the District’s Director of Public Affairs; Sergeant Maldonado of Harris County Precinct 6 (“Precinct 6”); Angela Stephens of Your Part-Time Controller, LLC; Patrick Ezzell of Coastal Builders (“CB”); Juan Hernandez, Anna Hernandez and Victoria Macalino, members of the public; and Laura Davis and Judy Marcantel of Sanford Kuhl Hagan Kugle Parker Kahn LLP.

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

Juan and Anna Hernandez of Dona Maria Café addressed the Board and thanked the staff of the District for bringing the Farmer’s Market to the Esplanade stating that it has created a positive outcome for their business and throughout the District. They added they appreciate the District’s efforts for retaining the Hispanic culture and beautifying the neighborhood.

Item 2. Appointment of Directors. Declare vacancies, if appropriate; and appoint directors if appropriate.

No action was taken.

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

No action was taken.

Item 6. Assessments. Receive report on collection of assessments and authorize appropriate action.

This item was taken out of order. Ms. Stephens presented the Assessment report. She reported that the District's 2020 assessments were 97% collected as of September 30, 2021. No action was necessary.

Item 7. 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 criminal activity in the District. He reported that Precinct 6 is receiving an average of 16 calls a day. No action was necessary.

Director Quezada joined the meeting at 3:46 p.m.

Sergeant Maldonado left the meeting at 3:51 p.m.

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

This item was taken out of order. The Board next considered approving the minutes of the September 23, 2021, meeting. Director Barner moved to approve the minutes of the September 23, 2021, regular Board meeting, as presented. Director Blanco seconded the motion, which passed unanimously.

Item 8. 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. Stephens presented and reviewed the monthly Financial Reports for September 30, 2021; the District's investment report for the fiscal year ended September 30, 2021; and the Leverage Log of Match, Grants and In-Kind Funds 2020-2021 (collectively, the "Reports").

Director Quezada stated that the Finance Committee is continuing to stay mindful of cash on hand for potential capital improvements and monitoring assessment collections.

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

Item 3. Officers of the Board. Consider and approve Resolution Changing Officer Terms, and elect officers of the Board of Directors.

President Gorczynski presented a Resolution Changing Officer Terms for Board of Directors for the East End District. She stated that due to a loss of over a year of the current Officers' terms of service due to COVID-19 and on-going projects, staff is requesting the Board's approval to extend the current Officers' terms for one additional year. President Gorczynski added that Director Barner has agreed to fill the vacancy of Vice-Chair. Ms. Davis added that the Board has the authority to determine the terms of office as it is in compliance with the District's legislation and applicable law, and the law requires that a Chairman and Vice-Chairman are on the Board.

Director Peña joined the meeting at 4:09 p.m.

After discussion, Director Valdez moved to approve the Resolution Changing Officer Terms for Board of Directors of East End District and to appoint Director Barner to Vice-Chair. Director Quezada seconded the motion, which passed unanimously.

Item 9. Amendment to Services Agreement with Coastal Builders. Consider and approve Amendment 18 to Services Agreement with Coastal Builders, and authorize appropriate action.

Mr. Ezzel presented on historical and projected projects in the District performed by Coastal Builders. Next, Mr. Ezzel presented and reviewed Amendment No. 18 to the Services Agreement with Coastal Builders stating that the fee is the same as the previous year.

After discussion, Director Blanco moved to approve the Amendment to Services Agreement with Coastal Builders. Director Quezada seconded the motion, which passed unanimously.

Item 10. Amendment to Joint Projects Agreement with Urban Partnerships Community Development Corporation. Consider and approve Amendment 3 to Joint Projects Agreement with Urban Partnerships Community Development Corporation, and authorize appropriate action.

Mr. Ezzel presented on historical and projected projects in the District performed by Urban Partnerships Community Development Corporation. Next, Mr. Ezzel presented and reviewed Amendment No. 3 to the Joint Projects Agreement with Urban Partnerships Community Development Corporation stating that the fee is the same as the previous year.

After discussion, Director Lira moved to approve the Amendment to Joint Projects Agreement with Urban Partnerships Community Development Corporation. Director Peña seconded the motion. Director Quezada voted against the motion, and Ms. Blanco abstained from voting. The motion passed with majority in favor.

Item 11. Wayside/Lawndale Esplanade. Receive report and Infrastructure Committee regarding construction contract for the project; receive and approve staff recommendations regarding project budget overage; and authorize appropriate action.

Mr. Ezzell next reviewed the summary of the Lawndale Median Project and recommended Miranda's bid of \$126,776.00 plus a 10% contingency of \$12,667.60, making the total contract amount \$139,453.60. Mr. Ezzell stated that the total funds previously allocated for the project was \$108,000.00. President Gorczynski recommended the Board approve the project budget overage of \$31,453.60, which is allocated out of the budgeted match amount.

After discussion, Director Barner moved to authorize \$32,000.00, to cover the project budget overage for the Lawndale Median Project, which will be taken out of the unused match budget funds. Director Quezada seconded the motion, which passed unanimously.

Chairman Meppelink left the meeting at 4:42 p.m.

Item 12. Disadvantaged Business Enterprise Program. Consider and approve updated Disadvantaged Business Enterprise Program and Policy Statement and approve Resolution Adopting an Amended Disadvantaged Business Enterprise Program for the District.

President Gorczynski presented an Amended Disadvantaged Business Enterprise ("DBE") Program for the East End District. She stated that the DBE has been amended to reflect the change of the name of the District, change its Liaison Officer representative and incorporate the amendments to 49 CFR Part 26 into the program.

After discussion, Director Valdez moved to approve the Amended Disadvantaged Business Enterprise Program, as presented. Director Blanco seconded the motion, which passed unanimously.

Item 13. Investment Policy. Review the investment policy and adopt a resolution amending or confirming the same; obtain new certifications from dealers and bankers, if needed; amend or approve Depository Pledge Agreements; accept disclosures of relations with brokers from Investment Officers; adopt a list of Authorized Brokers/Dealers; and authorize appropriate action.

Ms. Stephens advised the Board regarding the annual review of the District's investment policy. She reviewed with the Board the District's current authorized investments under the Investment Policy and presented for the Board's consideration a Resolution Confirming the Investment Policy, noting that no changes are being recommended. She also reviewed the proposed Broker/Dealer List. Director Valdez disclosed that he employed by Frost Bank, and Director Blanco disclosed that she provides investment services to IBC Bank.

After discussion, Director Valdez moved to approve the Resolution Confirming Investment Policy and adopt the Broker/Dealer list as presented. Director Peña seconded the motion, which passed unanimously.

Item 14. Engage Auditor. Consider and approve engagement for audit services for the District and East End Improvement Corporation and authorize appropriate action.

Ms. Stephens reviewed proposals and estimated costs for the District's and EEIC's annual audit and recommended audit services from McGrath & Co., PLLC and McConnell & Jones. She noted that the estimated fees for McGrath & Co., PLLC will range between \$22,500 and \$25,000, and the estimated fees for McConnell & Jones to prepare EEIC's 990 will be \$2,600 plus \$100 filing fee.

After discussion, Director Valdez moved to engage McGrath & Co, PPLC and McConnell for audit services for the East End District and EEIC, respectively. Director Quezada seconded the motion, which passed unanimously.

Item 15. 5310 Grant Agreement with Federal Transit Administration. Consider and approve a resolution accepting a grant agreement with the Federal Transit Administration in the amount of \$363,698 in FTA FY2019 Section 5310 funding by Houston METRO to be awarded to East End District as direct federal recipient.

Mr. Ezzell discussed accepting a grant agreement with the Federal Transit Administration in the amount of \$363,698 in FTA FY2019 Section 5310 funding by Houston METRO.

After discussion, Director Quezada moved that the Board accept the 5310 Grant Agreement with Federal Transit Administration. Director Peña seconded the motion, which passed unanimously.

Item 16. Floating Holiday Policy. Consider and approve the establishment of a Floating Holiday Policy for the East End District staff, including the review of updated policy in the Employment Handbook and approve, as appropriate.

President Gorczynski reviewed a request for a policy change to add floating holidays to the staff calendar, incorporating three additional Federal Holidays as "Floater Days" or "Skeleton Crew Days" that would be at the discretion of the employee through the ADP portal. She added that no carry-over will be permitted for unused days.

After discussion, Director Valdez moved to approve the establishment of a Floating Holiday Policy for the East End District staff, including the review of updated policy in the Employment Handbook. Director Peña seconded the motion, which passed unanimously.

Item 17. President's Report – District Overview. Receive the President's report on the following District programs and authorize appropriate action.

President Gorczynski advised the Board that the President's report and video was sent to the Board for their review.

Item 18. Executive Session, if Necessary.

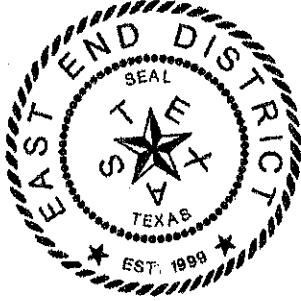
The Board did not convene in Executive Session.


Item 19. Executive Session, if Necessary.

The Board did not convene in Executive Session.

Item 20. Adjourn.

There being no further business, the meeting was then adjourned at 4:55 p.m.





East End District