

**MINUTES OF REGULAR MEETING**

**OF**

**EAST DOWNTOWN REDEVELOPMENT AUTHORITY**

June 15, 2020

The Board of Directors (the “Board”) of East Downtown Redevelopment Authority (the “Authority”) convened in regular session, open to the public, via telephonic communication on the 15<sup>th</sup> day of June, 2020, pursuant to the March 16, 2020 action by the Governor of the State of Texas under Section 418.016 of the Texas Government Code suspending certain provisions of the Texas Open Meetings Act, and the roll was called of the duly constituted officers and members of said Board, to wit:

Gordon Quan	Chairman
Frances Castaneda Dyess	Secretary
Mazen Baltagi	Director
Christopher Hollins	Director
Victor Trevino	Director
Paula Mendoza	Director
Bernard Aldape	Director

All members of the Board of the Directors were present, except Director Baltagi thus constituting a quorum.

Also present were: Henry Morris of Houston Bike Share; Jennifer Curley of the City of Houston; Sherry Weesner of SMW Principle Solutions, (“Administrator”); Clark Lord and Tiffany Ehmke of Bracewell LLP; Ranjan Roy and Randir Sahni of Llewelyn-Davies Sahni (“LDS”); Linda Trevino of METRO; Jack Roland of Governmental Financial Reporting, LLC; Kyle Macy of Edminster, Hinshaw, Russ and Associates, the Engineer (“Engineer”); and Jessica Bacorn of the East Downtown Management District (“EDMD”).

Whereupon, the meeting was called to order. A copy of the notice of the meeting is attached hereto as Exhibit “A”.

**DETERMINE QUORUM; CALL TO ORDER**

Director Quan noted that a quorum was present and called the meeting to order.

**PUBLIC COMMENT**

No comments were given.

## **MINUTES OF PREVIOUS MEETING**

The Board considered approving the minutes of April 20, 2020. Following discussion, upon a motion made by Director Dyess and seconded by Director Trevino, the Board voted unanimously to approve the minutes of April 20, 2020.

## **RECONSTITUTE BOARD OF DIRECTORS**

Director Quan introduced two (2) new directors Paula Mendoza and Christopher Hollins and provided a brief history of their backgrounds. He then stated that the Board currently did not have a Vice-Chair and nominated Director Dyess and nominated Director Aldape as the Secretary. Upon a motion brought by Director Trevino, seconded by Director Aldape, the Board unanimously voted to appoint Director Dyess as Vice-Chair and Director Aldape as Secretary of the Board of Directors.

## **COMMITTEE ASSIGNMENTS**

Director Quan then stated that he would like to consider forming a new Communications Committee to work with the Administrator on the website and public meetings. He proposed a Director Mendoza Chair the Communications Committee and Directors Dyess and Trevino sit on the Communications Committee.

Next, Director Quan proposed the Projects Committee consist of Directors Baltagi and Hollins as members and Director Dyess as the Chair of the Projects Committee.

Director Quan then proposed the Finance Committee include Directors Quan and Mendoza and Director Aldape as the Chair of the Finance Committee. Upon a motion brought by Director Trevino, seconded by Director Aldape, the Board unanimously voted approve (i) the creation of the Communications Committee to include Directors Dyess and Trevino, and Director Mendoza as the Chair; (ii) the Projects Committee members of Directors Baltagi and Hollins, and Director Dyess as the Chair; and (iii) the Finance Committee members of Directors Quan and Mendoza, and Director Aldape as the Chair.

## **PROJECTS AND ENGINEERING**

### **Project Committee Report**

The Board recognized Ms. Weesner who provided a general report and noted that there are action items during the Engineer's Report that the Project Committee has reviewed and coincide with budget items.

### **Bike Share Proposal**

The Board recognized Mr. Morris who presented and reviewed the Bike Share proposal for the Board's consideration, a copy of which is attached hereto as Exhibit "B". He noted two (2) proposed location located at BBVA Stadium and in the East Village area. Mr. Morris

reported the METRO has agreed to contribute funds, therefore he requested the Board consider contributing \$33,892.00.

Director Quan recommended the Board authorize the Project Committee to review the full proposal, and to take into consideration any comments from EDMD and local owners near the proposed locations. Upon a motion brought by Director Dyess, seconded by Director Trevino, the Board unanimously voted to authorize the Project Committee to consider the Bike Share proposal by July 15, 2020.

### **Engineer's Report**

Mr. Macy presented and reviewed the engineer's report, a copy of which is attached hereto as Exhibit "C".

Mr. Macy then presented the Engineer's Master Agreement for annual review, a copy of which is attached hereto as Exhibit "D". After review, upon a motion brought by Director Dyess, seconded by Director Aldape, the Board unanimously voted to approve the Master Agreement as presented.

### **Existing and proposed work authorizations**

Mr. Macy reviewed the following projects: (i) Topographic Survey and Design Concept Report for T-1504 – Phase 2 – Roadway and Utility Re-construction, a copy of which is attached hereto as Exhibit "E"; (ii) Topographic Survey and Design Concept Report for T- 1505 – Walker – Roadway Rehabilitation, a copy of which is attached hereto as Exhibit "F"; (iii) Topographic Survey and Professional Engineering Services for T- 1517 – Columbia TAP, a copy of which is attached hereto as Exhibit "G"; Professional Engineering Services for Conceptual Design of T- 1511 – Bastrop Promenade/Greenspace – Conceptual Plan; and (vii) T-1516 – Phase 1 Amenity Overlay, a copy of which is attached hereto as Exhibit "H". He answered the Board's questions regarding these matters.

After consideration, upon a motion brought by Director Dyess, seconded by Director Aldape, the Board unanimously voted to approve (i) the work authorizations presented; and (ii) the Engineer's Report.

### **FINANCIAL MATTERS**

#### **Bookkeeper Report/ payment of invoices**

Mr. Roland presented the bookkeeper's report for the month, a copy of which is attached hereto as Exhibit "I". Director Aldape stated he has reviewed the invoices and recommended payment of invoices. Upon a motion, Director Aldape moved that the Board approve the bookkeeper's report and the invoices presented for payment. Director Dyess seconded the motion and it carried by unanimous vote.

### Financial Guidelines

Ms. Weesner presented and outlined the “Financial Oversight Guidelines”, a copy of which is attached hereto as Exhibit “J”. She requested the Board review the Financial Oversight Guidelines and consider approving. Upon a motion brought by Director Trevino, seconded by Director Aldape, the Board unanimously voted to approve the Financial Oversight Guidelines, as presented.

### **ADMINISTRATOR REPORT**

#### Letter Agreement with East Downtown Management District to pay for costs associated with the webpage maintenance

Ms. Weesner presented and reviewed a Letter Agreement by and between the Authority/TIRZ 15 and EDMD, a copy of which is attached hereto as Exhibit “K”. She noted that EDMD will maintain a website and the Authority/TIRZ 15 will have a “tab” on the website. The website vendor shall itemize the amount due for tasks performed on behalf of the Authority/TIRZ 15 and will be reflected on the invoice. Ms. Weesner answered questions and requested the Board consider approving the Letter Agreement.

After consideration, upon a motion brought by Director Dyess, seconded by Director Mendoza, the Board unanimously voted to approve the Letter Agreement, as presented.

### **ATTORNEY’S REPORT**

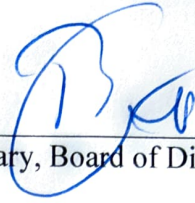
No items were presented.

### **CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTIONS 551.072, CHAPTER 551, TEXAS GOVERNMENT CODE**

The Board did not meet in executive session.

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There being no further business to come before the Board, the meeting was adjourned.

A handwritten signature in blue ink, appearing to be 'B. A.', written over a horizontal line.

Secretary, Board of Directors