

**MINUTES OF MEETING**  
**OF**  
**REINVESTMENT ZONE NUMBER FIFTEEN, CITY OF HOUSTON, TEXAS**

December 11, 2023

The Board of Directors (the “Board”) of Reinvestment Zone Number Fifteen, City of Houston, Texas (the “Zone”) convened in regular session, open to the public, via telephonic communication on the 11<sup>th</sup> day of December, 2023. A quorum of the Board of Directors was physically present at the meeting location. Conducted in person and by videoconference in accordance with the provisions of Section 551.127 of the Texas Government Code. The meeting location was open to the public during open portions of the meeting, and the roll was called of the duly constituted officers and members of said Board, to wit:

Gordon Quan	Chairman
Frances Castaneda Dyess	Vice-Chair
Bernardo Aldape	Secretary
Paula Mendoza	Assistant Secretary
Christopher Hollins	Director
Seth Hopkins	Director
Martha Gil	Director

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

Also present were: Robert Grobe, member of the public; Elizabeth Whitton, Administrator for East Downtown Management District; Kristi Miller of The Goodman Corporation (the “Administrator”); Clark Lord and Tiffany Ehmke of Bracewell LLP; Cynthia Craig of Governmental Financial Reporting, LLC, (“Bookkeeper”); Ashley Sowards of Edminster, Hinshaw, Russ and Associates, the Engineer (“Engineer”); Jennifer Curley, representatives with City of Houston (the “City”).

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**

Mr. Lord 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 the November 6, 2023. Upon a motion brought by Director Mendoza, seconded by Director Hopkins, the Board unanimously voted to approve the minutes for and unanimous vote, the Board approved the minutes of November 6, 2023 meeting.

## **FINANCIAL MATTERS**

Director Dyess requested Ms. Craig give the Bookkeeper's report.

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

Ms. Craig presented the Bookkeeper's report for the month, a copy of which is attached hereto as Exhibit "B". She then answered questions from the Board regarding Burton Accounting fees being taken of the auditing account.

Upon a motion brought by Director Hopkins, seconded Director Mendoza, the Board unanimously voted to approve the invoices for payment,

*Director Hollins entered the meeting.*

## **COMMUNICATIONS AND PUBLIC ENGAGEMENT**

### **Committee Updates**

Director Mendoza reviewed the communications committee update, a copy of which is attached hereto as Exhibit "C". Ms. Miller provided updates on the murals and related commemorations of the murals located in the Authority/Zone.

## **PROJECTS AND ENGINEERING**

The Board reviewed the project committee update, a copy of which is attached hereto as Exhibit "D".

### **Engineer's Report**

Ms. Sowards presented and reviewed the Engineer's Report, a copy of which is attached hereto as Exhibit "E".

### **Update, work authorization and advertisements for bid**

Ms. Sowards reviewed the following projects: (i) T-1514 – Texas Avenue Mobility Improvements; (ii) T- 1517 – Columbia TAP; (iii) T-1504 and 1515– Phase 2 – Roadway and Utility Re-construction; (iv) T- 1505 – Walker – Roadway Rehabilitation; (v) T- 1511 – Bastrop Promenade/Greenspace – Design Phase; (vi) T-1523 NHHIP Planning and Implementation. He answered the Board's questions regarding these matters.

No action was taken.

*Director Hollins left the meeting.*

### **ADMINISTRATOR'S REPORT**

The Board recognized Ms. Miller and gave a general report, a copy of which is attached hereto as Exhibit "F".

#### **Consider proposal from The Goodman Corporation to update contract to provide Administrative Services**

Ms. Miller reported that she had revised the 2024 Administrative and Project Scope to be more reflective of her time on the Authority/Zone projects. She stated that the current rate is \$6,500 and is recommending \$8,700.

*Ms. Miller and Ms. Sowards temporarily left the meeting.*

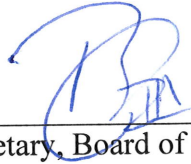
The Board discussed the proposed new rate and the District's being more active, as well as Ms. Miller's coordination with various ongoing and new projects.

*Ms. Miller and Ms. Sowards re-entered the meeting.*

Upon a motion brought by Director Hopkins, seconded by Director Mendoza, the Board unanimously voted to approve (i) a new rate, not to exceed \$7,500; (i) coordinate with the Chair of respective committee for special projects for approval (on a case-by-case basis).

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



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Secretary, Board of Directors