

**GREATER EAST END MANAGEMENT DISTRICT**  
**Regular Meeting of the Board of Directors**  
**February 22, 2018**

The Board of Directors (the “Board”) of the Greater East End Management District (the “District” or “GEEMD”) met in regular session, open to the public, at 3211 Harrisburg, Houston, Texas, on Thursday, February 22, 2017, 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	Vacant	
Position 10	Rodrigo Tejeda	Treasurer
Position 11	Taryn Sims	Secretary
Position 12	Dr. John Jacob	
Position 13	Craig Rohden	Vice Chair
Position 14	Matjorie Pena	
Position 15	Susan Sahwani-Garcia	

and all of the above were present except for Chair William Mc Connell, Domenic Laurenzo and Taryn Sims, thereby establishing a quorum.

Also present during all or part of the meeting were Veronica Gorczynski, Asha John, Martin Chavez, Dan Joyce and Eva Quiroz of the District staff; Patrick Ezzell of Coastal Builders; Jeanne McDonald of Jeanne H. McDonald, PC; Gavin Dillingham and Marina Badoian-Kriticos of the Houston Advanced Research Center; Greg Wood of the Buffalo Bayou Rowing Center; Captain Avalos from Precinct 6 and Devin Licata, member of the public.

At 3:34 p.m. Vice Chair Craig Rohden called the meeting to order.

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

Greg Wood with Buffalo Bayou Rowing Center presented information about the organization and its future activities, which include looking for an indoor location, and stated that their challenge is real estate and high costs.

Gavin Dillingham and Marina Badoian-Kriticos of HARC gave a presentation on the City of Houston initiative Energy Efficiency in Business (“EEB”) and explained this initiative includes retail space. Mr. Dillingham stated that the project focus is in resiliency efforts in the City as well as the District and that the recent focus has been on PACE financed clean energy which can be

paid back over a long period of time. Ms. Badoian-Kriticos explained that the program has been around for two years and that there are opportunities to train staff and other members of the community. She also stated that the next steps are to request a series of workshops within the District including property owners to spread awareness on energy efficient solutions for existing buildings with an evaluation done before and after the solution is installed.

No further public comments.

Ann Taylor entered the meeting at 3:48 p.m.

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

Director of Finance Asha John reported on assessment collections for the 2017 levy and prior years. No action was taken.

**Item 3 Appointment of Directors.** Declare vacancies, if appropriate; appoint directors if appropriate; and approve a revised District Registration Form.

No action taken.

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

No action taken

**Item 5 Appoint Board Member to East End Improvement Corporation (“EEIC”).** Declare vacancy, if appropriate and appoint a Board Member to EEIC.

District President Gorczynski explained that the GEEMD board is responsible for appointing EEIC board members and that Mark Madeley’s board term ended in January 2018. She recommended that Elliot Barner, who is new to the East End’s Idylwood area and an attorney for special districts, be considered for a board position to replace Mr. Madeley. Blanca Blanco moved to appoint Elliot Barner as a new board member to the EEIC. Erin Dyer seconded the motion, which passed unanimously.

**Item 6 Minutes.** Approve minutes of previous Board meeting(s).

Jeanne McDonald explained that William McConnell was listed as Vice Chair on the previous three months meeting minutes and the minutes will be corrected moving forward. Treasurer Rodrigo Tejada moved that the Board approve the minutes from the January 25, 2018 Board meeting, as presented. Marjorie Pena 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.



Treasurer Rod Tejada presented the District's December 2017 and January 2018 financial reports. Dr. John Jacob moved that the Board approve the December 2017 and January 2018 financial reports. Stephen Quezada seconded the motion, which passed unanimously.

**Item 8 Audit for FY 2016-2017.** Receive report from Finance Committee and auditors about report for FY 2016-2017, and take appropriate action.

Brian Toldan of McCall Gibson Swedlund Barfoot presented the audit report. He explained that the District must have a Single Audit performed because the District received over \$750K in federal funding for the fiscal year. He stated that the District received a clean audit opinion. In response to a question, Mr. Toldan explained that the auditor evaluates the District's internal controls and there were no findings of deficiencies. Erin Dyer then moved to approve the audit report. Marjorie Pena seconded the motion, which passed unanimously.

**Item 9 National Science Foundation Support.** Review letter of support for National Science Foundation ("NSF") Proposal and authorize appropriate action, if necessary.

President Veronica Gorczynski proposed that the District partner with the University of Houston, the Houston Area Research Center, the Houston-Galveston Area Council of Government and others in a community engagement study which looks at alternatives to cars within the District – which include bike-ability and walkability. She explained that this project would have no financial impact to the District budget because funding for the three years of contract staff person to do the grant work will be included in the total grant amount, which is approximately \$129K, and no match is required. She explained that this project will produce the better bike plan, better advocacy for pedestrians, and infrastructure planning that the District needs and can be used to leverage other grants in the future. Assistant Secretary Joe Meppelink asked to review the 1 to 2 page abstract for the proposed study. Stephen Quezada moved to approve the NSF proposal. Assistant Secretary Joe Meppelink seconded the motion, which passed unanimously.

**Item 10 Participation in UP CDC/TXRX – Workforce Development Joint Project.** Consider and approve a contract for a grant to support pre-development activities for the UP CDC/TXRX Workforce Development Joint Project and authorize appropriate action.

President Veronica Gorczynski requested Jeanne McDonald give details on the proposed agreement. Ms. McDonald explained that the agreement provides for the District to grant up to \$20,000 to UP CDC for pre-development costs for converting the existing space at 6501 Navigation to the Maker Hub of the \$169,000 needed in total for pre-development costs, with all other funding to be used before District funding is used. She explained that if the project is not found feasible, UP CDC will return any remaining grant funds to the District, but if the project is completed, UPCDC contractually agrees to pay the District's assessments on the Maker Hub even though UP CDC is exempt from assessment by law. Patrick Ezzell stated that TXRX will occupy approximately 35% of the building. Steven Quezada recommended that Ms. McDonald add a provision clarifying that the District is not limiting its remedies in any way, and Ms. McDonald agreed that was a good idea. Jose Valdez moved to approve the contract for the grant for pre-development costs with the suggested change. Assistant Secretary Joe Meppelink seconded the motion, which passed unanimously.

**Item 11 Agenda Posting Location Changes.** Consider adopting a resolution to change the District's posting location to allow for electronic posting on the District's website and 24-hour accessibility on-site notice board.

President Veronica Gorczynski explained that there is a new law that allows the District to elect to post agendas on the District's own website instead of at Harris County, and she recommended that the District adopt the new procedure allowed under the resolution presented to the Board. Stephen Quezada moved to approve the new agenda posting location changes and adopt the resolution. Dr. John Jacob seconded the motion, which passed unanimously.

**Item 12 Conflict of Interest and Ethics.** Distribute the District's Code of Ethics, discuss same, obtain certifications of receipt from Directors and authorize appropriate action.

President Veronica Gorczynski explained that she distributed the District's Code of Ethics as part of the Board packets and asked the directors to review the policy, sign it and send back the acknowledgment back to the District. Jeanne McDonald reviewed some of provisions and also mentioned that it may be beneficial to send a copy of the check register to the Board so everyone can review and see if they have business relationships with any of the parties. No further action taken.

**Item 13 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

Martin Chavez, Director of Operations and Constituent Services, explained that there was a big increase in graffiti in the East End and that District staff has been working overtime to fix issues in District.

2. Law Enforcement Coordination Team meeting

Martin Chavez reported on the LECT meeting in February stating that the Mayor's Anti-Gang unit did a special presentation and that there is a lot of gang graffiti near the Gulfgate area. Captain Avalos from Precinct 6 shared that they caught the person responsible for a long string of robberies in the East End, including those at Ninfa's, El Tiempo, Dollar Store and others. He encouraged all business owners to get cameras to catch any criminal activity.

**b. Visual and Infrastructure Improvements:**

1. Right of way clean-up, litter pick-up, tire removal, dump site clean-up, and street lamp repair



Martin Chavez stated that the Metro contract for landscaping maintenance is signed and approved for the work along the rail line and that maintenance will start in March. He stated that replanting will take 3 months for 5 esplanades. He also reported that the District has started picking up shopping carts throughout the District, which have become an eyesore, and that Council Member Cisneros is helping to recycle tires from the District.

2. Report on 5310 Sidewalk Grant

Patrick Ezzell explained that Metro has agreed to be responsible for the bus shelters if the District purchases for one extra and keeps it in storage for inventory.

3. Report on Lockwood Garage

No additional report was given.

4. Report on Liveable Center Study

Patrick Ezzell said the District got approval for the study, which is the District's 4<sup>th</sup> from HGAC and that the study will look at hike and bike trails, job creation and other studies for the District.

5. Report on Street Market

Patrick Ezzell explained that Urbanika Café is working on their container, which will go in front of Merida's and they plan to serve pizza.

6. Report from UP CDC

No additional report was given.

**C. East End Improvement Corporation. Receive report on EEIC.**

Director of Finance, Asha John, explained that EEIC had one position to fill on the board, which the District filled with Elliot Barner, and that she plans to present a Memo of Understanding between the District and EEIC for the clarification of roles and responsibilities for District staff. She said she will propose that EEIC go from meeting twice a year to monthly due to Street Fest planning and that there be a strategic planning session in future months. She said she also plans to propose that EEIC also seek public art installations throughout the District and possibly grow the Board when more programmatic activity increases.

**Item 16 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 17 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.

As there was no Executive Session, there was no need to reconvene in open session.

**Adjourn.**

There being no further business, the meeting was then adjourned at 5:16 pm.

  
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Greater East End Management District

