

**MINUTES OF REGULAR MEETING**  
**OF**  
**OLD SIXTH WARD REDEVELOPMENT AUTHORITY**

June 12, 2013

The Board of Directors (the “Board”) of Old Sixth Ward Redevelopment Authority (the “Authority”), convened in regular session, open to the public, on the 12th day of June 2013, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Claude Anello	Chair
Steve Kirkland	Vice Chair
Larissa Lindsay	Secretary
Cynthia Card	Assistant Secretary
Patricia Garza	Director
Monica Savino	Director
Alice Valdez	Director
Ann Guercio	Director

and all of said persons were present, thus constituting a quorum.

Also present were: Clark Lord and Debbie Russell of Bracewell & Giuliani, LLP; Melissa Morton of The Morton Accounting Services; Blake McGregor of Edminster Hinshaw Russ & Associates (“EHRA”) and Manuela Silva, a resident of the District.

**DETERMINE QUORUM; CALL TO ORDER**

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

**APPROVE MINUTES**

The Board considered approving the minutes of February 20, 2013. Director Card moved that the Board approve the minutes of February 20, 2013. Director Guercio seconded the motion and it passed with a vote of four for the motion. Director Savino abstained from voting on the motion.

Director Kirkland entered the meeting.

## **ENGAGE AUDITOR TO CONDUCT ANNUAL AUDIT**

The Board reviewed the engagement letter with Gainer Donnelly LLP for auditing services for the Authority's fiscal year-end 2013 audit and noted that the gross fee will not exceed \$7,000, and out-of-pocket expenses will not exceed \$200. Following discussion, upon a motion made by Director Kirkland and seconded by Director Lindsay, the Board voted 5-0 to engage Gainer Donnelly LLP to conduct the Authority's audit for fiscal year-end June 30, 2013. Director Guercio abstained from the vote. A copy of the engagement letter is attached as an exhibit to these minutes.

## **FINANCIAL REPORT**

Ms. Morton presented the financial report, including the profit and loss budget to actual, balance sheet, unpaid bills detail, general operating fund, and profit and loss detail reports. A copy of the financial report is attached to these minutes. Ms. Morton requested that Equi-Tax be asked to bill the Authority on an annual basis. Mr. Lord reported on the duties under the Tri-Party Agreement and requested that Ms. Morton email Equi-Tax to determine their monthly responsibilities.

Director Garza entered the meeting.

The Board next discussed the seasonal additions to the Authority's signs and authorized the design of a seasonal attachment by a local artist.

Following discussion on the financial report, upon a motion made by Director Kirkland and seconded by Director Savino, the Board voted to approve the financial report, including the payment of invoices, unanimously.

Director Valdez entered the meeting

## **BUDGET FOR FISCAL YEAR END 2014**

The Board next reviewed the budget for fiscal year end 2014 and discussed the timing for making repairs to Sabine Street. Upon a motion made by Director Kirkland and seconded by Director Lindsay, the Board voted 7-0 to approve the budget as presented. Director Garza abstained from voting on the motion. A copy of the budget is attached as an exhibit to these minutes.

## **ENGINEERING SERVICES, PLANS, WORK ORDERS AND CHANGE ORDERS RELATED TO INFRASTRUCTURE IMPROVEMENTS IN THE OLD SIXTH WARD**

Mr. McGregor presented the engineer's report, a copy of which is attached to these minutes.

### Design, construction and installation of entry monument signage

Mr. McGregor reported that Neon Electric Corporation (“NEC”) has completed the signage installation, the dedication monument and the concrete street markers. He then reported that NEC had performed a survey of all of the street signs in the Authority and provided recommendations for rehabilitation of same. Mr. McGregor stated that he plans to coordinate with the City of Houston to see if funding of the sign rehabilitation could be funded jointly with the City.

The Board then discussed the possible fabrication of sign medallions to be installed for the Houston Marathon. Mr. McGregor stated that he would obtain a proposal for same.

### Connections from private sanitary sewers to the public sanitary sewers Phase 1B

Mr. McGregor next reported that 92 houses have been connected to the public sewer line by T-Construction. He then presented and recommended for payment Pay Request No. 4 in the amount of \$126,874.73 in connection with same. Mr. McGregor reported that eight properties were moved from Phase 2B to 1B and presented Change Order No. 1 in connection with the move.

After discussion, Director Kirkland moved that the Board approve Pay Request No. 4 and Change Order No. 1 as presented. Director Savino seconded the motion and it carried with a vote of 7 – 0 with Director Garza abstaining from the vote.

### Connections from private sanitary sewers to the public sanitary sewers Phase 2B

Mr. McGregor then reported that EHRA has collected 68 Right of Entry forms from the 74 properties included in Phase 2B. He stated that a topographic survey has been conducted on each of the properties from which an executed form has been received. Mr. McGregor noted that they will continue to try and contact the remaining property owners.

### Coordination with the Bayou Preservation Association (“BPA”) on Clean Water Act Grant

Mr. McGregor reported that BPA has received a Phase I Grant to demonstrate Low-Impact Development Technologies in Urban Street Right-of-Way in the Galveston Bay Watershed. He stated that Phase I included Stakeholder Engagement and Preconstruction Monitoring. Mr. McGregor stated that he is working with BPA on behalf of the Authority on a preliminary plan to the Authority be the Stakeholder for the project.

### CenterPoint Power Pole Evaluation

Mr. McGregor reported that EHRA is working with CenterPoint Energy to have an evaluation conducted of the power poles in the Authority to determine whether any of the poles are unsafe and should be repaired. He noted that if CenterPoint does not deem a pole to be unsafe, they will provide an estimate for straightening the pole.

### Work Order No. Three – Extension 5

Mr. McGregor then presented Work Order No. Three – Extension 5 for general engineering services for projects not associated with the current work orders. After review, Director Kirkland moved that the Board approve work order no. three as presented. Director Guercio seconded the motion and it passed with a vote of 7 for the motion. Director Garza abstained from voting on the matter.

### EHRA Rate Schedule

Mr. McGregor then presented a new rate schedule for his firm and stated that they have not requested a rate increase since 2001. Director Garza requested that the engineer make more of effort to stay on top of ongoing matters. Upon a motion made by Director Kirkland and seconded by Director Savino, the Board voted unanimously to approve the new rate schedule.

### **ATTORNEY'S REPORT**

The Board next discussed the new development to be constructed on Memorial Way and Houston Avenue and the possible application of the livable study recommendations to the project. After further discussion, the Board concurred that it would like to see the following incorporated into the development: (i) six to 10 foot sidewalks; (ii) native landscaping; (iii) buffer between the sidewalk and the building; (iv) raised curbs; (v) electrical lines buried on three sides of the development; (vi) articulated facades; and (vii) run off and impervious pavers in excess of City of Houston requirements. Mr. Lord suggested that the Board adopt the livable center guidelines and engage the developer in discussions on the development.

### **PROJECTS REPORT**

#### Sawyer Dog Park

The Board discussed creation of a committee for planning for the Sawyer Dog Park. The Board concurred that Directors Anello, Lindsay, Card, Garza, Shelly Anello, Michael Morrow, Tricia Mino and Cathy Vosler be appointed to the committee for the Sawyer Dog Park.

#### MECA Meeting Room Restoration

The Board discussed a request from the neighborhood association to refurbish a room in MECA to be used as a meeting room with some of the improvements to be new floors, paint, a quiet air conditioning unit and better lighting. Mr. Lord stated that the Authority can use funds for tenant improvements. The Board authorized the Authority's attorney to investigate the proper procedures for accomplishing the room restoration.

## **MECA'S REPORT**

Director Valdez reported that 90 children are enrolled in the summer day program at MECA. The Board requested that Director Valdez have a tree specialist examine the 100-year old tree on the corner of Sawyer and Kane.

### **Community Outreach Program**

There was no report for the month.

## **EXECUTIVE SESSION**

There was no executive session for the month.

## **ITEMS FOR NEXT MEETING**

The Board discussed the possible approval of the audit by committee.

## **PUBLIC COMMENTS**

Ms. Silva addressed the Board regarding plumbing problems at her residence at 2218 Kane Street. Mr. McGregor stated that he would work with Ms. Silva to resolve her plumbing issues.

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Secretary

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