

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

May 10, 2017

The Board of Directors (the “Board”) of Old Sixth Ward Redevelopment Authority (the “Authority”), convened in regular session, open to the public, on the 10th day of May 2017, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Claude Anello	Chair
Jason Johnson	Vice Chair
Larissa Lindsay	Secretary
Cynthia Card	Assistant Secretary
Patricia Garza	Director
Alice Valdez	Director
Ann Guercio	Director
Chris Silkwood	Director

and all of said persons were present except Directors Johnson and Lindsay, thus constituting a quorum.

Also present were: Clark Lord and Debbie Russell of Bracewell LLP; Blake McGregor of Edminster Hinshaw Russ & Associates (“EHRA”); Joel Alba and Gary Hill of the City of Houston; Cassandra Bacon of The Morton Accounting Services and Craig Atkins of First Ward neighborhood.

**DETERMINE QUORUM; CALL TO ORDER**

Director Anello noted that a quorum was present and called the meeting to order. He requested that the attendees introduce themselves.

**APPROVE MINUTES**

The Board considered approving the minutes of March 8, 2017. Director Card moved that the Board approve the minutes of March 8, 2017. Director Silkwood seconded the motion and it passed unanimously. Director Garza abstained from voting on the matter.

**ENGAGE AUDITOR TO CONDUCT ANNUAL AUDIT**

The Board reviewed the engagement letter with Carr, Riggs & Ingram, LLC for auditing services for the Authority’s fiscal year-end 2017 audit and noted that the gross fee will not exceed \$7,200, and out-of-pocket expenses will not exceed \$100. Following discussion, upon a motion made by Director Guercio and seconded by Director Card, the

Board voted unanimously to engage Carr, Riggs & Ingram, LLC to conduct the Authority's audit for fiscal year-end June 30, 2017. A copy of the engagement letter is attached as an exhibit to these minutes.

### **BUDGET FOR FISCAL YEAR END 2018**

The Board next reviewed the budget for fiscal year end 2018. Mr. McGregor stated that he has been working with Director Anello on the draft budget. Mr. Alba stated that he needs to update the increment in the budget. Upon a motion made by Director Silkwood and seconded by Director Guercio, the Board voted unanimously to approve the budget subject to final revisions. A copy of the budget is attached as an exhibit to these minutes.

### **FINANCIAL REPORT**

Ms. Bacon reviewed 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. Director Valdez expressed concern about the cost of some consultants. Ms. Bacon stated that invoice from her company was per month and not per hour. She stated that she will change the format for future invoices.

Following discussion on the financial report, upon a motion made by Director Card and seconded by Director Guercio, the Board voted to approve the financial report, as presented, and the payment of invoices. Directors Garza and Valdez voted against the motion.

### **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.

#### **Entry Monument Disks and Concrete Street Signs**

Mr. McGregor reported that Williams Architectural Signage Design and Consulting ("Williams") has changed the seasonal disks to spring.

#### **Connections from Private Sanitary Sewers to the Public sewers – Phase 2B**

Mr. McGregor stated that construction of the Phase 2B sanitary sewer replacement has commenced. He presented and recommended for payment Pay Estimate No. 1 in the amount of \$43,650.90 from Texas Pride Utilities, LLC. The Board then discussed approval of pay estimates that may be presented between Board meetings.

After review of the pay estimate and discussion of procedures for approval of future pay estimates, Director Guercio moved that the Board approve Pay Estimate No. 1

in the amount of \$43,650.90 and authorize the members of the finance committee to approve any pay estimates that are submitted between Board meetings. Director Anello seconded the motion which passed with a vote of five for the motion. Director Garza voted against the motion.

#### Park for Humans and Dogs

Mr. McGregor reported that the project is complete.

#### Dow School Park

Mr. McGregor reported that Asakura Robinson (“AR”) submitted the 75% plans to the Houston Parks and Recreation Department and review comments are being worked on. He stated that he has obtained the water availability letters for the newly added irrigation system.

#### Traffic Sign Replacement

Mr. McGregor then reported that Williams has completed the Phase 2 sign replacement and submitted an invoice in the amount of \$36,101. He stated that Williams will now survey the remainder of the residential area to develop an estimate for Phase 3.

#### 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 includes Stakeholder Engagement and Preconstruction Monitoring. Mr. McGregor stated that he is working with BPA on behalf of the Authority on a preliminary plan to have the Authority be the Stakeholder for the project. He stated that BPA has chosen Hemphill as one of its project locations. He noted that BPA plans for construction to commence in the summer of 2018 and the current plans for Hemphill will have to be revised accordingly to meet the anticipated construction start date.

#### Design of HAWK Pedestrian Crossing

Mr. McGregor reported that he is advertising for bids for the construction of the HAWK crossing.

#### Sawyer Streetscape Improvements

Director Anello reported on a proposal for streetscape improvements on Sawyer. He stated that the proposal includes installation of trees at 40 locations at a cost of \$16,000. After discussion, the Board agreed to wait until the fall to consider the improvements when the weather is milder.

### Washington Avenue Sidewalk, Curb and METRO Bus Stop Improvements

Mr. McGregor reported that he has also stopped production on the construction plans for the Washington Avenue improvements as requested by the Board.

### Sabine Street Reconstruction

Mr. McGregor reported that the contract for the reconstruction of Sabine Street will have to be re-bid at such time as the Authority can afford to proceed with the project. He stated that he has submitted a street assessment of Sabine to the City and is awaiting a response.

### General Engineering Consultant Services Work Order

Mr. McGregor stated that he is working with the Chair and bookkeeper to draft the FY2018 budget.

After discussion, Director Guercio moved that the Board approve payment to Williams for the sign rehabilitation and accept the engineer's report. Director Anello seconded the motion and it carried by unanimous vote

## **PROJECTS REPORT**

### Reimbursement Agreement with Frank Liu

Director Anello stated that Frank Liu has approached the Authority to request a reimbursement agreement for his new development. He stated that the plans include sidewalk and streetscape improvements to Washington Avenue, Sawyer, Center and Silver Streets. Director Anello stated that each phase would be evaluated separately in connection with reimbursement. The Board agreed to defer action on the agreement until the final drawings are complete to insure that the project is consistent with other developers in the area.

### Boundary Expansion- First Ward

Director Anello reported that plans for expansion are not being considered by the City at this time. The Board deferred action on the matter.

## **MECA'S REPORT**

Director Valdez reported on an increase in insurance premiums for the building. She stated that the insurance carrier has requested that the Authority add MECA as an additional insured and submit a certificate of insurance reflecting same. Ms. Russell stated that she would get the required certificate and forward as requested. Director Valdez also reported that the mosaic work in the park needs improvements and that she knows a local artist who can perform the work. Director Anello stated that since the park is not part of the Authority, the City will have to authorize the work. He stated that he would contact Lisa Johnson at the Houston Parks Board regarding same.

**EXECUTIVE SESSION**

There was no executive session for the month.

**ITEMS FOR NEXT MEETING**

There were no items for the next meeting.

**PUBLIC COMMENTS**

There were no comments from the public.

Secretary

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**LIST OF ATTACHMENTS**

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