

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

September 13, 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 13th day of September 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 Director Johnson, 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 of the City of Houston; Cassandra Bacon of The Morton Accounting Services; Alyssa Hill of Carr, Riggs & Ingram, LLC; and Adam Williams of Lovett Homes.

**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 May 10, 2017. Director Anello moved that the Board approve the minutes of May 10, 2017. Director Guercio seconded the motion and it passed unanimously.

**AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2017**

Ms. Hill presented the draft audit report for the fiscal year ending June 30, 2017, and reviewed it with the Board. After discussion, Director Lindsay moved that the Board approve the audit and authorize the filing of same with the City. Director Card seconded the motion and it carried unanimously.

## **ATTORNEY'S REPORT**

### **Resolution Regarding Annual Review of Investment Policy**

Mr. Lord presented the Resolution Regarding Annual Review of the Investment Policy and List of Broker/Dealers, a copy of which is attached to these minutes. He stated that the Authority is required to review its Investment Policy on an annual basis and that revisions are necessary this year due to legislative changes. Following discussion, upon a motion made by Director Anello and seconded by Director Guercio, the Board voted unanimously to approve the Resolution Regarding Annual Review of the Investment Policy and List of Broker/Dealers.

### **Disclosure Statement of Investment Officer and Bookkeeper**

Mr. Lord next stated that the Board is also required annually to complete a disclosure statement of the investment officer and bookkeeper to note any conflicts with the investments of the Authority's funds. Following discussion, upon a motion made by Director Anello and seconded by Director Guercio, the Board voted unanimously to accept the annual disclosure statement of the bookkeeper and investment officer of the Authority, and authorize Bracewell LLP to file the statement with the Texas Ethics Commission. A copy of the annual disclosure statement of the bookkeeper and investment officer is attached 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.

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

## **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") will change the seasonal disks to fall.

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

Mr. McGregor stated that construction of the Phase 2B sanitary sewer replacement is approximately 90% complete.

#### Dow School Park

Mr. McGregor reported that Asakura Robinson (“AR”) submitted the 100% plans to the Houston Parks and Recreation Department (“HPRD”) and review comments are being worked on. He stated that HPRD has asked the Authority to bid the project in a two phase process similar to that used by HPRD. Mr. McGregor presented work order no. 2 for handling the bidding of the project. After discussion, Director Silkwood moved that the Board authorize the Finance Committee to approve up to \$10,000 to handle the prebid process if it occurs prior to the next meeting and to approve the additional work order in the amount of \$9,000. Director Card seconded the motion and it carried unanimously.

#### Traffic Sign Replacement

Mr. McGregor then reported 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 advertised for bids for the construction of the HAWK crossing, but received no bids on the project due to the contract time being too short. He stated that the project is being re-advertised on September 8 and 15 and bids will be opened on September 26<sup>th</sup>. Mr. McGregor then presented Additional Services No. 1 for Work Order No. 20 in the amount of \$34,500 for the Board’s review. He stated that originally the project was only to be reviewed by Traffic Operations, but the requirements changed whereby the Office of the City Engineer must now review the plans. Mr. McGregor also stated that construction phase services was not included in the original work order and is included in this proposal. After review and discussion, Director Lindsay moved that the Board approve Work Order No. 20 as presented and authorize the Finance Committee to award the contract for the HAWK signal in an amount not to exceed \$110,000. Director Anello seconded the motion and it carried by unanimous vote.

### Sawyer Streetscape Improvements

Director Anello reported on a proposal for tree installation by Vossos Landscape Designs at a cost of \$19,500. After discussion, Director Anello moved that the Board approve the proposal from Vossos for the tree installation along with a 50% upfront payment. Director Guercio seconded the motion and it carried unanimously.

### 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

Director Anello stated that the City is still committed to the reconstruction of Sabine Street, but has not approved at this time.

After discussion, Director Guercio moved that the Board accept the engineer's report. Director Anello seconded the motion and it carried by unanimous vote

## **PROJECTS REPORT**

### Reimbursement Agreement with Frank Liu

Mr. Williams discussed plans for a proposed development in the Authority. He stated that phase 1 will include planting trees on Washing and Silver and noted that the construction documents are being prepared for the project. Mr. Williams stated that phase 2 of the development includes street parking and sidewalks on Edwards Street and that phase 3 will include sidewalks and street parking on Sawyer Street. Director Anello stated that each phase of the development will be considered separately. He noted currently the Authority has an agreement to agree to consider reimbursement for the new development. The Board took no action on the matter.

### 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.

### Branding for the Authority

Director Anello stated that he conducted some research on marketing companies to possibly develop a brand and logo for the Authority. He stated that he had found a local company, Pennebaker, which was very reasonable. The Board examined examples of its work. Director Valdez stated that she thought that the Board should prepare an RFP for the project. Director Anello stated that an RFP would be cost prohibitive for such a small project. Upon a motion made by Director Anello and seconded by Director Card, the Board voted to authorize the Finance Committee to approve an agreement with

Pennebaker to develop a logo for the Authority. Director Valdez voted against the motion.

### **MECA'S REPORT**

Director Valdez reported on damage from the hurricane. She stated that water was pouring into the basement. Director Valdez also reported that the wood is rotting on the windows and needs to be replaced at a cost of \$3,000 per window. She then reported that the roof needs to be replaced, but the cost is \$180,000. Director Valdez requested that if any board member knows of someone who could help to let her know.

Director Valdez stated that September 28, 2017 is the 40<sup>th</sup> anniversary of MECA and there will be a free concert. She also reported on the annual gala at Rice University.

### **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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