

MINUTES OF REGULAR MEETING
OF
OLD SIXTH WARD REDEVELOPMENT AUTHORITY

September 12, 2018

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 September 2018, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Claude Anello	Chair
Larissa Lindsay	Secretary
Cynthia Card	Assistant Secretary
Patricia Garza	Director
Alice Valdez	Director
Ann Guercio	Director

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

Also present were: Alyssa Hill of Carr Riggs & Ingram; Clark Lord and Debbie Russell of Bracewell LLP; Kyle Macy and Blake McGregor of Edminster Hinshaw Russ & Associates; Joel Alba and Gary Hill of the City of Houston; Androni Vossos of Vossos Landscape Designs; Keiji Asakura of Asakura Robinson; Cassandra Bacon of The Morton Accounting Services and Robin Blinn, Jane West, Carly West, George Clast, Paul Bettis, Neal Parker, Brian Crimmins, Chris Corbet, William Rhyne and George Hinkal, residents in the Authority.

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 August 15, 2018. Director Lindsay moved that the Board approve the minutes of August 15, 2018. Director Guercio seconded the motion and it passed unanimously. Director Garza abstained from voting on the motion.

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. She also reported

that she had gotten proposals from Prosperity Bank, Mid-South Bank, Chase Bank and Texas Class. The Board reviewed the interest rates offered by the banks. Director Anello moved that the Board authorize the Authority's bookkeeper to take any action necessary to open an account with Prosperity Bank for the Authority's operating funds and an account with Texas Class for investment funds. Director Lindsay seconded the motion and it carried unanimously.

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

AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2018

Ms. Hill presented the draft audit report for the fiscal year ending June 30, 2018, and reviewed it with the Board. After discussion, Director Anello moved that the Board approve the audit and authorize the filing of same with the City. Director Guercio seconded the motion and it carried unanimously.

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 had no update for the month.

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 95% complete.

Dow School Park

Mr. McGregor reported that he has prepared the bid documents for the construction of the park and expects to advertise at the end of the month. He stated that Asakura Robinson ("AR") would be the construction manager for the project.

Traffic Sign Replacement

Mr. McGregor reported that Williams Architectural Signage ("WAS") has proposed to rehabilitate/replace and relocate all of the signs along Washington Avenue from Houston Avenue at a cost of \$70,190.96. After discussion, Director Card moved that the Board accept the proposal from WAS as presented. Director Lindsay seconded the motion and it carried by unanimous vote.

Coordination with Houston Advanced Research Center in Conjunction with the 2019 Clean Water Act

Mr. McGregor informed the Board that the Houston Advanced Research Center submitted a grant application to the TCEQ for Phase II: LID Site Demonstration for fiscal year 2019 Clean Water Act, Section 319(h). He stated that the deadline for the TCEQ to award the grant is November 15, 2018.

Design of HAWK Pedestrian Crossing

Mr. McGregor reported that the issue with the non-City-standard pole has not been resolved. Mr. Lord stated that he is working with the City on maintenance issues related to this matter. Mr. McGregor confirmed that upon completion of the project, it will be ADA complaint.

Sabine Street Reconstruction

Mr. McGregor reported that the concrete base of Sabine Street is complete and the bricks are being reinstalled. He next presented and recommended for payment Pay Request No. 5 in the amount of \$103,305.37, Pay Request No. 6 in the amount of \$210,867.48 and Pay Request No. 7 in the amount of \$248,193.30. Upon a motion made by Director Lindsay and seconded by Director Card and based on the recommendation of the engineer, the Board voted unanimously to approve Pay Request Nos. 5, 6 and 7.

Traffic Warrant Analysis

Mr. McGregor stated the analysis of traffic at the intersection of Washington and Silver indicated that a signal was not warranted.

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

PROJECTS REPORT

Proposal from Asakura Robinson for Streetscape Improvements

The Board next considered a proposal from AR for schematic design of proposed streetscape improvements for Washington and Houston Avenues in the amount of \$16,000. After review, Director Lindsay made a motion to approve the proposal from AR in the amount of \$16,000. Director Card seconded the motion and it carried by unanimous vote.

Additional Tree Planting Services

The Board discussed installing additional trees in the Authority. Director Anello expressed his interest in adding 40 trees along Houston Avenue and 60 trees on Washington Avenue. The Board requested that an agenda item be included for the next meeting to consider the additional trees.

The Board also discussed working with Trees for Houston to add trees along Memorial Drive and to possibly donate to a watering fund for those trees.

Neighborhood Entry Monument Sign/Landscaping

The Board next discussed a proposal from Vossos Landscape Design for Houston Promenade Park Entrance Fit and Finish in the amount of \$21,000. After discussion, the Board concurred to defer action on this item until the November meeting.

Park for Humans and Dogs

The Board discussed a proposal from Renfrow & Co. Metalsmiths, LLC (“Renfrow”) in the amount of \$1,350 for a latch on the gates to the park to keep the gates open. After further discussion, Director Anello moved that the Board accept the proposal from Renfrow in the amount of \$1,350 for the latch on the park gates. Director Guercio seconded the motion and it passed by unanimous vote.

PROPOSAL FROM SABOTA WRITING & COMMUNICATIONS LLC FOR WEB SITE MAINTENANCE

Director Anello discussed the proposal received from Sabota Writing & Communications LLC (“Sabota”) for website maintenance. He stated that Sabota will insure that the Authority’s website is up to date. After review and discussion, Director Lindsay moved that the Board accept the proposal from Sabota for website maintenance. Director Card seconded the motion and it carried unanimously.

PROPOSAL FOR ESTABLISHING WRITTEN WALKABILITY, ACCESSIBILITY AND COMPLETE STREETS POLICIES

Director Anello presented a proposed Walkability, Accessibility and Complete Streets Policies (the “Policies”) and stated that the Policies were developed with members of the Board. After review, Director Card moved the Board adopt the Policies as presented. Director Guercio seconded the motion and it carried by unanimous vote. Director Garza abstained from voting.

RFQ AND PROPOSALS FOR ENGINEERING AND SURVEYING SERVICES

Director Anello suggested that the Board solicit RFQs and proposals for engineering and surveying services. After discussion, Director Lindsay moved that the Board assign to the Finance Committee the responsibility to review and circulate the RFQs. Director Guercio seconded the motion and it carried by unanimous vote. Director Garza abstained from voting.

EXECUTIVE SESSION

There was no executive session for the month.

MAP OF BOUNDARY BETWEEN FIRST WARD AND SIXTH WARD

Director Anello stated that the engineer is working on the map. The Board took no action on the matter.

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 no revisions are necessary this year. Following discussion, upon a motion made by Director Guercio and seconded by Director Valdez, 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 Guercio and seconded by Director Valdez, 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.

MECA'S REPORT

Director Valdez reported that she had determined that the Authority has the authority to apply for grants. Mr. Lord stated that management districts can apply for grants, but stated that the Authority is in no better position than MECA to apply for grants. She reported on plans for the Day of the Dead celebration. Director Valdez also reported that they are trying to close the building by 8:00 p.m. each day for security reasons. She informed the Board about the amount of animal waste around the building.

AREA/DISTRICT BRANDING

Director Anello stated that he has nothing new to report on proposed branding of the Sixth Ward area.

ITEMS FOR NEXT MEETING

The Board requested that items relating to sidewalk issues and neighborhood meetings be added to the agenda for the next meeting.

PUBLIC COMMENTS

Mr. Blinn expressed his opinion that the ADA crosswalk should be by the HAWK crossing on Sawyer.

Ms. West expressed appreciation for improvements in the Authority, but stated that not all are ADA compliant. She stated that she hopes that the Board will coordinate with new developers about constructing ADA compliant improvements. Director Anello stated that the Board would like to identify these issues and address as the Authority goes forward. He also stated that each member of the Board should make a recommitment or new commitment to upcoming projects in the Authority.

/s/ Larissa Lindsay

Secretary