

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

January 30, 2019

The Board of Directors (the “Board”) of Old Sixth Ward Redevelopment Authority (the “Authority”), convened in regular session, open to the public, on the 30th day of January 2019, 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: Clark Lord and Debbie Russell of Bracewell LLP; Kyle Macy of Edminster Hinshaw Russ & Associates; Joel Alba of the City of Houston; Androni Vossos of Vossos Landscape Designs; Cassandra Bacon of The Morton Accounting Services; Sherry Weesner of Principle Solutions; Danni Sabota of Sabota Writing & Communications; and Robin Blinn, Carly West, Jane West, Jacob Stava, Adrian Mendez, Melissa Denney and George Hinkal, residents in the Authority.

**MEETING RULES**

Director Anello reviewed the rules for the proper conduct of the Board meeting.

**DETERMINE QUORUM; CALL TO ORDER**

Director Anello then 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 November 14, 2018. Director Lindsay moved that the Board approve the minutes of November 14, 2018. Director Guercio seconded the motion and it passed unanimously.

**PROJECTS AND ENGINEERING**

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

### Dow School Park

Mr. Macy stated that a list of seven qualification packages were submitted in connection with the contract and then a short list will be prepared at a meeting on February 5, 2019. The Board delegated approval of the short list of bidders to the Projects Committee. Mr. Macy stated that the short list of contractors will be asked to submit bids. He stated that a recommendation will be prepared of the lowest most qualified bidder. After discussion, Director Anello moved that the Board delegate to the Projects Committee the authority to review the list of qualified bidders and award the contract to the lowest qualified bidder that will result in the best and most economical completion of the contract. Director Guercio seconded the motion and it carried unanimously.

### Entry Monument Disks and Concrete Street Signs

Mr. Macy had no update for the month.

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

Mr. Macy stated that construction of the Phase 2B sanitary sewer replacement is approximately 95% complete.

### Sabine Street Reconstruction

Mr. Macy next presented and recommended for payment Pay Request No. 11 in the amount of \$113,302.93 and Change Order No. 5 in the amount of \$8,791 which represents an increase in the concrete base needed for sidewalks and color sealant to match brick color. 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 No. 11 and Change Order No. 4. The Board then discussed the ribbon cutting for the project. Director Anello stated that Council Member indicated that she was available for March 9<sup>th</sup> and March 23<sup>rd</sup>.

### Park for Humans and Dogs

Director Card stated that she thinks that the flooding that occurs in the park may be draining from the adjacent cemetery. She stated that she contacted a representative of the cemetery, but has not received a response.

### Neighborhood Traffic Management

Director Card stated that a neighborhood meeting is scheduled for February 16, 2019, to discuss options for slowing traffic in the neighborhood.

### Traffic Sign Replacement

Mr. Macy reported that Williams Architectural Signage (“WAS”) has started Phase 3 of the replacement.

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 was not awarded the grant for Phase II: LID Site Demonstration for fiscal year 2019 Clean Water Act, Section 319(h).

Issues Related to Sidewalks

The Board next discussed the state of sidewalks in the Authority. Director Anello requested that the engineer prepare a spreadsheet showing issues affecting the use of sidewalks, such as a power pole placement, ADA issues and needed repairs.

Art Project for Memorial Silver Triangle Park

The Board discussed the completion of the art project at Memorial Silver Triangle Park and noted that two artists were contacted about completing the tile project at that location.

Reimbursement Agreement with Lovett Commercial

The Board then discussed the reimbursement agreement with Lovett Commercial and the various phases of the proposed projects to be included in the agreement. Upon a motion made by Director Anello and seconded by Director Card, the Board voted unanimously to approve the form of agreement, subject to review of the plans for each phase prior to beginning the project.

Traffic Warrant Analysis

Mr. Macy stated the analysis of traffic at the intersection of Washington and Silver is complete.

After discussion, Director Anello moved that the Board accept the engineer's report and approve Pay Request No. 11 in the amount of \$113,302.93 and Change Order No. 5 in the amount of \$8,791. Director Lindsay seconded the motion and it carried by unanimous vote.

**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 Guercio moved that the Board approve the financial report and payment of the invoices. Director Lindsay seconded the motion and it carried unanimously.

## **MECA'S REPORT**

Director Valdez reported that pursuant to the Matching Grant from the Cullen Trust for Performing Arts, MECA must raise matching funds in the amount of \$400,000 by April 7, 2019. She asked for the Board's assistance in disseminating this information to the neighborhood to possibly receive assistance. The Board authorized the Projects Committee and attorney to investigate other options.

## **ITEMS FOR NEXT MEETING**

Director Anello requested that an item be added to discuss the addition of street lights in the Authority.

## **ADMINISTRATIVE ITEMS**

### **It/Website And Communications**

Ms. Sabota reported on the updating of the website and recommended that the Board consider upgrading the website to allow for better website layout and control and eliminate the ads that pop up during use at a cost of \$280 per year. Upon a motion made by Director Lindsay and seconded by Director Card, the Board voted unanimously to approve the upgrade of the website as described.

The Board next discussed creating an email account for the Authority business. Ms. Weesner stated that the cost is \$5.00 month per account. The Board also discussed the type of platform to use for the accounts. After discussion, Director Anello moved that the Board approve an email account for not to exceed twelve accounts and using the Microsoft platform. Director Valdez seconded the motion and it carried unanimously.

### **Committee Descriptions and Assignments**

Ms. Weesner reviewed the committee descriptions with the Board. The Board also discussed the members to serve on each committee. Director Lindsay moved that the Board appoint Directors Anello, Lindsay and Guercio to serve on the Projects Committee, and Directors Valdez, Card and Garza to serve on the Finance Committee and adopt the descriptions of the committees as presented.

### **Administrator Hours**

Ms. Weesner then addressed the Board about increasing her monthly hours to 40 hours per month. Director Lindsay moved that the Board approve an increase in Ms. Weesner's authorized hours to 40 hours per month. Director Card seconded the motion and it carried unanimously.

Ms. Weesner then stated that she prepared a schedule of the meeting dates through the fiscal year 2020. The Board then discussed changing the meeting date of the Board and authorized Ms. Weesner to contact the Board members and consultants regarding a meeting date change.

**PUBLIC COMMENTS**

Mr. Stava stated his support for the HAWK Crossing in order to assist the disabled to safely cross Washington. The Board encouraged Mr. Stava to contact the City to show support.

Ms. West and Mr. Hinkal addressed neighborhood concerns.

The Board discussed streetscape improvements to make the neighborhood more pedestrian friendly with the addition of trees and lights.

**EXECUTIVE SESSION**

There was no executive session for the month.

**ITEMS FOR NEXT MEETING**

There were no items mentioned for the next meeting.

  
Secretary

**LIST OF ATTACHMENTS**

engineer's report ..... 1  
financial report ..... 3