

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

March 27, 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 27th day of March 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, except Director Garza thus constituting a quorum.

Also present were: Clark Lord of Bracewell LLP; Kyle Macy and Blake McGreggor 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, and Leigh Hollins 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 January 30, 2019. Director Lindsay moved that the Board approve the minutes of January 30, 2019. 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.

### Receive Projects Committee Report

No updates were provided on this matter.

### Dow Elementary Park

Mr. Macy reported that the evaluation committee reviewed all the submittals and requested the Board award the contract to Millis Development (“Millis”).

Upon a motion brought by Director Lindsay, seconded by Director Guercio, the Board unanimously voted to award the contract to Millis.

Mr. Macy then requested the Board’s approval for Work Order No. 35 for Dow Elementary Construction Management Services. He also requested approval of Work Order No. 36 for professional engineering services to create a base map with corresponding spreadsheet that shows the existing condition of the pedestrian realm for the limits of Washington Avenue and all streets south of Washington Avenue within the Zone. Upon a motion brought by Director Lindsay, seconded by Director Guercio, the Board unanimously voted to approve Work Order No. 35 and Work Order No. 36.

Next, Mr. Macy presented and outlined a proposal for Additional Service Agreement Asakura Robinson Company, LLC (“Asakura”) to address the extended schedule for the design and construction of the Dow Elementary Park and additional scope work at the adjacent MECA facility in the amount of \$11,760.00. Upon a motion brought by Director Lindsay, seconded by Director Guercio, the Board unanimously voted to approve the Additional Service Agreement Asakura in the amount of \$11,760.00.

### Sabine Street Reconstruction- Project Status

Mr. Macy reported that the project is substantially complete and the street is open. He requested the Board approve Pay Request No. 12. After consideration, upon a motion brought by Director Card, seconded by Director Lindsay, the Board unanimously voted to approve Pay Request No. 12.

### Lighting in the Authority

Mr. Macy stated that currently the lighting project plan is underway. No action was taken.

### Issues related to sidewalks in the Authority

Mr. Macy reported that he is preparing a comprehensive plan list of zone wide issues for TIRZ projects.

Contract for connections from private sanitary sewers to the public sanitary sewers, Phase 2B

Mr. Macy provided a status update on the project, which is approximately 95% complete. The contractor has one property left to replace the sanitary sewer and the replacement of all the pvc clean outs in Phase 1B with cast iron cleanouts.

Mr. Macy then requested the Board review and approve Pay Request No. 3. Upon a motion brought by Director Anello, seconded by Director Guercio, the Board unanimously voted to approve Pay Request No. 3.

Phase Three Street Sign Rehabilitation

Mr. Macy reported that Williams Architectural Signage Design plan anticipates to be completed before the end of the month. No action was taken.

General Engineering Consultant Services Work Order

No action was taken on this matter.

Discuss and approve process to complete public art project at Memorial Silver Triangle Park

Mr. Macy reported that his office is creating an exhibit of the Hemphill Construction Options as well as coordinating meetings with OSWRA Administrator. No action was taken.

Discuss and improve process to public art project

No update.

Neighborhood Traffic Management Programs

No update.

The Park or Humans and Dogs

No update.

Reimbursement Agreement with Lovett Commercial LLC

No update.

## 2020 Budget and Potential Project List

No update.

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

## **ADMINISTRATIVE ITEMS**

### Approve meeting schedule for remainder of Fiscal Years 2019 and 2020

The Board considered approving the meeting schedule for the remainder of fiscal years 2019 and 2020. Upon a motion brought by Director Guercio, seconded by Director Card, the Board unanimously voted to approve the meeting schedule for fiscal years 2019 and 2020.

### IT/Website and Communications

The Board discussed ongoing updates and improvements to the website. No action was taken.

### Approve Zone email use guidelines

The Board reviewed the zone email use guidelines. After consideration, upon a motion brought by Director Card, seconded by Director Lindsay, the Board unanimously approved the Zone email use guidelines.

## **MECA'S REPORT**

Director Valdez provided a general update to the Board. No action was taken.

## **EXECUTIVE SESSION**

There was no executive session for the month.

## **ITEMS FOR NEXT MEETING**

There were no items mentioned for the next meeting.

**PUBLIC COMMENTS**

The Board recognized Andoni Vossos who provided an update for the trees on the Houston project moving forward as well as the Fall planting for Memorial and Houston area. No action was taken.

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Meeting minutes were approved and executed on June 19, 2019.

  
Secretary