

GREATER EAST END MANAGEMENT DISTRICT
Meeting of the Board of Directors
May 25, 2017

The Board of Directors (the "Board") of the Greater East End Management District (the "District" or "GEEMD") met in regular session, open to the public, at 3211 Harrisburg, Houston, Texas, on Thursday, May 25, 2017, at 3:30 p.m. The roll was called of the members of the Board, to-wit:

Position 1	Ann Taylor	
Position 2	Blanca Blanco	
Position 3	Stephen Quezada	
Position 4	William McConnell	Vice Chair
Position 5	Domenic Laurenzo	
Position 6	Joe Meppelink	
Position 7	Erin Dyer	
Position 8	Jose Valdez	
Position 9	Nory Angel	Chair
Position 10	Rodrigo Tejada	Assistant Treasurer
Position 11	Taryn Sims	Secretary
Position 12	R.D. Tanner	
Position 13	Craig Rohden	Treasurer
Position 14	Marjorie Pena	
Position 15	Susan Sahwani-Garcia	

and all of the above were present for all or a portion of the meeting except Rod Tejada, Taryn Sims, and R. D. Tanner, thereby establishing a quorum.

Also present during all or part of the meeting were Diane Schenke, Veronica Chapa Gorczynski, Hedy Wolpa, Martin Chavez, Eva Quiroz, and Dan Joyce of the District staff; Patrick Ezzell of Coastal Builders; Ciara Major and Cristobal Trendera of SER Jobs for Progress; Carl Sandin of Perdue Brandon; Christine Conner of Metro; and Daniel Molina, East End resident.

At 3:35 p.m. Chair Nory Angel called the meeting to order.

ITEM 1. ASSESSMENTS. RECEIVE REPORT ON COLLECTION OF ASSESSMENTS AND AUTHORIZE APPROPRIATE ACTION; REPORT BY CARL SANDIN OF PERDUE BRANDON FIELDER COLLINS & MOTT LLP; CONSIDER RENEWAL OF CONTRACT WITH FIRM FOR COLLECTION OF DELINQUENT ASSESSMENTS.

Carl Sandin of Perdue Brandon Fielder Collins & Mott LLP reported on delinquent assessment collections for 2015 and prior years. He stated that most of the larger delinquencies have been collected and that mostly small accounts are outstanding. Diane Schenke stated that the District's agreement with Perdue Brandon for collection of delinquent accounts is "evergreen", and explained that the Board can make a decision to continue the agreement if the Board is satisfied with the performance of the firm. Vice-Chair Bill McConnell moved that the Board approve the

continuance of the agreement with Purdue Brandon for the collection of delinquent assessments. Director Domenic Laurenzo seconded the motion, which passed unanimously.

ITEM 2. RECEIVE PUBLIC COMMENTS IN ACCORDANCE WITH ADOPTED PROCEDURES.

Mr. Daniel Molina, East End resident, addressed the Board with grievances regarding the assessment of his property by the Greater East End Management District. He further stated that he was displeased with the Metro bus shelter in front of his property and declared that the presence of the bus shelter contributed to crime incidents on his property. Mr. Molina also stated that Patrick Ezzell, the District's Managing Director, had been helpful in determining next steps for Mr. Molina to take regarding the assessment of his property.

At 3:40 p.m., Margie Pena entered the meeting.

ITEM 3. APPOINTMENT OF DIRECTORS. DECLARE VACANCIES, IF APPROPRIATE; APPOINT DIRECTORS IF APPROPRIATE; AND APPROVE A REVISED DISTRICT REGISTRATION FORM.

No action was needed.

ITEM 4. MINUTES. APPROVE MINUTES OF PREVIOUS BOARD MEETING(S).

Director Jose Valdez moved that the Board approve the minutes of the April 13, 2017, Board meeting as presented. Director Blanca Blanco seconded the motion, which passed unanimously.

ITEM 5. FINANCIAL REPORTS. RECEIVE AND APPROVE THE TREASURER'S REPORTS ON REVENUES AND EXPENDITURES, THE INVESTMENT REPORT AND THE FINANCE COMMITTEE REPORT, AND AUTHORIZE APPROPRIATE ACTION.

Treasurer Craig Rohden reported on the District's assets, liabilities, revenues and expenditures for March and April, 2017, and the fiscal year to date. Director Stephen Quezada moved that the Board approve the reports for March and April, 2017, as presented. Director Margie Pena seconded the motion, which passed unanimously.

At 3:45 p.m., Ann Taylor entered the meeting.

ITEM 6. REVISIONS TO MCGRATH AND CO. ENGAGEMENT LETTER. CONSIDER A REVISED MONTHLY COMPILATION ENGAGEMENT LETTER FOR GEEMD AND EEIC DUE TO REVISED ACCOUNTING REQUIREMENTS, AND TAKE APPROPRIATE ACTION.

Vice President Hedy Wolpa explained the forthcoming changes to the preparation of the District's monthly compilation reports by McGrath and Co, and stated that the changes would introduce new reporting requirements regarding the District's budget and revised budget and the presentation of such information in the reports. She further stated that there would be no changes to the cost of services by McGrath and Co. Treasurer Craig Rohden moved that the Board

approve the revised engagement letter between GEEMD and the EEIC and McGrath and Co. Director Pena seconded the motion, which passed unanimously.

ITEM 7. RECEIVE REPORT FROM SER JOBS FOR PROGRESS. RECEIVE REPORT FROM SER JOBS FOR PROGRESS ON RESULTS OF WORKFORCE DEVELOPMENT FUNDS DURING 2016-2017, AND TAKE APPROPRIATE ACTION.

Ms. Ciara Major of SER Jobs for Progress thanked the District Board and staff for supporting the past two years of workforce development programming to benefit East End workers and employers with \$112,000 in funding. She stated that the funding helped bring new resources to SER, including more than \$1.1 million in leveraged funds from grants to further their workforce training efforts, career coaching, navigation services, and financial coaching. She further stated that more than 181 East End residents completed training and were placed in jobs. She also presented information about SER's new facility under construction on Telephone Rd. Ms. Major next introduced Mr. Cristobel Trenda, a SER client, who explained his successful relationship with SER, his training, and his job that all were supported through the District's workforce development grant funds.

ITEM 8. RECEIVE REPORT ON IMPLEMENTING STRATEGIC PLAN'S GOAL TO SUPPORT REAL ESTATE NEEDS OF BUSINESSES AND ENTREPRENEURS. RECEIVE REPORT FROM PATRICK EZZELL ABOUT PLAN TO RENOVATE AND REPURPOSE VACANT WAREHOUSES, AND TAKE APPROPRIATE ACTION.

Patrick Ezzell, Managing Director, explained the formation of a new CDC by Coastal Builders, a 501(c)(3) organization that would help guide the District's work toward attaining economic development goals in the Strategic Plan, including renovating and repurposing vacant buildings and warehouses for such purposes as maker spaces and seeking funding for such projects. He then asked that the Board approve the process to move forward and create the new CDC with a non-binding expression of interest. He also stated that with the creation of the CDC, the economic development portion of his Coastal Builders agreement with GEEMD would terminate and that scope of work would then move to the CDC. Director Blanco moved that the Board approve a non-binding expression of interest in the development of a new CDC to further the District's economic development goals. Director Joe Meppelink seconded the motion, which passed unanimously.

ITEM 9. PRESIDENT'S REPORT - DISTRICT OVERVIEW; RECEIVE THE PRESIDENT'S REPORT ON DISTRICT PROGRAMS; AND AUTHORIZE APPROPRIATE ACTION.

Ms. Schenke introduced and welcomed the District's incoming president, Veronica Chapa Gorczyński, to the Board.

- a. Security and Public Safety - Receive reports on the following and authorize appropriate action:

1. Graffiti Abatement Program

Martin Chavez, Director of Constituent Services, presented a report on the activities of the District's graffiti abatement crew in the East End and in contracted areas, a copy of which is attached hereto. He also presented information regarding the cost for a new dustless blaster to aid in the District's graffiti abatement contract work. He stated that the District's budget for the equipment was \$33,000 and that the actual cost would be around \$38,500, and that the equipment would provide improved capacity for abatement and increased productivity of the crew. Director Taylor moved that the Board approve an additional \$5,500 to the budget to cover the cost of the equipment. Director Pena seconded the motion, which passed unanimously. Mr. Chavez then presented information about the District's contract work with the City of Houston and stated that the City was referring less work to the contracted services. He also explained that the District staff had met with the City and also talked with our City Council Members about the decline in work orders. Mr. Chavez next reported on the Department of Neighborhoods community event held at GEEMD offices on April 27.

2. Law Enforcement Coordination Team meeting

No report was given.

b. Marketing and Perception – Receive reports on the following and authorize appropriate action:

1. Progress on wayfinding signage installation.

Patrick Ezzell updated the Board on the progress of wayfinding signage installation and presented slides of the production process, a copy of which is included hereto.

2. Diane Schenke reported on recent events on the Navigation Esplanade, including Cinco de Mayo, Lemonade Day and Piñata Fest.

c. Visual and Infrastructure Improvements – Receive reports on the following and authorize appropriate action:

1. Right of way clean up, litter pick-up, tire removal, dumpsite clean-up, and street lamp repair.

Martin Chavez presented a summary of streetscape maintenance, and repair and operating costs for the previous year, a copy of which is included hereto.

2. Work with TxDOT to undertake pilot project for improved maintenance of Hobby Airport Corridor.

Diane Schenke reported that the management district has been maintaining the right of way on the I 45 corridor between

Lockwood and Loop 610 and has been involved with the efforts to improve the entire corridor from Hobby Airport to Intercontinental Airport. She stated that a pilot program partnership led by Houston First with GEEMD, Hobby District, and TxDOT may have TxDOT covering the gap on I 45 between the two management districts, with TxDOT mowing the right of way and power washing underpasses and improving the underpass lighting. She further stated that TxDOT may increase their mowing from 3 to 5 times per year, saving the District money on the work between Lockwood and Loop 610. No action was taken by the Board.

3. Livable Centers activity, including progress reports on new METRO grant.

Patrick Ezzell reported that contracts for construction of sidewalks under the new grant will be let in June or July.

4. Report on the Street Market and related events and activities.

Patrick Ezzell reported on the USDA grant and stated that revenue and expenses are on track with budget. He also stated that he expects to receive approvals and permits from the City at any time for the kiosks on the esplanade.

d. Administrative: - Receive report on the progress of the search for the new District President and authorize appropriate action.

1. Amend Employee Handbook to allow 9/80 workweek.

Ms. Schenke explained that the Board had previously approved the concept of a 9/80 workweek in 2012 and stated that the policy, as currently worded, does not fit the schedules of the District's hourly employees. She stated that the revised text of the 9/80 workweek policy, a copy of which is included hereto, gives discretion for those employees who will not participate in this timekeeping activity. Director Pena moved that the Board approve the revised text of the 9/80 workweek policy. Director Quezada seconded the motion which passed unanimously.

2. Approval of plan to cover maternity leave of incoming President with part time work from outgoing President.

Veronica Chapa Gorczynski presented a proposed plan of action for coverage of District activities by outgoing President Diane Schenke, a copy of which is attached hereto. She explained that these activities could be covered as needed by Ms. Schenke during Ms. Chapa Gorczynski's impending maternity leave. Director Quezada moved that the Board approve the plan of action for as needed hours to cover District activities by Ms.

Schenke during Ms. Chapa Gorczynski's leave. Director Pena seconded the motion, which passed unanimously.

ITEM 10. EXECUTIVE SESSION.

The Board did not convene in Executive Session.

ITEM 11. RECONVENE IN OPEN SESSION.

As there was no Executive Session, the Board did not reconvene.

There being no further business, the meeting was adjourned at 5:25 p.m.

(SEAL)




Secretary, Board of Directors