



**Minutes of Regular Meeting
Greater Southeast Management District Board of Directors**

The Board of Directors, of the Greater Southeast Management District (the "District"), held a regular meeting on **Wednesday, September 19, 2018 at 12:00 p.m.**, at 5445 Almeda Road, Suite #502, Houston, Texas 77004, that was open to the public, and inside the boundaries of the District. The roll was called of the duly appointed members of the board, to-wit:

<u>Position #</u>	<u>Board Members</u>	<u>Position #</u>	<u>Board Members</u>
1	Alan D. Bergeron	10	Cydonii Miles
2	Sharone Mayberry	11	Zinetta A. Burney
3	James Donatto Sr.	12	Chris Hageney
4	Hexser J. Holliday II	13	Dr. Teddy A. McDavid
5	Peggy Ann Engram	14	Brian G. Smith
6	Sadie Rucker	15	Min. Robert Muhammad
8	Jaa St. Julien	16	Karen Carter-Richards
9	Vacant	17	Janice Sibley-Reid

All of the above were present except Director Donatto, Sr., Director Mayberry, Director Engram, Director Rucker, Director St. Julien, and Director Miles. Others in attendance were Martha Failing, Sgt. Frank Gans, Sharon Evans-Brooks, Lt. Marcus Grant, Janice Reid, Barbara McGuffey, Yvonne Fedee, Jerry Sowells, K.O. Reilly, Clark Lord, Theola Petteway, Dawn Malone, Oletha Jacobs, Nikki Knight and Kendall Thompson.

CALL TO ORDER

Director Smith called the meeting to order at 12:31 p.m. after quorum was established.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

Upon a motion from Director Holliday, and being seconded by Director Sibley-Reid, the Board of Directors approved the minutes of the July 11, 2018 meetings of the District.

INTERIM EXECUTIVE DIRECTOR'S STATUS REPORT

The Board received the Interim Executive Director's Monthly Status Report on Administrative Services and Program Services for the period ending September 19, 2018.

DISTRICT ADMINISTRATION

- (a) The Board of Directors received the Assessment Collection Report for period ending July 31, 2018 and August 31, 2018 as presented by Mr. Byrd, Equi-Tax, Inc.

BUDGET & FINANCE

- (a) The Board of Directors received the Budget and Finance Committee report as presented by Oletha Jacobs, Administrative Services Manager;
- (b) The Board of Directors received the compilation report for period ended June 30, 2018; the Second Quarter Investment Report for period ended June 30, 2018; Balance Sheet with Previous Month Comparison and Profit & Loss with Previous month and YTD comparison for period ended July 31, 2018; and
- (c) Upon a motion by Director Muhammad, and being seconded by Director Sibley-Reid, the Board of Directors approved the payment of recurring and non-recurring expenses for period ended June 30, 2018 and July 31, 2018.

ENHANCED PUBLIC SAFETY COMMITTEE REPORT

The Board of Directors received the Enhanced Public Safety committee report as presented by Dawn Malone, Program Manager. The Board received reports from Harris County Constable Precinct 7; and the Public Safety Coordinator on the Enhanced Public Safety Program.

TRANSPORTATION & LOCAL MOBILITY IMPROVEMENTS

The Board of Directors received the Transportation & Local Mobility Improvements committee report as presented by Nikki Knight, Projects Coordinator. Upon motion by Director McDavid and being seconded by Director Sibley-Reid, the Board of Directors approved the following: (a) The Goodman Corporation's Scope of Work for a Not-to-Exceed Amount of \$8,000 to provide Additional Project Management for project scoping through contract negotiation for the Caroline Street Pedestrian/Bicycle Infrastructure Improvements Project and Authorize Board Chair, Legal Counsel, and Interim Executive Director to Negotiate and Execute a Contract;

(b) Jerry Sowell's of Sowell's Engineering, LLC's Scope of Work for a Not-to-Exceed Amount of \$17,530 for the Authority to provide Project Management for the Design-Build Electrical Engineering and Decorative Lighting Project and;

(c) SWA Group's Scope of Work for a Not-to-Exceed Amount of \$200,000 to provide Professional Services related to the Planning and Pre-Design for the Caroline Street Pedestrian/Bicycle Infrastructure Improvements Project and Authorize Board Chair, Legal Counsel, and Interim Executive Director to Negotiate and Execute a Contract.

VISUAL AND IMPROVEMENTS REPORT

The Board of Directors received the Visual and Improvements committee report as presented by Nikki Knight, Projects Coordinator. Upon motion by Director Holliday and being seconded by Director McDavid, the Board approved the following:

(a) Flores Quality Service's scope of work and Not-to-Exceed Amount of \$6,150 for the replacement of four (4) trees along Griggs Road at MLK that were destroyed due to a possible motor vehicle accident;

(b) Flores Quality Service's scope of work and Not-to-Exceed Amount of \$7,844.94 to provide additional landscape and irrigation maintenance services along Southmore from Almeda to SH 288 and along Emancipation Avenue from Elgin to McGowen from August 2018 through April 13, 2019;

(c) Flores Quality Service's scope of work and Not-to-Exceed Amount of \$250.00 to provide tree pruning for a palm tree in the City of Houston right-of-way at 4800 Main Street;

(d) Greater East End Management District's contract for Graffiti Abatement services for a Not-to-Exceed Amount of \$16,320 for the period of October 1, 2018 thru October 1, 2019 and;

(e) Amend Always in Season's contract for Custom Holiday Décor on Almeda Corridors for the 2018-2019 Holiday Season for a Not-To-Exceed Amount of \$25,987.51.

BUSINESS AND ECONOMIC DEVELOPMENT REPORT

The Board of Directors received the Business and Economic Development committee report as presented by Director McDavid. Upon motion by Director Muhammad and being seconded by Director McDavid, the Board approved the following: (a) Draft Request for Proposals (RFP) for District public relations and communications services for a Not-to-Exceed Amount and authorize staff to finalize documents and release RFP upon review by legal counsel;

(b) Draft Request for Proposals (RFP) for District retail, office and industrial development services for a Not-to-Exceed Amount and authorize staff to finalize documents and release RFP upon review by legal counsel;

(c) Ratify payment for a table at the Greater Houston Partnership State of the County Luncheon on September 13, 2018;

(d) Chair Brian Smith's request to attend the Fall 2018 Urban Land Institute meeting for a Not-to-Exceed Amount of \$2,000;

and (e) Draft guidelines for Houston Southeast Business and Civic Association Partnership Grants for a Not-to-Exceed Amount and authorize staff to finalize documents and release upon review by legal counsel.

SERVICE AND ASSESSMENT PLAN UPDATE

The Board of Directors received the update to the Service and Assessment Plan as presented by Clark Lord. Upon motion by Director McDavid and being seconded Director Holliday, the Board approved to adopt a resolution to proceed with the next steps related to the 2019-2028 Service and Improvement Plan and Assessment Plan.

NOMINATING COMMITTEE REPORT

The Board of Directors received the Nominating Committee Report as presented by Director Sibley-Reid.

MARKETING AND PERCEPTION ENHANCEMENT REPORT

The Board of Directors received the Marketing and Perception Enhancement committee report as presented by Dawn Malone, Program Manager.

EXECUTIVE SESSION

Director Smith called executive session to confer with legal counsel in accordance with Section §551.074 of the Texas Government Code.

RECONVENE OPEN MEETING AND TAKE ACTION ON ANY MATTERS DISCUSSED DURING EXECUTIVE SESSION

No action taken.

ADJOURN

The Board adjourned at 1: 45 p.m.

Janice Sibley-Reid, Secretary
GSMD Board of Directors