

MINUTES OF REGULAR MEETING
OF
OLD SIXTH WARD REDEVELOPMENT AUTHORITY

June 8, 2016

The Board of Directors (the “Board”) of Old Sixth Ward Redevelopment Authority (the “Authority”), convened in regular session, open to the public, on the 8th day of June 2016, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Claude Anello	Chair
Jason Johnson	Vice Chair
Larissa Lindsay	Secretary
Cynthia Card	Assistant Secretary
Patricia Garza	Director
Alice Valdez	Director
Ann Guercio	Director
Chris Silkwood	Director

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

Also present were: Clark Lord and Debbie Russell of Bracewell LLP; Blake McGregor of Edminster Hinshaw Russ & Associates (“EHRA”); Gary Hill of the City of Houston; Suzanna Mitchell of the Sawyer Heights Arts District; Melissa Morton and Cassandra Bacon of The Morton Accounting Services; and Chris Valdez.

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 April 13, 2016. Director Silkwood moved that the Board approve the minutes of April 13, 2016. Director Card seconded the motion and it passed unanimously.

ENGAGE AUDITOR TO CONDUCT ANNUAL AUDIT

The Board reviewed the engagement letter with Carr, Riggs & Ingram, LLC for auditing services for the Authority’s fiscal year-end 2016 audit and noted that the gross fee will not exceed \$7,200, and out-of-pocket expenses will not exceed \$100. Following discussion, upon a motion made by Director Silkwood and seconded by Director Lindsay, the Board voted unanimously to engage Carr, Riggs & Ingram, LLC to conduct the

Authority's audit for fiscal year-end June 30, 2016. A copy of the engagement letter is attached as an exhibit to these minutes.

BUDGET FOR FISCAL YEAR END 2017

The Board next reviewed the budget for fiscal year end 2017. The Board then discussed the CIP budget to include Sabine Street, Sawyer Park, Dow School Park, the Hawk Crossing, Sawyer Road improvements, the METRO bus stop improvements, Washington Avenue curbs and sidewalk repairs, concrete panel replacement, traffic sign replacement, 2017 Hemphill, Summer Street and sustainable streets. Upon a motion made by Director Card and seconded by Director Lindsay, the Board voted unanimously to approve the budget subject to final revisions. A copy of the budget is attached as an exhibit to these minutes.

FINANCIAL REPORT

Ms. Morton 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.

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

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.

Sabine Street Reconstruction

Mr. McGregor reported that the contract for the reconstruction of Sabine Street will have to be re-bid at such time as the Authority can afford to proceed with the project. He stated that once the draft budget is provided by the City, a determination can be made of when the project can be re-bid. The Board then discussed the possibility of generating interest from other partnerships to assist in the reconstruction of Sabine Street. Director Silkwood volunteered to contact the Buffalo Bayou Partnership to see if they might consider partnering with the Authority on Sabine.

Entry Monument Disks and Concrete Street Signs

Mr. McGregor reported that Ed Williams will prepare a proposal for fabricating and installing new disks. He also reported that the concrete signs are being made and will be installed when ready.

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

Mr. McGregor stated that the Phase 2B sanitary sewer replacement has been put on hold until the interlocal agreement with the City has been amended.

Park for Humans and Dogs

Mr. McGregor stated that Jerdon is about 80% complete with the brick sidewalk repairs.

Mr. McGregor then presented and recommended for payment Pay Estimate No. 3 to Shamoradi & Associates in the amount of \$28,469.61. He stated that the landscape construction is about 80% complete and the metalwork construction is about 50% complete. Mr. McGregor noted that the fence has been erected. Mr. McGregor stated that the goal is to have the project complete by July 4.

Based on the recommendations of the Authority's engineer and upon a motion made by Director Silkwood and seconded by Director Card, the Board voted unanimously to approve Pay Estimate No. 3 to Shamoradi as presented.

Dow School Park

Mr. McGregor reported that the construction plans for the drainage, grading and storm water pollution prevention were submitted to Asakura Robinson ("AR") for inclusion in the overall plan set. Mr. McGregor stated that AR submitted the 50% construction drawings to the City of Houston for review.

Mr. McGregor next reported that he is preparing to record the plat required by the City of Houston.

Traffic Sign Replacement

Mr. McGregor then reported that Williams Architectural Signage Design and Consulting ("Williams") has received approval of construction plans to perform the Traffic Sign Rehabilitation project and it is expected that construction will begin in early June. Ms. Russell reported that Mr. Williams had called to say that he was returning the executed contracts, but noted that they have not yet been received.

Coordination with the Bayou Preservation Association ("BPA") on Clean Water Act Grant

Mr. McGregor reported that BPA has received a Phase I Grant to demonstrate Low-Impact Development Technologies in Urban Street Right-of-Way in the Galveston Bay Watershed. He stated that Phase I includes Stakeholder Engagement and Preconstruction Monitoring. Mr. McGregor stated that he is working with BPA on behalf of the Authority on a preliminary plan to have the Authority be the Stakeholder for the project. He stated that BPA has chosen Hemphill as one of its project locations. He noted that BPA plans for construction to commence in the winter of 2017 and the current plans for Hemphill will have to be revised accordingly to meet the anticipated construction start date.

General Engineering Services

Mr. McGregor reported that warrant analysis on the HAWK Pedestrian Crossing was approved by the City. He stated he placed a hold on the design of the construction plans as requested by the Board.

Washington Avenue Sidewalk, Curb and METRO Bus Stop Improvements

Mr. McGregor stated that he had also placed the plans for the Washington Avenue improvements on hold as requested by the Board.

ATTORNEY'S REPORT

MECA Meeting Room

The Board next discussed the rehabilitation of the meeting room in MECA the lease proposed by MECA. Mr. Lord stated that he contacted the auditor and confirmed that a long term lease for the room will not affect the tax exempt status of MECA. Director Valdez requested that an additional revision be made to the lease to provide that others may use the meeting room. She also requested that the construction materials that are still in the room be removed.

Community Outreach Program

There was no report for the month.

Boundary Expansion- First Ward

Director Anello reported that plans for expansion are not being considered by the City at this time. The Board deferred action on the matter.

MECA'S REPORT

Director Valdez reported on activities at MECA and stated that a number of fun programs are planned for the summer. She also reported that four burglaries of the MECA building occurred within one week. The Board discussed possible ways to prevent occurrences. Mr. Lord stated that the City might be able to assist since MECA is a City funded asset.

EXECUTIVE SESSION

There was no executive session for the month.

ITEMS FOR NEXT MEETING

The Board requested that an item be added to the agenda to discuss funding options for Sabine Street and an item regarding additional lighting around MECA.

PUBLIC COMMENTS

There were no comments from the public.

Secretary

LIST OF ATTACHMENTS

engagement letter with Carr, Riggs & Ingram, LLC 1
financial report 2
engineer’s report 2