

MINUTES
REINVESTMENT ZONE NUMBER TWENTY-SEVEN, CITY OF HOUSTON, TEXAS
AND
MONTROSE REDEVELOPMENT AUTHORITY, CITY OF HOUSTON, TEXAS

August 17, 2020

The Board of Directors (the "Board") of Reinvestment Zone Number Twenty-Seven, City of Houston, Texas (the "Zone") and Montrose Redevelopment Authority, City of Houston, Texas (the "Authority") met in regular session by teleconference and videoconference, with access by telephone and video available to the public, pursuant to Texas Government Code Section 551.125 and Governor Greg Abbott's directive suspending certain provisions of the Texas Open Meetings Act dated March 16, 2020, on the 17th day of August, 2020, and the roll was called of the members of the Board being present by telephone:

Lisa W. Hunt	Position 1
Randy Mitchmore	Position 2 Chair
Joe D. Webb	Position 3 Secretary
Sherry Weesner	Position 4 Vice-Chair
Paul Dickerson	Position 5
Ray Valdez	Position 6
Jovon Tyler	Position 7

and all of the above were present except Directors Dickerson and Tyler, thus constituting a quorum.

Also attending the videoconference were Council Member Abbie Kamin; Katie Coyne of Asakura Robinson; Geoff Carleton of Traffic Engineers, Inc. ("TEI"); Muhammad Ali, Derek St. John, and Heather Goodpasture of Gauge Engineering ("Gauge"); Jennifer Landreville of ETI Bookkeeping Services ("ETI"); Jeff Reichman and Brian Barr of January Advisors; Lisa Duffy of the City of Houston (the "City"); Patti Joiner and Christina Cornelius of Knudson, LP ("Knudson"); Julia Retta, Jack Valinski, David Centanni, Stephen Longmire, Alan Bernstein, Sue Lovell, John Mudd, Truman Edminster, Greg LeGrand, Doreen Toller, Jim Tucker, Matt Dulin, Clint McManus, Kay Warhol, and additional members of the public joined via teleconference and videoconference; and Alia Vinson, Sanjay Bapat, and Alyssa Ollwerther of Allen Boone Humphries Robinson LLP ("ABHR").

Mr. Bapat reviewed certain recommended protocols for conducting the District's meeting via teleconference and videoconference. He announced that the meeting was being recorded and that consultant reports presented at the meeting were posted online and available to the public in the form of an "agenda packet" prior to the start of the meeting at <https://www.districtdirectory.org/agendapackets/tirz27/> and www.montrosehtx.org.

ESTABLISH QUORUM AND CALL TO ORDER

Chairman Mitchmore called the meeting to order at 6:31 p.m.

RECEIVE PUBLIC COMMENT

Chair Mitchmore offered any members of the public attending the meeting by videoconference and teleconference the opportunity to make public comment.

Mr. Mudd stated that he works for KCI Technologies (“KCI”) and described some the services KCI provides to its clients, including the Fourth Ward Redevelopment Authority.

Ms. Trevino announced her presence at the meeting and stated that she is representing METRO.

Mr. Brewer provided an update from the Montrose Management District (“Montrose MMD”) and stated that they have hired Hawes Hill & Associates LLP (“Hawes Hill”) as administrator of the Montrose MMD. He discussed the reorganization of the Board of Directors of the Montrose MMD and the proposed modified service plan for the MMD.

PROJECTS AND PLANNING

REPORT

Chair Mitchmore reviewed the Projects and Planning Committee report, a copy of which is attached, and provided an update on the ongoing work of the Projects and Planning Committee.

The Board discussed a small tract of land currently outside the boundaries of the Zone, near Fairview Street and Taft Street. After discussion, the Board concurred to request that Knudson work with the City to discuss annexing the tract into the Zone.

REPORT FROM GAUGE

Mr. Ali reviewed the engineer’s report, a copy of which is attached, and provided an update on the projects outlined on the report.

Mr. Ali reviewed an article published in the Community Impact Newspaper that reported on the Authority’s pedestrian and bicycle study.

Mr. Ali updated the Board on coordination meetings with neighboring Zones, including TIRZ 19, TIRZ 5, TIRZ 14, and TIRZ 2.

The Board discussed hosting a townhall meeting to be held on October 22,

2020, including discussion topics and the format for same. The Board recited its continuing mission to hold a townhall style meeting at least one time a year to engage with members of the public and maintain transparency.

MONTROSE DRAINAGE STUDY

Mr. St. John updated the Board on the status of the Montrose Drainage Study and responded to questions from Board members. Discussion ensued.

WAUGH DRIVE, COMMONWEALTH, AND YOAKUM STREET IMPROVEMENTS

Mr. Ali provided an update on the construction of Waugh Drive, Commonwealth, and Yoakum Street Improvements. He stated that the 90% construction plans have been submitted to the City for review and approval. He added that Gauge plans to seek authorization to advertise the project at the next Authority Board meeting.

He added that Gauge and the Public Engagement Committee will be working with Harris County Precinct 1 and Councilmember Kamin's office, the financial partners in the project, to coordinate a press release for the Commonwealth and Waugh Street Improvements.

TASK ORDER FOR PRELIMINARY ENGINEERING, DETAILED DESIGN, AND CONSTRUCTION PHASE SERVICES FOR HAWTHORNE NEIGHBORHOOD SAFE STREET

Mr. Ali reviewed a task order for preliminary engineering, detailed design, and construction phase services for the Hawthorne Neighborhood Safe Street project. After review and discussion, Director Weesner moved to approve and authorize execution of the task order. Director Webb seconded the motion. Followed by a roll call, the motion passed unanimously with all Directors voting in favor of the motion.

TASK ORDER FOR PRELIMINARY ENGINEERING, DETAILED DESIGN, AND CONSTRUCTION PHASE SERVICES FOR WOODHEAD NEIGHBORHOOD SAFE STREET

Mr. Ali reviewed a task order for preliminary engineering, detailed design, and construction phase services for the Woodhead Neighborhood Safe Street project. After review and discussion, Director Weesner moved to approve and authorize execution of the task order. Director Webb seconded the motion. Followed by a roll call, the motion passed unanimously with all Directors voting in favor of the motion.

TASK ORDER FOR GENERAL ENGINEERING SERVICES

Mr. Ali reviewed a task order for general engineering services that are not specifically dedicated to a certain project. After review and discussion, Director Weesner moved to approve and authorize execution of the task order. Director Webb seconded the motion. Followed by a roll call, the motion passed unanimously with all Directors voting in favor of the motion.

UPDATE ON LIVABLE CENTER STUDY

Ms. Cornelius provided an update on the status of the Livable Centers Study.

Ms. Coyne updated the Board on the Authority's Livable Center project. Ms. Coyne responded to questions from Board members. The Board and Ms. Coyne discussed the upcoming public workshop scheduled for early to mid-September.

UPDATE ON PROJECT WITH MONTROSE COLLECTIVE OWNER, L.P. AND APPROVE LETTER AGREEMENT

Mr. Bapat reviewed correspondence from Montrose Collective regarding a report of project development, pursuant to the Development Agreement between the Zone and Montrose Collective.

UPDATE ON INTERLOCAL AGREEMENT WITH HARRIS COUNTY PRECINCT ONE

Mr. Bapat updated the Board on the status of the Interlocal Agreement for the joint development of bikeway infrastructure projects (the "Projects") with Precinct One. He stated that the County approved the Interlocal Agreement on June 29, 2020.

Mr. Ali discussed the partnership between Precinct One and the Authority. He stated that the seven Projects are scheduled to be completed in three years. He provided a detailed overview of the implementation plan and proposed schedule for the seven Projects. Mr. Ali stated that Gauge is working with the County to have the Interlocal Agreement executed. Mr. Ali updated the Board on a meeting that took place to discuss the Authority's Capital Improvement Plan ("CIP") with representatives from the Mayor's office and the City's Planning Department, Knudson, and Gauge.

UPDATE ON MONTROSE B-CYCLE PROJECT

Chair Mitchmore updated the Board on the Montrose B-Cycle Project located at the intersection of Dunlavy and Westheimer. Mr. Bapat reminded the Board that the Zone approved a \$15,000 contribution to the Montrose B-Cycle Project

located at the intersection of Dunlavy and Westheimer. He added that the City made the approved payment on behalf of the Zone and that the B-Cycle station will be installed in the next few months.

UPDATE ON AGREEMENT WITH CITY FOR COUNCIL DISTRICT C SERVICE FUND

Mr. Bapat provided an update on the Addendum to Purchase Order between the City and the Authority and Zone, and reminded the Board that the City agreed to contribute \$30,000 towards resurfacing, restriping, and rebuilding the sidewalks along Commonwealth Drive and Waugh Drive (the “Project”).

Mr. Ali stated that Gauge gave a presentation regarding the Montrose Drainage Study to Councilmember Kamin and her staff.

UPDATE ON SPARK PARK AGREEMENT

Mr. Bapat stated that the City had approved and executed the Park Funding Agreement between Spark and the Zone for the funding of the construction of a public park and recreation facility on the school grounds of the Arabic Immersion Middle School.

LETTER FROM MONTROSE MMD

The Board reviewed correspondence from the Montrose MMD dated July 9, 2020, regarding the possibility of collaborating with the Zone on public improvement projects. Mr. Bapat provided an update on Montrose MMD matters, including the status of the service and assessment plan. Ms. Vinson reminded the members of the public that the Montrose MMD is a separate entity, and is not the same as or related to the Zone or the Authority. Discussion ensued and the Board concurred to defer any discussion regarding potential coordination with Montrose MMD until their board reorganization is complete and they have a service and assessment plan in place. The Board thanked Montrose MMD for the correspondence and keeping them informed.

PUBLIC ENGAGEMENT

REPORT

Ms. Cornelius reviewed the Public Engagement Committee report, a copy of which is attached, and provided an update on the ongoing work of the Public Engagement Committee.

AFFORDABLE HOUSING

REPORT

Ms. Cornelius reviewed the Affordable Housing Committee report, a copy of which is attached, and provided an update on the ongoing work of the Affordable Housing Committee.

RENTAL ASSISTANCE PILOT PROGRAM

Mr. Reichman reviewed the attached description of a rental assistance pilot program to provide supplemental rental assistance to tenants in Montrose through Montrose Center. He added that the Affordable Housing Committee requests that the Board authorize an allocation of \$100,000, including \$5,000 for the administrative costs associated with the program to be paid to Montrose Center. The Board discussed the qualification and operation guidelines for the program. After discussion, Director Valdez moved to authorize ABHR to prepare an agreement with Montrose Center, subject to review and approval of the program parameters by the City of Houston. Director Hunt seconded the motion. Followed by a roll call, the motion passed unanimously with all Directors voting in favor of the motion.

APPROVE FRAMEWORK FOR DISTRIBUTION OF FUNDS

The Board discussed the framework for distribution of funds for the rental assistance pilot program (the "Program"). The Board noted that before any funds are distributed, the Program would need to be approved by the Mayor's Office of Economic Development.

APPROVE LETTER OF SUPPORT FROM ZONE AND COMMUNITY PARTNERS

Mr. Reichman reviewed a letter from the Zone to Mayor Turner requesting that the Mayor introduce a grace period ordinance for tenants facing eviction. After discussion, and based on the recommendation of the Affordable Housing Committee, Director Hunt moved to authorize sending the letter to Mayor Turner. Director Webb seconded the motion. Followed by a roll call, the motion passed unanimously with all Directors voting in favor of the motion.

FINANCIAL MATTERS

Ms. Landreville reviewed the monthly financial and bookkeeping report, a copy of which is attached.

The Board discussed the invoices submitted by ABHR, Gauge, ETI Bookkeeping Services, Equi-Tax, Inc., and Knudson. After review and discussion, and based on the

recommendation of the Finance Committee, Director Weesner moved to approve and authorize payment of the invoices presented in the Board Book. Director Hunt seconded the motion. Followed by a roll call, the motion passed unanimously with all Directors voting in favor of the motion.

AUTHORIZE REQUEST FOR QUALIFICATIONS FOR GRANTS ADMINISTRATOR

The Board discussed issuing a request for qualifications (“RFQ”) for a grants administrator. After discussion, Director Webb moved to (1) authorize ABHR to prepare a request for qualifications (“RFQ”) for grants administrator; and (2) authorize publication of the RFQ in the Houston Business Journal and posting same on the Zone’s website and the City’s website, subject to final review from the Projects and Planning Committee.

REPORT FROM ZONE ADMINISTRATOR

Ms. Cornelius reviewed the ongoing work of the Zone administrator. A copy of the report from Knudson is attached.

REPORT FROM ATTORNEY

Mr. Bapat reviewed the attached report from ABHR related to the ongoing work of the attorney.

Ms. Vinson reviewed ethics and governance policies, including Texas Public Information Act and Texas Open Meeting Act with Board members. Discussion ensued regarding compliance measures. No action was taken.

ANNOUNCEMENTS REGARDING WORKSHOPS, SEMINARS, AND PRESENTATIONS RELATING TO ZONE MATTERS

There was no discussion on this agenda item.

DISCUSS MEETING SCHEDULE AND PROPOSED AGENDA ITEMS

The Board concurred to meet on September 21, 2020, at 6:30 p.m. via videoconference, if needed.

RECEIVE PUBLIC COMMENT

Chair Mitchmore offered any members of the public attending the meeting by videoconference and teleconference the opportunity to make public comment. Ms. Wolfe inquired about the Montrose Drainage Study and whether Gauge had taken future high density development into account when developing the study.

Mr. Longmire updated the Board on the status of the public park and recreation facility on the school grounds of the Arabic Immersion Middle School. He thanked the

Board for the contribution towards same. He provided information on a proposed National Night In and coordination with civic associations in the Montrose area to attend same.

ADJOURN

There being no further business to come before the Board, the meeting was adjourned.

/s/ Joe D. Webb
Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

Projects and Planning Committee report2
Gauge engineer’s report.....2
Public Engagement Committee report5
Affordable Housing Committee report6
Rental Assistance Program.....6
Monthly financial and bookkeeping report6
Knudson report7
Attorney’s Report.....7