

## **Minutes of the Meeting of the Board of Directors of OST/Almeda Corridors Redevelopment Authority**

The Board of Directors of OST/Almeda Corridors Redevelopment Authority (the "Authority") held a joint meeting open to the public with the Board of Directors of Reinvestment Zone Number Seven, City of Houston (the "Zone") on Tuesday, November 28, 2023, at 12:30 p.m. at the offices of OST/Almeda Corridors Redevelopment Authority, 3131 Emancipation 2<sup>nd</sup> Floor, Houston, Texas 77004, to consider, discuss and adopt such orders, resolutions, or motions, and take other direct or indirect actions as may be necessary, convenient, or desirable. The roll was called of all the duly appointed members of the Board:

<u>Position #</u>	<u>Board Members</u>
1	Algenita Scott Davis
2	Hexser Holliday, II
3	Zinetta A. Burney
4	Brian G. Smith
5	Lauren Haller Fontaine
6	Cathy Evans-Jackson
7	Michael R. Williams

All of the above were present. Others in attendance were Clark Lord, Brandon Walwyn, Dr. Karun Sreerama, Zackery Martin, Naomi Carrier, Glen Crawford, Rakeem Bradshaw, Sydney Council, Corey Glenn, Theola Petteway, Floyd Smith, and Tamiko Brock.

The meeting was called to order at 12: 06 p.m. by Board Chair Scott Davis.

### **PUBLIC COMMENTS**

No public comments were given.

### **CONSENT AGENDA**

Upon motion by Director Williams and seconded by Director Holliday II, the Board of Directors approved the minutes of the October 17, 2023, meeting of the Authority and the Zone; and approved the Payment of Recurring and Non-Recurring Expenses.

### **ACCOUNTANT'S REPORT**

Floyd Smith, Director of Operations presented to the Board of Directors, who did not receive (a) the Compilation Report for the Period Ending September 30, 2023; and (b) the Quarterly Investment Report for the Period Ending September 30, 2023. Floyd Smith told the board McConnell Jones would present the corrected financial statements at a later date.

### **EXECUTIVE DIRECTOR'S REPORT ON ADMINISTRATIVE MATTERS AND STRATEGIC PARTNERSHIPS**

Upon motion by Director Evans-Jackson and seconded by Director Smith, the Board of Directors received the Executive Director's Report on Administrative Matters and Strategic Partnerships as presented by Theola Petteway, Executive Director.

### **FINANCE/OPERATIONS**

Upon unanimous approval, the Board of Directors received the Finance/Operations Report as presented by Director Williams; and the following board actions approved by the Finance/Operations Committee: (a) Ratify Ninth Amended Project Plan and Reinvestment Zone Financing Plan which was approved by the Houston

City Council on November 15, 2023. (b) the Scope of Work and Not-To-Exceed Amount of \$16,250 for Alchemy Consulting Group to provide Additional Human Resources Services; and authorize the Executive Director to issue Work Orders. (c) the Scope of Work for Just Really Simple, LLC. to provide Additional Information Technology Support Services; and authorize the Board Chair, Legal Counsel, and Executive Director to negotiate and execute a contract with Just Really Simple, LLC for a Not-To-Exceed Amount of \$24,200; and authorize Executive Director to issue Notices to Proceed; and (e) the Scope of Work for Medley, Inc.'s to provide website redevelopment, ongoing website maintenance, and content development services including newsletter preparation and distribution on the website and in social media; and authorize the Board Chair, Legal Counsel and Executive Director to negotiate a contract with Medley, Inc. for a Not-to-Exceed amount of \$24,680; and authorize Executive Director to issue Notices to Proceed.

### **CAPITAL PROJECTS**

Upon motion by Director Evans-Jackson and seconded by Director Smith, the Board of Directors received the Capital Projects for the 2019 Bond Funded Projects as presented by Dr. Karun Sreema with Concepts Engineers, Inc., and the Capital Projects for Non-Bond Funded Projects as presented by Zackery Martin with Martin Construction Management & Design, LLC.

Upon motion by Director Smith and seconded by Director Holliday II, the Board of Directors approved (a) Scope of Work and Not-to-Exceed Amount of \$15,000 for Asakura Robinson Company, LLC. to finish and submit the final Right-of-Way Encroachment Study and additional services related to the completion of the final Right-of-Way Encroachment Study for the Greater Third Ward Neighborhood Projects: Emancipation Avenue Reconstruction Project (CIP #T-0711A), Historic Holman Street Reconstruction Project (CIP #T-07130, Live Oak Street Improvement Project (CIP #T-0724), and Greater Third Ward Neighborhood Project – Sections A & B (CIP# T-0722); and (b) the Notice of Intent to Award a Contract for a Not-To-Exceed Amount of \$569,777.77 to Jerdon Enterprise, LP for the Construction and Installation of Improvements for the Authority-Owned Public Parking Lots related to Alameda Road Corridor Improvements – Phase IV (CIP #T-0718); and Authorize the Executive Director to Issue a Notice of Intent to Award a Contract to Jerdon Enterprise, LP. Director Haller Fontaine expressed her reservations regarding the total cost for the Construction and Installation of Improvements for the Authority-Owned Public Parking Lots related to Alameda Road Corridor Improvements – Phase IV (CIP #T-0718).

### **PLANNING & DEVELOPMENT**

Floyd Smith, Director of Operations presented to the Board of Directors the Planning & Development Report.

### **NEXT REGULAR MEETING**

The next meeting will be held on Tuesday, December 19, 2023, at 12:00 p.m.

### **ADJOURNMENT**

The meeting was adjourned at 1:17 p.m.

  
Cathy Evans-Jackson, Board Secretary

## **Minutes of the Meeting of the Board of Directors of Reinvestment Zone Number Seven, City of Houston, Texas**

The Board of Directors of Reinvestment Zone Number Seven, City of Houston (the "Zone") held a joint meeting with the Board of Directors of OST/Almeda Corridors Redevelopment Authority (the "Authority") on Tuesday, November 28, 2023, at 12:30 p.m. at the offices of OST/Almeda Corridors Redevelopment Authority, 3131 Emancipation 2<sup>nd</sup> Floor, Houston, Texas 77004, to consider, discuss and adopt such orders, resolutions, or motions, and take other direct or indirect actions as may be necessary, convenient, or desirable. The roll was called of all the duly appointed members of the Board:

<u>Position #</u>	<u>Board Members</u>
1	Algenita Scott Davis
2	Hexser Holliday, II
3	Zinetta A. Burney
4	Brian G. Smith
5	Lauren Haller Fontaine
6	Cathy Evans-Jackson
7	Michael R. Williams

All of the above were present. Others in attendance were Clark Lord, Brandon Walwyn, Dr. Karun Sreerama, Zackery Martin, Naomi Carrier, Glen Crawford, Rakeem Bradshaw, Sydney Council, Corey Glenn, Theola Petteway, Floyd Smith, and Tamiko Brock.

The meeting was called to order at 12: 06 p.m. by Board Chair Scott Davis.

### **PUBLIC COMMENTS**

No public comments were given.

### **CONSENT AGENDA**

Upon motion by Director Williams and seconded by Director Holliday II, the Board of Directors approved the minutes of the October 17, 2023, meeting of the Authority and the Zone; and approved the Payment of Recurring and Non-Recurring Expenses.

### **ACCOUNTANT'S REPORT**

Floyd Smith, Director of Operations presented to the Board of Directors, who did not receive (a) the Compilation Report for the Period Ending September 30, 2023; and (b) the Quarterly Investment Report for the Period Ending September 30, 2023. Floyd Smith told the board McConnell Jones would present the corrected financial statements at a later date.

### **EXECUTIVE DIRECTOR'S REPORT ON ADMINISTRATIVE MATTERS AND STRATEGIC PARTNERSHIPS**

Upon motion by Director Evans-Jackson and seconded by Director Smith, the Board of Directors received the Executive Director's Report on Administrative Matters and Strategic Partnerships as presented by Theola Petteway, Executive Director.

### **FINANCE/OPERATIONS**

Upon unanimous approval, the Board of Directors received the Finance/Operations Report as presented by Director Williams; and the following board actions approved by the Finance/Operations Committee: (a) Ratify

Ninth Amended Project Plan and Reinvestment Zone Financing Plan which was approved by the Houston City Council on November 15, 2023. (b) the Scope of Work and Not-To-Exceed Amount of \$16,250 for Alchemy Consulting Group to provide Additional Human Resources Services; and authorize the Executive Director to issue Work Orders. (c) the Scope of Work for Just Really Simple, LLC. to provide Additional Information Technology Support Services; and authorize the Board Chair, Legal Counsel, and Executive Director to negotiate and execute a contract with Just Really Simple, LLC for a Not-To-Exceed Amount of \$24,200; and authorize Executive Director to issue Notices to Proceed; and (e) the Scope of Work for Medley, Inc.'s to provide website redevelopment, ongoing website maintenance, and content development services including newsletter preparation and distribution on the website and in social media; and authorize the Board Chair, Legal Counsel and Executive Director to negotiate a contract with Medley, Inc. for a Not-to-Exceed amount of \$24,680; and authorize Executive Director to issue Notices to Proceed.

### **CAPITAL PROJECTS**

Upon motion by Director Evans-Jackson and seconded by Director Smith, the Board of Directors received the Capital Projects for the 2019 Bond Funded Projects as presented by Dr. Karun Sreema with Concepts Engineers, Inc., and the Capital Projects for Non-Bond Funded Projects as presented by Zackery Martin with Martin Construction Management & Design, LLC.

Upon motion by Director Smith and seconded by Director Holliday II, the Board of Directors approved (a) Scope of Work and Not-to-Exceed Amount of \$15,000 for Asakura Robinson Company, LLC. to finish and submit the final Right-of-Way Encroachment Study and additional services related to the completion of the final Right-of-Way Encroachment Study for the Greater Third Ward Neighborhood Projects: Emancipation Avenue Reconstruction Project (CIP #T-0711A), Historic Holman Street Reconstruction Project (CIP #T-07130, Live Oak Street Improvement Project (CIP #T-0724), and Greater Third Ward Neighborhood Project – Sections A & B (CIP# T-0722); and (b) the Notice of Intent to Award a Contract for a Not-To-Exceed Amount of \$569,777.77 to Jerdon Enterprise, LP for the Construction and Installation of Improvements for the Authority-Owned Public Parking Lots related to Alameda Road Corridor Improvements – Phase IV (CIP #T-0718); and Authorize the Executive Director to Issue a Notice of Intent to Award a Contract to Jerdon Enterprise, LP. Director Haller Fontaine expressed her reservations regarding the total cost for the Construction and Installation of Improvements for the Authority-Owned Public Parking Lots related to Alameda Road Corridor Improvements – Phase IV (CIP #T-0718).

### **PLANNING & DEVELOPMENT**

Floyd Smith, Director of Operations presented to the Board of Directors the Planning & Development Report.

### **NEXT REGULAR MEETING**

The next meeting will be held on Tuesday, December 19, 2023, at 12:00 p.m.

### **ADJOURNMENT**

The meeting was adjourned at 1:17 p.m.



Cathy Evans-Jackson, Board Secretary