

**MINUTES OF REGULAR MEETING  
OF  
REINVESTMENT ZONE NUMBER THREE, CITY OF HOUSTON, TEXAS**

August 7, 2018

The Board of Directors (the "Board") of Reinvestment Zone Number Three, City of Houston (the "Zone") convened in regular session, open to the public, at the offices of the Houston Downtown Management District, on the 7<sup>th</sup> day of August, 2018, and the roll was called of the duly constituted officers and members of the Board, to-wit:

F. Xavier Peña	Chair
Michele Sabino	Vice Chair
Barry Mandel	Secretary
Curtis Flowers	Treasurer/Investment Officer
William Kennerly	Director
Keith Hamm	Director
James Harrison	Director
Regina Garcia	Director
Bruce Austin	Director

and all of said persons were present except Director Austin, Director Harrison and Director Hamm thus constituting a quorum.

Also present were Bob Eury, President, Ryan Leach, Executive Director and Emily Barnes, Administrative Assistant of the Zone (Zone); Algenita Scott Davis, Robert Lung and Jackie Traywick of Central Houston, Inc. (CHI); Brett DeBord and Lonnie Hoogeboom of the Houston Downtown Management District (HDMD); Jennifer Curley of the City of Houston; Captain Conn, Sergeant Armstrong and Lieutenant Iglinsky of the Downtown Division of the Houston Police Department; David Dow and Andres Berdugo of AECOM; Mark Flores of KOC; Elizabeth Braun; and Linda Treviño of METRO.

**DETERMINE QUORUM; CALL TO ORDER**

Chair Peña noted that a quorum was present and called the meeting to order at 12:10 p.m.

**INTRODUCTION OF GUESTS AND PUBLIC COMMENTS**

Chair Peña requested all meeting attendees briefly introduce themselves and welcomed all.

**MINUTES OF PREVIOUS MEETINGS**

The Board considered approving the minutes of the previous meetings. Following discussion, upon a motion made by Vice Chair Sabino and seconded by Secretary Mandel, the Board voted unanimously to approve the minutes of the May 8<sup>th</sup>, 2018 meetings.

**FINANCIALS**

**Check Registers – May, June and July 2018**

Ms. Traywick (CHI) provided an overview of the operating and 2015 bond account check registers for the months of May, June and July 2018. She reported the expenditures listed on the check registers were reoccurring operating and capital project expenses. She noted that June 30, 2018 marks the end of FY2018 for the Zone, therefore, the June check register contains multiple annual payments. Ms. Traywick answered questions from the Board.

No action was required.

### FY18 Fourth Quarter Financial Statement and Investment Report

Ms. Traywick (CHI) provided a detailed overview of the quarterly financial statement and investment report for the fourth quarter of FY18. Ms. Traywick reported expected revenues, expenses and project costs.

No action was required.

### Engagement of Carr, Riggs and Ingram, LLC for FY18 Audit Services

Mr. Leach (Zone) presented a request for approval of Carr, Riggs & Ingram, LLC as auditors for FYE 6/30/2018 at a fee not to exceed \$15,900. Ms. Traywick explained the Zone has used Carr, Riggs & Ingram in previous years.

Following discussion, upon a motion made by Treasurer/Investment Officer Flowers and seconded by Secretary Mandel, the Board voted unanimously to authorize the engagement of Carr, Riggs & Ingram, LLC as auditors for FY18 for a total fee not to exceed \$15,900, and the execution of necessary agreements by the appropriate officers of the Zone.

### MUNICIPAL SERVICES

Chair Peña called on Captain Conn (HPD) to introduce the discussion on the HPD Overtime Program. Captain Conn introduced Sergeant Armstrong to present the reports for the months of April, May and June 2018. The reports provided an overview of expenditures and highlighted the current programs. Sergeant Armstrong noted the impact major sporting events have on policing activity downtown. Captain Conn and Sergeant Armstrong then answered questions from the Board and staff.

No action was required.

### OTHER BUSINESS

#### Project Status Report

Mr. Leach (Zone) provided a brief status update on all active and ongoing projects. Ms. Bertinot (HDMD) gave a presentation on the programming efforts, thus far, for the new park in southern downtown. Mr. Leach then answered questions from the Board on the current projects.

No action was required.

### NEXT MEETING

Chair Peña announced that the next Board of Directors meeting is scheduled for September 11<sup>th</sup>, 2018 at 12:00 p.m. at the regular meeting location.

### ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:10 p.m.

*[Signature follows]*

  
Secretary, Board of Directors