



**Board of Directors Meeting
Mike McQueen, President**

The El Paso Downtown Management District Board of Directors meeting will be held Thursday, June 25, 2020 at 11:30 a.m. by video and telephone communications as allowed by the Office of Attorney General of Texas with approval by Texas Governor Greg Abbott.

Video Conference

- Join ZOOM Meeting: <https://us02web.zoom.us/j/87479832463>
- Meeting ID: 874 7983 2463

Telephone Conference

- Telephone & Audio Participation: 1-346-248-7799
- Meeting ID: 874 7983 2463

**FILED FOR RECORD
IN MY OFFICE**

2020 JUN 22 PM 1:28

DELIA BRIONES
COUNTY CLERK
EL PASO COUNTY, TEXAS

The public is strongly encouraged to sign up to speak on items on this agenda before 11am, on Thursday, June 25, 2020. Visit <https://downtownelpaso.com/procedures-for-addressing-the-el-paso-downtown-management-district-dmd-board-of-directors/> or call 915-240-3116 to sign up prior to the start of the meeting.

AGENDA:

1. Call meeting to order.

NOTICE TO THE PUBLIC

All matters listed under the CONSENT AGENDA will be considered by the Downtown Management District (DMD) Board to be routine and will be enacted by one motion unless separate discussion is requested by Board Members. Prior to the vote, members of the audience may ask questions regarding items on the consent agenda. When the vote has been taken, if an item has not been called out for separate discussion, the item has been approved. The Board may, however, reconsider any item at any time during the meeting. The wording of all agenda items shall appear in the minutes of this meeting of the DMD Board of Directors as posted, unless otherwise revised by this or other motion of the Board, without the necessity of reading the wording of each item into the record.

CONSENT AGENDA

2. Approval of Minutes:
 - a. May 28, 2020 Board of Directors Meeting
3. DMD May Investment Report
 - a. TexPool Accounts – balance, rate and status

REGULAR AGENDA

4. Presentation, Discussion and Possible Action on Downtown Management District Response to COVID-19 Pandemic.
5. Presentation, Discussion and Action to authorize the Executive Director to negotiate and enter into a Sub-Recipient Grant Agreement with City of El Paso related to the Notice of Funding Availability from the Economic and International Development Department related to the U.S. Treasury Relief Funds (CARES Act).
6. Committee Report: Finance Committee – Chair Wayne Soza
 - a. Monthly Financial Summary
 - b. 2020-2021 Budget Process and Update
 - c. PFIA training Completed
7. Committee Report: Grant Programs Update – Chair Jamie Gallagher
 - a. Grant Programs Status/Fund Balance Report

8. Committee Report: Infrastructure & Advocacy Committee – Chair Martin Morgades
 - a. EPA Brownfield Grant
 - b. Downtown 10 (I-10) Public Meeting #1
 - c. Sanitation Program

9. Committee Report: Marketing Committee – Rudy Vasquez
 - a. Current & Upcoming DTEP Promotions – I Miss You
 - b. Social Media & INSIDER Distribution List
 - c. DMD in the News

10. President’s Report
 - a. DMD Board Vacancy
 - b. DMD Board Assessment

11. Executive Director’s Report
 - a. Annual Segundo Barrio Backpack and School Supply Drive
 - b. DMD Office Lease RFP Process
 - c. DMD Audit Firm RFQ Process

FILED FOR RECORD
IN MY OFFICE

2020 JUN 22 PM 1:28

DELIA BRIONES
COUNTY CLERK
EL PASO COUNTY, TEXAS

12. Construction & Event Update – Amy McQuillen
 - a. Current/Upcoming Projects and Events

13. Economic Development Update by City of El Paso (Mirella Craigo)

14. Call to the Public* (no action)

15. Open Discussion of topics relevant to Downtown El Paso (no action)

16. Discussion of the Next Board Meeting – August 27, 2020 at 11:30 a.m. (no action)

17. Executive Session

At any time during the Board Meeting, the Board may, upon motion and affirmative vote of a majority of the Board in attendance, retire into Executive Session pursuant to the Texas Government Code, Chapter 551, Sections 551.071 and 551.074(a) for the purpose of consultations with legal counsel and/or discussion of a specific matter permitted to be in Executive Session pursuant to Texas Law. Executive Session is a closed, private meeting of the Board at which the public may not attend. No action and no voting may occur in Executive Session. The Board will return to open session to take any final action on any item discussed in Executive Session, or if no action is necessary, to continue or adjourn the meeting, as appropriate. The items to be discussed in executive session, if any, include the topics listed on the agenda, and possibly the following specified item(s):

- None

18. Adjourn

** Call to the Public is an opportunity for members of the public to bring topics and issues to the DMD Board’s attention. The Call to the Public is reserved for items generated by the public. It is not for items already posted on the Board Meeting Agenda. Items that are brought up by the public may not be discussed among the Board members or acted upon by the Board, except for limited questions related directly to the topic or a discussion whether to post the public raised item on a future agenda. Individuals who would like to address the Board must sign up on the available form prior to the start of the meeting or submit the form electronically to the DMD Executive Director at least one hour prior to the start of the meeting. Each participant is limited to three minutes to make comments. Any group of five or more persons must appoint one person to present the group’s views to the Board and will be limited to three minutes to make comments. Personal attacks, name-calling, and rude or slanderous remarks will not be tolerated.*

Posted this 22nd day of June, 2020, at the El Paso County Courthouse, 500 E. San Antonio, El Paso, Texas; El Paso City Hall, 300 N. Campbell, and at the administrative office of the El Paso Downtown Management District, 201 E. Main, Suite 107, El Paso, Texas, pursuant to instructions of Laura Pople, Vice President of the El Paso Downtown Management District.

BY:  Teresa Mais

EL PASO DOWNTOWN MANAGEMENT DISTRICT

Minutes of the Meeting of the Board of Directors – June 25, 2020

The Texas Governor temporarily suspended specified provisions of the Texas Open Meetings Act to allow telephonic or videoconference meetings and to avoid congregate settings in physical locations. A recording of this meeting is available upon request.

Attendees: Total Members: 20 Quorum: 11 needed
Total Members Present: 15

Table with 4 columns: Bill Burton, Sam Legate, Steve Ortega, Y.I. Santoscoy; Arlene Carroll, Ben Marcus, Eric Pearson, Wayne Soza; Jamie Gallagher, Mike McQueen, Laura Pople, Laura Uribarri; Jon Law, Pacelli Mesta, Alejo Restrepo.

Total Members Not Present: 5

Table with 4 columns: Johnny Escalante, Ruben Torres; Martin Morgades; Peter Spier; Brad Taylor.

Ex-Officio Members:

Staff: Joe Gudenrath; Terry Mais, Amy McQuillen

Guests: Bob Blumenfeld—Attorney; Jessica Herrera—City of El Paso; Miranda Diaz—City of El Paso; Commissioner David Stout – El Paso County

1. Call meeting to order

Mike McQueen called the meeting to order at 11:32 am on June 25, 2020 via video conference. Notice of the DMD Board of Directors Meeting Agenda was posted at the El Paso County Courthouse, El Paso City Hall, and at the administrative office building of the El Paso Downtown Management District, and on the downtownelpaso.com webpage by Teresa Mais on June 22, 2020 in accordance with the Texas Open Meeting Act on the dates indicated.

Gudenrath performed Roll Call: Quorum was established.

McQueen stated that the Consent Agenda and voting items will be deferred until later in the meeting.

NOTICE TO THE PUBLIC

All matters listed under the CONSENT AGENDA will be considered by the Downtown Management District (DMD) Board to be routine and will be enacted by one motion unless separate discussion is requested by Board Members. Prior to the vote, members of the audience may ask questions regarding items on the consent agenda. When the vote has been taken, if an item has not been called out for separate discussion, the item has been approved. The Board may, however, reconsider any item at any time during the meeting. The wording of all agenda items shall appear in the minutes of this meeting of the DMD Board of Directors as posted, unless otherwise revised by this or other motion of the Board, without the necessity of reading the wording of each item into the record.

CONSENT AGENDA

2. Approval of Minutes:

- a. May 28, 2020 Board of Directors Meeting

3. DMD May Investment Report

- a. TexPool Accounts – balance, rate and status
No action was taken.

REGULAR AGENDA

4. Presentation, Discussion and Possible Action on Downtown Management District Response to COVID-19 Pandemic.

Gudenrath updated the board on how the current COVID-19 pandemic is impacting the DMD administration, sanitation operations, budget and marketing. Gudenrath updated the board on the financial outlook for the remainder of the 2019-2020 fiscal year, the Pledge to Safety program, the Fresh Air Food Court, and the DMD's CARES Act grant application and award.

5. Presentation, Discussion and Action to authorize the Executive Director to negotiate and enter into a Sub-Recipient Grant Agreement with City of El Paso related to the Notice of Funding Availability from the Economic and International Development Department related to the U.S. Treasury Relief Funds (CARES Act).

This item was postponed until the end of the meeting. No action was taken.

McQueen ask the board if there was any concern with allowing the Executive Committee to enter into the agreement with the City and bring the item back to the Board in August for ratification. No objections were voiced. Gudenrath provided additional detail on the proposed program. Pearson suggested having a legal review of the agreement with the City.

6. Committee Report: Finance Committee

a. Monthly Financial Summary

Soza gave a brief overview of the DMD's current financial position.

b. 2020-2021 Budget Process and Update

Gudenrath provided an overview of the budget process. He mentioned they were a bit behind compared to other years because of uncertainty of the certified CAD values, the lack of an Interlocal Agreement, and Office Space/Audit RFPs which were being issued. Committees have been told to expect a status quo budget. The annual survey will be released in July.

7. Committee Report: Grant Programs Update

a. Grant Programs Status/Fund Balance Report

Gallagher provided an update on the status of current projects and the program's fund balance.

8. Committee Report: Infrastructure & Advocacy Committee

a. EPA Brownfield Grant

Gudenrath reported that the DMD was awarded an EPA Brownfield Grant. DMD is working with Stantec to reach a Cooperative Agreement with the EPA. He provided a summary of what the workplan will include. The agreement will be finalized in July/August and go into effect as early as September 1, 2020.

b. Downtown 10 (I-10) Public Meeting #1

Gudenrath informed the Board about TxDot's virtual meeting and comment period.

c. Sanitation Program

Gudenrath reported that the County has yet to reactivate the Community Service Program. As businesses have started to reopen, an increase in trash is being experienced. In the absence of the Community Service Program, the DMD has hired 3 additional part time staff and is looking to hire 3 more. This unbudgeted expense was included in the budget recap presented early. McQueen ask Commissioner Stout if he could look into the status of the community service program. Stout confirmed he would. Gudenrath added that the County has already received the DMD's plan for reopening in a safe manner.

9. Committee Report: Marketing Committee

a. Current & Upcoming DTEP Promotions

Gudenrath advised the board about current and upcoming marketing strategies being developed.

b. Social Media & INSIDER Distribution List

Gudenrath gave brief update on the DMD's social media channels and the weekly newsletter.

c. DMD in the News

Gudenrath informed the Board of DMD media mentions in May 2020.

10. President's Report

a. DMD Board Vacancy

McQueen informed the Board that Leah Masters resigned her position with United Bank and her spot on the Board. He asked the board to forward any nominations or prospective candidates to fill the position. The Executive Committee hopes to bring a nominee forward at the August Board Meeting. McQueen added that they may have to consider meeting room options in order to facilitate future, in person Board Meetings with proper social distancing implemented. Pearson, Legate and Herrera volunteered to help.

b. **DMD Board Assessment**

McQueen asked that all Board members complete the assessment if they haven't done so already. The link will be resent.

11. Executive Director's Report

a. **Annual Segundo Barrio Backpack and School Supply Drive**

Gudenrath advised the Board that the annual drive will be held in July, but will look a little different. Only monetary contributions will be collected, and distribution will be to local community organizations.

b. **DMD Office Lease RFP Process**

RFP issued on June 11th with all proposals due no later than July 9th (4pm).

c. **DMD Audit Firm RFQ Process**

RFQ will be issued on July 7th. McQueen asked if there was a legal requirement to change auditors. Blumenfeld said there are no statutory requirements. Gudenrath stated there are no requirements in the Administrative Rules. Law said its recommended that nonprofits change audit firms every 7 years.

12. Construction & Event Update

a. **Current/Upcoming Projects and Events**

McQuillen gave a brief update about current construction projects still underway in the downtown. McQuillen provided additional updates on the status of a variety of events.

13. Economic Development Update by City of El Paso

Jessica Herrera updated the board on the action of the City of El Paso in response to the current public health and economic crisis, including distribution of CARES Act Funding, the Pledge to Safety, and a PPE Match Making Seminar. She also provided some information on unemployment and hotel occupancy.

McQueen asked if she knew downtown's share of hotel occupancy. Herrera responded that downtown was seeing a higher rate than other parts of the city. Legate asked what the City was doing about bars failing to abide by health requirements. He witnessed a complete disregard among Cincinnati District bars. Gallagher stated that they are enforcing a mask rule and have 90% compliance. Mesta mentioned compliance challenges at construction sites. Herrera offered to provide an enforcement update at a future meeting.

McQueen asked Commissioner Stout if he had any updates. He had nothing to report.

14. Call to the Public

None

15. Open Discussion of topics relevant to Downtown El Paso

None.

16. Discussion of the Next Board Meeting—August 27, 2020 at 11:30 am

17. Executive Session


At any time during the Board Meeting, the Board may, upon motion and affirmative vote of a majority of the Board in attendance, retire into Executive Session pursuant to the Texas Government Code, Chapter 551, Sections 551.071 and 551.074(a) for the purpose of consultations with legal counsel and/or discussion of a specific matter permitted to be in Executive Session pursuant to Texas Law. Executive Session is a closed, private meeting of the Board at which the public may not attend. No action and no voting may occur in Executive Session. The Board will return to open session to take any final action on any item discussed in Executive Session, or if no action is necessary, to continue or adjourn the meeting, as appropriate. The items to be discussed in executive session, if any, include the topics listed on the agenda, and possibly the following specified item(s):

- None

18. Adjourn

By consensus of the Board the meeting adjourned at 12:30 pm.

Submitted by:



Jamie Gallagher, Secretary
DMD Board of Directors

Date: July 1, 2020