



*The El Paso Downtown Management District Board of Directors meeting will be held Thursday, May 28, 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/87612132855>
- Meeting ID: 876 1213 2855

**Telephone Conference**

- Telephone & Audio Participation: 1-346-248-7799
- Meeting ID: 876 1213 2855

The public is strongly encouraged to sign up to speak on items on this agenda before 11am, on Thursday, May 28, 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. April 23, 2020 Board of Directors Meeting
3. DMD April 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. Committee Report: Finance Committee – Chair Wayne Soza
  - a. Monthly Financial Summary
  - b. 2020-2021 Budget Process and Update
6. Committee Report: Grant Programs Update – Chair Jamie Gallagher
  - a. Grant Programs Status/Fund Balance Report

7. Committee Report: Infrastructure & Advocacy Committee – Chair Martin Morgades
  - a. EPA Brownfield Grant
  - b. Sanitation Program
8. 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
9. President’s Report
  - a. Multi-Purpose Performing Arts Center Update
  - b. DMD Board Assessment
10. Executive Director’s Report
  - a. Interlocal Agreement w/ City of El Paso
  - b. Downtown/Uptown Study
11. Construction & Event Update – Amy McQuillen
  - a. Current/Upcoming Projects and Events
12. Economic Development Update by City of El Paso (Mirella Craigo)
13. Call to the Public\* (no action)
14. Open Discussion of topics relevant to Downtown El Paso (no action)
15. Discussion of the Next Board Meeting – June 25, 2020 at 11:30 a.m. (no action)

16. 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

17. 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 22<sup>nd</sup> day of May, 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 – May 28, 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:** 21 **Quorum: 11 needed**

**Total Members Present:** 13

Arlene Carroll	Johnny Escalante	Mike McQueen	Pacelli Mesta
Martin Morgades	Steve Ortega	Eric Pearson	Alejo Restrepo
Y.I. Santoscoy	Wayne Soza	Peter Spier	Ruben Torres
Laura Uribarri			

**Total Members Not Present:** 8

Bill Burton	Jamie Gallagher	Jon Law	Sam Legate
Ben Marcus	Leah Masters	Laura Pople	Brad Taylor

**Ex-Officio Members:**

**Staff:** Joe Gudenrath; Terry Mais, Rudy Vasquez; Amy McQuillen

**Guests:** Bob Blumenfeld—Attorney; Jessica Herrera—City of El Paso; Mirella Craigo—City of El Paso; Commissioner David Stout – El Paso County

**1. Call meeting to order**

Mike McQueen called the meeting to order at 11:36 am on May 28, 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 May 22, 2020 in accordance with the Texas Open Meeting Act on the dates indicated.

Gudenrath performed Roll Call: Quorum was established.

**NOTICE TO THE PUBLIC**

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**CONSENT AGENDA**

McQueen stated the items on the Consent Agenda are considered to be routine. McQueen requested a Motion and Second to approve the Consent Agenda.

**2. Approval of Minutes:**

- a. April 23, 2020 Board of Directors Meeting

**3. DMD April Investment Report**

- a. TexPool Accounts – balance, rate and status

**Discussion:** None  
**Moved:** Wayne Soza  
**Seconded:** Ruben Torres  
**Roll Call Vote:** For: 9; Against: 0; Abstaining: 2 (Mesta, Santoscoy); Absent: 2 (Carroll, Pearson)  
**Motion Approved.**

## 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 identified a Business Pledge Program and Outdoor Dining Area as two new efforts to build consumer confidence and support downtown restaurants. Later in the meeting, Gudenrath returned to this topic to expand on the concept of the Outdoor Dining Area. Mesta commended the idea and said it would be a welcome addition for downtown employees. Pearson stated that there may be the potential to partner with the Foundation's Get Shift Done for El Paso Program.

### **5. 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 update on Preliminary Assessment figures, generic revenue projects and the budget process. Ortega asked what was driving the significant valuation growth. Gudenrath stated that the bulk was attributed to major projects such as WestStar Tower, the Plaza Hotel, and Paso del Norte Hotel, but also likely included general valuation growth.

### **6. Committee Report: Grant Programs Update**

- a. Grant Programs Status/Fund Balance Report  
Gudenrath provided an update on the status of current projects and the program's fund balance.

### **7. Committee Report: Infrastructure & Advocacy Committee**

- a. EPA Brownfield Grant  
Gudenrath reported that the DMD was awarded an EPA Brownfield Grant. DMD will be working with Stantec to reach a Cooperative Agreement with the EPA. An update will be provided to the Board in June. The agreement will be finalized in July/August and go into effect October 1, 2020.
- b. 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 may have to hire additional staff until the program is reactivated. This unbudgeted expense will amount to \$4,000-\$10,000 a month depending on staffing levels.

### **8. Committee Report: Marketing Committee**

- a. Current & Upcoming DTEP Promotions  
Vasquez advised the board about current and upcoming marketing strategies being developed.
- b. Social Media & INSIDER Distribution List  
Vasquez 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 April 2020.

### **9. President's Report**

- a. Multi-Purpose Performing Arts Center Update  
McQueen informed the Board that the DMD did get involved in a recent attempt by two City Council Representatives to indefinitely suspend the Arena and MACC projects. The attempt failed on a 6-2 vote. Mesta did state that the design of the MACC is ongoing and will be completed in October. It is unclear when construction could start.
- b. DMD Board Assessment

McQueen stated that the annual Board Assessment will be distributed in June and asked all Board Members to complete the survey. The results will be shared and discussed at a later meeting.

**10. Executive Director's Report**

- a. Interlocal Agreement w/ City of El Paso  
Gudenrath advised the Board that the goal is to have a tentative agreement in June.
- b. Downtown/Uptown Study  
Gudenrath advised the Board that he was in discussions with the City on the timing of the Downtown/Uptown Study. It was unclear when the effort would commence due to the impact of the pandemic.

**11. Construction & Event Update**

- a. Current/Upcoming Projects and Events  
McQuillen gave a brief update about current construction projects still underway in the downtown. Spier indicated that there have been some supply chain delays and the completion of WestStar Tower is schedule for late 2020/early 2021. McQuillen provided additional updates on the status of a variety of events.

**12. 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.

**13. Call to the Public**

None

**14. Open Discussion of topics relevant to Downtown El Paso**

Commissioner Stout added that the County received CARES Act Funding and outlined its distribution as well as opportunities.

**15. Discussion of the Next Board Meeting—June 25, 2020 at 11:30 am**

**16. Executive Session**

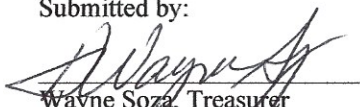
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- None

**17. Adjourn**

By consensus of the Board the meeting adjourned at 12:38 pm.

Submitted by:

  
Wayne Soza, Treasurer  
DMD Board of Directors

Date: 6/3/2020