



**Board of Directors Meeting
Laura Pople, Vice-President**

The El Paso Downtown Management District Board of Directors meeting will be held Thursday, October 28, 2021 at 11:30 a.m. at the Center for Civic Empowerment on the 17th Floor of the Blue Flame Building, 304 Texas Avenue, El Paso, Texas

Public Comment

The public is strongly encouraged to sign up to speak on items on this agenda before 11am, on Thursday, October 28, 2021. 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:

FILED FOR RECORD
IN MY OFFICE

2021 OCT 25 AM 11:25

- 1. Call meeting to order.

DELIA BRIONES
COUNTY CLERK
EL PASO COUNTY, TEXAS

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. September 23, 2021 Board of Directors Meeting
- 3. DMD September Investment Reports
 - a. TexPool Accounts – balance, rate and status
 - b. Bank of Texas Certificates of Deposit – balance and rate
- 4. Approval of Public Funds Investment Act Quarterly Report for July – September 2021.
- 5. Approval of Amendment to the 2021 DMD Board of Directors Meeting Schedule to reschedule the Thursday, December 2nd, 2021 meeting from 11:30am to 3pm to facilitate a Holiday Social for Board Members and guests.
- 6. Recognition of donations, contributions and sponsorships to the El Paso Downtown Management District:
 - a. Havas Street - \$1,000 supporting sponsorship of Fiesta de Las Luces
 - b. Various Vendors & Food Trucks - \$2,238.10 in vendor space sponsorships for Fiesta de Las Luces

REGULAR AGENDA

- 7. Election of DMD Officers: President, Vice-President, Secretary and Treasurer.

8. Discussion and Action to approve the 2021-2022 DMD Committee Charters.
9. Discussion and Action to approve the DMD Board Administrative Rules, Policies and Procedures as amended.
10. Committee Report: Finance Committee – Chair Wayne Soza
 - a. Monthly Financial Summary
11. Committee Report: Grant Programs Update – Chair Jamie Gallagher
 - a. Grant Programs Status/Fund Balance Report
12. Committee Report: Infrastructure & Advocacy Committee – Chair Martin Morgades
 - a. DMD Sanitation Program & Community Service Program Update
 - b. Brownfields Site Reuse & Revitalization Program Update
 - i. Grant Application Process & Timeline
 - ii. New Project – 621 S. Oregon
 - c. Downtown Landscaping and Tree Maintenance
13. Presentation, Discussion and Possible Action to approve the First Amendment to the Interlocal Agreement between the City of El Paso, and the Downtown Management District (DMD), a Texas Municipal Management District, organized under Texas Local Government Code Chapter 375 to include tree and landscaping services, and authorize the DMD Board President or Executive Director to enter into the final agreement with the City of El Paso.
14. Approval of the purchase of a 2022 Ford F250 for primary use by DMD Staff to provide tree and landscape services identified under the First Amendment to the Interlocal Agreement between the City of El Paso, and the Downtown Management District (DMD). The DMD has procured the vehicle through H-GAC, a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code. DMD agrees to pay Chastang Ford a total of \$26,198.00 for the purchase of the identified vehicle with funds coming from the DMD’s established Capital Fund (current balance - \$62,533.45).
15. Committee Report: Marketing Committee – Chair Johnny Escalante
 - a. Website Redesign Progress Report
 - b. Current & Upcoming DTEP Promotions
 - c. Social Media & INSIDER Distribution List
 - d. DMD in the News
16. President’s Report
 - a. DMD Board Member Resignation – Wayne Soza
 - b. DMD Board Member Appointment Process
17. Executive Director’s Report
 - a. 2021 Event Recap
 - b. 2022 Event/Promotion Schedule and Sponsorship Goals
18. Construction & Event Update – Richard Bustamante
 - a. Current/Upcoming Projects and Events

19. Economic Development Update by City of El Paso (Mirella Craigo)
20. Economic Development Update by El Paso County (Michael Hernandez)
21. Call to the Public* (no action)
22. Open Discussion of topics relevant to Downtown El Paso (no action)
23. Discussion of the Next Board Meeting – Thursday, December 2, 2021 (no action)
24. 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):

- Advice of legal counsel on matters meriting advice of counsel (Section 551.071 of the Texas Open Meetings Act).

25. 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 25th day of October, 2021, 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 – October 28, 2021

Location: Center for Civic Engagement, 17th Floor – Blue Flame Building, 304 Texas Avenue, El Paso, Texas

Attendees: _____ **Total Members:** 21 **Quorum: 11 needed**
Total Members Present: 17

Nadia Baem	Arlene Carroll	Jamie Gallagher	Edgar Lopez
Pacelli Mesta	Martin Morgades	Edgar Orozco	Steve Ortega
Mark Osborn	Eric Pearson	Laura Pople	Alejo Restrepo
Y.I. Santoscoy	Wayne Soza	Brad Taylor	Ruben Torres
Laura Uribarri			

Total Members Not Present: 4

Bill Burton	Johnny Escalante	Sam Legate	Peter Spier
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Ex-Officio Members: Commissioner David Stout

Staff: Joe Gudenrath; Rudy Vasquez; Richard Bustamante; Terry Mais

Guests: Gwen Pulido, DMD Attorney; Christian Lopez, City of El Paso

1. Call meeting to order

Laura Pople called the meeting to order at 11:36am on October 28, 2021 in the Center for Civic Engagement, 17th Floor – Blue Flame Building, 304 Texas Avenue, El Paso, Texas. 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 October 25, 2021 in accordance with the Texas Open Meeting Act on the dates indicated.

NOTICE TO THE PUBLIC

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CONSENT AGENDA

Pople provided a brief overview of all items and stated the items on the Consent Agenda are considered to be routine. Pople requested a Motion and Second to approve the Consent Agenda.

2. Approval of Minutes:

- a. September 23, 2021 Board of Directors Meeting

3. DMD September Investment Reports

- a. TexPool Accounts – balance, rate and status
- b. Bank of Texas Certificates of Deposit – balance and rate

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5. Approval of Amendment to the 2021 DMD Board of Directors Meeting Schedule to reschedule the Thursday, December 2nd, 2021 meeting from 11:30am to 3pm to facilitate a Holiday Social for Board Members and guests.

6. Recognition of donations, contributions and sponsorships to the El Paso Downtown Management District:

- a. Havas Street - \$1,000 supporting sponsorship of Fiesta de Las Luces

b. **Various Vendors & Food Trucks - \$2,238.10 in vendor space sponsorships for Fiesta de Las Luces.**

Discussion: None
Moved: Jamie Gallagher
Seconded: Martin Morgades
Roll-Call Vote: For: 16; Against: 0; Abstaining: 0; Absent: 1 (Pearson)
Motion Approved.

REGULAR AGENDA

7. Election of DMD Officers: President, Vice-President, Secretary and Treasurer

Joe Gudenrath gave a brief overview about how the election process will be conducted. The following nominations were made and accepted. Due to the lack of contested offices, the slate was taken as one voting item.

Nominations:

- Laura Pople nominated Ruben Torres as President. Martin Morgades seconded the nomination.
- Martin Morgades nominated Laura Pople as Vice President. Ruben Torres seconded the nomination.
- Wayne Soza nominated Arlene Carroll as Treasurer. Arlene Carroll seconded the nomination.
- Brad Taylor nominated Jamie Gallagher as Secretary. Y.I. Santoscoy seconded the nomination.

Discussion: None
Moved: Y.I. Santoscoy
Seconded: Pacelli Mesta
Roll-Call Vote: For: 16; Against: 0; Abstaining: 0; Absent: 1 (Pearson)
Motion Approved.

Pople requested that Items 8 and 9 be taken together.

8. Discussion and Action to approve the 2021-2022 DMD Committee Charters.

9. Discussion and Action to approve the DMD Board Administrative Rules, Policies and Procedures as amended.

Gudenrath presented the Board with a summary of proposed changes and updates to the Committee Charters and Administrative Rules.

Discussion: None
Moved: Y.I. Santoscoy
Seconded: Pacelli Mesta
Roll Call Vote: For: 16; Against: 0; Abstaining: 0; Absent: 1 (Pearson)
Motion Approved.

10. Committee Report: Finance Committee

- a. Monthly Financial Summary
Soza gave a brief overview of the DMD's current financial position.

11. Committee Report: Grant Programs Update

- a. Grant Programs Status/Fund Balance Report
Gallagher gave a brief overview of current projects and budget status.

12. Committee Report: Infrastructure & Advocacy Committee

- a. DMD Sanitation Program & Community Service Program Update
Morgades provided information on efforts to seek the restoration of the Community Service Program or fund additional staff in light of the upcoming bridge reopening. To date, efforts have not been successful on either front.
- b. Brownfields Site Reuse & Revitalization Program
- i. Grant Application Process and Timeline
Morgades stated that the DMD will submit a grant application for a \$500,000 assessment grant by December 1, 2021.
 - ii. New Project – 621 S. Oregon
Morgades reported that a property owner at 621 S. Oregon has requested assessment work as part of the rehabilitation of the exterior of the mixed-use building.
- c. Downtown Landscaping and Tree Maintenance

Morgades asked Gudenrath to provide the Board with a presentation and supporting information for voting Items 13 and 14.

Pople requested that Items 13 and 14 be taken together.

13. Presentation, Discussion and Possible Action to approve the First Amendment to the Interlocal Agreement between the City of El Paso and the Downtown Management District (DMD), a Texas Municipal Management District, organized under Texas Local Government Code Chapter 375 to include tree and landscaping services, and authorize the DMD Board President or Executive Director to enter into the final agreement with the City of El Paso.

14. Approval of the purchase of a 2022 Ford F250 for primary use by DMD Staff to provide tree and landscape services identified under the First Amendment to the Interlocal Agreement between the City of El Paso and the Downtown Management District (DMD). The DMD has procured the vehicle through H-GAC, a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code. DMD agrees to pay Chastang Ford a total of \$26,198.00 for the purchase of the identified vehicle with funds coming from the DMD's established Capital Fund (current balance - \$62,533.45).

Gudenrath outlined the needs for improved tree maintenance and landscaping services throughout the DMD, and the proposed terms of the Interlocal Agreement. Gudenrath also updated the Board of the DMD's methods for procuring vehicles and the use for the proposed vehicle. It was noted that the agenda included a typo, and the DMD intends to purchase a Ford F350 as opposed to an F250.

Discussion: Pearson state that the EPCF may be interested in assisting with acquiring and planting of trees. Mesta cautioned that the basements of many buildings extend out under the sidewalk and there is potential of water leaking into basements. Santoscoy asked about the use of irrigation. Gudenrath stated that currently the irrigation systems are in disrepair. The DMD will address minor maintenance issues, ask the City for major repairs, and hand water where necessary. It was clarified that this agreement addresses only the right-of-way and not park land. Uribarri suggested that UTEP student organizations and volunteers might be able to assist with the planting of trees.

Moved: Martin Morgades

Seconded: Eric Pearson

Roll-Call Vote: For: 17; Against: 0; Abstaining: 0; Absent: 0

Motion Approved.

15. Committee Report: Marketing Committee

- a. Website Redesign Progress Report
Vasquez updated the board on the efforts underway to redesign the website.
- b. Current & Upcoming DTEP Promotions
Vasquez highlighted the current and upcoming promotions including the Monster Hunt and Holiday Loteria.
- c. Social Media & INSIDER Distribution List
Vasquez reviewed the continued growth in DMD Social Media profiles.
- d. DMD in the News
Gudenrath informed the Board of DMD media mention in September 2021.

16. President's Report

- a. DMD Board Member Resignation – Wayne Soza
Pople notified the Board that Wayne Soza is retiring from El Paso Electric and is therefore resigning his spot on the Board. She thanked him for his years of service.
- b. DMD Board Member Appointment Process
Pople stated that Soza's resignation leaves a vacancy on the Board. She encouraged Board members to identify candidates to the Board or Committees and forward them to Gudenrath.

17. Executive Director's Report

- a. 2021 Event Recap
Gudenrath provided an overview of events organized and implemented by the DMD from June to September 2021.
- b. 2022 Event/Promotion Schedule and Sponsorship Goals
Gudenrath provided an overview of the 2022 schedule for DMD produced events and sponsorship needs. He notified Board members that he would be reaching out to them and would greatly appreciate their support.

12. Construction & Event Update

- a. Current/Upcoming Projects and Events
Bustamante gave a brief update about current construction projects still underway in the downtown and upcoming events. Gudenrath added that fences have gone up around the new site of the Mexican American Cultural Center project. Mesta stated that the project includes the remodeling of the library as well. Torres asked if the City is prepared to maintain the public restrooms throughout the holidays.

13. Economic Development Update by City of El Paso

Christian Lopez gave an update on the reorganization of the Economic Development Department, its new leadership and its association to the airport and international bridges. He added that the City is currently in discussions about the use of \$27 million in ARPA funds. Pearson asked if the City will continue its loan program. Lopez confirmed the program will continue.

14. Economic Development Update by El Paso County

No Update.

15. Call to the Public* (no action)

None

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

Ortega mentioned that Bryan Crowe will be leaving Destination El Paso for a job in Tulsa, Oklahoma to operate their arena.

17. Discussion of the Next Board Meeting – December 2, 2021 at 3 p.m. (no action)

18. 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):

- Advice of legal counsel on matters meriting advice of counsel (Section 551.071 of the Texas Open Meetings Act).

Motion to enter into Executive Session

Moved: Ruben Torres

Seconded: Jamie Gallagher

Roll-Call Vote: For: 17; Against: 0; Abstaining: 0; Absent: 0

Motion Approved to enter into Executive Session at 12:31pm.

Motion to return to the Regular Board Meeting

Moved: Steve Ortega

Seconded: Y.I. Santoscoy

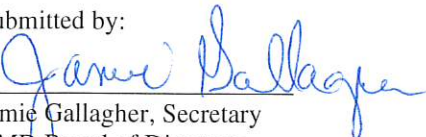
Roll-Call Vote: For: 17; Against: 0; Abstaining: 0; Absent: 0

Motion Approved to return to the Regular Board Meeting at 1:02pm.

19. Adjourn

By consensus of the Board the meeting adjourned at 1:03 pm.

Submitted by:


Jamie Gallagher, Secretary
DMD Board of Directors

Date: 