



**Board of Directors Meeting
Jon Law, President**

CITY CLERK DEPT
2019 SEP 23 AM 10:23

The El Paso Downtown Management District Board of Directors meeting will be held Thursday, September 26, 2019 at 11:30 a.m. at the United Bank Building Conference Room of the United Bank Building, 401 E. Main Dr., El Paso, Texas

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. August 22, 2019 Board of Directors Meeting
3. Recognition of donations, contributions and sponsorships to the El Paso Downtown Management District:
 - a. El Paso Electric - \$300 contribution toward the Segundo Barrio Backpack and School Supply Drive.
 - b. TFCU – \$1,000 sponsorship for the Eat Authentic! Downtown Restaurant Crawl (September).
 - c. Hunt Companies - \$2,500 sponsorship in support of the 2019 Running of the Bulls 5k Walk/Fun Run.
 - d. El Paso Electric - \$2,500 sponsorship in support of the 2019 Running of the Bulls 5k Walk/Fun Run.
 - e. Sotoa Realty - \$1,500 sponsorship in support of the 2019 Running of the Bulls 5k Walk/Fun Run.
 - f. United Bank - \$1,000 sponsorship in support of the 2019 Running of the Bulls 5k Walk/Fun Run.
 - g. El Paso Community Foundation - \$1,000 sponsorship in support of the 2019 Running of the Bulls 5k Walk/Fun Run.
 - h. Starr Western Wear - \$500 sponsorship in support of the 2019 Running of the Bulls 5K Walk/Fun Run.
 - i. Group 1 Automotive - \$500 sponsorship in support of the 2019 Running of the Bulls 5k Walk/Fun Run.
 - j. Diversified Parking - \$250 sponsorship in support of the 2019 Running of the Bulls 5k Walk/Fun Run.
 - k. Sweep It Clean - \$250 sponsorship in support of the 2019 Running of the Bulls 5k Walk/Fun Run.
 - l. GM Printing & Signs – In kind contribution of \$2,000 sponsorship in support of the 2019 Running of the Bulls 5k Walk/Fun Run.
4. Acknowledgement of expenditure exceeding \$5,000 and 15% of the original budgeted amount associated with 2018-2019 Budget Line Item 6017d DTEP Restaurant Crawl. Increase was due primarily to the addition of a second event and is offset by sponsorships and ticket revenue.
5. Approve contract with Strickler Prieto LLP for performance of annual audit for the year ending September 30, 2019 and allocate \$6,000 for costs associated with the audit from Budget Line 3525 (Accounting) of the FY2019-2020 Budget.

REGULAR AGENDA

6. Committee Report: Finance Committee - Chair Laura Pople
 - a. Monthly Financial Summary
7. Report on DMD Investments:
 - a. TexPool Accounts – balance, rate and status
8. Committee Report: Grant Programs Update – Chair Peter Spier
 - a. Grant Programs Status/Fund Balance Report

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9. Committee Report: Infrastructure & Advocacy Committee – Chair Mike McQueen
 - a. EPA Brownfields Grant Update
 - b. City Historical Preservation Policy Revisions

10. Committee Report: Marketing Committee – Chair Edie Zuvanich
 - a. Current & Upcoming DTEP Promotions
 - b. Social Media & INSIDER Distribution List
 - c. DMD in the News

11. President’s Report
 - a. Board Member Reinstatement
 - b. Timing of Officer Elections, Committee Charter Approvals, Administrative Rules Review/Approval
 - c. Executive Director’s Annual Performance Review

12. Possible Action to Complete Executive Director Performance Evaluation, Compensation Review and Contract Renewal.

13. Executive Director’s Report
 - a. TIRZ No. 5 Update
 - b. DMD Boundary Expansion/Contraction Process Update

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

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

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

17. Discussion of the Next Board Meeting – October 24, 2019 at 11:30 a.m. (no action)

18. Open Comment Period* (no action)

19. Executive Session


 COUNTY CLERK
 EL PASO COUNTY, TEXAS
 2019 SEP 23 AM 10:36
 COUNTY CLERK
 EL PASO COUNTY, TEXAS

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):

- Discussion Regarding Executive Director Performance Evaluation, Compensation Review, and Contract Renewal (Section 551.074, Personnel Matter)

20. Adjourn

** Open comment is an opportunity for members of the public to address the Board regarding items to be discussed at the meeting or any other issue of interest related to the DMD. Items that are brought up by the public but which are not posted for discussion or action 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. The Chair may limit the amount of time for public comment and/or allow additional public comment for each item.*

Posted this 23rd day of September, 2019, 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 Jon Law, 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 – September 26, 2019

Location: United Bank, 401 E. Main Drive, 1st Floor Conference Room, El Paso, Texas

Attendees: **Total Members:** 20 **Quorum: 11 needed**

Total Members Present: 13

Arlene Carroll	Pacelli Mesta	Laura Pople	Edie Zuvanich
Sam Legate	Martin Morgades	Y.I. Santoscoy	
Ben Marcus	Steve Ortega	Wayne Soza	
Mike McQueen	Eric Pearson	Ruben Torres	

Total Members Not Present: 7

Bill Burton	Jon Law	Monty Rogers	Brad Taylor
Jamie Gallagher	Alejo Restrepo	Peter Spier	

Ex-Officio Members:

Staff: Joe Gudenrath; Teresa Mais; Rudy Vasquez; Analissa Carreon

Guests: Gwen Pulido, Attorney; Kent Waggoner—Texas Commission on Environmental Quality; Carlos A. Martinez—Office of County Commissioner David Stout

1. Call meeting to order

Martin Morgades called the meeting to order at 11:34 am on September 26, 2019 at United Bank, 401 E. Main Drive, 1st Floor Conference Room, 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 of the El Paso Downtown Management District, and on the downtownelpaso.com webpage by Teresa Mais on September 23, 2019 in accordance with the Texas Open Meeting Act on the dates indicated.

NOTICE TO THE PUBLIC

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CONSENT AGENDA

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

2. Approval of Minutes:

- a. August 22, 2019 Board of Directors Meeting

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

- a. El Paso Electric - \$300 contribution toward the Segundo Barrio Backpack and School Supply Drive.
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El Paso DMD BOARD MEETING MINUTES – September 26, 2019

- e. Sotoa Realty - \$1,500 sponsorship in support of the 2019 Running of the Bulls 5k Walk/Fun Run.
- f. United Bank - \$1,000 sponsorship in support of the 2019 Running of the Bulls 5k Walk/Fun Run.
- g. El Paso Community Foundation - \$1,000 sponsorship in support of the 2019 Running of the Bulls 5k Walk/Fun Run.
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- i. Group 1 Automotive - \$500 sponsorship in support of the 2019 Running of the Bulls 5k Walk/Fun Run.
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4. Acknowledgement of expenditure exceeding \$5,000 and 15% of the original budgeted amount associated with 2018-2019 Budget Line Item 6017d DTEP Restaurant Crawl. Increase was due primarily to the addition of a second event and is offset by sponsorships and ticket revenue.

5. Approve contract with Strickler Prieto LLP for performance of annual audit for the year ending September 30, 2019 and allocate \$6,000 for costs associated with the audit from Budget Line 3525 (Accounting) of the FY2019-2020 Budget.

Discussion: None
Moved: Mike McQueen
Seconded: Wayne Soza
Roll-Call Vote: For: 11; Against: 0; Abstaining: 0; Absent: 2 (Pearson, Pople)
Motion Approved.

REGULAR AGENDA

6. Committee Report: Finance Committee

- a. Monthly Financial Summary
 Laura Pople gave a brief overview of the DMD’s current financial position. Pople informed the Board that the DMD has one more year on the contract with Strickler & Prieto, LLP. After one year the DMD will accept bids.

7. Report on DMD Investments:

- a. TexPool Accounts—balance, rate and status
 Pople provided a brief overview of the DMD’s current investments.

8. Committee Report: Grant Programs Update

- a. Grant Programs Status/Fund Balance Report
 Joe Gudenrath provided an update on the status of current projects and the program’s fund balance. He informed the Board that the DMD did not find a location for Mural Grant 18-03. However, the artist was able to find a location and moved forward with the project without the DMD mural grant. The funds allocated for this grant are back in the general fund balance.

9. Committee Report: Infrastructure & Advocacy Committee – Chair Mike McQueen

- a. EPA Brownfields Grant Update
 Gudenrath updated the Board about the EPA Brownfields Grant. He stated that the DMD will apply again and the implementation will require outside consulting services. The DMD has started the RFQ process to seek an entity to submit a proposal for consulting services. The selection of the consultant will be on the October Board Meeting agenda for consideration.
- b. City Historical Preservation Policy Revisions
 Gudenrath gave a brief overview about the City Historical Preservation Policy Revisions. He informed the Board that the process was put on hold and the planning department is going to re-extend an invitation

to property owners so they can give their input about the revisions. Sam Legate recommended that Board Members should attend a Historical Preservation meeting.

10. Committee Report: Marketing Committee

- a. **Current & Upcoming DTEP Promotions**
Edie Zuvanich gave an update about current and upcoming DTEP promotions. She stated that the Eat Authentico Restaurant Crawl is officially sold out. Gudenrath gave a brief overview about feedback from attendees on the first night. Zuvanich provided a brief update to the Board about the Running of the Bulls 5k in October. Gudenrath gave an overview on the DMD's upcoming StartUp Downtown event. Y.I. Santoscoy complimented the DMD on the Running of the Bulls banners.
- b. **Social Media & INSIDER Distribution List**
Zuvanich gave brief update on the DMD's social media channels and the weekly newsletter.
- c. **DMD in the News**
Gudenrath gave a brief update about what publications and when the DMD was in the news during August.

11. President's Report

- a. **Board Member Reinstatement**
Morgades informed the Board that the Executive Committee opted to reinstate Legate after an absence at the last Board meeting caused an automatic resignation. This was Legate's first instance with the automatic resignation policy and he expressed he wanted to stay a part of the organization.
- b. **Timing of Officer Elections, Committee Charter Approvals, Administrative Rules Review/Approval**
Morgades stated that the October meeting is the DMD's annual review and approval of several housekeeping items such as officer elections, amendments to administrative rules, committee charters and the Board Meeting calendar. Morgades asked the Board to please engage with the committees, officers, or Joe directly for input on potential changes.
- c. **Executive Director's Annual Performance Review**
Morgades thanked the Board for participating in Gudenrath's performance review. He informed the Board that they will go into Executive Session after going through the rest of the agenda to discuss the results of the review.

12. Possible Action to Complete Executive Director Performance Evaluation, Compensation Review and Contract Renewal. *(This item was postponed and was considered by the board following its return from Executive Session (Item #19))*

Motion: Complete the Executive Director's Performance Evaluation
Moved: Pacelli Mesta
Seconded: Steve Ortega
Discussion: None
Roll-Call Vote: For: 12; Against: 0; Abstaining: 0; Absent: 1 (Legate)
Motion Approved.

Motion: Direct the Executive Committee to engage in contract renewal and compensation discussions with Joe Gudenrath.
Moved: Pacelli Mesta
Seconded: Eric Pearson
Discussion: None
Roll-Call Vote: For: 12; Against: 0; Abstaining: 0; Absent: 1 (Legate)
Motion Approved.

13. Executive Director's Report

- a. **TIRZ No. 5 Update**

Gudenrath informed the Board that the TIRZ did not meet recently and their next meeting is in November. He stated he is working with the City to request funding to update the wayfinding system and connect the clock in San Jacinto Plaza to a power source.

b. **DMD Boundary Expansion/Contraction Process Update**

Gudenrath gave a brief update about the DMD Boundary Expansion/Contraction Process. He informed the Board that he has been working with the DMD legal advisors about the process in order to know exactly how to handle petitions. Gudenrath gave an overview about the process. Santoscoy asked if all current DMD properties would be advised of this potential expansion. Gudenrath said that outreach will be provided to current property owners and those potentially affected.

14. Construction & Event Update

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

Amy McQuillen gave a brief update about current and upcoming projects and events in Downtown including the Eat Authentico Restaurant Crawl, Chalk the Block, Walk a Mile in Her Shoes, the Plaza Parking Garage, the Plaza Hotel, West Star Tower, San Jacinto Visitor Center, Paso Del Norte Hotel, and Mills Street Improvement. Eric Pearson informed the Board about the El Paso Forever Benefit Concert. Gudenrath informed the Board that WinterFest will begin as soon as construction in the area stops in November. Steve Ortega informed the Board that Bill Helm is having the opening of In*Situ Architecture.

15. Economic Development Update by City of El Paso

None

16. Open Discussion of topics relevant to Downtown El Paso

None

17. Discussion of the Next Board Meeting—October 24, 2019 at 11:30 am

None

18. Open Comment Period

None

19. Executive Session

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- Discussion Regarding Executive Director Performance Evaluation, Compensation Review, and Contract Renewal (Section 551.074, Personnel Matter)

Enter Executive Session at 12:10 pm.

Discussion: None.

Moved: Ruben Torres

Seconded: Y.I. Santoscoy

Roll-Call Vote: For: 13; Against: 0; Abstaining: 0; Absent:0

Motion Approved.

Exit Executive Session and return to Board Meeting at 12:43 pm.

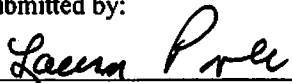
Discussion: None.

Moved: Mike McQueen
Seconded: Bill Burton
Roll-Call Vote: For: 12; Against: 0; Abstaining: 0; Absent: 1 (Sam Legate)
Motion Approved.

20. Adjourn

By consensus of the Board the meeting adjourned at 12:47 pm.

Submitted by:



Laura Pople, Treasurer
DMD Board of Directors

Date: 10/2/19