

# MINUTES

## HOUSTON FIRST CORPORATION

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**FINANCE AND ASSET MANAGEMENT COMMITTEE MEETING**  
**June 9, 2025, beginning at 8:00 A.M**  
**Partnership Tower, 701 Avenida de las Americas, Suite 200**  
**Houston, Texas 77010**  
**HOUSTON FIRST BOARD ROOM**

The Finance and Asset Management Committee ("Committee") of Houston First Corporation (the "Corporation"), a Texas local corporation created and organized by the City of Houston as a local government corporation pursuant to TEX. TRANSP. CODE ANN. §431.101 et seq. and TEX LOC. GOV'T. CODE ANN. §394.001 et seq., held a meeting at Partnership Tower, 701 Avenida de las Americas, Suite 200 Houston Harris County, Texas 77010 Monday, June 9, 2025, commencing at 8:00 a.m.

Written notice of the meeting, including the date, hour, place, and Agenda for the meeting was posted in accordance with the Texas Open Meetings Act.

- I. **Call to Order.** The meeting was called to order at 8:03 a.m. A quorum was established with the following Committee Members in attendance: Elizabeth Gonzalez Brock, Roxann Neumann, and Jay Zeidman.
- II. **Public Comments.** Paula Whitten-Doolin, General Counsel, recognized that the 2025 summer interns were in attendance. The interns briefly introduced themselves, stating their names, schools, majors, and departments.

Lisa Hunt addressed the Committee regarding the planned closure of Polk Street for the George R. Brown Convention Center expansion. She expressed concerns about the negative impact on mobility and connectivity, highlighting the current closure of the Polk exit on 59 as an example of the importance of the street. She called for a pause on the current design and requested increasing community collaboration and transparency.

Amy Erikson addressed the Committee regarding the planned closure of Polk Street for the George R. Brown Convention Center expansion. Ms. Erikson echoed the comments of Ms. Hunt and noted the volume of comments received questioning and expressing opposition to the proposed closure of Polk Street.

Mr. Zeidman acknowledged the concerns expressed and affirmed the importance and value of community input.

- III. **Minutes.** Following a duly seconded motion, the minutes for March 18, 2025 were approved as presented.

IV. **Presentations, Reports, and Updates.**

A. **Financial Report**

Frank Wilson, Chief Financial Officer, presented the financial report. Mr. Wilson noted that revenues had exceeded the budget, while expenses were slightly over budget. He said that the report showed positive net cash to owner and highlighted strong performance in areas like the average daily rate. Additionally, he mentioned a slight variance in debt service.

B. **Convention District Update**

John Mooz, Senior Managing Director at Hines, gave a progress update on the George R. Brown Expansion Project. Mr. Mooz reported that the schematic design for the project was completed, providing guidance for budgeting and defining the remaining scope of work. He noted that the steel mill order package was issued. He emphasized that meeting the steel schedule is essential to maintaining the overall project timeline.

Mr. Mooz stated that garage electrical gear and other long-lead items have been ordered early. He also reported that demolition and utility relocation work, including a major water line relocation, is progressing ahead of schedule. He noted that there had been strong participation from MWBE contractors and sub-consultants with both the design team and the construction manager. He concluded by saying that planning for the temporary garage and coordination with city agencies were also underway.

V. **Committee Business**

- A. [Item V(A) was withdrawn from consideration.]

- B. **Consideration and possible recommendation of a resolution approving a Separate GMP Change Order with Gilbane Building Company and Flintco, LLC, a joint venture.**

Paula Whitten-Doolin, General Counsel, outlined the importance of GMP change orders to ensure the continuation of construction activities. She noted that upcoming phases of work include foundations, MEP systems, elevators, interior finishes, and essential electrical equipment. She emphasized that the change order process necessitates collaborative contract modifications to reflect the evolving design and scope of the project.

Mr. Mooz mentioned that bids for trades have been sent out and awards are anticipated soon.

Following a duly seconded motion, recommendation of the resolution was approved unanimously.

- C. Consideration and possible recommendation of a resolution approving Task Orders for waterline design and utility reimbursement coordination with Jacobs Engineering Group, Inc.

Ms. Whitten-Doolin discussed the need for water line design services and coordination of utility reimbursements. She noted the importance of initiating this work promptly to maintain the overall project schedule and stated that reimbursement for these services will be managed through an advanced funding agreement and interlocal agreements.

Following a duly seconded motion, recommendation of the resolution was approved unanimously.

- D. Consideration and possible recommendation of a resolution approving a Capital Improvement Contract with E Contractors USA, LLC for the Stage and HVAC Replacement Project at Miller Outdoor Theatre.

John Gonzalez, Senior Vice President and General Manager Convention & Cultural Services, explained the project and reported that E Contractors USA was the lowest bid received. He noted that initial work will take place over the summer before the main phase starts in the fall, and that the schedule is being coordinated with Miller Theatre Advisory Board.

Following a duly seconded motion, recommendation of the resolution was approved unanimously.

- E. Consideration and possible recommendation of a resolution approving a Job Order with Division One Construction LLC for the continuation of electrical and plumbing improvements at Jones Hall.

Mr. Gonzalez reported on the continuation of work at Jones Hall by Division One Construction, including electrical and plumbing system improvements. He stated that these upgrades and enhancements are necessary measures and will improve energy efficiency as well as reduce long-term maintenance costs.

Following a duly seconded motion, recommendation of the resolution was approved unanimously.

## VI. Executive Session

Executive (closed) session pursuant to Texas Government Code Section 551.072 for the purpose of deliberation regarding certain real property related to the George R. Brown Convention Center and Convention District Transformation Projects.

Committee Members along with Paula Whitten-Doolin remained in the room for the Executive Session. All other attendees were asked to step out of the room.

The Executive Session began at 8:41 a.m. and ended at 9:01 a.m. The open meeting resumed at 9:01 a.m.

**VII. Committee Business (Continued)**

- F. Consideration and possible recommendation of a resolution authorizing expenditures affecting the acquisition of rights to Block 287 and dissolution of the Lease with Free Range HCC, LLC.

Ms. Whitten-Doolin briefly addressed the expenditure request and sublease.

Following a duly seconded motion, recommendation of the resolution was approved unanimously.

- G. Consideration and possible recommendation of a resolution authorizing the construction manager-at-risk method for the selection of a construction contractor for the future development of Block 362 and 363 in the Convention District.

Ms. Whitten-Doolin explained that the Corporation is in the process of negotiating a potential development and that the construction manager-at-risk delivery method is the most suitable approach. She noted that the same method was used for the George R. Brown Convention Center expansion.

Following a duly seconded motion, recommendation of the resolution was approved unanimously.

**VIII. Adjourn. The meeting was adjourned at 9:04 a.m.**