

# MINUTES

## HOUSTON FIRST CORPORATION

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**BOARD OF DIRECTORS MEETING**  
**December 20, 2018 – 3:00 P.M.**  
**Partnership Tower, 701 Avenida de las Americas, Ste. 200**  
**Houston, Texas 77010**  
**HFC BOARD ROOM**

*The Board of Directors ("Board") of Houston First Corporation (the "Corporation" or "HFC"), 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, Houston, Harris County, Texas, 77010, on Thursday, December 20, 2018, commencing at 3:00 p.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.*

*The following Board members participated in the meeting: David Mincberg (Chair), Desrye Morgan (Vice Chair), Sofia Adrogué, Elizabeth Brock, Ryan Martin, Paul Puente, Katy Caldwell, Nicki Keenan, Alex Brennan-Martin, Bobby Singh, Gerald Womack, Jay Zeidman, Council Member David Robinson, Ex-officio and Council Member Dave Martin, Ex-officio.*

The Chairman of the Board called the meeting to order at 3:08 p.m. and a quorum was established.

1. **Public Comments.** Henry Morris, Development and Communications Manager with Houston B-Cycle, gave a presentation.

Houston B-Cycle has 526 bikes with 86 bike stations in Houston. Approximately 160,000 total rides were taken in 2018.

The company is run by a non-profit organization called Houston Bike Share and is looking to secure a title sponsorship with a value of \$1-2 million.

Council Member David Robinson thanked Mr. Morris for the presentation and asked that Houston B-Cycle consider adding bikes to less accessible neighborhoods.

Jay Zeidman asked how the use of scooters might impact Houston B-Cycle. Mr. Morris stated he helped write a recommendation to the City of Houston regarding the use of scooters. Council Member David Robinson announced that this item will likely be on the City Council agenda early next year.

Roger Harris, Development Specialist Manager, introduced Leo Yao and Eugene Herrera to discuss their experiences doing business with HFC.

Leo Yao, President of KFCI, Inc., works with Visit Houston as an international consultant in Asian markets, primarily China. KFCI, Inc. also became a certified MWBE firm this year.

Eugene Herrera, President of EDH Plumbing Contractors, does commercial industrial plumbing. He has completed several projects at HFC facilities. Mr. Herrera stated that working with HFC has been a growing experience. He currently has sixty employees and works hard to retain skilled laborers.

2. **Review and approval of minutes from prior meeting.** Following a motion duly seconded, the minutes of November 15, 2018 were approved as presented. Elizabeth Brock was not present for the vote.

3. **Presentations and Reports.**

A. **Community Sponsorship Report.** Rob Jackson introduced Arcy Muñoz, Community Relations Manager, to give the Community Sponsorship Report. Ms. Muñoz thanked Board members for their attendance at events throughout the year. She also stated that the Community Sponsorship budget would be more conservative in 2019.

Desrye Morgan asked if HFC would be participating in the Discovery Green Gala. Ms. Muñoz stated she had not received any information about the event, but that she would notify the Board upon its receipt.

B. **Purchase Orders between \$50,000-\$250,000.** Frank Wilson, Chief Financial Officer, noted a few changes made to the report.

Gerald Womack asked for clarification of the purchase orders related to Griffin Partners for the Rustic. He would like to see a diverse pool of brokers working with HFC.

Paul Puente asked if HFC would continue to work with Diligent Corporation. Frank Wilson stated that HFC will no longer budget for this service.

C. **Diversity Report.** Roger Harris was gladly to report that HFC exceeded its corporate diversity goal of 30% and over \$148 million has been paid to local businesses in the past six years. He provided a diversity summary for various contracts, including the ethnicity of diverse firms participating in the program. Mr. Harris noted that the figures provided for the Security Guard Services contract had been adjusted from the earlier Governance, Audit, and Finance Committee meeting.

He also announced that he was awarded the Minority Business Advocate of the Year award. Gerald Womack thanked Mr. Harris for his hard work and being a great advocate for HFC.

Bobby Singh asked for more details on the representation of Asian firms. The Chairman of the Board requested that Mr. Harris meet privately with Mr. Singh to provide that information.

4. **Committee Business.**

- A. Consideration and possible approval of a Hotel Asset Management Services Agreement with CHMWarnick, LLC for the Hilton Americas-Houston Hotel. [This item was withdrawn.]
- B. Consideration and possible approval of a Project Management Services Agreement with Jones Lang LaSalle Americas, Inc. for the Hilton Americas-Houston Hotel Guestroom Renovation Project. [This item was withdrawn.]
- C. Consideration and possible approval of the Construction Manager-at-Risk method for the selection of the construction contractor for the Hilton Americas-Houston Hotel Guestroom Renovation Project.

Katy Caldwell announced that the Hotel Committee had reviewed this item and made a motion to approve the Construction Manager-at-Risk method for the selection of the construction contractor for the Hilton Americas-Houston Hotel Guestroom Renovation Project. The motion passed unanimously.

5. **Executive Session.** Executive (closed) session pursuant to Texas Government Code Section 551.072 for the purpose of deliberations regarding real estate.

The Board entered Executive Session at 3:47 p.m. and concluded Executive Session at 4:28 p.m. Nicki Keenan recused herself from participation in Executive Session.

6. **Board Business Continued.**

- D. Consideration and possible approval of a Lease Agreement with Saltgrass Inc. for a Saltgrass Steak House restaurant to be located on the Avenida de las Americas, Houston, Texas. A motion was made to approve a Lease Agreement with Saltgrass, Inc. for a Saltgrass Steak House restaurant to be located on Avenida de las Americas, Houston Texas. The motion passed 8-2. Nicki Keenan recused herself from the vote.

7. **Executive Session.** Executive (closed) session pursuant to Texas Government Code Section 551.074 for the purpose of deliberations regarding the duties and responsibilities of the Chief Strategy Officer, Houston Film Commission, related to the West Coast Initiative.

The Board entered Executive Session at 4:31 p.m. and concluded Executive Session at 5:04 p.m.

8. **Board Business Continued.**

- E. Consideration and possible directive to the Houston First President & CEO regarding the duties and responsibilities of the Chief Strategy Officer, Houston Film Commission, related to the West Coast Initiative. A motion was made to

support the continued West Coast Initiative as it was stated in the HFC 2019 Business Plan and Budget. The motion passed 9-1.

9. **Executive Session.** Executive (closed) session pursuant to Texas Government Code Section 551.071 for the purpose of consulting with an attorney.

The Board entered Executive Session at 5:06 p.m. and concluded Executive Session at 5:17 p.m.

10. **Announcement.**

**Chairman's Report.** David Mincberg discussed the Smart Cities of Tomorrow event.

**Houston First President's Report.** Brenda Bazan announced that the HFC Employee Christmas Celebration was a great success. Employees were able to fellowship with one another and participate in a gingerbread house decorating competition and tacky Christmas sweater contest.

HFC adopted several families for Christmas this year through the Candlelighters. The organization assists families facing childhood cancer. The Board watched a short video clip of HFC staff delivering Christmas presents.

Sydney Dao, Director of Retail, announced the upcoming Launch fashion show and after-party that will be held on January 26, 2019 to promote a new pinwheel art installation at Discovery Green. The fashion show will include a diverse group of Launch designers whose pieces will be styled collectively to showcase a look that is "Houston Head to Toe." The fashion show will also showcase a diverse group of models of different ages and sizes. The event is open to the public with reserved seating for special guests. Fashion design students from Houston Community College will participate in the event and several local vendors like Magpies and Peacocks have offered to sponsor the event.

Brenda Bazan invited Board members to a reception at Kulture Restaurant to follow the meeting.

The Chairman of the Board thanked everyone for their work this year and wished everyone a Happy Holidays.

11. **Adjournment.** The official business of the meeting was adjourned at 5:35 p.m. with the Board and Staff thereafter attending a holiday reception at Kulture Restaurant located on the first floor of Partnership Tower.