

# MINUTES

## HOUSTON FIRST CORPORATION

***Joint Committee Meeting of the Governance, Audit & Finance Committee and the Theater and Convention District Operations***

***JANUARY 8, 2018***

The Joint Committee meeting of the Governance, Audit and Finance Committee and the Theater and Convention District Operations Committee of Houston First Corporation (the "Corporation"), a Texas non-profit 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 the Partnership Tower, 701 Avenida de las Americas, Houston, Harris County, Texas 77010, on Monday, January 8, 2018, commencing at 8:30 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.

The following members participated in the meeting: Katy Caldwell, Sofia Adrogué, Alex Brennan-Martin, Dawn Ullrich, Desrye Morgan, Dean Gladden, Mario Ariza, Tony Keane, Council Member David Robinson, and Jay Tatum. John Johnson and Linda Toyota were absent.

Chairperson Caldwell called the meeting to order at approximately 8:32 A.M. and quorums of both Committees were established.

1. **Public Comments.** None.

2. **Updates.**

- A. **4 Houston Center Lease.** Peter McStravick provided an update on the status of the lease at 4 Houston Center. He stated that the Houston Grand Opera was currently in the space pending completion of HGO offices at Wortham anticipated by April 2018. Houston First gave notice to terminate the lease as of December 1 with a condition that the new management company give us an extension to January 31, 2018.
- B. **Chief Financial Officer.** Brenda Bazan stated that the November dashboard was distributed and December would be distributed in the next couple of weeks. To summarize, she stated that numbers were coming in better than budgeted through December and Hotel Occupancy Tax (HOT) was coming in as predicted. Final payment from Super Bowl Host Committee working capital advance was received and

a letter had been issued to the City of Houston requesting pro rata insurance proceeds from Hurricane Harvey of approximately \$40 million.

3. **Committee Business.**

A. Consideration and possible recommendation of a Non-Hazardous Solid Waste Collection, Transportation and Disposal Agreement with BFI Waste Services of Texas, LP d/b/a Republic Services of Houston. Luther Villagomez provided information related to this item. Following a motion and a second, there was discussion related to low diversity percentages. Roger Harris stated that there was limited divisible work on this contract. The item was recommended to the Houston First Board of Directors for review and consideration.

4. Council Member David Robinson arrived at 8:54 a.m. in time for the vote on Item V.B.

B. Consideration and possible recommendation of a Construction Manager-at-Risk with Manhattan Construction Company for project construction services related to Hurricane Harvey for certain Theater District facilities. Peter McStravick explained the role of a construction manager-at-risk and its importance in ensuring that Wortham is open for performances on September 1, 2018. He provided background on the solicitation process, proposal evaluations, and selection criteria. Following the process, it was determined that Manhattan Construction Company provided the strongest project team experience, long-term commitment to Houston, strong safety record and a committed diversity program. He introduced Jason Fuller, Raylena Browning, Kamecia Mason and Michael Thompson of Manhattan who were present at the meeting. Following discussion on this item, a motion was made duly seconded to recommend Manhattan Construction Company to the Houston First Board of Directors for review and consideration.

5. **Announcements.**

A. Brenda Bazan provided information related to the HFC Board Retreat on January 11-12, 2018.

After a motion duly seconded, the meeting adjourned at approximately 9:49 a.m.