



BHV, INC.

NOTICE IS HEREBY GIVEN OF A MEETING OF THE BHV, INC. BOARD OF DIRECTORS TO BE HELD ON TUESDAY, APRIL 16, 2024, AT 4:30 P.M. IN THE CITY HALL COUNCIL CHAMBERS AT 11977 MEMORIAL DRIVE, HOUSTON, TEXAS, FOR THE PURPOSE OF DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:

NOTICE OF MEETING BY TELEPHONE AND VIDEO CONFERENCE:

In accordance with Texas Government Code, Sec. 551.127, on a regular, non-emergency basis, Directors may attend and participate in a meeting remotely by video conference. Should such attendance transpire, a quorum of the Board of Directors will be physically present at the location noted above on this agenda.

This meeting agenda, and the agenda packet, are posted online at

www.bunkerhilltx.gov

Join Zoom Meeting

<https://us06web.zoom.us/j/81815113014?pwd=YlYVZaubGuvVogaOYJfOShdWNY2B1.1>

Meeting ID: 818 1511 3014

Passcode: 890088

Dial by your location: +1 346 248 7799 US (Houston)

The public will be permitted to offer public comments by video conference as provided by the agenda and as permitted by the presiding officer during the meeting. A recording of the meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request.

- I. CALL TO ORDER**
- II. PUBLIC COMMENTS**
- III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE SEPTEMBER 19, 2023, MEETING MINUTES**
- IV. CONSIDERATION AND POSSIBLE ACTION REGARDING ELECTION OF OFFICERS**
- V. REPORT FROM CITY ADMINISTRATOR OF CITY OF BUNKER HILL VILLAGE**
 - A. Report on Activities
- VI. ADJOURN**

I, Gerardo Barrera, Assistant Secretary of the Board of Directors of BHV, Inc. certify that the above notice of meeting was posted in a place convenient to the general public in compliance with Chapter 551, Texas Government Code, on April 12, 2024, by 12:00 p.m.

(SEAL)



Gerardo Barrera, Assistant Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive service must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 713-467-9762 for further information.

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
BOARD OF DIRECTORS OF BHV, INC.
SEPTEMBER 19, 2023**

I. CALL TO ORDER

Vice President Susan Schwartz called the meeting to order at 4:38 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present

Robert Lord, President *entered meeting at 4:49 p.m.*

Susan Schwartz, Vice President

Keith Brown, Member

Carl Moerer, Member

Eric Thode, Member

Laurie Rosenbaum, Secretary *entered meeting at 5:06 p.m.*

Will Franklin, Treasurer *via Zoom*

Staff in Attendance

Gerardo Barrera, Assistant Secretary of the Board of Directors/ City Administrator

Susan Grass, Assistant Treasurer of the Board of Directors/ Finance Director

Elvin Hernandez, Director of Public Works

Loren Smith, City Attorney

Jennifer Namie, Assistant to the City Secretary

Mallory Pack, Management Analyst

II. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE PURCHASE OF ITEMS FOR THE CITY OF BUNKER HILL VILLAGE PUBLIC WORKS AND DISASTER OPERATIONS BUILDING AS FUNDING BECOMES AVAILABLE

At the June 2023 meeting, the Board approved to support and fund the Public Works and Disaster Operations Building Enhancement Project. This will be facilitated through a fundraising campaign that will offer residents (and the general public) an opportunity to make a tax-deductible donation towards enhancements and internal furnishings of the new facility that were not funded in the overall project.

Staff presented priority items necessary to furnish the facility that ensures an adequate workspace for staff.

Member Brown stated that the City should fund the basic furnishings. However, staff noted that the City's budget did not include funding for these items, which was the intent of establishing BHV, Inc.

Board discussion included the following:

- Allocate funds for furnishings not included in the City's budget

- Fund items such as workstation chairs, chair mats, monitors, and PC connections to be used by Public Works personnel

A motion was made by Member Thode and seconded by Member Moerer to authorize the purchase of items for the City of Bunker Hill Village Public Works and Disaster Operations Building as funds become available.

A motion was made by Councilmember Brown to amend the motion to include funding specifically cover workstation chairs, chair mats, monitors, and PC connections of up to \$4,000.00. The motion was withdrawn.

Secretary Rosenbaum and Board member Franklin abstained.

The motion carried 4-3

III. CONSIDERATION AND POSSIBLE ACTION TO APPROVE FUNDRAISING EFFORTS TO ASSIST WITH THE CITY OF BUNKER HILL VILLAGE PUBLIC WORKS AND DISASTER OPERATIONS BUILDING ENHANCEMENT PROJECT

Staff presented fundraising initiatives to acknowledge donor contributions at the facility.

To increase participation in the fundraiser, staff proposed implementing donation tiers where donors can choose from various levels and receive a tangible item at the facility corresponding to their donation. Initiatives encompassed options such as brick pavers and a wall plaque featuring donor names.

A motion was made by Member Thode and seconded by Member Brown to approve fundraising efforts to assist with the City of Bunker Hill Village Public Works and Disaster Operations Building Enhancement Project.

The motion carried 7-0

IV. CONSIDERATION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 09-19-2023, A RESOLUTION OF THE BOARD OF DIRECTORS OF BHV, INC. AUTHORIZING THE CITY ADMINISTRATOR OF THE CITY OF BUNKER HILL VILLAGE TO OPEN AN ACCOUNT WITH INDEPENDENT FINANCIAL, TO PROVIDE DEPOSITORY AND RELATED BANKING SERVICES AND TO EXECUTE ALL REQUIRED CONTRACTS, AGREEMENTS, AND DOCUMENTATION

Staff recommended that the Board open an account at Independent Financial, the City's primary depository bank, to receive donor funds for the project. The Board recommended Will Franklin be a secondary signatory.

A motion was made by Vice-President Schwartz and seconded by Member Thode to approve Resolution No. 09-19-2023, authorizing the City Administrator to open an account with Independent Financial to provide depository and related banking services and to execute all required contracts, agreements, and documentation.

The motion carried 7-0

V. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE MINUTES FOR THE JUNE 20, 2023 MEETING

A motion was made by Member Brown and seconded by Vice-President Schwartz to approve the minutes of the June 20, 2023 meeting.

The motion carried 7-0

VI. ADJOURN

A motion was made by Member Brown and seconded by President Lord to adjourn the meeting at 5:22 p.m.

The motion carried 7-0

Approved and accepted on April 16, 2024.

Robert P. Lord, President

ATTEST:

Laurie Rosenbaum, Secretary of the Corporation



BHV, Inc.
Agenda Request

Agenda Date: April 16, 2024

Agenda Item: IV

Subject: Election of Officers

Exhibits: N/A

Funding: N/A

Presenter(s): Gerardo Barrera, City Administrator

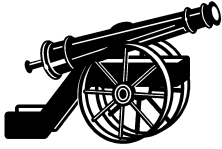
Executive Summary

Per the BHV, Inc. bylaws, the Board of Directors must meet annually during the month of April each year to elect officer positions.

Officer Position	Current Appointment
President	Robert Lord
Vice President	Susan Schwartz
Secretary	Laurie Rosenbaum
Treasurer	Will Franklin
Assistant Secretary	City Secretary of the City of Bunker Hill Village
Assistant Treasurer	Finance Director of the City of Bunker Hill Village

Recommended Action

Staff recommends that the Board of Directors elect officer positions to serve a one-year term.



BHV, Inc.
Agenda Request

Agenda Date: April 16, 2024
Agenda Item: V
Subject: City Administrator Report
Exhibits: N/A
Funding: N/A
Presenter(s): Gerardo Barrera, City Administrator

Executive Summary

The City Administrator will provide an update on the Public Works & Disaster Operations Building Enhancement Project.

Recommended Action

Staff recommends that the Board of Directors receive the City Administrator's Report.