

**MINUTES OF THE JOINT MEETING OF THE  
TIRZ 17 REDEVELOPMENT AUTHORITY/MEMORIAL CITY REDEVELOPMENT AUTHORITY and  
TAX REINVESTMENT ZONE NUMBER SEVENTEEN, CITY OF HOUSTON, TEXAS  
BOARD OF DIRECTORS**

**December 11, 2018**

**ESTABLISH QUORUM AND CALL MEETING TO ORDER.**

The Board of Directors of the TIRZ 17 Redevelopment Authority/Memorial City Redevelopment Authority and Tax Reinvestment Zone Number Seventeen, City of Houston, Texas, held a regular joint meeting on Tuesday, December 11, 2018, at 8:00 a.m., at the Four Points by Sheraton, 10655 Katy Freeway, Wycliffe Room, Houston, Texas 77024, inside the boundaries of the TIRZ, open to the public, and the roll was called of the duly appointed members of the Board, to-wit:

Position 1 – Marshall B. Heins  
Position 2 – John Rickel  
Position 3 – David P. Durham  
Position 4 – Ann T. Givens, *Chair*

Position 5 – Zachary R. Hodges  
Position 6 – Brad Freels, *Vice-Chair*  
Position 7 – Glenn E. Airola, *Secretary*

and all of the above were present, with the exception of Directors Freels and Airola, thus constituting a quorum. Also present were Scott Bean and Linda Clayton, both of Hawes Hill & Associates, LLP; Jessica Carr, Allen Boone Humphries Robinson, LLP; and Michelle Lofton, ETI Bookkeeping Services. Others attending the meeting were Jennifer Curley, COH - Economic Development Dept.; Council Member Greg Travis, District G; Elizeth Miranda, District A; Ben Gillis, Memorial Management District; Laurie Rosenbaum, City of Bunker Hill; Jack Valinski, COH; Muhammad Ali and Derek St. John, both of Gauge Engineering; Ricky Gonzalez and Rick Butler, both of LAN; Jim Webb, The Goodman Corporation; Clayton Bruner, SWA; Bruce Nichols; Jim Shroff; John Jackson; David Tresch; Emily Anderson; and Ed Browne. Chair Givens called the meeting to order at 8:01 a.m.

**RECEIVE PUBLIC COMMENTS.**

Public comments were received from Ed Browne and Bruce Nichols.

**APPROVE MINUTES OF THE OCTOBER 30, 2018, REGULAR MEETING.**

Upon a motion duly made by Director Rickel, and being seconded by Director Heins, the Board voted unanimously to approve the Minutes of the October 30, 2018, Board meeting, as presented.

**RECEIVE FINANCIAL AND BOOKKEEPER'S REPORT; INCLUDING PAYMENT OF INVOICES, REIVEW OF INVESTMENTS AND PROJECT CASH FLOW REPORTS.**

Ms. Lofton presented the Bookkeeper's Report and went over invoices, included in the Board materials. Upon a motion duly made by Director Rickel, and being seconded by Director Heins, the Board voted unanimously to accept the Bookkeeper's Report and approved payment of invoices, as presented.

**CONSIDER AMENDED AGREEMENT WITH HAWES HILL & ASSOCIATES LLP.**

Mr. Bean reviewed the Amended Contract for Consulting and Management Services, included in the Board materials. Upon a motion duly made by Director Rickel, and being seconded by Director Durham, the Board voted unanimously to approve the Amended Contract for Consulting and Management Services with Hawes Hill & Associates, LLP, as presented.

**CIP COMMITTEE:**

**a. Project update from Gauge Engineering LLC**

Mr. Ali reported 90% plans for the Gessner Road Mobility & Drainage Improvements project have been submitted. He reported a public meeting has been scheduled for January 8 at 5:30 p.m. at Spring Woods High School, 2045 Gessner Road, Houston, TX 77080. He provided an update on Detention Basin A and W140 Channel Improvements. He reported a preconstruction meeting was held with Reytec and construction will begin in January.

**i. Consider work order for supplemental engineering services regarding N. Gessner Drainage & Mobility Improvements**

Mr. Ali reviewed the work order for supplemental engineering services in the amount of \$29,800, included in the Board materials. He went over the scope of services and answered questions. Upon a motion duly made by Director Rickel, and being seconded by Director Heins, the Board voted unanimously to approve the work order submitted by Gauge Engineering for supplemental engineering services regarding N. Gessner in the amount of \$29,800.00, as presented.

**b. Project update from LAN**

Mr. Gonzalez reported the Town & Country project is substantially complete and the contractor is working on punch list items to close the project. He reported 30% plans have been submitted to TxDOT on Memorial Drive. He reported 60% plans are due in late March. He reported a public meeting is scheduled for the BW8 to Tallowood section on February 7, 2019 at 5:30 p.m. at Frostwood Elementary School, 12214 Memorial Drive, Houston, TX 77024.

**i. Consider Pay Application No. 14 from SER Construction Partners, T&C Reconstruction and Drainage Improvements, in the amount of \$406,379.46.**

Mr. Gonzalez reviewed Pay Application No. 11 from SER Construction Partners and reported LAN has reviewed the pay application and concurs with the amounts and quantities and is recommending for approval. Upon a motion duly made by Director Rickel, and being seconded by Director Hodges, the Board voted unanimously to approve Pay Application No. 14 from SER Construction Partners, T&C Reconstruction and Drainage Improvements in the amount of \$406,379.46, as presented.

**c. Project update from The Goodman Corporation**

Mr. Webb reported he anticipates sometime in March to receive information on the grant application submitted.

**d. Project update from SWA**

Mr. Bruner provided an update on SWA projects, a copy of SWA's progress report is included in the Board materials.

**CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.071, TEXAS GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH ATTORNEY, WITH REGARD TO PENDING OR CONTEMPLATED LITIGATION; AND CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.072, TEXAS GOVERNMENT CODE, TO DELIBERATE THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY.**

**RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTIONS REGARDING PRIVATE CONSULTATION WITH ATTORNEY REGARDING PENDING OR CONTEMPLATED LITIGATION; AND RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTIONS WITH REGARD TO PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY.**

An Executive Session was not called.

**ADJOURNMENT.**

There being no further business to come before the Board, Chair Givens adjourned the meeting at 8:32 a.m.

