

**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**

**February 23, 2021**

**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, February 23, 2021, at 8:00 a.m., via videoconference, 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 – Vacant

and all of the above were present, thus constituting a quorum. Also present were Scott Bean, Linda Clayton, Josh Hawes, and Leticia Rodriguez, Hawes Hill & Associates, LLP; Jessica Holoubek, Allen Boone Humphries Robinson, LLP; and Pat Hall, ETI Bookkeeping Services. Others attending the meeting were Jennifer Curley, COH - Economic Development Dept.; Council Member Greg Travis and James Rains, both of District G; Ben Gillis and Pat Walters, both of Memorial Management District; Karen Glynn and Laurie Rosenbaum, both of City of Bunker Hill; Muhammad Ali and Derek St. John, both of Gauge Engineering; Drew Masterson and Kristin Blomquist, both of Masterson Advisors; Brenda Stardig; Marlene Gafrick; Jim Shroff; Monica Aizpurua; Bruce Nichols; John Jackson; Cynthia Neely; Cyd Dillahunty; Emily Anderson; and Margaret Dunlap, METRO. Chair Givens called the meeting to order at 8:01 a.m.

**RECEIVE PUBLIC COMMENTS.**

Public comments were received from Cyd Dillahunty.

**APPROVE MINUTES OF THE JANUARY 26, 2021, MEETING.**

Upon a motion duly made by Director Heins, and seconded by Director Freels, the Board voted unanimously to approve the Minutes of the January 26, 2021, Board meeting, as presented.

**ACCEPT ANNUAL DISCLOSURE STATEMENTS FROM INVESTMENT OFFICER AND BOOKKEEPER.**

Ms. Holoubek reviewed the annual disclosure statements and stated disclosures are required to be made annually by the investment officer and bookkeeper disclosing any relationships with entities or individuals engaged in an investment transaction with the Authority and the investment officer and bookkeeper are reporting none.

**CONDUCT ANNUAL REVIEW OF INVESTMENT POLICY; ADOPT RESOLUTION REGARDING ANNUAL REVIEW OF INVESTMENT POLICY.**

Ms. Holoubek reported the Authority is required to annually review its Investment Policy and amend the Policy when required by any legislative changes to the investment laws. She reported no legislative laws have been enacted affecting the current Policy and she is recommending no changes be made.

Upon a motion duly made by Director Rickel, and seconded by Director Durham, the Board voted unanimously to (a) accept the Annual Disclosure Statements from Investment Officer and Bookkeeper; and (b) adopt the Resolution Regarding Annual Review of Investment Policy.

**ADOPT RESOLUTION ESTABLISHING THE AUTHORIZED DEPOSITORY INSTITUTIONS AND ADOPTING LIST OF QUALIFIED BROKER/DEALERS WITH WHOM THE AUTHORITY MAY ENGAGE IN INVESTMENT TRANSACTIONS.**

Ms. Holoubek reported the Broker/Dealer List with whom the Authority may engage in investment transactions has been amended and reviewed by the investment officer and she is recommending adoption of the Resolution. Upon a motion duly made by Director Hodges, and seconded by Director Rickel, the Board voted unanimously to adopt the Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the Authority May Engage in Investment Transactions.

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

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

**CIP COMMITTEE:**

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

Mr. Ali provided an update on the Briar Branch Channel & Straws Improvements project, a copy of the progress report is included in the Board materials. He stated the access road construction is complete and landscaping is underway. He reported there remains some roadway repairs to be done. He reported a substantial completion walk-thru is scheduled today to create a punch list items to be completed to close the project. He stated the fence taken down at Costco is owned by Costco and they do not want the fence put back up. Chair Givens recommended the HOA to contact Costco if the HOA wants the fence reinstalled. Mr. Ali provided an update on the Gessner Rd. Improvements, a copy of the progress report is included in the Board materials. He reported landscaping is still in process and the contractor is working on the substantial completion punch list items. He reported final completion is expected March 31. Mr. St. John reported the W140 Basin deepening report has been finalized and submitted to HCFCD for review.

**i. Consider Pay Application No. 27, Briar Branch Channel and Straws Improvements, from Reytec Construction.**

Mr. Ali reviewed Pay Application No. 27 and 27a, Briar Branch Channel and Straws Improvements, from Reytec Construction in the amount of \$616,142.83. He reported Gauge Engineering has

reviewed the pay application and concurs with the amount and quantities and is recommending for approval. Upon a motion duly made by Director Freels, and seconded by Director Durham, the Board voted unanimously to approve Pay Application No. 27 and 27a, Briar Branch Channel and Straws Improvements, from Reytec Construction in the amount of \$616,142.83, as presented.

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

The Goodman Corporation Progress Report is included in the Board materials for review.

**c. Project update from SWA.**

SWA Progress Report is included in the Board materials for review.

**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 WITH REGARD TO THE 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 8:39 a.m.

