

**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**

**August 25, 2020**

**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, August 25, 2020, 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 – Glenn E. Airola, *Secretary*

and all of the above were present, with the exception of Director Freels, thus constituting a quorum. Also present were Scott Bean, Josh Hawes, Linda Clayton, and Leticia Rodriguez, all with Hawes Hill & Associates, LLP; Jessica Holoubek, Allen Boone Humphries Robinson, LLP; Jennifer Landreville, ETI Bookkeeping Services; and Drew Masterson and Kristin Blomquist, Masterson Advisors. Others attending the meeting were Jennifer Curley, COH - Economic Development Dept.; Council Member Greg Travis and Katie Shelton, District G; Council Member Amy Peck and Liz Miranda, District A; Ben Gillis and Pat Walters, Memorial Management District; Karen Glynn, City of Bunker Hill; Muhammad Ali and Derek St. John, both of Gauge Engineering; James Vick, SWA; Marlene Gafrick; David Tresch; Bruce Nichols; Emily Anderson; Monica Aizpurua; Cyd Dillahunty; and Frank Dunstatter. Chair Givens called the meeting to order at 8:01 a.m.

**RECEIVE PUBLIC COMMENTS.**

The Board received public comments from Cyd Dillahunty.

**APPROVE MINUTES OF THE JULY 28, 2020, 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 July 28, 2020, Board meeting, as presented.

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

Ms. Landreville presented the Bookkeeper's Report and went over invoices, included in the Board materials. She reported the Certificate of Deposit will be maturing and it may be feasible to move the funds to TxPool. She reported she will monitor the interest rates as the maturity date is closer. She reported SWA invoice #182151 was received after the report was generated in the amount of

\$9,100.00 and requested approval to pay. Chair Givens noted the Authority is operating on the FY2020 Budget which has not been approved by the City. Upon a motion duly made by Director Rickel, and being seconded by Director Hodges, the Board voted unanimously to accept the Bookkeeper's Report and approved payment of invoices, as presented, and authorized rolling the funds from the CD into the TxPool account upon maturity. Upon a motion duly made by Director Rickel, and being seconded by Director Airola, the Board voted unanimously to approve payment of SWA invoice #182151 in the amount of \$9,100.00.

**RECEIVE UPDATE ON FY2020 BUDGET AND CONSIDER FY2021 BUDGET.**

Mr. Bean state he did not have an update on the FY2020 Budget. He reported the CIP Committee is currently working on the FY2021 Budget and a meeting is scheduled with COH Public Works to review the CIP Budget for FY2021. No action from the Board was required.

**CIP COMMITTEE:**

**a. Report from Director Durham**

Mr. Durham provided an update on the CIP budget timeline and stated once a bottom line number of funds available for projects is established the CIP Committee can evaluate the projects and make a firm list of the projects than can be done with available funds.

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

Mr. Ali provided an update on the Briar Branch project, a copy of the Status Report is included in the Board materials. He reported the contractor is currently working east of Witte Rd and the swale work continues next to access road. He reported landscaping should start being installed in September. He reported an anticipated substantial completion date in October with final completion in November. He provided an update on the Gessner Road project, a copy of the Status Report is included in the Board materials. He reported the contractor is currently working on the east side of Gessner and most of the culvert boxes have been installed. He provided an update on the Memorial Drive project and reported TxDOT has not issued the contractor the award letter on the project. He reported Gauge is working with LAN to obtain the City's signature and HCFCD permit on the project. He reported the geotechnical work is complete on the deepening of W140 basin analysis.

Mr. St. John stated contractors have begun preparing for potential of tropical storm hitting the area, including clean up of project areas. He answered concerns presented by Ms. Dillahunty during public comments regarding the restrictor.

**i. Consider Pay Application No. 21, Briar Branch Channel and Straws Improvements, from Reytec Construction.**

Mr. Ali reviewed Pay Application No. 21, Briar Branch Channel and Straws Improvements, from Reytec Construction in the amount of \$310,175.23, included in the Board materials. He reported Gauge has reviewed the pay application and concurs with the amount and quantities and is recommending for approval. Upon a motion duly made by Director Rickel, and being seconded by

Director Durham, the Board voted unanimously to approve Pay Application No. 21, Briar Branch Channel and Straws Improvements, from Reytec Construction in the amount of \$310,175.23, as presented.

**ii. Report on July 25-26 Rain Event.**

Mr. St. John provided an analysis of the rain event on July 25-26, 2020, including information from the HCFCD flood warning system website and the rain gauge at Campbell Road.

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

Mr. Bean reported The Goodman Corporation Progress Report is included in the Board materials for review. He reported Goodman Corporation is currently looking at grant possibilities for current and future projects. No action from the Board was required.

**d. Project update from SWA**

Mr. Vick provided an update on current projects, SWA Progress Report is included in the Board materials. He reported SWA is coordinating final design documents for the W140 access road. No action from the Board was required.

**CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.072, TEXAS GOVERNMENT CODE, TO DELIBERATE THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY.**

The Board convened in Executive Session at 8:42 a.m.

**RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTIONS REGARDING THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY**

The Board reconvened in Open Session at 8:53 a.m. Upon reconvening, no action was taken.

**ADJOURN.**

There being no further business to come before the Board, the meeting was adjourned at 8:54 a.m.

A handwritten signature in blue ink, appearing to read "Dan L. Bean", is written over a horizontal line.