

**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**

**January 28, 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, January 28, 2020, 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, thus constituting a quorum. Also present were Scott Bean and Linda Clayton, both of 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 - Econ Dev.; James Rains, District G; Patrick Coleman, District A; Ben Gillis, Memorial Management District; Karen Glynn and Laurie Rosenbaum, both of City of Bunker Hill; Muhammad Ali and Derek St. John, both of Gauge Engineering; Matt Manges, LAN; James Vick, SWA; Ed Browne; Lois Myers; Jim Shroff; Dean Bixler; Jack Yetin; David Tresch; and Monica Aizpurua. Chair Givens called the meeting to order at 8:00 a.m.

**RECEIVE PUBLIC COMMENTS.**

Public comments were received from Ed Browne and Lois Myers.

**APPROVE MINUTES OF THE DECEMBER 3, 2019, SPECIAL MEETING.**

Upon a motion duly made by Director Rickel, and being seconded by Director Airola, the Board voted unanimously to approve the Minutes of the December 3, 2019, Board meeting, as presented.

**RECEIVE FINANCIAL AND BOOKKEEPER'S REPORT, INCLUDING PAYING 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 being seconded by Director Durham, 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 reported the conflict with a waterline causing delay in opening Witte Road has been resolved and Witte Rd. is now open. He reported an update on the Gessner Road Improvement project, a copy of the Progress Report is included in the Board materials. He reported the contractor is currently installing culvert boxes on the west side of Gessner. He reported the waterline installation is complete.

**i. Consider Pay Application No. 13, Briar Branch Channel and Straw Improvements, from Reytec Construction**

Mr. Ali reviewed Pay Application No. 13, Briar Branch Channel & Straws Improvements, from Reytec Construction in the amount of \$272,373.55. He reported Gauge has reviewed the pay application and concurs with the amounts and quantities and is recommending for approval.

**ii. Consider Pay Application No. 14, Briar Branch Channel and Straw Improvements, from Reytec Construction**

Mr. Ali reviewed Pay Application No. 14, Briar Branch Channel & Straws Improvements, from Reytec Construction in the amount of \$289,010.90. He reported Gauge 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 Freels, the Board voted unanimously to (i) approve Pay Application No. 13, Briar Branch Channel & Straws Improvements, from Reytec Construction in the amount of \$272,373.55; and (ii) approve Pay Application No. 14, Briar Branch Channel & Straws Improvements, from Reytec Construction in the amount of \$289,010.90.

Mr. St. John presented a presentation on W-140 Briar Branch Channel & Straws Improvements, a copy of the presentation is available on the TIRZ's website at:

[http://houstontirz17.org/files/6515/8033/2319/W140 Board Presentation 01-28-20.pdf](http://houstontirz17.org/files/6515/8033/2319/W140%20Board%20Presentation%2001-28-20.pdf)

**b. Project update from LAN**

Mr. Manges provided an update on the Memorial Drive Improvement project, a copy of LAN's progress report is included in the Board materials. He reported the design variance issues have been worked out and LAN is finalizing the plans for 100% plan submittal. No action from the Board was required.

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

The Goodman Corporation's progress reports are included in the Board materials for review.

**d. Project update from SWA**

Mr. Vick provided updates on Memorial Drive, W-140 and Gessner projects, a copy of SWA's status report is included in the Board materials.

**i. Consider Work Order #19 for design services, Gessner Road**

Mr. Vick reviewed Work Order #19 for professional design services for Gessner Road, with a not to exceed budget of \$48,370.00. The CIP Committee has reviewed the work order and is recommending for approval. Upon a motion duly made by Director Durham, and being seconded by Director Heins, the Board voted unanimously to approve the SWA Work Order No. 19, for design services for Gessner Road in an amount not to exceed \$48,370.00.

**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.**

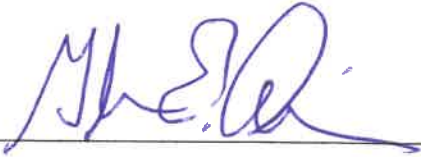
The Board convened in Executive Session at 8:46 a.m.

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

The Board reconvened in Open Session at 9:08 a.m. Upon reconvening, no action was taken.

**ADJOURN.**

There being no further business to come before the Board, Chair Givens adjourned the meeting at 9:09 a.m.

  
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Secretary