

MINUTES OF THE BOARD OF DIRECTORS MEETING  
TIRZ 17 Redevelopment Authority/Memorial City Redevelopment Authority  
City of Houston, Texas

April 28, 2015

The Board of Directors (the "Board") of the TIRZ 17 Redevelopment Authority/Memorial City Redevelopment Authority (the "Authority") met in regular session, open to the public, on April 28, 2015, at Four Points by Sheraton, 10655 Katy Freeway, Wycliffe Room, Houston, Texas 77024.

Board members in attendance:

Brad Freels, Vice Chair  
Glenn Airola, Secretary  
Bob Tucker, Assistant Secretary  
Zachary R. Hodges, Director  
David A. Hamilton, Director

Board members not in attendance:

Ann T. Givens, Chair  
John Rickel, Director

Staff in attendance:

Don Huml - Executive Director

Consultants in attendance:

Muhammad Ali of Lockwood, Andrews & Newman, Inc. ("LAN")  
Jessica Holoubek and Veronica Seguin of Allen Boone Humphries Robinson LLP ("ABHR")  
Ed Condon of Klotz Associates, Inc.  
James Vick of SWA Group ("SWA")  
Drew Masterson of First Southwest Company  
Michelle Lofton of ETI Bookkeeping Services

City of Houston (the "City") representatives in attendance:

Jennifer Curley  
Oliver Pennington, City Council Member

Other

Pat Walters, Executive Director, Memorial Management District

**1. Call Meeting to Order**

Having established that a quorum of the Board was present, Mr. Huml called the meeting to order.

## 2. Receive Public Comments

Councilmember Pennington thanked the Authority and residents for participation in the Memorial Drive Drainage and Mobility Improvement Project Town Hall meeting held on April 14, 2015. He encouraged the Board to adopt a comprehensive street and landscaping improvement plan. He also encouraged the Board to preserve the residential nature of the area within the Authority boundaries by incorporating more sidewalks and bike lanes and maintaining narrower esplanades.

Ms. Virginia Gregory thanked Councilmember Pennington for his support of narrower esplanades in the area. She requested that Director Hamilton present a more detailed report on proposed Authority drainage projects at future local interaction group meetings. She also expressed concerns over certain ABHR billing narratives and requested more specific details be included in the Authority's minutes.

Mr. Robert Benz recommended that more forums like the Memorial Drive Drainage and Mobility Improvement Project Town Hall meeting be held for future Authority projects. He then presented feedback and suggestions on design specifics for the Memorial Drive Drainage and Improvement Project, including the construction of an 8 foot multi-use path on both sides of the Drive. He expressed concerns over the proposed 18 foot median for the esplanade stating that an 18 foot esplanade median may not provide a large enough turning radius for larger vehicles to make U-turns.

Mr. Ed Browne presented feedback and suggestions on design specifics for the Memorial Drive Drainage and Improvement Project, stating that he is in support of an 18 foot median as it encourages a more residential design to the neighborhood and would discourage the addition of another lane in the future. He suggested the construction of 10 foot sidewalks along the drive with the installation of trees between the sidewalks and the roadway and the construction of detention facilities under the sidewalks. Mr. Browne then discussed Briar Branch Creek detention calculations and operations.

Ms. Roberta Prazak presented feedback and suggestions on design specifics for the Memorial Drive Drainage and Improvement Project, stating that she is also in support of an 18 foot median as it encourages a more residential design to the neighborhood. She then expressed concerns over certain conflicts of interest that may be present with certain Authority contractors and with Rafael Ortega. She also thanked Mr. Huml for his service to the Board.

Ms. Lois Meyers expressed concerns regarding flooding within the Authority boundaries and a lack of progress in providing drainage to Authority neighborhoods. She suggested that commercial developers within the Authority boundaries finance additional detention facilities, particularly additional underground detention facilities.

Ms. Donna Freedman discussed her concerns regarding an increase of traffic in the neighborhoods as a result of the Memorial Drive Drainage and Mobility Improvement Project. She encouraged the Board to focus efforts on drainage projects instead of roadway improvements. She then noted comments from the Memorial Drive Drainage and Mobility Improvement Project Town Hall regarding the Authority's missed opportunity to purchase detention land from Midway.

### **3. Minutes of March 3, 2015, Meeting**

The Board reviewed the minutes of the March 31, 2015, and April 14, 2015 meetings.

Director Tucker requested further clarification to page no. 3 of the minutes of the March 31, 2015, meeting regarding his comments on ABHR's billing narratives. Ms. Holoubek inquired as to what changes Director Tucker would like made to the minutes. After discussion, Director Tucker concurred that no changes were necessary.

After review and discussion, Director Hodges moved to approve the minutes of the March 31, 2015, and April 14, 2015, meetings, as presented. Director Airola seconded the motion, which passed unanimously.

### **4. Financial and Bookkeeping Matters**

Ms. Lofton reviewed the financial report for March and presented checks for payment by the Authority. After review and discussion, Director Hamilton moved to approve the financial report and payment of the bills presented. The motion was seconded by Director Tucker, which passed unanimously.

### **5. Engage Auditor to Prepare Audit for Fiscal Year End June 30, 2015**

Mr. Huml stated that no proposal has been received from the auditor. The Board concurred to table action on this item until its next meeting.

### **6. Amendment to Sublease Agreement for Office Space**

Ms. Holoubek presented and reviewed an Amendment to the Authority's Sublease Agreement with Marsh Darcy Partners, Inc. to renew office space rental. She stated that the Agreement is for 30-day consecutive terms and terminable with 15 days notice. Discussion ensued regarding market rates for office space rentals in the area. After review and discussion, Director Hodges moved to approve the Amendment to the Authority's Sublease Agreement with Marsh Darcy Partners, Inc. Director Freels seconded the motion, which passed unanimously.

After discussion, it was noted that the Amendment to the Authority's Sublease Agreement with Marsh Darcy Partners, Inc. included in the Board packets for the month does not reflect the most updated Amendment as presented by Ms. Holoubek. Director Freels requested that the most updated Amendment as presented by Ms. Holoubek be posted to the Authority's website. The Board clarified that the Amendment previously approved by the Board was the version presented by Ms. Holoubek.

**7. Update from FY2016 CIP Committee**

Mr. Huml reported that the CIP Committee would like additional time in order to prioritize projects before making a final presentation and recommendations on the FY 2016 CIP budget.

**8. Open discussion regarding FY2016 Budget and Capital Improvement Plan**

There was no discussion on this item.

**9. Recommendation letters to METRO and Scenic Houston**

Mr. Huml presented a letter of support from the Authority for METRO regarding work for the Authority. He stated that the letter includes the requested language requested at the last meeting regarding the Authority's support of METRO's reimagining plan subject to METRO's commitment to continue the current infrastructure. After review and discussion, Director Freels moved to approve the letter of support for METRO. Director Hamilton seconded the motion, which passed unanimously.

**10. Lumpkin Road Improvements Project**

Mr. Ali reported on the construction status of the Lumpkin Road Improvements Project. He then presented and recommended approval of Pay Application No. 3, in the amount of \$305,372.14, to SER Construction Partners, LLC for construction for Lumpkin Road Reconstruction and Drainage Improvements. After review and discussion, and based on the engineer's recommendation, Director Hamilton moved to approve Pay Application No. 3, as presented. Director Tucker seconded the motion, which passed unanimously.

**11. Barryknoll East Improvements Project**

Mr. Ali reported on the construction status of the Barryknoll East Improvements Project. He stated that the Project has been closed out with the City. Mr. Ali then noted Change Order No. 4 reflecting that the final project costs were \$255,227.77 under budget. He then presented and recommended approval of Pay Estimate No. 17 in the amount of \$346,534.22 to Texas Sterling Construction Company for Barryknoll Lane East Roadway and Drainage Improvements. He then presented the Certificate of Completion for the Project and requested

that the Board accept the Project. After review and discussion, and based on the engineer's recommendation, Director Airola moved to (1) approve Pay Estimate No. 17 in the amount of \$346,534.22 to Texas Sterling Construction Company for Barryknoll Lane East Roadway and Drainage Improvements; (2) accept the Certificate of Completion; and (3) approve the Project. Director Freels seconded the motion, which passed unanimously.

**12. Memorial Drive Drainage and Mobility Improvement Project**

Mr. Ali reviewed a report on the Memorial Drive Drainage and Mobility Improvement Project Town Hall meeting, a copy of which is attached. He stated that the report includes key follow up items which were discussed at the meeting. Director Freels requested that Mr. Ali include Mr. Browne's suggestion of underground drainage facilities to the report's list of follow up items. Director Hamilton requested that the report be posted to the District's website.

**13. Executive Director's Report**

Mr. Huml stated that there would be a presentation to the board from SWA about proposed landscape amenities for Town and Country Way and from Klotz about the W-140 Channel Project at the next board meeting on May 26, 2015.

**14. Convene in Executive Session pursuant to Section 551.074, Texas Government Code, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee**

At 8:49 a.m., Mr. Huml announced the Board would convene in executive session to deliberate the evaluation of an employee. All attendees left the meeting except the Board members, Ms. Holoubek, Ms. Seguin, and Ms. Curley.

**15. Reconvene in Open Session**

At 9:01 a.m., the Board announced it would reconvene in open session.

Director Hamilton moved to authorize execution of a Separation Agreement between the Authority and Mr. Huml, as discussed in executive session. Director Tucker seconded the motion, which passed unanimously.

**16. Convene in Executive Session Pursuant to Section 551.072, Texas Government Code, to Deliberate the Purchase, Exchange, Lease or Value of Real Property**

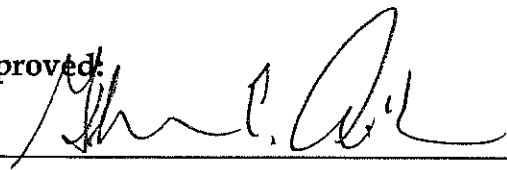
The Board did not convene in executive session pursuant to Section 551.072, Texas Government Code.

**17. Reconvene in Open Session and Authorize Appropriate Action Regarding the Purchase, Exchange, Lease or Value of Real Property**

The Board did not convene in executive session pursuant to Section 551.072, Texas Government Code.

**18. Adjournment**

There being no additional matters for the Board's consideration, the meeting was adjourned.

Approved: 

Secretary, Board of Directors  
TIRZ 17 Redevelopment Authority City of Houston, Texas

# Memorial Drive Mobility & Drainage Improvements (T-1738A)

Public Meeting Report | Tuesday, April 14, 2015 | 6:30 PM - 9 PM

## Board Members in Attendance

Position 1 David A. Hamilton, PE

Position 2 John Rickel

Position 3/Assistant Secretary Dr. Bob Tucker

Position 4/Chair Ann Thomas Givens

Position 6/Vice Chair Brad Freels

Position 7/Secretary Glenn E. Airola

## PROJECT OBJECTIVES:

### Improve Safety & Mobility

- The roadway will be improved to a curb and gutter concrete section with 24-FT raised medians to improve safety, mobility and access management along the project corridor.
- The roadway will also be reconstructed to meet current roadway geometric requirements.
- Left-turn bays will be added at median openings for safe queuing
- Traffic signals at BW 8 Frontage Road and West Bough Lane will be upgraded to meet current City of Houston standards

### Improve Drainage

- The installation of dual 10-FT x 10-FT reinforced concrete box storm sewers will reduce overland flows to neighboring areas.
- Provide net detention of +10-acre feet (3.3 million gallons)
- Reduce area flooding

### Improve Quality of Life

- Pedestrian-friendly environment
- Continuous, wider sidewalks
- Multi-use/shared-use paths
- Landscaping/trees within median
- Pedestrian lighting

## KEY ITEMS FROM MEETING

No.	KEY ITEMS	NEXT STEPS
1	Support to extend Memorial Drive to City of Houston/City of Bunker Hill limits (some suggested to extend to Gessner, i.e. outside City of Houston limits)	Board response
2	Reduce median width to 18-FT	Reducing median width to 18-FT leads to the following issues: - Passenger cars having difficulties making U-turns. This will lead to vehicles stopping and reversing in the travel lane to be able to make the U-turn which is not safe. - Passenger cars waiting in the median opening will protrude into adjacent traffic lane (Typical width of a passenger car is 19-FT, pickup trucks are longer)
3	Add dedicated bike lane adjacent to outside traffic lane	It's safer to have a shared used path because you are separating vehicular traffic from bike traffic. This will be further evaluated during Preliminary Engineering Report.
4	Expand box culvert under Memorial Drive at W153	The crossing is being evaluated as part of the Preliminary Engineering Report. It will be discussed in detail in the report.
5	Regional Solution or detention basins for area south of IH-10	Board Response
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