

**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 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, February 25, 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, with the exception of Directors Rickel and Freels, 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 - Economic Development Dept.; Council Member Amy Peck, District A; James Rains, District G; Ben Gillis and Pat Walters, both of Memorial Management District; Laurie Rosenbaum, City of Bunker Hill; Muhammad Ali and Derek St. John, both of Gauge Engineering; Michael Salinas, LAN; Jim Shroff; John Jackson; Robert Benz; Lois Myers; Jim Muckle; Emily Anderson; David Tresch; Monica Aizpurua; and Bruce Nichols. Chair Givens called the meeting to order at 8:02 a.m.

RECEIVE PUBLIC COMMENTS.

Public comments were received from Lois Myers.

APPROVE MINUTES OF THE JANUARY 28, 2020, MEETING.

Upon a motion duly made by Director Durham, and being seconded by Director Heins, the Board voted unanimously to approve the Minutes of the January 28, 2020, 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. Upon a motion duly made by Director Airola, and being

seconded by Director Hodges, the Board voted unanimously to accept the Annual Disclosure Statements from Investment Officer and Bookkeeper, as presented.

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 Airola, and being seconded by Director Durham, the Board voted unanimously to 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.

Upon a motion duly made by Director Durham, and being seconded by Director Heins, the Board voted unanimously to adopt the Resolution Establishing the Authority 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. An invoice from SWA was received after the report was generated in the amount of \$2,415.00, and staff noted a check was prepared and requested approval to pay. Upon a motion duly made by Director Hodges, and being seconded by Director Durham, the Board voted unanimously to accept the Bookkeeper's report; approved payment of invoices, as presented, including SWA invoice #180193 in the amount of \$2,415.00.

CIP COMMITTEE:

a. Project update and recommendations from Gauge Engineering, LLC

Mr. Ali provided an update on the Briar Branch Channel and Straws Improvements project, a copy of Gauge's Progress Report is included in the Board materials. He reported plans for the access road were submitted to the City for review. Mr. St. John answered questions regarding the required maintenance ramp. Mr. Ali provided an update on the Gessner Road Improvements project, a copy of the Progress Report is included in the Board materials. He reported paving has begun on the westside of Gessner.

i. Consider Pay Application No. 15, Briar Branch Channel and Straws Improvements, from Reytec Construction

Mr. Ali reviewed Pay Application No 15, Briar Branch Channel and Straws Improvements, from Reytec Construction in the amount of \$53,545.99. 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 Heins, and being seconded by Director Durham, the Board voted unanimously to approve Pay Application No 15, Briar Branch Channel and Straws Improvements, from Reytec Construction in the amount of \$53,545.99, as presented.

ii. Consider Change Order No. 1, Gessner Road Improvements, from SER Construction Partners LLC

Mr. Ali reviewed Change Order No. 1, Gessner Road Improvements, from SER Construction Partners, LLC, included in the Board materials. He went over each item in the change order and answered questions. He reported the CIP Committee has reviewed the Change Order and is recommending for approval. Upon a motion duly made by Director Durham, and being seconded by Director Airola, the Board voted unanimously to approve Change Order No. 1, Gessner Road Improvements, from SER Construction Partners, LLC in the amount of \$72,539.70, as presented.

b. Project update from LAN

Mr. Salinas provided an update on Memorial Drive project, a copy of LAN's progress report is included in the Board materials. He reported LAN is finalizing plans and anticipates submittal to TxDOT in the next two weeks. He reported some utilities will be required to be relocated for the project. No action from the Board was required.

c. Project update from The Goodman Corporation

The Goodman Corporations' progress report is included in the Board materials for review.

d. Project update from SWA

SWA's progress report is included in the Board materials for review.

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 8:39 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 9:16 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 9:17 a.m.


Secretary