

**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**

March 30, 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, March 30, 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, with the exception of Director Heins, thus constituting a quorum. Also present were Scott Bean, Josh Hawes, Linda Clayton, 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; Council Member Amy Peck, District A; Stephen Costello, COH; Ben Gillis, Pat Walters and Gabrielle Luevano, Memorial Management District; Muhammad Ali and Derek St. John, both of Gauge Engineering; Jim Webb, The Goodman Corporation; James Vick, SWA; Drew Masterson and Kristin Blomquist, Masterson Advisors; Bruce Nichols; Emily Anderson; Margaret Dunlap; Janet Luby; Monica Aizpurua; Marlene Gafrick; and Donna Dolinky. Chair Givens called the meeting to order at 8:03 a.m.

RECEIVE PUBLIC COMMENTS.

Public comments were received from Bruce Nichols and Donna Dolinky.

APPROVE MINUTES OF THE FEBRUARY 23, 2021, MEETING.

Upon a motion made by Director Rickel, and seconded by Director Freels, the Board voted unanimously to approve the Minutes of the February 23, 2021, Board meeting, as presented.

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 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.

APPROVE INTERLOCAL AGREEMENT WITH CITY OF HOUSTON.

Mr. Costello reviewed the TIRZ 17 Detention Project Cost Share Interlocal Agreement between the City of Houston and TIRZ 17 Memorial City Redevelopment Authority, included in the Board materials. He reported the Agreement will be considered by City Council on April 14. He reported the Interlocal Agreement is required to outline the Authority's responsibility of the 50% local match for Phase I of the services which includes design, permitting and environmental services in an amount of \$2,125,877.39. He reported after Phase I is completed FEMA will be looking the documents to determine if it will award Phase II of the project for construction. He reported Phase II construction is estimated at a local cost share of \$27,748.20. Director Rickel stated the Authority would need additional bonding authority for Phase II of the project. Director Costello estimated Phase I will take twelve (12) months to complete. He reported he has met with SBISD and let them know SBISD is the "preferred" location; however, the engineering cost analysis will be the determining factor of the location for the project. Director Durham stated he would like to see the Exhibits to the Interlocal Agreement before approving. After full discussion by the Board, and upon a motion made by Director Rickel, and seconded by Director Durham, this item was tabled and will be placed on the April agenda for consideration by the Board.

CIP COMMITTEE:

a. Project update and recommendations from Gauge Engineering LLC.

Chair Givens reported she has received several emails from residents concerning the landscaping for the W140 Access Road project and the fence being removed and not replaced at Costco. She stated there is a large oak tree across from the Costco gas station on the resident side which shades an area that prohibits planting additional landscaping plants to survive.

Mr. Ali reported the concerns of debris at two houses from the Briar Branch Channel project will be cleaned up before final completion, including any other debris that may be remaining to be cleaned up. He reported there are several areas of landscaping that will be added with a cluster of trees and plants on the resident side to the plans. Mr. Vick stated the last couple hundred feet is being left open without landscaping, so vehicles are able to enter for maintenance purposes. He reported there was a one live oak removed and the gap will be filled. He reported there is a straw easement between the live oak and straws on both sides and a landscaping cluster will be added. Mr. Ali noted the fence on the Costco side that was removed was encroaching. Mr. Ali provided an update on the Gessner project. He reported the punch list items from the substantial completion walk-thru are being addressed. He reported Gessner project final completion walk-thru is scheduled for April 16. He provided an update on the Memorial Drive project. He stated currently 10x10 boxes are being installed. Director Freels requested signs be put at the beginning and end of the project with information on the project for the public, if there was money in the budget. Mr. Ali stated he would include the information in the progress report moving forward.

i. Consider Pay Application No. 28, Briar Branch Channel and Straws Improvements, from Reytec Construction.

Mr. Ali reviewed Pay Application 28 and 28A, Briar Branch Channel and Straws Improvements, from Reytec Construction in the total amount of \$439,563.12. He reported Gauge has reviewed the pay application and concurs with the amount and quantities and is recommending for approval. Upon a

motion made by Director Rickel, and seconded by Director Durham, the Board voted unanimously to approve Pay Application 28 and 28A, Briar Branch Channel and Straws Improvements, from Reytec Construction in the amount of \$439,563.12, as presented.

ii. Consider Service Agreement with Reytec Construction for landscape maintenance.

Mr. Ali reviewed the Service Agreement with Reytec Construction, included in the Board materials. He reported the Agreement provides for landscape maintenance and litter abatement services which includes the remaining 70% of the 24-month maintenance establishment period in the Briar Branch Channel and Straws construction contract so the contract can be closed out. He reported the Agreement includes a 2-year warranty on all trees and any dead trees will be replaced at no cost. After full discussion by the Board, and upon a motion made by Director Freels, and seconded by Director Durham, the Board voted unanimously to approve the Service Agreement with Reytec Construction for landscaping maintenance services, as presented.

b. Project update from The Goodman Corporation.

Mr. Webb provided an update on H-GAC UPWP funding opportunities. He reported The Goodman Corporation is still looking for funding opportunities for the Memorial Drive Phase 2 project. No action from the Board was required.

c. Project update from SWA.

Mr. Vick reported SWA's Status Report is included in the Board materials for review. He reported his update for W140 Access Road was given under Gauge's update. 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.

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 9:26 a.m.

