

**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**

May 25, 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, May 25, 2021, at 8:00 a.m., with access available to the public pursuant to Texas Government Code Section 551.125 and Governor Greg Abbott's emergency disaster declaration dated March 13, 2020, 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, thus constituting a quorum. Also present were Scott Bean, Josh Hawes, and Linda Clayton, Hawes Hill & Associates, LLP; Jessica Holoubek, Allen Boone Humphries Robinson, LLP; Pat Hall, ETI Bookkeeping Services; Kristin Blomquist and Ben Terry, Masterson Advisors. Others attending the meeting were Jennifer Curley, COH - Economic Development Dept.; Council Member Greg Travis and James Rains, both of District G; Ben Gillis, Pat Walters, and Gabrielle Luevano, all with Memorial Management District; Karen Glynn and Laurie Rosenbaum, both of City of Bunker Hill; Muhammad Ali and Derek St. John, both of Gauge Engineering; Jim Webb, The Goodman Corporation; Margaret Dunlap, METRO; Emily Anderson, Monica Aizpurua; Nathan Seshadri; Lois Myers; Kay Haslam; Bruce Nichols; Tony Sartori; Cynthia Neely; Frank Marino; and Stephen Sparks. Chair Givens called the meeting to order at 8:01a.m.

RECEIVE PUBLIC COMMENTS.

Public comments were received from Bruce Nichols.

APPROVE MINUTES OF THE APRIL 27, 2021, MEETING.

Upon a motion duly made by Director Durham, and seconded by Director Hodges, the Board voted unanimously to approve the Minutes of the April 27, 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.

RECEIVE AND CONSIDER FY2022 BUDGET.

Director Durham made a motion to approve the FY2022 Budget, with the administration raises tabled. Director Rickel seconded the motion.

The Board discussed the administration budget. Director Freels stated he is recommending approving the Budget with the administration fees on hold and once the City approves the Resolution Regarding Bond Issuance approved by the Board in April, the raise for administration can be given retroactively. After further discussion, Directors Durham and Rickel withdrew the previous motion.

Upon a motion made by Director Rickel, and seconded by Director Durham, the Board voted unanimously to approve the FY2022 Budget as presented, with the adjustment of the administration raise to be on hold until the bond issuance is approved and then the administration raise is to be paid retroactively.

APPROVE INTERLOCAL AGREEMENT WITH CITY OF HOUSTON REGARDING DETENTION PROJECT COST SHARE, PHASE 1.

Director Rickel stated he did not want to approve the Interlocal Agreement until the Board has clarity on the bond issuance. Upon a motion made by Director Rickel, and seconded by Director Durham, the Board voted unanimously to table the item.

Mr. Bean answered a question regarding the Interlocal Agreement and stated phase 1 is for the design services only and not construction. Ms. Holoubek stated the Authority has funding in the Budget for the design services. Director Durham stated he does not see any logic in designing something the Authority does not have funds to construct.

INTERLOCAL AGREEMENTS – SAFE CROSSINGS, BRIAR BRANCH ACCESS ROAD.

a. Consider Interlocal Cost Sharing Agreement with Memorial District.

Chairman Givens reported the Memorial Management District has agreed to contribute 25% of the actual costs for the Briar Branch Access Road Safe Crossings project in an amount not to exceed \$8,522.00.

b. Consider Reimbursement Agreement with City of Houston.

Chairman Givens provided an overview of the Reimbursement Agreement with the City of Houston. She reported the agreement outlines the contribution of \$12,782.22 towards the project costs by District A.

Upon a motion made by Director Durham, and seconded by Director Hodges, the Board voted unanimously to (a) approve the Interlocal Cost Sharing Agreement with Memorial Management District, as presented; and (b) approve the Interlocal Agreement (Reimbursement Agreement) with the City of Houston for the Briar Branch Access Road – Safe Crossings, as presented.

CIP COMMITTEE:

a. Project update and recommendations from Gauge Engineering LLC.

Mr. Ali provided an update on the Briar Branch project, a copy of the Progress Report is included in the Board materials. He reported a fence was installed behind the Spring Branch swimming pool off

of Witte Road. He reported the contractor is addressing final punch list items in order to close the project out. Mr. Ali provided 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 addressing punch list items. He reported due to the inclement weather the final walk-thru has been pushed to June 15. He answered questions regarding the lighting CenterPoint will be installing. He provided an update on the Memorial Drive project, a copy of the Progress Report is included in the Board materials.

i. Consider Pay Application No. 30 (FINAL) Briar Branch Channel and Straws Improvements, from Reytec Construction.

Mr. Ali reviewed Pay Application No. 30, Briar Branch Channel and Straws Improvements, from Reytec Construction in the amount of \$218,897.64. 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 Heins, the Board voted unanimously to approve Pay Application No. 30, Briar Branch Channel and Straws Improvements, from Reytec Construction in the amount of \$218,897.64, as presented.

ii. Consider Task Order for Memorial Drive Phase 2, Design Concept Report (DCR) services.

Mr. Ali reviewed Gauge Engineering Task Order for Memorial Drive Phase 2, for Design Concept Report services in the amount of \$209,110.00. Director Rickel reported the CIP Committee has reviewed the task order and is recommending for approval. Upon a motion made by Director Rickel, and seconded by Director Durham, the Board voted unanimously to approve Gauge Engineering Task Order for Memorial Drive Phase 2, Design Concept Report services in the amount of \$209,110.00, as presented.

b. Project update from The Goodman Corporation.

Mr. Webb provided an update on grant funding opportunities. He reported the Congressional funding application for W-10 Basin Deepening project has been completed and Crenshaw's office has submitted it to the House Committee. No action from the Board was required.

c. Project update from SWA.

SWA's Status Report is included in the Board materials for review.

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.

ADJOURN.

There being no further business to come before the Board, Chair Givens adjourned the meeting at 8:40 a.m.



A handwritten signature in blue ink, appearing to read "Dan Givens", is written above a horizontal line.