

**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**

**June 28, 2022**

**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 at Hawes Hill & Associates LLP, 9600 Long Point Road, Spring Branch District Conference Room, Suite 250, Houston, Texas 77055, open to the public on Tuesday, June 28, 2022, at 8:00 a.m., and open to the public via videoconference, and the roll was called of the duly appointed members of the Board, to-wit:

Position 1 – Andy Iversen

Position 2 – John Rickel, *Vice-Chair*

Position 3 – David P. Durham, *Secretary*

Position 4 – Ann T. Givens, *Chair*

Position 5 – Zachary R. Hodges, *Asst. Secretary*

Position 6 – Brad Freels

Position 7 – Dan Moody III

and all of the above were present, with the exception of Directors Iversen and Freels, thus constituting a quorum. Director Freels was present via videoconference; however, did not count as a quorum or as a voting member pursuant to the Open Meetings Act since there no video was available. Also present were Scott Bean, and Linda Clayton, Hawes Hill & Associates, LLP; Sanjay Bapat, Allen Boone Humphries Robinson, LLP; and Pat Hall, ETI Bookkeeping Services. Others attending the meeting were Jennifer Curley, and Andrew Busker, COH - Economic Development Dept.; Council Member Mary Nan Huffman and James Rains, District G; Council Member Amy Peck, District A; Ben Gillis, and Gabrielle Luevano, Memorial Management District; Karen Glynn and Laurie Rosenbaum, City of Bunker Hill; Muhammad Ali, Gauge Engineering; Jim Webb, The Goodman Corporation; Bruce Nichols; Steve Blair; Lois Myers; and Monica Aizpurua. Chair Givens called the meeting to order at 8:01 a.m.

**RECEIVE PUBLIC COMMENTS.**

Public comments were received from Bruce Nichols, Steve Blair, and Lois Myers.

**APPROVE MINUTES OF THE APRIL 26, 2022, REGULAR MEETING.**

Upon a motion made by Director Rickel, and seconded by Director Durham, the Board voted unanimously to approve the Minutes of the April 26, 2022, Board meeting, as presented.

**CONSIDER MOVING REGULAR MEETING DATE TO FOURTH TUESDAY OF THE MONTH.**

Chair Givens requested the Board to consider changing the regular meeting date to the fourth Tuesday of the month. She reported currently the regular meeting date is the last Tuesday of the month which occasionally falls on the fifth Tuesday. She reported moving the date would provide a more consistent schedule. Upon a motion made by Director Durham, and seconded by Director Moody, the Board voted unanimously to move the regular Board of Directors' meeting date to the fourth (4<sup>th</sup>) Tuesday of the month.

**APPROVE AGREED-UPON PROCEDURES REPORT FOR LIPEX DEVELOPMENT AGREEMENT;  
AND AUTHORIZE PAYMENT.**

Mr. Bean reviewed the invoice received from MetroNational in accordance with the Lipex Development Agreement for the Conrad Sauer Detention Pond for a principal payment of \$3,013,459.49 and interest payment through January 31, 2022, in the amount of \$2,322,082.62 for a total amount due of \$5,335,542.11. He reviewed the Agreed-Upon Procedures Report, included in the Board materials, and reported the auditor has calculated interest through January 31, 2022, and is in agreement with the interest calculation provided by MetroNational. Upon a motion made by Director Rickel, and seconded by Director Durham, the Board voted unanimously to authorize payment in the amount of \$5,335,542.11 for principal payment number 4 and interest through January 31, 2022, and authorized staff to have the bookkeeper wire the funds on July 5, 2022.

**RECEIVE FINANCIAL AND BOOKKEEPER'S REPORT, INCLUDING APPROVAL OF 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. She reported two additional invoices were received after the report was generated (1) City of Houston FY2022 Municipal Services Fee in the amount of \$2,104,297.00, a copy is attached as Exhibit A; and (2) City of Houston Local Share Reimbursement Request for area detention basin HMGP Agreement in the amount of \$2,125,877.39, a copy is attached as Exhibit B. The Board requested the City of Houston Local Share Reimbursement be put on hold and discussed at the next board meeting. Upon a motion made by Director Rickel, and seconded by Director Moody, the Board voted unanimously to accept the Bookkeeper's Report and approved payment of current invoices, including the City of Houston FY2022 Municipal Services Fee invoice in the amount of \$2,104,297.00; and ratified payment of May invoices, as presented in the board materials.

**CONSIDER FY2023 BUDGET.**

Mr. Bean presented the proposed FY2023 Budget, included in the Board materials. Director Rickel noted inflation rate is included in the amounts in the budget. Chair Givens noted all the capital improvement projects in the budget addressing drainage, etc. Director Rickel noted the cumulative total of capital improvements in the budget is over \$140 million. Upon a motion made by Director Rickel, and seconded by Director Durham, the Board voted unanimously to approve the FY2023 Budget.

**CONSIDER AMENDED CONTRACT WITH HAWES HILL & ASSOCIATES FOR CONSULTING AND  
MANAGEMENT SERVICES.**

Mr. Rickel reviewed and recommended approval of the Amended Contract with Hawes Hill & Associates for consulting and management services in the amount of \$10,000 per month, included in the Board materials. Upon a motion made by Director Rickel, and seconded by Director Hodges, the Board voted unanimously to approve the Amended Contract with Hawes Hill & Associate LLP for Consulting and Management Services, as presented.

**CIP COMMITTEE.**

**a. Project update and recommendations from Gauge Engineering, LLC.**

Mr. Ali addressed public comments from Ms. Myers and stated the contractor installed rubber adhesive to stabilize the manholes on Springrock on June 20. He also stated, as previously mentioned, the primary purpose of the ramp at Briar Branch is to function as a restrictor and to provide access for maintenance.

Mr. Ali provided an update on the Memorial Drive improvement project, a copy of the progress report is included in the board materials. He reported the project is approximately 84% complete and the concrete sidewalk installation is in progress. He reported TxDOT is working to close-out the Gessner project in the next 30 days.

**i. Consider Supplemental Task Order for Memorial Drive Phase 2 (sic) construction phase services.**

Mr. Ali reviewed Gauge Supplemental Task Order for Memorial Drive Phase 1 for construction phase services in the amount of \$66,500. 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 Supplemental Task order for Memorial Drive Phase 1, for construction phase services in a lump sum amount of \$66,500.00, as presented.

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

Mr. Webb provided an update on TIP Call for projects. He reported the Congresswoman Lizzie Fletcher did not select Memorial Drive Phase 2 project and the project is no longer in her District after the redistricting.

**i. Consider providing recommendation letter to The Goodman Corporation.**

Mr. Bean reviewed the recommendation letter for The Goodman Corporation, included in the Board materials. Upon a motion made by Director Hodges, and seconded by Director Rickel, the Board voted unanimously to approve providing a recommendation letter to The Goodman Corporation.

**c. Project update from SWA.**

The SWA Status Report is included in the board materials for review.

**ADJOURNMENT.**

There being no further business to come before the Board, Chair Givens adjourned the meeting at 8:42 a.m.

  
Secretary

List of Exhibits:

- A. City of Houston Municipal Services Fee Invoice
- B. City of Houston Local Share Reimbursement Request

Ex-A

June 24,  
2022



# CITY OF HOUSTON

Mayor's Office of Economic Development

**Sylvester Turner**

Mayor

Gwendolyn Tillotson  
Deputy Director  
P.O. Box 1562  
Houston, Texas 77251-1562

T. 832-393-0937  
F. 832-393-0862  
[www.houstontx.gov](http://www.houstontx.gov)

To: Tax Increment Reinvestment Zone Number 17  
Memorial City Redevelopment Authority

From: City of Houston  
Economic Development  
TIRZ Program

Date: July 19, 2022

Subject: FY2022 Municipal Services Charge

## INVOICE

Per your City Council Approved FY2022 Budget, please remit the sum of **\$2,104,297.00** to the City of Houston.

Please mail a copy of this invoice along with your payment to the address below:

**City of Houston**

Attn: Jennifer D. Curley  
Executive Staff Analyst, Mayor's Office of Economic Development  
P.O. Box 200734  
Houston, Texas 77216-0734

Should you have any questions please feel free to contact me at (832) 393-0937.

Sincerely,

A handwritten signature in cursive script that reads "Gwendolyn Tillotson".

Gwendolyn Tillotson  
City of Houston  
Economic Development/TIRZ Program



June 27, 2022

Mr. Scott Bean  
Executive Director  
TIRZ 17 Memorial City Redevelopment Authority  
c/o Hawes Hill & Associates, LLP  
P.O. Box 22167  
Houston, TX 77227

Re: Local Share Reimbursement Request -TIRZ17 Memorial City Area Detention Basin HMGP Agreement DR-4332-4903

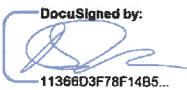
Dear Mr. Bean:

On April 21, 2021, City Council approved Ordinance No. 2021-0292 that approved an Interlocal Agreement between the City of Houston and TIRZ 17 Memorial City Redevelopment Authority (TIRZ 17) for TIRZ 17 Memorial City Area Detention Basin Project. The agreement outlines the partnership between City of Houston and TIRZ 17 to design and permit the TIRZ 17 Memorial City Area Detention Basin Project under the FEMA Hazard Mitigation Grant DR-4332-4903.

In accordance with Section 2.1, Article II of the Interlocal Agreement, a local share match of \$2,125,877.39 is being requested from TIRZ 17. A copy of the agreement has been attached for your review. Please send payment of \$2,125,877.39 no later than 30 days from June 27th, 2022.

If you have any questions, please contact me at (832) 712-1742 or Kevin Hammond, Supervising Engineer, at (832) 395-2275.

Sincerely

DocuSigned by:  
  
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HoJin Lim, P.E., CFM  
Special Projects  
Deputy Assistant Director  
Capital Projects.

  
HL: KH: Im

Attachments: Fully executed Cost Share Interlocal Agreement between COH and TIRZ 17.

ec: David Wurdlow