

MEMORIAL CITY  
REDEVELOPMENT AUTHORITY,  
TIRZ No. 17,  
City of Houston



Agenda and Agenda Materials  
Meeting of the Board of Directors

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February 27, 2024

**JOINT MEETING OF THE BOARD OF DIRECTORS OF THE  
TIRZ 17 REDEVELOPMENT AUTHORITY/MEMORIAL CITY REDEVELOPMENT AUTHORITY  
and TAX REINVESTMENT ZONE NUMBER SEVENTEEN  
HOUSTON, TEXAS**

NOTICE is hereby given that the Board of Directors of the TIRZ 17 Redevelopment Authority (aka the Memorial City Redevelopment Authority) and the Tax Reinvestment Zone Number Seventeen, City of Houston, Texas, will hold a joint meeting on **Tuesday, February 27, 2024, at 8:00 a.m.**, at Hawes Hill & Associates LLP, Spring Branch Conference Room, 9600 Long Point Road, Suite 250, Houston, Texas 77055 ***"Masks Suggested, Social Distancing Recommended"*** open to the public, to consider, discuss, and adopt such orders, resolutions or motions, and take direct actions as may be necessary, convenient, or desirable, with respect to the following matters:

**AGENDA**

1. Establish quorum and call meeting to order.
2. Receive public comments. (In accordance with City of Houston procedures, a statement of no more than 3 minutes may be made on items of general relevance. However, if a person has spoken regarding a topic within the last 4 meetings, their time will be limited to 1 minute. There will be no yielding of time to another person. State law prohibits the Board Chair or members of the Board from deliberating a topic without an appropriate agenda item being posted in accordance with the Texas Open Meetings Law; therefore, questions or comments will not be addressed. Engaging in verbal attacks or comments intended to insult, abuse, malign or slander any individual shall be cause for termination of time privileges).
3. Approve Minutes from December 5, 2023, meeting.
4. Receive financial and bookkeeper's report, including approval of payment of invoices, review of investments, and project cash flow reports; and ratify payment of January invoices.
5. CIP Committee update and recommendations:
  - a. Receive update and recommendations from Gauge Engineering, LLC.
    - i. Consider Gauge Engineering Task Order for additional design services regarding W140 Detention Expansion.
    - ii. Consider Gauge Engineering Task Order for pumped detention analysis regarding Detention Basin A.
  - b. Receive update and recommendations from The Goodman Corporation.
    - i. Consider Resolution Authorizing Amendment No. 1 to Advance Funding Agreement with TxDOT regarding Gessner project.
  - c. Receive update from SWA.
6. Convene in Executive Session pursuant to Section 551.087, Texas Government Code, to discuss or deliberate regarding economic development negotiations; pursuant to Section 551.072, Texas Government Code, to deliberate the purchase, exchange, lease or value of real property; and pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with attorney.
7. Reconvene in Open Session and authorize appropriate actions regarding to economic development negotiations; the purchase, exchange, lease or value of real property; and consultation with attorney.
8. Adjourn.



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Executive Director for Authority

MEMORIAL CITY REDEVELOPMENT AUTHORITY TIRZ No. 17,  
HOUSTON, TEXAS

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**AGENDA MEMORANDUM**

TO: Memorial City Redevelopment Authority TIRZ No. 17 Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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3. Approve Minutes from December 5, 2023, meeting.

**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**

**December 5, 2023**

**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, December 5, 2023, 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 Director Moody, III, thus constituting a quorum. Also present were Scott Bean and Linda Clayton, Hawes Hill & Associates, LLP; Sanjay Bapat, Allen Boone Humphries Robinson, LLP; and Jennifer Landreville, ETI Bookkeeping Services. Others attending the meeting were Andrew Busker, COH - Economic Development Dept.; James Rains, District G; Sarah Singleton, District A; Ben Gillis and Gabrielle Luevano, Memorial Management District; Bruce Nichols; Lois Myers; John Jackson; and Glen Crawford. Chair Givens called the meeting to order at 8:01 a.m.

**RECEIVE PUBLIC COMMENTS.**

Public comments were received from Lois Myers.

**APPROVE MINUTES FROM OCTOBER 24, 2023, MEETING.**

Upon a motion made by Director Rickel, and seconded by Director Freels, the Board voted unanimously to approve the Minutes of the October 24, 2023, Board meeting, as presented.

**RECEIVE FINANCIAL AND BOOKKEEPER'S REPORT, INCLUDING APPROVAL OF PAYMENT OF INVOICES, REVIEW OF INVESTMENTS, AND PROJECT CASH FLOW REPORTS.**

Ms. Landreville presented the Bookkeeper's Report and invoices for payment. Upon a motion made by Director Rickel, and seconded by Director Hodges, the Board voted unanimously to accept the Bookkeeper's Report and approved payment of invoices, as presented.

**CONSIDER ANNUAL REPORT AND AUTHORIZE FILING OF SAME WITH APPROPRIATE INFORMATION DEPOSITORIES IN ACCORDANCE WITH THE AUTHORITY'S CONTINUING DISCLOSURE OF INFORMATION AGREEMENT AND AS REQUIRED BY SEC RULE 15c2-12.**

Mr. Bapat reported information received from the Authority's financial advisor, Masterson Advisors, and ABHR is currently preparing the Annual Report for filing as required by SEC Rule 15c2-12. He stated the report is to be filed by December 31, 2023, and requested authorization to file same. Upon

a motion made by Director Iversen, and seconded by Director Rickel, the Board voted unanimously to authorize the Authority's attorney to file the Annual Report.

**ANNUAL REVIEW OF PROCEDURES FOR CONTINUING DISCLOSURE COMPLIANCE.**

Mr. Bapat reported the Authority's financial advisor and ABHR continue to monitor procedures for reporting for continuing disclosure compliance. He reported the annual report is part of this procedure. No action from the Board was required.

**CIP COMMITTEE UPDATE AND RECOMMENDATIONS:**

**a. Consider Tax Abatement Agreement between City of Houston and BLEX Exchange GP VII, LLC.**

Mr. Busker reported the Board received a report in October 2023 regarding the LEED Tax Abatement proposal from BLEX Exchange GP VII, LLC. requesting a 5% tax abatement. He reported no changes to the proposal and the proposed 5% abatement is projected to be an annual abatement of \$11,756 and the term is for 10 years with a maximum abatement in the amount of \$117,565. Upon a motion made by Director Rickel, and seconded by Director Freels, the Board voted unanimously to approve the Tax Abatement Agreement between the City of Houston and BLEX Exchange GP VII, LLC.

**b. Receive update from City of Houston and HR Green regarding Detention Basin A.**

Mr. Rickel reported the City of Houston and HR Green representatives provided an update to the CIP Committee regarding the status of the benefit cost ratio analysis for Detention Basin A. He stated they reported it will be another 2 weeks and Gauge Engineering is providing information to the City and HR Green to help with the analysis. No action from the Board was required.

**c. Receive update from Gauge Engineering LLC.**

Gauge Engineering's status report is included in the Board materials for review. No action from the Board was required.

**d. Receive update from The Goodman Corporation.**

The Goodman Corporation's status reports are included in the Board materials for review. No action from the Board was required.

**e. Receive update from SWA.**

SWA's status report is included in the Board materials for review. No action from the Board was required.

**CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.087, TEXAS GOVERNMENT CODE, TO DISCUSS OR DELIBERATE REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; PURSUANT TO SECTION 551.072, TEXAS GOVERNMENT CODE, TO DELIBERATE THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY; AND PURSUANT TO SECTION 551.071, TEXAS GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH ATTORNEY.**

**RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTIONS REGARDING TO ECONOMIC DEVELOPMENT NEGOTIATIONS; THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY; AND CONSULTATION WITH ATTORNEY.**

An Executive Session was not called.

**ADJOURN.**

There being no further business to come before the Board, Chairwoman Givens adjourned the meeting at 8:17 a.m.

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Secretary

MEMORIAL CITY REDEVELOPMENT AUTHORITY TIRZ No. 17,  
HOUSTON, TEXAS

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**AGENDA MEMORANDUM**

TO: Memorial City Redevelopment Authority TIRZ No. 17 Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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4. Receive financial and bookkeeper's report, including approval of payment of invoices, review of investments, and project cash flow reports; and ratify payment of January invoices.

# Memorial City Redevelopment Authority / TIRZ No. 17

## Cash Management Report

January 31, 2024

ETI BOOKKEEPING SERVICES

17111 ROLLING CREEK DRIVE SUITE 108

HOUSTON TX 77090

TELEPHONE 281 444 3384 FAX 281 440 8304

Fiscal Year End: June 30, 2024

### Summary

<u>Current Activity</u>	<u>General Operating Fund</u>	<u>Capital Projects Fund</u>	<u>Debt Service Fund</u>	<u>Total</u>
Beginning Balance	24,678,744.52	0.00	1,114,336.96	25,793,081.48
Revenue	111,867.12	0.00	5,034.34	116,901.46
Expenditures	75,588.60	0.00	0.00	75,588.60
Ending Balance	24,715,023.04	0.00	1,119,371.30	25,834,394.34

### NOTES:

Debt Service Payments due in Fiscal Year End 2024:

Date	Series	Principal	Interest	Total
9/1/2023	2016R	3,050,000.00	159,662.50	3,209,662.50
9/1/2023	2019	2,820,000.00	640,375.00	3,460,375.00
3/1/2024	2016R		122,910.00	122,910.00
3/1/2024	2019		569,875.00	569,875.00
			<b>Total FYE 2024</b>	<b>7,362,822.50</b>

January 31, 2024



## General Operating Fund

**BEGINNING BALANCE:** **24,678,744.52**

**REVENUE:**

Checking Interest - Wells Fargo	20.60
Texpool Interest	111,462.04
Wells Fargo/TexSTAR (Surplus Funds) Interest	384.48
Voided Check(s)	0.00

Total Revenue: **111,867.12**

**DISBURSEMENTS:**

Checks Presented At Last Meeting	75,559.52
Checks Written at/after Last Meeting	0.00
Bank Fees	29.08

Total Expenditures **75,588.60**

**Ending Balance:** **24,715,023.04**

**Location of Assets:**

Institution	Investment Number	Interest Rate	
Wells Fargo Checking	*5490	1.0900	9,609.62
TexPool	*0001	5.3455	24,619,922.49
Wells Fargo/TexSTAR	TexSTAR Surplus Funds	5.3200	85,490.93
		<b>Total</b>	<b>24,715,023.04</b>

**Memorial City Redevelopment Authority**  
**Checks Presented**  
February 27, 2024

<b>Num</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
3506	Allen Boone Humphries Robinson LLP	Legal Fees	-3,882.23
3507	Equi-Tax, Inc	Tax Assessor/ Collector	-400.00
3508	ETI Bookkeeping Services	Bookkeeping Fee	-1,125.51
3509	Gauge Engineering, LLC	Engineering Fee	-1,800.00
3510	Hawes Hill & Associates	Professional Consultant	-10,000.00
3511	The Goodman Corporation Inc	Consultant Fee	-2,595.00
3512	Gauge Engineering, LLC	Engineering - Capital Projects	-755.00
3513	The Goodman Corporation Inc	Consultant Fee - Capital Projects	-4,485.00
<b>Total</b>			<b>-25,042.74</b>

## Debt Service Fund

<b>BEGINNING BALANCE</b>	<b>1,114,336.96</b>
 <b>REVENUE</b>	
TexPool DSF Interest	15.82
Wells Fargo/TexSTAR (2008 DSF) Interest	3,426.76
Wells Fargo/TexSTAR (2008 Pled Rev) Interest	1,591.76
 Total Revenue	 <b>5,034.34</b>
 <b>EXPENDITURES</b>	
Debt Service Interest Payment	0.00
Debt Service Principal Payment	0.00
Trustee Fee	0.00
 Total Expenditures	 <b>0.00</b>
 <b>ENDING BALANCE</b>	 <b>1,119,371.30</b>

**Location of Assets:**

Institution	Investment Number	Interest Rate	Current Balance
Wells Fargo *4601	TexSTAR 2008 DSF	5.3200	761,939.24
Wells Fargo *4600	TexSTAR 2008 Pledged Rev	5.3200	353,922.21
TexPool	*0004	5.3455	3,509.85
<b>Total</b>			<b>1,119,371.30</b>

Memorial City Redevelopment Authority  
Investment Report  
January 31, 2024

**SCHEDULE OF INVESTMENTS**

**Investment Pools**

Fund	Location Of Assets	Interest Rate	Beginning Balance			Interest Earned	Deposits or (Withdrawals)	Ending Balance		
			Market	N.A.V.	Book			Market	N.A.V.	Book
GOF	TexPool	5.3455	24,586,460.45	1.00000	24,586,460.45	111,462.04	(78,000.00)	24,620,168.69	1.00001	24,619,922.49
DSF	TexPool	5.3455	3,494.03	1.00000	3,494.03	15.82	(0.00)	3,509.89	1.00001	3,509.85
GOF	Wells Fargo/ TexStar	5.3200	85,104.07	0.999972	85,106.45	384.48	(0.00)	85,494.09	1.000037	85,490.93
DSF	Wells Fargo/ TexStar DSF	5.3200	758,491.24	0.999972	758,512.48	3,426.76	0.00	761,967.43	1.000037	761,939.24
DSF	Wells Fargo/ TexStar PI Rev	5.3200	352,320.58	0.999972	352,330.45	1,591.76	0.00	353,935.31	1.000037	353,922.21

**Demand Accounts**

Fund	Location Of Assets	Interest Rate	Purchase Date	Beginning Balance	Interest Earned	Deposits or (Withdrawals)	Ending Balance
GOF	Wells Fargo	1.09	6/8/2015	7,177.62	20.60	2,411.40	9,609.62

**Collateral Pledged In Addition to FDIC**

Depository Institution	Total Funds On Deposit	Custodial Institution	Securities Pledged	Collateral Description	Par Value	Market Value
Wells Fargo	9,609.62	BNYM	250,000	FDIC	250,000	250,000

**Certification:**

The District's investments are in compliance with the investment strategy as expressed in the District's Investment Policy and the Public Funds Investment Act. I hereby certify that pursuant to the Senate Bill 253 and in connection with the preparation of this investment report, I have reviewed the divestment lists prepared and maintained by the Texas Comptroller of Public Accounts, and the District does not own direct or indirect holdings in any companies identified on such lists.

\_\_\_\_\_  
Bookkeeper

\_\_\_\_\_  
Investment Officer

Investment Officer	Date Assumed Office	Training Completed
Kenneth Byrd	8/6/2015	10/15/2022

**Memorial City Redevelopment Authority**  
**Profit & Loss Budget vs. Actual**  
**January 2024**

	January			Year to Date ( 7 Months )			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b>Income</b>							
1000 · Income							
6001 · City Tax Revenue	1,573,714	1,588,819	-15,105	11,360,278	11,121,736	238,542	19,065,833
8223 · Interest Income	116,901	33,333	83,568	857,748	233,333	624,415	400,000
<b>Total 1000 · Income</b>	<b>1,690,615</b>	<b>1,622,152</b>	<b>68,463</b>	<b>12,218,026</b>	<b>11,355,069</b>	<b>862,957</b>	<b>19,465,833</b>
6-4350 · Grants	0	291,667	-291,667	0	2,041,667	-2,041,667	3,500,000
<b>Total Income</b>	<b>1,690,615</b>	<b>1,913,819</b>	<b>-223,204</b>	<b>12,218,026</b>	<b>13,396,736</b>	<b>-1,178,710</b>	<b>22,965,833</b>
<b>Expense</b>							
3335 · Management Consulting Services							
6320 · Legal	3,882	4,167	-285	6,449	29,167	-22,718	50,000
6322 · Eng Consultant/General Prof.Svc	4,395	5,000	-605	19,003	35,000	-15,997	60,000
6337 · Construction Audit	0	0	0	2,500	5,000	-2,500	5,000
6343 · Other	0	0	0	169	0	169	0
<b>Total 3335 · Management Consulting Services</b>	<b>8,277</b>	<b>9,167</b>	<b>-890</b>	<b>28,121</b>	<b>69,167</b>	<b>-41,046</b>	<b>115,000</b>
5650 · Transfers							
6420 · COH Administration Fee	0	0	0	944,228	953,292	-9,064	953,292
6430 · Municipal Services	0	0	0	2,147,270	2,256,619	-109,349	2,256,619
<b>Total 5650 · Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,091,498</b>	<b>3,209,911</b>	<b>-118,413</b>	<b>3,209,911</b>
5706 · Debt Service							
5707 · Principal	0	0	0	5,870,000	5,870,000	0	5,870,000
5708 · Interest	0	0	0	800,038	800,038	0	1,492,823
<b>Total 5706 · Debt Service</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,670,038</b>	<b>6,670,038</b>	<b>0</b>	<b>7,362,823</b>
6-6300 · Maintenance & Operations							
6321 · Auditor	0	0	0	10,000	21,500	-11,500	21,500
6333 · Bookkeeping/Accounting	1,526	1,388	138	11,005	9,713	1,292	16,650
6340 · Administration Salaries/Benefit	10,000	10,000	0	70,000	70,000	0	120,000
6344 · Bond Svcs/Trustee/FA	0	2,083	-2,083	6,500	14,583	-8,083	25,000
6353 · Insurance	0	0	0	2,117	1,000	1,117	1,000
6359 · Bank Fees	29	0	29	191	0	191	0
<b>Total 6300 · Administration &amp; Overhead</b>	<b>11,555</b>	<b>13,471</b>	<b>-1,916</b>	<b>99,813</b>	<b>116,796</b>	<b>-16,983</b>	<b>184,150</b>
7000 · Capital Expenditure							
1725 · Parks & Green Space Improv.	0	10,417	-10,417	0	72,917	-72,917	125,000
1732A · N Gessner Drainage & Mobility	0	40,167	-40,167	0	281,167	-281,167	482,000
1734 · W140 Channel Improvements	0	0	0	19,523	0	19,523	0
1735(1) · Detention Basin A	0	4,167	-4,167	8,685	29,167	-20,482	50,000
1737 · MetroNational - Detention/Roads	0	0	0	3,013,459	3,013,460	-1	3,013,460
1738A · Memorial Dr Drain & Mobility 1	0	41,667	-41,667	5,653	291,667	-286,014	500,000
1738B · Memorial Dr Drain & Mobility 2	4,485	55,732	-51,247	251,498	390,122	-138,624	668,781
1741 · W140 Detention Basin Extensions	755	393,866	-393,111	139,719	2,757,063	-2,617,344	4,726,394
1799 · Sidewalk Improvement Program	0	5,000	-5,000	0	35,000	-35,000	60,000
<b>Total 7000 · Capital Expenditure</b>	<b>5,240</b>	<b>551,016</b>	<b>-545,776</b>	<b>3,438,537</b>	<b>6,870,563</b>	<b>-3,432,026</b>	<b>9,625,635</b>
<b>Total Expense</b>	<b>25,072</b>	<b>573,654</b>	<b>-548,582</b>	<b>13,328,007</b>	<b>16,936,475</b>	<b>-3,608,468</b>	<b>20,497,519</b>
<b>Net Income</b>	<b>1,665,543</b>	<b>1,340,165</b>	<b>325,378</b>	<b>-1,109,981</b>	<b>-3,539,739</b>	<b>2,429,758</b>	<b>2,468,314</b>

# ALLEN BOONE HUMPHRIES ROBINSON LLP

To contact the ABHR Billing Department, please call 713-860-6400 or email at [billing@abhr.com](mailto:billing@abhr.com)

January 23, 2024

## MEMORIAL CITY REDEVELOPMENT AUTHORITY

General	Client/Matter:	MEM001-01
	Statement Number:	144372
	Billing Attorney:	Sanjay Bapat

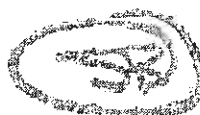
## REMITTANCE PAGE

Fees for services posted through January 12, 2024	3,866.25
Expenses and Other Items posted through January 12, 2024	15.98
<b>Total Amount Due:</b>	<b>\$3,882.23</b>

*Please return this page with your payment to the remittance address below:*

Allen Boone Humphries Robinson LLP  
 PO Box 4346  
 Department 90  
 Houston, TX 77210-4346

*Checks should be made payable to Allen Boone Humphries Robinson LLP  
 Please include the invoice number on your check  
 Total amount payable in U.S. dollars*



Code No. 6320  
 2-16-2024

# ABHR

ALLEN BOONE HUMPHRIES ROBINSON LLP

Taxpayer ID 74-3091731

January 23, 2024

## MEMORIAL CITY REDEVELOPMENT AUTHORITY

Ms. Jennifer Landreville  
Equi-Tax, Inc.  
P.O. Box 73109  
Houston, TX 77273

Client/Matter: MEM001-01  
Statement Number: 144372  
Billing Attorney: Sanjay Bapat

### General

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#### Professional Fees

Fees for services posted through January 12, 2024, as follows:

<u>Date</u>	<u>Professional</u>		<u>Hours</u>
<b>General</b>			
10/10/23	Carnell W. Emanuel	Review and route Authority correspondence	0.25
10/13/23	Sylvia Claxton	Prepare the 2023 Continuing Disclosure Filing Letter	0.25
10/24/23	Sanjay Bapat	Travel to and attend Authority Board meeting	2.50
10/25/23	Carnell W. Emanuel	Follow up regarding preparation of continuing disclosure report	0.25
10/26/23	Carnell W. Emanuel	Follow up with Administrator regarding meeting schedule	0.25
10/27/23	Sylvia Claxton	Review the 2023 Continuing Disclosure Filing Letter	0.25
11/01/23	Veronica Seguin	Work, correspondence and draft annual report documentation for Authority pursuant to SEC Rule 15c2-1; pull and review appropriate reports and correspondence with Authority consultants	0.75
11/03/23	Carnell W. Emanuel	Review City of Houston council agenda for matters relating to client	0.25
11/06/23	Veronica Seguin	Work on Continuing Disclosure Annual Report and correspondence with Authority consultants regarding comments to same	0.25
11/30/23	Veronica Seguin	Work on Continuing Disclosure Annual Report and correspondence with Authority consultants regarding comments to same	1.00
12/01/23	Veronica Seguin	Work on Continuing Disclosure Annual Report and correspondence with Authority consultants regarding comments to same	0.25
12/05/23	Sanjay Bapat	Prepare for, travel to, and attend Authority Board meeting	1.50
12/05/23	Veronica Seguin	Work on Continuing Disclosure Annual Report and correspondence with Authority consultants regarding	0.25

		comments to same	
12/07/23	Veronica Seguin	Finalize and prepare final Continuing Disclosure Filing Packet for final attorney review	0.50
12/18/23	Amy Block	File the Authority's annual continuing disclosure report as required by SEC Rule 15c2-12 on EMMA and update the Authority's files	0.25
12/18/23	Sanjay Bapat	Review continuing disclosure filing	1.00
12/18/23	Veronica Seguin	Finalize and transmit final approved Continuing Disclosure filing for appropriate processing and filing with Electronic Municipal Market Access System	0.25
12/19/23	Veronica Seguin	File and file backup information and consultant correspondence and due diligence for Continuing Disclosure filing and file and log as appropriate.	0.25
		<i>Total Task Hours</i>	10.25
		<i>Total Task Amount</i>	\$3,866.25
		<b>Total Fees:</b>	<b>\$3,866.25</b>

**Expenses and Other Items**

Expenses and Other Items posted through January 12, 2024, as follows:

10/24/23	SB	Mileage expense to attend Memorial City RDA Board Meeting	15.98
		Total Expenses and Other Items:	15.98

**TASK FEE BREAKDOWN**

	<u>Hours</u>	<u>Amount</u>
General	10.25	3,866.25

Total Fees:	\$	3,866.25
Total Expenses and Other Items:	\$	15.98
<b>Total Amount Due:</b>	<b>\$</b>	<b>3,882.23</b>



# Equi-Tax Inc.

# Invoice

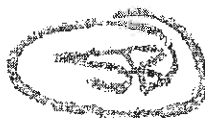
Suite 200  
17111 Rolling Creek Drive  
Houston Texas 77090  
281-444-4866

DATE	INVOICE #
2/1/2024	61379

BILL TO
TIRZ No. 17 - Memorial City RDA c/o ETI Bookkeeping Services Suite 108 17111 Rolling Creek Drive Houston TX 77090

DESCRIPTION	AMOUNT
Monthly Consultant Services fee per Contract Based on 438 items on the tax roll as of January 2023, at \$0.30 per item	400.00
Invoice emailed to: Jennifer Landreville at <a href="mailto:jl@equitaxinc.com">jl@equitaxinc.com</a> Fred King at <a href="mailto:bkp2@etiaccounting.com">bkp2@etiaccounting.com</a> Scott Bean at <a href="mailto:sbean@haweshill.com">sbean@haweshill.com</a> Linda Clayton at <a href="mailto:lclayton@haweshill.com">lclayton@haweshill.com</a>	

<b>Total</b>	<b>\$400.00</b>
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Code No. 6333  
2-16-2024

3508

ETI Bookkeeping Services

PO BOX 73109  
Houston, TX 77273

# Invoice

Date	Invoice#
2/1/2024	10053

Bill To
TIRZ 17 Redevelopment Authority P.O. Box 73109 Houston, Texas 77273

Description	Qty	Rate	Amount
Bookkeeping		1,125.51	1,125.51

	<b>Total</b>	\$1,125.51
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$1,125.51



Code No. 6333  
2-16-2024

3509

Gauge Engineering  
11750 Katy Freeway, Suite 400  
Houston, TX 77079

Memorial City Redevelopment Authority/TIRZ 17  
9600 Long Point Rd, Suite 200  
Houston, TX 77055

Invoice number 2952  
Date 02/16/2024

Project 1239 TIRZ 17 - On-call Engineering -  
2023

Professional Services Provided Through February 09, 2024

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Remaining	Current Billed
<b>1157 ON-CALL ENGINEERING</b>	25,000.00	14,520.00	16,320.00	8,680.00	1,800.00
<b>Total</b>	25,000.00	14,520.00	16,320.00	8,680.00	1,800.00

Professional Fees

Principal	Hours	Rate	Billed Amount
Derek A. St. John	5.00	225.00	1,125.00
Muhammad M. Ali	3.00	225.00	675.00
Professional Fees subtotal	8.00		1,800.00
Invoice total			<b>1,800.00</b>

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
2952	02/16/2024	1,800.00	1,800.00				
	Total	1,800.00	1,800.00	0.00	0.00	0.00	0.00

Please note new mailing address  
Please make checks payable to:  
Gauge Engineering, LLC  
11750 Katy Freeway, Suite 400  
Houston, TX 77079



Code No. 6322  
2-19-2024

3510



PO BOX 22167

Houston, TX 77227-2167

## INVOICE

BILL TO  
Memorial City Redevelopment Authority/TIRZ #17  
PO Box 22167  
Houston, TX 77227  
United States

INVOICE 1895  
DATE 02/01/2024

DESCRIPTION	AMOUNT
Professional Consulting and Administration Fee: January 2024	10,000.00
<hr/>	
BALANCE DUE	<b>\$10,000.00</b>



Code No. 6340  
2-16-2024

3511

The Goodman Corporation  
3200 Travis Street, Ste. 200  
Houston, TX 77006

# Invoice

Bill To
TIRZ 17 Memorial City Redevelopment Autho c/o Hawes Hill & Associates LLP P.O. Box 22167 Houston, TX 77227-2167

Date	Invoice #
1/31/2024	1-2024-42

Terms	Project
	MCT114

Item	Description	Rate	Prior %	Current %	Amount
Contract Services	Task 1 – Monitor and Present Funding Opportunities	42,000.00	87.53%	4.17%	1,750.00
Contract Services	Task 2 – Pursuit of Funding	84,500.00	31.08%	1.00%	845.00

Please send payment to:  
The Goodman Corporation  
911 W. Anderson Lane, Ste. 200  
Austin, TX 78757

<b>Total</b>	\$2,595.00
<b>Balance Due</b>	\$2,595.00

Phone #	Fax #
713-951-7951	713-951-7957



Code No. 6322  
2-16-2024

3512

**Gauge Engineering**  
 11750 Katy Freeway, Suite 400  
 Houston, TX 77079

Memorial City Redevelopment Authority/TIRZ 17  
 9600 Long Point Rd, Suite 200  
 Houston, TX 77055

Invoice number 2951  
 Date 02/16/2024

Project 1155 W140 EXPANSION - DESIGN

Professional Services Provided Through February 09, 2024

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Remaining	Current Billed
<b>General/Rdwy/TCP/Signing Plans</b>	144,840.00	100.00	144,085.00	144,840.00	0.00	755.00
<b>Drainage Plans</b>	96,395.00	100.00	96,395.00	96,395.00	0.00	0.00
<b>PM/Coordination/Misc</b>	42,780.00	100.00	42,780.00	42,780.00	0.00	0.00
<b>QA/QC</b>	13,455.00	100.00	13,455.00	13,455.00	0.00	0.00
<b>Topo Survey-Kuo</b>	27,731.00	92.07	25,531.00	25,531.00	2,200.00	0.00
<b>Environmental-Geotest</b>	5,491.20	90.00	4,942.08	4,942.08	549.12	0.00
<b>Geotechnical-Geotest</b>	20,249.90	90.00	18,224.91	18,224.91	2,024.99	0.00
<b>Pump Station Design - LJA</b>	198,457.60	85.21	169,108.11	169,108.11	29,349.49	0.00
<b>Urban Forestry-CN Khoel</b>	3,850.00	0.00	0.00	0.00	3,850.00	0.00
<b>Expenses/HBJ/Civcast/Misc</b>	3,395.00	0.00	0.00	0.00	3,395.00	0.00
<b>Geotechnical - Aviles</b>	27,025.90	89.55	24,201.76	24,201.76	2,824.14	0.00
<b>Impermeable Wall - Amendment</b>						
<b>Basic Design Services</b>	24,075.00	100.00	24,075.00	24,075.00	0.00	0.00
<b>Geotechnical Investitgation - Cibor</b>	69,623.40	100.00	69,623.40	69,623.40	0.00	0.00
Subtotal	93,698.40	100.00	93,698.40	93,698.40	0.00	0.00
<b>Total</b>	<b>677,369.00</b>	<b>86.47</b>	<b>632,421.26</b>	<b>633,176.26</b>	<b>44,192.74</b>	<b>755.00</b>

Invoice total 755.00

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
2951	02/16/2024	755.00	755.00				
	Total	755.00	755.00	0.00	0.00	0.00	0.00

Please note new mailing address  
 Please make checks payable to:  
 Gauge Engineering, LLC  
 11750 Katy Freeway, Suite 400  
 Houston, TX 77079



Code No. 1741  
 2-19-2024

3513

The Goodman Corporation  
3200 Travis Street, Ste. 200  
Houston, TX 77006

# Invoice

Bill To

Date

Invoice #

TIRZ 17 Memorial City Redevelopment Autho  
c/o Hawes Hill & Associates LLP  
P.O. Box 22167  
Houston, TX 77227-2167

1/31/2024

1-2024-41

Terms

Project  
MCT112

Item	Description	Rate	Prior %	Current %	Amount
Contract Services	Task 1 – Memorial Drive Phase 2 Project Funding Pursuit (MCT)	34,500.00	82%	13.00%	4,485.00

Please send payment to:  
The Goodman Corporation  
911 W. Anderson Lane, Ste. 200  
Austin, TX 78757

<b>Total</b>	\$4,485.00
<b>Balance Due</b>	\$4,485.00

Phone #	Fax #
713-951-7951	713-951-7957



Code No. 1738B  
2-16-2024

MEMORIAL CITY REDEVELOPMENT AUTHORITY TIRZ No. 17,  
HOUSTON, TEXAS

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**AGENDA MEMORANDUM**

TO: Memorial City Redevelopment Authority TIRZ No. 17 Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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**RATIFY PAYMENT OF JANUARY INVOICES**



3499 1/2

# Equi-Tax Inc.

# Invoice

Suite 200  
17111 Rolling Creek Drive  
Houston Texas 77090  
281-444-4866

DATE	INVOICE #
12/1/2023	60971

BILL TO
TIRZ No. 17 - Memorial City RDA c/o ETI Bookkeeping Services Suite 108 17111 Rolling Creek Drive Houston TX 77090

DESCRIPTION	AMOUNT
Monthly Consultant Services fee per Contract Based on 438 items on the tax roll as of January 2023, at \$0.30 per item	400.00
Invoice emailed to: Jennifer Landreville at <a href="mailto:jl@equitaxinc.com">jl@equitaxinc.com</a> Fred King at <a href="mailto:bkp2@etiaccounting.com">bkp2@etiaccounting.com</a> Scott Bean at <a href="mailto:sbean@haweshill.com">sbean@haweshill.com</a> Linda Clayton at <a href="mailto:lclayton@haweshill.com">lclayton@haweshill.com</a>	

<b>Total</b>	\$400.00
--------------	----------



Code No. 6333  
11-27-2023

# Equi-Tax Inc.

# Invoice

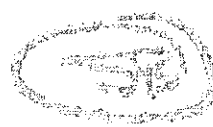
Suite 200  
17111 Rolling Creek Drive  
Houston Texas 77090  
281-444-4866

DATE	INVOICE #
1/1/2024	61247

BILL TO
TIRZ No. 17 - Memorial City RDA c/o ETI Bookkeeping Services Suite 108 17111 Rolling Creek Drive Houston TX 77090

DESCRIPTION	AMOUNT
Monthly Consultant Services fee per Contract Based on 438 items on the tax roll as of January 2023, at \$0.30 per item	400.00
Invoice emailed to: Jennifer Landreville at <a href="mailto:jl@equitaxinc.com">jl@equitaxinc.com</a> Fred King at <a href="mailto:bkp2@etiaccounting.com">bkp2@etiaccounting.com</a> Scott Bean at <a href="mailto:sbean@haweshill.com">sbean@haweshill.com</a> Linda Clayton at <a href="mailto:lclayton@haweshill.com">lclayton@haweshill.com</a>	

<b>Total</b>	<b>\$400.00</b>
--------------	-----------------



Code No. 6333  
1-17-2024

ETI Bookkeeping Services

PO BOX 73109  
Houston, TX 77273

# Invoice

Date	Invoice#
12/1/2023	9991

Bill To
TI RZ I7 Redevelopment Authority P.O. Box 73109 Houston, Texas 77273

Description	Qty	Rate	Amount
Bookkeeping		1,092.73	1,092.73

<b>Total</b>	\$1,092.73
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$1,092.73



Code No. 6333  
11-27-2023

# Invoice

ETI Bookkeeping Services

PO BOX 73109  
Houston, TX 77273

Date	Invoice#
1/1/2024	10022

Bill To
TIRZ 17 Redevelopment Authority P.O. Box 73109 Houston, Texas 77273

Description	Qty	Rate	Amount
Bookkeeping		1,125.51	1,125.51

<b>Total</b>		\$1,125.51
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$1,125.51



Code No. 6333  
1-17-2024

3501

**Gauge Engineering**  
11750 Katy Freeway, Suite 400  
Houston, TX 77079

Memorial City Redevelopment Authority/TIRZ 17  
9600 Long Point Rd, Suite 200  
Houston, TX 77055

Invoice number 2863  
Date 01/16/2024

Project **1239 TIRZ 17 - On-call Engineering - 2023**

Professional Services Provided Through January 12, 2024

**Invoice Summary**

Description	Contract Amount	Prior Billed	Total Billed	Remaining	Current Billed
<b>1157 ON-CALL ENGINEERING</b>	25,000.00	12,945.00	14,520.00	10,480.00	1,575.00
<b>Total</b>	25,000.00	12,945.00	14,520.00	10,480.00	1,575.00

**Professional Fees**

	Hours	Rate	Billed Amount
Principal			
Derek A. St. John	3.00	225.00	675.00
Project Engineer			
Ashley B. Buckmaster	6.00	150.00	900.00
Professional Fees subtotal	9.00		1,575.00
Invoice total			<b>1,575.00</b>

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
2863	01/16/2024	1,575.00	1,575.00				
	Total	1,575.00	1,575.00	0.00	0.00	0.00	0.00

Note: additional coordination with the City on Detention Basin A

Please note new mailing address  
Please make checks payable to:  
Gauge Engineering, LLC  
11750 Katy Freeway, Suite 400  
Houston, TX 77079



Code No. 6322  
1-17-2024

3502



PO BOX 22167  
Houston, TX 77227-2167

# INVOICE

BILL TO  
Memorial City Redevelopment Authority/TIRZ #17  
PO Box 22167  
Houston, TX 77227  
United States

INVOICE 1858  
DATE 01/01/2024

DESCRIPTION	AMOUNT
Professional Consulting and Administration Fee: December 2023	10,000.00
<hr/>	
BALANCE DUE	<b>\$10,000.00</b>



Code No. 6340  
1-17-2024

3503

The Goodman Corporation  
3200 Travis Street, Ste. 200  
Houston, TX 77006

# Invoice

Bill To

TIRZ 17 Memorial City Redevelopment Autho  
c/o Hawes Hill & Associates LLP  
P.O. Box 22167  
Houston, TX 77227-2167

Date

12/31/2023

Invoice #

12-2023-43

Terms

Project

MCT114

Item	Description	Rate	Prior %	Current %	Amount
Contract Services	Task 1 – Monitor and Present Funding Opportunities	42,000.00	83.36%	4.17%	1,750.00
Contract Services	Task 2 – Pursuit of Funding	84,500.00	31.08	0.00%	0.00

Please send payment to:  
The Goodman Corporation  
911 W. Anderson Lane, Ste. 200  
Austin, TX 78757

<b>Total</b>	\$1,750.00
<b>Balance Due</b>	\$1,750.00

Phone #	Fax #
713-951-7951	713-951-7957



Code No. 6322  
1-17-2024



3504  
1-3

**Gauge Engineering**  
11750 Katy Freeway, Suite 400  
Houston, TX 77079

Memorial City Redevelopment Authority/TIRZ 17  
9600 Long Point Rd, Suite 200  
Houston, TX 77055

Invoice number 2861  
Date 01/16/2024

Project 1155 W140 EXPANSION - DESIGN

Professional Services Provided Through January 12, 2024

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Remaining	Current Billed
<b>General/Rdwy/TCP/Signing Plans</b>	144,085.00	100.00	128,710.75	144,085.00	0.00	15,374.25
<b>Drainage Plans</b>	96,395.00	100.00	96,395.00	96,395.00	0.00	0.00
<b>PM/Coordination/Misc</b>	42,780.00	100.00	40,641.00	42,780.00	0.00	2,139.00
<b>QA/QC</b>	13,455.00	100.00	12,244.05	13,455.00	0.00	1,210.95
<b>Topo Survey-Kuo</b>	27,731.00	92.07	25,531.00	25,531.00	2,200.00	0.00
<b>Environmental-Geotest</b>	5,491.20	90.00	4,942.08	4,942.08	549.12	0.00
<b>Geotechnical-Geotest</b>	20,249.90	90.00	18,224.91	18,224.91	2,024.99	0.00
<b>Pump Station Design - LJA</b>	198,457.60	85.21	169,108.11	169,108.11	29,349.49	0.00
<b>Urban Forestry-CN Khoel</b>	3,850.00	0.00	0.00	0.00	3,850.00	0.00
<b>Expenses/HBJ/Civcast/Misc</b>	4,150.00	0.00	0.00	0.00	4,150.00	0.00
<b>Geotechnical - Aviles</b>	27,025.90	89.55	24,201.76	24,201.76	2,824.14	0.00
<b>Impermeable Wall - Amendment</b>						
<b>Basic Design Services</b>	24,075.00	100.00	24,075.00	24,075.00	0.00	0.00
<b>Geotechnical Investitgation - Cibor</b>	69,623.40	100.00	69,623.40	69,623.40	0.00	0.00
Subtotal	93,698.40	100.00	93,698.40	93,698.40	0.00	0.00
<b>Total</b>	<b>677,369.00</b>	<b>93.36</b>	<b>613,697.06</b>	<b>632,421.26</b>	<b>44,947.74</b>	<b>18,724.20</b>

Invoice total **18,724.20**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
2861	01/16/2024	18,724.20	18,724.20				
	Total	18,724.20	18,724.20	0.00	0.00	0.00	0.00

Please note new mailing address  
Please make checks payable to:  
Gauge Engineering, LLC  
11750 Katy Freeway, Suite 400  
Houston, TX 77079



Code No. 1741  
1-17-2024



**Gauge Engineering**

11750 Katy Freeway, Suite 400  
Houston, TX 77079

Memorial City Redevelopment Authority/TIRZ 17  
9600 Long Point Rd, Suite 200  
Houston, TX 77055

Invoice number 2862  
Date 01/16/2024

Project 1212 MEMORIAL DRIVE - PHASE II -  
DESIGN

Professional Services Provided Through January 12, 2024

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Remaining	Current Billed
Feasibility Studies - FC 102 (110)	64,820.50	34.35	22,265.25	22,265.25	42,555.25	0.00
Socia/Econ/Enviorn Studies - FC 120 (120)	61,342.86	0.00	0.00	0.00	61,342.86	0.00
Right of Way Data - FC 130 (130)	49,074.52	8.00	3,925.96	3,925.96	45,148.56	0.00
Project Mgmt & Admin - FC 145 (145, 164)	134,870.98	20.50	22,253.71	27,648.55	107,222.43	5,394.84
Topographic Survey - FC 150	90,179.50	51.00	45,991.55	45,991.55	44,187.95	0.00
Roadway Design - FC 160 (160)	295,536.06	44.50	124,125.15	131,513.55	164,022.51	7,388.40
Drainage Design - FC 160 (161)	249,732.50	31.55	70,426.09	78,781.73	170,950.77	8,355.64
Signing, Pavement, Markings & Signalization - FC 160 (162)	89,565.24	4.34	3,888.24	3,888.24	85,677.00	0.00
Miscellaneous (Roadway) - FC 160 (163)	269,077.84	38.01	86,584.57	102,265.44	166,812.40	15,680.87
Deliverables for FC 160 (160, 161, 163 and 170)	33,362.86	2.50	834.07	834.07	32,528.79	0.00
<b>Total</b>	<b>1,337,562.86</b>	<b>31.18</b>	<b>380,294.59</b>	<b>417,114.34</b>	<b>920,448.52</b>	<b>36,819.75</b>

Invoice total **36,819.75**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
2862	01/16/2024	36,819.75	36,819.75				
	<b>Total</b>	<b>36,819.75</b>	<b>36,819.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Please note new mailing address  
Please make checks payable to:  
Gauge Engineering, LLC  
11750 Katy Freeway, Suite 400  
Houston, TX 77079



Code No. 1738B  
1-17-2024

**Gauge Engineering**  
11750 Katy Freeway, Suite 400  
Houston, TX 77079

Memorial City Redevelopment Authority/TIRZ 17  
9600 Long Point Rd, Suite 200  
Houston, TX 77055

Invoice number 2864  
Date 01/16/2024

Project **1240 Sports Complex HRG Support**

Professional Services Provided Through January 12, 2024

**Invoice Summary**

Description	Contract Amount	Prior Billed	Total Billed	Remaining	Current Billed
<b>PROJECT SUPPORT</b>	50,580.00	48,382.50	50,610.00	-30.00	2,227.50
<b>LABOR ADJUSTMENT</b>	0.00	0.00	-30.00	30.00	-30.00
<b>Total</b>	50,580.00	48,382.50	50,580.00	0.00	2,197.50

**Professional Fees**

	Hours	Rate	Billed Amount
Project Manager			
Derek A. St. John	3.50	225.00	787.50
Muhammad M. Ali	2.00	225.00	450.00
Project Engineer			
Ashley B. Buckmaster	6.00	165.00	990.00
Professional Fees subtotal	11.50		2,227.50

Invoice subtotal	2,227.50
Invoice adjustment	-30.00
<b>Invoice total</b>	<b>2,197.50</b>

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
2864	01/16/2024	2,197.50	2,197.50				
	<b>Total</b>	2,197.50	2,197.50	0.00	0.00	0.00	0.00

*I certify the above to be true and correct*

-----  
*Derek St. John*

Please note new mailing address  
Please make checks payable to:  
Gauge Engineering, LLC  
11750 Katy Freeway, Suite 400  
Houston, TX 77079



Code No. 1735(1)  
1-17-2024

3505  
1/2

The Goodman Corporation  
3200 Travis Street, Ste. 200  
Houston, TX 77006

# Invoice

Bill To
TIRZ 17 Memorial City Redevelopment Autho c/o Hawes Hill & Associates LLP P.O. Box 22167 Houston, TX 77227-2167

Date	Invoice #
12/31/2023	12-2023-42

Terms	Project
	MCT112

Item	Description	Rate	Prior %	Current %	Amount
Contract Services	Task 1 – Memorial Drive Phase 2 Project Funding Pursuit (MCT)	34,500.00	80%	2.00%	690.00

Please send payment to:  
The Goodman Corporation  
911 W. Anderson Lane, Ste. 200  
Austin, TX 78757

<b>Total</b>	\$690.00
<b>Balance Due</b>	\$690.00

Phone #	Fax #
713-951-7951	713-951-7957



Code No. 1738B  
1-17-2024

The Goodman Corporation  
 3200 Travis Street, Ste. 200  
 Houston, TX 77006

2/2

# Invoice

Bill To
TIRZ 17 Memorial City Redevelopment Autho c/o Hawes Hill & Associates LLP P.O. Box 22167 Houston, TX 77227-2167

Date	Invoice #
12/31/2023	12-2023-19

Terms	Project
	MCT113

Item	Description	Rate	Prior %	Current %	Amount
Contract Services	Task 1 – Grant Initiation and Execution	19,436.00	100%	0.00%	0.00
Contract Services	Task 2 – National Environmental Policy Act	28,506.00	100%	0.00%	0.00
Contract Services	Task 3 – Design and Bid Phase Compliance	26,161.00	37%	3.00%	784.83
Contract Services	Task 4 – Construction Phase Compliance	39,057.00	0%	0.00%	0.00
Contract Services	Task 5 – Lifecycle Reporting and Disbursement Assistance	43,221.00	3%	0.00%	0.00
	W140 Detention Expansion				

Please send payment to:  
 The Goodman Corporation  
 911 W. Anderson Lane, Ste. 200  
 Austin, TX 78757

<b>Total</b>	\$784.83
<b>Balance Due</b>	\$784.83

Phone #	Fax #
713-951-7951	713-951-7957



Code No. 1741  
 1-17-2024

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**AGENDA MEMORANDUM**

TO: Memorial City Redevelopment Authority TIRZ No. 17 Board of Directors  
FROM: Executive Director  
SUBJECT: Agenda Item Materials

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5. CIP Committee update and recommendations:
  - a. Receive update and recommendations from Gauge Engineering, LLC.
    - i. Consider Gauge Engineering Task Order for additional design services regarding W140 Detention Expansion.
    - ii. Consider Gauge Engineering Task Order for pumped detention analysis regarding Detention Basin A.
  - b. Receive update and recommendations from The Goodman Corporation.
    - i. Consider Resolution Authorizing Amendment No. 1 to Advance Funding Agreement with TxDOT regarding Gessner project.
  - c. Receive update from SWA.

# PROGRESS REPORT

FEBRUARY 2023

MEMORIAL CITY REDEVELOPMENT AUTHORITY/TIRZ 17



## Planning/Preliminary:

- City of Houston / HR Green Sports Complex Support:
  - Conducted meeting with City/TIRZ 17/HR Green to review project status.
  - Received and reviewed the draft preliminary engineering report.
  - Gauge had follow-up meetings to discuss benefit/cost evaluation.
  - Gauge held multiple coordination meetings.

## Design:

- W140-00-00 Briar Branch Storm Water Detention Basin Expansion and Storm Sewer Improvements:
  - Received City comments.
  - Advancing plans to Final signed/sealed plans.
  - Final plans will be submitted to the City towards the middle or end of March
  - Advertising/Bidding in early April.



January 12, 2024

Ms. Ann Givens, Chair of the Board  
Memorial City Redevelopment Authority / TIRZ 17  
9600 Long Point Road, Suite 200  
Houston, TX 77055

**Re: Proposal for Additional Engineering Services in Support of Detail Design – W140 Detention Pond Expansion**

Dear Mrs. Givens,

Gauge Engineering, LLC (Gauge) is pleased to submit this proposal to supplement the Detail Design Services (Phase II) for the expansion of the existing W140 Detention Basin. The additional effort is focused on reducing the overall construction cost by ensuring a competitive bid process for the impermeable wall. The following engineering services are included in this proposal:

1. Engage an impermeable wall expert to assist in designing a wall and developing a special specification that will provide flexibility in the construction process. The purpose of this effort is to reduce the overall construction cost by providing options for the contractor to construct the impermeable wall around the proposed basin.
2. Design revisions to accommodate multiple construction methods including shifting the lift station to accommodate flexibility in the wall construction approach which will allow for more and different contractors to bid on the project making the bidding process more competitive.
3. Develop custom specifications and construction notes sheets for the impermeable wall that will provide the necessary flexibility for construction methods for the wall to better protect the TIRZ and the City of Houston and mitigating potential exposures.
4. Additional coordination with national impermeable wall subject experts and contractors including multiple site visits to review potential constructability issues and assist in determining a reasonable construction cost estimate.
5. Additional coordination meetings with the City of Houston Public Works office to review, present and approve the impermeable wall concept. The City is not accustomed to pumped detention in locations with the potential for an elevated water table.





We propose to perform these services over a 3-month duration for a Lump Sum amount of **\$54,890.00**. A detailed breakdown of fee can be found under Exhibit "A". We are prepared to begin this work immediately.

Please feel free to contact me at (832) 318-8801 if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Derek St. John", written in a cursive style.

Derek St. John, PE, CFM  
Principal

Accepted for  
Memorial City Redevelopment Authority

\_\_\_\_\_  
Signature Date 2-27-2024

Ann T. Givens, Chair  
\_\_\_\_\_  
Print

Accepted for  
City of Houston

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print

Attachments: Exhibit A – Level of Effort



**EXHIBIT A**  
**W140 DETENTION BASIN EXPANSION PROJECT - ADDITIONAL ENGINEERING SERVICES**  
**PS&E - LEVEL OF EFFORT**



**I. BASIC DESIGN SERVICES (90%, Final)**

DESCRIPTION OF WORK TASKS		PROJ MGR	SR PROF ENGINEER	GRAD ENGINEER	SR. DESIGN TECH	ADMIN ASST	TOTAL HOURS	LABOR COSTS
<b>A. GENERAL PLAN SHEETS</b>								
1	Impermeable Wall Special Specification and Construction Notes to Accommodate Flexibility in Construction Methods	6	16	16	12		50	\$7,170.00
2	Design Revisions to Accommodate Flexibility in Wall Construction Methods	6	16	48	56		126	\$15,630.00
	<i>Total</i>	<b>12</b>	<b>32</b>	<b>64</b>	<b>68</b>	<b>0</b>	<b>176</b>	<b>\$22,800.00</b>
<b>B. Project Management/Specs/Agencies &amp; Team Coordination/Quantities/Misc</b>								
1	Coordination With Impermeable Wall Expert	6	16	12			34	\$5,430.00
2	Field Visits to meet with Impermeable Wall Contractors for Constructability Reviews	8	16	16	2	2	44	\$6,720.00
3	Additional City of Houston Coordination Regarding Impermeable Wall	6	12	16	2		36	\$5,460.00
	<i>Total</i>	<b>20</b>	<b>44</b>	<b>44</b>	<b>4</b>	<b>2</b>	<b>114</b>	<b>\$17,610.00</b>
<b>C. QUALITY ASSURANCE/QUALITY CONTROL</b>								
1	QA/QC	6	10	4			20	\$3,480.00
	<b>TOTAL HOURS</b>	<b>38</b>	<b>86</b>	<b>112</b>	<b>72</b>	<b>2</b>	<b>310</b>	
	Contract Labor Rate	\$225.00	\$165.00	\$120.00	\$105.00	\$75.00		
	<b>TOTAL LABOR COSTS BASIC ENGINEERING SERVICES</b>	<b>\$8,550.00</b>	<b>\$14,190.00</b>	<b>\$13,440.00</b>	<b>\$7,560.00</b>	<b>\$150.00</b>		<b>\$43,890.00</b>

**II. SUBCONTRACTED/OTHER SERVICES**

DESCRIPTION OF WORK TASKS		COST	SUB MGMT	TOTAL
1	Impermeable Wall Expert	\$10,000.00	10%	\$11,000.00
	<b>TOTAL SUBCONTRACTED ENGINEERING SERVICES</b>			<b>\$11,000.00</b>

<b>GRAND TOTAL - DESIGN</b>	
I. BASIC DESIGN SERVICES (90%, Final)	<b>\$43,890.00</b>
II. SUBCONTRACTED/OTHER SERVICES	<b>\$11,000.00</b>
	<b>\$54,890.00</b>



February 16, 2024

Ms. Ann Givens, Chair of the Board  
Memorial City Redevelopment Authority / TIRZ 17  
9600 Long Point Road, Suite 200  
Houston, TX 77055

**Re: Proposal for Support of HR Green Detention Basin – Deepening and Pumped Detention Analysis**

Dear Ms. Givens,

Gauge Engineering, LLC (Gauge) is pleased to submit this proposal for supporting the City of Houston and HR Green Detention Basin A preliminary engineering effort for the subject flood mitigation project. Gauge was asked by TIRZ 17 to evaluate alternatives to the recommended solution in the HR Green Preliminary Engineering Report (PER). Specific alternatives that Gauge was asked to review include the benefit and additional cost of converting the proposed gravity drained basin to a pumped detention facility. The support effort will include the following tasks.

1. **Technical Modeling:** Gauge will model a variety of scenarios in which Detention Basin A is deepened and the inflow structure is modified to control the utilization of storage volume. Deepening the detention basin below the currently proposed bottom elevation will require pumped discharge for the detention basin to function.
2. **Reevaluating Project Benefit with Modified Detention:** Gauge will utilize traditional USACE damage tables to determine the pre-project and post-project damages using the latest available property values. Gauge will also evaluate whether the modified detention basin reduces overflow to Hedwig Village in the vicinity of Bunker Hill Road.
3. **Cost Estimates and Memorandum:** Gauge will develop cost estimates for the modified detention basin alternatives and identify a recommended configuration based on performance. A technical memorandum will be provided documenting the analysis and findings.

We propose to perform this work on a time and materials basis for an amount not to exceed \$29,640.00. A detailed breakdown of the scope items and fee can be found under Exhibit "A." Please feel free to contact me at (713) 269-7782 if you have any questions or need additional information.

Sincerely,

Derek St. John, PE, CFM  
Principal

Accepted for  
Memorial City Redevelopment Authority

\_\_\_\_\_  
Signature Date 2-27-2024

Ann T. Givens, Chair

\_\_\_\_\_  
Print

Accepted for  
City of Houston

\_\_\_\_\_  
Signature Date

Attachment: Exhibit A – Level of Effort

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Print



**ATTACHMENT A  
DETENTION BASIN A DEEPENING AND PUMPED DETENTION ANALYSIS  
LEVEL OF EFFORT**



**I. BASIC SERVICES**

DESCRIPTION OF WORK TASKS		PRINCIPAL IN CHARGE	PROJ MGR	PROF ENGINEER	GRAD ENGINEER	ADMIN ASST	TOTAL HOURS	LABOR COSTS
<b>A. PROJECT SUPPORT</b>								
1	Technical Modeling	6	12	24	44		86	\$14,400.00
2	Reevaluating Project Benefit with Modified Detention	6	12	16	24		58	\$10,380.00
3	Cost Estimates and Memorandum	4	6		16	2	28	\$4,860.00
	<b>TOTAL HOURS</b>	<b>16</b>	<b>30</b>	<b>40</b>	<b>84</b>	<b>2</b>	<b>172</b>	
	Contract Labor Rate	\$300.00	\$225.00	\$165.00	\$135.00	\$75.00		
	<b>TOTAL LABOR COSTS BASIC ENGINEERING SERVICES</b>	<b>\$4,800.00</b>	<b>\$6,750.00</b>	<b>\$6,600.00</b>	<b>\$11,340.00</b>	<b>\$150.00</b>		<b>\$29,640.00</b>

**To:** Scott Bean  
**From:** Jim Webb, AICP, ENV SP  
**Project Name:** TIRZ 17 Memorial City Redevelopment Authority HGAC TIP Call for Projects Funding Pursuit Assistance  
**Project Code:** MCT112  
**Billing Period:** Jan-24

## Progress Complete

Task	Prior Percent	Current Percent
1	82.00%	95.00%

## Progress Details

### 1 – Memorial Drive PH 2 Project Funding Pursuit

- Completion of narrative application documents and transmission to TIRZ staff.
- Incorporate review comments.
- Complete draft Benefit-Cost Analysis (BCA).
- Evaluate additional methods to bring benefits up to achieve a positive BCA.
- TGC will submit narrative application materials in February; BCA will be finalized and submitted in April/May.

**To:** Scott Bean  
**From:** Jim Webb, AICP, ENV SP  
**Project Name:** Ongoing Pursuit of Funding  
**Project Code:** MCT114  
**Billing Period:** Jan-24

**Progress Complete**

Task	Prior Percent	Current Percent
1	87.53%	91.70%
2	31.08%	32.08%

**Progress Details****1 – Monitor and Present Funding Opportunities**

TGC began preparation for FY25 Community Project Funding opportunities for the Redevelopment Authority. This year's process will afford another opportunity for the pursuit of funding for Memorial Drive, Phase 2.

**2 – Pursuit of Funding**

TGC coordinated Board Resolution actions related to the application of additional funding towards the Gessner project.

RESOLUTION AUTHORIZING EXECUTION OF AN  
ADVANCE FUNDING AGREEMENT AMENDMENT NO. 1 WITH THE TEXAS  
DEPARTMENT OF TRANSPORTATION

WHEREAS, the Memorial City Redevelopment Authority was awarded Surface Transportation Program and Surface Transportation Block Grant Program Funding through the Houston-Galveston Area Council for the Gessner Road from Long Point to IH-10 Project (the “Project”);

WHEREAS, the Memorial City Redevelopment Authority will be responsible for the share of costs as estimated and shown in the Advance Funding Agreement Amendment #1, and any subsequent amendments thereto, plus any cost overruns;

WHEREAS, the Memorial City Redevelopment Authority is authorized to enter into the Advance Funding Agreement Amendment #1, and any subsequent amendments thereto, with the State of Texas; and

WHEREAS, the Memorial City Redevelopment Authority Board Chair is authorized to execute all necessary documents concerning the above-mentioned project.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MEMORIAL CITY REDEVELOPMENT AUTHORITY THAT:

This resolution is DULY PASSED by a majority vote of all members of the Board of Directors of the Memorial City Redevelopment Authority on the 27th day of February, 2024.

ATTEST:

\_\_\_\_\_  
Ann T. Givens, Chair

\_\_\_\_\_  
Secretary

MEMORIAL CITY REDEVELOPMENT AUTHORITY TIRZ No. 17,  
HOUSTON, TEXAS

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**AGENDA MEMORANDUM**

TO: Memorial City Redevelopment Authority TIRZ No. 17 Board of Directors

FROM: Executive Director

SUBJECT: Agenda Item Materials

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6. Convene in Executive Session pursuant to Section 551.087, Texas Government Code, to discuss or deliberate regarding economic development negotiations; pursuant to Section 551.072, Texas Government Code, to deliberate the purchase, exchange, lease or value of real property; and pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with attorney.
7. Reconvene in Open Session and authorize appropriate actions regarding to economic development negotiations; the purchase, exchange, lease or value of real property; and consultation with attorney.