

**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**

**August 31, 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, August 31, 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, with the exception of Director Heins, thus constituting a quorum. Also present were Scott Bean, and Linda Clayton, 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, District G; Council Member Amy Peck and Liz Miranda, District A; Ben Gillis and Gabrielle Luevano, both of Memorial Management District; Karen Glynn and Laurie Rosenbaum, both of City of Bunker Hill; Muhammad Ali, Gauge Engineering; Jim Webb, The Goodman Corporation; James Vick, SWA; Kristin Blomquist, Masterson Advisors; Marlene Gafrick, MetroNational; Fletcher Dunson; Monica Aizpurua; Stephen Sparks; Lois Myers; Cyd Dillahunty; Bruce Nichols; Margaret Dunlap, METRO; and Nathan Seshadri.. Chair Givens called the meeting to order at 8:02 a.m.

**RECEIVE PUBLIC COMMENTS.**

Public comments were received from Lois Myers, Cyd Dillahunty, and Fletcher Dunson.

**APPROVE MINUTES OF THE JUNE 29, 2021, REGULAR MEETING.**

Upon a motion made by Director Rickel, and being seconded by Director Hodges, the Board voted unanimously to approve the Minutes of the June 29, 2021, Board meeting, as presented.

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

Ms. Hall presented the Bookkeeper's Report and went over invoices, included in the Board materials. Upon a motion made by Director Freels, and seconded by Director Rickel, the Board voted unanimously to accept the Bookkeeper's Report, approve payment of current invoices and ratified payment of the July invoices, as presented.

**CIP COMMITTEE:**

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

Mr. Ali reported a few items remain to close out the Gessner Rd. project: CenterPoint will be installing the decorative lighting and a final walk thru on landscaping is scheduled. He provided an update on the Memorial Drive project and stated the project is approximately 52% complete. He reported they continue to work on acquiring the ROW corner clip with Chase Bank. He reported comments have been addressed and the report has been resubmitted to the City and HCFCF for the W140 Basin Deepening. He reported a proposal for the design services will be presented to the Board at the next meeting for consideration. There was discussion regarding maintenance of the W140 access road. Mr. Ali stated a small perimeter area of the path is mowed bi-weekly and the outer area is mowed three times a year. Mr. Vick stated the outer portion is only mowed three times a year because it contains wildflowers.

**i. Consider Final Reconciliation Change Order and Pay Application #31, Briar Branch and Straws Improvements, from Reytec Construction.**

Mr. Ali reported a project information sheet for Briar Branch Channel and Straws Improvements is included in the Board materials. He reviewed the Final Reconciliation Change Order adjusting quantities and work which reduces the construction contract price by \$873,190.84. He reviewed Pay Application No. 31 (FINAL) in the amount of \$99,950.65 releasing the remaining retainage on the contract. He reported Gauge has reviewed the Change Order and Pay Application and concurs with the amount and is recommending for approval. He reported the Final Acceptance Letter has been received from the City on the project. Upon a motion made by Director Rickel, and seconded by Director Durham, the Board voted unanimously to approve the Reconciliation Change Order reducing the contract price in the amount of \$873,190.84; and approved Pay Application No. 31 (FINAL), Briar Branch Channel & Straws Improvements, from Reytec Construction in the amount of \$99,950.65.

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

Mr. Webb reported Goodman Corp. is still pursuing possible grant opportunities for the W140 detention basin deepening project and continues to work with U.S. Representative Crenshaw's office. No action from the Board was required.

**c. Project update from SWA.**

Mr. Vick reported SWA continues to coordinate with Gauge Engineering, TxDOT, METRO and CenterPoint in closing out the Gessner project. SWA's progress report is included in the Board materials for review. 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.**

The Board convened in Executive Session at 8:37 a.m.

**RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTIONS WITH REGARD TO THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY.**

The Board reconvened in Open Session at 8:55 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 8:56 a.m.

A handwritten signature in cursive script, reading "David P. Givens", written over a horizontal line.