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HIRAM CLARKE/FORT BEND REDEVELOPMENT AUTHORITY AND
TAX INCREMENT REINVESTMENT ZONE NUMBER TWENTY-FIVE,
CITY OF HOUSTON, TEXAS
JOINT BOARD OF DIRECTORS MEETING

February 2, 2017

The Board of Directors (the "Board") of both the Hiram Clarke/Fort Bend Redevelopment Authority (the "Authority") and the Tax Increment Reinvestment Zone Number Twenty-Five, City of Houston (the "City"), Texas (the "Hiram Clarke/Fort Bend Zone"), held a joint regular meeting, open to the public, on the 3th day of November 2016, at 12:00 p.m., at the Fountain Life Center, 14083 South Main Street, Houston, Texas 77035 and the roll was called of the members of the Board:

Rosemary Capetillo	Position 1
Theadore Andrews	Position 2, Chairman
George Anderson	Position 3, Vice Chair
Linda Scurlock	Position 4, Vice Secretary
Homer Clark	Position 5, Treasurer
Kevin Riles	Position 6
Horrace Allison	Position 7 Secretary

and all of the above were present except Director Allison, thus constituting a quorum.

1. **Establish quorum and call to order.** A quorum having been established at 12:05 p.m., the meeting was called to order by Director Andrews. Director Anderson provided an opening prayer.
2. **Minutes from the last meeting.** The Board of the Authority and the Zone considered approving the minutes of the November 3, 2016, joint meeting regular meeting. After review and discussion, Director Anderson moved to approve the minutes as presented. The motion was seconded by Capetillo and which passed by unanimous vote.
3. **Equi-Tax, Inc. Agreement for Services of Tax Consultant.** Director Andrews, Director Clark and Mr. De Leon provided an overview of the Equi-Tax, Inc., the Agreement and the services a tax consultant provides. After discussion by the Board and review and comment by Mr. Izfar, Director Clark moved to approve the engagement agreement with Equi-Tax, Inc., which was seconded by Anderson, and passed by unanimous vote.

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4. **Zone Administrator Report:**

Increment Calculations and Assumptions. Mr. De Leon described the process of calculating the annual increment payment from the City and Fort Bend County, including describing the Hearing Loss Rate and Collection Loss Rate components of the increment calculation formula.

5. **Chairman's Report:**

a. **Draft Calendar 2017 Board Meeting Schedule.**

Director Andrews provided an overview of the 2017 Draft Calendar and recommended the formation of a Tax Increment Committee comprised of members of the Board and Chaired by Director Capetillo.

b. **Master Services Agreement, Chester Engineering Inc.**

i. **Work Order 1**

Director Andrews reported that the Agreement and Work Order had been reviewed by Mr. Izfar, and after review and discussion by the Board, Director Anderson motioned to adopt the Master Services Agreement with Chester Engineering, Inc. and authorize Work Order 1, which was seconded by Director Capetillo, and which passed by unanimous vote.

c. **Resolution adopting a fiscal year.** After review and discussion, Director Anderson moved to adopt the Resolution, which was seconded by Director Scurlock, and which passed by unanimous vote.

d. **Resolution adopting a regular meeting schedule and location.** After review and discussion, Director Riles, and which was seconded by Director Scurlock, and which passed by unanimous vote.

e. **Resolution appointing an investment officer.** Item was tabled.

f. **Resolution adopting an investment policy.** Item was tabled.

g. **Resolution providing for an annual review of the investment policy.** Item was tabled.

6. **Committee Reports:**

a. **Finance Committee, Homer Clark:**

Finance Report. Director Clark reviewed the Financial Statements, reported on the fund balances and transfers, and recommended that the Authority establish one account, interest bearing and which expenditures can directly be made from.

i. **Approve Invoices.** Director Clark recommended paying the Invoices included on the Unpaid Bills Report, with the exception of only paying half of the annual fee for Equi-Tax, due upon execution of the Agreement, and the second half of the annual fee at the end of each fiscal year.

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Following review and discussion, Director Clark moved to (1) accept the financial report, and (2) authorize payment of invoices. Director Anderson seconded the motion, and which passed by unanimous vote.

- b. Board Development Committee:** Director Anderson reported on the development of website development and collateral materials related to activities of the Authority.
 - c. Real Estate Development Committee:**
 - i. Draft Lease Agreement 14083 South Main Street, Houston Texas 77035.** Item was deferred to April Board meeting pending further discussion by Director Anderson and Director Riles. Director Riles recommended other Board members tour the suites and related accommodations prior to the Board formally considering adopting a Lease Agreement with 14083 South Main Street. Director Anderson subsequently reported he would recuse himself from the vote on the item.
 - ii. Platting Activity for City of Houston Planning Commission.** Director Riles reported on a new subdivision replat, Monarch Estates Section 3, Partial Replat No. 1, was located within the boundaries of the Zone and was comprised of a single family residential development.
 - d. Planning Committee, Horace Alison.**
 - i. Request for Qualifications for infrastructure analysis.** No action was taken.
7. **Public Comment.** Martha Castex-Tatum, City of Houston District K Community Liaison reported that on February 13, Council Member Green will host a, "We Love District K Valentines Event" at the Red Rooster, 13334, Almeda Road, Houston, Texas 77045. And on March 9, 2017, District K and the City of Houston will hold its annual CIP meeting 7:00 p.m., at the Hiram Clarke Multi-Service Center, located at 3810 West Fuqua Street, Houston, Texas 77045.
8. **Discuss meeting schedule including date and time of next meeting.**
9. **Convene in Executive Session pursuant to section 551.087, Texas Government Code, to discuss economic development matters of the Zone.** The Board did not convene in Executive Session.
10. **Reconvene in Open Session and authorize appropriate action regarding economic development negotiations.** No action was taken.
11. **Adjourn.** There being no further business to discuss, at the request of Director Andrews, Director Scurlock moved to adjourn the meeting at 1:00 p.m., which was seconded by Director Anderson, and which passed by unanimous vote.

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Secretary, Board of Directors

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