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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

July 7, 2016

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 7th day of July 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 Capetillo and Director Riles, thus constituting a quorum.

1. **Establish quorum and call to order.** A quorum having been established at 12:04 a.m., the meeting was called to order by Director Andrews.
2. **Minutes from the last meeting.** Not action was taken.
3. **Chairman's Report.** Director Andrews reported that the Authority participated with Hines Interest Limited Partnership in the dedication and ribbon cutting ceremony of the Beltway Southwest Business Park project.
4. **Committee Reports:**
 - a. **Finance Committee, Homer Clark:** Director Clark reported the Authority had established a bank account and was expected be receive its first deposit of tax increment from the City on Tuesday, July 12, 2015.

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- i. **Receive report and recommendation from Finance Committee on engagement of certified public accountant services firm, and authorize appropriate action.** Director Clark reported that the Finance Committee had met, and after reviewing all applicants, had selected the firm of McConnell & Jones LLP to provide professional accounting services for the Authority. After review and discussion, Director Anderson moved to accept the recommendation of the Finance Committee. The Motion was seconded by Director Scurlock and which passed by unanimous vote.
- ii. **Approve Invoices.** Director Clark reported that two invoices were included in the Board Packet from TIFWorks, LLC, and that Invoice No. 1, had been previously approved by the Authority at the May 7, 2015 Board meeting and recommended to the Authority as Invoice No. 1, had already been approved for payment, to authorize payment of Invoice No. 1, in the amount of \$7,266.52 to TIFWorks, LLC, subject to the receipt of funds from the City. After review and discussion, Director Anderson moved authorize payment of TIFWorks, LLC Invoice No. 1. The Motion was seconded by Director Allison and which passed by unanimous vote. Director Clark then requested that TIFWorks, LLC Invoice No. 2 be tabled until the next Board meeting.

Subsequently, Director Anderson requested clarification that the Authority would not be required to submit a Fiscal Year 2016 Audit to the City and reported that the Finance Committee has prepared a Request for Qualifications for Audit Services for the Authority and would be conducting a selection process in the coming months.

b. Board Development Committee:

- i. **HCFB Stationary and Letterhead.** Director Anderson reported that two drafts of Stationary and Letterhead for the Authority had been developed, and that the Development Committee would initiate a process of branding for the area within the boundary of the Zone. Director Anderson also reported the Development Committee had acquired domain names for the Authority and subsequently provided an overview of a planned web site for the Authority and the Zone.

c. Real Estate Development Committee:

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- i. Platting Activity for City of Houston Planning Commission.** Ralph De Leon, Administrator of the Zone, reported on recent platting activity in the area on behalf of Director Riles. Mr. De Leon reported that two request for replats had been filed with the City Planning Commission, one located in the Five Corners Management District and a second located in TIRZ 24 (Greater Houston Zone).
- 5. Public Comment.** Martha Castex-Tatum reported that Council Member Larry Green had met with Riverway Retail, whom is interested in developing property within the Zone. In addition, Ms. Castex-Tatrum reported that the Office of Business Opportunity will be hosting a Turnaround Houston, Job and Resource Fair at the Hiram Clarke Multi-Service Center on Saturday, July 9, 2016
- 6. Adjourn.** There being no further business to discuss, the Chairman adjourned the meeting at 12:58 p.m.

Secretary, Board of Directors