

MINUTES OF THE MEETING OF
REINVESTMENT ZONE NUMBER TWENTY-FIVE, CITY OF HOUSTON, TEXAS
(HIRAM CLARKE/FORT BEND ZONE)
AND
HIRAM CLARKE/FORT BEND REDEVELOPMENT AUTHORITY
JOINT BOARD OF DIRECTORS MEETING
February 4, 2021

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 4th day of February 2021, at 12 p.m., via the Zoom Video Conference Call System located at: <https://us02web.zoom.us/j/4232732025> and the roll was called of the members of the Board:

Taofeeq Tijani	Position 1
Theodore Andrews	Position 2, Chairman
George Anderson	Position 3, Vice Chair
Linda Scurlock	Position 4, Vice Secretary
Homer Clark	Position 5, Treasurer
Vacant	Position 6
Horace Allison	Position 7 Secretary

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

1. **Establish quorum and call to order** - With a quorum established at 12:00, the meeting was called to order by Director Andrews. Director Allison provided an opening prayer.
2. **Minutes from the last meeting** – The Board of the Authority and the Zone considered approving the minutes of the January 7, 2021 joint regular meeting. Director Andrews asked for a motion to approve the previous minutes. The motion was moved by Director Anderson and seconded by Director Allison. The motion passed by unanimous vote.

3. **Chair and Committee Reports:**

a. **Chairman’s Report, Theodore Andrews:**

i. **Consultant’s Report:**

District Gateway – Received Bid Tabulation and Recommendation – Huitt-Zollars –

Mr. Menendez presented to the board the list of bids for the District Gateway Project as well, gave a recommendation for bid selection. After review and discussion, Director Andrews asked for a motion. Director Allison moved that the recommendation provided by Huitt-Zollars be accepted. The motion was seconded by Director Anderson. The motion passed by unanimous vote.

District Gateways -Task Order for Construction Management – Huitt-Zollars –

Mr. Menendez presented a Task Order construction management for the District Gateways Project. After review and discussion, Director Andrews ask for a motion. Director Allison moved that the construction management contract be approved as presented. The motion was seconded by Director Anderson. The motion passed by unanimous vote.

Sidewalk, Curb and Ramps Update – Contractor Payment Applications and Related Change Orders – Huitt-Zollars –

Mr. Menendez presented to the board the Contractor Payment Application and related Change orders. Director Andrews requested a motion. Director Allison moved that the contractor pay application and related change orders be approved as presented. Director Anderson seconded the motion. The motion passed by unanimous vote.

Sidewalk, Curb and Ramps Update – Authorize Advertisement to Bid Work Order 5

– **Huitt-Zollars** – Mr. Menendez presented to the board, bid for work order #5. There was no action taken.

Tri-Party Update Hawes Hill & Associates – Mr. Huml presented to the board an update regarding the triparty agreement. No action was taken.

Public/Civic Arts Updates – Up Art Studios – Ms. Quiles presented to the board an update regarding the Public and Civic art within the district. There was no action taken.

b. Finance Committee, Homer Clark:

Financial Report, Five Months Ended November 30, 2020 – Director Clarke presented the financials to the board for the three months ended December 31, 2020. Item approved with unpaid invoices.

TexPool Update – Director Clark reviewed the TexPool statement and reported on the fund balances ending December 31, 2020. Item approved with unpaid invoices.

Unpaid Invoices - Director Clark reviewed current invoices submitted for the Unpaid Bills Report and recommended payment of all invoices. After review and discussion, Director Clark moved to approve payment of current invoices and accept the financial report. The motion was seconded by Director Scurlock, and passed by unanimous vote.

c. Vice Chairman’s Report, George Anderson:

i. Harvest Market – Ms. Valhalla presented to the board the grocer, Harvest Market. No action was taken.

ii. State of the District – Director Anderson informed the board and attendees the upcoming State of the District Meeting. No action was taken

iii. Virtual Economic Development Tour/Developer’s Bureau – Director Anderson informed the board of the Virtual Economic Development Tour and Developer’s Bureau. No action was taken

iv. Memorials – Director Andrews presented to the board the intention to purchase new Memorial for the late Council member and Chief of Staff. No action was taken

v. The Harris County Housing Survey – Director Anderson presented to the board the Harris County Housing Survey and stressed the importance of our communities’ involvement. No action was taken.

vi. Strategic Plan Update – Eric Lyons presented to the board updates on the strategic plan. No action was taken.

vii. Economic Development/ Mobility Studies – Eric Lyons presented to the board updates regarding economic development and mobility studies. No action was taken.

viii. Master Services Agreement – Director Anderson presented to the board the renewed Master Service Agreement for IMPACT Strategies. After review and discussion, Director Anderson moved that the master services agreement be approved as presented. Director Allison seconded the motion. The motion passed by unanimous vote.

d. Real Estate Development, Horace Allison:

i. Discussion for Need of Real Estate Service – Director Allison, spoke to the board about the upcoming need for Real Estate Services. There was no action taken.

e. Planning Committee, Linda Scurlock:

i. Del Papa Square Replat No. 1 – Director Scurlock presented to the board Del Papa Square Replat No.1. No action was taken.

ii. Notice of Hazardous Enterprise Permit Application – Director Scurlock presented to the board the received notice of Hazardous Enterprise Permit Application. No action was taken.

Public Comments – We received public comments from Vice Mayor Pro Tem, Council Woman District K, Martha Castex-Tatum regarding Harvest Market. There were no other public comments.

4. **Convene in Executive Session pursuant to section 551.087, Texas Government Code, to discuss economic development matters of the Zone.** The Board did convene in Executive Session. No action was taken.

5. **Reconvene in Open Session and authorize appropriate action regarding economic development**

negotiations. – The Board did reconvene. After reconvening, Director Andrews moved that the board approve the chairman to execute any known necessary documents regarding the purchase of property within accordance of the task for the intersection improvements. The motion was moved by Director Allison and seconded by Director Anderson. The motion passed by unanimous vote.

6. **Discuss meeting schedule including date and time of next meeting** – Director Andrews asked for a motion to schedule the next monthly meeting for, Thursday, March 4, 2021. The motion was moved by Director Anderson and seconded by Director Scurlock. The motion passed by unanimous vote.
7. **Adjourn.** There being no further business to discuss, Director Anderson moved that the meeting be adjourned. The motion was seconded by Director Allison and passed by unanimous vote.

Secretary, Board of Directors