

**MINUTES OF REGULAR MEETING  
OF  
REINVESTMENT ZONE NUMBER THIRTEEN, CITY OF HOUSTON**

June 14, 2023

The Board of Directors (the “Board”) of Reinvestment Zone Number Thirteen, City of Houston (the “Zone”), convened in regular session, open to the public, by telephonic or video conference, on the 14<sup>th</sup> day of June, 2023. A quorum of the Board of Directors was physically present at the meeting location. Conducted in person and by videoconference in accordance with the provisions of Section 551.127 of the Texas Government Code. The meeting location was open to the public during open portions of the meeting, and the roll was called of the duly constituted officers and members of said Board, to wit:

Phil C. Neisel	Chair
Ann Guercio	Vice-Chair
Claude Anello	Director
Patrick Hall	Director
Deanna E. Soria	Director
Jo Brunhamer	Director
David Hille	Director

All members of the Board of Directors were physically present except Director Soria and Director Anello (attended virtually), thus constituting a quorum.

Also present were Linda Trevino of METRO; Brandon Walwyn with the City of Houston; Shawntaqua Naquay Dunbar, Board member of the Reinvestment Zone Number Thirteen, City of Houston (the “City”); Kyle Macy and Ashley Sowards of Edminster Hinshaw Russ & Associates, (“Engineer”/ “EHRA”); Sherry Weesner of SMW Principle Solutions, (“Administrator”); Clark Lord and Tiffany Ehmke of Bracewell LLP, legal counsel.

Whereupon the meeting was called to order. A copy of the notice of the meeting is attached hereto as Exhibit “A”.

**MEETING RULES**

Director Neisel reviewed the rules for the Board meeting.

**DETERMINE QUORUM: CALL TO ORDER**

Director Neisel then noted that a quorum was present and called the meeting to order.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

Approve Minutes

The Board considered approving the minutes of April 19, 2023. Upon a motion brought by Director Guercio, seconded by Director Hille, the Board approved the April 19, 2023 minutes.

Financial Report Summary

The Board reviewed the Financial Report Summary, a copy of which is attached hereto as Exhibit “B”.

**RECONSTITUTE BOARD OF DIRECTORS**

Director Neisel reported that Representative Jones had appointed a new representative to the Reinvestment Zone No. 13, Naquay Dunbar. Director Dunbar introduced herself to the Board. The Board deferred reconstituting the Board.

**ADMINISTRATOR’S REPORT**

Washington Corridor Study Update/ Old Sixth Ward TIRZ 13 Phase 2 Study update

Ms. Weesner reported that administrative meetings are scheduled to start tomorrow with the consultant to kick- off both the Washington Corridor Study and Phase 2 mobility study.

**FINANCIAL REPORT**

Authorize payment of invoices

Director Hall reported that the Finance Committee has reviewed invoices and recommended approval of invoices. Director Neisel stated that the Project Committee reviewed related invoices and recommended the construction and engineering invoices approval for payment.

Director Hille moved that the Board approve the payment of the invoices; Director Guercio seconded the motion, and the motion carried.

Engage Auditor to prepare the audit for the fiscal year ending June 30, 2023

The Board reviewed the engagement letter from CRI, to prepare the Authority’s audit for fiscal year 2023, a copy of which is attached hereto as Exhibit “C”. After review, upon a motion brought by Director Neisel, seconded by Director Brunhamer, the

Board unanimously voted to approve the engagement of CRI to prepare the annual audit for fiscal year 2023.

## **PROJECTS AND ENGINEERING**

### **Authorize Submission of 2024 Budget and CIP to the City.**

Ms. Weesner noted that the draft presented has not changed since previously approved at the April meeting. She stated that she and the Bookkeeper are reviewing expenses. A copy of the Draft Budget and CIP is attached hereto as Exhibit “D”. Director Neisel recommended the Board approve the draft of the budget again for submittal to the City, subject to any updates by Ms. Weesner or the Bookkeeper.

Upon a motion brought by Director Hille, seconded by Director Brunhamer, the Board unanimously approved the Draft Budget and CIP be submitted to the City, subject to any updates by Ms. Weesner or the Bookkeeper.

### **Engineer’s Report**

Mr. Macy presented the Engineer’s Report, including the following projects: (i) update on Edwards and Sawyer project, including request for approval of Construction Phase Services Work Authorization; (ii) Silver Street – Phase I Washington Avenue & Memorial Drive Intersection, including approval of Change Order Nos. 1 and 2 (Black Powder Coated Poles & PCMS), a copy of which is attached hereto as Exhibit “E”.

Ms. Weesner reminded the Board of the Authority’s agreement with the City regarding the traffic lights on Washington that are to be black powder coated.

For the Sawyer and Edwards project she reported that Commissioner, Commissioner Ellis’ office will be honoring the grant award, agreed upon by Commissioner Ellis’ predecessor. A copy of the Interlocal Agreement (“ILA”) with the County has been provided to the Board.

After consideration, upon a motion brought by Director Hall, seconded by Director Hille, the Board unanimously (i) approved Construction Phase Services Work Authorization for Edwards and Sawyer project, (ii) approved the ILA Grant Agreement with Harris County Commissioner Precinct 1’s office. (iii) approved Change Order Nos. 1 and 2 (Black Powder Coated Poles & PCMS) for the Silver Street – Phase I Washington Avenue & Memorial Drive Intersection.

## **COMMUNICATIONS AND PUBLIC ENGAGEMENT COMMITTEE REPORT**

### **Silver Street Construction Communication**

Director Guercio reported that the Silver Street project door hangers were distributed, related to road closure for this project.

**ITEMS FOR NEXT MEETING**

No additional items were noted.

*(signature page follows)*

*Jussai Lindsay*

Secretary