

**LORENA TIRZ #1 EAST  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
MONDAY, SEPTEMBER 11, 2017, AT 6:30 P.M.  
LORENA CITY HALL  
107-A S. Frontage Rd.  
Lorena, Texas 76655**

**MINUTES**

Call to Order and Verification of Agenda Posting

*The meeting was called to order at 6:32 pm and Chairman Coleman noted that the meeting was posted in accordance with the requirements of the Texas Open Meetings Act and a quorum was present. Members Present: Bill Coleman, Chuck Roper, William Callan, and Kelly Snell. Members Not Present: J Fagner, David Anderton, and John Johnston. Also Present: Joseph Pace (City Manager), Kevin Neal (Public Works Director), Jason Mundo and Joe Mundo of Mundo and Associates, Inc. (TIRZ Administration and Program Management Consultants), Ginger Tolbert of KPA, Ken Witten*

1. Discussion and possible action to approve Lorena TIRZ #1 East Meeting Minutes – August 7, 2017 and August 24, 2017

*The Board reviewed the meeting minutes. William Callan noted that in item 2 of the August 7 minutes the date should read 8/31/18 not 8/31/17. William Callan also noted that in item #6 of the August 7 minutes that John Johnston seconded the motion not Kelly Snell. Chuck Roper moved to approve the Lorena TIRZ #1 East Meeting Minutes – August 7, 2017 as amended and the August 24, 2017 minutes. Kelly Snell seconded the motion. The motion was unanimously approved.*

2. Update on Lorena TIRZ #1 East sanitary sewer trunk line project.

*Consultant Jason Mundo updated the Board that the sanitary sewer line project was progressing on schedule. Mr. Mundo noted that the design of the sanitary sewer gravity lines, force main, and lift station were complete and the Construction Plan Set had been completed as well. Mr. Mundo added that the project was advertised 9/1/17 and that plan sets were available for download on Civcast 9/2/17 and printed copies were available at City Hall and KPA's office 9/5/17. Mr. Mundo added that there would be a pre-bid conference at City Hall on 9/13/17; followed by a bid opening at City Hall on 9/26/17, followed by Bid Tabulation and review from 9/26/17 – 9/28/17. Bid Award Recommendation for TIRZ Board consideration on 10/2/17, TIRZ Board Recommendation for City Council Approval-to-Award at 10/16/17 City Council Meeting; Notice of Award to successful bidder on 10/17/17; Pre-Construction Conference at City Hall on or around 10/27/17; Notice to Proceed issued effectively on or*

*around 10/31/17. Mr. Mundo added that the proposed construction schedule would be 300 consecutive calendar days with construction completion on 8/31/17. No action was taken.*

3. Update on Basin G developer agreement and Basin G development timeline.

*Consultant Jason Mundo updated the Board that the Basin G developer agreement had been signed August 24 at City Hall. Mr. Mundo discussed the Basin G development timeline with the Board and recommended that the next step in the timeline would be for the City and Lorena to pursue annexation as per the development agreement as Mundo and Associates continues work on the TIRZ Expansion Project Plan and Financial Plan. No action was taken.*

4. Update on TIRZ semi-annual report.

*Consultant Jason Mundo presented the completed TIRZ semi-annual report to the Board and noted that it was being sent to Commissioner Snell's office to be given to the County Commissioners. No action was taken.*

5. Discussion and possible action(s) to approve Lorena TIRZ #1 East Financial Reports and Invoices and to authorize payment of the following: 5A) Mundo and Associates invoice representing Administration services August 2017; 5B) KPA invoice for Sanitary Sewer Line Final Design services August 2017; 5C) Mundo and Associates invoice for Sanitary Sewer Line Program Management services August 2017; 5D) Bovey Law invoice for TIRZ legal services August 2017; 5E) KPA proposed Amendment #2 for additional environmental / archeological.

*The Board discussed the Financial Report prepared by Mundo and Associates, Virtual Checkbook Cash Flow Report prepared by Mundo and Associates, the Administration invoice from Mundo and Associates, the sanitary sewer line final Engineering Design invoice from KPA, and the sanitary sewer line Program Management invoice from Mundo and Associates, and the invoice from TIRZ legal counsel Bovey Law for legal services occurring in August 2017, the proposed Amendment #2 for additional environmental / archeological from KPA/Terracon, and the updated phone log.*

*William Callan moved to: (1) to approve the Lorena TIRZ #1 East financial reports and invoices; and (2) to authorize payment of \$4,200 to Mundo and Associates representing Administration Services August 2017; and (3) to authorize payment of \$26,756.92 to KPA Sanitary Sewer Line Final Design services August 2017; and (4) to authorize payment of \$0 to Mundo and Associates for Sanitary Sewer Line Program Management Services August 2017; and (5) to authorize payment of \$1,783.50 to Bovey Law for the TIRZ legal services August 2017; Chuck Roper seconded the motion. The motion was unanimously approved.*

*William Callan moved to not approve the proposed Amendment #2 for additional environmental/archeological from KPA/Terracon. Kelly Snell seconded the motion. The motion was unanimously approved.*

6. Discussion and possible action on proposed Lorena TIRZ #1 East Budget Fiscal Year 2017-2018 and amendment to Lorena TIRZ #1 East Budget Fiscal Year 2016 – 2017

*The Board reviewed and discussed the proposed amendment to the TIRZ FY2016-2017 Budget. Chuck Roper moved to approve the amendment to Lorena TIRZ #1 East Budget Fiscal Year 2016 -2017. Kelly Snell seconded the motion. The motion was unanimously approved.*

*The Board reviewed and discussed the proposed TIRZ FY2017-2018 Budget. Kelly Snell moved to approve the Lorena TIRZ #1 East Budget Fiscal Year 2017-2018. William Callan seconded the motion. The motion was unanimously approved.*

7. Update on Lorena EDC marketing of Lorena's developable properties at 2017 NTCAR Commercial Realty Expo, September 7, 2017.

*Mr. Mundo updated the Board on the Lorena EDC's marketing of Lorena's developable properties at the recent NTCAR Commercial Realty Expo which occurred September 7. No action was taken.*

8. Adjournment

*Kelly Snell moved to adjourn. William Callan seconded the motion. The meeting was adjourned at 8:21 pm*

*If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*

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Bill Coleman, Board Chairman, Date

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Chuck Roper, Board Secretary, Date