

**LORENA TIRZ #1 EAST
REGULAR MEETING OF THE BOARD OF DIRECTORS
MONDAY, NOVEMBER 6, 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, J Fagner, David Anderton, John Johnston, William Callan, and Kelly Snell. Members Not Present: none. Also Present: Joseph Pace (City Manager), Kevin Neal (Public Works Director), Jason Mundo, Pam Mundo, and Joe Mundo of Mundo and Associates, Inc. (TIRZ Administration and Program Management Consultants), Ginger Tolbert of KPA.

1. Discussion and possible action to approve Lorena TIRZ #1 East Meeting Minutes – October 2, 2017

The Board reviewed the meeting minutes. Kelly Snell moved to approve the Lorena TIRZ #1 East Meeting Minutes – October 2, 2017. Chuck Roper seconded the motion. The motion was unanimously approved.

2. Update on Lorena TIRZ #1 East sanitary sewer trunk line project. Discussion and possible action on proposed surveyor staking change order in the amount of \$1400 for advance-staking of McElla easement.

Consultant Jason Mundo updated the Board that City Council awarded the Construction Contract at the 10/16/17 City Council Meeting to Bruce Flanigan Construction, Inc. of Belton Texas in the amount of 1,850,285. Mr. Mundo noted that Council's award was \$4,440 larger than the \$1,845,845 originally recommended by the TIRZ Board at the October TIRZ meeting since City Council decided to add the \$4,440 asphalt paving upgrade to the lift station access drive. The Notice of Award was prepared by Mundo and Associates and sent to Bruce Flanigan Construction Inc. A Pre-Construction Conference was held at City Hall on 10/30/17; Notice to Proceed was issued 10/30/17. Mr. Mundo added that the proposed construction schedule would be 300 consecutive calendar days with construction completion by 8/31/18. Mr. Mundo noted that the Contractor provided a speedy construction schedule and Bruce Flanigan anticipates to be completed by the end of June 2018 ahead of schedule. The Board discussed the proposed surveyor staking change order for advance staking of the

McElla easement. Mr. Callan noted that he didn't feel it necessary to proceed with the change order. The Board took no action on the change order.

3. Update on Basin G Development Timeline /Path Forward.

Consultant Jason Mundo updated the Board on the Path Forward Development Timeline for Basin G. Mr. Mundo noted that the Amended Lorena TIRZ #1 East Project and Financial Plan with Expanded Basin G was complete and the Board would be reviewing the document for possible approval in the next agenda item. Mr. Mundo also encouraged the Board and City to annex the Loera properties in Basin G. No action was taken.

4. Discussion and Possible Action on Amended Lorena TIRZ #1 East Project and Financial Plan with Expanded Basin G

Pam Mundo of Mundo and Associates presented and discussed the Amended Lorena TIRZ #1 East Project and Financial Plan with Expanded Basin G with the Board. Kelly Snell moved to approve the Amended Lorena TIRZ #1 East Project and Financial Plan with Expanded Basin G. J Fagner seconded the motion. The motion was unanimously approved. Jason Mundo noted that the Project and Financial Plan would be presented to Council for approval at their December 12 meeting and that there would be public notice through advertisement 7 days in advance of that meeting.

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 October 2017. 5B) KPA invoice for Sanitary Sewer Line Final Design services October 2017; 5C) Mundo and Associates invoice for Sanitary Sewer Line Program Management services October 2017; 5D) Bovey Law invoice for TIRZ legal services October 2017; 5E) Mundo invoice for TIRZ Basin G Expansion Project Plan and Financial Plan services to date. 5F) KPA invoice for Phase 1 Wastewater Improvements Engineering Construction Administration and On-Site Representation Services October 2017. 5G) Mundo invoice for Phase 1 Wastewater Improvements Construction Phase Program Management Services October 2017.

The Board discussed the Financial Report prepared by Mundo and Associates, 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, the Mundo invoice for TIRZ Basin G Expansion Project Plan and Financial Plan services, the KPA invoice for Phase 1 Wastewater Improvements Engineering Construction Administration and and On-Site Representation Services, the Mundo invoice for Phase 1 Wastewater Improvements

Construction Phase Program Management Services, all occurring in October 2017, and the updated phone log.

David Anderton 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 October 2017; and (3) to authorize payment of \$9,811.05 to KPA Sanitary Sewer Line Final Design services October 2017; and (4) to authorize payment of \$0 to Mundo and Associates for Sanitary Sewer Line Program Management Services October 2017; and (5) to authorize payment of \$2,392.50 to Bovey Law for the TIRZ legal services October 2017; (6) to authorize payment of \$12,000 to Mundo and Associates for TIRZ Basin G Expansion Project Plan and Financial Plan services to October 2017; (7) to authorize payment of \$1,513.20 to KPA for Phase 1 Wastewater Improvements Engineering Construction Administration and On-site Representation services October 2017; (8) to authorize payment of \$1,500 to Mundo for Phase 1 Wastewater Improvements Construction Phase Program Management services October 2017. J Fagner 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

Jason Mundo updated the Board that he had updated the Budget format to match the format proposed by the City Financial Officer and he presented that budget to the Board. Mr. Mundo added that the City Financial Officer wanted to expand upon the format and further break out the engineering, capital outlay, and legal services by project and that Mr. Mundo would be updating the budget and the city financial officer budget format to show that. No action was taken.

7. Discussion and possible action on January 2018 meeting date.

The Board discussed moving the January 2018 meeting date since the regular meeting date fell on a national holiday, January 1st New Years Day. J Fagner moved to hold the January 2018 Lorena TIRZ #1 East meeting on Monday January 8 at 6:30 pm at City Hall. William Callan seconded the motion. The motion was unanimously approved.

8. Adjournment

The meeting was adjourned at 8:17 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

Lorena TIRZ #1 East
Minutes of Regular Meeting of the Board of Directors
Monday, November 6, 2017

be taken in open meeting.

Bill Coleman, Board Chairman, Date

Chuck Roper, Board Secretary, Date