



PASADENA ECONOMIC DEVELOPMENT CORPORATION

Pre-Board Meeting

March 23, 2023, 3:00 p.m.

Minutes

Members present:

Rick Lord, President
Salvador Serrano, Jr., Vice President
Marilyn Wilkins, Treasurer
Emilio Carmona
Efren Arjona
Angela West

Members Absent:

Ernesto Paredes, Secretary

Others Present:

Jeff Moore, Brown & Hofmeister, LLP (via Zoom)
Rick Guerrero, Executive Director
Julianne Echavarria, PEDC Marketing Manager
Karina Tomlinson, PEDC Manager

Call to order:

The Pre-Board meeting for the March 23, 2023, Pasadena Economic Development Corporation was called to order at 3:00 p.m. by Board President, Rick Lord.

He read through the items on the agenda stopping at the below for some details from Robin Green

Agenda Item nine: Public Hearing

- a. Millis Development Contract - Karina explained that this item was an accounting item to close out the project in the books. The last change order that was approved on the project exceeded the contingency that was appropriated so there was a negative balance. Appropriating these additional funds would bring the balance to zero and allow it to be closed.
- c. Entech Civil Engineers Contract - Robin stated that there was a lot of back and forth with Harris County for one and half years, Pasadena decided to move forward with the project using EDC funds. He estimates that the project will be complete in approximately 18 months.

Agenda Item Ten: Board Actions - Resolutions

- a. Rick Guerrero stated that this has been an ongoing conversation with Jeff Moore for the past couple of months. He added that this will put us in line with state law procurement procedures and requirements anytime we enter into an agreement. He stated that because we are not a governmental entity, we don't have to follow the same process that the City follows. He then asked Jeff to fill in some of the blanks and answer any questions that the Board may have. Jeff then jumped in stating that it has been a couple of years since the previous amendment so that on this one he also made changes to reflect the change in name to Pasadena Economic Development Corporation. He added that what Rick is referring to is part 7.6 of the Bylaws in that all purchases will be made in accordance with state law. The wording says all purchases

made and contracts executed by the Corporation shall be made in accordance with the requirements of law. He said that if there are certain procurement requirements to follow, we will follow them, but the procurement method applies to a municipality, or a political subdivision and the EDC is neither. It's a nonprofit corporation. He added that it one way it is good to comply with competitive bidding to get goods and services at the lowest possible price, but sometimes you may have to make an expenditure quickly and state law in his view, chapter 252 of local government code does not apply to a nonprofit corporation. This gives the EDC some flexibility if the City Council is willing to approve these bylaws because it does take the approval of City Council as well. Jeff mentioned that Section 7.4 is also some clean up in that it indicates that performance agreements must have City Council approval. He then moved on to Section 3.4 where there was the removal of the text stating none of the directors shall be employees, officers, or members of City Council of the City. State law says that 3 of the 7 could be and 4 of the 7 cannot be city officers or employees. The request was made to remove that sort of language to be more in line with what state statute provides. State law basically says 4 of the 7 cannot be city officers, employees or council members. He stated that those were the revisions to the bylaws. Rick Guerrero then added that Section 7.4 was the one that Jeff spoke about any incentive agreements having to go in front of Council whether that expenditure has been approved through the budget process already. Jeff added that if it has already been approved by City Council, it does not require another approval. Through the budget process you may get a number of specific expenditures at City Council via the budget. State law uses the term, the unit, and the unit is defined to mean City Council. He stated that if you have some very detailed expenditures in the project and City Council has approved those expenditures via the approval of the budget then you would not have to further go back. Rick Guerrero then asked if these bylaws get approved by Council, would any future incentives that are on the table from the EDC have to go through City Council for approval. Jeff Moore responded that he is correct.

- b. Rick stated that Timothy Stewart-Virgilio with the Cajun Throwdown event was in the audience to provide some details regarding the event. Timothy then introduced Daniel Guidry who is the owner of the event that moved the location from Galveston County to Pasadena. Mr. Guidry provided some background on the event and the previous host city stating that the event just outgrew the space, and the decision was made to move to the Pasadena Convention Center. He provided some ticket sale information letting the Board know the radius of ticket sales for the event thus far. He also provided some numbers for hotel stays for their past events and gave a snippet of hotel bookings so far for the event in Pasadena. They are providing local hotel, dining and entertainment information on their event's website as well. *Marilyn then asked if when the event is over if there would be some sort of analytical feedback for the Board to see the impact of the event since this is the first opportunity for the EDC to sponsor the event.* Mr. Guidry then approached the table to show the board on a tablet how he is able to see on the US map where a person lives that is purchasing a ticket. He stated that this type of information is what would be provided to the board as a report for their return on investment. Rick Guerrero added that the recommendation for the sponsorship is because the event would be supporting local businesses through hotel stays and purchases at local stores by attendees and cooking teams that are participating in the event. Mr. Guidry stated that what he is doing is using all local businesses for all aspects of the event. He then provided some insight surrounding the charity that they support and that will benefit from the money raised. In the past, BTR has donated over \$150k to St. Jude and Texas Children's Hospital. UTMB MD Anderson opened a pediatric center in League City and the head MD there offered them their own endowment to keep everything local for pediatric illnesses. The Golf Tournament is all charitable money that will be going to them. He added that they are committed to hosting the event in Pasadena for 3 years. Mr. Stewart-Virgilio added that the entire staff makes recommendations for local hotels,

restaurants, stores etc. when they receive an inquiry from someone who will be attending the event. He stated that on top of the analytics that they will be providing he trusts that fellow businesses will also see a surge during the 2 weekends that the event is being held.

- c & d. Rick started by stating that Karina would be explaining a little bit about the expenses for the different trails. Karina added that neither item was a request for any additional funds, it's an accounting item that will allow us to keep better track of the expenses for each of the trails. When the Little Vince Bayou project was established, we did not assign it it's own CIP project number so that is what we are doing now and re-classifying any of those expenses that have been incurred to date. The attachments provided in the binders are invoices and amounts of expenses that will need to be reclassified to the Little Vince Bayou project.
- e. Karina stated that this is the item that was discussed earlier under the public hearing section.
- f. Rick Lord asked when the Budget Amendment would be up for council approval. Rick Guerrero responded that it was on the agenda that past Tuesday and it was approved.
- g. *Emilio Carmona asked if the \$1.1M is for design of the whole street or just from 225 to Jackson.* Robin Green responded that it is for design from 225 to Harris, minus the bridge. The second phase from Harris to Southmore will be looked at after we find out what's going to happen at the mall. Robin added that it will cover the street and drainage, sidewalks, streetlights. *Rick Lord asked if we are waiting on the county for the bridge and if we know the expenses for that.* Robin responded that under the new flood plain standards they would raise the bridge about 3 feet in the air. He said when you're on the cross streets it would be looking down so we're not going to do that. He added that if you'd like to see how that would look that you can drive through Braes Bayou in the Meyerland area and you can see that they elevated the bridge so high that at street level you can't see the other cars. *Efren Arjona asked if the street is going to be widened.* Robin responded that it's going to be 4-5 lanes based on the budget. It may be 5 lanes at the intersection, but he added that we're trying to keep it within the \$7M. Worst case scenario is 4 lanes with 5 lanes at the intersections.

Agenda Item Eleven: Report by Executive Director

Rick Lord asked Rick if he wanted to give his report. Rick G. responded that they pretty much covered everything in his report and asked if there were any additional questions in regard to the Bylaws. He also reiterated that the BTR Cajun Throwdown is a 2-weekend event, and it was recommended only after consulting with Jeff that it is a permissible sponsorship. *Rick Lord added that he agrees with Marilyn that it would be nice to see a report with the return on the investment.* He also added that with the PLTE at the golf course it will help alleviate the current constant challenge of the system that makes it difficult for patrons. He stated that the second option was to bring fiber from the other side of the freeway, under the Beltway over to the golf course and that expense would be over \$200k plus all the equipment once at the golf course. This was the most viable option of the two. All of the main infrastructure will be at the convention center and will shoot over to one of the towers and from there it will shoot over to the golf course. If it is approved, we'll go ahead and move forward with that. We also talked about Pasadena Blvd., which we've been talking about for at least 4 years. He stated that what Robin explained is very accurate, the changes in how the County is doing business with some of the roads is not efficient for us. He and Robin both stated that with the project now not being a joint project with the County, we will have more control over how it is done. *Rick Lord then asked if when a contract is signed with a company to do work if they have a time frame to complete because there is some roadwork, he's seen that lasts for a long time.* Robin responded that contracts have a specified number of working days to complete a project. He stated most

contractors don't want to let projects run for a long time because they don't make money with delays. They want to move on to the next project. He said the projects that we do are much simpler than the projects that TxDOT does.

Pre-board meeting adjourned at 3:33 pm.

PASADENA ECONOMIC DEVELOPMENT CORPORATION
Board Meeting
March 23, 2023, 3:33 p.m.
Minutes

Agenda Item One: Call to order

The Board meeting on March 23, 2023, for Pasadena Economic Development Corporation was called to order at 3:33 pm by Board President, Rick Lord.

Agenda Item Two: Invocation

Invocation given by: Emilio Carmona, Board Member.

Agenda Item Three: Pledges

Pledges led by: Salvador Serrano, Jr., Board VP.

Agenda Item Four: Acceptance of the sworn statement

Read by Notary Public of Texas/EDC Manager Karina Tomlinson, and accepted by Angela West, Efren Arjona, Marilyn Wilkins, Salvador Serrano Jr., Rick Lord, Emilio Carmona.

Agenda Item Five: Administration of Oath of Offices to appointed members, roll call

Administered by Notary Public of Texas/EDC Manager Karina to Angela West, Efren Arjona, Marilyn Wilkins, Salvador Serrano Jr. and Rick Lord.

Agenda Item Six: Election of Officers

The current slate of officers was confirmed as follows: **President** – Richard (Rick) Lord; **Vice President** – Salvador Serrano, Jr.; **Treasurer** – Marilyn Wilkins; **Secretary** – Ernesto Paredes.

Karina asked for clarification from Jeff Moore regarding the position of Secretary because Ernesto Paredes was absent from the meeting. Jeff responded that he is still currently on the Board and was appointed by the Mayor and approved by Council so there is no issue with him being confirmed as Secretary even though he is not physically there.

Efren Arjona made and motion to approve and appoint the slate of officers nominated, seconded by Angela West. MOTION CARRIED UNANIMOUS.

Agenda Item Seven: Public Comments

No comments made by any attendees.

Agenda Item Eight: Approval of Minutes from February 23, 2023.

Rick Lord called for a motion to approve the minutes from the meeting held on February 23, 2023. Marilyn Wilkins moved to approve the minutes, seconded by Salvador Serrano Jr. MOTION CARRIED UNANIMOUS.

Agenda Item Nine: Public Hearing.

Public Hearing Opened at 3:39 pm

- a. Consideration to amend PEDC Res. No. 21-025, Contract with Millis Development and Construction for pedestrian improvements for the Shaw Ave. Reconstruction project

(CIP# S107) by authorizing an appropriation of \$48,316.09 from the North Pasadena Redevelopment (M008) project account.

- b. Consideration to negotiate and execute an agreement with Crosspoint Communications a Division of Mobile Communication America (BuyBoard #604-20) for configuration and implementation of a Private LTE (Wi-Fi) Network (CIP #R095) to cover the Pasadena Municipal Golf Course grounds in the amount of \$246,679.08 from the Quality of Life (R051) project account. Funding subject to City Council approval of FY 23 Budget Amendment #1.
- c. Consideration to negotiate and execute a professional services agreement with Entech Civil Engineers for design services for the Pasadena Blvd. Phase I Project (CIP #S077) in the amount not to exceed \$1,100,000.00.

Public Hearing closed at 3:41 pm. No comments made by attendees.

Agenda Item Ten: Board Actions - Resolutions

- a. **PEDC RESOLUTION 23-007** – Consideration and possible action to approve a second amendment to the Corporation’s Bylaws.

Marilyn Wilkins made a motion to approve, seconded by Emilio Carmona that PEDC Resolution 23-007 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- b. **PEDC RESOLUTION 23-008** – Consideration to approve sponsorship of the Bon Temps Rouler (BTR) Cajun Throwdown Crawfish Cook-off & Music Festival in the amount of \$10,000.00.

Salvador Serrano Jr. made a motion, seconded by Emilio Carmona that PEDC Resolution 23-008 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- c. **PEDC RESOLUTION 23-009** - Consideration to amend PEDC Resolution 22-015, contract with Houston Parks Board for acquisition of Little Vince Bayou Greenway Project in the amount of \$177,460.00, to authorize the change in CIP number from R066 to R086 and reclassification of any related expenditures to date.

Emilio Carmona made a motion, seconded by Marilyn Wilkins that PEDC Resolution 23-009 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- d. **PEDC RESOLUTION 23-010** - Consideration to amend PEDC Resolution 22-016, contract with Clark Condon for Design of Little Vince Bayou Greenway Project in the amount of \$311,700.00 to authorize the change in CIP number from R066 to R086 and reclassification of any related expenditures to date.

Marilyn Wilkins made a motion, seconded by Salvador Serrano, Jr. that PEDC Resolution 23-010 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- e. **PEDC RESOLUTION 23-011** - Consideration to amend PEDC Resolution 21-025, Contract with Millis Development and Construction for pedestrian improvements for the Shaw Ave. Reconstruction project (CIP# S107) by authorizing an appropriation of \$48,316.09 from the North Pasadena Redevelopment (M008) project account.

Emilio Carmona made a motion, seconded by Efren Arjona that PEDC Resolution 23-011 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- f. **PEDC RESOLUTION 23-012** - Consideration to negotiate and execute an agreement with Crosspoint Communications a Division of Mobile Communication America (BuyBoard #604-20) for configuration and implementation of a Private LTE (Wi-Fi) Network (CIP #R095) to cover the Pasadena Municipal Golf Course grounds in the amount of \$246,679.08 from the Quality of Life (R051) project account. Funding subject to City Council approval of FY 23 Budget Amendment #1.

Salvador Serrano, Jr. made a motion, seconded by Efren Arjona that PEDC Resolution 23-012 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- g. **PEDC RESOLUTION 23-013** - Consideration to negotiate and execute a professional services agreement with Entech Civil Engineers for design services for the Pasadena Blvd. Phase I Project (CIP #S077) in the amount not to exceed \$1,100,000.00.

Marilyn Wilkins made a motion, seconded by Emilio Carmona that PEDC Resolution 23-013 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

Agenda Item Eleven: Report by Rick Guerrero, Executive Director

The report was given during the Pre-board meeting.

Agenda Item Twelve: Comments by Board Members

Salvador Serrano Jr. – He thanked everyone for coming and stated he is looking forward to the Cajun Festival and he thinks it's going to bring so many people to Pasadena so they can see how beautiful and wonderful it is. He joked that when he tells people he's from Pasadena they say oh Gilley's, but he feels this event is a great way for people to come to town. He then jokingly asked what took so long and Mr. Guidry responded that COVID was the biggest hurdle that they had. He proceeded to share some additional stories and finalized by thanking everyone for the support. Salvador thanked Mr. Guidry for promoting the local businesses and sharing the wealth with everyone. Mr. Stewart-Virgilio then jumped in to add that on April 28th there will be a ceremonial "pardoning of the crawfish."

Marilyn Wilkins – She stated her comment was a little more selfish because she's really delighted to see the project starting on Pasadena Blvd. She added that it's been talked about for a long time and that it's going to be a tremendous improvement for the North part of Pasadena, so she thanked everyone for making that happen.

Emilio Carmona – He stated that he also wanted to comment on Pasadena Blvd. and mentioned that 18 months isn't a long time. Robin stated that Richey was completed in 18 months. Emilio added that it's going to be the #1 street in Pasadena and it has our name on it. He congratulated the new board and made some comments on the crawfish throwdown stating he's never been to one but that it sounds exciting.

Efren Arjona – Commented that hopefully if everything goes well we can make the crawfish throwdown a tradition in Pasadena. He hopes that they continue to bring events like this to the City. He stated that he's also excited about the Pasadena Blvd. Phase 1 project and added that he knows a lot of people that have been asking when are they going to start so he hopes we can get this done.

Angela West – She stated she's excited about Pasadena Blvd. and the Crawfish event. She added that she's excited about the work that was completed on Shaw because she works at Richey and 225 and during her lunch hour she likes to go walking over there.

Rick Lord – He commented that he's surprised Emilio was not continuing on the board and thanked him for all of his service and his friendship. He added that he's sure they will see each other around and hopes

that Emilio will come visit some time. The board and everyone in attendance then gave Mr. Carmona a round of applause for his service on the board.

Agenda Item Thirteen: Executive Session

****NOTE** 4:03 PM** – At this time, Board President Rick Lord announced that the Board would be “going behind closed doors” for an Executive Session.

- a. Convene in executive session pursuant to Section 551.072 and 551.087, Texas Government Code to deliberate the purchase, exchange, lease or value of real property and to deliberate regarding economic development incentives – Project #2002.

Agenda Item Fourteen: Reconvene into Regular Session

****NOTE** 4:25 PM** – At this time, President Rick Lord reconvened the Regular Board Meeting.

The Board will reconvene into Regular Session, pursuant to the provisions of Chapter 551 of the Texas Government Code, to take any action necessary regarding:

- a. Deliberation regarding real property – Project #2002.
 - There was no deliberation on this item.

Agenda Item Fifteen: Adjournment

Board President, Rick Lord called for a motion to adjourn the March 23, 2023, meeting at 4:26 pm. Emilio Carmona moved, seconded by Salvador Serrano, Jr. MOTION CARRIED UNANIMOUS.