



PASADENA ECONOMIC DEVELOPMENT CORPORATION
Pre-Board Meeting
February 26, 2026, 3:00 p.m.
Minutes

Members Present:

Marilyn Wilkins, Vice President
Salvador Serrano, Jr., Treasurer
Ernesto Paredes, Secretary
Angela West
Efren Arjona
Elaine Domec

Members Absent:

Rick Lord, President

Others Present:

Jeff Moore, Brown & Hofmeister, LLP (via Zoom)
Arturo Marquez, PEDC Director
Karina Tomlinson, PEDC Manager
Julianne Echavarria, PEDC Marketing Manager
Dr. Jo Anne Estrada, Visit Pasadena Manager
Yolanda Vegas de Eaves, Sr. Office Assistant

Call to order:

The Pre-Board meeting for the February 26, 2026, Pasadena Economic Development Corporation was called to order at 3:00 p.m. by Board Vice President, Marilyn Wilkins.

Marilyn Wilkins read through the items on the agenda and proceeded to start the meeting.

Pre-Board adjourned at 3:03pm.

PASADENA ECONOMIC DEVELOPMENT CORPORATION

Board Meeting

February 26, 2026, 3:03 p.m.

Minutes

Agenda Item One: Call to order

The Board meeting on February 26, 2026, for Pasadena Economic Development Corporation was called to order at 3:03 pm by Board Vice President, Marilyn Wilkins.

Agenda Item Two: Invocation

Invocation given by: Angela West, Board Member.

Agenda Item Three: Pledges

Pledges led by: Efren Arjona, Board Member.

Agenda Item Four: Public Comments

No comments made by attendees.

Agenda Item Five: Financial Standing Report by EDC Director

Arturo Marquez, EDC Director, began by stating that this is his first official meeting. This Financial Standing report came up in previous conversations and is related to projects that are no longer in progress, they have been abandoned, or something happened in between. In the package given to the Board, a list of current projects is highlighted in two colors, yellow and green. The staff went over the list of projects to determine which ones are no longer being pursued and which ones can be written of the books. The projects in yellow, (EDCM027, EDCM065, EDCM070, EDCR095, EDSC054, EDSC110, EDCT014, EDCT018) don't need action from the Board and they can be pulled back into our funds. Those highlighted in green (EDCM008, EDSC113, EDCM058, EDSC165) indicate the Board will be taking action later, on the agenda. By removing the ones highlighted in yellow that will free up about \$2.4M to be returned to the fund balance. There is communication with the Public Works department regarding some projects they are looking into, even though these funds are being released, he anticipates the requests for some projects. With action from the Board with the items on the agenda, we will also be able to release additional funds for future consideration. Regarding the Convention Center it has two funds, one with \$584,000.00 that has already been spent, and the bond fund that originally totaled \$50M, of which \$13.1 has been spent, leaving a remaining balance of \$36.8M. This item will be discussed later on the agenda, and he will provide more details about the status of the project and some additional funding options as we continue to pursue the Convention Center. The accounts highlighted in yellow don't require Board action, this is an administrative fix, but he wanted to provide the Board with an update on the funds being removed or return to the books. Item 7. Includes the CIP projects highlighted in green, which will require Board action.

Agenda Item Six: Approval of Minutes from January 22, 2026

Marilyn Wilkins called for a motion to approve the minutes from the meeting held on January 22, 2026. Ernesto Paredes moved to approve the minutes, seconded by Salvador Serrano, Jr. MOTION CARRIED UNANIMOUS.

Agenda Item Seven: Board Actions – Resolutions

- a. **PEDC RESOLUTION 26-002** – Consideration to release \$10,000 from North Pasadena Redevelopment EDCM008-7986 and move to North Pasadena Redevelopment EDCM008-7998.

Ernesto Paredes made a motion, seconded by Elaine Domec that PEDC Resolution 26-002 be passed, approved and adopted.

M. Wilkins asked for clarification on this item. Ana Espinoza, Sr. Budget Analyst, explained this item is related to an old agreement with Stantec Consulting Services, Inc. Typically, the M008 account is used to fund other projects. One line item was created specifically for that contract; now that contract is closed out and there is \$10K remaining. Those funds will be moved to the main project funding.

M. Wilkins asked if anyone had questions. No questions were asked by the Board members.

Marilyn Wilkins asked for ayes, all the board members responded with aye. MOTION CARRIED UNANIMOUS.

- b. **PEDC RESOLUTION 26-003** – Consideration to amend PEDC Resolution 21-035, proposal from A & R Engineering for materials testing on the Shaw Avenue Project to reclassify the expenditures totaling \$12, 124 from EDCS113-790397 to EDCS107-790797 and release the balance of \$5,586 from EDCS113-790397 to EDCS113-7998.

M. Wilkins asked for clarification on this item. A. Espinoza Explained that when Resolution 21-035 was approved they didn't specify the Shaw Avenue CIP project, funds were kept in the project that was funding it, S113, it should be moved to S107 from the beginning. The project is now complete. A total of \$12,124 was spent on testing and now there is a balance of \$5,586 that needs to be returned, that way that expense can be capitalized with the rest of the project.

Salvador Serrano, Jr. made a motion, seconded by Ernesto Paredes that PEDC Resolution 26-003 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- c. **PEDC RESOLUTION 26-004**- Consideration and possible action regarding a Resolution to formally abandon and release the balance of appropriated funding for the following projects and authorize removal of the projects from active status for financial reporting and accounting purposes:

- i. EDCM058 – Campbell Hall Rebuild Project
- ii. EDCS165 – Underpass Lightning

Ernesto Paredes made a motion, seconded by Elaine Domec that PEDC Resolution 26-004 be approved and adopted.

M. Wilkins asked for clarification on these items.

- i. EDCM058 – Campbell Hall Rebuild Project – A. Espinoza explained that for this project the EDC was looking at demolishing the existing structure and rebuilding a new one. However, because it had to be built at a higher elevation, a renovation was considered. Even then, it

would be costly to bring it up to code. At this point there aren't plans for it. We can create a new project, if in the future we want to revisit. M. Wilkins asked for the dollar value. A. Espinoza responded, \$331,990.55.

M. Wilkins asked the Board for ayes, all Board members responded with aye. MOTION CARRIED UNANIMOUS. At this time Ana Espinoza reminded Vice President Wilkins of the Under Pass Lighting Project.

- ii. EDCS165 – Underpass Lightning – This project was going to be under the underpass on HWY225 on the Shaver area. The concern was that since the highway is going to be under construction, it was decided to wait and see what it is going to look like before spending any money. M. Wilkins asked for the dollar value. A. Espinoza responded, \$287,353.43 will be returned.

Agenda Item Eight: Report by Arturo Marquez, Director

Mr. Marquez began his report explaining that Harris County recently passed the tax abatement vote and PEDC staff met with its Economic Development Division to discuss how to maximize their incentives to be utilized here in Pasadena. Staff met with SBDC to begin establishing a partnership to start building a network of resources for entrepreneurs. This included a conversation with LiftFund, a Community Development Financial Institution (CDFI), which provides entrepreneurs, who are not necessarily approved for a loan by a regular bank, with additional funding sources. LiftFund does not have representation here in Pasadena and the PEDC has office space available. Mr. Marquez spoke with James Holt, Chief of Staff, about the potential to having them utilize the EDC's office, maybe once or twice a week to allow people in Pasadena, who are interested in these loans, to have a place to visit instead of traveling further. PEDC staff attended round tables scattered throughout the region. More specifically the PEDC started what is the recruitment efforts of retail and business prospects into Pasadena. In February, staff members attended the ICSC Red River Conference, which is a conference dedicated to retailers that are looking for expansion and their next site. He will be discussing, during Executive Session, the pursue of grant funding for the Convention Center. We communicated with the Economic Development Administration (EDA) about the possibility of submitting a grant application. With these grants we typically would like to have representation at the federal level, because it is ultimately the federal government who determines where the funds get allocated. Staff will be attending the inaugural trip to Washington DC in partnership with the Pasadena Chamber of Commerce. There are scheduled stops dedicated to advocacy, before submitting an application, to provide the PEDC with a higher chance of receiving the grant. Visit Pasadena – We are making a higher effort to promote Pasadena visually and digitally. We attended different events, the Strawberry Festival launch party, the Safety Council Tail Gate, the grand opening of the new Fire Station, which we are showing through our social media. The PEDC hosted the third Cafecito & Network with an attendance of about thirty guests. PEDC staff is very committed to pursue continuing education; we are considered an accredited Economic Development Corporation, and part of that reaccreditation is showing that staff participates in continuing education. Most recently Dr. Estrada, Visit Pasadena Manager, participated in the Basic Economic Development class which goes towards her Texas Economic Development Certification. The PEDC is working on preparations for the World Cup, and Mr. Marquez thanked the Mayor and everyone who helped to develop the final design for the soccer ball. Mr. Marquez asked Julianne Echavarria, Marketing Manager, to elaborate on the plans for the soccer ball. She explained that the sketch for the design is currently being painted and manufactured. This item was approved by the Board last year. This is an activation the Houston World Cup organization is doing. The soccer balls will be at the Galleria starting in March through May, showcasing everyone who is participating and their brands. Pasadena will be showcased as well, to attract international visitors to come and spend their dollars here. Mr. Marquez reiterated the efforts being made to ramp up advertisement for Pasadena. The first effort was through the Red River conference in San Antonio back in February, and there is an additional ICSC

conference coming up in May, in Las Vegas. This is the largest conference for retail developers, with over thirty thousand people in attendance. It will give the PEDC the opportunity to showcase what Pasadena has to offer; we are working on identifying vacant locations and vacant lots. Since the PEDC is funded through sales tax, it is necessary to increase those sales. Pasadena's buildings' vacancy rate is 6.9%, and those are the ones we want to target, in addition to anything that will come up for vacancy we want to be ahead of that. This also will give us the opportunity to receive feedback from the Board and what business they want to see here in Pasadena. The PEDC held conversations with the administration at the City level. We want to begin to get feedback from the public as far as what types of businesses they would like us to focus on. We can go out there and recruit businesses, but it is a lot easier if we recruit the businesses the public wants to see. Due to the trip to Washington DC the staff is proposing to reschedule the Thursday, March 26 meeting to Thursday, April 2 at its regular time. Everyone was in agreement. Mr. Marquez asked the Board to let the staff know if there is anything in particular, they would like the staff to concentrate on. *M. Wilkins asked if there is an increase in abandoned and dilapidated buildings or is it her imagination.* A. Marquez responded that this is one item the PEDC can assist with, and we learned today that we can get notifications when the system realizes there is a vacant building. When we talk to businesses, specifically retail, some of them have very specific requirements. So, if a building becomes vacant, we as professionals provide information as to what businesses can take over. He used Walgreens as business retail sample for their locations, size, marketing, and needs, as how to communicate with retailers when they are seeking a new building. A. Marquez reiterated the importance of strong relationships with retailers, to ensure the PEDC can offer the most suitable location for their needs. *M. Wilkins asked for the procedure to have a vacant building be raised, is that a city determination?* Jeff Moore, PEDC attorney, noted that the Local Government Code contains a substandard structure and proceeded to explain the legal process to the Board. For the last item, Mr. Marquez wanted to highlight that in partnership with the chamber, the Small Business Summit will be hosted on June 25th. He asked the Board to spread the word about this event. This event highlights the available resources for entrepreneurs to start a business here in the community. It is a statewide effort from the Office of Economic Development, partners from all over the region will be present as well. As we get closer to the date, there will be further advertising.

Agenda Item Nine: Comments by Board Members.

Efren Arjona – He gave his congratulations to the Mayor for the State of the City event, it was very well prepared, and it was fun.

Ernesto Paredes – He thanked the Mayor for his presentation, at the State of the City. He wanted to salute him, but everyone wanted to salute him, as well. Mr. Paredes enjoyed seeing the Mayor's family present. It showed that Pasadena is family oriented. He welcomed the new Director, Arturo Marquez, and added that he can see the momentum and the direction we are moving in.

Angela West – She is excited about the retail and the restaurants. She is always looking for a new place to shop and eat. Also, she wanted to give a shout out to the Mayor's Action Line. She has them on speed dial and they probably recognize her name. When she called, last week, they returned her call within three days with an answer to her problem. They let her know that she had to call another department and they gave her the contact number and information.

Salvador Serrano, Jr. – He complimented the State of the City event and enjoyed the presence of partners from other cities and the office of Harris County. He thanked the EDC staff for everything they do; the Board meets once a month, but the staff works all the time. He thanked the city employees as well.

Elaine Domec – She really enjoyed the luncheon the previous Thursday. Everything was great. She wanted to welcome the new Director and wishes him the best in his new endeavor.

Marilyn Wilkins - She really enjoyed the event as well. She was extra pleased with the amount of energy in the room. She believes the people are forward-thinking and forward-looking about the direction the city is going. She concluded, thanking everyone again.

Agenda Item Ten: Executive Session

****NOTE** 3:39 PM** - At this time, Board Vice President Marilyn Wilkins announced that the Board would be “going behind closed doors” for an Executive Session.

- a. Convene in executive session pursuant to the provisions of Chapter 551 of the Texas Government Code in accordance with the authority contained in Section 551.071, regarding pending or contemplated litigation concerning the Design-Build agreement with Way-Tech, Inc., a Texas corporation.

Agenda Item Eleven: Reconvene into Regular Session

****NOTE* 4:27 PM** - At this time, Board Vice President Marilyn Wilkins 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 the Executive Session:

- a. Deliberation regarding pending or contemplated litigation concerning the Design-Build agreement with Way-Tech, Inc., a Texas corporation.
 - **PEDC RESOLUTION 26-005** – Salvador Serrano made a motion to approve Porter Hedges, LLC. as legal counsel for any Way-Tech, Inc., litigation subject to any Texas Municipal League Risk Pool representation and authorize Director to execute any engagement letter with said firm, seconded by Angela West. MOTION CARRIED UNANIMOUS.

Agenda Item Twelve: Adjournment

Board Vice President, Marilyn Wilkins called for a motion to adjourn the February 26, 2026, meeting at 4:30pm. Ernesto Paredes moved, seconded by Elaine Domec. MOTION CARRIED UNANIMOUS.