



PASADENA ECONOMIC DEVELOPMENT CORPORATION  
Pre-Board Meeting  
September 22, 2022, 3:00 p.m.  
Minutes

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**Members present:**

Rick Lord, Vice President  
Marilyn Wilkins, Treasurer  
Salvador Serrano, Jr., Secretary  
Steve Phelps  
Emilio Carmona  
Ernesto Paredes

**Members Absent:**

**Others Present:**

Jeff Moore, Brown & Hofmeister, LLP  
Carlos Guzman, Pasadena EDC Executive Director  
Sheena Salvino, PEDC Redevelopment Manager  
Julianne Echavarria, PEDC Marketing Manager  
Karina Tomlinson, PEDC Sr. Office Assistant

**Call to order:**

The Pre-Board meeting for the September 22, 2022 Pasadena Economic Development Corporation was called to order at 3:00 p.m. by Board Vice President, Rick Lord.

He began by reading through the items on the Agenda.

**Agenda Item Five: Approval of Minutes from August 25, 2022.**

Emilio Carmona pointed out that on Agenda Item 12, page 6 of the minutes there was a mistake. Steve Cote, Board President was listed as convening the regular meeting and he was absent from that day's meeting. He requested a correction to the minutes to state that Rick Lord, Board VP was the one to reconvene the meeting.

**Agenda Item Eight: Report by Executive Director**

At this time Carlos Guzman began by stating that he has submitted his resignation to the City of Pasadena and will be departing from the EDC in the very near future. He thanked the Board for all of their support during the past 5 years.

Rick Lord finished reading through the Agenda and asked if there were any questions. Steve Phelps asked Robin Green to talk a little bit about the Brooks Concrete contract. Robin stated that the bid was \$300k low and he added that Jess Brooks has won every sidewalk contract in the last 20 years. He also stated that he's a really good contractor and that most people have given up bidding because they are that good. Rick Lord asked if they monitor the quality of work that they do, to which Robin responded that they do.

Rick Lord asked if anyone else had any additional questions or comments. At this time Julie St. Jean, City Controller asked if she could make a comment on Item 7c – agreement with Freese and Nichols, Inc. She stated that there was a prior contract for \$25k. Rick Lord stated that we would take Public Comments during the Board Meeting and asked Ms. St. Jean if she could please sign in and her comments would be heard at that time.

Pre-board meeting adjourned at 3:08 pm.

**PASADENA ECONOMIC DEVELOPMENT CORPORATION**  
**Board Meeting**  
**September 22, 2022, 3:08 p.m.**  
**Minutes**

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**Agenda Item One: Call to order**

The Board meeting on September 22, 2022 for Pasadena Economic Development Corporation was called to order at 3:08 pm by Board Vice President, Rick Lord.

**Agenda Item Two: Invocation**

Invocation given by Marilyn Wilkins, Board Treasurer.

**Agenda Item Three: Pledges**

Pledges led by Ernesto Paredes, Board Member.

**Agenda Item Four: Public Comments**

- Julie St. Jean asked if it was the correct time to add her comments to which Rick Lord responded that he will take her comments, but didn't feel that it should be considered a public comment and wants to take it at the time the item is brought up for action. At this time Carlos provided a brief summary of what she was referring to. TxDOT came to him at the last minute and it was too late to put the item on the August agenda so to get it going they made a small contract of \$25k. He wanted to make sure the City didn't miss the opportunity to have Freese and Nichols start the design and to be able to get the funds from TxDOT. We had not been charged anything yet, so now that we had sufficient time to get the whole contract he checked with the EDC attorney Jeff Moore and we cancelled the original contract. The goal was always to do the contract for \$81k. He was going to get the ball rolling with the first portion at \$25k and then take the difference to the Board for consideration. Since they never charged us any money, Jeff reviewed the codes and let him know he could cancel the first agreement and bring the full amount as 1 agreement to get Board approval. He felt that might be what was causing the confusion on this item. Julie St. Jean then added that she had asked for a legal opinion prior to the meeting, because she was concerned that there was a contract for \$25k that was going to be cancelled and that the Board needed to approve the cancellation so that the contract on the Agenda for \$81k could be approved. She added that if board approval of the cancellation was not needed that she's fine with it, she just wanted his opinion on that in a quick e-mail. She apologized for the confusion she may be causing and added that she had asked for this beforehand. Jeff Moore asked if the concern was for auditing purposes to which her response was yes. Jeff added that within the materials on the item we will note that it's cancelling the \$25k contract and that in essence we have this \$81k contract which will require board approval. This will also be reflected in the minutes. Rick Lord added if it is acceptable to reflect that there is a cancelled prior contract in the amount of \$25k to which Jeff responded that it is acceptable. Karina also added that there was a letter drafted and signed by Carlos addressed to Freese and Nichols requesting to terminate the agreement with FNI number PEN22620. Julie added that she did receive a copy of the letter, but still would have liked the legal opinion from Jeff Moore.
- No additional comments were made by those in attendance.

**Agenda Item Five: Approval of Minutes from August 25, 2022**

Rick Lord called for a motion to approve the minutes from the meeting held on August 25, 2022. Emilio Carmona moved to approve the minutes as amended, seconded by Marilyn Wilkins. MOTION CARRIED UNANIMOUS.

### **Agenda Item Six: Public Hearing**

*Public Hearing Opened at 3:22 pm*

- a. Consideration to authorize Staff to take all appropriate action on a Business Enhancement Program application filed by Suvida Healthcare Clinics, at 320 Southmore Ave. Ste. 328, for installation of canopies and awning in the amount of \$20,000.00.
- b. Consideration to authorize Staff to negotiate and execute an agreement with Freese and Nichols, Inc. to perform landscape architectural design services for a TxDOT reforestation and beautification project along SH 225 in the amount not to exceed \$81,000.00
- c. Consideration to authorize Staff to negotiate and execute a contract with Brooks Concrete, Inc. to complete the Holly Bay Park Improvements (CIP# R091) in the amount of \$477,594.00 with a 4% contingency of \$19,103.76 for a total appropriation of \$496,697.76 from the Quality of Life (R051) project account.

*Public Hearing closed at 3:24 pm. No comments made by attendees.*

### **Agenda Item Seven: Board Actions - Resolutions**

- a. **PEDC RESOLUTION 22-025** – Consideration to authorize Staff to take all appropriate action on a Business Enhancement Program application filed by Suvida Healthcare Clinics, at 320 Southmore Ave. Ste. 328, for installation of canopies and awning in the amount of \$20,000.00.

Emilio Carmona made a motion to approve, seconded by Salvador Serrano, Jr. that PEDC Resolution 22-025 be passed, approved and adopted. Marilyn Wilkins abstained from vote.  
MOTION CARRIED

- b. **PEDC RESOLUTION 22-026** – Consideration to authorize Staff to negotiate and execute amendment #3 to a contract with Houston Parks Board (PEDC 21-030, 22-008, 22-015), to allow the Pasadena Economic Development Corporation to acquire and dispose of property in furtherance of the Vince and Little Vince Bayou Greenway Trails.

Ernesto Paredes made a motion, seconded by Emilio Carmona that PEDC Resolution 22-026 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- c. **PEDC RESOLUTION 22-027** – Consideration to authorize Staff to negotiate and execute an agreement with Freese and Nichols, Inc. to perform landscape architectural design services for a TxDOT reforestation and beautification project along SH 225 in the amount not to exceed \$81,000.00.

- *Rick Lord took comment provided earlier in the meeting by Julie St. Jean, City Controller to reflect that prior to this contract there was a \$25,000 contract (FNI number PEN22620) with Freese and Nichols that was executed under Executive Director privilege and subsequently cancelled via written letter on September 15, 2022 as there were no funds dispersed. The only obligation regarding this item is the contract on the agenda in the amount not to exceed \$81,000.*

Marilyn Wilkins made a motion, seconded by Emilio Carmona that PEDC Resolution 22-027 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- d. **PEDC RESOLUTION 22-028** - Consideration to authorize Staff to negotiate and execute a contract with Brooks Concrete, Inc. to complete the Holly Bay Park Improvements (CIP# R091) in the amount of \$477,594.00 with a 4% contingency of \$19,103.76 for a total appropriation of \$496,697.76 from the Quality of Life (R051) project account.

Ernesto Paredes made a motion, seconded by Steve Phelps that PEDC Resolution 22-028 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

#### **Agenda Item Eight: Report by Carlos Guzman, Executive Director**

Carlos took the time to thank the Board again for the past 5 years. He thanked current and past Staff for all of their hard work and efforts to get the EDC accredited. He said that distinction speaks to how the Board and Staff work together to make it an organization that follows Best Practices. He hopes to see everyone before he leaves and thanked everyone for everything.

#### **Agenda Item Nine: Comments by Board Members**

Rick Lord – Stated that it's been a pleasure to work with Carlos and told him he really turned the whole thing around and thinks him, Sheena and Staff have done an impeccable job. He thanks him and his Staff for everything they have done.

Salvador Serrano, Jr. – He thanked Carlos for the time he spent with him when he had a question on the Agenda. He took the time to explain everything to him. He thinks we've done a great job at the EDC and looks forward to continuing the growth.

Marilyn Wilkins – She echoed Salvador's sentiment and added that his shoes to fill are enormous as are Sheena's and the other people in the EDC who work together so strongly to make the progress that's being made. She added that she will be extremely interested and focused on the evaluation and hiring process and the qualifications for any replacement that attempts to sit in Carlos's chair. She added we have our work cut out for us, and thanked Carlos so much and wished him the absolute best in his new endeavors.

Emilio Carmona – Thanked Carlos and wished him the best in everything he does. He knows he'll do a good job no matter where he goes.

Ernesto Paredes – Thanked Carlos for coming to help Pasadena get the momentum when they needed it. He thanked him for educating the Board and leading Staff because it makes a big difference in this community. He hates to see him leave, but life goes on.

Steve Phelps – He stated that one of the things about sitting on a Board like this is you get a chance to know people and people around this Board, and him and Sheena. He thanked him for a great job. He added that nobody can hold him back from taking a promotion, wished him well in that endeavor and that he knows they're getting a good one.

#### **Agenda Item Ten: Executive Session**

**\*\*NOTE\*\* 3:31 PM** – At this time, Board VP Rick Lord announced that the Board would be "going behind closed doors" for an Executive Session.

- a. Convene in executive session pursuant to Section 551.087, Texas Government Code to deliberate regarding economic development negotiations for Business Attraction/Retention Projects.
- b. 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.
- c. Convene in executive session pursuant to Section 551.087, Texas Government Code to deliberate regarding economic development incentives – Project #2202.

- d. Convene in executive session pursuant to Section 551.074, Texas Government Code to deliberate the appointment, employment, evaluation, reassignment, or duties – discussion of economic development staff.

**Agenda Item Eleven: Reconvene into Regular Session**

**\*\*NOTE\*\* 4:40 PM** – At this time, Vice 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 economic development negotiations for Business Attraction/Retention Projects.
- b. Deliberation regarding real property – Project #2002.
- c. Deliberation regarding economic development initiatives – Project #2202.
- d. Deliberation regarding the appointment, employment, evaluation, reassignment, or duties – discussion of economic development staff.

***\*\*Rick Lord stated there is no deliberation on any of the items listed.***

**Agenda Item Twelve: Adjournment**

Board Vice President, Rick Lord called for a motion to adjourn the September 22, 2022 meeting at 4:42 pm. Ernesto Paredes moved, seconded by Steve Phelps. MOTION CARRIED UNANIMOUS.