



PASADENA ECONOMIC DEVELOPMENT CORPORATION
Pre-Board Meeting
Conducted in the Pre-Council Conference Room at City Hall
April 11, 2019, 2:00 p.m.
Minutes

Members present:

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

Members Absent:

Others Present:

Jeff Moore, Brown & Hofmeister, LLP (via conference call)
Carlos Guzman, Pasadena EDC Executive Director
Rick Guerrero, Pasadena EDC Manager
Suzette McDowell, Pasadena EDC Marketing Manager
Robin Green, Public Works Director
Sheena Salvino, EDC Redevelopment Manager
Karina Tomlinson, PEDC Assistant Secretary

Call to Order

The Pre-Board meeting for the April 11, 2019 Pasadena Second Century Corporation d/b/a Pasadena Economic Development Corporation was called to order at 2:00 p.m. by President, Steve Cote.

(7) Approval of Minutes

- Steve Phelps pointed out a minor correction to a comment he made noted on Page 3 of the February minutes under the Update given by Robin Green. The minutes state Steve Phelps commented on previous improvements to Bearle and Grant streets and what he said was actually Earl street.

(11) Board Action – Resolutions

- a) Consideration to approve the acceptance of funds from CenterPoint Energy not to exceed the annual amount of \$12,000.00.
 - No comments/discussion.

- b) Consideration to authorize Staff to reimburse eligible legal expenses related to the Harris County Grand Jury Investigation and Indictments in an amount not to exceed \$300,000.00.
- *Steve indicated that this item will have 2 motions. One for former board members and another for current board members.*
 - *Steve added that he will be reading the names of the former board members for clarity during the motion. Those names are: Roy Mease, Brand Hance, Jackie Welch and James "Jimmy" Harris. Everyone will be able to vote on that.*
 - *Motion 2 will be to reimburse current board members and Steve pointed out that Ernesto and Emilio will abstain from vote the 2nd motion.*
 - *The funds were previously budgeted. Steve Phelps asked if there is anything that needs to be done in regards to the insurance to make sure that base has been covered. Steve Cote stated he didn't think it would be paying more than \$10,000 and suggested the Corporation might look into another insurance policy that is more broader. Carlos indicated that Staff has reached out to the insurance company for a claim.*
- c) Consideration to approve and adopt the Business Enhancement Program Guidelines, Application and Grant Agreement for release and circulation.
- Carlos pointed out that this item was discussed at the last meeting and this is just the adoption of the program.
- d) Consideration to authorize Staff to approve and award a contract for the demolition of the High Rise Building at 1001 Southmore Avenue (CIP# M039) to D.H. Griffin of Texas, Inc., lowest responsible bidder, in the amount of \$748,000.00, with a contingency of \$74,800.00 for a total appropriation of \$822,800.00.
- ITEM WILL BE DEFERRED
- e) Consideration to authorize Staff to negotiate and execute an agreement for professional and consulting services with Loflin Environmental Services, Inc. for the High Rise Building at 1001 Southmore Avenue (CIP# M039) in the amount of \$22,250.00.
- ITEM WILL BE DEFERRED
- f) Consideration to authorize Staff to negotiate and execute an agreement with ERC Environmental and Construction Services, Inc. to provide project management services for demolition of the High Rise Building at 1001 Southmore Avenue (CIP# M039) in the amount of \$48,000.00.
- ITEM WILL BE DEFERRED
- g) Consideration to authorize Staff to negotiate and approve a design agreement with Gerry DeCamp, P.E., PTOE, for the Traffic Mobility Improvements Phase II Project (CIP# T014) in the amount of \$218,842.00.
- Robin stated that he has been a consultant for the City for the past couple of years and is one of the local expert on traffic signals.

Pre-Board Meeting Adjourned at 2:06 pm.

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Board Meeting
Conducted in the Pre-Council Conference Room at City Hall
April 11, 2019, 2:06 p.m.
Minutes

Agenda Item One: Call to order, roll call.

The Board meeting on April 11, 2019 for Pasadena Economic Development Corporation was called to order at 2:06 pm by President, Steve Cote.

At this time Board President Steve Cote asked for a moment of silence in memory of former Board Treasurer Randy Drake.

Agenda Item Two: Invocation.

Invocation given by Steve Cote, Board President.

Agenda Item Three: Pledge of Allegiance.

Pledges led by Salvador Serrano, Jr., Board Member.

Agenda Item Four: Acceptance of the sworn statement.

Read by the Honorable Lester Rorick and signed by all Board members. A personal information privacy election form was also signed and dated by all Board members.

Agenda Item Five: Administration of Oath of Offices

Administered by the Honorable Lester Rorick to all Board members.

Agenda Item Six: Election of Officers and Designation of Signatories.

Steve Phelps made a motion to keep all current Officers:

Steve Cote - President/signatory of checks;

Rick Lord – Vice President/signatory of checks;

Emilio Carmona – Secretary/signatory of checks;

and nominated Marilyn Wilkins as Treasurer/signatory of checks, seconded by Ernesto Paredes.

Steve Cote nominated Karina Tomlinson to be the Assistant Secretary, seconded by Rick Lord.

MOTION CARRIED UNANIMOUS.

Agenda Item Seven: Approval of Minutes

Chairman, Steve Cote called for a motion to approve the minutes from the meeting held on February 28, 2019. Rick Lord moved to approve the minutes with a revision, seconded by Marilyn Wilkins, MOTION CARRIED UNANIMOUS.

Agenda Item Eight: Public Comments

No public comments were given by those in attendance.

Agenda Item Nine: Project Status Update from Robin Green, Director of Public Works

Utility Development – still working on Preston and Red Bluff, about 90% done.

Gateway Sign – An anti graffiti coating was placed over it.

Joe V's - traffic mast arms installed and waiting on lines to be transferred to new poles.

Temporary poles need to be removed so wheelchair ramps can be installed.

High-rise building – items have been deferred.

Pasadena Blvd – met with Harris County and they are going to give us an updated schedule.

Richey Street - about 50% complete. All utilities are in, the hard part has been done. Some board members mentioned that that work was fast.

Shaw Street – approved on second reading at the Council Meeting the previous Monday.

Traffic Mobility – Signal poles placed on order.

Fairmont Parkway – Done and cleaning up.

Steve Phelps asked what's going on at the Gilley's. Robin stated that to his understanding he is planning to re-plat that property and he believes from what he has heard that he plans to sell off everything from the house back to the road.

Ernesto Paredes asked if there will be a dedication for the Gateway. There was some jokes about the time it took to finalize the project and building additional gateways that would be taller and bigger.

Agenda Item Ten: Report by Carlos Guzman, Executive Director.

Updates:

IMPACT Pasadena - Carlos introduced Cristina Womack who provided a brief update on IMPACT Pasadena. Some highlights included their visit to Austin, TX for the Legislative Conference.

Next month they will be observing local government at a City Council meeting along with meeting with a panel talking about statistics from a crime and safety standpoint. She extended an invitation for Board Members to join them for a tour aboard the Sam Houston at the Battleground.

Steve Cote commented that he's heard a lot of great things about IMPACT Pasadena and that it looks like a really good group.

Community Branding – Suzette has been working with DCI who will be in town the following week for input from the community.

Crystal Lagoon – Council executed the MOU and there are plans on doing a charrette in mid May. We expect more updates during the summer.

Some announcements:

Name change became official on March 4th of this year.

The mall will be hosting an event on May 12th to celebrate Cinco de Mayo. They expect to have up to 30k visitors throughout the day.

Annual Report – almost there, only need one more picture. They will be going out soon.

Agenda Item Eleven: Board Action – Resolutions.

- a. **PEDC RESOLUTION 19-011** – Consideration to approve the acceptance of funds from CenterPoint Energy not to exceed the annual amount of \$12,000.00.

Emilio Carmona made a motion to authorize Staff to accept funds from CenterPoint Energy, seconded by Rick Lord that PEDC Resolution 19-011 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- b. **PEDC RESOLUTION 19-012** – Consideration to authorize Staff to reimburse eligible legal expenses related to the Harris County Grand Jury Investigation and Indictments in an amount not to exceed \$300,000.00.

Motion 1: Ernesto Paredes made a motion to authorize Staff to reimburse eligible legal expenses related to the Harris County Grand Jury investigation and indictment incurred by former Board members Roy Mease, Brad Hance, Jackie Welch and James “Jimmy” Harris, seconded by Rick Lord that motion 1 of PEDC Resolution 19-012 be passed, approved and adopted. ALL MEMBERS VOTED IN FAVOR. MOTION CARRIED UNANIMOUS.

Motion 2: Steve Phelps made a motion to authorize Staff to reimburse eligible legal expenses related to the Harris County Grand Jury investigation and indictment incurred by current Board members Emilio Carmona and Ernesto Paredes, seconded by Marilyn Wilkins that motion 2 of PEDC Resolution 19-012 be passed, approved and adopted. REMAINING BOARD MEMBERS VOTED IN FAVOR. EMILIO CARMONA AND ERNESTO PAREDES ABSTAINED FROM VOTE ON MOTION 2. MOTION CARRIED.

- c. **PEDC RESOLUTION 19-013** – Consideration to approve and adopt the Business Enhancement Program Guidelines, Application and Grant Agreement for release and circulation.
- Steve Phelps commented that this is an exciting program and wants to applaud whoever came up with the idea.

Rick Lord made a motion to approve and adopt the Business Enhancement Program Guidelines, Application and Grant Agreement, seconded by Emilio Carmona that PEDC Resolution 19-013 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- d. **ITEM DEFERRED** – Consideration to authorize Staff to approve and award a contract for the demolition of the High Rise Building at 1001 Southmore Avenue (CIP# M039) to D.H. Griffin of Texas, Inc., lowest responsible bidder, in the amount of \$748,000.00, with a contingency of \$74,800.00 for a total appropriation of \$822,800.00.
- e. **ITEM DEFERRED** - Consideration to authorize Staff to negotiate and execute an agreement with ERC Environmental and Construction Services, Inc. to provide project management services for demolition of the High Rise Building at 1001 Southmore Avenue (CIP# M039) in the amount of \$48,000.00
- f. **ITEM DEFERRED** - Consideration to authorize Staff to negotiate and execute an agreement with ERC Environmental and Construction Services, Inc. to provide project management services for demolition of the High Rise Building at 1001 Southmore Avenue (CIP# M039) in the amount of \$48,000.00.

- g. **PEDC RESOLUTION 19-014** - Consideration to authorize Staff to negotiate and approve a design agreement with Gerry DeCamp, P.E., PTOE, for the Traffic Mobility Improvements Phase II Project (CIP# T014) in the amount of \$218,842.00.
- Marilyn Wilkins asked where specifically the improvements are to which the response was citywide at major thoroughfares.
- Rick Lord made a motion to authorize Staff to negotiate and approve a design agreement with Gerry DeCamp, P.E., PTOE, seconded by Steve Phelps that PEDC Resolution 19-014 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

Agenda Item Twelve: Comments by Board Members.

Rick Lord – Stated it was fun to see Cristina and the IMPACT Pasadena group in Austin and that it's an impressive program

Salvador Serrano, Jr. – As a participant of IMPACT Pasadena it's amazing how much the City does for the citizen's of Pasadena. His mom called while he was in Austin during the refinery leaks and stated that if he had known by then what he saw that day at the Emergency Management Department he would have told her to go back to bed. He added that there is an amazing talent in the program and encouraged anyone to enroll and go through the program as well.

Marilyn Wilkins – No comments initially, but then welcomed new Board Member Salvador.

Emilio Carmona – Welcomed Board Member Salvador and is looking forward to working with him.

Emilio Paredes – Also welcomed Salvador and stated it's a good group. Added that he wanted to thank the group and the City for the support they gave him and Emilio and the other Board Members. It was not a comfortable position to be in and he hopes that it doesn't happen again to anybody.

Steve Phelps – Welcomed Salvador as well and wanted to say that Randy will be missed. The Drake family has been pillars for years and years and we're grateful to have them in our area.

Steve Cote – He seconded Steve's comments and added that Randy has been around for a long time and economic development has been his passion. He has been involved with Economic Alliance Houston Port Region, Chamber of Commerce, BAHEP, 2 runnings for EDC and it's bittersweet. He said it's good to have Salvador, but Randy will definitely be missed. He's glad to see the gateway go up and really wants to see more of those go around the city to identify different areas. He stated that on May 2nd the Chamber has an industrial golf tournament and invited members to sign up. Lastly, he welcomed Salvador on board.

Agenda Item Thirteen: Executive Session

****NOTE**2:37 PM** – At this time, President Steve Cote 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.
 - Marilyn Wilkins and Steve Cote did not participate in discussion and left the room.
- b. Convene in executive session pursuant to Section 551.072, Texas Government Code to deliberate the purchase, exchange, lease or value of real property – Project #1901.

- Marilyn Wilkins and Steve Cote did not participate in discussion and left the room.
- c. Convene in executive session pursuant to Section 551.072, Texas Government Code to deliberate the purchase, exchange, lease or value of real property – Project #1902.

****NOTE**3:20 PM** – At this time, Vice President Rick Lord announced that the Board “has concluded its Executive Session.”

Agenda Item Fourteen: Reconvene into Regular Session

****NOTE**3:21 PM** – At this time, President Steve Cote reconvened the 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 economic development negotiations for Business Attraction/Retention Projects – Project #1901.
- c. Deliberation regarding real property – Project #1902

Agenda Item Fifteen: Adjournment.

President, Steve Cote called for a motion to adjourn the April 11, 2019 meeting at 3:21 pm. Marilyn Wilkins moved, seconded by Ernesto Paredes. MOTION CARRIED UNANIMOUS.