



PASADENA ECONOMIC DEVELOPMENT CORPORATION

Pre-Board Meeting

September 23, 2021, 3:00 p.m.

Minutes

Members present:

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

Members Absent:

Others Present:

Jeff Moore, Brown & Hofmeister, LLP
Carlos Guzman, Pasadena EDC Executive Director
Suzette McDowell, Pasadena EDC Marketing Manager
Sheena Salvino, Pasadena EDC Redevelopment Manager

Call to order:

The Pre-Board meeting for the September 23, 2021 Pasadena Economic Development Corporation was called to order at 3:00 p.m. by Board President, Steve Cote.

Agenda Item Six: Public Hearing

Steve read through the items.

Item b - Business Enhancement Program submission Carlos showed the Board a quick slide. The application for J. Morales scored 100/100 and is dependent on him getting his C.O., which he is very close to. Salvador Serrano, Jr. mentioned that he appreciated the history provided on the documents submitted.

Item c – AECOM: Richey St. Phase II. Carlos added that this item is part of the implementation of the Livable Centers Study. This is the firm that did the actual study and they were selected to do the project management portion. The construction project has been advertised for bids and we expect to award the contract in November. Again, the businesses on Richey have asked that construction begin after the holidays. Steve Phelps asked if Staff determined the fee to be fair and reasonable to which Carlos responded yes.

Item d – A & R Engineering and Testing. Carlos stated that this is the next phase of the Shaw project. Sheena consulted with the City's Public Works group and they recommended this firm for a reasonable cost to test the concrete for the Shaw Avenue pedestrian improvements.

Item e – Amend Johnson Fence & Masonry agreement. Carlos stated that initially the surveyor gave a measurement that was shorter than the actual measurement of a reinforcement. A contingency was not added to the original agreement which is what we're looking for with this item in hopes that the additional cost will be within the contingency so that we do not have to come back to the board and the project be delayed more.

Item f – TRAF-TEX for Traffic Mobility (T018). This is the project that had been previously bid out and there was a question on the amounts. At the recommendation of the EDC attorney, Jeff Moore we decided to re-bid the project. Robin Green added that the simplest thing was to re-bid and he added that half of the project was designed by Zafar Iqbal who saved approximately \$100k. Steve Phelps asked a follow up question to item e of why the contingency was not added to the contract. Carlos responded that it was overlooked and mentioned that the Shaw Ave. contract with Millis Development will more than likely be brought to the Board for a 10% contingency as well. Carlos added that this would be the standard going forward for these types of contracts. Emilio asked if the contingency is only in case the additional money is needed and if its not we keep it. Carlos responded that yes, for the contract with Johnson Fence & Masonry it is needed because there is a change order request. For the Shaw Ave. project he stated he'd like to go ahead and add the contingency so that if in December there is additional money needed he does not have to call a special meeting and delay the project any further.

Pre-board meeting adjourned at 3:10 pm.

PASADENA ECONOMIC DEVELOPMENT CORPORATION
Board Meeting
September 23, 2021, 3:10 p.m.
Minutes

Agenda Item One: Call to order

The Board meeting on September 23, 2021 for Pasadena Economic Development Corporation was called to order at 3:10 pm by Board President, Steve Cote.

At this time Steve Cote asked Marilyn to do the Invocation and for Salvador to do Pledges.

Agenda Item Two: Invocation

Invocation given by Marilyn Wilkins, Board Treasurer

Agenda Item Three: Pledges

Pledges led by Salvador Serrano, Jr.

Agenda Item Four: Public Comments

No public comments made by attendees.

Agenda Item Five: Approval of Minutes

Steve Cote called for a motion to approve the minutes from the meeting held on August 26, 2021.

Ernesto Paredes moved to approve the minutes seconded by Salvador Serrano, Jr., MOTION CARRIED UNANIMOUS.

Agenda Item Six: Public Hearing

Public Hearing Opened at 3:12pm

- a. Consideration to authorize Staff to negotiate and execute an Economic Development Service Agreement with Bay Area Houston Economic Partnership (BAHEP) in the amount of \$35,000.00.
- b. Consideration to authorize Staff to take all appropriate action on a Business Enhancement Program application filed by J Morales, Inc. at location 102 Munger St., Pasadena, TX 77506 for exterior limestone restoration and historic rehab of the exterior windows and doors in the amount of \$20,000.00.
- c. Consideration to authorize Staff to negotiate and execute an agreement with AECOM to provide Bid Support and Construction Management for the Richey Street Phase II Project (CIP# S110) in the amount of \$83,300.00 from the North Pasadena Redevelopment Account (M008).
- d. Consideration to authorize Staff to negotiate and execute a proposal with A & R Engineering and Testing, Inc. for materials testing for the Shaw Ave. Reconstruction Project (CIP# S107) in the amount of \$17,710.00 from the Corridor Development Project Account (S113).
- e. Consideration to amend PEDC Resolution No. 21-015, Agreement with Johnson Fence and Masonry, LLC for construction of a gateway monument sign at SH 225 and Richey St. (CIP# S144) by authorizing the appropriation of a 10% contingency in the amount of \$38,732.00 from the Corridor Development Project Account (S113).

- f. Consideration to authorize Staff to negotiate and execute an Agreement with TRAF-TEX, Inc. for Traffic Mobility Improvements Phase II Project (CIP# T018) in the amount of \$1,629,305.18 and an 11% contingency of \$179,223.57 for a total appropriation of \$1,808,528.75.

Public Hearing closed at 3:16pm. No comments made by attendees.

Agenda Item Seven: Board Actions - Resolutions

- a. **PEDC RESOLUTION 21-032** – Consideration to authorize Staff to negotiate and execute an Economic Development Service Agreement with Bay Area Houston Economic Partnership (BAHEP) in the amount of \$35,000.00.

Ernesto Paredes made a motion to approve, seconded by Steve Phelps that PEDC Resolution 21-032 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- b. **PEDC RESOLUTION 21-033** – Consideration to authorize Staff to take all appropriate action on a Business Enhancement Program application filed by J Morales, Inc. at location 102 Munger St., Pasadena, TX 77506 for exterior limestone restoration and historic rehab of the exterior windows and doors in the amount of \$20,000.00.

Emilio Carmona made a motion to approve, seconded by Marilyn Wilkins that PEDC Resolution 21-033 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- c. **PEDC RESOLUTION 21-034** – Consideration to authorize Staff to negotiate and execute an agreement with AECOM to provide Bid Support and Construction Management for the Richey Street Phase II Project (CIP# S110) in the amount of \$83,300.00 from the North Pasadena Redevelopment Account (M008).

Rick Lord made a motion to approve, seconded by Emilio Carmona that PEDC Resolution 21-034, be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- d. **PEDC RESOLUTION 21-035** – Consideration to authorize Staff to negotiate and execute a proposal with A&R Engineering and Testing, Inc. for concrete testing for the Shaw Ave. Reconstruction Project (CIP# S107) in the amount of \$17,710.00 from the Corridor Development Project Account (S113).

Marilyn Wilkins made a motion to approve, seconded by Ernesto Paredes that PEDC Resolution 21-035, be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- e. **PEDC RESOLUTION 21-036** – Consideration to amend PEDC Resolution No. 21-015, Agreement with Johnson Fence and Masonry, LLC for construction of a gateway monument sign at SH 225 and Richey St. (CIP# S144) by authorizing the appropriation of a 10% contingency in the amount of \$38,732.00 from the Corridor Development Project Account (S113).

Salvador Serrano, Jr. made a motion to approve, seconded by Rick Lord that PEDC Resolution 21-036, be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- *Rick Lord asked how difficult it would be to add on the project report when a contractor uses the contingency appropriated. He would like to see if the*

contingency is continuously being used because he feels that would be an indication that something is not right. He would support not having a contingency if it is not being used.

- f. **PEDC RESOLUTION 21-037** – Consideration to authorize Staff to negotiate and execute an Agreement with TRAF-TEX, Inc. for Traffic Mobility Improvements Phase II Project (CIP# T018) in the amount of \$1,629,305.18 and an 11% contingency of \$179,223.57 for a total appropriation of \$1,808,528.75.

Ernesto Paredes made a motion to approve, seconded by Salvador Serrano, Jr. that PEDC Resolution 21-037, be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

Agenda Item Eight: Report by Carlos Guzman, Executive Director

Carlos began by officially announcing that the organization is now one of 67 accredited EDO's and congratulated Suzette on the hard work. He continued with an update regarding the City's application for a grant that the Board heard about either last month or 2 meetings ago. He was informed by the Parks director that the City was not selected as a recipient this round, but not all is lost. The reason we didn't make the cut this year is because no real estate acquisition has commenced and we are early in our design process. The City was encouraged to reapply next year when real estate acquisition and design will be in progress. Staff will reassess funding needs to ensure project scores high and keeps current schedule. The project may have to pause from April '22 through October '22 if other projects move forward. If there is not enough funds for the project, there is a potential need for a budget amendment to make sure the project keeps moving forward and makes the next grant application stronger. He continued with new potential projects – Convention Center (in conjunction with City); Livable Centers-Medical Center (in conjunction with H-GAC); Red Bluff (in conjunction with County); Little Vince Bayou Trail. He then mentioned some upcoming items – Richey Phase 2 construction contract expected in November; Sheena has been working on the Underpass Place making Project with the Artists. The Shaw amendment in October to avoid a special meeting in December. Going forward we will be including contingencies. Economic Alliance Port Region will have a presentation in October and their contract is up for renewal in November. Finally, Board Member Emilio Carmona expressed interest in scaling back his responsibilities as Secretary so Carlos mentioned looking for nominations at the next meeting for a new Secretary of the Board. He reminded the Board that there are always opportunities to attend events now that things are more open so to check their emails for those invitations.

Agenda Item Nine: Comments by Board Members

Rick Lord – No comments.

Salvador Serrano, Jr. – Congratulated Staff on all the hard work. He also mentioned that the Economic Alliance forum was very good and informational regarding what is causing global warming.

Marilyn Wilkins – Gave kudos on the recognition and mentioned 67 is a very small group.

Emilio Carmona – Mentioned that it was good news about the Post Office and shared a memory of when he used to take shelter there on rainy days. He also shared a memory from Junior High when he used to sell ads up and down Richey Street for student council. He's glad to see the improvements.

Ernesto Paredes – congratulated Staff on the accreditation and stated that the Board sees the work being done, but to be recognized on that level they are also hearing it from others. He commended Marilyn on the invocation she gave on the spot.

Steve Phelps – Echoed the congratulations to staff. He also mentioned that he hadn't realized how long it had been since he had been at City Hall until he saw how beautiful the courthouse looked. Commended the City for a great job on that as well.

Steve Cote – Stated that the accreditation is important and good because we want to do what's best for Pasadena. Using the latest tools and studies it's going to continue to show because the decisions we make

for the City they are things that will last for 40 to 50 years. Carlos added that in conversations with one of the persons who conducts the accreditation visit mentioned that it typically takes longer to get accredited, but that the EDC did a great job putting their application together. Steve added that we want to build things that we can be proud of, that will carry on and be looked upon as something everyone can be proud of. He added that he's happy to be renewing the contract with BAHEP because we like working with them. He also mentioned that the Gulf Coast Industry Forum by the Alliance had a great panel of speakers.

Agenda Item Ten: Executive Session

****NOTE** 3:34 PM** – At this time, Board President Steve Cote announced that the Board will be going into a separate Zoom meeting for an Executive Session and will return to the meeting upon conclusion.

- 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.

Agenda Item Eleven: Reconvene into Regular Session

****NOTE** 4:02 PM** – At this time, President Steve Cote 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.

Agenda Item Twelve: Adjournment

Board President, Steve Cote called for a motion to adjourn the September 23, 2021 meeting at 4:03 pm. Ernesto Paredes moved, seconded by Marilyn Wilkins. MOTION CARRIED UNANIMOUS.