

MINUTES

**CITY OF TOMBALL, TEXAS
TOMBALL ECONOMIC DEVELOPMENT CORPORATION**

TUESDAY, AUGUST 16, 2016

**MUNICIPAL BUILDING (CITY HALL), COUNCIL CHAMBERS
401 MARKET STREET, TOMBALL, TEXAS**

5:30 P.M.

1.0 Call to Order

The meeting was called to order at 5:36 p.m. by President Gretchen Fagan.

- Invocation was given by Board Member Degges
- Pledges to the U.S. and Texas flags were led by Executive Director Kelly Violette

Roll Call and Certification of a Quorum

Members Present:

Gretchen Fagan
Steven Vaughan
Lori Klein Quinn
Tom Crofoot
Chad Degges
Richard Bruce

Members Absent:

Bill Sumner

Others Present:

Kelly Violette, TEDC Executive Director
Tiffani Wooten, TEDC Coordinator
Glenn Windsor, Finance Director, City of Tomball
Kyle Bertrand, Sr. Project Manager, Gunda Corporation
Tom Condon, Senior Vice President, Colliers International

“Consideration/Adoption of the Agenda”

Motion was made by Board Member Vaughan, second by Board Member Degges, to adopt the agenda as presented. President Fagan called for the vote.

The motion carried unanimously.

2.0 Public Comments and Receipt of Petitions

No comments were given.

3.0 Reports and Announcements

Kelly Violette provided an update on Medical Complex Drive Segment 3 Expansion project.

Kyle Bertrand, Gunda Corporation, provided an update on the Tomball Business and Technology Park.

Kelly Violette provided an update on the Tomball Business and Technology Park Project Budget.

Tiffani Wooten provided an update on the TEDC's Website Redesign.

4.0 Approval of the TEDC Minutes

- Special Joint Tomball EDC and Tomball B&TP POA Meeting of May 17, 2016

Motion was made by Board Member Bruce, second by Board Member Quinn, to approve the minutes of the Special Joint Tomball EDC and Tomball B&TP POA Meeting of May 17, 2016 as presented. President Fagan called for the vote.

The motion carried unanimously.

5.0 New Business:

5.1 Election of Officers: President, Vice President, Secretary, Treasurer

Motion was made by Board Member Vaughan, second by Board Member Degges, to nominate President-Gretchen Fagan, Vice- President-Lori Klein-Quinn, Secretary-Bill Sumner, Treasurer-Richard Bruce for another term. President Fagan called for the vote.

The motion carried unanimously.

2016-2017 TEDC Officers are:
President-Gretchen Fagan
Vice- President-Lori Klein-Quinn
Secretary-Bill Sumner
Treasurer-Richard Bruce

5.2 Consideration and possible action by Tomball EDC to approve a request by Compass Instruments, LLC for a one-year extension of time in order to complete the expansion of its current operations located at 321 South Persimmon Street, Tomball, Texas.

Motion was made by Board Member Degges, second by Board Member Vaughan, to approve a request by Compass Instruments, LLC for a one-year extension of time in order to complete the expansion of its current operations located at 321 South Persimmon Street. Fagan called for the vote.

The motion carried unanimously.

5.3 Consideration and possible action by the Tomball B&TP POA Directors to approve the revised architectural plans for the GE Betz facility to be located on approximately 5.502 gross acres of land identified as Lot 2, Block 1 on the Recorded Plat of the Tomball Business & Technology Park Lot 2 Replat.

Motion was made by Board Member Degges, second by Board Member Quinn, to approve the revised architectural plans for the GE Betz facility to be located on approximately 5.502 gross acres of land identified as Lot 2, Block 1 on the Recorded Plat of the Tomball Business & Technology Park Lot 2 Replat. President Fagan called for the vote.

The motion carried unanimously.

5.4 Consideration and possible action by Tomball EDC to approve, as a project of the Corporation, an agreement with Source Point Solutions, LLC to make direct incentives to, or expenditures for, the relocation of its corporate headquarters facility to an approximately 2.95 – acre tract located at 24227 FM 2978, Tomball, Texas. The estimated amount of expenditures for such Project is \$28,514.00.

Motion was made by Board Member Bruce, second by Board Member Vaughan, to approve, as a project of the Corporation an agreement with Source Point Solutions, LLC as presented. President Fagan called for the vote.

The motion carried unanimously.

5.5 Consideration and possible action by Tomball EDC to approve a supplemental agreement for additional scope of services and fees related to the Professional Services Agreement with Gunda Corporation, executed February 10, 2015 for the Final Design of the Tomball Business & Technology Park. The amount of the supplemental agreement is \$103,430.00.

Motion was made by Board Member Vaughan, second by Board Member Bruce, to approve a supplemental agreement for additional scope of services and fees related to the Professional

Services Agreement with Gunda Corporation, executed February 10, 2015 for the Final Design of the Tomball Business & Technology Park. President Fagan called for the vote.

The motion carried unanimously.

5.6 Presentation by Glenn Windsor, Finance Director, regarding the TEDC 2015-2016 Fiscal Year financial statements.

- Standard Balance Sheet
- Comparison Balance Sheet
- Profit & Loss Budget to Actual
- Comparison Profit & Loss
- Active Project Grants
- Analysis of Project Grants
- Quarterly Investment Report
- Sales Tax Reports (May 2016- July 2016)
- Business Improvement Grants Overview

Presentation item only; no Board action taken.

5.7 The Tomball EDC will enter into a workshop session to discuss the proposed Fiscal Year 2016-2017 TEDC Budget.

Please call on Kelly to start the discussion.

This was a workshop session only; no Board action taken.

5.8 EXECUTIVE SESSION: The Tomball Economic Development Corporation Board will meet in Executive Session as authorized by title 5 chapter 551, Texas Government Code, The Texas Open Meetings Act, for the following Purpose:

- **Section 551.087 – Deliberations Regarding Economic Development Negotiations**
- **Section 551.072- Personnel Matters- Performance Evaluations and other personnel matters**

President Fagan Convened into Executive Session at 7:05 p.m.

5.9 “Reconvene into regular session and take action, if necessary, on items discussed in Executive Session.”

Reconvened at 8:28 p.m.; no Board action taken.

5.10 “Consideration and Possible Action by the Tomball EDC to Approve the Tomball Economic Development Corporation Fiscal Year 2016-2017 Budget.

- **Public Hearing**

President Fagan opened the public hearing at 8:28 p.m. No public comments were received. The Public hearing was closed at 8:29 p.m.

Motion was made by Board Member Vaughan, second by Board Member Bruce to approve the Tomball Economic Development Corporation Fiscal Year 2016-2017 Budget with changes to the salary and benefits line items based upon employee evaluations and a change in job title for Tiffani Wooten from Coordinator to Assistant Director. President Fagan called for the vote.

The motion carried unanimously.

5.11 Consideration and Possible Action by the Tomball B&TP POA Directors to approve the 2016-2017 Budget.

Motion was made by Board Member Bruce, second by Board Member Vaughan to approve the Tomball B&TP POA 2016-2017 Budget. President Fagan called for the vote.

The motion carried unanimously.

6.0 Adjournment

Motion was made by Board Member Bruce, seconded by Board Member Quinn, to adjourn. President Fagan called for the vote.

Motion carried unanimously. The meeting was adjourned at 8:32 p.m.

PASSED AND APPROVED this 15th day November of 2016.

President, Tomball EDC Board

Secretary, Tomball EDC Board