

**MINUTES**

**CITY OF TOMBALL, TEXAS  
TOMBALL ECONOMIC DEVELOPMENT CORPORATION  
AND  
THE TOMBALL B&TP PROPERTY OWNERS ASSOCIATION INC.**

**TUESDAY, AUGUST 15, 2017**

**SPECIAL JOINT BOARD MEETING  
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 5:31 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  
Bill Sumner  
Richard Bruce  
Tom Crofoot  
Chad Degges

**Members Absent:**

**Others Present:**

Kelly Violette, TEDC Executive Director  
Tiffani Wooten, TEDC Assistant Director  
Glenn Windsor, Finance Director, City of Tomball  
Kyle Bertrand, Sr. Project Manager, Gunda Corporation  
Tom Condon, Senior Vice President, Colliers International  
Mike Davis, Co. Owner CPS  
J. Shane Howard - Sr VP, Burditt Consultants  
Eric Geppelt - Director of Architecture, Burditt Consultants  
Diana Wilson, Director of Planning, Burditt Consultants

### **Consideration/Adoption of the Agenda**

Motion was made by Board Member Crofoot, second by Board Member Bruce, 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**

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

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

Kelly Violette addressed the Certified Economic Developer Designation from the International Economic Development Council.

Kelly Violette addressed the Economic Excellence Recognition from the Texas Economic Development Council.

Tiffani Wooten addressed the Business Retention and Expansion Survey.

### **4.0 Approval of the TEDC Minutes**

- Special Joint Tomball EDC and Tomball B&TP POA Meeting of February 7, 2017
- Special Joint Tomball EDC and Tomball B&TP POA Meeting of April 4, 2017
- Regular Tomball EDC Meeting of May 16, 2017

Motion was made by Board Member Quinn, second by Board Member Sumner, to approve the minutes of the Special Joint Tomball EDC and Tomball B&TP POA Meeting of February 7, 2017, the Special Joint Tomball EDC and Tomball B&TP POA Meeting

of April 4, 2017, and the Regular Tomball EDC Meeting of May 16, 2017 as presented. President Fagan called for the vote.

The motion carried unanimously.

**5.0 New Businesses:**

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

Motion was made by Board Member Degges, second by Board Member Crofoot, 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.

**2017-2018 TEDC Officers are:**

President- Gretchen Fagan  
Vice- President- Lori Klein Quinn  
Secretary- Bill Sumner  
Treasurer- Richard Bruce

**5.2 Consideration and possible action by the Tomball EDC to approve a request by Coastal Power Systems for a one-year extension of time in order to complete the relocation and development of its corporate headquarters at 1030 South Persimmon Street, Tomball, Texas.**

Motion was made by Board member Bruce, second by Board Member Degges, to approve a request by Coastal Power Systems for a one-year extension of time in order to complete the relocation and development of its corporate headquarters at 1030 South Persimmon Street, Tomball, Texas. President Fagan called for the vote.

The motion carried unanimously.

**5.3 Consideration and possible action by Tomball EDC to approve a Professional Services Agreement with Burditt Consultants, LLC for Professional Services related to entryway sign/monument and landscape design for the Tomball Business & Technology Park, and authorize the Executive Director to execute Phase I of the Agreement for Preliminary Design in an amount not to exceed \$30,000.**

Motion was made by Board Member Sumner, second by Board Member Bruce, to approve the Professional Services Agreement with Burditt Consultants, LLC and authorize the Executive Director to execute Phase I of the Agreement for Preliminary Design as mentioned above in an amount not to exceed \$30,000. President Fagan called for the vote.

The motion carried unanimously.

**5.4 Consideration and possible action by 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 and Technology Park Lot 2 Replat.**

Motion was made by Board Member Vaughan, second by Board Member Crofoot, to approve the revised architectural plans for the GE Betz facility as mentioned above. President Fagan called for the vote.

The motion carried unanimously.

**5.5 Consideration and possible action by the Tomball EDC to approve Amendment No. 1 to the Administrative Services Agreement dated December 1, 2009 between the Tomball Economic Development Corporation and the City of Tomball.**

Motion was made by Board Member Vaughan, second by Board Member Sumner, to approve Amendment No. 1 to the Administrative Services Agreement dated December 1, 2009 between the Tomball Economic Development Corporation and the City of Tomball. President Fagan called for the vote.

The motion carried unanimously.

**5.6 Presentation by Glenn Windsor, Finance Director, regarding the Tomball EDC 2016-2017 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
- 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 2017-2018 TEDC Budget.**

Please call on Kelly to address.

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

**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 551.074- Personnel Matters – Performance Evaluations and other personnel matters**

President Fagan Convened into Executive Session at 7:22 p.m.

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

Reconvened at 7:56 p.m.; no Board action taken.

**5.10 Consideration and possible action by Tomball EDC to approve the Tomball Economic Development Corporation Fiscal Year 2017-2018 Budget.**

• **Public Hearing**

President Fagan opened the public hearing at 7:56 p.m. No public comments were received. The public hearing was closed at 7:56 p.m.

Motion was made by Board Member Degges, second by Board Member Bruce, to approve the Tomball Economic Development Corporation Fiscal Year 2017-2018 Budget with changes to the salary and benefits line items based upon employee evaluations. 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 2017-2018 Budget.**

Motion was made by Board Member Sumner, second by Board Member Crofoot, to approve the Tomball B&TP POA 2017-2018 Budget. President Fagan called for the vote.


The vote carried unanimously.

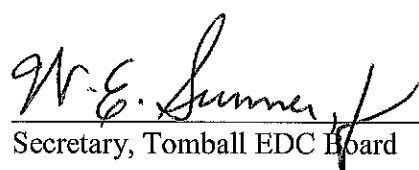
**6.0 Adjournment**

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

The vote carried unanimously. The meeting was adjourned at 7:57p.m.

**PASSED AND APPROVED** this 14th day November of 2017.

  
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President, Tomball EDC Board

  
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Secretary, Tomball EDC Board