

Robert Franklin, President
Anne Sundquist, Vice President
Basil Tate, Treasurer
Michael Doherty
Brenda Escalon



Rachel Steele, EDC Director
Don Doering, City Administrator
Joshua Brockman-Weber, 4A EDC Attorney
Beverly Standley, Finance Administrator

4A ECONOMIC DEVELOPMENT CORPORATION

MINUTES

REGULAR MEETING

THURSDAY, FEBRUARY 8, 2024 – 4:00 P.M.

1. CALL MEETING TO ORDER

Director Sundquist called the meeting to order at 4:12 pm.

a. INVOCATION

Director Tate offered the invocation.

PLEDEGE OF ALLEGIANCE

b. ROLL CALL AND CERTIFICATION OF QUORUM

Director Sundquist called roll and certified a quorum present with the following 4A EDC Board members in attendance: Anne Sundquist, Basil Tate, and Michael Doherty.

Absent: Robert Franklin and Brenda Escalon

Staff present: Economic Development Director, Rachel Steele, City Administrator
Don Doering.

2. CITIZENS FORUM

(No official or formal action or vote may be taken on any comment made by citizens during Citizens Forum)

3. TREASURER'S REPORT –

Mr. Tate provided a summary; the Board took no action on the report.

4. CONSENT AGENDA – ROUTINE ITEMS:

*(This portion of the agenda consists of items considered to be routine and **can be enacted by one motion** unless separate discussion is requested by a Board Director or a citizen.)*

Minutes	Date
Approval of Minutes	January 11, 2024
Invoices	Amount
Gemini Contracting Services (Temp. Water System)	\$18,000.00
Gemini Contracting Services	\$8,000.00
Rachel Steele Invoice	\$5,000.18
VERTEX (FM 1774 RE: Lift Station)	\$3,750.00
Venturi Engineering (FM 149 Tract)	\$1,600.00
Venturi Engineering (FM 1774 RE: Lift Station)	\$1,000.00
High Star, Inc. (Rent)	\$678.00
FirstNet (Phone)	\$20.93

5. CONSIDERATION: Discussion and take possible action to select consultant for the 4th Street Area Drainage Assessment RFQ

Ms. Steele provided an overview of the RFQ process stating that two firms had submitted statements of qualifications; Colliers Engineering and Venturi Engineers.

MOTION: Director Doherty motioned to award the project to Venturi Engineers and directed the Executive Director to finalize the project scope and budget and contract for final execution at the March Board meeting. Director Tate seconded the motion, which passed unanimously, 3-0.

6. CONSIDERATION: Discussion and take possible action to adopt an Infrastructure Incentive Application and Policy

Director Tate requested the Board review the policy and bring it back in March for consideration. The Board took no action on the item.

7. CONSIDERATION: Discussion and possible action to authorize search for part-time bookkeeper

Ms. Steele reviewed the proposed services with the Board.

MOTION: Director Tate motioned to approve the job description as presented and Directed the Executive Director to confer and finalize remaining details with City of Magnolia and the Magnolia 4B Corporation. Director Doherty seconded the motion, which passed unanimously, 3-0.

8. CONSIDERATION: Discussion and possible action on future office space for the corporation

Ms. Steele gave an overview of the existing office lease to the Board. The current lease term for the corporation office expires in July of 2024 and the Board requested an evaluation of lease terms as the lease option approached.

MOTION: Director Doherty motioned to direct the Executive Director to finalize a list of available office spaces within city limits and confer with Magnolia 4B on a list of potential options for consideration. Director Tate seconded the motion, which passed unanimously, 3-0.

9. EXECUTIVE SESSION

Director Sundquist adjourned the Board into Executive Session at 4:47pm.

The 4A EDC may convene in Executive Session under Texas Local Government Code:

- a. Section 551.072 Texas Local Government Code- Deliberations about Real Property related to the FM 1774 sewer extension
- b. Section 551.071 Consultation with Attorney

Director Sundquist reconvened from Executive Session at 5:06 PM

10. CONSIDERATION: Discussion and possible action on items discussed in Executive Session

MOTION: Director Tate motioned to direct the executive director and the corporations attorney to draft and finalize a temporary license agreement as part of the due diligence process for the David Lane property. Director Doherty seconded the motion, which passed unanimously, 3-0.

11. CONSIDERATION: Discussion and possible action on a proposal for a Phase Two Environmental Site Assessment at a vacant lot located on the southwest corner of 38923 FM 1774, Magnolia, Texas

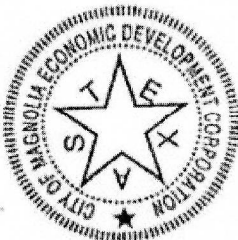
MOTION: Director Doherty motioned to approve the proposal from Vertex of a Phase Two Environmental assessment on the southwest corner of 38923 FM 1774, Magnolia Texas. Director Tate seconded the motion, which passed unanimously, 3-0.

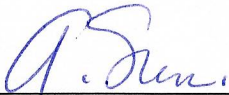
12. Future Agenda Items

- | | |
|------------------------|------------------------------------|
| a. Officer Election | d. 4 th Street Contract |
| b. Future Office Space | e. Bookkeeper Position |
| c. Incentive Policy | |

13. Adjourn

MOTION: Upon a motion to adjourn made by Director Tate and seconded by Director Doherty, the Board members voted, the motion carried unanimously, 3-0 and the meeting was adjourned at 5:10 pm.





Anne Sundquist, Vice President
Magnolia 4A Economic Development
Corporation

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting held on February 8, 2024, by the Board of the City of Magnolia 4A Economic Development Corporation.

ATTEST:



Basil Tate, Treasurer