

**HARRIS COUNTY DEVELOPMENT AUTHORITY
REGULAR SESSION**

July 12, 2022
6:00 p.m.

Members Present: Craig Greenhaw, Chris Butzon, Becky Langston, Mark Smith, Mike Stewart, Charles Sweat.
Members Absent: Harry Boyd. Staff Present: Andrea Dzioba, Recording Secretary.

1. **CALL TO ORDER**. Chairman Greenhaw called the meeting to order.
2. **MINUTES**. The motion to approve the minutes of the April 13, 2022 Regular Session was made by Mr. Smith, seconded by Mr. Butzon, and passed unanimously.
3. **INTRODUCTION/UPDATE**. Interim Harris County Chamber of Commerce President Vance Smith appeared before the Authority members and informed the Development Authority members that he joined the Chamber on June 1, 2022. He also provided an update on the recent and upcoming activities of the Harris County Chamber of Commerce and informed them that they had made 62 contacts in June.
3. **ORGANIZATION OF AUTHORITY**. The motion to reappoint Craig Greenhaw as Chairman, Mark Smith as Vice Chairman, Christy Searcy as Treasurer and to appoint Andrea Dzioba as Secretary was made by Mrs. Langston, seconded by Mr. Smith, and passed unanimously.
4. **OLD BUSINESS**
 - A. **Update on Northwest Harris Business Park Project**. Chairman Greenhaw brought the Development Authority up to date on the project to include a copy of the full construction plans; that permits have been issued; that the advertising ends this week; that pre-bid meeting is on July 21st; that the bid opening will be held on August 4th; that we hope to receive a good, competitive bid; and that the Development Authority will meet to make a recommendation that will then go to the Board of Commissioners. Chairman Greenhaw stated that we have already had interest in this property.
5. **NEW BUSINESS**
 - A. **Ratification: Proposal/Agreement with Harris Gray (supersedes previous proposal/agreement of May 2021)**. Chairman Greenhaw and Ms. Dzioba provided some details related to the agreement and advised that a number of steps in the agreement have already been completed to date. The motion to ratify the proposal/agreement with Harris Gray was made by Mr. Butzon, seconded by Mr. Strwart, and passed unanimously.
 - B. **Hamilton Business Park / Northwest Harris Business Park**. Chairman Greenhaw provided a status related to the Hamilton Business Park and the businesses that are located there. He advised that Mr. Vance Smith has been provided information related to the Hamilton Business Park as well. Chairman Greenhaw advised that there is power and internet located within the business park. Discussion was also held related to the Northwest Harris Business Park and about the location of the new EMS/VFD facility.
 - C. **Economic Development Position**. Chairman Greenhaw advised that the Development Authority will have to find the best way to implement, administer and get person into the economic development position that was funded in this year's budget. Ms. Dzioba stated that \$125,000.00 was included in the budget to create economic development office and that included salary, benefits, office supplies, training and any other items that position would require. Chairman Greenhaw said that there is no time frame but that he would like to move forward since there is something to sell in the Northwest Harris Business Park and that the position doesn't exist and needs to be created. He also advised that processes and controls will have to be made that that the position will have to work harmoniously with Board of Commissioners, the Harris County Chamber of Commerce and the Harris County School Board. The ongoing discussion will include a job description, ways to measure performance, expectations, the options for advertising the position, and where this employee could be officed.

- D. **Harris County Chamber of Commerce.** Mr. Charles Sweat provided an update on the current status of the Harris County Chamber of Commerce and how Interim President Vance Smith is very active in the community and has an incredible amount of contacts that will be such a great help for the Chamber.
 - E. **Vacant Position and Makeup of the Development Authority.** A brief discussion was held related to the vacancy on the Development Authority and the makeup of the Development Authority (Districts and At-Large). Ms. Dzioba informed the members that there should be a District 5 appointment very soon.
6. **ADJOURNMENT.** The motion to adjourn was made by Chairman Greenhaw, seconded by Mrs. Langston, and passed unanimously.

Prepared by:

Craig Greenhaw, Chairman

Andrea R. Dzioba, Recording Secretary