

Minutes of the Brookshire Economic Development Corporation Meeting
March 5, 2026

The Brookshire Economic Development Corporation held a Special Meeting on Thursday, March 5, 2026, in the Brookshire Municipal Building located at 4029 Fifth Street, Brookshire, Texas.

Agenda Item #1: Call to order.

The meeting was called to order by President, Eric Green at 6:00 p.m.

Agenda Item #2: Prayer.

Director, Lyndon Stamps

Agenda Item #3: Pledge to the U. S. Flag.

Everyone

Agenda Item #4: Roll Call.

Present:

President, Eric Green

Vice-President, Deniece Odie

Secretary/Treasurer, Michael Kosar

Director, Lyndon Stamps

Director, Nathaniel Richardson

Director, Amber Allison

Absent: Director, Rodney Blouin

Also Present:

Attorney, David Olson

Project Manager, Ramiro Bautista

BEDC Administrative Assistant, Vickie Casto

Agenda Item #5: Public Comments.

N/A

Agenda Item #6: Discussion and possible action to approve BEDC minutes for February 5, 2026

Motion was made to approve the BEDC minutes for February 5, 2026, with correction if any.

Director, Lyndon Stamps / Secretary / Treasurer, Michael Kosar

All For
Motion Carried

Agenda Item #7: Discussion and possible action to approve January 2026 and February 2026 Financial Report.

Motion was made to approve January 2026 and February 2026 Financial Report.

Director, Lyndon Stamps / Director, Amber Allison

All For
Motion Carried

Agenda Item # 8: Public Hearing:

- a. Public Hearing concerning the following proposed BEDC Type B Projects Hovas Park (concrete around baseball fields) and the Amphitheater lights. Estimated \$226,000.00

President Green opened the Public Hearing at 6:03 p.m.

Dr.. Bautista addressed the board and stated that last month they had another public hearing for their other type B projects for the development of green space. He's now received the quotes for these last two, so he can bring them back to the board and to the public and identify the last two projects.

They are the baseball fields and the fences around the fields at Hovas park.

The light poles and fixtures here at the amphitheater. He then did a presentation to show them the locations and what they would look like. He then spoke of the type of lights and wattage at the amphitheater and where they would be located.

He then spoke on the three backup generators, one at the annex building, one at the disaster center and one at public works building.

Mr. Green asked if the price was just for the four poles and lights, there's nothing on the amphitheater itself?

Mr. Olson stated they were in the middle of the public hearing, see if anybody else wants to speak on it, then when they get to the next item, they can get into those questions.

Mr. Green asked if there were any more questions.

Mr. Green then closed the public hearing at 6:10 p.m.

Agenda Item #9: Discussion and possible action to consider the use of sales tax proceeds to undertake and to fund improvements and development of greenspace at Hovas Park (concrete around baseball fields) and the Amphitheater (light poles and fixtures). (Estimated value: \$226,000.00)

Mr. Green stated he saw the four poles listed; but are there any lights on the amphitheater.

Dr.. Bautista stated his understanding they wouldn't be necessary based on the light that's coming from the light poles. The 30' light pools will go somewhere between 8 and 10 feet down and have concrete down in each.

He thinks this probably is a third of that cost.

Mr. Green asked if there were any more questions or discussion. If not, he would entertain a motion.

Dr. Bautista stated he wanted to add one last thing. This will also go to the city council agenda tonight if approved.

Motion was made to use the sales tax proceeds to undertake and fund improvements and development of green space at Hovas Park, concrete around baseball fields and amphitheater light poles and fixtures. Estimated value, \$226,000.00.

Agenda Item #10: Presentation:

- a. Potential 3-day Small Business Bootcamp. (*Erika Jones Extension Agent PVAMU*)

Dr. Bautista stated that they had a brief presentation for them for a potential boot camp hosted here at the convention center. He wanted to bring it to them as the city's taken some consideration in the boot camp as well. Based off the outcome tonight of this agenda item, then the city can identify what the contributions will be as well.

Ms. Jones introduced herself. She is the community economic development extension agent for Prairie View, and she's assigned to Waller County. She is presenting a two-to-three-day small business boot camp. This boot camp was started last year in Waller County; it's a nine-day camp. It's for nine days, two hours a day and the last day is four hours. The boot camp that is designed for Brookshire will be a different spin because they will accommodate more of what is happening in the industry with the comptroller. She explained what was going on with the comptroller. The hub has been removed, and lot of their business owners don't know where that climate is directing. With the growth that's taking place here in Brookshire and Waller County, they want to keep the dollars here in the county. To better educate the small business owners on how to obtain government contracts, they will have the program. She has been dealing with Metro, the port, Eric Davis with Edward Jones so they do have some good viable information. Last year she graduated 19 small business owners from her academy, and out of those 19 she helped six to submit government contracts. As extension agents they do technical assistance, they follow their small business owners. After the academy she monitors the small business owners. She knows that pricing is an issue with the owners as they don't understand how to price bids. She then spoke of a couple other programs such as grant and bid writing.

This academy will be in days. The first day will be foundational readiness, making sure that business is aligned properly and in position to obtain government contracting. They will take them through business structure, compliance essentials, financial readiness, bookkeeping and understanding the procurement process.

Day two is competitive strategy and cooperative purchasing. Her goal is to have a cooperative purchasing here. Supply diversity opportunities, last year the port came and presented bid opportunities as well as Metro. They will offer bid proposals writing fundamentals, strategic partnership. She will be going to a conference next month that will give her the ability to speak to them face to face.

Day three focuses on pricing, understanding overhead margins and risks that are common mistakes in small business. A lot of small businesses don't know when to exit, they don't know how to position their businesses to sell and just close down. They'll have Edward Jones to come in and talk about the strategies of business owners.

She believes this boot camp will help the businesses stay here and eliminate some of the shrinkage.

Mr. Richardson asked if she was affiliated with the university or the city.

Ms. Jones stated she was affiliated with Prairie View Corporate Extension. Somer of their positions funded 100% through the university. Some have different percentage allocations throughout the county. She works for the county as well as Prairie View.

Mr. Richardson addressed the attorney and stated the reason for the questions was because he worked for Prairie View and he didn't want this to be a conflict of interest if he votes for or against.

Mr. Olson asked if they were hiring at Prairie View A&M or were they hiring a separate third-party consultant?

Ms. Jones replied that it's a third-party consultant.

Mr. Olson said it's not going to be a conflict.

Mrs. Allison stated she looked over the details and there is an estimated attendance of 30-50 participants at an estimate of 8,000. Then asked would she make an adjustment based on what ... what if only 15 attended?

Ms. Jones replied, absolutely. She then stated on #6, if there's an extended impact on use of remaining funds, she did give a plan of action on additional funding.

Mrs. Allinson wanted to know in her next class was she going to base it contingently on whether

Ms. Jones stated that she had this for July 8th through 10th, and she is also asking to utilize the Brookshire Convention Center.

Mrs. Allinson asked how she planned to market to the community. Was she knocking on doors or would she already have a presence with different associations?

Ms. Jones said she already had 31 registered. One thing she does is market.

Mrs. Allinson said she was impressed that she already had some commitment.

Ms. Jones added that most of her participants from last year were on her program area committee. As she is here tonight, three of her class members, Truist Bank sponsor and two of her class members are running her class right now.

Agenda Item #11: Discussion and possible action to fund the Small Business Bootcamp.

Motion was made to approve the fund for the Small Business Bootcamp for \$8,000.00.

Director, Lyndon Stamps / Secretary-Treasurer, Michael Kosar

Mr. Olson said before they vote, he thinks part of the request was and he's not sure if the EDC even has the authority for the waiver of the convention center rental fees; but it could be part of their recommendation to the council.

Dr. Bautista said the city has put a placeholder for that event based on their meeting that they would come to them to see if it was going to get funded first.

Mr. Olson asked, was the intention to wave fees?

Dr. Bautista replied, correct.

Mr. Olson concluded that it was not needed and added that the motion stands as stated, they could vote on it as it is done.

All For
Motion Carried

Agenda Item #12: Discussion and possible action to approve the BEDC Policy and Procedures manual. (Dr. Bautista)

Dr. Bautista stated at the last meeting he was asked to produce this so he's bringing it forward. Based off board meeting policies and procedures, governance policies and procedures, entertainment policies and procedures and financials how they occur here within the organization. So, this solidifies the request that was given.

Mrs. Allison said she wanted to know, based on this it's stating 2026 to 2028 ... were there any modification from the prior year policies and procedures that was modified to...

Mr. Bautista stated this was the initial version.

Mrs. Allison said that's what she wanted to know.

Dr. Bautista added that there weren't any prior to.

Mrs. Odie asked if they were making an amendment.

Dr. Bautista again stated that this was the initial version.

Mr. Olson said they were adopting a new policy.

Mrs. Odie confirmed that the policy that they have in their ... as she was looking in her papers, she asked if one was the policy.

Dr. Bautista asked if that was the articles of incorporation.

Mr. Olson went to see what Mrs. Odie was referring to. He stated it was just the mission statement and goals. That it's not really a policy, it's just part of their overall general purpose. This is more detailed, working through procedurally how you handle all steps from agenda to passing ordinances and your other obligations and authorizing types of projects.

Mrs. Odier stated that Mr. Richardson asked about Robert's rules of order when we were at the last meeting. Is that correct?

Mr. Richardson replied yes.

Mrs. Odie then asked if this policy and procedure was based on Robert's rules of order.

Mr. Olson replied no and added it just requires or gives authority to the chair to maintain decorum. They can adopt necessary policies ... probably not necessary unless it becomes an issue. But this doesn't really adopt by inference Roberts rules or anything similar to that. It really gives them the discretion to adopt those types of decorum rules as they see fit.

Mr. Richardson wanted to know if it had been vetted by them.

Mr. Olson said that he did look at it. It's very broadly written; but he thinks it's a great start and if they see any issues in any of these areas, it's a living and breathing document, so they can address it; but it's not inconsistent with the other policies for EDCs that he's seen.

Mrs. Odie said in some places it says the director. Who is the director?

Mr. Olson said he thought they were looking at him.

Mrs. Odie asked if the director head of the president or the president the head of the director?

Dr. Bautista stated he thought there was a board president and then there's a staff member. He's a staff member.

Mr. Olson said the president is a member of the board. The board directs them at the staff level ... Director, your EDC Attorney and everybody else at the staff level. They are sitting at the top and telling us what to do.

Mr. Green said his question was to the board. There are a lot of questions, do they want more time to go through it so they can reach out to him, Mr. Olson or any other board members or Dr. Batista to get better clarity about this?

Mr. Richardson said he thought that would be the prudent thing to do. Just let them have time to look at it. Like the attorney was saying, it just gives them some kind of order and not just doing stuff. He added that it was not his nature and he would like to have some kind of decorum in place that they can hold each other accountable to how they treat each other in a meeting.

Mr. Olson stated he thought that was fair and he would encourage them if they have questions send it to Dr. Batista and he can then send it to Eric or himself to kind of go over this. He told Dr. Batista he assumed he was the point person at the staff level.

Dr. Batista replied yes and added he would be happy to address ...

Mr. Olson added that there was nothing violating the act as long as they don't share it amongst themselves. It gives them a heads up on dealing with the issues on the front end.

Dr. Batista added for them to keep in mind that when they identify and read under the governance policies, under the appointments ... these conflicts of interest... they need a

documented conflict of interest statements from each of them. Even if these aren't passed, they need that documented on file.

Mr. Green stated that they would not take action.

No Action

Agenda Item #13: Discussion and possible action for lighting on Highway 90.

(Deniece Odie)

Mrs. Odie addressed the board and stated she had put this back on the agenda again because it's been on the agenda four or five times. She then addressed Dr. Bautista and stated she went out and drove the street. She directed everyone to their packets to view the pictures she had taken. She went over each picture and explained the location and told how dark it was in that area. She had asked in the last meeting about light for the trees; but then she asked if that easement was part of the railroad.

Dr. Batista stated they were allowed to put trees there as a beautification project.

Mrs. Odie said that there were several lights on that easement that's broken. She did not know those lights were there and then asked Dr. Batista if he knew.

Dr. Batista stated that he did know and they had reported them to Center Point. He added they just need the light pole number and that's usually reported.

Mrs. Odie wanted to know who did the reporting.

Dr. Batista replied, anyone, public works, whoever submits the request.

Mr. Stamps said if a citizen calls it in, they just need the number off the pole.

Mrs. Odie said that there was a pole on each end where the trees are and asked if they were able to install one more pole

Dr. Batista said they could attempt to request Center Point to install those poles. He doesn't know who pays the light on that; but they can always find out.

Mrs. Odie stated if they could do that and get the lights on the trees, she thinks this would brighten up Highway 90. She then spoke on the opposite side of highway 90 which is where her business is but there are other businesses there also. She added that side was also dark and added that Cricket had complained to her because they must leave at nighttime and it's dark. When the lady leaves out, she has money that she has to deposit. She then showed them a light that was in their packets and suggested maybe getting some small ones installed on that side, if possible.

Dr. Batista said let them know what to do and what project and they'll go through the process.

Mr. Green asked to see if it's possible for the decorative light on that sidewalk. He doesn't know how much of an easement they have because he knows that TxDOT is planning on expanding and he has no idea which direction they're going to go. He doesn't know if they will even approve it; but it wouldn't hurt to reach out to them to see if it's possible.

Mrs. Odie also pointed out the doctor's office, and the new snack shop is dark as well.

Dr. Batista stated they were all privately owned facilities.

Mr. Green asked if there was anything in the ordinance that requires building owner to provide lighting.

Dr. Batista said they did put some funding towards a business improvement grant, and those dollars could contribute to maybe a reimbursement for a private owner to install some lights.

Mr. Kosar asked if they could also put that into beautification.

Dr. Batista asked on private property.

Mr. Kosar asked if the sidewalk was private property.

Mr. Olson stated that it was public and added that in this case it's probably state right of way. But even if it's state it's still theirs, it's still going to be public. They can make improvements in the right of way, or private property. Just tell them what you'd like to be done and they'll ...

Mr. Kosar asked, didn't they have a budget set up for beautification?

Mr. Olson replied that beautification is probably for public right of way, he would imagine.

Dr. Bautista let them know that their budget was for type B projects.

Mr. Richardson said that calling it beautification to him is a safety issue if it's that dark which he's projecting. The owner would want to make sure that people who come to patronize them are not going to fall because of the darkness. So, why don't they take that approach from a safety standpoint? They could take on some of the cost or maybe get a report to see what it would cost to put X amount of lights along 90. Only if they can get their permission. Get the cost and then come back and move in that direction.

Mrs. Allison said her question was, would this be a shared expense with the city of Brookshire or strictly economic development?

Mr. Richardson stated that to him it's safety and they have the money. It really doesn't bother him if they pay for it or the business. But they want to stay legal, so they'll forward that to the attorney.

Mr. Olson stated probably not safety; but they can incentivize businesses to help with their façade and general aesthetics of their business, which would include things like lighting. He thinks they can handle it that way.

Dr. Bautista stated that they did put some funding in that program.

Mr. Green then asked if they would like to direct Dr. Bautista to reach out to the business owners to see if they would be interested in going through the program. He then asked the name of the program again.

Dr. Bautista replied, Business Improvement Grant. He added that they would create a application process and some type of development agreement to go in place with that as well.

Mr. Olson said these small business things aren't going to be complicated like some of the other long development agreements. They'll be simple, just measurable goals and funding dependent on those goals being accomplished.

Mr. Richardson asked Mrs. Odie if that would also include her concerns as well.

Dr. Bautista replied yes.

Mr. Olson said he had gotten the impression that they'd not only talked with the small business owners and might reach out to Center Point and also TxDOT might have a problem with it if Center Point is willing to put additional polls in there.

Mr. Green asked if they needed to take action on this.

Mr. Olson said he thought they had the guidance they needed.

No Action

Agenda Item #14: Discussion on lighting on FM 359. (Deniece Odie)

Mrs. Odie said that lighting on 359 has three lights there; but they are very dim. How do they get those bulbs brighter?

Dr. Bautista asked where on 359.

Mrs. Odie stated by the Flying J. She added that once you get to Orlando's Pizza and you're going towards 90, it's pitch dark. She stated that someone has almost gotten hit on a bicycle, and to her understanding there have been two fatalities on 359.

Mr. Kosar stated there was just a bad accident there the other day by that tire store.

Mr. Green asked if there was no light there or just really dim.

Mrs. Odie said there are three lights.

Mr. Green said she needs to be a little more specific about where to find the lights.

Mrs. Odie showed him the location on the picture that was in the packet, and said there were three light poles there but they're not putting off a lot of light. Most of the light comes from the big bright light on I-10. She added that perhaps they could get another pole installed on the right hand side coming from I-10.

Dr. Bautista said they would look at it and give them an update.

Agenda Item #15: Discussion and possible action on setting a date for the 2026 Business and Retention and Expansion program. *(Deniece Odie)*

Mrs. Odie said she had put this on the agenda so they could set a date for their mixer. She was thinking maybe April or May....

Dr. Bautista said the previous one last year was in March and July 9th. There were two last year.

Mrs. Allison said she thought it should be before the actual business boot camp. That way they could encourage some of the businesses to see if they would be interested in joining the boot camp. That way she could have time to prepare and get more attendees if possible.

Mrs. Odie said maybe set it for late April and Vickie will check all the dates for them.

Mr. Green said they will look toward the end of April and then narrow it down to a specific date.

No Action

Agenda Item #16: Discussion and possible action on setting a date for the Strategic Planning Workshop. *(Lyndon Stamps)*

Mr. Stamps said, if possible, they want to get the ball rolling. He suggested maybe 30 minutes prior to their next meeting, like 5:30 if that's a good time for the board. They won't get everything done in 30 minutes but at least get started.

Mr. Green asked Mrs. Odie if she would be able to make it at that time.

Mrs. Odie stated she could make it work.

Mr. Stamps again stated he knew they wouldn't get everything done, but they could get it started. They have a direction and know where they're headed with it. At that meeting they can set up for the next meeting.

Mr. Green said he thought that would be a good start and confirmed the next schedule meeting at 5:30.

Mr. Kosar stated it's for the strategic plan, don't say a regular meeting because people will think its 5:30.

Mr. Olson said they would post a special meeting, workshop as you know before it and then a regular agenda for your 6 o'clock

Mr. Green asked if they had to make a motion.

Mr. Olson said they did not.

Agenda Item #17: Project Managers Report. *(Dr. Bautista)*

Dr. Bautista directed the board to his report in their packet. He spoke of the ribbon cutting from the past weekend at Milk and Brew.

He then spoke of project he was working on.

- Nationwide Trailers are moving forward with their project.
- Ace Hardware is moving along with their project. They are working through permits.

- Quick Trip on 1489 and I-10 has a fence up now. They didn't want that to become a truck parking lot, so they had them to fence it in.
- Milk and Brew that he just mentioned.
- Mod Dentist has a CO but hasn't opened it to customers yet. It's a nice state of the art dental facility at 359 next to the Dominoes.

He added that the next four are essentially logistic distribution facilities.

- Triangle Business Park, that will be on the I-10 frontage just past Flying J.
- Falcon Business Warehouse is off 359, just past the Mana House.
- On 5th Street going towards the police department there's a smaller logistics distribution facility coming in.
- On the north side, business park development off Garvey Rd, which is on the city council agenda tonight.

Then we went over the potential projects.

- 10th Street there is a developer that owns property from 10th Street to 12th Street. There are several tracks there and he is looking to bring commercial development there.
- Next to that development on 10th Street, they want to bring manufacturing for heavy tarps for 18 wheelers.
- 12th Street there is a potential development and expansion of the road. They're still looking to develop their project. The road may not come, but they're still looking to go through the permit process. They want to come back and meet with the city and identify that they do want to develop that road and if here's an opportunity for the city to reevaluate.

The food truck park that they're continuously looking for the city.

The project that are currently going on they have in their strategic plan, the document that he put in there as well, indicates essentially just a mission vision and the planning steps that need to be taken and stakeholders doing a SWAT analysis, identifying and looking at the data to support the direction that they want this organization to go. What project they want to embark on and how the board contributes to the activities that staff are going to implement.

Mr. Richardson said that 1489 dead's into 90, then you cross the railroad track at Gassner then asked who owns it.

Dr. Bautista stated they were in discussion now to verify who it all belongs to.

Mr. Richardson asked if he ever went down that road.

Dr. Bautista replied yes.

Mr. Richardson stated it was embarrassing. He brought someone out to show some property and when he turned his car to go down there ... it's embarrassing.

Dr. Bautista said Garvey, Gassner, Kellner, all are on the outskirts, they are trying to get a handle on. No one knows who owns them, if they're ours how do we do something about it.

Mr. Richardson stated it was an eyesore.

Agenda Item #18: Future Agenda Items.

Mrs. Allison said this was for Mrs. Watts. When she was looking over the financials, she was trying to see if there's anyway, she could produce a report to include in their packet month to month; because it's hard to track and train and spot. You can see change in revenue and change in expenses; but if you can't see it month to month it's hard to deviate between the different packets. Is there a way she can incorporate a month to month financial so they can see what the expenses are and see the change.

Mrs. Watts replied yes and added that she would send her a couple of examples, and they would go over it.

Mrs. Allison agreed and stated that would work.

Mr. Richardson asked if they want something on the agenda, what is their window? He thinks that it's important that they're not giving you something at the last moment and expect to see it when we have our meeting.

Dr. Bautista stated in the policies and procedures he had indicated 10 days. Now it's three business days that we

Mr. Olson said three full business days, not the day that we post or the day we have the meeting. If there is an emergency still let us know but otherwise give the staff a little more time.

Dr. Bautista stated he forgot to mention that they were recognized by the Texas Economic Development Council for receiving an award for economic excellence. They'll see that noted in their packet. They also posted it on their LinkedIn, and we're one of 80 plus organizations that received this award.

Agenda Item #19: Executive Session

The Brookshire Economic Development Corporation will meet in a closed session pursuant to Title 5, Chapter 551, of the Texas Government Code for the purpose of: Economic Development Discussions under Section 551.087; Consultation with legal counsel under Section 551.071; Deliberations on real property under Section 551.072; and Deliberations on personnel under Section 551.074.

N/A

Agenda Item #20: Discussion & possible action on Executive session items if necessary.

N/A

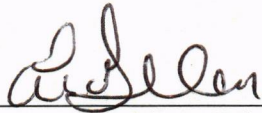
Agenda item #21: Adjournment.

Motion was made to adjourn.

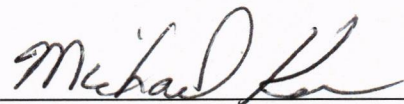
Director, Lyndon Stamps / Secretary / Treasurer, Michael Kosar

All For
Motion Carried

6:50 p.m.



President, Eric Green



Secretary/Treasurer, Michael Kosar