



THE STATE OF TEXAS }
CITY OF BROOKSHIRE }
COUNTY OF WALLER }

NOTICE IS HEREBY GIVEN OF A REGULAR MEETING OF THE BROOKSHIRE ECONOMIC DEVELOPMENT CORPORATION TO BE HELD THURSDAY, JUNE 5, 2025 at 5:30 P.M., IN THE COUNCIL CHAMBERS OF THE BROOKSHIRE MUNICIPAL BUILDING, 4029 FIFTH STREET, BROOKSHIRE, TEXAS, FOR THE PURPOSE OF CONSIDERING THE FOLLOWING AGENDA ITEMS:

A G E N D A

1. Call to order

2. Prayer.

3. Pledge to the U.S. Flag.

4. Roll Call

5. Public Comments.

Comments made under this agenda item are limited to five (5) minutes per person; however, if a large quantity of individuals has registered to speak, the time may be reduced at the chair's discretion. In accordance with the Texas Open Meetings Act, the Board of Directors will not discuss or consider any items addressed during this agenda item. However, the President or Economic Development Coordinator may make statements of fact, for example, identifying the procedure for reporting an issue or referring the speaker to the cognizant agency or individual.

6. Consent Agenda

- a. Approval of BEDC Meeting Minutes for May 1, 2025.
- b. May Financial Report. (Notlyh Lyons)

7. Discuss and approve nominating B. E. D. C. board members. (Deniece Odie & Michael Kosar)

8. Election of President, Vice-President, Secretary/Treasurer of the corporation.

9. Discuss and possible action on getting tables and restrooms at the amphitheater.

10. EDC Coordinators Report (Ramiro Bautista)

11. Future Agenda Items.

12. 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; and Deliberations on real property under Section 551.072."

13. Discussion & Possible Action on Executive Session items if necessary.

14. Adjournment.

A quorum of the Brookshire City Council may be present, but no official action will be taken by the Council.

Note: In compliance with the American with Disabilities Act, this facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made at least 48 business hours prior to this meeting. Please contact the city secretary's office at 281-375-5050 for further information.

I, Vickie Casto, do hereby certify that the above Notice of Meeting and Agenda of the Brookshire Economic Development Corporation was posted in a place convenient and readily accessible at all times to the general public in compliance with Chapter 551, TEXAS GOVERNMENT CODE, June 2, 2025 at 8:00 a.m.

A handwritten signature in black ink, appearing to read 'Vickie Casto', is written over a horizontal line.

Administrative Assistant to the Board of Directors

Minutes of the Brookshire Economic Development Corporation Meeting May 1, 2025

The Brookshire Economic Development Corporation held a Regular Meeting on Thursday, May 1, 2025 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 5:30 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

Secretary/Treasurer, Robert Richards

Director, Deniece Odie

Director, Lyndon Stamps

Director, Michael Kosar

Director, Maria Ugartechea

Also Present:

Attorney, David Olson

BEDC Administrative Assistant, Vickie Casto

Agenda Item #5 Public Comments.

1. Miss Dunn addressed the board and stated that she wanted to officially introduce herself and added that she was the Community Relation Specialist. She then passed out her personal information to each board member.
2. Jay Donella with Christ Clinic addressed the board. He stated that he was over Population Health for Christ Clinic. He stated they were a 25-year-old charity clinic. He added that they had just recently moved up the street on Hwy 90, their address is 1040 Schlipf Rd on the second floor. He stated that with this recent move they had tripled in size. He went on to explain their services, and added that their Dr.'s were volunteers. He just wanted to introduce them as they were their new neighbor. He stated it was only \$50 to go to the clinic. They try to keep it where they can take walk-ins for anyone that needs to see them. They are open Monday – Thursday 9:00 a.m. – 5:00 p.m. and Friday 9:00 a.m. – 3:00 p.m. They are not an occupational medicine place, they can't file workers comp claims, they don't take any insurance. He let them know he did tour's all the time if anyone would like he would be happy to show them around. They have a class A pharmacy on the premises and an onsite lab.

Agenda Item #6 Consent Agenda:

- a. Approval of BEDC board meeting minutes for April 3, 2025**
- b. April Financial Report (Notlyh Lyons)**
- c. Review BEDC monthly deposits. (Notlyh Lyons)**

Mrs. Odie stated she had a question for Mrs. Lyons. She wanted to know if that was the correct amount for Mr. Esch.

Mrs. Lyons explained that she went through his invoices, and they were really funny. She gave an example, when he worked in January, he would invoice them on February 10th. Once he went back and corrected the invoices, they did owe him for February and the eighteen hundred is for March.

Mr. Kosar said on the expense report on page 4, equipment maintenance 293.99. He asked what equipment that was.

Mrs. Lyons stated it was for the speakers that was ordered....

Mr. Green replied the PA system that's used at the amphitheater.

Mrs. Lyons replied yes.

Mr. Kosar said he was curious about equipment maintenance.

Motion was made to approve the minutes for April 3, 2025, April Financial Report and the BEDC monthly deposits.

Director, Lyndon Stamps / Director, Denice Odie

All For
Motion Carried

Agenda Item #7 Discuss and possible action to revisit having petty cash. (Notlyh Lyons)

Mrs. Lyons stated she wanted to go over the petty cash discussion and there are other departments that do have petty cash in this building. She didn't know what they were told before; but she thought was a good idea revisit it because Ms. Vike has a credit card for the EDC account. She then gave an example that the credit card could get locked and she needed to get something right away she would have the ability to do so. She's not say a big amount; but maybe \$100 Just as a backup.

Mrs. Odie asked Ms. Casto in the past how much did she have.

Ms. Casto stated a little over \$300

Mrs. Odie then confirmed with Mrs. Lyons that she's saying \$100?

Mrs. Lyons, stated she would say 100 300 is fine if they deem it necessary.

Mrs. Odie asked how often will her credit card get locked?

Mrs. Lyons stated they don't now with New First. It's happened in the past with the city's credit card. They would lock it thinking it was fraud.

Mr. Stamps asked Ms. Conner how much petty cash do the other departments normally may have?

Ms. Conner stated in the past around \$350 and went on to explained how it was handled; but as of now no one had any.

Mrs. Lyons stated that there was a petty cash line item for the city side for 300.

Mr. Kosar then asked on the petty cash, there should be some guidelines. If the card gets locked, he understands; but she should have some rules like ... she needs to call Mr. Green or Mr. Richards so she can get it, a double check on the petty cash so it's just not spent.

Mrs. Lyons stated she 100% agreed. She then gave an example of how when she goes to Amazon, she will go to Ms. Conner to her permission before she pays for it. So, they could do something similar to that then went on to explain what they could do.

Mr. Kosar said he felt like there should be two standards.

Mrs. Lyons again agreed, and went on to say she believed there should be two people handling petty cash.

Mr. Richards stated he had a question for Mr. Bautista because he was formally working in Hempstead EDC, and did they have petty cash there?

Mr. Bautista replied no.

Mr. Stamps stated this should not be a reoccurring problem on the credit. This is only for a backup in the event the card isn't working. He does not think it will be that often that they will be using the petty cash.... It's just a backup, and it's a small amount and easy to keep tabs.

Mrs. Lyons stated that's why she dropped it down to 100, it's more comfortable.

Mr. Green stated he didn't have an issue with it; but he want's to gets some rules. Get a process drawn up and bring before the board and let the board vote on it.

Mr. Richards asked if that would be petty cash for EDC and also for the city?

Mrs. Lyons said she would like to keep them separate so, EDC would have a special location and city would have a location ...

Mr. Richards said that's what he meant. They are setting up a procedure not only will it effect the EDC but the city. He went on to explain.

Mrs. Odie wanted to know if that procedure would be across the board?

Mr. Richards replied, he would say so.

Mr. Green wanted to know if they needed to take it to the city council and Mr. Richards agreed.

Agenda Item #8 Discuss and possible action hiring an EDC consultant

Mr. Richards stated at this particular time, in his opinion that it needs to be pushed back a little bit. Mr. Bautista has been hired now as an emergency hire; because they don't know the projects that were outstanding, their former EDC consultant left was very important. For doing things proper and in order, he thinks they need to table this one for right now. Mr. Bautista was hired for a 6-month period so, they might need to consult with attorney to make sure they are getting proper guidance for moving forward with permanent replacement. He then asked Mr. Olison if he would like any discussion.

Mr. Olison stated that he would talk to him about the way things were set up and what they are trying to accomplish and make sure it's done correctly.

Mr. Richards stated it was his understanding that Mr. Esch was also hired as an emergency hire also.

Mr. Olison stated that they funded for that position, he's talking about Joe leaving now they're looking for someone to feel that gap.

Mr. Richards again repeated that Mr. Esch was hired as an emergency hire when he came on board initially.

Mr. Olison replied that he didn't know.

Mr. Green, stated no action taken.

Tabled

Agenda Item #9 Discuss and possible action on getting tables and restrooms at the amphitheater.

Mr. Kosar stated he had done some research. He then passed picture of what Katy has. The concrete and the mettle tables are basically around \$1,000. The mettle tables have a

silicone coat so when they're in the hot sun, they won't burn. Then he spoke on the concrete tables how they were secured and in the ground. He didn't know if they wanted the wooden one's where anyone could come in and steal them. They've not decided on how many tables they want.

Mr. Green stated that they were only discussing it, he didn't expect the board to be taking any action on it; but he wanted to toss around some idea's and see what they come up with.

Mr. Richards stated on the table and chairs, they definitely wanted to get something that will not get blown away if bad weather comes. If they can get a quantity of tables and chairs ... the tables will need to be heavy duty as well as the chairs. When he visited Sealy, they have concrete table and benches that will not get compacted by weather.

Mrs. Odie asked if the restrooms came in different sizes.

Mr. Kosar said they did come in different sizes, it's a two-restroom stall. The building is 100% concrete. He's trying to get a price now. He then directed them to the Romax page and added that he had not gotten any response from them. He then directed them to their packet to see what Sealy had in their park. He went over the process of the building and spoke on the price.

Discussion continued.

Mr. Richards asked if they were ADA compliance?

Mr. Kosar stated they all were.

Discussion continued on how they were built.

Mr. Richards said that which ever the one they decide to go with, they'll need a full workup. How many stalls, how much concrete will be need to be poured, how much will electric cost, how much will the plumbing be...get a full workup sheet to make a motion to get a good estimate on this.

Mr. Stamps asked if they had thought about the picnic tables like they have at Hovas Park; because they are pretty stable and he thinks they would be fitting for what they are trying to do.

All agreed for a little more research.

No Action

Agenda Item # 10 Discuss and possible action furnishing refreshments for Stephens & Flowers Funerals & Cremations, Dedication to Mrs. Ouida Flowers Crematorium. May 31st at 1:00 p.m. and Open House at 1:30 p.m.

Mr. Olison stated if they were going to spend money, it has to be designated as a project. Council has to bless it then wait 60 days ... there are some things they have to do.

After discussion it was decided that some of the board members would make a donation.

No Action

Agenda Item #11 Discuss and possible action setting date, time for next business mixer.

After discussion, Wednesday, July 9th starting at 6:00 p.m. till 8:00 p.m. at the Brookshire Convention Center.

Agenda Item #12 Future Agenda Items.

Mr. Kosar would like to revisit the restrooms, tables & chairs at the amphitheater.

Agenda Item #13 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.

Agenda Item # 14 Discussion & possible action on Executive session items if necessary.

N/A

Agenda item #15 Adjournment.

Motion was made to adjourn.

Director, Lyndon Stamps / Secretary, Treasurer, Robert Richards

All For
Motion Carried

6:16 p.m.

President, Eric Green

Secretary/Treasurer, Robert Richards

Prepared by Vickie Casto

BROOKSHIRE
ECONOMIC DEVELOPMENT CORPORATION

Financials
May 2025

**PREPARED BY
NOTLYH LYONS**

Revenue And Expense Report

As of May 31, 2025

108 - City - Brk. Economic Development		Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Revenue Summary								
-		0.00	644,156.81	1,688,891.00	1,044,734.19	61.86%	1,183,129.05	1,548,934.70
Revenue Totals		0.00	644,156.81	1,688,891.00	1,044,734.19	61.86%	1,183,129.05	1,548,934.70
Expense Summary								
000-Non-Departmental		23,162.86	126,116.95	1,688,891.00	1,562,774.05	92.53%	127,683.74	195,489.13
Expense Totals		23,162.86	126,116.95	1,688,891.00	1,562,774.05	92.53%	127,683.74	195,489.13
Revenues Over(Under) Expenditures		(23,162.86)	518,039.86	0.00	(518,039.86)	77.20%	1,055,445.31	1,353,445.57

Revenue and Expense Report

As of May 31, 2025

108 - City - Brk. Economic Develop Department Revenue		Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Sales Tax								
-43050 Sales Tax		0.00	644,156.81	1,088,391.00	444,234.19	40.82%	1,177,468.84	1,543,274.49
Total Sales Tax		0.00	644,156.81	1,088,391.00	444,234.19	40.82%	1,177,468.84	1,543,274.49
Interest								
-43640 Interest Earned		0.00	0.00	500.00	500.00	100.00%	5,660.21	5,660.21
Total Interest		0.00	0.00	500.00	500.00	100.00%	5,660.21	5,660.21
Reserves								
-43710 Prior Yr Unexpended Funds		0.00	0.00	600,000.00	600,000.00	100.00%	0.00	0.00
Total Reserves		0.00	0.00	600,000.00	600,000.00	100.00%	0.00	0.00
Total		0.00	644,156.81	1,688,891.00	1,044,734.19	61.86%	1,183,129.05	1,548,934.70
Total Revenue		0.00	644,156.81	1,688,891.00	1,044,734.19	61.86%	1,183,129.05	1,548,934.70

Revenue and Expense Report
As of May 31, 2025

108 - City - Brk. Economic Develop Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
000-Non-Departmental							
Personnel							
000-51000 Salaries	5,459.00	19,106.50	75,000.00	55,893.50	74.52%	34,719.10	34,719.10
000-51130 Retirement Contributions	847.78	2,967.23	11,498.00	8,530.77	74.19%	0.00	0.00
Total Personnel	6,306.78	22,073.73	86,498.00	64,424.27	74.48%	34,719.10	34,719.10
Taxes							
000-51100 Payroll Taxes	417.62	1,461.67	7,500.00	6,038.33	80.51%	0.00	0.00
Total Taxes	417.62	1,461.67	7,500.00	6,038.33	80.51%	0.00	0.00
Insurance							
000-51140 Health Insurance	970.60	3,132.58	14,400.00	11,267.42	78.25%	0.00	0.00
Total Insurance	970.60	3,132.58	14,400.00	11,267.42	78.25%	0.00	0.00
Not Categorized							
000-51540 Health Insurance	1.34	4.02	0.00	(4.02)	0.00%	0.00	0.00
000-52000 Legal Fees	880.00	5,946.50	35,000.00	29,053.50	83.01%	835.00	6,552.50
000-52020 Audit & Accounting	0.00	0.00	30,000.00	30,000.00	100.00%	2,865.64	3,259.39
000-52030 Professional Services	0.00	24,305.00	48,000.00	23,695.00	49.36%	29,261.33	58,961.33
000-52031 Bedc Coordinator	8,750.00	8,750.00	70,000.00	61,250.00	87.50%	0.00	0.00
000-52032 Webmaster	0.00	0.00	2,500.00	2,500.00	100.00%	0.00	0.00
000-52033 Technology	26.34	183.99	2,500.00	2,316.01	92.64%	0.00	138.19
000-52034 Engineer Services	0.00	0.00	25,000.00	25,000.00	100.00%	0.00	0.00
000-53010 Office Supplies	290.18	302.52	6,000.00	5,697.48	94.96%	732.70	732.70
000-53020 Forms & Statements	0.00	0.00	150.00	150.00	100.00%	0.00	0.00
000-53110 Membership & Dues	0.00	0.00	2,500.00	2,500.00	100.00%	0.00	0.00
000-54000 Building Maintenance	0.00	2,599.99	27,000.00	24,400.01	90.37%	275.00	815.00

Revenue and Expense Report

As of May 31, 2025

108 - City - Brk. Economic Develop Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
000-54010 Equipment Maintenance	0.00	293.99	1,000.00	706.01	70.60%	0.00	0.00
000-54190 Public Mowing	0.00	18,013.39	57,000.00	38,986.61	68.40%	17,280.00	29,280.00
000-55050 Travel & Training	0.00	926.50	10,000.00	9,073.50	90.74%	51.09	1,825.87
000-55070 Bank Charges	0.00	0.00	300.00	300.00	100.00%	44.15	44.15
000-55090 Telephone	0.00	0.00	2,500.00	2,500.00	100.00%	1,030.37	1,314.30
000-55100 Utility Expense	0.00	0.00	3,000.00	3,000.00	100.00%	0.00	0.00
000-56080 Consulting	0.00	0.00	5,000.00	5,000.00	100.00%	0.00	0.00
000-56140 Beautification	0.00	2,990.00	25,000.00	22,010.00	88.04%	15,464.36	15,464.36
000-56150 City Parks Project	0.00	8,600.00	350,000.00	341,400.00	97.54%	0.00	0.00
000-56170 Facilities/Infrastructure Proj	0.00	0.00	719,177.00	719,177.00	100.00%	24,855.00	24,855.00
000-56220 Downtown Improvements	0.00	9,590.00	100,000.00	90,410.00	90.41%	0.00	0.00
000-56250 Business Incentive	0.00	0.00	3,000.00	3,000.00	100.00%	0.00	0.00
000-57000 Technology	5,520.00	16,943.07	20,866.00	3,922.93	18.80%	270.00	17,381.84
000-57010 Computer & Software	0.00	0.00	35,000.00	35,000.00	100.00%	0.00	145.40
Total Not Categorized	15,467.86	99,448.97	1,580,493.00	1,481,044.03	93.71%	92,964.64	160,770.03
Total Non-Departmental	23,162.86	126,116.95	1,688,891.00	1,562,774.05	92.53%	127,683.74	195,489.13
Total Expense	23,162.86	126,116.95	1,688,891.00	1,562,774.05	92.53%	127,683.74	195,489.13

NEWFIRST NATIONAL BANK
CREDIT CARD
V. CASTO



VICKIE CASTO
Account Number: XXXX XXXX XXXX 9996

Billing Questions:
800-367-7576

Website:
www.cardaccount.net

Send Billing Inquiries To:
Card Service Center, PO Box 569120, Dallas, TX 75356

NEWFIRST NATIONAL BANK Credit Card Account Statement
May 15, 2025

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$0.00
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases	\$0.00
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$0.00
Account Number	XXXX XXXX XXXX 9996
Credit Limit	\$2,500.00
Available Credit	\$199.00
Statement Closing Date	May 15, 2025
Days in Billing Cycle	0

PAYMENT INFORMATION

New Balance:	\$0.00
Minimum Payment Due:	\$0.00
Payment Due Date:	June 9, 2025

RECEIVED
5/22/25

MESSAGES

PROTECT YOURSELF FROM SCAMMERS!

We will never call, text, or email and ask you for your personal information. Some scammers will call and pretend to be from the Card Service Center. We will never call or text you and ask for sensitive information such as account or card number information, passwords or user names, or social security numbers. Please **DO NOT** give out that information.

If you feel pressured or concerned about a phone call, please hang up and call us at 800-367-7576 (the phone number located on the back of your credit card). Our Card Service Center team is always glad to check and can verify the information.

Please see reverse side of page 1 for important information.

5762 0001 BHH 001 7 9 250515 0

PAGE 1 of 2

15 1127 7010 VB5

01AB5762

1090

NEWFIRST NATIONAL BANK
1550 N BROWN RD 150
LAWRENCEVILLE GA 30043



Account Number:	XXXX XXXX XXXX 9996
New Balance:	\$0.00
Minimum Payment Due:	\$0.00
Payment Due Date:	June 9, 2025

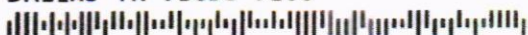
Please use enclosed envelope to remit payment.

Amount Enclosed: \$

☐ Indicate name or address change on reverse side and check here.

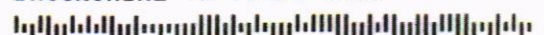
Make Check Payable to:

CARD SERVICE CENTER
PO BOX 569100
DALLAS TX 75356-9100



VICKIE CASTO
CITY BROOKSHIRE EDC
PO BOX 160
BROOKSHIRE TX 77423-0160

1090



559061701076999600000000000000009



VICKIE CASTO
Account Number: XXXX XXXX XXXX 9996

TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
04/14	04/15	7541823386KBQYBEA	IONOS INC. CHESTERBROOK PA	\$5.32
05/03	05/04	05410193W326QVMHL	QUILL CORPORATION QUILL.COM SC	\$138.77
05/04	05/05	75418233W6LV4TLZB	IONOS INC. CHESTERBROOK PA	\$21.02
05/14	05/15	7541823466MGT39YA	IONOS INC. CHESTERBROOK PA	\$25.54
05/15	05/15	000000000000COMPC	TOTAL PURCHASES \$190.65	
			TOTAL \$190.65	

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	18.49% (v)	\$0.00	0	\$0.00
Cash Advances	18.49% (v)	\$0.00	0	\$0.00

(v) - variable

To avoid additional interest charges, pay your New Balance in full on or before the Payment Due Date.

Exciting news! Go online today and check out the all-new enhancements to the Card Service Center website. E-statements, additional payment options, links to Preferred Points website, and other helpful sites. Visit us today at www.cardaccount.net to enroll your credit card account(s) on the newly enhanced website.

Thank you for the opportunity to serve your credit card needs. Should your future plans include travel, please contact us at 1-800-367-7576.

Please see reverse side of page 1 for important information.

**IONOS Inc.**

Two Logan Square, 100 N 18th St., Suite 400
Philadelphia, PA 19103
USA

Two Logan Square, 100 N 18th St. - Suite 400
Philadelphia, PA 19103 - USA

Stacey Gootee
City of Brookshire
P.O. Box 160
Brookshire, TX 77423-0160
UNITED STATES

Invoice: 202054751400
Invoice Date: 04/13/2025
Customer ID: 447408986
Contract ID: 103888979

Help Center: ionos.com/help
My IONOS: my.ionos.com/invoices

Your IONOS Personal Consultant:

Tiffany M

+1 267 366 6050

Invoice

Billing period starting: 04/12/2025

Item	Service	Charges	Usage	Taxable Portion	Total
Contract: 103888979 - IONOS HiDrive Pro					
1	Basic Fee 04/12/2025-05/11/2025	\$20.00 a month	1 mo.	\$16.00	\$20.00
2	Special Offer Discount for line-item 1 Valid from 11/12/2024 to 05/11/2025	Special Offer		\$-15.20	\$-19.00
Net Total					\$1.00
Net (non-taxable portion)					\$0.20
Net (taxable portion)					\$0.80
Tax					\$0.06
Total amount due					\$1.06

Please **DO NOT** send cash, check or money order

The total amount due will be charged to your credit card within the next seven days, most likely in the next day or two. Thank you.

Do you have questions regarding this invoice?

Please refer to your [Help Center](https://ionos.com/help) or log in to my.ionos.com for further information.

**IONOS Inc.**

Two Logan Square, 100 N 18th St., Suite 400
Philadelphia, PA 19103
USA

Two Logan Square, 100 N 18th St. · Suite 400
Philadelphia, PA 19103 · USA

Stacey Gootee
City of Brookshire
P.O. Box 160
Brookshire, TX 77423-0160
UNITED STATES

Invoice: 202054751405
Invoice Date: 04/13/2025
Customer ID: 447408986
Contract ID: 103888962

Help Center: ionos.com/help
My IONOS: my.ionos.com/invoices

Your IONOS Personal Consultant:

Tiffany M

+1 267 366 6050

Invoice

Billing period starting: 04/12/2025

Item	Service	Charges	Usage	Taxable Portion	Total
Contract: 103888962 - IONOS HiDrive Basic					
Basic fee (\$1.50)					
1	Basic Fee 04/12/2025-05/11/2025	\$1.50 a month	1 mo.	\$1.20	\$1.50
Additional services (\$2.50)					
2	IONOS HiDrive Office 04/12/2025-05/11/2025	\$2.50 a month	1 mo.	\$2.00	\$2.50
Net Total					\$4.00
Net (non-taxable portion)					\$0.80
Net (taxable portion)					\$3.20
Tax					\$0.26
Total amount due					\$4.26
Please DO NOT send cash, check or money order					

The total amount due will be charged to your credit card within the next seven days, most likely in the next day or two. Thank you.

Do you have questions regarding this invoice?

Please refer to your [Help Center](https://ionos.com/help) or log in to my.ionos.com for further information.



PO Box 37600
Philadelphia, PA 19101-0600

Credit Card Purchase Receipt

Order Date: 05/01/2025
Ship Date: 05/01/2025
Invoice Date: 05/01/2025
TIN: 04-2896127

Sold To:

City Of Brookshire
PO Box 160
Brookshire TX 77423-0160

Ship To:

Brookshire Edc
Vickie Casto
4029 5Th St
Brookshire TX 77423

Customer PO: castovickie Order #: 184257225 Invoice #: 43960691 Account #: 1836147

Item Number	Description	Color	Qty Shipped	Price	Unit	Extended
550-541077	FILE FOLDER 3-TAB LETTER 50/PK		2	\$13.58	pack	\$27.16
550-104604CT	HM 8.5X11 LSR 24 98 10RM RWH		1	\$111.61	carton	\$111.61



Always happy to help

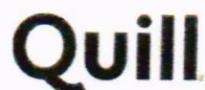


800.982.3400  invoice@quill.com

Check the status of this order and track delivery at [Quill.com/my account](https://www.quill.com/my-account).

Merchandise Amt \$138.77
Tax: \$0.00
Shipping: Free

**This amount has been charged
to your credit card: \$138.77**



THIS IS A RECEIPT FOR YOUR CREDIT CARD PURCHASE

Pending settlement from your financial institution.

**IONOS Inc.**

Two Logan Square, 100 N 18th St., Suite 400
Philadelphia, PA 19103
USA

Two Logan Square, 100 N 18th St. - Suite 400
Philadelphia, PA 19103 - USA

Stacey Gootee
City of Brookshire
P.O. Box 160
Brookshire, TX 77423-0160
UNITED STATES

Invoice: 202055067854
Invoice Date: 05/03/2025
Customer ID: 447408986
Contract ID: 54615938

Help Center: ionos.com/help
My IONOS: my.ionos.com/invoices

Your IONOS Personal Consultant:

Tiffany M
 +1 267 366 6050

Invoice

Billing period starting: 05/02/2025

Item	Service	Charges	Usage	Taxable Portion	Total
Contract: 54615938 - IONOS Premium					
1	IONOS PHP 5.4 Extended Support 04/08/2025-05/07/2025	\$19.76 a month	1 mo.	\$15.81	\$19.76
Net Total					\$19.76
Net (non-taxable portion)					\$3.95
Net (taxable portion)					\$15.81
Tax					\$1.26
Total amount due					\$21.02
Please DO NOT send cash, check or money order					

The total amount due will be charged to your credit card within the next seven days, most likely in the next day or two. Thank you.

Do you have questions regarding this invoice?

Please refer to your [Help Center](https://ionos.com/help) or log in to my.ionos.com for further information.

**IONOS Inc.**

Two Logan Square, 100 N 18th St., Suite 400
Philadelphia, PA 19103
USA

Two Logan Square, 100 N 18th St. · Suite 400
Philadelphia, PA 19103 · USA

Stacey Gootee
City of Brookshire
P.O. Box 160
Brookshire, TX 77423-0160
UNITED STATES

Invoice: 202055260509
Invoice Date: 05/13/2025
Customer ID: 447408986
Contract ID: 103888962

Help Center: ionos.com/help
My IONOS: my.ionos.com/invoices

Your IONOS Personal Consultant:

Tiffany M

+1 267 366 6050

Invoice

Billing period starting: 05/12/2025

Item	Service	Charges	Usage	Taxable Portion	Total
Contract: 103888962 - IONOS HiDrive Basic					
Basic fee (\$1.50)					
1	Basic Fee 05/12/2025-06/11/2025	\$1.50 a month	1 mo.	\$1.20	\$1.50
Additional services (\$2.50)					
2	IONOS HiDrive Office 05/12/2025-06/11/2025	\$2.50 a month	1 mo.	\$2.00	\$2.50
Net Total					\$4.00
Net (non-taxable portion)					\$0.80
Net (taxable portion)					\$3.20
Tax					\$0.26
Total amount due					\$4.26
Please DO NOT send cash, check or money order					

The total amount due will be charged to your credit card within the next seven days, most likely in the next day or two. Thank you.

Do you have questions regarding this invoice?

Please refer to your [Help Center](https://ionos.com/help) or log in to my.ionos.com for further information.

**IONOS Inc.**

Two Logan Square, 100 N 18th St., Suite 400
Philadelphia, PA 19103
USA

Two Logan Square, 100 N 18th St. · Suite 400
Philadelphia, PA 19103 · USA

Stacey Gootee
City of Brookshire
P.O. Box 160
Brookshire, TX 77423-0160
UNITED STATES

Invoice: 202055260506
Invoice Date: 05/13/2025
Customer ID: 447408986
Contract ID: 103888979

Help Center: ionos.com/help
My IONOS: my.ionos.com/invoices

Your IONOS Personal Consultant:

[Tiffany M](#)
 +1 267 366 6050

Invoice

Billing period starting: 05/12/2025

Item	Service	Charges	Usage	Taxable Portion	Total
Contract: 103888979 - IONOS HiDrive Pro					
1	Basic Fee	\$20.00 a month	1 mo.	\$16.00	\$20.00
	05/12/2025-06/11/2025				
Net Total					\$20.00
Net (non-taxable portion)					\$4.00
Net (taxable portion)					\$16.00
Tax					\$1.28
Total amount due					\$21.28
Please DO NOT send cash, check or money order					

The total amount due will be charged to your credit card within the next seven days, most likely in the next day or two. Thank you.

Do you have questions regarding this invoice?

Please refer to your [Help Center](#) or log in to my.ionos.com for further information.

NEWFIRST NATIONAL BANK

CHECKING ACCOUNT

EDC - CHECKING -~~XXX~~081 ♥♥

Account Information

Balance

Previous Day Transactions (-\$0.00 / +\$0.00)	\$0.00
Current Balance	\$25,000.00
Total Float	\$0.00
Holds	\$0.00
Pending Transactions (-\$0.00 / +\$0.00)	\$0.00
Other Transfers	\$0.00
Today's Float	\$0.00
Available Balance	\$25,000.00
Line Of Credit	\$0.00
Sweep Account EDC - ICS 99794081	\$1,727,613.07
Total Funds Available	\$1,752,613.07

Activity

Last Deposit (May 19, 2025)	\$3,750.00
Last Check (May 19, 2025)	\$3,750.00
Last Overdrawn	Mar 29, 2024

Interest

Last Interest Payment	\$35.96
-----------------------	---------

EDC - CHECKING - xxx 081 ♥

Search Transactions

Activity: Date range; Start date: May 01, 2025; End date: May 31, 2025; Type: Debits

Transactions

🕒 Pending ● Posted

Total debits: -15,466.52 (3) Total credits: +0.00 (0)

Date ▼	Description ↕	Debit ↕	Credit ↕	Balance
● May 19, 2025	City of Brookshi BEDC Coord 113104796	3,750.00	ⓑ	
● May 13, 2025	City of Brookshi EDC May 20 113104796	11,400.00	Ⓐ	
● May 07, 2025	CARD SERVICE CTR ONLINE PMT 043000096418562	316.52	ⓒ	

Pay/Hold ▾	Account ▾	Amount ▾
Pay	EDC - CHECKING	(B) 3,750.00

Pay to

Total batch deposit (1 item) \$3,750.00

Reverse none

Pay/Hold ▾	Name ▾	Identification ▾	Amount ▾	Reverse ▾
Pay	Ramiro Bautista		3,750.00	No
	Routing transit	Account number	Account type	
	314089681	xxxxx1212	Checking	

Approval

Name

Date

Lakethia Connor

COMPLETED
 BY:  DATE: 5/16/25

May 16, 2025 1:49:34 PM



... CHECK REQUEST ...

DATE OF REQUEST: May 14, 2025

REQUESTED BY: Vickie Casto/

CHECK TO: Ramiro Bautista

208 3rd St.

Hempstead, TX 77445

Invoice # 3

AMOUNT OF CHECK: \$ 3,750.00

INVOICE ATTACHED: YES

Line Item #:	Line-Item Name
<u>108-000-52031</u>	<u>BEDC Coordinator</u>

A handwritten signature, possibly 'A. M.', is written over the date '5/16/25'.



Outlook

Brookshire Economic Development Services Invoice #3

From Ramiro Bautista <rbautista@brookshiretx.gov>

Date Tue 5/13/2025 1:13 PM

To Notlyh Lyons <nlyons@brookshiretx.gov>

Cc Vickie Casto <vcasto@brookshiretx.gov>; Lakethia Connor <lconnor@brookshiretx.gov>;
aldermangreen@yahoo.com <aldermangreen@yahoo.com>

 4 attachments (1 MB)

Invoice for Services from May 5 - 9 2025.pdf; Daily Activity Log May 5-9 2025.pdf; TIRZ 1 Annual Report Crystal Lakes - RB located online TCPA.pdf; Colliers Commercial Real Estate - Nationwide Trailers Project.png;

Ms. Lyons,

Hello and good afternoon. Attached is Invoice #3 for Economic Development Services performed from May 5 – 9, 2025 for the BEDC. Attached you will also find my daily activity log, a welcome banner we used during the Nationwide Trailers Pre-Development meeting held last week, and the TIRZ #1 – Crystal Lakes report I located on the TCPA website.

Please assist with payment processing at your convenience.

Thank you,

Bautista

--

Ramiro Bautista, Ph.D.
City of Brookshire EDC Consultant
rbautista@brookshiretx.gov

INVOICE

DATE

May 10, 2025

INVOICE NO

3

Ramiro Bautista

2008 3rd St

Hempstead, TX 77445

(210) 970-9117

ramirobautistaaphd@gmail.com

City of Brookshire - EDC

4029 Fifth St

Brookshire, TX 77423

(281) 375-5050

(281) 375-5045

edc@brookshiretx.gov

JOB

City of Brookshire - EDC

PAYMENT TERMS

Due on Receipt

DUE DATE

May 10, 2025

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
2 hrs	Gen Eco Dev Services (5/5/25)	\$250.00	\$500.00
5 hrs	Gen Eco Dev Services (5/6/25)	\$250.00	\$1250.00
4 hrs	Gen Eco Dev Services (5/7/25)	\$250.00	\$1000.00
4 hrs	Gen Eco Dev Services (5/8/25)	\$250.00	\$1000.00

Subtotal	3750.00
Sales Tax	0.00
Total	3750.00

Ramiro Bautista, Ph.D.
Consultant

City of Brookshire
Economic Development Corporation

Daily Activity Log
May 5 - 9, 2025

May 5, 2025 – 5:00 pm – 7:00 pm – 2 hours

- Review voicemail from Ms. Casto to return call to Wes Babb with Colliers. His client (Nationwide Trucking) is looking to re-locate to Brookshire and would like guidance on the application and permitting process. Called Wes Bass and now have set up meeting currently for Permits, City Administration, and BEDC to meet and discuss general inquiries regarding the City's overall permit application process on Wednesday, May 7, 2025 at 11:30 am. Will discuss with Ms. Beatrice and Ms. Castro on Tuesday, May 6, 2025.
- Review Grundfos abatement agreement sent from Ansell Sims via email on 5/1/2025 prior to start of City Council meeting at 7:00 pm.
 - o December 11, 2024 – Waller County Commissioner's Court approved abatement agreement with Grundfos USA Inc.
 - o At least 10 new Employees – good faith effort to employ Waller County residents
 - o maintain taxable inventory – **how much value - \$?**
 - o 6-year abatement period (2027-2032) – real and personal property improvements only as shown on exhibit B (in application).
 - Year 1 (2027) – 100%
 - Year 2 (2028) – 100%
 - Year 3 (2029) – 75%
 - Year 4 (2030) – 75%
 - Year 5 (2031) – 75%
 - Year 6 (2032) – 50%
 - \$40M – Real Property (building)
 - \$982K – Personal Property (fixed-in place equipment)
 - o **Will city approve the same number of years at the percentages listed above?**

May 6, 2025 – 9:30 am – 2:30 pm – 5 hours

- Discussion with Ms. Casto about Cinco de Mayo Event and social media posts regarding event marketing.
- Discussion with Ms. Casto about the Business Retention and Expansion Program scheduled for July 9, 2025 from 6:00 pm to 8:00 pm at the Brookshire Convention Center. Waller County Judge Carbett "Trey" Duhon has agreed to be the speaker for the event. Ms. Casto provided a brief overview of the program agenda.
 - o **Will review further prior to sending to BEDC Board Members for additional review.**
- Preparation for virtual meeting with decision makers from Nationwide Trailers and Colliers. Meeting is set for Wednesday, May 7, 2025 at 11:30 am via Teams. Ms. Beatrice, Ms. Casto, and Ramiro Bautista will be in attendance.
 - o Attempted a TEST Teams meeting in the Council Chambers. However, after several attempts to increase the volume, we decided to choose another

location. The next location was in the conference room located in the Convention Center. Wi-Fi was our only connection, and the signal was weak, therefore, we could not connect to the meeting. Finally, we attempted to use a laptop to host the meeting for all City representatives to attend in the BEDC area. Spoke with Valerie and they will provide Ramiro Bautista with a better understanding of how to operate the audio in the Council Chambers.

- Sent Teams meeting to City Administration, BEDC, Colliers' representative, and Nationwide Trailers decision makers.
- Review email from Ms. Casto regarding the Brown Tract Development meeting with the City, Attorney, Engineer, BMWWD, and developers.
 - Will follow-up on 5/7/25 regarding City's availability and will share with BMWWD.
- Read BMWWD District Development Policy Packet
 - Policies, Procedures, and Application for Water Service/Annexation, Development Checklist, Manufacturing Business Wastewater Questionnaire, Order Adopting Amended Land Use Assumptions, Capital Improvement Plan, and Impact Fee Calculation

May 7, 2025 – 10:00 am – 2:00 pm – 4 hours

- Prepare for Pre-Development meeting with Permits (Beatrice) and BEDC.
- Attend and lead virtual meeting with the Nationwide Trailers Project.
 - Met with two of the three Nationwide Trailers' decision makers (Chief of Strategy & CFO) to include Wes Babb from Colliers, Beatrice Compean (CoB), Vickie Casto (BEDC), and Buddy Brand (BKDD).
 - Premier trailer dealership to include parts and service which also has a trusted customer base. Their original location is in N. Houston and they also have a location in Pasadena. They have expanded to other cities Texas, Oklahoma, Arkansas, Iowa, and Missouri. They now plan to expand again and are looking to choose Brookshire, TX as their next location outside of West Houston.
 - Attempting to come in and purchase land and open doors/business "As Is" and will not be bringing in any fill material. If investor chooses to continue with project "As Is" on the property and submits an application to BKDD, BKDD will proceed with "No Drainage Permit Required."
 - Investor will expand at a later date and will have designs and seeks all approvals required at a later date, but for now will proceed with project "As Is."
 - Permits (Beatrice) was questioned regarding the need to re-plat since the property has two IDs? Also, are landscape and payment improvements required for an "As Is" project? Email sent to LJA from Beatrice.

- Beatrice will follow up and inquire with BMWD and BV on how their process will be completed for an "As Is" project.
- Meet with Mr. Richard regarding priorities for BEDC
 - Provided Mr. Richards with an update on the research of Crystal Lakes

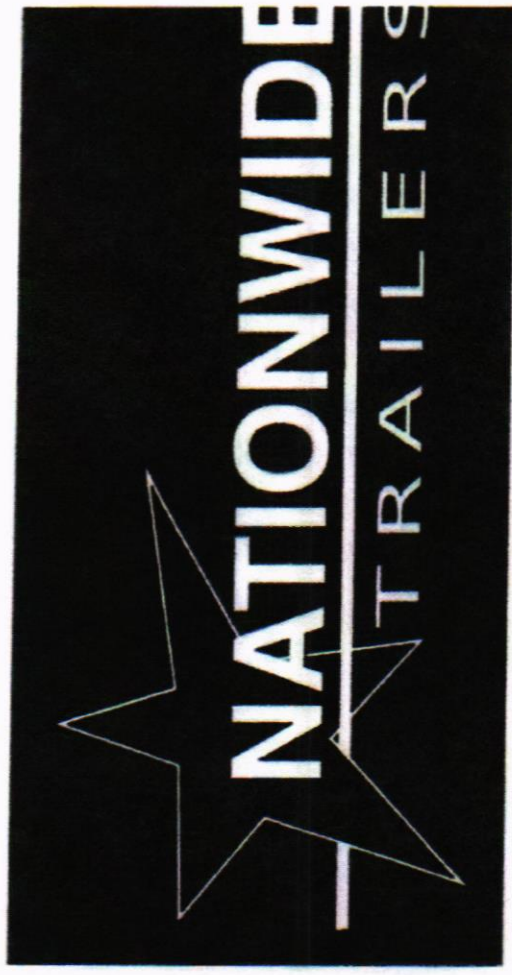
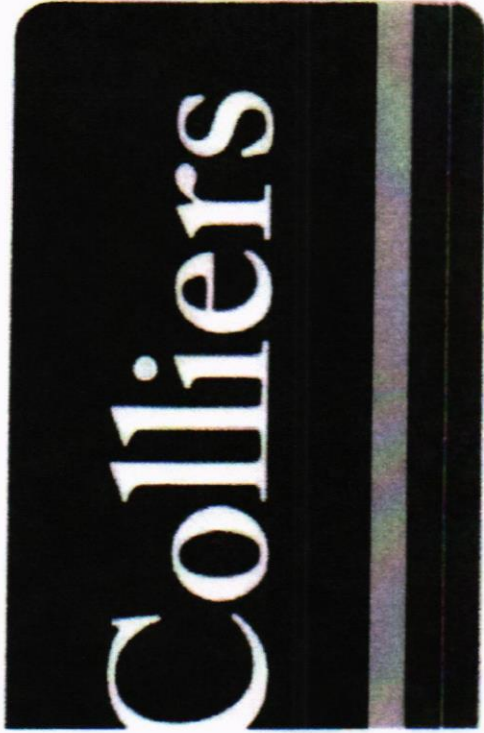
May 8, 2025 – 11:30 am – 3:30 pm – 4 hours

- Phone conversation with Mr. Larry Kuciemba, Bellville EDC about a project Mr. Schiel (Hometown Hardware) completed in Bellville.
 - A meeting set for Wednesday, May 14, 2025 at 10:00 am. Mr. Kuciemba will provide the performance agreement Bellville approved and will contain the amount their EDC approved for expansion/improvements, per Ramiro Bautista's request to Mr. Schiel (owner/investor).
- Continue research regarding Crystal Lakes TIRZ #1
 - Located an Annual Report (attached) that was submitted to the comptroller's office.
 - Report provides an entire background of the TIRZ #1 – Crystal Lakes regarding the non-existent board, at the time. Background information on how the TIRZ #1 – Crystal Lakes was approved and developed. Also, in the report is the purpose, Duties and Responsibilities, Membership, Description of the Zone, Purpose of the Zone, State of the Zone in FY 2022 and tables indicating Taxable Value of Crystal Lakes by year, and payments made to LGI Homes by year.
 - Read through entire agenda from July 15, 2024 which contained information from the discussion with Mr. Esch and the Board.



**BROOKSHIRE
ECONOMIC
DEVELOPMENT
CORPORATION**

Welcome!



**Tax Increment Reinvestment Zone #1
Crystal Lakes TIRZ
Brookshire, Texas**



**Annual Report
Fiscal Year Ending September 30, 2022**

Table of Contents

City of Brookshire, TX City Council	2
Tax Increment Reinvestment Zone #1, Crystal Lakes TRIZ Board of Directors	3
Background	3
Description and Purpose of the Zone	4
Current Status of TIRZ #1	
Table 1	5
Table 2	5
Table 3	6
Table 4	7

City of Brookshire, TX

City Council

Current

Mayor

Darrell Branch

Council Members

Position #1

Monique Taylor
Alderwoman

Position #2

Tony McAnelly
Alderman

Position #3

Kim Branch
Alderwoman

Position #4

Amanda Neuendorf
Alderwoman

Position #5

Jeremiah Hill
Alderman Position #4

After hiring a City Administrator and City Secretary, the new city administrator began a process of instituting proper administrative procedures for the city. As a part of this effort, she became aware of administrative, record keeping and oversight issues with the Crystal Lakes TIRZ issues. This report is a part of that effort to correct issues and bring the Crystal Lakes TIRZ into compliance with state requirements. In following up with the State on how best to address the reporting the state asked the city to submit reports for 2021, 2022 and 2023. The reports for this year 2021 as well as 2022 will not include a list of board members. This is since at the time no board had yet been appointed.

Purpose

To administer the TIRZ #1 project plan and plan of finance consistent with all relevant governing documents and approved binding agreements regarding the operation and administration of Brookshire Tax Increment Reinvestment Zone #1, the Crystal Lakes TIRZ.

Duties and Responsibilities

The Crystal Lakes TIRZ Board has charged with the responsibility of taking all necessary action to work with assigned city staff in support of the proper administration of the TIRZ and all its requirements including financial administration and reporting requirements.

Membership

Brookshire Tax Increment Reinvestment Zone #1, the Crystal Lakes TIRZ encompasses the Crystal Lakes development comprised of ~60 Acres and is governed by a board of nine members appointed by position. Positions #1 and 2 are appointed by and serve at the pleasure of the State Senator and State Representative respectively. Positions 3 – 9 are appointed by the City Council of Brookshire. Board members seated in Positions 3 – 9 have two-year terms, but serve at the pleasure of the city council. Waller County is not participating in the TIRZ and does not have an appointment to the board.

Description of the Zone

In accordance with the Tax Increment Financing Act (Chapter 311, Texas Tax Code), Brookshire Reinvestment Zone Number One, Brookshire, Texas (the Zone) was established by ordinance in 2007. A project plan and plan of finance was adopted and a development agreement was entered into for the project in 2007. Unfortunately, the anticipated project did not proceed as planned. In 2015, the City of Brookshire adopted ordinance Number 15-597-12 adopting and updating the project plan and plan of finance for the Zone. The ordinance repealed all ordinances and parts of ordinances that are inconsistent or in conflict with ordinance 15-597-12.

With the amendments to the zone, project plan and plan of finance as well as the development agreement modifications development has proceeded. The Developer completed all of the public improvements and they were accepted by the city. The project is proceeding, and the city has taken steps to bring the zone into reporting compliance.

Purpose of the Zone

The purpose of the zone is to enable the development of ~60 Acres or land by reimbursing identified public infrastructure costs for the Crystal Lakes residential development. The development

State of the Zone in Fiscal Year 2022

1.) The information provided in this section is in accordance with § 311.016 (a) (1) of the Texas Tax Code, which requires inclusion of the amount and source of revenue in the tax increment fund established for the Zone for Fiscal Year 2022. The bottom line displays all revenues earned for TIRZ No. 1.

The City of Brookshire is the only taxing entity participating in the Zone. The captured value in the TIRZ in 2022 is. The City's tax rate is \$0.6543 per \$100.00 of assessed value. The total collections for the TIRZ at 80% are as follows:

$$\$44,024,554.00 / 100 * \$0.6543 * .8 = \$230,442.13$$

Table I: Crystal Lakes TIRZ Revenue and Source	
City of Brookshire	\$230,442.13
Interest Revenue	\$-
Total Revenue – Fiscal Year 2022	\$230,442.13

2.) The information provided in this section is in accordance with § 311.016 (a) (2) of the Texas Tax Code, which requires inclusion of the amount and purpose of expenditures from the tax increment fund for Fiscal Year 2022. The bottom line displays all expenditures from TIRZ No. 1.

To date, the use of TIRZ funds has been limited to the reimbursement of funds to the developer for projects completed under the approved documents. The city has not reimbursed itself for any costs incurred.

Table II: Crystal Lakes Expenditures	
Developer Invoice for reimbursement	\$228,631.25
Total Expenditures 2022:	\$228,631.25

3.) The information provided in this section is in accordance with § 311.016 (a) (3) of the Texas Tax Code, which requires inclusion of the amount of principal and interest due on outstanding bonded indebtedness.

No bonded debt was issued by the Zone during Fiscal Year 2022. The Zone has no prior outstanding bond indebtedness.

4.) The information provided in this section is in accordance with § 311.016 (a) (4) of the Texas Tax Code, which requires inclusion of the tax increment base and current captured appraised value retained by the Zone.

In each year subsequent to the base year, the Zone will receive tax increment revenue based on ad valorem property taxes levied and collected by each participating taxing unit on the captured appraised value of the Zone. The captured appraised value of the Zone is the total appraised value of all real property located within the Zone, less the tax increment base value. The City of Brookshire is the only

5.) The information provided in this section is in accordance with § 311.016 (a) (5) of the Texas Tax Code, which requires inclusion of the captured appraised value shared by the municipality and other taxing units, the total amount of tax increments received, and any additional information necessary to demonstrate compliance with the tax increment financing plan adopted by the governing body of the municipality.

As previously stated, the City of Brookshire is the only taxing unit participating in the Zone. Table 4 summarizes the captured appraised value by tax year and the actual tax increment revenue received increment from each participating taxing unit.

Table 4 TIRZ Increment by year

Crystal Lakes TRIZ	
Tax Year	City of Brookshire Taxes
2008	\$0.00
2009	\$0.00
2010	\$0.00
2011	\$0.00
2012	\$0.00
2013	\$0.00
2014	\$0.00
2015	\$0.00
2016	\$0.00
2017	\$3,019.52
2018	\$56,331.14
2019	\$163,669.39
2020	\$221,560.35
2021	\$229,937.72
2022	\$230,442.13

BEDC Coordinator payment

Description

BEDC Coordinator payment

Tax identification number

City of Brookshi[xxxxx3117]

Effective date

May 19, 2025

Repeat

Status

Processed

Type

Payment (Vendor - CCD)

Total withdrawal

\$3,750.00

Total deposit

\$3,750.00

Batch

Processed

Name

1-CCD-BEDC Coord

Company

City of Brookshi[xxxxx3117]

Company description

BEDC Coord

Pay from

Total batch withdrawal (1 item) \$3,750.00

Pay/Hold ◊	Account ◊	Amount ◊
Pay	EDC - CHECKING	(A) 11,400.00

Pay to

Total batch deposit (3 items) \$11,400.00

Pay/Hold ◊	Name ◊	Identification ◊	Amount ◊	Reverse ◊
Pay	Myan Technology		5,520.00	(1) No
	Routing transit	Account number	Account type	
	111000025	xxxxx9597	Checking	
Pay	Ramiro Bautista		5,000.00	(2) No
	Routing transit	Account number	Account type	
	314089681	xxxxx1212	Checking	
Pay	Olson & Olson		880.00	(3) No
	Routing transit	Account number	Account type	
	113122655	xxxxx3047	Checking	

COMPLETED
 BY: [Signature] DATE: 5/8/2025

EDC May 2025 - Vendor payments

Description
EDC May 2025 - Vendor payments

Tax identification number
City of Brookshi[xxxxx3117]

Effective date
May 09, 2025

Repeat

Status
Transfer Exceeds Review: Pending Approval

Type
Payment (Vendor - CCD)

Total withdrawal
\$11,400.00

Total deposit
\$11,400.00

Batch

Name
1-CCD-EDC May 20

Company
City of Brookshi[xxxxx3117]

Company description
EDC May 20

Pay from

Total batch withdrawal (1 item) \$11,400.00



**BROOKSHIRE
ECONOMIC
DEVELOPMENT
CORPORATION**

ENTERED

*** CHECK REQUEST ***

DATE OF REQUEST: May 2, 2025

CHECK TO: Myan Technologies LLC

6110 Fulshear Cove Ct.

Fulshear, TX 77441-1136

Invoice # 3051

AMOUNT OF CHECK: \$5,520.00 ①

ACH &

INVOICE ATTACHED: YES

Line Item #:	Line-Item Name
<u>108-000-52033</u>	<u>Technology</u>

REQUESTED BY: Vickie Casto, BEDC Administrative Assistant

108-000-57000 Technology	\$9,442.93 (budget remaining)	← used \$0
108-000-52033 Technology	\$2,316.01 (budget remaining)	

***ORIGINAL INVOICES SHOULD BE INCLUDED WITH ALL CHECK REQUESTS.

PAID
\$5,520.00

INVOICE

MYAN TECHNOLOGIES LLC
6110 Fulshear Cove Ct
Fulshear, TX 77441-1136

myan@myantech.com
+1 (281) 617-7121
www.myantech.com



Brookshire EDC

Bill to

Ms. Vickie Castro
Brookshire Economic Development
4029 5th St.
Brookshire, TX 77423

Ship to

Ms. Vickie Castro
Brookshire Economic Development
4029 5th St.
Brookshire, TX 77423

Invoice details

Invoice no.: 3051
Terms: Net 15
Invoice date: 05/02/2025
Due date: 05/17/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Labor	Q2 - 2025 Streaming Support: -Attending all meetings including regular meetings and special meetings -Training of city employees -Managing local file storage Managing the YouTube channels for both - EDC and the City of Brookshire Keeping software and equipment up to date -Troubleshoot and resolve any technical challenges with streaming equipment.	1	\$5,520.00	\$5,520.00

Total

\$5,520.00

Ways to pay

View and pay

PAID
5/8/25



**BROOKSHIRE
ECONOMIC
DEVELOPMENT
CORPORATION**

ENTERED

... **CHECK REQUEST** ...

DATE OF REQUEST: May 6, 2025

CHECK NEEDED BY: ASAP

REQUESTED BY: Vickie Casto/

CHECK TO: Ramiro Bautista

2008 3rd St.

Hempstead, TX

Invoice # 2

AMOUNT OF CHECK: \$2,500. (2)

ACH \$

INVOICE ATTACHED: YES

Line Item #: Line-Item Name

108-000-52031 BEDC Coordinator

PAID
5/8/25

INVOICE

DATE

May 2, 2025

INVOICE NO

2

Ramiro Bautista

2008 3rd St

Hempstead, TX 77445

(210) 970-9117

ramirobautistaphd@gmail.com

City of Brookshire - EDC

4029 Fifth St

Brookshire, TX 77423

(281) 375-5050

(281) 375-5045

edc@brookshiretx.gov

JOB

City of Brookshire - EDC

PAYMENT TERMS

Due on Receipt

DUE DATE

May 2, 2025

QUANTITY**DESCRIPTION****UNIT PRICE****LINE TOTAL**

4 hrs	Gen Eco Dev Services (4/28/25)	\$250.00	\$1000.00
4 hrs	Gen Eco Dev Services (4/30/25)	\$250.00	\$1000.00
2 hrs	Gen Eco Dev Services (5/1/25)	\$250.00	\$500.00

PAID
5/2/25

Subtotal	2500.00
Sales Tax	0.00
Total	2500.00

Ramiro Bautista, Ph.D.
Consultant

City of Brookshire
Economic Development Corporation

Daily Activity Log
April 22 – May 1, 2025

April 22, 2025

- Review Grundfos CBS Inc. Abatement Application submitted to Waller County
 - o Will construct a new 125,000 sq. ft. production facility
 - o Will manufacture pumps, pump systems, and digital equipment
 - o Estimated start date: 9/2025 || Estimated Completion Date 2026-2026
 - o Real Property (Building) Value = \$40M
 - o For how many years and at what percentage is Grundfos CBS Inc requesting the abatement?
- Review Brown Tract Development Agreement
 - o Identified potential listing of inquiries for City/BEDC/Developers/ABHR:
 - Converting 15.8 acres to ETJ from Corporate City Limits?
 - MUD creation approval?
 - Construction of a Water Supply Plant?
 - Construction of a Wastewater Treatment Plant?
 - Perpetual sales tax split?
 - All variance requests approved?
 - No Permit Fees or inspections?
 - Designs automatically approved?
 - No impact fees?
 - No ordinance enforcement?
 - Agreement Term – 45 years??
 - 3 special districts being created (MUD, MMD, water control or improvement district)?
 - Only annexation of commercial/light industrial property? For sales tax split only?
 - Public Hearings held?
 - Can the City request \$\$ from developers for forgoing annexation? Agreement stated City will not request \$\$ from developers.
 - Annex for limited purpose use only – sales and use tax? No zoning to be enforced?

April 23, 2025

- Met with City Secretary, Mayor Pro-Tem Richards, and EDC President Green to identify immediate priorities for BEDC.
 - o Crystal Lakes TIRZ #1
 - o Empire West
 - o Grundfos CBS Inc. Abatement Agreement
 - o Brown Tract Development Agreement (RB provided comments listed above)
 - o Corporate City Limits Expansion into ETJ
 - o Construction of facilities from the Tesla Abatement Agreement
 - o Joe Esch's previously submitted reports/files for further updates/clarification

- Review previous BEDC Coordinator's files/reports
 - o Report from March 2025
 - Crystal Lakes TIRZ #1
 - Report stated years 2021, 2022, and 2023 have updated/filed with the Comptroller's Office
 - Staff identification of TIRZ administration should be considered/appointed
 - Will request all previously submitted reports from the Comptroller's Office as J. Esch did not leave the reports in files
 - LGI Homes is requesting payment from 2024
 - o From my understanding, the City's Finance Department is to be contacting the contracted Tax Collector and updates to the TIRZ accounts will be completed while also reconciling accounts prior to a payment being made to LGI Homes.
 - Heidleberg Materials
 - Report mentions that developer requested an incentive agreement. Contact person Jacob Hargrove – jacob.hargrove@anderson.com
 - Will follow-up on agreement sent to developer on January 23, 2025.
 - Reinvestment Zone #1 extended for another five years, per Waller CAD as there are active abatements within the Zone
 - Who will complete this process? Attorney?
 - Grundfos CBS Inc. – City has Abatement Application for review
 - When will the Abatement Agreement be available for review?
 - Will Waller County provide the agreement just as with the Tesla agreement?
 - Ace Hardware
 - Requesting assistance with the permit process
 - o Does the City have a streamlined process?
 - Identifying and removing steps to increase efficiency.
 - Utilization of technology to automate tasks
 - o Suggest all future potential pre-development meetings include City Secretary, EDC, City Engineer, Permits, BKDD, BMWWD reps where applicable and available (in-person or virtual)
 - Solar Panel Project – Ms. Edrigina Gee has requested info on Enterprise Zones

- Mentions Betty Russo with the Office of the Governor has the ability to provide a presentation to the BEDC Board on the Enterprise Zone Program and application process
 - If the BEDC Board would like to see this presentation, I have a direct contact with Ms. Betty Russo and would be happy to have her attend a meeting or provide a workshop.
- Review files from J. Esch located in the EDC file cabinet
 - Grundfos CBS Inc. – Non-Disclosure Agreement
 - Tesla Abatement Agreement
 - ValMark Energy

April 24, 2025

- Met with BEDC Administrative Assistance
 - Provided introductions of each other
 - BEDC Admin provided duties, tasks, and responsibilities regarding:
 - Preparation of BEDC monthly agenda and packet
 - Updating sites/properties available in Brookshire both on online and hardcopies
 - Updating Business Directory online
 - Social Media updates (FB and LinkedIn)
 - Mentioned to Admin that moving forward meetings regarding BEDC development meetings will require her participation, including others
- Started reconnection with previous potential projects via phone call with BEDC Admin – Ms. Casto
 - Val-Mark Energy
 - Contacted Mr. Sargunam and he mentioned that since he had not heard back from the City so he opened a facility in Sealy. However, we should attempt to reconnect with him in August 2025 as he may look to open another facility in Brookshire. Wanted additional information on Free Trade Zones
 - Waller County is part of the service area under the Port of Houston Authority FTZ #84. This means a streamlined application process and reduced application costs for qualifying companies. The WCEDP has contacts at the Port and can assist with applying.
 - Returned call to Mr. Stephen Ghedi (512) 788-0251 who contacted Ms. Casto and wanted to speak with someone about bringing a company/business to Brookshire. Left message to return our call.
 - Ace Hardware/Hometown Hardware out of Bellville are the same project. Ms. Casto and I contacted a Candace Romero with Hometown Hardware (Ace) at (979) 865-3674 as Ms. Casto had been copied on an email from J. Esch regarding the incentives for their potential project in Brookshire. Left message to return call. Candace returned call and then transferred us to the owner, Mr.

David Schiel. Mr. Schiel is requesting incentives to what he was provided in Bellville. I requested if we could receive a copy of the approved agreement from Bellville. Additionally, we requested that they send us the Hometown Hardware EDC Letter & Proforma that was only sent to J. Esch.

- Will request a copy of the City's incentive policy
- How often does the policy need to be updated/approved?
- Requested Ms. Casto to send a follow up email to Heidelberg Materials regarding the incentive agreement sent to them on January 23, 2025.
 - Email bounced back but will determine/research correct contact information.
- Met with City Secretary to request City Laptop, Profile, and Email account as all City business should be conducted on City owned property. Also, in the event that Contractor is no longer with the City, the City will have access to all pertinent information regarding the BEDC.

April 28, 2025

- Met with Ms. Not regarding TIRZ #1
 - Provided with the contact information for New Tax Collectors information
 - Assessments of the Southwest, Inc. 633 E. Fernhurst, Ste 1204, Katy, Texas 77450, 281-482-0216
 - Provided with a 4/7/2025 email from City Attorney regarding a response being required to LGI homes. Nick Sandoval, Land Acquisitions and Development Analyst with LGI is inquiring on when they might expect payment from the TIRZ
- Contacted Kevin with Assessments of the Southwest Inc. via phone to inquire about payment to LGI as in a previous report submitted by J. Esch indicated that the TIRZ accounts needed to be updated and reconcile prior to payment being made by the City to LGI. Kevin required a parcel ID, address, or account # for the Crystal Lakes TIRZ. I requested the information from Ms. Not, however, there was only a flash drive with many documents for review. Kevin mentioned that it would be best if we just email the rep at aswmail@aswtax.com.
 - Review of various documents from the flash drive for additional information:
 - Original Development Agreement from 2007
 - Original Estimated Project Costs - \$3,080,000
 - Original Developer's Obligation under Section 6., B. Developer agrees to convey, by warranty deed, that certain 3 acres tract of land, more or less, adjacent to the existing city park, same being described in Exhibit "C" attached hereto and

for all things made a part hereof, currently owned by Developer. The final conveyance of such tract shall occur within 10 days of completion of a survey describing this property.

- Original Crystal Lakes TIRZ Forecasting
 - Original Forecasting Amount \$2,995,200
- Deed signed in 2017
- Additional research revealed the following about the Crystal Lakes TIRZ #1 from Comptroller's website via a google search: <https://assets.comptroller.texas.gov/open-data/ch311/ch311-tirz-report/000014195.pdf>
- Received call from Impress to set-up laptop. Long delay in attempting to set-up laptop via Wi-Fi connection. Instead, utilized Ethernet cable and immediately process proceeded to move smoothly, and profile was created. Email account was set-up and all Microsoft Office apps were installed, including OneDrive to save all documents.

April 30, 2025

- Setting up pre-development meeting for Wes Babb from Colliers on behalf of Nationwide Trailers to include EDC, Permits, City Engineer, BMWD, and BKDD, Mayor Pro-Tem.
 - o Filled out Pre-Development meeting request for Mr. Richards to submit. Wes is looking to meet on Friday, May 2, 2025.
- Review proposed letter of intent with Grundfos CBS Inc.
- Review City of Brookshire Tax Abatement guidelines and criteria.

May 1, 2025

- Setting up pre-development meeting for Wes Babb from Colliers on behalf of Nationwide Trailers to include EDC, Permits, City Engineer, BMWD, and BKDD, Mayor Pro-Tem.
 - o Filled out Pre-Development meeting request for Mr. Richards to submit to LJA. Wes is looking to meet on Friday, May 2, 2025. Also, provided dates for May 5 and May 7, 2025. Will follow-up with the Team.
- Review proposed letter of intent with Grundfos CBS Inc.
 - o All looks great except for removing TIRZ and only including that it will be a Reinvestment Zone.
- Review City of Brookshire Tax Abatement guidelines and criteria.
 - o All looks great, general guidelines which are required to be updated/approved every 2 years
- Review BEDC agenda packet and prepare for BEDC meeting.
 - o Attend BEDC meeting.
 - o Attend City Council meeting
 - Letter of intent
 - Tax Abatement Guidelines



**BROOKSHIRE
ECONOMIC
DEVELOPMENT
CORPORATION**

 **ENTERED**

... **CHECK REQUEST** ...

DATE OF REQUEST: May 6, 2025

CHECK NEEDED BY: ASAP

REQUESTED BY: Vickie Casto/

CHECK TO: Ramiro Bautista

2008 3rd St.

Hempstead, TX 77445

Invoice # 1

AMOUNT OF CHECK: \$2,500. (2)

ACH

INVOICE ATTACHED: YES

Line Item #: Line-Item Name

108-000-52031 BEDC Coordinator

PAID
5/8/25

INVOICE

DATE

April 25, 2025

INVOICE NO

1

Ramiro Bautista

2008 3rd St

Hempstead, TX 77445

(210) 970-9117

ramirobautistaphd@gmail.com

City of Brookshire - EDC

4029 Fifth St

Brookshire, TX 77423

(281) 375-5050

(281) 375-5045

edc@brookshiretx.gov

JOB

City of Brookshire - EDC

PAYMENT TERMS

Due on Receipt

DUE DATE

April 25, 2025

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
2 hrs	Gen Eco Dev Services (4/22/25)	\$250.00	\$500.00
4 hrs	Gen Eco Dev Services (4/23/25)	\$250.00	\$1000.00
4 hrs	Gen Eco Dev Services (4/24/25)	\$250.00	\$1000.00

PAID
\$500.00

Subtotal	2500.00
Sales Tax	0.00
Total	2500.00

Ramiro Bautista, Ph.D.
Consultant

City of Brookshire
Economic Development Corporation

Daily Activity Log
April 22 – May 1, 2025

April 22, 2025

- Review Grundfos CBS Inc. Abatement Application submitted to Waller County
 - o Will construct a new 125,000 sq. ft. production facility
 - o Will manufacture pumps, pump systems, and digital equipment
 - o Estimated start date: 9/2025 || Estimated Completion Date 2026-2026
 - o Real Property (Building) Value = \$40M
 - o For how many years and at what percentage is Grundfos CBS Inc requesting the abatement?
- Review Brown Tract Development Agreement
 - o Identified potential listing of inquiries for City/BEDC/Developers/ABHR:
 - Converting 15.8 acres to ETJ from Corporate City Limits?
 - MUD creation approval?
 - Construction of a Water Supply Plant?
 - Construction of a Wastewater Treatment Plant?
 - Perpetual sales tax split?
 - All variance requests approved?
 - No Permit Fees or inspections?
 - Designs automatically approved?
 - No impact fees?
 - No ordinance enforcement?
 - Agreement Term – 45 years??
 - 3 special districts being created (MUD, MMD, water control or improvement district)?
 - Only annexation of commercial/light industrial property? For sales tax split only?
 - Public Hearings held?
 - Can the City request \$\$ from developers for forgoing annexation? Agreement stated City will not request \$\$ from developers.
 - Annex for limited purpose use only – sales and use tax? No zoning to be enforced?

April 23, 2025

- Met with City Secretary, Mayor Pro-Tem Richards, and EDC President Green to identify immediate priorities for BEDC.
 - o Crystal Lakes TIRZ #1
 - o Empire West
 - o Grundfos CBS Inc. Abatement Agreement
 - o Brown Tract Development Agreement (RB provided comments listed above)
 - o Corporate City Limits Expansion into ETJ
 - o Construction of facilities from the Tesla Abatement Agreement
 - o Joe Esch's previously submitted reports/files for further updates/clarification

- Review previous BEDC Coordinator's files/reports
 - o Report from March 2025
 - Crystal Lakes TIRZ #1
 - Report stated years 2021, 2022, and 2023 have updated/filed with the Comptroller's Office
 - Staff identification of TIRZ administration should be considered/appointed
 - Will request all previously submitted reports from the Comptroller's Office as J. Esch did not leave the reports in files
 - LGI Homes is requesting payment from 2024
 - o From my understanding, the City's Finance Department is to be contacting the contracted Tax Collector and updates to the TIRZ accounts will be completed while also reconciling accounts prior to a payment being made to LGI Homes.
 - Heidelberg Materials
 - Report mentions that developer requested an incentive agreement. Contact person Jacob Hargrove – jacob.hargrove@anderson.com
 - Will follow-up on agreement sent to developer on January 23, 2025.
 - Reinvestment Zone #1 extended for another five years, per Waller CAD as there are active abatements within the Zone
 - Who will complete this process? Attorney?
 - Grundfos CBS Inc. – City has Abatement Application for review
 - When will the Abatement Agreement be available for review?
 - Will Waller County provide the agreement just as with the Tesla agreement?
 - Ace Hardware
 - Requesting assistance with the permit process
 - o Does the City have a streamlined process?
 - Identifying and removing steps to increase efficiency.
 - Utilization of technology to automate tasks
 - o Suggest all future potential pre-development meetings include City Secretary, EDC, City Engineer, Permits, BKDD, BMWD reps where applicable and available (in-person or virtual)
 - Solar Panel Project – Ms. Edrigina Gee has requested info on Enterprise Zones

- Mentions Betty Russo with the Office of the Governor has the ability to provide a presentation to the BEDC Board on the Enterprise Zone Program and application process
- If the BEDC Board would like to see this presentation, I have a direct contact with Ms. Betty Russo and would be happy to have her attend a meeting or provide a workshop.
- Review files from J. Esch located in the EDC file cabinet
 - Grundfos CBS Inc. – Non-Disclosure Agreement
 - Tesla Abatement Agreement
 - ValMark Energy

April 24, 2025

- Met with BEDC Administrative Assistance
 - Provided introductions of each other
 - BEDC Admin provided duties, tasks, and responsibilities regarding:
 - Preparation of BEDC monthly agenda and packet
 - Updating sites/properties available in Brookshire both on online and hardcopies
 - Updating Business Directory online
 - Social Media updates (FB and LinkedIn)
 - Mentioned to Admin that moving forward meetings regarding BEDC development meetings will require her participation, including others
- Started reconnection with previous potential projects via phone call with BEDC Admin – Ms. Casto
 - Val-Mark Energy
 - Contacted Mr. Sargunam and he mentioned that since he had not heard back from the City so he opened a facility in Sealy. However, we should attempt to reconnect with him in August 2025 as he may look to open another facility in Brookshire. Wanted additional information on Free Trade Zones
 - Waller County is part of the service area under the Port of Houston Authority FTZ #84. This means a streamlined application process and reduced application costs for qualifying companies. The WCEDP has contacts at the Port and can assist with applying.
 - Returned call to Mr. Stephen Ghedi (512) 788-0251 who contacted Ms. Casto and wanted to speak with someone about bringing a company/business to Brookshire. Left message to return our call.
 - Ace Hardware/Hometown Hardware out of Bellville are the same project. Ms. Casto and I contacted a Candace Romero with Hometown Hardware (Ace) at (979) 865-3674 as Ms. Casto had been copied on an email from J. Esch regarding the incentives for their potential project in Brookshire. Left message to return call. Candace returned call and then transferred us to the owner, Mr.

David Schiel. Mr. Schiel is requesting incentives to what he was provided in Bellville. I requested if we could receive a copy of the approved agreement from Bellville. Additionally, we requested that they send us the Hometown Hardware EDC Letter & Proforma that was only sent to J. Esch.

- Will request a copy of the City's incentive policy
- How often does the policy need to be updated/approved?
- Requested Ms. Casto to send a follow up email to Heidelberg Materials regarding the incentive agreement sent to them on January 23, 2025.
 - Email bounced back but will determine/research correct contact information.
- Met with City Secretary to request City Laptop, Profile, and Email account as all City business should be conducted on City owned property. Also, in the event that Contractor is no longer with the City, the City will have access to all pertinent information regarding the BEDC.

April 28, 2025

- Met with Ms. Not regarding TIRZ #1
 - Provided with the contact information for New Tax Collectors information
 - Assessments of the Southwest, Inc. 633 E. Fernhurst, Ste 1204, Katy, Texas 77450, 281-482-0216
 - Provided with a 4/7/2025 email from City Attorney regarding a response being required to LGI homes. Nick Sandoval, Land Acquisitions and Development Analyst with LGI is inquiring on when they might expect payment from the TIRZ
- Contacted Kevin with Assessments of the Southwest Inc. via phone to inquire about payment to LGI as in a previous report submitted by J. Esch indicated that the TIRZ accounts needed to be updated and reconcile prior to payment being made by the City to LGI. Kevin required a parcel ID, address, or account # for the Crystal Lakes TIRZ. I requested the information from Ms. Not, however, there was only a flash drive with many documents for review. Kevin mentioned that it would be best if we just email the rep at aswmail@aswtax.com.
 - Review of various documents from the flash drive for additional information:
 - Original Development Agreement from 2007
 - Original Estimated Project Costs - \$3,080,000
 - Original Developer's Obligation under Section 6., B. Developer agrees to convey, by warranty deed, that certain 3 acres tract of land, more or less, adjacent to the existing city park, same being described in Exhibit "C" attached hereto and

for all things made a part hereof, currently owned by Developer. The final conveyance of such tract shall occur within 10 days of completion of a survey describing this property.

- Original Crystal Lakes TIRZ Forecasting
 - Original Forecasting Amount \$2,995,200
- Deed signed in 2017
- Additional research revealed the following about the Crystal Lakes TIRZ #1 from Comptroller's website via a google search: <https://assets.comptroller.texas.gov/open-data/ch311/ch311-tirz-report/000014195.pdf>
- Received call from Impress to set-up laptop. Long delay in attempting to set-up laptop via Wi-Fi connection. Instead, utilized Ethernet cable and immediately process proceeded to move smoothly, and profile was created. Email account was set-up and all Microsoft Office apps were installed, including OneDrive to save all documents.

April 30, 2025

- Setting up pre-development meeting for Wes Babb from Colliers on behalf of Nationwide Trailers to include EDC, Permits, City Engineer, BMWD, and BKDD, Mayor Pro-Tem.
 - o Filled out Pre-Development meeting request for Mr. Richards to submit. Wes is looking to meet on Friday, May 2, 2025.
- Review proposed letter of intent with Grundfos CBS Inc.
- Review City of Brookshire Tax Abatement guidelines and criteria.

May 1, 2025

- Setting up pre-development meeting for Wes Babb from Colliers on behalf of Nationwide Trailers to include EDC, Permits, City Engineer, BMWD, and BKDD, Mayor Pro-Tem.
 - o Filled out Pre-Development meeting request for Mr. Richards to submit to LJA. Wes is looking to meet on Friday, May 2, 2025. Also, provided dates for May 5 and May 7, 2025. Will follow-up with the Team.
- Review proposed letter of intent with Grundfos CBS Inc.
 - o All looks great except for removing TIRZ and only including that it will be a Reinvestment Zone.
- Review City of Brookshire Tax Abatement guidelines and criteria.
 - o All looks great, general guidelines which are required to be updated/approved every 2 years
- Review BEDC agenda packet and prepare for BEDC meeting.
 - o Attend BEDC meeting.
 - o Attend City Council meeting
 - Letter of intent
 - Tax Abatement Guidelines

Olson & Olson LLP

Wortham Tower, Suite 600
2727 Allen Parkway
Houston, Texas 77019-2133
Phone No.: (713) 533-3800
Fax: (713) 533-3888

~~PAID~~

ENTERED

May 05, 2025

Brookshire EDC
Vickie Casto, Administrative Assistant
P.O. Box 759
Brookshire, Texas 77423

Invoice No. 16125
Our File No. 1343-00000
Billing Through: 4/30/2025

Brookshire EDC

Total Legal Services	\$880.00
Total Reimbursable Expenses	\$0.00

Invoice Summary

Total Legal Services	\$880.00
Total Expenses	\$0.00
Total Charge for this Bill	\$880.00

③

Olson & Olson LLP

Wortham Tower, Suite 600
2727 Allen Parkway
Houston, Texas 77019-2133
Phone No.: (713) 533-3800
Statement as of: 04/30/2025
Statement No: 16125

Brookshire EDC
Vickie Casto
P.O. Box 759
Brookshire, Texas 77423

Brookshire EDC

Professional Fees	Description	Hours	Rate	Amount
04/01/2025 DO	Telephone conferences with V. Casto concerning various EDC matters.	0.40	275 /hr	110.00
04/03/2025 DO	Preparation for, travel and attendance at regular BEDC meeting.	1.80	275 /hr	495.00
04/07/2025 DO	Research notice requirements and respond to V. Casto concerning project designation.	0.50	275 /hr	137.50
04/08/2025 DO	Telephone conference with EDC Board member concerning purchasing policy issue.	0.20	275 /hr	55.00
04/28/2025 DO	Review BEDC agenda; e-mail correspondence with V. Casto concerning same; follow-up telephone conference concerning various matters.	0.30	275 /hr	82.50
	Sub-total:	3.20		880.00
	Sub-total Fees:			\$880.00

Invoice Summary

Total Current Billing:	\$880.00
Previous Balance Due:	\$1,379.50
Total Payments:	(\$1,379.50)
Total Now Due:	<u>\$880.00</u>



Thank you for your payment

COMPLETED
DATE 5/28/2025

* aprior credit card
payment *

Confirmation number:

25050605873487

Payment amount:

Ⓢ \$316.52

Payment date:

05-06-2025

From account:

NEWFIRST NATIONAL BANK (...4081) (Checking)

To account:

C BROOKSHIRE (...5246)

I have authorized an electronic debit from my payment account in the amount listed above. I understand this is a one-time authorization and must be completed each time I make a payment.

APPROVED
5/6/25

June 2025

 **Brookshire
Economic
Development
Corporation**

Monthly Report



Prepared by
Ramiro Bautista, Ph.D.

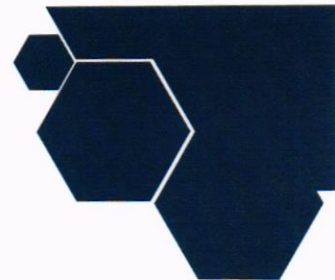


Table Of Contents

Meet Our Team

Daily Activity Log

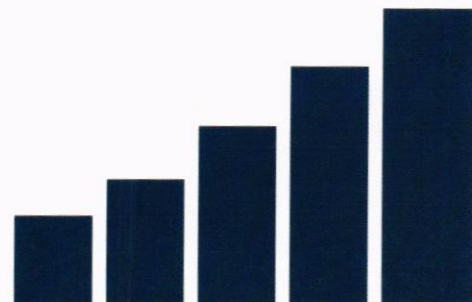
Tax Rebates & Abatements

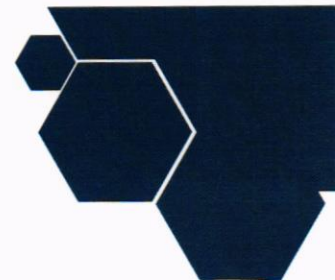
TIRZ #1

Projects

Process Improvements

Contact Us





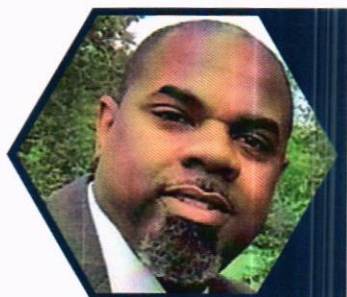
Meet Our Team



RAMIRO BAUTISTA
BEDC CONSULTANT

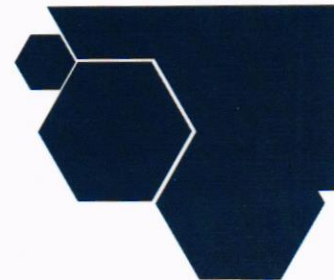


VICKIE CASTO
BEDC ADMINISTRATIVE
ASSISTANT



ERIC GREEN
BEDC BOARD PRESIDENT

Daily Activity Log



April 22, 2025

- Review Grundfos CBS Inc. Abatement Application submitted to Waller County
- Review Brown Tract Development Agreement

April 23, 2025

- Met with City Secretary, Mayor Pro-Tem Richards, and EDC President Green to identify immediate priorities for BEDC.
- Review previous BEDC Coordinator's files/reports

April 24, 2025

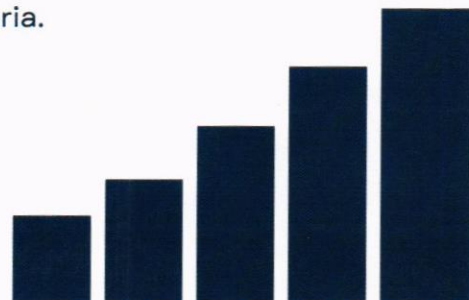
- Met with BEDC Administrative Assistance
- Commence reconnection with previous potential projects via phone call with BEDC Admin, Ms. Casto
- Met with City Secretary to request City Laptop, Profile, and Email account as all City business should be conducted on City owned property.

April 28, 2025

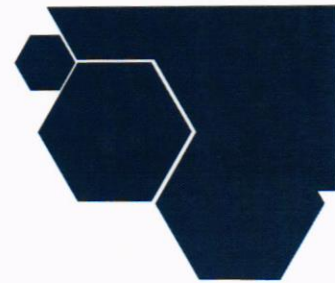
- Met with Ms. Lyons regarding TIRZ #1
- Contacted Kevin with Assessments of the Southwest Inc. via phone to inquire about payment to LGI as in a previous report submitted by J. Esch indicated that the TIRZ accounts needed to be updated and reconcile prior to payment being made by the City to LGI. Kevin required a parcel ID, address, or account # for the Crystal Lakes TIRZ. I requested the information from Ms. Lyons, however, there was only a flash drive with many documents for review. Kevin mentioned that it would be best if we just email the rep at aswmail@aswtax.com.
- Additional research revealed the following about the Crystal Lakes TIRZ #1 from Texas Comptroller of Public Accounts (TCPA) website at:
<https://assets.comptroller.texas.gov/open-data/ch311/ch311-tirz-report/000014195.pdf>
- Received call from Impress to set-up laptop. Long delay in attempting to set-up laptop via Wi-Fi connection.

April 30, 2025

- Setting up pre-development meeting for Wes Babb from Colliers on behalf of Nationwide Trailers to include EDC, Permits, City Engineer, BMWD, and BKDD, Mayor Pro-Tem.
- Review proposed letter of intent with Grundfos CBS Inc.
- Review City of Brookshire Tax Abatement guidelines and criteria.



| Daily Activity Log



May 1, 2025

-Review BEDC agenda packet and prepare/attend BEDC meeting. Also, attend City Council meeting

May 5, 2025

-Review voicemail from Ms. Casto and return call to Wes Babb with Colliers. His client (Nationwide Trucking) is looking to re-locate to Brookshire and would like guidance on the application and permitting process.

-Review Grundfos abatement agreement sent from Ansell Sims via email on 5/1/2025 prior to start of City Council meeting at 7:00 pm.

May 6, 2025

-Discussion with Ms. Casto about Cinco de Mayo Event and social media posts regarding event marketing.

-Discussion with Ms. Casto about the Business Retention and Expansion Program scheduled for July 9, 2025 from 6:00 pm to 8:00 pm at the Brookshire Convention Center. Waller County Judge Carbett "Trey" Duhon has agreed to be the speaker for the event. Ms. Casto provided a brief overview of the program agenda.

-Preparation for virtual meeting with decision makers from Nationwide Trailers and Colliers.

-Review email from Ms. Casto regarding the Brown Tract Development meeting with the City, Attorney, Engineer, BMWWD, and developers.

-Read/Review BMWWD District Development Policy Packet

May 7, 2025

-Prepare for Pre-Development meeting with Permits (Beatrice) and BEDC.

-Attend and lead virtual meeting with the Nationwide Trailers Project.

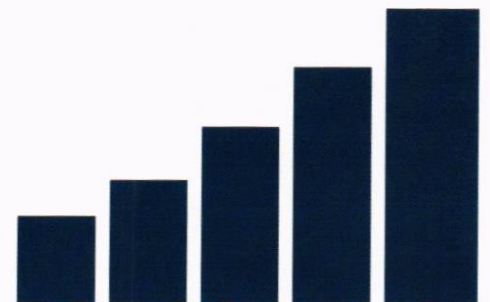
-Meet with Mr. Richard regarding priorities for BEDC

May 8, 2025

-Phone conversation with Mr. Larry Kuciemba, Bellville EDC about a project Mr. Schiel (Hometown Hardware) completed in Bellville.

-Continue research regarding Crystal Lakes TIRZ #1

--Located an Annual Report that was submitted to the comptroller's office. (attached)





Daily Activity Log

May 12, 2025

- Attempted to contact ASW to inquire about the TIRZ #1 account for Crystal Lakes. LGI Homes is still expecting payment to be sent to them from the City.
- Phone discussion with Larry Kuciemba - Executive Director - Bellville EDC - about a potential project (Ace/Hometown Hardware) coming to Brookshire.
- Discussion with Ms. Beatrice regarding the Tesla Project. They have questions regarding the permit process and development and would like to meet.
- Researched additional documents regarding TIRZ #1 - Crystal Lakes

May 13, 2025

- Prepared for Brown Tract Development meeting with all entities
- Followed-up discussion with Mayor Richards
- Attend meeting with representatives from Tesla

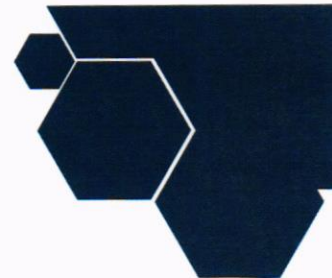
May 14, 2025

- Meeting with Larry Kuciemba. Bellville EDC Executive Director. Mr. Kuciemba provided background information on Ace/Hometown Hardware. Mr. Kuciemba shared information on the City of Bellville Business Improvement Grant Program Guidelines and Criteria and applications, financials that are shared with the board, the application Hometown Hardware submitted to Bellville.
- Attended American Red Cross Partner Shelter Team Training through the National Spiritual Council Association in Council Chambers
- Meeting with potential development - Vehicle Storage Facility for towing company

May 19, 2025

- Phone conversation with Clay McDaniel from Excel Commercial Real Estate regarding potential manufacturing project in Brookshire, TX.
- Updated City of Brookshire Permit Application Process Entities document (attached)
- Meeting with LJA, BV, CoB, and BEDC regarding permitting processes and formal communication to each entity
- Discussion with Mayor, City Secretary, and Executive Assistant regarding ARPA funds.
- Returned phone call to Shams Qureshi (developer at 914 Purdy)
- Email to City Secretary regarding updates to Grundfos Abatement Agreement
- Research and review property in Brookshire ETJ

| Daily Activity Log



May 20, 2025

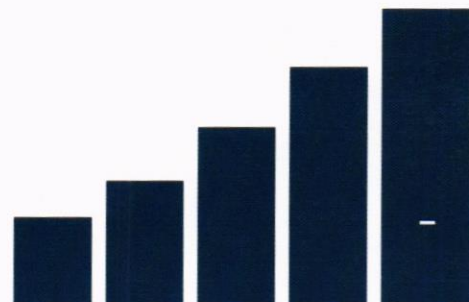
- Pre-Development Meeting with developer for potential duplexes at 4510 & 4531 11th Street
- Discussion with Buddy Brand from the Brookshire-Katy Drainage District (BKDD)
- Email sent to run manufacturer's agent containing information on the entities involved when applying for a residential or commercial permit in the City of Brookshire. Also, contact information provided for all parties involved (BEDC, CoB, BKDD, BMWD, TxDOT).
- Discussion with Ms. Beatrice regarding email sent from owner at 4547 5th st.
- Discussion with Ms. Notlyh Lyons about Texas Comptroller of Public Accounts (TCPA) - Sales Tax Report vendor (HdL Companies).

May 21, 2025

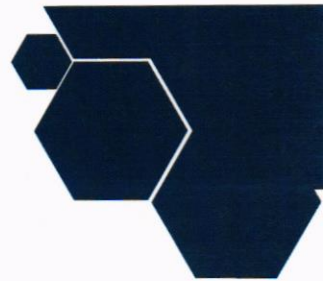
- Follow-up email from Wes Babb on behalf of Nationwide Trailers project. Research and gather information on behalf of BEDC, CoB, BMWD, and BKDD to prepare email for updates to Web Babb. Developers need to provide BMWD with additional information pertaining to water usage prior to providing updates regarding the timeline for the permit application process to receive a Certificate of Occupancy (CO).

May 22, 2025

- Fully read Brown Tract Development Agreement, Resolution Supporting and Granting Consent to the Creation of Municipal Utility Districts, Petition for Consent to Creation, Exhibit A to DV, Exhibit C to DV, Exhibit E To DV, Exhibit B to Consent Ordinance, and PDF Redline of Changes since 417 Council Meeting
- Meeting with Bureau Veritas (BV) - City's Building Official on the overall update on process, contacts, and forms for building and fire permits
- Attend the Special City Council meeting at 7:00 pm.
- City approved Development Agreement with IDV



| Daily Activity Log



May 27, 2025

- Prepare for Pre-development meeting at 11:00 am for the new Grundfos building at 902 Koomey
- Prepare for Pre-development meeting at 11:30 am for potential new residential development at 3101 Stella Rd
- Sent follow-up email to Shams Qureshi – Potential developer at 914 Purdy
- Phone call to Buyboard (purchasing cooperative) to verify membership and if there are any users on file for online portal.
- Requested and reviewed all previous tax abatement/rebate agreements and resolutions
- Ms. Casto provided copies of the Ch 380 rebate agreements with Hyundai, Grundfos, and Brookshire Drying Company. Also provided Ch. 312 abatement agreements with Ferguson, Warefor Solutions, Helix Poly, and Tesla.

May 28, 2025

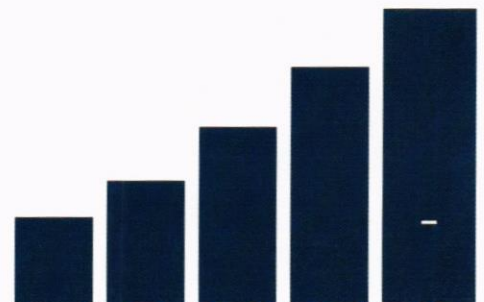
- Discussion with Ms. Notlyth about Sales Tax Reports from HdL Companies
- oHdL only provided reports for HOT and not Sales Tax
- Discussion with Ms. Notlyth about membership and purchasing products and services through BuyBoard. Mentioned email forthcoming about online user access

May 29, 2025

- Prepare and send email to the Finance department requesting access for online user to BuyBoard.
- Read all abatements/rebates provided by Ms. Casto and attempt to provide a timeline/spreadsheet for documenting, forecasting, analyzing, and updating purposes.

May 30, 2025

- Prepare for meeting and create Coordinator report for 6/5/25 BEDC meeting containing daily activity, updates on projects/pre-development meetings, a document containing abatements/rebates as of today, and some process improvements.





Tax Rebates & Abatements

Rebates



Abatements

FERGUSON®

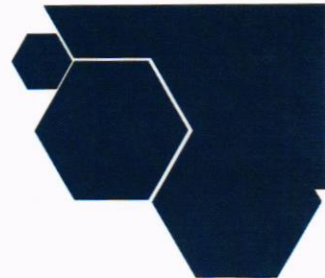


warefor



TESLA

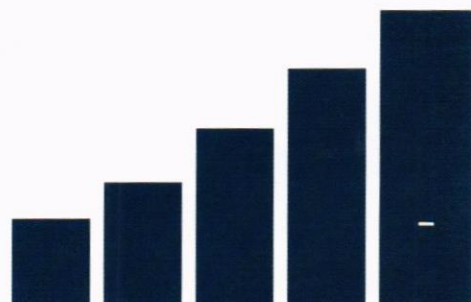
TIRZ #1



Crystal Lakes TIRZ #1 (Research In-progress)

(see attached report retrieved from Texas Comptroller of Public Accounts (TCPA) website)

Report provides an entire background of the TIRZ #1 – Crystal Lakes regarding the non-existent board, at the time. Background information on how the TIRZ #1 – Crystal Lakes was approved and developed. Also, in the report are the Purpose, Duties and Responsibilities, Membership, Description of the Zone, Purpose of the Zone, State of the Zone in FY 2022 and tables indicating Taxable Value of Crystal Lakes by year, and payments made to LGI Homes by year.



Projects

Brown Tract Development (Mixed-Use Master Planned Community)

Grundfos Tax Abatement Agreement



Ace/Hometown Hardware



Nationwide Trailers



Rug Manufacturer – Excel Commercial Real Estate

Mixed-Use @ 914 Purdy



Process Enhancements

Welcome Banner -
Pre-Development Meetings



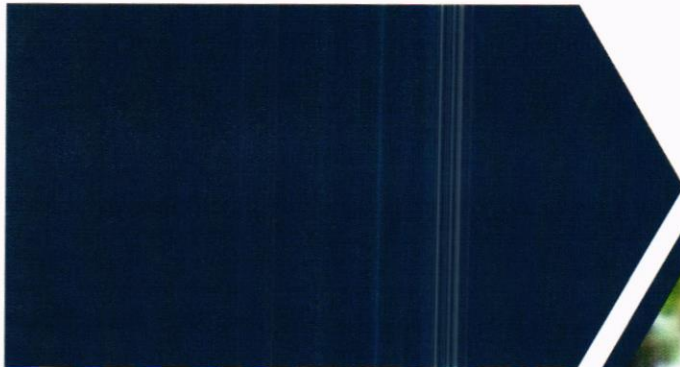
Welcome!

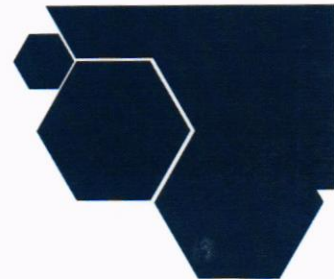


Commercial/Residential Permit
Application Entities Model



BuyBoard Purchasing Cooperative Services





Contact Us



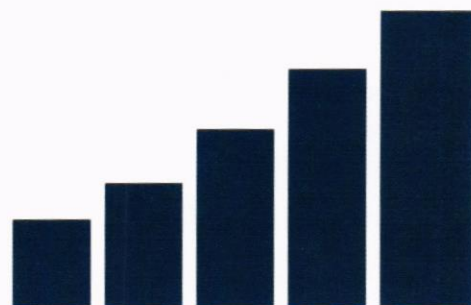
281-375-5050



rbautista@brookshiretx.gov

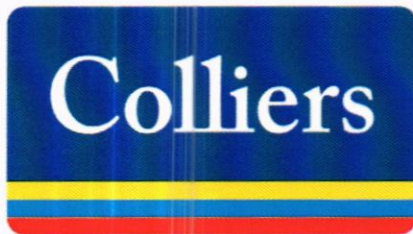


www.brookshiretxedc.org/econ-dev





Welcome!



**Tax Increment Reinvestment Zone #1
Crystal Lakes TIRZ
Brookshire, Texas**



**Annual Report
Fiscal Year Ending September 30, 2022**

Table of Contents

City of Brookshire, TX City Council	2
Tax Increment Reinvestment Zone #1, Crystal Lakes TRIZ Board of Directors	3
Background	3
Description and Purpose of the Zone	4
Current Status of TIRZ #1	
Table 1	5
Table 2	5
Table 3	6
Table 4	7

City of Brookshire, TX

City Council

Current

Mayor

Darrell Branch

Council Members

Position #1

Monique Taylor
Aldерwoman

Position #2

Tony McAnelly
Alderman

Position #3

Kim Branch
Aldерwoman

Position #4

Amanda Neuendorf
Aldерwoman

Position #5

Jeremiah Hill
Alderman Position #4

Tax Increment Reinvestment Zone

Crystal Lakes TIRZ

Board of Directors

Position	Name	Term Expiration
1	Vacant at the time of the report period	N/A
2	Vacant at the time of the report period	N/A
3	Vacant at the time of the report period	N/A
4	Vacant at the time of the report period	N/A
5	Vacant at the time of the report period	N/A
6	Vacant at the time of the report period	N/A
7	Vacant at the time of the report period	N/A
8	Vacant at the time of the report period	N/A
9	Vacant at the time of the report period	N/A

Background

The Brookshire Crystal Lakes TIRZ #1 was originally created in 2007 to support the Charlton Development Partners, LLP efforts for the development of ~250 residential units. At that time the total amount of TIRZ public improvements and related expenses were anticipated to be ~\$3,000,000. Development was proposed to commence in 2007. The project did not proceed. The Crystal Lakes TIRZ was dormant. There is no record yet identified of the city appointing a board for the TIRZ or taking any other action on the TIRZ.

In 2015, the City of Brookshire approved an ordinance that revised the Crystal Lakes TIRZ extending the life of the TIRZ to 2035. The council also approved an amended Project Plan and Plan of Finance and a new development agreement with LGI homes. The revised project plan and plan of finance anticipated reimbursable TIRZ expenses of ~\$8,700,000.

LGI homes proceeded with the project and commenced construction of the improvements in May of 2016. They completed the public infrastructure in June of 2017 and began development. In 2019, due to the increase in taxable value from the private improvements LGI submitted to be reimbursed their first repayment due and the city made its first payment. No records have been found that indicate the City of Brookshire had appointed a TIRZ board or taken other action to manage the TIRZ in 2022.

After hiring a City Administrator and City Secretary, the new city administrator began a process of instituting proper administrative procedures for the city. As a part of this effort, she became aware of administrative, record keeping and oversight issues with the Crystal Lakes TIRZ issues. This report is a part of that effort to correct issues and bring the Crystal Lakes TIRZ into compliance with state requirements. In following up with the State on how best to address the reporting the state asked the city to submit reports for 2021, 2022 and 2023. The reports for this year 2021 as well as 2022 will not include a list of board members. This is since at the time no board had yet been appointed.

Purpose

To administer the TIRZ #1 project plan and plan of finance consistent with all relevant governing documents and approved binding agreements regarding the operation and administration of Brookshire Tax Increment Reinvestment Zone #1, the Crystal Lakes TIRZ.

Duties and Responsibilities

The Crystal Lakes TIRZ Board has charged with the responsibility of taking all necessary action to work with assigned city staff in support of the proper administration of the TIRZ and all its requirements including financial administration and reporting requirements.

Membership

Brookshire Tax Increment Reinvestment Zone #1, the Crystal Lakes TIRZ encompasses the Crystal Lakes development comprised of ~60 Acres and is governed by a board of nine members appointed by position. Positions #1 and 2 are appointed by and serve at the pleasure of the State Senator and State Representative respectively. Positions 3 – 9 are appointed by the City Council of Brookshire. Board members seated in Positions 3 – 9 have two-year terms, but serve at the pleasure of the city council. Waller County is not participating in the TIRZ and does not have an appointment to the board.

Description of the Zone

In accordance with the Tax Increment Financing Act (Chapter 311, Texas Tax Code), Brookshire Reinvestment Zone Number One, Brookshire, Texas (the Zone) was established by ordinance in 2007. A project plan and plan of finance was adopted and a development agreement was entered into for the project in 2007. Unfortunately, the anticipated project did not proceed as planned. In 2015, the City of Brookshire adopted ordinance Number 15-597-12 adopting and updating the project plan and plan of finance for the Zone. The ordinance repealed all ordinances and parts of ordinances that are inconsistent or in conflict with ordinance 15-597-12.

With the amendments to the zone, project plan and plan of finance as well as the development agreement modifications development has proceeded. The Developer completed all of the public improvements and they were accepted by the city. The project is proceeding, and the city has taken steps to bring the zone into reporting compliance.

Purpose of the Zone

The purpose of the zone is to enable the development of ~60 Acres or land by reimbursing identified public infrastructure costs for the Crystal Lakes residential development. The development

State of the Zone in Fiscal Year 2022

1.) The information provided in this section is in accordance with § 311.016 (a) (1) of the Texas Tax Code, which requires inclusion of the amount and source of revenue in the tax increment fund established for the Zone for Fiscal Year 2022. The bottom line displays all revenues earned for TIRZ No. 1.

The City of Brookshire is the only taxing entity participating in the Zone. The captured value in the TIRZ in 2022 is. The City's tax rate is \$0.6543 per \$100.00 of assessed value. The total collections for the TIRZ at 80% are as follows:

$$\$44,024,554.00 / 100 * \$0.6543 * .8 = \$230,442.13$$

Table I. Crystal Lakes TIRZ Revenue and Source	
City of Brookshire	\$230,442.13
Interest Revenue	\$-
Total Revenue – Fiscal Year 2022	\$230,442.13

2.) The information provided in this section is in accordance with § 311.016 (a) (2) of the Texas Tax Code, which requires inclusion of the amount and purpose of expenditures from the tax increment fund for Fiscal Year 2022. The bottom line displays all expenditures from TIRZ No. 1.

To date, the use of TIRZ funds has been limited to the reimbursement of funds to the developer for projects completed under the approved documents. The city has not reimbursed itself for any costs incurred.

Table II: Crystal Lakes Expenditures	
Developer Invoice for reimbursement	\$228,631.25
Total Expenditures 2022:	\$228,631.25

3.) The information provided in this section is in accordance with § 311.016 (a) (3) of the Texas Tax Code, which requires inclusion of the amount of principal and interest due on outstanding bonded indebtedness.

No bonded debt was issued by the Zone during Fiscal Year 2022. The Zone has no prior outstanding bond indebtedness.

4.) The information provided in this section is in accordance with § 311.016 (a) (4) of the Texas Tax Code, which requires inclusion of the tax increment base and current captured appraised value retained by the Zone.

In each year subsequent to the base year, the Zone will receive tax increment revenue based on ad valorem property taxes levied and collected by each participating taxing unit on the captured appraised value of the Zone. The captured appraised value of the Zone is the total appraised value of all real property located within the Zone, less the tax increment base value. The City of Brookshire is the only

taxing entity participating in the zone and their participation in the Zone is 80%. As of March 1, 2008 (base year) the area encompassed by the Zone was undeveloped land with a total appraised value of Table 3 below reflects the City's certified tax roll for each year of the Zone.

Table 3: Crystal Lakes TRIZ

Taxable Values, Base, Assessed, and Captured			
Tax Year	Base Value	Total Assessed Value	Captured Value @80%
2008	\$493,510.00	\$493,510.00	\$0.00
2009	\$493,510.00	\$493,510.00	\$0.00
2010	\$493,510.00	\$493,510.00	\$0.00
2011	\$493,510.00	\$493,510.00	\$0.00
2012	\$493,510.00	\$493,510.00	\$0.00
2013	\$493,510.00	\$493,510.00	\$0.00
2014	\$493,510.00	\$493,510.00	\$0.00
2015	\$493,510.00	\$493,510.00	\$0.00
2016	\$493,510.00	\$493,510.00	\$0.00
2017	\$493,510.00	\$1,083,260.00	\$741,800.00
2018	\$493,510.00	\$11,495,685.00	\$8,801,740.00
2019	\$493,510.00	\$32,460,188.00	\$25,573,342.00
2020	\$493,510.00	\$38,328,270.00	\$30,267,808.00
2021	\$493,510.00	\$39,247,930.00	\$31,003,536.00
2022	\$493,510.00	\$44,518,064.00	\$35,219,643.00

5.) The information provided in this section is in accordance with § 311.016 (a) (5) of the Texas Tax Code, which requires inclusion of the captured appraised value shared by the municipality and other taxing units, the total amount of tax increments received, and any additional information necessary to demonstrate compliance with the tax increment financing plan adopted by the governing body of the municipality.

As previously stated, the City of Brookshire is the only taxing unit participating in the Zone. Table 4 summarizes the captured appraised value by tax year and the actual tax increment revenue received increment from each participating taxing unit.

Table 4 TIRZ Increment by year

Crystal Lakes TRIZ	
Tax Year	City of Brookshire Taxes
2008	\$0.00
2009	\$0.00
2010	\$0.00
2011	\$0.00
2012	\$0.00
2013	\$0.00
2014	\$0.00
2015	\$0.00
2016	\$0.00
2017	\$3,019.52
2018	\$56,331.14
2019	\$163,669.39
2020	\$221,560.35
2021	\$229,937.72
2022	\$230,442.13



Commercial/Residential Permit Application Entities

