

**Minutes of the Board of Directors  
Conroe Industrial Development Corporation  
Regular Board Meeting of February 08, 2024**

On February 08, 2024, the Board of Directors of the Corporation did meet in the Council Chambers of the Conroe City Hall located at 300 West Davis Street in Conroe, Texas, written notice of the time, place and subject of said public meeting having been previously given in accordance with Texas Government Code, Chapter 551 and to each Director of the Corporation in the manner provided by law.

**All of the following board members were present:**

Hector Forestier  
David Hairel  
Harry Hardman  
Curt Maddux  
Scott Mrosko

**Board Members absent were:**

Keaton Hineman  
Howard Wood

**Other staff in attendance included:**

Gary Scott, City Administrator  
Mike Garner, Interim City Attorney  
Collin Boothe, Asst. City Administrator, Director of Finance  
Danielle Scheiner, Executive Director CEDC  
Valencia Alasmar, Administrative Assistant CEDC  
Laine Harper, Marketing Manager CEDC  
Elizabeth West, Assistant Communications Coordinator  
Laura Lea Palmer, Deputy Director CEDC  
Chris Bogart, City Engineer  
Jennifer Matthews, Associate Director  
Cassandra Smith, Assistant Director of Finance  
Michael Monteilh, Finance Manager  
Norman McGuire, Asst. City Administrator, Director of Public Works  
Tammie Rushing, Facilities Manager

A quorum of the Board was present and Chairman David Hairel convened the meeting at 4:00 pm.

Item 1. **Minutes of the Prior Meeting(s)**

A motion was made by **Director Maddux** and seconded by **Director Hairel** to:

**Approve January 2024 minutes**

<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Forestier			
Hairel			
Hardman			
			Hineman
Maddux			

Mrosko			
			Wood

The motion was passed and adopted

Item 2. **Consider Approval of the December 2023 Financials**

The December 2023 financials were presented by Collin Boothe

A motion was made by **Director Hardman** and seconded by **Director Maddux** to:

**Approve the December 2023 Financials as presented**

<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Forestier			
Hairel			
Hardman			
			Hineman
Maddux			
Mrosko			
			Wood

The motion was passed and adopted

Item 3. **Consider Approval of the 1<sup>st</sup> Quarter Investment report**

A motion was made by **Director Hardman** and seconded by **Director Mrosko** to:

**Approve the 1<sup>st</sup> Quarter Investment report**

<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Forestier			
Hairel			
Hardman			
			Hineman
Maddux			
Mrosko			
			Wood

The motion was passed and adopted

Item 4. **Capital Improvement Projects Workshop Information Update:**

- a) **Airport Road Expansion Capital Improvement Project**
- b) **Gravity Main Replacement – Downtown Area Capital Improvement Project**
- c) **Gravity Main Replacement – Upper Stewart’s Branch Capital Improvement Project**
- d) **Gravity Main Replacement – Caney Creek Branch Capital Improvement Project**
- e) **Waterline Extension – IH45 and FM 1097 Capital Improvement Project**
- f) **Waterline Replacement – SH75 and Industrial Lane Capital Improvement Project**
- g) **Waterline Replacement and Extension – Main Street Capital Improvement Project**

Item 5. Discuss the cost participation of CIDC in the pro-rata portion of the First Floor Renovation of Conroe Tower for a Conroe EDC Board Room and additional storage

Item 6. **Chairman David Hairel recessed the open meeting at 5:03 pm in order to conduct closed session deliberation(s) concerning:**

- a) **The offer of a financial incentive – Gov. Code § 551.087**
- b) **Purchase, exchange or value of real property § 551.072**

The meeting was reconvened at 5:32 pm

Item 7. Consider contract(s) offer(s) for sale of CIDC owned property

Item 8. **Executive Director's Report**

- a. Marketing and promotional activities
- b. Retention & expansion activities
- c. Park maintenance activities
- d. Land sale activities

Item 9. **Payment of Invoices**

No invoices to be paid at this time

Item 10. With no further items for discussion, a motion to adjourn the meeting was made by **Director Maddux** and seconded by **Director Hardman**. The meeting was adjourned at 5:38 pm.

### **Certificate of Corporate Secretary**

I hereby certify that the above and foregoing minutes were approved and adopted by majority vote of the Board of Directors on the 20 day of March 2024.

Signed this 20 day of March 2024.

  
\_\_\_\_\_  
Laura Lea Palmer, CIDC Board Secretary