

**Tomball Hospital Authority DBA Tomball Regional Health Foundation  
Board of Directors Minutes – February 7, 2024**

**Present:** Jim Ross-Chairman, Tom Kikis-Vice Chairman, Jack Smith, Danny Marburger, Sharon Frank, Bill Hogue, Margarete Yacoubian, TJ Tijerina

**Present Via Zoom:** Christina Nash-Treasurer

**Absent:** Lori Wilson, Vicki Clark-Secretary

**Also, Present:** Jeffrey Klein-CEO, Sarah Dill-Administrative Manager

**AGENDA:**

- I. **Call to Order:** Jeffrey Klein called the meeting to order at 4:04 pm and read the Foundation's Mission Statement.
- II. **Community Input:** None.
- III. **Development of the TRHF Property Located on Medical Complex Drive:**
  - A. **Office/administrative requirements for the new facility** were discussed. Staffing for the next 20 years needs to be considered when planning office space. When the Foundation was originally formed, the plan was to eventually expand to five employees. The initial draft of the building is under 10,000 sq. ft. The Board recommended not to exceed that size. They also discussed square meeting rooms rather than rectangular.
  - B. **Community outreach opportunities for the new facility** were discussed. Jeffrey presented his vision of the new building being a resource for our funding partners, programs that support our mission, and on a limited basis to the community. The Board emphasized they do not see this building being utilized as a civic center or event hall.
  - C. **Possible uses of the surrounding grounds** were discussed. The Board agreed the grounds should be park-like and tranquil, maintaining as many trees as possible. Fitness features such as a walking trail and fitness stations should be included. Should the park area be lighted? A retention pond with an agitator was discussed for the low end of the property. A facilities employee to help maintain the grounds and set-up for events may be needed.
  - D. **Initial site and building layout** may be determined by the City of Tomball. The Board suggested flipping the plan so that staff offices face the park.
  - E. **Possible exterior looks for the building** that were discussed included maintenance free brick or stone exterior with a metal roof. Metal studs are preferable to wood.
  - F. **Budget for the building and surrounding site development** - Construction of the building alone could cost \$350/sq. ft. If the market declines, we need to make sure we are comfortable with the added expenditure. The new building will be more cost-efficient. Custodial and property maintenance costs will be an increase from our current expenditures. A budgeted amount was not established until additional information is gathered.

**G. Architectural firms interested in this project** – An architect is needed to oversee the project. Jeffrey spoke with Scott Clanton with MG Architects. He is the architect First Community Credit Union uses. Paradigm Construction recommended Stephen Lucchesi and Jeffrey met with him. If Paradigm gets the bid, they may want to use Stephen, so this could be an issue. The Board was comfortable with Scott's proven track record with First Community and agreed to move forward with him. Jack Smith recommended we keep our February 28<sup>th</sup> meeting to one hour and invite Scott Clanton to meet with the board for the second hour.

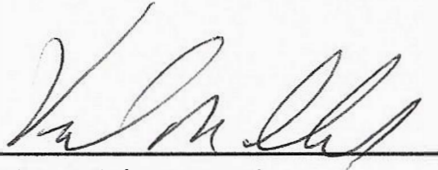
There was discussion regarding options for construction if we decide to go a different route from Design Build. Options will be discussed again at the next meeting.

There was a discussion on the timeframe of the project. It could take 6-8 months to break ground and 9-12 months to build, so potential completion is Summer 2025.

*A motion was made by Danny Marburger and seconded by Jack Smith to hire Scott Clanton with MG Architects to begin the design of the building to be constructed on Medical Complex Drive. TJ Tijerina abstained. Motion carried.*

#### **IV. Adjournment**

*A motion was made by Tom Kikis to adjourn the meeting at 5:48 pm and seconded by Maggie Yacoubian. Motion carried.*

  
**Vicki Clark (Secretary)**