

**NOTICE OF REGULAR MEETING OF BOARD OF DIRECTORS OF
 BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)
 Monday, October 15, 2018 – 5:00 P.M.
 Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas**

1. CALL TO ORDER

 The Bastrop EDC Board reserves the right to convene into Executive Session at any time during the meeting regarding any agenda item in compliance with the Texas Open Meetings Act, Chapter 551 Government Code.

2. PUBLIC COMMENT(S)

3. REGULAR BUSINESS & PRESENTATIONS

- 3.1. Welcome of new BEDC Board Members Jeff Haladyna and Pat Crawford. **(page 3)**
- 3.2. Recognition of outgoing BEDC Board Members Cam Chavez and Drusilla Rogers. **(page 4)**
- 3.3. Consideration, discussion and possible action on election of 2018/2019 BEDC Officers: Chair, Vice-Chair, Secretary and Treasurer. **(page 5)**
- 3.4. Approval of meeting minutes of the Bastrop EDC Regular Board Meeting of September 17, 2018. **(page 7)**
- 3.5. Consideration, discussion and possible action on Board meeting schedule for 2018/2019, including date and/or time of meetings. **(page 9)**
- 3.6. Consideration, discussion and possible action on Resolution R-2018-0008 approving the reimbursement to the City of Bastrop, Texas, for the Work Order for Professional Services rendered from Bowman Consulting in preparing a schematic design for the remaining portion of Agnes Street across the Nixon and Pecan Park Commercial tracts, which was paid by the City of Bastrop in September 2018 in the amount of \$14,000.00. **(page 10)**
- 3.7. Update on EDC staff activities (e.g., marketing, prospects, projects, events, and other updates). **(page 18)**

4. EXECUTIVE SESSION

- 4.1. The Bastrop EDC Board of Directors will meet in a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:
 - (1) **Section 551.074** Personnel Matters.
- 4.2. The Bastrop EDC Board of Directors will reconvene into open session to discuss, consider and/or take any action necessary related to the executive sessions noted herein.

5. ADJOURNMENT

CERTIFICATE

I, Angela Ryan, Assistant Director of the Bastrop Economic Development Corporation (Bastrop EDC), certify that this Notice of Meeting was posted on the front window of the Bastrop EDC offices, 301 Hwy 71 W., Suite 214, at the Bastrop City Hall, 1311 Chestnut Street, and on the Bastrop EDC's website on this the 10th day of October 2018 at 5:00 p.m. Copies of this agenda have been provided to those members of the media requesting such information.

Angela Ryan

Angela Ryan, BEDC Assistant Director

THE BASTROP ECONOMIC DEVELOPMENT CORPORATION IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. REASONABLE MODIFICATIONS AND EQUAL ACCESS WILL BE PROVIDED UPON REQUEST. PLEASE CALL 512-303-9700.



Agenda Item: 3.1

AGENDA MEMORANDUM

Meeting Date: October 15, 2018

Agenda Item: Welcome of new Board Members Jeff Haladyna and Pat Crawford.

Prepared by: Mike Kamerlander, Executive Director

Please join us in welcoming Jeff Haladyna and Pat Crawford to the BEDC Board of Directors.

Recommendation

None - no action required.



Agenda Item: 3.2

AGENDA MEMORANDUM

Meeting Date: October 15, 2018

Agenda Item: Recognition of outgoing BEDC Board Members Cam Chavez and Drusilla Rogers.

Prepared by: Mike Kamerlander, Executive Director

Please join us in thanking Cam and Drusilla for their service to the BEDC Board.

Recommendation

None - no action required.



Agenda Item: 3.3

AGENDA MEMORANDUM

Meeting Date: October 15, 2018

Agenda Item: Consideration, discussion and possible action on election of 2018/2019 BEDC Officers: Chair, Vice-Chair, Secretary and Treasurer.

Prepared by: Mike Kamerlander, Executive Director

With the appointment of new Board members, the annual election of Board officers needs to be held for the upcoming year. (This normally occurs in June/July, but with the change in Board Member appointments to October, it was postponed.)

According to the Ninth Amended Bylaws of the BEDC, all Board members are eligible to serve as Chair or Vice-Chair, with the exception of the Mayor. All Board members, including the Mayor, are eligible to serve as Secretary or Treasurer. The offices of Vice-Chair, Secretary, and Treasurer may be combined to form the offices of Vice-Chair/Secretary, Vice-Chair/Treasurer or Secretary/Treasurer.

Typically, the Bastrop EDC officers have consisted of a Chair, Vice-Chair, and Secretary/Treasurer.

It is not defined within the Bylaws how to conduct Officer Elections, so it at the Board's discretion to decide among its members the format of the annual Officer Elections.

Attachment:
2018/2019 BEDC Board Member List

Recommendation

Staff provides no recommendation on the election of Board Officers.

Bastrop Economic Development Corporation
2018/2019 Board of Directors

<u>SEAT</u>	<u>BOARD MEMBER</u>	<u>TERM EXPIRES</u>	<u>ORIGINAL APPOINTMENT</u>
1	Connie Schroeder	September 2019	June 2017
2	Jeff Haladyna	September 2020	September 2018
3	Sam Kier	September 2019	June 2017
4	Kevin Plunkett	September 2020	July 2016
5	Ron Spencer	September 2019	June 2017
6	Pat Crawford	September 2020	September 2018*
7	Kathryn Nash	September 2019	June 2017

*Mrs. Crawford was one of the original members of the BEDC Board of Directors, serving from 1995 to 2004, and again from 2007 to 2015.



Agenda Item: 3.4

AGENDA MEMORANDUM

Meeting Date: October 15, 2018

Agenda Item: Approval of meeting minutes of the Bastrop EDC Regular Board Meeting of September 17, 2018.

Prepared by: Angela Ryan, Assistant Director

The draft minutes from the Regular Board Meeting of September 17, 2018, are attached for the Board's review.

Attachments:

Draft minutes from the Regular Board Meeting of September 17, 2018

Recommendation – Approve the meeting minutes as submitted.

[RECOMMENDED MOTION] – I move to approve the minutes as submitted.

**BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)
BOARD OF DIRECTORS
Minutes of Monthly Meeting, September 17, 2018
Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas**

The Bastrop Economic Development Corporation (BEDC) met on Monday, September 17, 2018, at 5:00 p.m. at Bastrop City Hall, 1311 Chestnut Street, for a Monthly Meeting. Board members present: Kevin Plunkett, Drusilla Rogers, Kathryn Nash, Ron Spencer, Sam Kier and Connie Schroeder. Board member Camilo Chavez was not present. Staff members present: Mike Kamerlander, Angela Ryan, Jean Riemenschneider and Kathy Merrifield. BEDC Attorney Cameron Cox was also in attendance.

1. **CALL TO ORDER** – Board Vice-Chair Kevin Plunkett called the Board Meeting to order at 5:00 p.m.

2. **PUBLIC COMMENT(S)** – There were no public comments.

3. REGULAR BUSINESS & PRESENTATIONS

3.1. Welcome new BEDC Executive Director Mike Kamerlander. Mr. Plunkett welcomed Mr. Kamerlander and invited everyone to attend the Welcome Reception at the Lost Pines Art Center on September 27th at 5:00 p.m.

3.2. Approval of meeting minutes of the Bastrop EDC Special Board Meeting of August 14, 2018, and Regular Board Meeting of August 20, 2018. Mr. Spencer made the motion to approve both sets of minutes as submitted, Ms. Schroeder seconded, and the motion passed.

3.3. Acceptance of the Bastrop EDC's financial summary report for period ending August 31, 2018. Mr. Kier made the motion to accept the financials as submitted, Ms. Rogers seconded, and the motion passed.

4. EXECUTIVE SESSION

4.1. At 5:06 p.m. the Bastrop EDC Board of Directors met in a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:

- (1) **Section 551.071** Consultation with Attorney: Performance Agreement with Seton Family of Hospitals; and
- (2) **Section 551.071** Consultation with Attorney, **551.072** Deliberation about the purchase, exchange, lease, or value of real property, **551.087** Deliberation regarding economic development negotiations: 921 Main Street Project.

4.2. At 5:58 p.m., the Bastrop EDC Board of Directors reconvened into open session to discuss, consider and/or take any action necessary related to the executive sessions noted herein.

- (1) Mr. Spencer made the motion to authorize the Executive Director to execute the Second Amendment to the Seton Performance Agreement. Ms. Rogers seconded, and the motion passed.
- (2) Mr. Kier made the motion to authorize the Executive Director and the EDC attorney to draft, submit and execute a final Performance Agreement and Lease Agreement between the Bastrop EDC and 921 Bastrop, LLC. Mr. Spencer seconded, and the motion passed.

5. **ADJOURNMENT** – Board Vice-Chair Kevin Plunkett adjourned the meeting at 6:00 pm.

APPROVED: _____
Kevin Plunkett, Board Vice-Chair

ATTEST: _____
Angela Ryan, Assistant Director



Agenda Item: 3.5

AGENDA MEMORANDUM

Meeting Date: October 15, 2018

Agenda Item: Consideration, discussion and possible action on Board meeting schedule for 2018/2019, including date and/or time of meetings.

Prepared by: Mike Kamerlander, Executive Director

The EDC Board meets at City Hall (if available), traditionally on the third Monday of the month at 5:00 p.m., unless the date is a holiday. The date and time of the meetings are at the Board's discretion. Per the Bylaws, if City Hall is not available, the Board Chair shall select a suitable location for the meeting.

Below is the proposed 2018/2019 Board Meeting Schedule.

Recommendation – The Board may leave the Board Meetings on the third Monday of every month, or they may change the date and/or time of the meetings.

October 15, 2018

November 19, 2018

Thanksgiving week – consider moving to November 26th

December 17, 2018

May be cancelled if there isn't enough pending business

January 28, 2019

(Third Monday is MLK Day)

February 25, 2019

(Third Monday is Presidents Day)

March 18, 2019

April 15, 2019

May 20, 2019

June 17, 2019

July 15, 2019

August 19, 2019

September 16, 2019



Agenda Item: 3.6

AGENDA MEMORANDUM

Meeting Date: October 15, 2018

Agenda Item: Consideration, discussion and possible action on Resolution R-2018-0008 approving the reimbursement to the City of Bastrop, Texas, for the Work Order for Professional Services rendered from Bowman Consulting in preparing a schematic design for the remaining portion of Agnes Street across the Nixon and Pecan Park Commercial tracts, which was paid by the City of Bastrop in September 2018 in the amount of \$14,000.00.

Prepared by: Mike Kamerlander, Executive Director

In October 2017, the EDC Board approved entering into a Professional Services Agreement with Bowman Consulting for engineering of the Agnes Street Extension Project. The Project covered the extension of Agnes Street from the intersection of Home Depot Way and SH 304, for approximately 2,100 feet to the east. The extension included design and preparation of construction plans for that portion of Agnes, which is the EDC's commitment to the Seton Project.

In late April 2018, Bowman Consulting's Tracy Bratton met with the City of Bastrop's planning and public works departments, and the concern was raised that this portion of Agnes Street would need to align with the second phase – once the decision is made to proceed with it – which covers the portion of Agnes that runs across the Nixon and Pecan Park Commercial tracts.

Due to the time sensitive nature of the Agnes Street Project, as well as the fact that the EDC had no executive director at the time, the City of Bastrop made the decision to approve the Work Order and pay the invoices, with the understanding that the EDC would reimburse the City for the expenses at a future date. Approval of this Resolution will allow the EDC to reimburse the City of Bastrop for the expenditure.

Attachments:
Draft Resolution
Work Order
Map

Recommendation

[Sample Motion] I move to approve Resolution 2018-0008.

RESOLUTION NO. R-2018-0008**A RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION
APPROVING A WORK ORDER FROM BOWMAN CONSULTING TO PREPARE A
SCHEMATIC DESIGN FOR THE REMAINING PORTION OF AGNES STREET ACROSS
THE NIXON AND PECAN PARK COMMERCIAL TRACTS, IN AN AMOUNT OF \$14,000, TO
BE REIMBURSED TO THE CITY OF BASTROP, TEXAS.**

WHEREAS, the Bastrop Economic Development Corporation Board of Directors has found the extension of the public road known as Agnes Street as an allowable project under Texas Local Government Code Chapter Section 501.103 through Resolution 2017-0025, which superseded Resolution 2017-0022; and

WHEREAS, the Bastrop Economic Development Corporation approved Resolution 2017-0023 approving a Professional Services Agreement with Bowman Consulting for the preparation of construction plans, permitting and owner representation during the construction of the Project; and

WHEREAS, the City of Bastrop requested a geometric alignment and preliminary drainage design of the segment of Agnes Street between Seton and Pecan Park rights-of-way; and

WHEREAS, it became necessary for Bowman Consulting to prepare a schematic of this segment in order to ensure the future connection between the Project property and the Pecan Park property; and

WHEREAS, the preparation of this schematic was not part of the original Scope of Work of the Agnes Street Project; and

WHEREAS, the City of Bastrop received the Work Order from Bowman Consulting, and on or about September 21, 2018 and September 30, 2018 paid Bowman Consulting the \$14,000.00 owed under the attached Work Order; and

WHEREAS, the Bastrop Economic Development Corporation is to reimburse the City of Bastrop for payment of this Work Order; and

WHEREAS, Bowman Consulting provided the Work Order to Bastrop Economic Development Corporation and the City of Bastrop to coordinate and approve a functional street layout between the portion of Agnes Street previously approved by the Bastrop Economic Development Corporation's Board of Directors and the remaining portion of Agnes across the Nixon and Pecan Park Commercial tracts, in an amount of \$14,000.00, not included in the Professional Services Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION THAT:

RESOLUTION NO. R-2018-0008

SECTION 1.

- a. The Board authorizes the Chair and/or Executive Director to approve the Work Order **[Exhibit A]** with Bowman Consulting and to reimburse the City of Bastrop, Texas, in the amount of \$14,000.00 for Professional Services provided by Bowman Consulting.

SECTION 2. Approval

PASSED AND APPROVED on the 15th day of October 2018, by the Board of Directors of the Bastrop Economic Development Corporation.

[SIGNATURE PAGE FOLLOWS]

DRAFT

RESOLUTION NO. R-2018-0008

BASTROP ECONOMIC
DEVELOPMENT CORPORATION

Board Chair

ATTEST:

Board Secretary

APPROVED AS TO FORM:

Denton, Navarro, Rocha, Bernal & Zech, P.C.

RESOLUTION NO. R-2018-0008

Exhibit "A"

Work Order with Bowman Consulting in an amount of \$14,000.00. (2 pages).

DRAFT



WORK ORDER

Date: May 1, 2018

<p>Bowman Consulting Group, Ltd. 1120 S. Capital of TX Hwy, Bldg 3-220 Austin, TX 78746 Phone: 512-327-1180</p>	<p>City of Bastrop Public Works 1209 Lindon Street Bastrop, TX 78602 Phone: 512-332-8920</p>
<p>Project Name: Agnes Schematic</p>	<p>Project # : 070245-01-003 Task # : 1</p>

SCOPE OF SERVICES AND FEES

Agnes Schematic – Nixon Tract and Pecan Commercial

To coordinate and approve a functional street layout between the existing east end of Agnes and the about to be constructed of Agnes near SH 304, the City of Bastrop requires a geometric alignment and preliminary drainage design of the roadway. Using the West Side Thoroughfare Plan proposed street network developed by Bowman (under contract with the City of Bastrop) and the street cross-section developed by Bowman for Agnes (under contract with the BEDC), Bowman will prepare a Schematic Design for the remaining portion of Agnes across the Nixon and Pecan Commercial tracts.

Schematic Design Elements:

- Geometric (vertical and horizontal) alignment based on 30mph design speed and following route reviewed with the BEDC and Pecan Park on April 25, 2018.
- Configuration (including grade) of intersecting streets (Orchard Parkway and Childers / Schaefer)
- Median break locations (i.e. future commercial driveway locations)
- Roadway Drainage Design (including accommodation of developed drainage conditions crossing the ROW) documented in a letter report summarizing the design.
- 80-ft Typical Section including 10-ft sidewalk (one side of the ROW only)
- Initial construction is anticipated to be 2 lines (one side of the 4-lane divided roadway). Recommended "triggers" for construction of the second set of lanes will be included.
- Engineer's Opinion of Probable Cost for Construction of the improvements

Basis of Design:

- Bowman will gather available data from Pecan Park and the Nixon Tract including boundary and design survey, land owner / developer supplied drainage calculations for cross-ROW drainage, land owner / developer design for intersecting / connecting streets.

Anticipated Schedule:
 Notice to Proceed: May 4, 2018
 Receipt of Land Owner Supplied Files: May 7, 2018
 90% Schematic Delivery for City Engineer Review / Approval: May 21, 2018*
 City Review Complete: June 1, 2018
 Incorporate City Comments and Finalize Schematic: June 8, 2018

*Present draft and estimated costs to BEDC Board

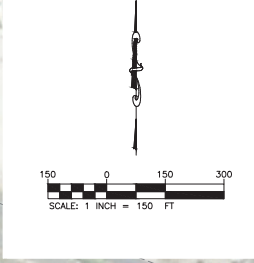
Deliverable: Schematic Design of the roadway in PDF format with CAD (AutoCAD 2018) format of roadway plan and profile along with letter report summarizing the design and drainage calculations.

Fixed Fee: \$14,000

This Work Order is subject to Bowman Consulting Group's Standard Terms and Conditions executed between the City of Bastrop and Bowman on May 31, 2017. The Client agrees to reimburse BCG for BCG's expenditures in the interest of the Project at the actual cost to Bowman Consulting Group plus 15%. The individual signing this work order form warrants that he/she has the authority to sign on behalf of the Client. Execution of this Work Order by an authorized representative of the Client constitutes authorization to proceed.

Bowman Consulting Group, Ltd.
 By: Tracy A. Bratton
 Name Tracy A. Bratton
 Title Principal

City of Bastrop
 By: [Signature]
 Name Lynnda K. Humble
 Title City Manager
 Date 5-4-18



AGNES STREET EXHIBIT
BASTROP TEXAS
10/02/2018

Bowman
CONSULTING

1120 S. Capital of Texas Hwy. • Building 3, Suite 220 • Austin, Texas 78746
Phone: (512) 327-1180 • Fax: (512) 327-4062 • www.bowmanconsulting.com
© Bowman Consulting Group, LLC
T&PE Firm Registration No. F-14309

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Agenda Item: 3.7

AGENDA MEMORANDUM

Meeting Date: October 15, 2018

Agenda Item: Update on EDC staff activities (e.g., marketing, prospects, projects, events, and other updates).

Prepared by: Mike Kamerlander, Executive Director

Please see attached presentation.

Attachment: PowerPoint Presentation about EDC activities.

Recommendation – No recommendation; item for informational purposes only.





TODAY'S AGENDA

- 01.**
Call To Order
- 02.**
Public Comment
- 03.**
Regular Business & Presentations
- 04.**
Updates From Executive Director/Staff
- 05.**
Executive Session
- 06.**
Adjournment



2. PUBLIC COMMENT



3.1

Regular Business

&

Presentations

Welcome to the Board!

Jeff Haladyna

&

Pat Crawford



3.2

Regular Business

&

Presentations

Thank You For Serving!

Cam Chavez

&

Drusilla Rogers



3.3

Regular Business & Presentations

Election of Officers



3.4

Regular Business
&
Presentations

Approval of meeting minutes of the Bastrop EDC Regular Board Meeting of September 17, 2018



3.5

Regular Business
&
Presentations

Board Meeting Schedule for FY 2018/2019



3.6

Regular Business

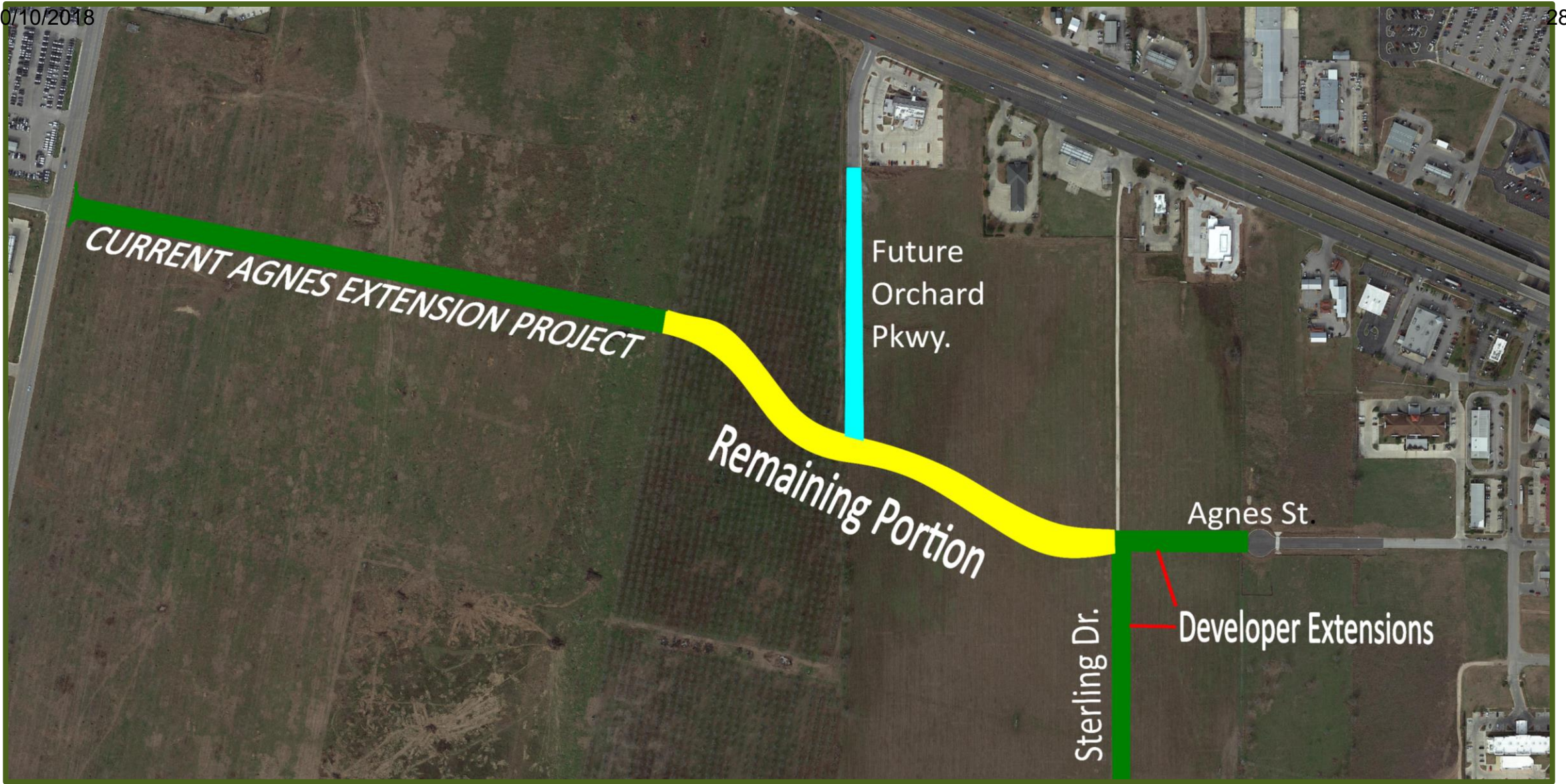
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Presentations

Resolution R-2018-0008

Consideration, discussion and possible action on Resolution R-2018-0008 approving the reimbursement to the City of Bastrop, Texas, for the Work Order for Professional Services rendered from Bowman Consulting in preparing a schematic design for the remaining portion of Agnes Street across the Nixon and Pecan Park Commercial tracts, which was paid by the City of Bastrop in September 2018 in the amount of \$14,000.00.





ACTIVITY REPORT



10/10/2018 Opportunity Austin Marketing/Recruiting Trip

- Sept 9-12 - Jean Riemenschneider attended
- 34 total meetings in two days with a total of 15 delegates
- Of these 34 meetings, Bastrop was represented in 7 meetings
- Industry focus: Technology, BioLife Science, & Hospitality



3.7 Staff Updates



September 13, 2018

Speakers:

- Bobby Epstein – COTA updates
- Lt. General Paul Ostrowski, U.S. Army - Army Future Command Updates



International Asset Management Council

- Sept 15-19 – Shane Sorenson represented Bastrop
- Attended 1st Timer's Reception & New Friends Dinner
- Attended multiple sessions for Site Selector and Asset Manager professional development
- Engaged in multiple roundtable discussions regarding best practices, the site selection process, and common obstacles



Other Events Attended

- Bastrop Chamber Luncheon – First Responders
- NAI Global Conference – 400+ Brokers from around the world
- B.E.S.T. Breakfast in Elgin
- International Economic Development Council Annual Conference – Atlanta, GA – Speaker
- Texas Downtown Association Regional Roundtable



New Directors Reception

- Staff attended community reception for new EDC Director, Mike Kamerlander, and Visit Bastrop Director, Susan Smith
- Provided the community an opportunity to engage with the new directors in a casual and inviting way



BUSINESS RECRUITMENT ACTIVITY MATRIX

	September 2018	FY 2018 YTD
OUT OF REGION VISITS	7	
SOURCES OF LEADS	3	
Internal Leads		
Direct Company	1	
Local/Regional/Broker	0	
Site Consultant	0	
Site Location Partnership	0	
Other	0	
External Leads		
Austin Chamber	0	
State	2	
PROSPECT FOLLOW UP REQUEST	27	
PROSPECT VISITS	0	
New (1st)	0	
Repeat	0	
ANNOUNCEMENTS	0	



WEBSITE ANALYTICS

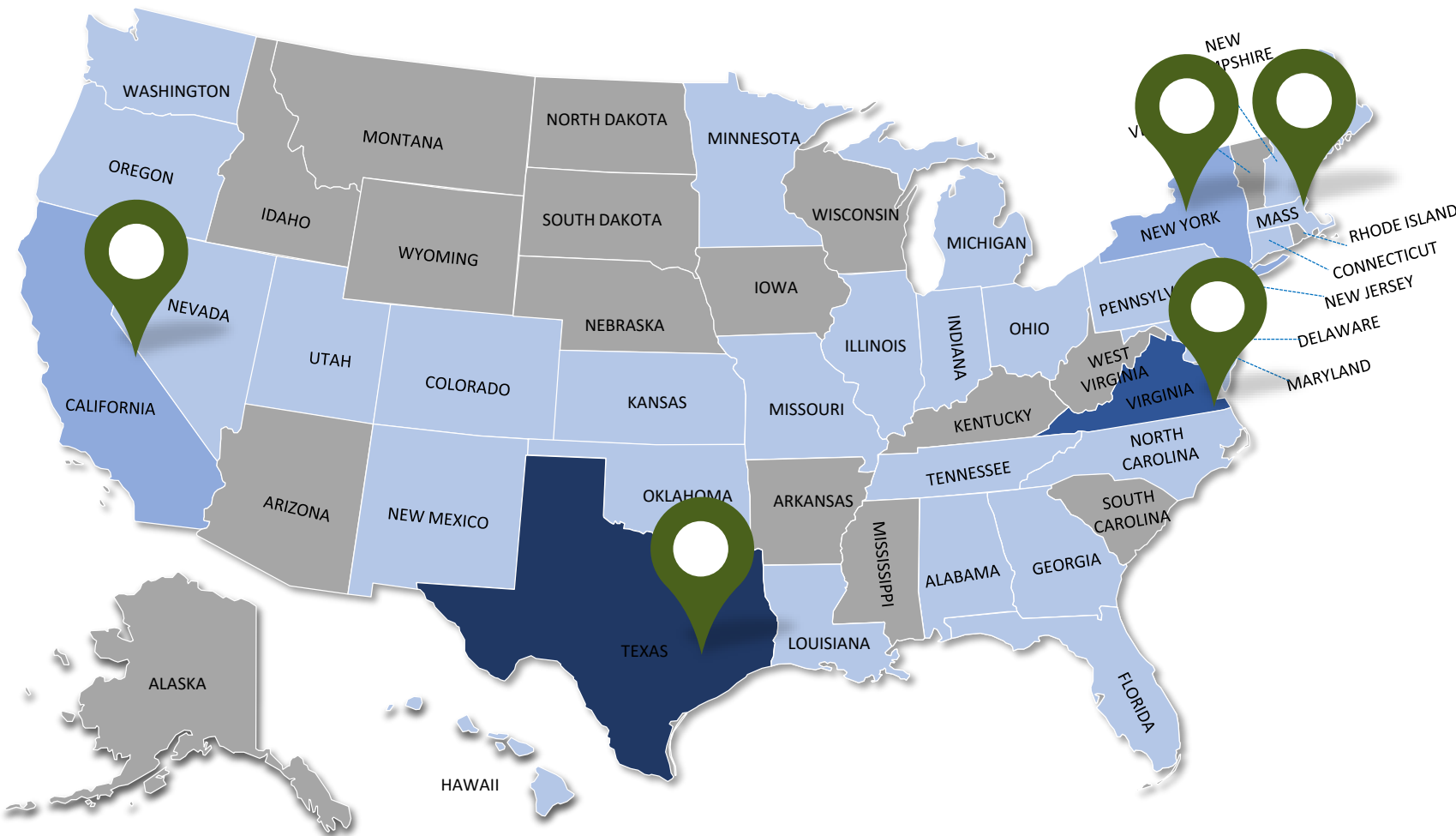


- **722 Unique Users** visited the website: September 1-30
- **87% New** vs. **13% Returning** Users
- **31 States & 10 Countries** Represented by website visits in September
- **Top Pages Visited:** Blog, Board Meetings, Business & Industrial Park, Staff, Community History
- **43%**- found the website organically through search engines; **37%** visited directly using URLs, **12%** via social media.



WEBSITE ANALYTICS

Users visiting website by state comparison



TOP 5 WITH MOST VISITORS

States:

- Texas – 454
- Virginia – 43
- New York – 11
- California – 10
- Massachusetts – 9

Countries:

- Unites States – 621
- India – 24
- France – 19
- South Korea – 11
- Canada – 9



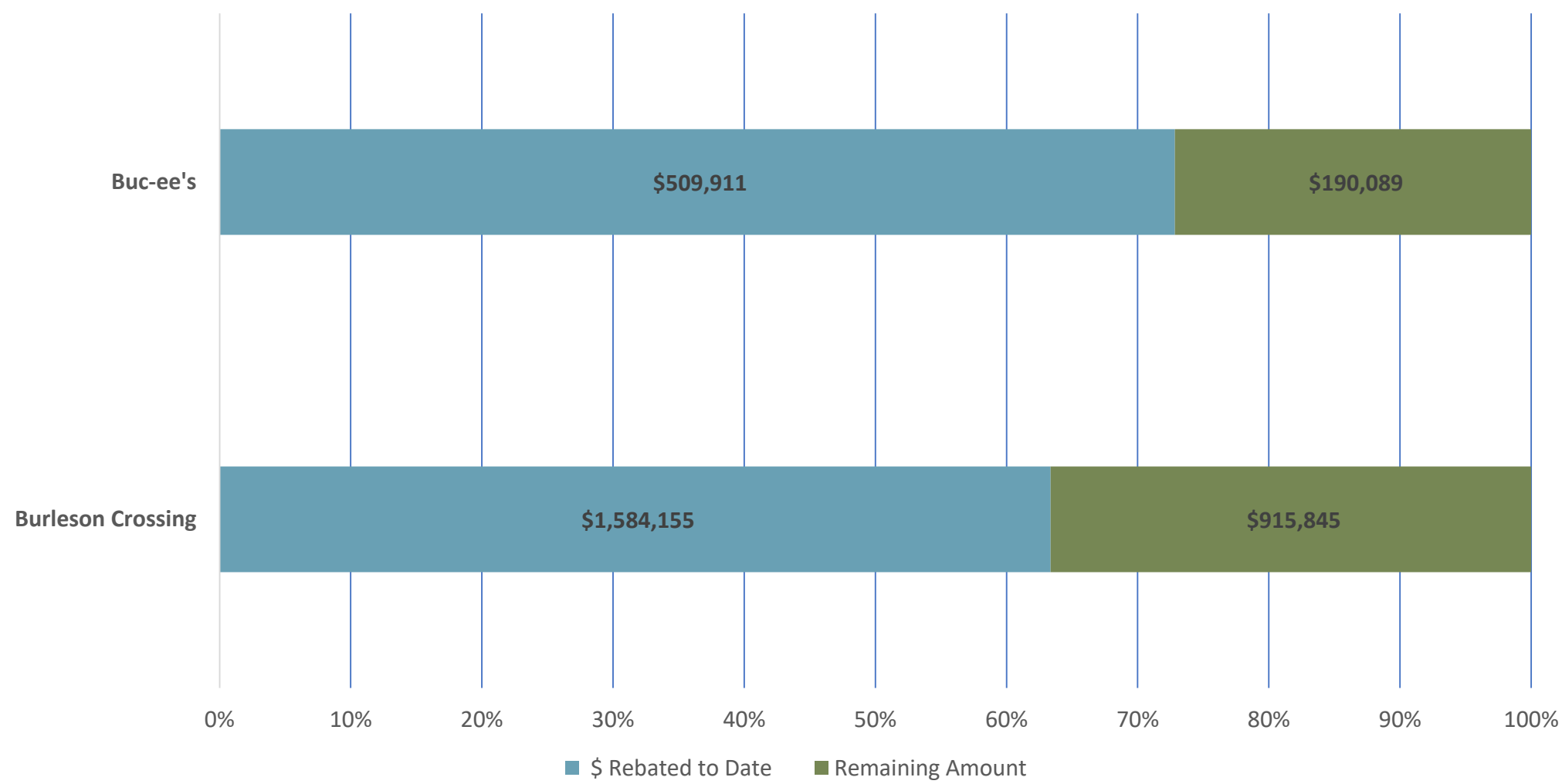
OWNED MEDIA

Social Media Engagement

	September 2017	September 2018
TOTAL LIKES/FOLLOWERS	0	0
Facebook Page Likes	3,667	3,810
Twitter Followers	Unknown	1,118
LinkedIn Followers	Unknown	145



380 AGREEMENT UPDATES – Through FY 2018



4.1

Executive Session

The Bastrop EDC Board of Directors will meet in a closed/executive session pursuant to the Texas Government Code, Chapter 551 to discuss the following:



1. Personnel Matters:

Section 551.074

The Bastrop EDC Board of Directors will reconvene into open session to discuss, consider and/or take any action necessary related to the executive session items noted herein.

ADJOURN

Next Meeting: November 26, 2018*

