

**BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)
BOARD OF DIRECTORS
Minutes of Special Meeting, July 11, 2016
BEDC Office, 301 Hwy 71, Suite 214, Bastrop, Texas**

The Bastrop Economic Development Corporation (BEDC) met on Monday, July 11, 2016, at 6:00 p.m. at the BEDC offices for a Special Meeting.

Board members present were: Steve Mills, Joe Beal, Kristi Koch and Drusilla Rogers. Board members Gary Schiff, Cam Chavez, Mayor Ken Kesselus, and Interim City Manager Steve Adcock (*ex officio*) were absent.

Staff members present: Shawn Kirkpatrick, Angela Ryan, Jean Riemenschneider and Kathy Merrifield.

1. **CALL TO ORDER** – BEDC Board Chair Steve Mills called the Special Board Meeting to order at 6:01 p.m.
2. **PUBLIC COMMENT(S)** – None.
3. **REGULAR BUSINESS**
 - 3.1. Consideration, discussion and possible action on a Resolution by the Bastrop Economic Development Corporation authorizing BEDC Board Chair Steve Mills and/or Executive Director Shawn Kirkpatrick to execute all necessary contracts and related documentation necessary to finalize the conveyance of 903 Main Street to Zintek Properties. Joe Beal made the motion to approve the resolution as submitted, Kristi Koch seconded, and the motion passed.
4. **WORKSHOP SESSION** – At 6:04 p.m., the Bastrop Economic Development Corporation convened into a Workshop Session to discuss:
 - 4.1. 2016/2017 Budget – A review and discussion regarding Fiscal Year 2016/2017 Budget for the Bastrop Economic Development Corporation, including the FY2016/2017 BEDC budget, the BEDC’s Strategic Plan and FY2016/2017 program/scope of work, and potential Capital Improvement Plan (CIP) projects.

Mr. Kirkpatrick provided an overview of the draft FY2016/2017 proposed budget. The Board discussed the draft budget, including: projected sales tax for FY16/17, BEDC Operations, Marketing and Advertising and Professional Services. There was additional discussion about BEDC Projects, City Projects, Infrastructure Projects and the expenses related to each. Mr. Kirkpatrick went over each budget line item and explained them, going into greater detail on those line items the Board members had questions about. When Professional Services were discussed, Mr. Mills and Ms. Koch requested additional detail, which Mr. Kirkpatrick said he would provide at the July Board Meeting. Under Contractual Services there was discussion about the BEDC continuing to partner with the City and County to lease the parking lot at the corner of Pine and Water Street. Mr. Kirkpatrick explained BEDC’s portion is \$6,000 and that the lease is up in November if the Board would like to revisit it.

There was Board discussion surrounding the need to include virtual buildings in RFIs as it gives the BEDC the ability to provide hard cost numbers utilizing 3D renderings. Mr. Beal asked who exercises the models and creates the buildings, and Mr. Kirkpatrick replied that there are contractors who specialize in industrial spaces. He also explained the need for related construction costs and potential lease rates to be more aggressive and competitive.

Mr. Kirkpatrick highlighted the addition of a line item for a relief fund for businesses affected by natural disasters. He explained an affected business would make an application to the BEDC for reimbursement, and it would be handled by Staff and would not come through the Board. Ms. Koch said she liked the idea as long as the funds are utilized as appropriate. Mr. Kirkpatrick

gave some examples of what it could be used for and explained that details still need to be worked out, but the program could be used when a disaster is declared at a state or local level.

Highlighted under workforce and education is the BEDC's involvement with Youth Career Day and the adult Job Fair. Mr. Kirkpatrick explained that the Youth Career Day is mostly BEDC's expense since there isn't anyone to partner with, although the school district provides the building and the Chamber of Commerce helps recruit the businesses involved. He made the Board aware of a grant reimbursement received from the Texas Workforce, which will be utilized for this year's speaker. For the adult Job Fair, BEDC's portion is approximately a third, with the City allowing us to use the Convention Center at no charge and the Chamber of Commerce helping with various items.

Mr. Kirkpatrick went over the bond debt. The remainder of the bond funds from the Business Park are not enough to do much except for some possible site grading. Any other projects in the Business Park cost more than the funds available. Mr. Mills asked if there is a time constraint for using the remainder of the bond funds and Mr. Kirkpatrick said a decision should be made in the next budget cycle.

4.2. At 7:17 p.m., the Bastrop Economic Development Corporation adjourned the Workshop Session and reconvened into the regular session to take any necessary action(s) pertaining to the workshop items. There was no action taken.

5. EXECUTIVE SESSION

5.1. No executive session was required.

6. BOARD INPUT ON FUTURE AGENDAS

6.1. Inviting input from the Board of Directors related (but not limited) to issues for possible inclusion on future agendas and/or concerning issues such as BEDC projects, property, economic development prospects, community events, and BEDC business or activities.

Mr. Mills said Mayor Kesselus wants the BEDC to be involved with an annexation initiative. Ms. Koch asked for the Board's input about city wastewater. Mr. Beal talked about the master wastewater plan that was presented to the City Council. Mr. Kirkpatrick stated we would target the September Board Meeting to have a discussion about water, wastewater and annexation.

7. ADJOURNMENT – Joe Beal made the motion to adjourn, Kristi Koch seconded, and the motion passed. The BEDC Board of Directors adjourned the meeting at 7:23 p.m.