

**ROSENBERG DEVELOPMENT CORPORATION
MEETING MINUTES**

On this the 12th day of November 2015, the Rosenberg Development Corporation (RDC) of the City of Rosenberg, Fort Bend County, Texas, met in Regular Session at the Rosenberg Civic Center, 3825 Highway 36 South, Rosenberg, Texas.

PRESENT

Teresa Bailey	Secretary, Rosenberg Development Corporation
Amanda J. Barta	Director, Rosenberg Development Corporation
Ted Garcia	Treasurer, Rosenberg Development Corporation
Bill Knesek	President, Rosenberg Development Corporation
Lynn Moses	Director, Rosenberg Development Corporation
Jimmie J. Peña	Director, Rosenberg Development Corporation
Allen Scopel	Vice President, Rosenberg Development Corporation

STAFF PRESENT

Jasmine Bowens	Senior Administrative Specialist
Jeremy Heath	Assistant Economic Development Director
Randall Malik	Executive Director, Rosenberg Development Corporation
Travis Tanner	Executive Director of Community Development
Scott Tschirhart	City of Rosenberg Attorney (via conference call)
Joyce Vasut	Executive Director of Administrative Services

GUEST

Craig Kalkomey	Department Manager – Municipal and District Services Practice, Jones & Carter, Inc.
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CALL TO ORDER.

President Knesek called the meeting to order at 4:00 p.m.

STATEMENT OF RULES PERTAINING TO AUDIENCE COMMENTS.

Jasmine Bowens, Senior Administrative Specialist, read the statement of rules pertaining to audience comments.

COMMENTS FROM THE AUDIENCE.

There were no comments from the audience.

CONSENT AGENDA

- A. **CONSIDERATION OF AND ACTION ON THE REGULAR ROSENBERG DEVELOPMENT CORPORATION MEETING MINUTES FOR OCTOBER 08, 2015.**
- B. **CONSIDERATION OF AND ACTION ON THE MONTHLY ROSENBERG DEVELOPMENT CORPORATION FINANCIAL REPORTS FOR THE PERIOD ENDING OCTOBER 31, 2015.**
Executive Summary: The October 2015 RDC Financial Reports are attached for your review and consideration. Staff recommends approval.

Action: Director Pena moved, seconded by Director Barta, to approve the Consent Agenda items A and B. The motion carried by a unanimous vote.

REGULAR AGENDA

- 1. **HOLD EXECUTIVE SESSION TO RECEIVE LEGAL ADVICE FROM THE CITY ATTORNEY CONCERNING PENDING LITIGATION, NAMELY DISPUTE WITH IMPERIAL PERFORMING ARTS, INC., PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE; TO DELIBERATE THE POTENTIAL PURCHASE, EXCHANGE, LEASE, OR VALUE OF REAL PROPERTY PURSUANT TO TEXAS GOVERNMENT CODE SECTION 551.072; AND REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS PURSUANT TO SECTION 551.087 OF THE TEXAS GOVERNMENT CODE.**

Regular Session was adjourned for Executive Session at approximately 4:02 p.m.

2. ADJOURN EXECUTIVE SESSION, RECONVENE REGULAR SESSION, AND TAKE ACTION AS NECESSARY AS A RESULT OF EXECUTIVE SESSION.

Executive Session: The Executive Session was adjourned and the RDC Board reconvened Regular Session at approximately 4:43 p.m.

Action: Director Pena moved, seconded by Director Scopel, to authorize the RDC President to execute, for and on behalf of the RDC, a Performance Agreement by and between the RDC and CVS Pharmacy, Inc. The motion carried by a unanimous vote.

3. CONSIDERATION OF AND ACTION ON A RECOMMENDATION TO CITY COUNCIL FOR THE AWARD OF BID NO. 2015-19 FOR THE RDC FINISH CUT AREAS: FM 2218, HWY 90A AND LANE DRIVE, AVENUE F-4TH STREET TO 6TH STREET, AVENUE G AND 4TH STREET LOT.

Executive Summary: At the October RDC Meeting, the Board authorized staff to receive formal bids for RDC Finish Cut Areas: FM 2218, Hwy 90A and Lane Drive, Avenue F-4th Street to 6th Street, Avenue G and 4th Street Lot. Bids were advertised in the Fort Bend Herald on October 18, 2015, and October 25, 2015. Sealed bids were received on Wednesday, November 4, 2015. The bids were opened and tabulated as indicated on the attached bid summary. The following four (4) bids were received:

- Reliant Sand and Construction, \$19,475.00
- Z Best Lawns, \$20,045.00
- Hydrozone Landscape Corporation, \$20,349.00
- BIO Landscape & Maintenance, \$23,199.00

Bids for the project will be presented to the City Council at the November 17th meeting. This Agenda item provides the opportunity for the RDC to recommend approval of bids by City Council. Staff recommends that the Board makes a recommendation to City Council to award Bid No. 2015-19 to Reliant Sand and Construction, in the amount of \$19,475.00.

Key discussion points:

- Randall Malik indicated that Reliant Sand and Construction currently has the Contract for all RDC Rough Cut Areas along I-69.

Action: Director Scopel moved, seconded by Director Garcia, to recommend the City Council award Bid No. 2015-19 for the RDC Finish Cut Areas: FM 2218, Hwy 90A and Lane Drive, Avenue F – 4th Street to 6th Street, Avenue G and 4th Street Lot to Reliant Sand and Construction, in the amount of \$19,475.00. The motion carried by a unanimous vote.

4. CONSIDERATION OF AND ACTION ON A RECOMMENDATION TO CITY COUNCIL FOR THE AWARD OF BID NO. 2015-20 FOR THE RDC FINISH CUT AREAS: HWY 36 AND US 90 A, I-69 AT HWY 36, I-69 AT FM 2218.

Executive Summary: At the October RDC Meeting, the Board authorized staff to receive formal bids for RDC Finish Cut Areas: Hwy 36 and US 90 A, I-69 at Hwy 36, I-69 at FM 2218. Bids were advertised in the Fort Bend Herald on October 18, 2015, and October 25, 2015. Sealed bids were received on Wednesday, November 04, 2015. The bids were opened and tabulated as indicated on the attached bid summary. The following five (5) bids were received:

- Estelita Oledan DBA ECOCUTTER, \$8,888.88
- Reliant Sand and Construction, \$12,265.00
- Z Best Lawns, \$12,100.00
- Hydrozone Landscape Corporation, \$11,781.00
- BIO Landscape & Maintenance, \$27,203.00

Bids for the project will be presented to the City Council at the November 17th meeting. This Agenda item provides the opportunity for the RDC to recommend approval of bids to City Council. Staff recommends that the Board make a recommendation to City Council to award Bid No. 2015-20 to Estelita Oledan DBA ECOCUTTER in the amount of \$8,888.88.

Key discussion points:

- Randall Malik mentioned that the RDC and City have not utilized the services of ECOCUTTER in the past.
- Jeremy Health mentioned that the company is opening an office in Katy to better serve the West Houston Region.
- President Kneseck indicated he would prefer to go with the low bid as we have language in the contract that would allow us to terminate the contract if the work wasn't being performed to expected standards.

Action: Director Garcia moved, seconded by Director Scopel, to recommend the City Council award Bid No. 2015-20 for RDC Finish Cut Areas: Hwy 36 and US 90 A, I-69 at Hwy 36, I-69 at FM 2218 to Estelita Oledan DBA ECOCUTTER, in the amount of \$8,888.88. The motion carried by a unanimous vote.

5. CONSIDERATION OF AND ACTION ON A RECOMMENDATION TO CITY COUNCIL FOR THE AWARD OF BID NO. 2015-21 FOR THE RDC ROUGH CUT AREAS: HIGHWAY 36 TO SPUR 10.

Executive Summary: At the October RDC Meeting, the Board authorized staff to receive formal bids for RDC Rough Cut Areas: Highway 36 to Spur 10. Bids were advertised in the Fort Bend Herald on October 18, 2015, and October 25, 2015. Sealed bids were received on Wednesday, November 4, 2015. The bids were opened and tabulated as indicated on the attached bid summary. The following four (4) bids were received:

- Estelita Oledan DBA ECOCUTTER, \$27,000.00
- Williams Transport, \$25,137.00
- Reliant Sand and Construction, \$30,402.00
- BIO Landscape & Maintenance, \$70,560.00

Bids for the project will be presented to the City Council at the November 17th meeting. This agenda item provides the opportunity for the RDC to recommend approval of bids to City Council. Staff recommends that the Board makes a recommendation to City Council to accept the bid of \$25,137.00, by Williams Transport for RDC Rough Cut Areas: Highway 36 to Spur 10.

Key discussion points:

- Randall Malik mentioned that Reliant Sand and Construction is the company that currently services the Rough Cut areas along I-69.
- Director Moses asked why we had four separate contracts for the gateway maintenance projects.
- Joyce Vasut indicated that we have simply added new contracts as the RDC has taken on additional areas to mow.
- Director Barta mentioned that she would like to pursue the low bid.

Action: Director Scopel moved, seconded by Director Moses, to recommend the City Council award Bid No. 2015-21 for RDC Rough Cut Areas: Highway 36 to Spur 10 to Williams Transport, in the amount of \$25,137.00. The motion carried by a unanimous vote.

6. CONSIDERATION OF AND ACTION ON A RECOMMENDATION TO CITY COUNCIL FOR THE AWARD OF BID NO. 2015-22 FOR THE RDC ROUGH CUT AREAS: FM 762 TO HWY 36; I-69 FROM FM 2218 TO HWY 36.

Executive Summary: At the October RDC Meeting, the Board authorized staff to receive formal bids for RDC Rough Cut Areas: FM 762 to Hwy 36; I-69 from FM 2218 to Hwy 36. Bids were advertised in the Fort Bend Herald on October 18, 2015, and October 25, 2015. Bids were formally submitted to City of Rosenberg on November 4th. The following bids were received:

- Williams Transport, \$16,398.80
- Reliant Sand and Construction, \$18,513.00
- BIO Landscape & Maintenance, \$48,312.00

Bids for the project will be presented to the City Council at the November 17th meeting. This agenda item provides the opportunity for the RDC to recommend approval of bids to City Council. Staff recommends that the Board makes a recommendation to City Council to accept the bid of Williams Transport, in the amount of \$16,398.80, for RDC Rough Cut Areas: FM 762 to Hwy 36; I-69 from FM 2218 to Hwy 36.

Key discussion points:

- Randall Malik explained Williams Transport is the low bid for this item.

Action: Director Barta moved, seconded by Director Garcia, to recommend the City Council to Award Bid No. 2015-22 for RDC Rough Cut Areas: FM 762 to Hwy 36; I-69 from FM 2218 to Hwy 36 to Williams Transport, in the amount of \$16,398.80. The motion carried by a unanimous vote.

7. **CONSIDERATION OF AND ACTION ON RESOLUTION NO. RDC-99, A RESOLUTION AUTHORIZING THE ROSENBERG DEVELOPMENT CORPORATION PRESIDENT TO NEGOTIATE AND EXECUTE, FOR AND ON BEHALF OF THE RDC, AN ENGINEERING SERVICES PROPOSAL FOR DESIGN AND CONSTRUCTION PHASE SERVICES FOR THE CONSTRUCTION OF THE AVENUE F PARKING LOT PROJECT, BY AND BETWEEN THE RDC AND JONES AND CARTER, INC., IN AN AMOUNT NOT TO EXCEED \$28,000.**

Executive Summary: At the October RDC Meeting, the Board of Directors authorized the RDC Executive Director to move forward with the proposed design of the parking lot on Avenue F. The next required step in the process is to have the site formally engineered by an engineering firm. A proposal for design and construction phase services from Jones and Carter, Inc., has been included as Exhibit "A" to Resolution No. RDC-99.

Staff recommends approval of Resolution No. RDC-99, a Resolution authorizing the RDC President to negotiate and execute, for and on behalf of the RDC, an Engineering Services Proposal by and between the RDC and Jones and Carter, Inc.

Key discussion points:

- Randall Malik introduced Craig Kalkomey, a representative of Jones and Carter, Inc.
- Director Garcia asked how the engineering firm was chosen.
- Randall Malik explained that Jones and Carter, Inc., designed a parking lot on the site back in 1999. They have also completed survey work for the current project, and because of their familiarity with the site, staff felt comfortable that Jones and Carter, Inc., would be able to move forward with the project in a timely manner.

Action: Director Pena moved, seconded by Director Barta, to approve Resolution No. RDC-99, a Resolution authorizing the Rosenberg Development Corporation President to negotiate and execute, for and on behalf of the RDC, an Engineering Services Proposal for design and construction phase services for the construction of the Avenue F Parking Lot Project, by and between the RDC and Jones and Carter Inc., in an amount not to exceed \$28,000. The motion carried by a unanimous vote.

8. **CONSIDERATION OF AND ACTION ON A REPORT FROM THE ROSENBERG DEVELOPMENT CORPORATION EXECUTIVE DIRECTOR REGARDING THE PREVIOUS MONTH'S ECONOMIC DEVELOPMENT ACTIVITIES AND CONTACTS, WHICH INCLUDES UPDATES ON THE FOLLOWING:**

- a. **ECONOMIC INDICATORS;**
- b. **BUSINESS RETENTION VISITS;**
- c. **NEW AND EXPANDED BUSINESSES;**
- d. **EXISTING BUSINESSES;**
- e. **RDC/ECONOMIC DEVELOPMENT OFFICE SPACE;**
- f. **RDC SIDEWALK PROJECT; AND,**
- g. **ECONOMIC DEVELOPMENT PARTNERSHIP MEETING.**

Executive Session: This item has been included to provide the Executive Director the opportunity to update the Board on the previous month's activities, contacts and projects.

Key discussion points:

Randall Malik updated the Board on the Economic Development Partnership Meeting, mentioning that the meeting will occur on November 18, 2015. It was also mentioned that City staff has now begun to meet to discuss the RDC sidewalk project.

No action was taken.

9. **REVIEW AND DISCUSS REQUESTS FOR FUTURE AGENDA ITEMS, AND TAKE ACTION AS NECESSARY.**

Executive Summary: This item provides the RDC Board the opportunity to request future agenda items.

Key discussion points:

- Randall Malik asked the Board if they would like the groups/organizations that RDC funds to present an update in December 2015 before discussing contract renewals in January 2016.

- The Board indicated that they would like to hear the presentations.
- Director Scopel also suggested an update from Fort Bend Transit regarding recent changes in the bus routes.

No action was taken.

10. ANNOUNCEMENTS.

- President Kneseck applauded the three (3) council members on the RDC Board for the recent approval of the new interim corridor standards.
- Randall Malik announced the RDC Policy Meeting will occur on November 17, 2015.

11. ADJOURNMENT.

Action: Director Scopel moved, seconded by Director Garcia, to adjourn the Regular Rosenberg Development Corporation Meeting. The motion carried by a unanimous vote. The meeting adjourned at 5:15 p.m.



Jasmine Bowens
Senior Administrative Specialist