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Brooks Development Authority

Board of Directors | Meeting Agenda

Tuesday, September 12, 2017 - 11:00 a.m.
Brooks Board Room, 2664 Flight Nurse
San Antonio, Texas 78235

1. Meeting called to order
2. Citizens to be Heard
3. Minutes:
 - A. Approval of the August 8, 2017 Board of Directors Board Minutes
4. Reports:
 - A. Chairman's Report
 - B. President & CEO Report
5. Consent Items:
 - A. **Resolution No. 091217-956** - Approval for the President & CEO, or his designee to negotiate and execute a Lease Agreement with San Antonio Independent School District (SAISD) for Building 775 located at 2601 Louis Bauer Drive, as recommended by the Planning & Development Committee. – *Milo Nitschke, Vice President for Special Projects*
 - B. **Resolution No. 091217-957** - Approval to adopt a Resolution declaring the Brooks Development Authority's official intent to reimburse itself for original capital improvement expenditures with proceeds of tax-exempt obligations (in accordance with 26 C.F.R. Section 1.150-2 – Proceeds of Bonds Used for Reimbursement) or taxable obligations, as recommended by the Finance Committee.– *Samantha Carneiro, Chief Financial Officer*
6. Action Items:
 - A. **Resolution No. 091217-958** - Approval for the President & CEO, or his designee to negotiate and execute a Memorandum of Understanding with the NRP Group for the development of the Brooks Town Center, as recommended by the Planning & Development Committee. - *Milo Nitschke, Vice President for Special Projects*

B. **Resolution No. 091217-959** - Approval for the President and CEO or his designee to negotiate and execute an amendment to the Covenants, Conditions, Restrictions and Easements (“CCRs”); approve the formation of Brooks Property Owners Association Inc., (“POA”); and approve the methodology to assess and calculate a rate for regular assessments to pay for the common area maintenance of the Brooks campus (“POA Assessments”), as recommended by the Finance Committee.–
Paige Scheffler, Financial Analyst

C. **Resolution No. 091217-960** - Approval for the adoption of the FY2018 Proposed Operating & Capital Budgets, as recommended by the Finance Committee. –
Samantha Carneiro, Chief Financial Officer

7. Discussion Items:

A. President & CEO Evaluation Process – *Frank Garza, Legal Counsel*

8. Information Items:

A. Monthly Marketing Metrics

- a. Earned Media Report
- b. Earned Media Values
- c. Social Media Recap

B. Monthly Financial Statement

C. FY 2018 Board & Committee Meeting Calendar

D. Projected Agenda Items

E. Next Planning & Development Committee Meeting – Tuesday, September 26 – 9:00am

F. Next Finance Committee Meeting – Friday, September 29 – 8:00am

9. Executive Session:

Announcement:

The Brooks Development Authority Board reserves the right to adjourn into executive session at any time to discuss any of the matters listed above, as authorized by Texas Government Code Section 551.071 (consultation with attorney), Section 551.072 (deliberations about real property), Section 551.073 (deliberations about gifts and donations) Section 551.074 (personnel matters), Section 551.076 (deliberations about security devices), Section 551.087 (economic development). Deliberate the purchase, exchange, lease or value of real property and discuss related legal issues.

- Sale/lease of real estate

10. Adjournment:

Accessibility Statement

This meeting place is accessible to persons with disabilities. Parking is available. Auxiliary aids and services, including Deaf interpreters, must be requested 48 hours prior to the meeting. For assistance, call Brooks Main Office at (210) 678-3300 or 711 (Texas Relay Service for the Deaf).

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