

MINUTES

BRENHAM COMMUNITY DEVELOPMENT CORPORATION

February 29, 2024

A special meeting of the Brenham Community Development Corporation was held on Thursday, February 29, 2024 at City Hall, Conference Room 2A, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

Board members present were Charles Moser, John Hasskarl, Bill Betts, Darrell Blum, Gary Crocker, Jim Kolkhorst, and Ken Miller

Board members absent: None

City of Brenham staff members present were Carolyn Miller, Jeana Bellinger, Stacy Hardy, Teresa Rosales, Tammy Jaster, Casey Redman, Kyle Branham, Robin Hutchens and Shawn Bolenbarr

Others present: Mayor Kenjura and Councilmember LaRoche

- 1. Chairman Charles Moser called the meeting to order**
- 2. Invocation and Pledges to the U.S. and Texas Flags**

WORK SESSION

- 3. Discussion and Presentation Related to Capital Westview Partners, LLC's Participation in Costs Associated with the Expansion of Utility Infrastructure to Service a 44.068 Acre Tract in the Southwest Industrial Park, Section Three**

Economic and Community Development Director Teresa Rosales presented this item. Rosales stated that she began gathering information on costs associated with the expansion of utility infrastructure related to a potential land purchase by Capital Westview Partners, LLC in the Southwest Industrial Park.

Rosales stated that in order to ensure the estimate is sound, contact was made with Capital Westview Partners and requested the following items:

- 1) Site plan that shows utilities
- 2) System hydraulic calculations, sealed by a Texas Registered Professional Engineer, to show how water flow rates were computed, design assumptions and how fire flow requirements are met.
- 3) System hydraulic calculations, sealed by a Texas Registered Professional Engineer, to show how sanitary flow rates were computed, design assumptions and that TCEQ requirements are met.

Rosales advised that as of now, she has not yet received the requested information. She will update the Board on this once all the information has been received and the estimate is completed.

4. Discussion and Presentation Related to a Request from Capital Westview Partners, LLC for Variances to the Declaration of Covenants, Conditions and Restrictions of Southwest Industrial Park, Section Three

Economic and Community Development Director Teresa Rosales presented this item. Rosales stated that during her conversation with Capital Westview Partners related to the purchase of property in the Southwest Industrial Park they requested several variances:

- Allowance for retail sales.
- No building density requirements.
- Allow outdoor yard storage.
- No impact fee for detention requirements.
- Easements for drainage, sanitary sewer, and water on the east side of their tract.

Rosales stated that she requested they submit a formal letter to the Board requesting each of these variances.

REGULAR SESSION

5. Discuss and Possibly Act Upon the Award of Bid for Project No. 65C-56C Related to the Brenham Business Center Lift Station Force Main and Gravity Sewer Improvements and Authorize the President to Execute Any Necessary Documentation

This item was passed – no discussion or action taken.

6. Discuss and Possibly Act Upon the Allocation of Economic Development Fund Balance Reserves for the Brenham Business Center Lift Station Force Main and Gravity Sewer Improvements and Authorize the President to Execute Any Necessary Documentation

Public Utilities Project Manager Shawn Bolenbarr presented this item. Bolenbarr stated that on January 26, 2023 the Board approved \$883,000.00 contract with Strand Engineering for engineering and design services, bidding services, construction related services, and contractor construction related services for the 2023 Brenham Business Center Sanitary Sewer Extension (Project No. 65C-56C). Bolenbarr explained that the \$883,000.00 was broken down as follows:

- Engineering design services - \$55,000.00
- Engineering bidding related services - \$12,500.00
- Engineering construction related services - \$72,500.00
- Contractor construction cost - \$743,000.00

Bolenbarr stated that construction bids were opened on January 30, 2024 and five (5) bids were received with Texas KB Utilities, LLC submitting the lowest bid of \$821,000.00. Since the construction costs came in over the approved amount of \$743,000, the Board will need to allocate an additional \$78,000.00 to the project to cover the additional cost of construction.

A motion was made by Jim Kolkhorst and seconded by Gary Crocker to allocate an additional \$78,000.00 from Economic Development fund balance reserves for Project No. 65C-56C related to the Brenham Business Center Lift Station Force Main and Gravity Sewer Improvements and authorize the President to execute any necessary documentation.

Chairman Charles Moser called for a vote. The motion passed with the Board voting as follows:

Chairman Charles Moser	Yes
Vice Chairman Darrell Blum	Yes
Board Member Bill Betts	Yes
Board Member Gary Crocker	Yes
Board Member John Hasskarl	Yes
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes

7. Discuss and Possibly Act Upon a Utility Easement Between BCDC and the City of Brenham for the Extension of Sanitary Sewer Service in the Brenham Business Center Along James Nutt Blvd. and Authorize the President to Execute Any Necessary Documentation

Public Utilities Project Manager Shawn Bolenbarr presented this item. Bolenbarr stated that September 28, 2023 the Board approved an amendment to the Professional Services Agreement with Strand Associates for the preparation of easement documents related to the Brenham Business Center Sanitary Sewer Extension.

A motion was made by Darrell Blum and seconded by John Hasskarl to approve a utility easement between the BCDC and the City of Brenham for the extension of sanitary sewer service in the Brenham Business Center along James Nutt Blvd. and authorize the President to execute any necessary documentation.

Chairman Charles Moser called for a vote. The motion passed with the Board voting as follows:

Chairman Charles Moser	Yes
Vice Chairman Darrell Blum	Yes
Board Member Bill Betts	Yes
Board Member Gary Crocker	Yes
Board Member John Hasskarl	Yes
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes

8. Discuss and Possibly Act Upon a Resolution Authorizing the Conveyance of Approximately 0.0551 Acres of Land from the Brenham Community Development Corporation to the City of Brenham for the Installation of a Sanitary Sewer Lift Station in the Brenham Business Center and Authorize the President to Execute Any Necessary Documentation

Public Utilities Project Manager Shawn Bolenbarr presented this item. Bolenbarr stated during the Brenham Business Center Sanitary Sewer Extension easement design, it was determined that it would be more appropriate to have the lift station site, 0.0551-acres of land, deeded to the City rather than placing it in a utility easement. Bolenbarr explained that by deeding this 0.0551 acres of land to the City it will ensure that no other utility provider can install utilities through the lift station site.

A motion was made by Gary Crocker and seconded by John Hasskarl to approve a Resolution authorizing the conveyance of approximately 0.0551 acres of land from the Brenham Community Development Corporation to the City of Brenham for the installation of a sanitary sewer lift station in the Brenham Business Center and authorize the President to execute any necessary documentation.

Chairman Charles Moser called for a vote. The motion passed with the Board voting as follows:

Chairman Charles Moser	Yes
Vice Chairman Darrell Blum	Yes
Board Member Bill Betts	Yes
Board Member Gary Crocker	Yes
Board Member John Hasskarl	Yes
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes

9. Board and Staff Updates

- **Economic Development**
 - Verified the timeline for repurchasing land not improved in the Industrial Parks is 6 months
 - Closing on repurchase of Capital Westview Partners land in the BBC will be on March 29th
 - Corrosion Resistant Alloys (CRA) will be hiring 140+ employees over the next several months
- **Parks and Recreation**
 - New BBAC rates went into effect on January 1
 - BBAC locker room renovations have started
 - Turf fields are completed
- **Administration**
 - Next meeting scheduled for April 25th

The meeting was adjourned.

Charles Moser

Chairman

ATTEST:

Jeana Bellinger, TRMC, CMC

City Secretary/BCDC Secretary