

**BROOKS DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING AGENDA**

Tuesday, February 14, 2012 –11:30 a.m.  
Port San Antonio – Board Conference Room  
907 Billy Mitchell Blvd.  
San Antonio, Texas 78226

RECEIVED  
CITY OF SAN ANTONIO  
CITY CLERK  
12 FEB 10 AM 11:15

1. MEETING CALLED TO ORDER

2. CITIZENS TO BE HEARD

3. MINUTES:

- Approval of the January 10, 2012 BDA Board Minutes

4. REPORTS:

A. Chairman's Report – Manuel Pelaez-Prada

B. President & CEO Report – Don Jakeway

- South San Antonio Chamber of Commerce Presentation- Tom Shaw

CONSENT ITEMS:

- A. **Resolution #021412-613** – *authorizing the President and CEO to negotiate and execute a contract with Marsh, USA, Inc. to provide insurance brokerage services for an initial seven month period commencing March 1, 2012 and ending September 30, 2012, in an amount not to exceed \$29,166.67, with three one-year renewal options in an amount not to exceed \$50,000 per year. – Tim Bartlett*
- B. **Resolution #021412-614** - *authorizing the President and CEO to negotiate and execute the first one-year renewal option of the contract with NRP Management, LLC pursuant to Board Resolution 051110-513, to provide residential property management services for Heritage Oaks at Brooks City-Base. The term will commence October 1, 2011 and end September 30, 2012 with five one-year renewal options and ratifying the payment of the 2011 annual performance bonus in an amount of \$147,162. – Tim Bartlett*

5. ACTION ITEMS:

- A. **Resolution #021412-615** - *authorizing the President and CEO to negotiate and execute contracts with Beckwith Electronic Engineering Co., a Local, Small, Minority-Owned Business and Convergent Technologies for the installation of fire alarm systems on Brooks City-Base. The initial contract will commence February 14, 2012 and end September 30, 2012 with three one-year renewal options. – Tim Bartlett and Sha-Rone Reyes*
- B. **Resolution #021412-616**- *authorizing approval for the President & CEO to negotiate and execute a task order with Convergent Technologies for the installation of fire alarm systems at Buildings 125, 775, and 940 in an amount not to exceed \$224,882;*

with a 25% contingency of \$56,221 for a total project budget of \$281,103. – **Tim Bartlett and Sha-Rone Reyes**

- C. **Resolution #021412- 617** - authorizing the President and CEO to negotiate and execute contracts with a pool of six architects to include: **Alamo Architects (a Local, Small Business); Debra J. Dockery, Architect, P.C. (a Local, Small, Woman-Owned Business); Douglas Architects (a Local, Disadvantaged, Small, Woman-Owned Business); Zapata Design Associates, Inc. (a Local, Small, Minority-Owned Business); Beaty Palmer Architects, Inc. (a Local, Small Business) and Durand-Hollis Rupe, Inc. (a Local, Disadvantaged, Small, Minority-Owned Business) to provide Architectural Services on an "as needed" Task Order basis. The initial contract will commence February 14, 2012 and end September 30, 2012 with three one-year renewal options. - Tim Bartlett and Sha-Rone Reyes**

6. DISCUSSION ITEMS:

- A. EB5 Update – Bart Sanchez and Don Jakeway

7. INFORMATION ITEMS:

- A. November 2011 and December 2011 Financials – Tom Salazar  
B. Schedule of Next Board Meeting – March 13, 2012

8. 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 551.086 (economic development).

- Attorney- Client consultation regarding the status of DPT. - Cheree Kinzie
- Status of negotiations regarding a prospective sale and a prospective lease under Section 551.086 (economic development) and Section 551.072 (deliberations about real property). Tim Bartlett

9. 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 forty-eight (48) hours prior to the meeting. For assistance call the Brooks Development Authority at (210) 678-3300 or 711 (Texas Relay Service for the Deaf).

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