

710 EAST SAN AUGUSTINE STREET

DEER PARK, TEXAS 77536

Minutes

of

THE REGULAR MEETING OF THE DEER PARK COMMUNITY DEVELOPMENT CORPORATION BOARD OF DIRECTORS HELD AT THE DEER PARK COUNCIL CHAMBERS, 710 EAST SAN AUGUSTINE STREET, DEER PARK, TEXAS, OCTOBER 25, 2021 AT 5:30 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

GEORGETTE FORD	PRESIDENT
LAURA HICKS	VICE PRESIDENT
ERIC RIPLEY	MEMBER
FAYLENE DEFRANCIS	MEMBER
DOUG BURGESS	MEMBER
JEFF LAWATHER	MEMBER

OTHER OFFICIALS PRESENT:

JAY STOKES	CITY MANAGER
GARY JACKSON	ASSISTANT CITY MANAGER
SONIA ACOSTA	DEPUTY BOARD SECRETARY
DONNA TODD	TREASURER

1. MEETING CALLED TO ORDER – President Georgette Ford called the meeting to order at 5:30 p.m.
2. COMMENTS FROM THE AUDIENCE – No comments received.
3. APPROVAL OF MINUTES OF REGULAR MEETING ON JULY 26, 2021 – Motion was made by Jeff Lawther and seconded by Laura Hicks to approve the minutes of the regular meeting held on July 26, 2021. Motion carried unanimously.
4. APPROVAL OF MINUTES OF SPECIAL MEETING ON AUGUST 16, 2021 - Motion was made by Eric Ripley and seconded by Faylene DeFrancis to approve the minutes of special meeting held on August 16, 2021. Motion carried unanimously.
5. ELECTION OF OFFICERS – Motion was made by Doug Burgess and seconded by Les Ellard to approve the slate of Officers to remain the same. Motion carried unanimously.

6. CONSIDERATION OF AND ACTION ON THE ANNUAL REVIEW AND AN ORDER TO ADOPT THE INVESTMENT POLICY FOR THE DEER PARK COMMUNITY DEVELOPMENT CORPORATION – Treasurer, Donna Todd discussed the annual review of the investment policy. The Corporation has elected to comply with the Act and has established a policy comparable to the investment policy of the City. Additional clarifications for “Authorized Investments” have been added to reference letters of credit, which now reads “A. Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks” and the reference to the FDIC has been revised to include “Federal Deposit Insurance Corporation” in front of the acronym. Also, the reference to one of the regulatory organizations cited in the “Qualified Financial Institutions and Broker/Dealers” section, as the Texas Department of Securities, has been updated to the Texas State Securities Board. These changes have been incorporated in the Corporation's investment policy and are summarized on the attached Deer Park Community Development Corporation Investment Policy Review. (Exhibit A1)

Motion was made by Jeff Lawther and seconded by Eric Ripley to adopt the Investment Policy for the Deer Park Community Development Corporation. Motion carried unanimously.

7. CONSIDERATION OF AND POSSIBLE ACTION ON THE QUARTERLY REPORT FOR THE PERIOD OF JULY 1, 2021 - SEPTEMBER 30, 2021 – Assistant City Manager Gary Jackson gave an overview of the process for the Corporation’s preparation of quarterly reports stated in the bylaws. Parks and Recreation Director Charlie Sandberg advised the Board that the items on this report are all a comprehensive list of the Type B Projects. (Exhibit B1-B9)

Motion was made by Doug Burgess and seconded by Laura Hicks to approve the quarterly report for the period of July 1, 2021 – September 30, 2021 and authorize submission to City Council. Motion carried unanimously.

8. DISCUSSION OF ISSUES RELATING TO THE STATUS OF DPCDC PROJECTS FOR THE PERIOD OF JULY 1, 2021 – SEPTEMBER 30, 2021 – Parks and Recreation Director Charlie Sandberg advised the Board the Hike and Bike Trail Project received several bids but were all rejected due to an inconsistency in the bid process. Staff created new documents to solicit competitive sealed proposals for the project. City Staff spoke to Cenikor Representatives to discuss the requirements for development and options of leasing the property to acquire an easement for the Spencerview Bridge access. City Staff is reviewing options to purchase another adjoining property and also the specific details of the lighting and civil parking designs for the Soccer and Girls Softball Complexes. City Council authorized the Request for Qualifications (RFQ) to begin for the Construction-Manager-At-Risk (CMAR) on the New Community/Recreation Center and Pool House Project to be approved. (Exhibit C1-C2)

9. CONSIDERATION OF AND ACTION ON SCHEDULING A JOINT WORKSHOP WITH THE CITY COUNCIL AND PARKS AND RECREATION COMMISSION ON NOVEMBER 16, 2021 TO DISCUSS THE SCHEMATIC DESIGN OF THE COMMUNITY/RECREATION CENTER PROJECT – Assistant City Manager Gary Jackson advised the Board that some of the possible schematic design options have been reviewed by City Staff and the Architects. It is proposed that a joint workshop of the City Council, Community Development Corporation and the Parks and Recreation Commission be held on November 16, 2021 at 6:15 PM to review and discuss the schematic design of the buildings.

Motion was made by Les Ellard and seconded by Laura Hicks to approve the scheduling of a Joint workshop with the City Council and Parks and Recreation Commission on November 16, 2021 to discuss the schematic design of the Community/Recreation Center Project. Motion carried unanimously.

10. ADJOURN – President Georgette Ford adjourned the meeting at 5:53 p.m.

ATTEST:

APPROVED:

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Shannon Bennett, TRMC  
Board Secretary

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Georgette Ford, President  
Deer Park Community Development Corporation