

**MINUTES OF THE MEETING
BENBROOK REINVESTMENT ZONE NO. 1
TAX INCREMENT FINANCE BOARD OF DIRECTORS
TUESDAY MARCH 22, 2016**

The regular annual meeting of the Benbrook TIF Board of Directors was held on Tuesday, March 22, 2016 at 4:30 p.m. in the Central Conference Room at 911 Winscott Road with the following Board members present:

Larry Marshall
David Gattis
Kathy Culbertson
Tony Rutigliano

Also Present:

Donna Savage, Recording Secretary
Tim Sralla, TOASE, City Attorney
Lisa McMillan, Economic Development Coordinator
Stormy Johnson, City Accountant

I. CALL TO ORDER

The meeting of the Benbrook TIF Board of Directors was called to order at 4:32 p.m. by Chair Larry Marshall.

II. APPROVE MINUTES OF NOVEMBER 30, 2015

Motion by Mr. Gattis to approve the minutes from November 30, 2015 seconded by Mr. Rutigliano.

Ayes: All

Noes: None

Motion carried unanimously.

III. OATH OF OFFICE

Donna Savage Recording Secretary and Notary Public administered the Oath of Office to Dr. Marshall (Place 1) and to Kathy Culbertson (Place 3).

IV. APPROVE ENGINEERING CONTRACTS WITH DUNAWAY ASSOCIATES, LP FOR BENBROOK TOWNE CROSSING (BENBROOK FIELD) PROJECT

David Gattis gave the following report: The TIF Board approved the First Amendment to the Developer Participation Agreement for Benbrook Towne Crossing Project on November 30, 2015. The City Council subsequently ratified the Amendment at their February 4th meeting.

The next step in the process is to authorize the engineering contracts to begin design of the various components, including Vista Way. The staff negotiated contracts with Dunaway Associates for the work, based on their previous experience on the project.

The project was split into two contracts, one for the general engineering services for which the TIF is responsible, and one for the floodplain study which is split between the TIF and the Developer.

1. The General Engineering contract includes the design, surveying, permitting, right-of-way and easement services, bidding, and construction monitoring for Vista Way and utilities, Benbrook Field Drive and utilities, and the two access driveways. The TIF is responsible for 100% of the cost of this contract, which has a maximum fee of \$441,298.
2. The Floodplain Engineering contract includes analysis of floodplain impacts on Walnut Creek resulting from the Vista Way construction, as well as for future development by the Developer across and upstream on Walnut Creek. The intent is to accurately delineate the areas that may be developed. The TIF and the Developer will split the cost evenly on this contract, which has a maximum fee of \$89,420.

Both contracts are set up as an hourly cost basis with a maximum fee, so that any savings incurred during the project will benefit the TIF. The TIF has sufficient funds available to pay for the engineering costs.

Staff recommends that the TIF Board authorize the approval of the two engineering contracts with Dunaway Associates and authorize the TIF President to sign on behalf of the TIF Board.

Motion by Mr. Gattis, seconded by Ms. Culbertson, that the TIF Board authorize the approval of the two engineering contracts with Dunaway Associates and authorize the TIF President to sign on behalf of the TIF Board.

Ayes: All

Noes: None

Motion carries unanimously

V. SCHEDULE NEXT MEETING (IF NECESSARY)

No Action.

VI. ADJOURN

Meeting adjourned at 4:38 p.m.