# Cortana Corridor Economic Development District
# Regular Meeting

**Date:** Thursday, March 16, 2023
**Place:** 100 North St., Baton Rouge, LA 70802
**Time:** 10:00 A.M.

## Minutes



**Attending Board Members:** Rodney Braxton, Chairman; Jay Colar, Vice Chairman; Suzanne Turner; Bradley Brown; (not attending due to family emergency) Will Campbell, Secretary Treasurer

**Also attending:** Gretchen Siemers, Vice President of Policy and Planning; Kendra Hendricks, Senior Manager of Economic Development and Finance; Jacques Hawkins, BBR Land Bank Coordinator; Tricia Prewitt, BBR Office Coordinator; Amanda Robertson, VGraham; BBR Attorney

**Meeting Called by:** Rodney Braxton

**Type of Meeting**: Cortana Corridor Economic Development District Board of Directors – Regular Meeting

**Note Taker**: Tricia Prewitt

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| I. | **Action Item** | Mr. Braxton called the meeting to order at 10:18 a.m. |
| II. | **Action Item** | Mr. Braxton confirmed receipt of proof of notice of meeting and the posting of public notice. |
| III. | **Action Item** | Mr. Braxton confirmed the number of Board Commissioners present in person and the constitution of a majority. |
| IV. | **Action Item** | The Board reviewed the minutes from the June 23, 2022 meeting. Ms. Turner made a motion to approve the minutes from the June 23, 2022 meeting. Mr. Brown seconded the motion. The motion carried unanimously. |
| V. | **Discussion Item** | Ms. Siemers updated the board on the economic district sales and tax report. Build Baton Rouge is working with Amazon and an individual auditor for receipts from construction to update the net rebate amount. There will be another quarterly report at the next meeting. Ms. Siemers informed the board that the Administrative Services Agreement needs to be updated on who can sign checks over $5000.00. Mr. Braxton requested an action item for the next meeting, to properly notify the public that there will be a resolution to change the amount. |
| VI. | **Action Item** | Mr. Braxton asked the board to review the Louisiana Compliance Questionnaire for the year ended December 31, 2022, and to approve a Resolution Adoption of the |

Questionnaire. The board took no objection. Ms. Turner made a motion. Mr. Colar seconded the motion. The motion carried unanimously.

VII. **Action Item**

Mr. Braxton asked the board to review the engagement letter for Kean Miller as Board Council. The board took no objection. Ms. Turner made a motion. Mr. Colar seconded the motion. The motion carried unanimously.

VIII. **Action Item**

Mr. Braxton asked the board to review the engagement letter for V.Graham as Board CPA. The board took no objection. Mr. Colar made a motion. Ms. Turner seconded the motion. The motion carried unanimously.

IX. **Discussion Item**

Ms. Siemers provided an update on the Master Plan Selection Panel Recommendations. Eight firms responded to the RFP with full proposals. Four finalists were invited to present to the panel, made up of local experts as well as the chief expert in New Orleans. Perkins and Will scored the heist with the panel.

X. **ActionItem**

Mr. Braxton requested a motion that the board approve the selection from the panel and direct the counsel to negotiate the contract. Ms. Turner made the motion, Mr. Colar seconded the motion. The motion carried unanimously.

XI. **Action Item**

Mr. Braxton opened discussion on the approval of a fee for management of the Master Plan as provided in the Administrative Services Agreement. After some discussion, Mr. Braxton asked the board to approve the concept of having a fee and table the amount of the fee until the next meeting, after more information is provided. Ms. Turner made a motion. Mr. Brown seconded the motion. The motion carried unanimously.

XII. **Action Item**

Mr. Braxton requested a motion to adjourn. Ms. Turner made a motion to adjourn the meeting. Mr. Brown seconded the motion. The meeting was adjourned at 10:45 a.m.