



# Approved Meeting Minutes

## Board Meeting

### December 11, 2014

Present: Chairman Howard Rudd, Secretary/Treasurer John Norman, Directors Nick Alexander, Ed Benoit and Jim Gray

Corporate Counsel: Gregory Thatch, Law Offices of Gregory D. Thatch

Corporate Staff: CEO Chris Robles and Board Secretary Lonnye Heple

## II. Action Items

### a. Approval of November 13, 2014 Board Meeting Minutes

Director Gray made a motion to approve the minutes of the November 13, 2014 Board Meeting. Director Alexander seconded the motion.

Votes: Motion Carried 5-0

Yes: Chairman Rudd, Secretary/Treasurer Norman, Directors Alexander, Benoit and Gray

### b. Accept the FY2013-14 Financial Audit

Secretary/Treasurer Norman made a motion to accept staff's recommendation to accept the FY2013-14 Financial Audit Report; accept the Memorandum on Internal Control and Required Communications; and accept the management's response to the Audit Finding 2014-01 – Bankruptcy, Going Concern and Financial Reporting. Director Gray seconded the motion.

Votes: Motion Carried 5-0

Yes: Chairman Rudd, Secretary/Treasurer Norman, Directors Alexander, Benoit and Gray

### c. Approval Legal Counsel Proposal from the Law Offices of Gregory D. Thatch

Director Gray made a motion to accept staff's recommendation and accept the modified billing structure proposed by the Law Offices of Gregory D. Thatch and confirm the Law Offices of Gregory D. Thatch as legal counsel for the RCDC. Director Benoit seconded them motion.

Votes: Motion Carried 5-0

Yes: Chairman Rudd, Secretary/Treasurer Norman, Directors Alexander, Benoit and Gray

### d. Authorize the CEO to Close-Out the Housing Rehabilitation Program

Director Alexander made a motion to accept staff's recommendation to authorize the CEO to close out the agreement with RLS Funding, Inc., on behalf of the RCDC and repay the loan from the City's Affordable Housing Fund; and explore other options to continue a housing program. Secretary/Treasurer Norman seconded the motion.

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Votes: Motion Carried 5-0  
Yes: Chairman Rudd, Secretary/Treasurer Norman, Directors Alexander, Benoit, and Gray

**e. Authorize the CEO to enter into an agreement with 3fold Communications**

Director Alexander made a motion to accept staff's recommendation to approve 3fold Communication's proposal for an advertising and lead nurturing campaign for Advantage Roseville; and authorize the CEO to enter into contract based on the proposal provided subject to the review by RCDC legal counsel. Secretary/Treasurer Norman seconded the motion.

Votes: Motion Carried 5-0  
Yes: Chairman Rudd, Secretary/Treasurer Norman, Directors Alexander, Benoit and Gray

**f. Authorize RCDC Staff to obtain a Memorial Plaque in Memory of Stephen Pease**

Director Gray made a motion to accept staff's recommendation and authorize the CEO to obtain a memorial plaque in memory of Stephen Pease for installation on the building at 238 Vernon Street. The size is to fit exterior portion of the building and may be approximately 12" x 18". Secretary/Treasurer Norman seconded the motion.

Votes: Motion Carried 5-0  
Yes: Chairman Rudd, Secretary/Treasurer Norman, Directors Alexander, Benoit and Gray

**IV. Discussion Items**

**a. Advantage Roseville**

- As part of the Advantage Roseville effort, staff is conducting Business Retention visits. The goal is to do 100 visits each year to various companies including the top revenue generators and top employers. Chris Robles, Laura Matteoli, Gina Garbolino and Ray Kerridge are conducting the visits.
- The Board requested that staff work with the local CEO's to "get in the door" to other companies outside of Roseville. This will be a part of the Business Retention visits.
- The Board recommended getting testimonials from CEO's and new businesses in Roseville to use for marketing.

No Action Required

**b. January 8, 2014 RCDC Board Meeting**

Due to the City's holiday break and the lack of anticipated agenda items, the January 8, 2015 RCDC Board meeting may be cancelled.

No Action Required

**V. Non-Agenda Public Comments**

Chairman Rudd opened the floor for public comments.

None Received

**VI. Board and Staff Comments**

- CEO Robles
  - The agreement with the Master Developer has been cancelled and City staff is exploring other avenues.
  - At the request of Director Gray, CEO Robles provided information regarding the RFP for architectural design services for a design-assist 60,000 square foot project at 316 Vernon Street. The vision is to have a mirror building built on the post office site when the timing is right. The proposals were due December 10, 2014.
  - An RFP has been issued for architectural design services for a design-assist project to construct a parking garage behind the Roseville Theater. The proposals are due December 15, 2015.
  - Sammy's Island Bar & Grill is closed on Mondays except for special events.
  - Currently working on gathering information to possibly restructure the loans from the City of Roseville to the RCDC.

**VII. Adjournment – 9:35 a.m.**