



**COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION**  
**Regular Meeting Minutes of January 21, 2016**  
**Minutes Order # 2016-(01)-(21)**

**OPEN MEETING**

An Open Meeting was held concerning the following subjects:

**1. CALL TO ORDER**

*Chairman Diaz called the Regular Board Meeting of the Copperas Cove Economic Development Corporation to order at 12:00 p.m.*

**2. INVOCATION**

*Director Jerry Smith led the invocation.*

**3. PLEDGE OF ALLEGIANCE**

*Chairman Diaz led the Pledge of Allegiance to the American Flag and the Texas State Flag.*

**4. ROLL CALL**

<b><u>Members Present:</u></b>	<i>Bradi Diaz</i>	<i>Annabelle Smith</i>	<i>Jerry Smith</i>
	<i>Jack Smith</i>	<i>Marc Payne</i>	

<b><u>Staff Attorney:</u></b>	<i>Robert Gradel, CCEDC Attorney</i>
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<b><u>Staff Present:</u></b>	<i>Monica MacKay</i>	<i>Cindi Novak</i>
	<i>Diane Drussell</i>	

<b><u>City Council Present:</u></b>	<i>David Morris</i>
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**5. CITIZENS FORUM**

*No citizens spoke at this meeting.*

6. ANNOUNCEMENTS:

*Important Dates:*

*Saturday, January 23: Copperas Cove Chamber Annual Banquet – 6pm – CC Civic Center*  
*Monday, January 25: P&Z Meeting – 6pm-8pm – CCEDC Board Room*  
*Thursday, January 28: Chamber Mixer – 5:30-7:00pm – 1<sup>st</sup> National Bank (w/ Education Foundation)*  
*Saturday, January 30: Polar Bear Swim*  
*Tuesday, February 02: SBDC Counselor – One on One Meetings – 9:30am-1pm – Entrepreneur Center*  
*Friday, February 05: Art After Dark – 6:30pm – Frames and Things – Cove Terrace*  
*Tuesday, February 09: Business Start Up with Diane – 9am-4pm – Entrepreneur Center*  
*Tuesday, February 09: City Council Meeting – 6pm-8pm – CCEDC Board Room*  
*Thursday, February 11: Board of Adjustments Meeting – 6pm-8pm – CCEDC Board Room*  
*Monday, February 15: Presidents Day – All Govt. Offices closed.*  
*Tuesday, February 16: SBDC Counselor – Business Plan Basics Workshop – 9:30am Entrepreneur Center*  
*Tuesday, February 16: City Council Meeting*  
*Wednesday, February 17: Monthly Chamber Board Meeting – 12:00pm – CCEDC Board Room*  
*Wednesday, February 17: Evening Workshop – 5:45-8:00pm – CCEDC Board Room*  
*Thursday, February 18: Regular CCEDC Board Meeting – 12:00-1:00 – CCEDC Board Room*

7. PRESENTATIONS

*None*

8. CONSENT AGENDA

- a. Discussion and consideration of action regarding minutes for the Regular Board Meeting held on December 17, 2015.**

*Director Jerry Smith made a motion to approve Consent Agenda item a as read and Director Annabelle Smith seconded the motion and with a unanimous vote, the motion carried.*

9. FINANCIALS

- a. Review and consideration of action regarding the Financial Report for the month of December 2015.**
- 1. Profit and Loss – Budget vs. Annual**
  - 2. Balance Sheet**
  - 3. Investment Report**

*Director Jerry Smith made a motion to approve item a of the Financials and Secretary Smith seconded the motion and with a unanimous vote the motion carried.*

- b. Review the Comparative Sales Tax Report for December 2015.**

*Information Only.*

10. OLD BUSINESS

- a. Discussion and consideration of action to approve payment of an invoice from Walker Partners in the amount of \$2,663.46.**

*Secretary Smith made a motion to approve payment to Walker Partners in the amount of \$2,663.46 and Director Jerry Smith seconded the motion and with a unanimous vote, and motion carried.*

11. NEW BUSINESS

- a. Discussion and consideration of action regarding an invoice from the Texas Economic Development Council (TEDC) for Team Texas 2016 dues in the amount of \$3,000.00.**

*Director Annabelle Smith made a motion to approve payment to TEDC in the amount of \$3,000.00 and Secretary Smith seconded the motion and with a unanimous vote, the motion carried.*

- b. Discussion and consideration of action to approve payment in the amount of \$12,337.50 to the City of Copperas Cove for Debt Service.**

*Secretary Smith made a motion to approve payment to the City of Copperas Cove in the amount of \$12,337.50 and Director Jerry Smith seconded the motion and with a unanimous vote, the motion carried.*

- c. Discussion and consideration of action to approve payment in the amount of \$10,764.00 to First National Bank for Debt Service, Sales Tax Revenue Bond Series 2001.**

*Director Jerry Smith made a motion to approve payment to First National Bank in the amount of \$10,764.00 and Director Annabelle Smith seconded the motion and with a unanimous vote, the motion carried.*

- d. Discussion and consideration of action to approve payment in the amount of \$22,728.56 to Regions Bank for Debt Service, Sales Tax Revenue Bond Series 2012.**

*Director Jerry Smith made a motion to approve payment to Regions Bank in the amount of \$22,728.56 and Director Annabelle Smith seconded the motion and with a unanimous vote, the motion carried.*

- e. Discussion and consideration of action regarding an invoice in the amount of \$5,000.00 from Pattillo, Brown & Hill, LLP for interim billing in connection with the 2014-2015 Audit.**

*Secretary Smith made a motion to approve payment to Pattillo, Brown & Hill, LLP in the amount of \$5,000.00 and Director Annabelle Smith seconded the motion and with a unanimous vote, the motion carried.*

**f. Discussion and direction to staff on conducting a search for a new Executive Director.**

*The Board gave direction that an Executive Director Search Committee would be formed, consisting of 2 Board members (Secretary Smith and Chairman Diaz) and 1 staff member (Diane Drussell) and a plan of action will begin immediately, with a consensus to be reported at the next board meeting.*

**12. EXECUTIVE SESSION**

*The Executive Session convened at 1:00pm.*

Pursuant to §551.087 of the Open Meeting Act *Tex. Gov't. Code*, the Board of Directors will meet in Executive Session for deliberation regarding Economic Development negotiations with discussion regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

**a. Discussion and consideration of prospect negotiations.**

*No action taken during this session.*

Pursuant to §551.072 of the Open Meetings Act. *Tex. Gov't. Code*, a governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

**a. Discussion and consideration of action regarding real property issues.**

*No action taken during this session.*

Pursuant to §551.074 of the Open Meetings Act. *Tex. Gov't. Code*, a governmental body may conduct a closed meeting to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.

**a. Discussion and consideration of action to approve the appointment of Monica MacKay to serve as Interim Executive Director and provide a stipend for that service.**

*Director Payne made a motion to approve the appointment of Monica MacKay to serve as Interim Executive Director from 16 Aug 2015 at \$85,000 per year. In addition, to pay a monthly stipend of \$3,380.52 for the next 4 months for compensation in arrears. Director Jerry Smith seconded the motion and with a unanimous vote, the motion carried.*

*The Open Session reconvened at 2:15*

**13. REPORTS AND ANNOUNCEMENTS FROM BOARD OF DIRECTORS**

*Director Payne requested a workshop be held addressing how the CCEDC advertises the Entrepreneur Center. Director Jerry Smith would like information regarding the activity on Strategic Planning.*

14. STAFF REPORTS

a. Staff Report – Interim Executive Director Monica MacKay provided an update on Phase I and Phase II of the Sidewalk grants. These two grants will now be bid together.

b. Activity Log- Monica MacKay – Information only.

c. Activity Log- Diane Drussell- Information only.

15. ADJOURNED

*There being no further business, Chairman Diaz adjourned the Regular Meeting of the Board of Directors at 2:20 p.m.*



Jack Smith, Secretary

ATTEST:

*Cindi Novak*  
Cindi Novak, Office Administrator