


LEON VALLEY
ECONOMIC DEVELOPMENT CORPORATION
CITY OF LEON VALLEY
ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING
Leon Valley City Hall - Council Chamber
6400 El Verde Road, Leon Valley, Texas 78238
Wednesday, March 23, 2016 at 6:00 p.m.

MINUTES

The Leon Valley Economic Development Corporation met on the 23rd day of March, 2016 at the Leon Valley City Hall Council Chamber located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business:

Call to Order and Determine if Quorum is Present.

The meeting was called to order by Vice President Joseph Nazaroff at 6:01 p.m. on March 23, 2016. A quorum was declared to be in attendance. Those Directors in attendance were Director David Jordan, Director Monica Alcocer, Treasurer Mike McCarley, Secretary Larry Proffitt, Director Gayle Monnig, Alternate Manuel Rubio, and Alternate Marian Slaughter. President, Patricia Manea was excused from the Board Meeting.

Also in attendance were:

Board/City Attorney Roxann Pais Cotroneo and Economic Development Administrative Assistant Ana Federico.

Citizens to be Heard.

None

Consider, Discuss and Take Action to Approve LVEDC Minutes for September 23, 2015 (amended) and December 17, 2015 and Finance Committee Minutes for January 13, 2016 and February 6, 2016.

A motion was made by Director Monica Alcocer and seconded by Director David Jordan to table the LVEDC Minutes for December 17, 2015. The motion was approved by a voice vote. Director Alcocer moved to table the remaining three meeting Minutes to possibly correct the content of the Agenda item itself and to allow more time to thoroughly review these Minutes before approving them. Director David Jordan seconded the motion. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motion carried.

Consider, discuss and take action to purchase desktop software called Nitro Pro for administrative use. (P. Manea)

This item was moved up to follow item #3 by Vice President Joseph Nazaroff.

A motion was made by Director David Jordan and seconded by Treasurer Mike McCarley, to approve the expenditure to purchase the desktop software, Nitro Pro. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motion carried.

Discuss and take action on financial report and expenditures for February 2016. (M. McCarley and P. Manea)

The LVEDC financial report and expenditures for February 2016 were presented by Economic Development Administrative Assistant Federico with help from Treasurer Mike McCarley. The data presented can be found on Pages 13-20 of the meeting's packet. This data was collected by Finance Director Wallace using the City's automated finance system. She discussed the data in detail at the February 2016 Finance Committee Meeting, and agreement was reached by the Finance Committee to use this type of data for reporting LVEDC financials in the future.

A motion was made by Director Monica Alcocer, and seconded by Director Gayle Monnig, to approve February 2016 expenditures totaling \$43,362.73, less the \$1,520 in charges (Page 23 of the packet) from law firm *Davidson Troilo Ream and Garza*, with direction being given to Board/City Attorney Cotroneo to research those charges and provide

the Board an update at the next Board Meeting. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motion carried.

Consider, discuss and take action to approve LVEDC Articles of Incorporation as amended and approved by the Leon Valley City Council on March 1, 2016, and instruct LVEDC Attorney to file with Texas Secretary of State. (P. Manea)

Board/City Attorney Cotroneo informed the Board that the amended and approved LVEDC Articles of Incorporation received their final approval by the Leon Valley City Council on March 1, 2016 and explained that the next step was to file with Texas Secretary of State by completing an application.

A motion was made by Director Monica Alcocer and seconded by Director David Jordan, to approve and instruct City Attorney Cotroneo to file the completed application with the Texas Secretary of State. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motion carried.

Consider, discuss and take action to approve LVEDC Bylaws as amended and approved by the Leon Valley City Council on March 1, 2016, and instruct LVEDC Attorney to file with Texas Secretary of State. (P. Manea)

Board/City Attorney Cotroneo informed the Board that the amended and approved LVEDC Bylaws received the final approval by the Leon Valley City Council on March 1, 2016 and explained that the next step was to file with Texas Secretary of State.

A motion was made by Secretary Larry Proffitt and seconded by Director Monica Alcocer, to approve and instruct Board/City Attorney Cotroneo to file with Texas Secretary of State. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motion carried.

Update and discussion on Texas Secretary of State's receipt of LVEDC Nonprofit Periodic Report on February 29, 2016. (Roxann Pais Cotroneo, LVEDC Attorney)

Board/City Attorney Cotroneo updated the Board on the LVEDC Nonprofit Periodic Report which got filed with the Texas Secretary of State and announced the Board had received a "stamped received receipt" from the State.

No action was taken.

Update and discussion on contract termination between LVEDC and Patterson & Associates. (Roxann Pais Cotroneo, LVEDC Attorney)

Board/City Attorney Cotroneo presented a letter from Ms. Linda T. Patterson in response to the contract termination request between the LVEDC and Patterson & Associates. Ms. Patterson agreed to terminate services and offered her assistance if the Board ever wishes to discuss investments in the future.

No action was taken.

Presentation and discussion on state-mandated Performance Agreement requirements. (Roxann Pais Cotroneo, LVEDC Attorney)

City Attorney Cotroneo presented state-mandated Performance Agreement requirements to improve future performance agreement files for new applicants.

No action was taken.

CLOSED/EXECUTIVE SESSION:

Meet in executive session pursuant to Section 551.071 of the Texas Public Information Act to meet with its attorney on a matter in which the duty of the attorney to the City of Leon Valley Economic Development Corporation under the Texas Disciplinary Rules of Professional Conduct of the State Bar

of Texas clearly conflicts with the Public Information Act, regarding a performance agreement with the Leon Valley Area Chamber of Commerce. (Roxann Pais Cotroneo, LVEDC Attorney)

The City of Leon Valley Economic Development Corporation Board of Directors went into closed session at 6:55 p.m.

OPEN SESSION: Consider, discuss and take action, if any, on any item discussed in Executive Session.

The City of Leon Valley Economic Development Corporation Board of Directors reconvened into open session at 8:20 p.m.

A motion was made by Director David Jordan, and seconded by Director Gayle Monnig, to wait for a response to the LVEDC letter sent to the LVACC, and if no response received within one week, President Manea to follow up with President Bill Gerlt of the LVACC. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motion carried.

Consider, discuss and take action to adopt Resolution #2016-05 and approve a contract with EDSuite (edsuite.com) to provide a Proposal Suite account which includes cloud storage, proposal tracking, notifications, team accounts and PDF conversions. (P. Manea)

A motion was made by Director Monica Alcocer, and seconded by Director David Jordan, to table the adoption of Resolution #2016-05 and approval of the contract with ED Suite to provide a Proposal Suite account which includes cloud storage, proposal tracking, notifications, team accounts and PDF conversions and bring back the agenda item to the next LVEDC Board Meeting (April 27, 2016). Upon a unanimous vote, Vice President Joseph Nazaroff announced the motion carried.

Report from LVEDC Board members on Façade and Signage follow-up with approved vendors. (P. Manea)

Economic Development Administrative Assistant Federico asked the assigned Board members to report to the rest of the Board the project status from each Façade and Signage approved vendor. Director Gayle Monnig mentioned she and President Patricia Manea were in charge of applicant *Bring Your Own Parts*; she stated President Patricia Manea was supposed to provide her some information about the company but never did. Treasurer Mike McCarley reported on applicant *National Outdoors* by stating he gave them a phone call but they never responded. Secretary Larry Proffitt reported on *Jenfield LLC* by stating he made a visit to the business and found out *Jenfield LLC* has a new owner and at the moment the owner does not know what the new owner will do to renovate the business. No action was taken.

Announcements

Economic Development Administrative Assistant Federico took a head-count on how many Board members and guests were planning to attend the Volunteer Appreciation Dinner on Wednesday, April, 6, 2016 at 6:00 p.m.

Next LVEDC Finance Committee meeting will be April 20, 2016 at 10:00 a.m.

Next LVEDC Board meeting will be April 27, 2016 at 6:00 p.m.

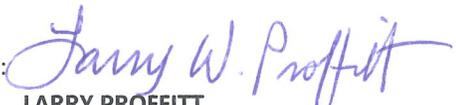
Economic Development Administrative Assistant Federico announced per President Patricia Manea's request that the Board might have a special LVEDC Meeting to review the 2016 Comprehensive Master Plan -- Date TBD.

Adjournment

Vice President Joseph Nazaroff announced the meeting adjourned at 8:37 p.m.

These minutes approved by the Leon Valley Economic Development Corporation on the 22nd of June, 2016.

ATTEST:


LARRY PROFFITT
LVEDC SECRETARY

APPROVED


PATRICIA MANEA
LVEDC PRESIDENT