



**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, April 27, 2016 at 6:00 p.m.

MINUTES

The Leon Valley Economic Development Corporation met on the 27th day of April, 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 President Patricia Manea at 6:04 p.m. on April 27, 2016. A quorum was declared to be in attendance. Those Directors in attendance were Director Monica Alcocer, Director Gayle Monnig, Treasurer Michael McCarley, Vice President Joseph Nazaroff, and Secretary Larry Proffitt. Director David Jordan was excused from the Board Meeting.

Also in attendance were:

City Manager Kelly Kuenstler, Mayor Chris Riley, City Attorney Roxann Pais Cotroneo, Finance Director Vickie Wallace, Community Development Director Elizabeth Carol, and Economic Development Administrative Assistant Ana Federico.

Citizens to be Heard.

None

Presentation and discussion of Financial Report to the LVEDC Board from the City of Leon Valley Finance Department. (V. Wallace)

Finance Director Wallace presented documents used by the Finance Department to track and report revenue, expenses and bank balances of the LVEDC. Director Monica Alcocer asked if all bank balances are covered by pledged securities. Finance Director Wallace indicated they were, but added that the LVEDC has the chance to use the City's relationship with TexPool to better protect funds not insured by the FDIC. Her recommendation was to move all Frost Bank funds not protected by the FDIC to TexPool.

No action was required and none was taken.

Presentation, discussion and possible action on Façade and Signage Program funding up to a certain amount to the Precinct Academy & Daycare (Daycare) and adopting Resolution #2016-06. (P. Manea)

Sydney Onuagu, Co-owner of the *Precinct Academy & Daycare*, gave a presentation on the proposed sign. Much discussion ensued, most of it involving the timeframe for the project, whether the Daycare was complying with all codes, and whether the project would be a good use of public funds.

Director Monica Alcocer, with help from Board/City Attorney Cotroneo, made a motion to approve the Daycare's application for funds provided: (1) The Daycare could show proof that its permits were up to date; (2) The Daycare's five-year lease was signed and in effect; (3) The project would be completed not later than November 1, 2016; (4) An executed performance agreement was put in place that would improve or expand job opportunities in Leon Valley; The performance agreement would include provisions for what happens if the Daycare does not meet its goals; and (5) Proof of ~\$10K spent by the Daycare on a van, paint, carpet and other improvements. Included in the motion was the Daycare's commitment to retain or hire seven full-time and two part-time employees. Secretary Larry Proffitt seconded the motion, and the motion was approved by a voice vote.

A second motion was made by Director Monica Alcocer to amend Resolution 2016-06 based on the provisions in the paragraph above. Director Gayle Monnig seconded this motion, and the motion was approved by a voice vote.

Consider, Discuss and Take Action to approve and make the final payment of \$1,250 to Mr. Jorge Herrera CPA CIA for the work related to Form 8940. (P. Manea)

President Patricia Manea explained the LVEDC's contract with CPA Jorge Herrera. Board/City Attorney Cotroneo affirmed that CPA Herrera is billing for work he did perform.

Director Monica Alcocer made a motion to approve payment of CPA Herrera's invoice, and Vice President Joseph Nazaroff seconded the motion. The motion was approved by a voice vote.

Review, Discuss and Possible Action to approve Attorney's invoice from Davidson Troilo Ream & Garza for the months of February and March 2016. (R. Cotroneo)

Director Gayle Monnig made a motion to deny payment of the invoice, based on the LVEDC's Minutes for its January 27, 2016 meeting (01/27/16 LVEDC Minutes were approved in Item #9 below). Her motion was seconded by Vice President Joseph Nazaroff, and the motion was approved by a roll call vote.

Treasurer Michael McCarley voted not to withhold payment of the invoice.

Discuss and Take Action to approve Accounts Payable for April 2016. (A. Federico)

Economic Development Administrative Assistant Federico explains the \$6,708 in accounts payable on Page 32 of the Board's packet. Listed is \$1,600 payable to *Davidson Troilo Ream & Garza*, which was denied earlier. The balance to be paid is \$5,108.

Director Monica Alcocer made a motion to pay the balance of \$5,108, and Treasurer Michael McCarley seconded her motion. The motion was approved by a voice vote.

Review and Discuss Texas Municipal League (TML) guidelines for future meeting minutes to be prepared and adopted. (P. Manea)

President Patricia Manea summarized the TML guidelines and explained the difference between detailed minutes and action minutes. She closed by recommending the LVEDC follow the TML guidelines in the future.

Consider, Discuss and Take Action to Approve LVEDC Board Meeting Minutes for September 23, 2015 (amended), December 17, 2015, and January 27, 2016. (L. Proffitt)

Director Monica Alcocer made a motion to approve the Minutes as presented for September 23, 2015 (amended) and for December 17, 2015. Director Gayle Monnig seconded the motion, and the motion was approved by a voice vote.

Vice President Joseph Nazaroff then made a motion to approve the Minutes as presented for January 27, 2016. Treasurer Michael McCarley seconded the motion, and the motion was approved by a voice vote.

Review and Take Action to allow the LVEDC Finance Committee to approve LVEDC Finance Committee Minutes.

Secretary Larry Proffitt made a motion to allow the LVEDC Finance Committee to approve its own Minutes. Treasurer Michael McCarley seconded the motion, and the motion was approved by a voice vote.

Presentation and discussion on draft form of LVEDC grant application. (R. Cotroneo)

Board/City Attorney Cotroneo explained the new application she created and asked the Board for input. A discussion ensued in which many good changes were identified. President Patricia Manea asked Board/City Attorney Cotroneo to input these changes and present a revised application at the next Board meeting.

Board/City Attorney Cotroneo reiterated that the application would evolve over time and was being designed to be flexible. President Patricia Manea asked to add to a future agenda a discussion and possible action for the LVEDC to issue letters to business owners who had applied for a grant, were approved, but have yet to submit invoices.

Consider, Discuss and Take Action to adopt Resolution #2016-05 and approve a contract with ED Suite to provide a Proposal Suite account which includes cloud storage, proposal tracking, notifications, team accounts and PDF conversions. Location: <http://app.proposalsuite.com>. (P. Manea)

President Patricia Manea summarized the pro's and con's of using a Proposal Suite account and these were discussed at length by the Board.

Director Monica Alcocer made a motion in two parts: (1) To approve five months of use at \$99.00 per month and (2) To allow Board/City Attorney Cotroneo to approve/sign the contract. Treasurer Michael McCarley seconded the motion, and the motion was approved by a voice vote.

Vice President Joseph Nazaroff was not in favor of the motion.

Consider, Discuss and Take Action to approve the Finance Committee to move forward with paperwork for submission to TexPool funds in order to cover monetary amount not protected by the FDIC. Amount to transfer from Frost Bank to TexPool will be determined after submission of the paperwork. Mrs. Vickie Wallace will assist committee in filing documentation. (P. Manea and M. McCarley)

Finance Director Wallace explained that TexPool is an investment organization and that the City considers it an approved investment. Pledged securities are not required. Board/City Attorney Cotroneo suggested that approval of transfer be delayed until the LVEDC's Investment Policy can be reviewed to ensure it says the LVEDC can participate in an "investment pool."

President Patricia Manea recommended the Board move forward with paperwork for submission to TexPool at the same time Board/City Attorney Cotroneo is determining if the wording in the policy is acceptable. Finance Director Wallace reiterated that if/when the Investment Policy wording is acceptable, the LVEDC draft a resolution for approval of transferring the funds.

Director Monica Alcocer made a motion to approve the Finance Committee to move forward with the paperwork while the Investment Policy research is being conducted. Vice President Joseph Nazaroff seconded the motion, and the motion was approved by voice vote.

Announcements

- Next Finance Committee Meeting May 18, 2016 at 10:00 a.m.
- Next LVEDC Meeting May 25, 2016 at 6:00 p.m.
- Vice President Joseph Nazaroff will chair the meeting in President Patricia Manea's absence
- City Council Orientation Friday, May 20, 2016 from 8:30 a.m. until 11:30 a.m.

Adjournment

President Patricia Manea requested the Board's approval for adjournment at 9:14 p.m. The Board's approval was given by voice vote immediately.

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