



**ECONOMIC DEVELOPMENT CORPORATION (LVEDC)
BOARD OF DIRECTORS MEETING**

Leon Valley City Hall--Council Chamber
6400 El Verde Road, Leon Valley, Texas 78238
Wednesday, May 25, 2016 at 6:00 p.m.

MINUTES

The Leon Valley Economic Development Corporation met on the 25th 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 6:03 PM on May 25, 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, Secretary Larry Proffitt and Alternate Director Manuel Rubio who sat on the Board in place of Director David Jordan, who was excused from the meeting. Alternate Director Marian Slaughter and Economic Development Administrative Assistant Ana Federico were also excused from the meeting. Treasurer Michael McCarley left the meeting at approximately 7:00 p.m. due to illness.

Also in attendance were:

City/LVEDC Attorney Roxann Pais Cotroneo and ACM/HR Director Crystal Caldera.

Citizens to be Heard.

At 6:05 p.m. the only citizen in attendance was Olen Yarnell, who did not have any comments or questions for the Board.

Motion to rescind the 9/23/15 LVEDC Amended Minutes approved on 04/27/16. (R. Cotroneo)

Director Monica Alcocer made a motion to delay this agenda item until the June 22, 2016 meeting, so that the determination from the City Council meeting would verify if this set of minutes had been removed from the consent agenda; therefore making the action on this item a different process. Director Gayle Monnig seconded the motion. The motion was approved by a voice vote.

Consider, Discuss and Take Action regarding Item I of the 9/23/2015 LVEDC Minutes, "Call to Order."

Director Monica Alcocer made a motion to delay approval of Item I in the 9/23/15 LVEDC Minutes, which did not reflect Board Members Monica Alcocer and David Jordan as Board Members. Secretary Larry Proffitt seconded the motion. The motion was approved by a voice vote.

Consider, Discuss and Take Action to approve LVEDC Board Meeting Minutes for February 24, 2016 and March 23, 2016. (L. Proffitt)

Secretary Larry Proffitt informed the Board that these minutes were not yet complete.

Secretary Larry Proffitt made a motion to postpone presentation of these minutes until the Board meets June 22, 2016. Director Monica Alcocer seconded the motion, and the motion was approved by a voice vote.

Discuss update on LVEDC Financial Report as of April 30, 2016. (P. Manea, M. McCarley)

President Patricia Manea summarized the LVEDC financial pages provided by Finance Director Wallace. The LVEDC Finance Committee did not meet May 18, 2016, due to scheduling conflicts at the last minute.

Discuss and Take Action to approve Accounts Payable for May 2016. (P. Manea)

Accounts payable items provided in the packet were reviewed by the Board, and Director Monica Alcocer made a motion to approve them. Vice President Joseph Nazaroff seconded the motion. The motion was approved by a voice vote.

Update on letter received from the IRS regarding Form 990. (P. Manea)

A copy of the letter received from the IRS in reference to a potential refund stated that they may take up to 45 days, which would then be June or July for the LVEDC to receive a response. The Board did not have any follow-up actions on this, but will provide an update at the board meeting on June 22, 2016.

Consider, Discuss and Take Action to adopt Resolution #2016-07 and approve the Leon Valley Economic Development Corporation Investment Policy and Strategy. (P. Manea)

The 2016 annual review of the LVEDC's investment document was undertaken at this time. The Board did not propose any additions or corrections. The next annual review must be completed by the end of June 2017.

Director Monica Alcocer made a motion to approve Resolution #2016-07 and to approve the LVEDC investment document as currently written. Vice President Joseph Nazaroff seconded the motion. The motion was approved by a voice vote.

Consider, Discuss and Take Action to complete and submit TexPool Application. (P. Manea)

The annual review of LVEDC's investment document has been completed per guidelines (Item 9 above). Director Nazaroff asked why we need to use TexPool. Clarification of rationale for choosing TexPool was provided by City/LVEDC Attorney Cotroneo, President Patricia Manea, and Treasurer Michael McCarley. The clarification included: (1) The protection of public funds in the event of an FDIC audit, (2) A better rate versus the rate on a regular savings account, and (3) The City of Leon Valley has its excess funds invested in a TexPool account.

Director Monica Alcocer made a motion to proceed with completion and submission of TexPool application to cover LVEDC's in excess of amounts covered by FDIC. Treasurer Michael McCarley seconded the motion. The motion was approved by a voice vote.

Discuss update on Attorney's invoice from Davidson Troilo Ream & Garza for the months of February and March 2016. (R. Cotroneo)

City/LVEDC Attorney Cotroneo informed the Board that the invoice questioned at the April board meeting for fees charged to the LVEDC by Davidson Troilo Ream & Garza had been rescinded. She added that an \$80.00 amount for email correspondence was the only amount remaining to be paid. The law firm has been reminded that unless approval is received from the Board, subsequent charges will not be paid by the LVEDC. Thanks by all board members to City/LVEDC Attorney Cotroneo for resolving this item.

Consider, discuss and take action to approve minimum standards LVEDC Grant Application form. (R. Cotroneo)

A revised grant application was presented to the board by City/LVEDC Attorney Cotroneo. It had been updated with the changes requested by the Board at the April 2016 meeting. A discussion of the benefits and possible drawbacks of the revised application ensued.

President Patricia Manea requested that language under "Miscellaneous Items" include "have you had any violations or code violations in the city of Leon Valley". This would allow the Board to ensure that public funds are being given to business owners that are in good standing with the City. Director Monica Alcocer made a motion to adopt the LVEDC Grant Application, contingent on additions requested being added to the form. Director Gayle Monnig seconded the motion. The motion was approved by a voice vote.

Consider, Discuss and Take Action to send letters to Façade & Signage applicants who were approved in 2015, but have yet to complete their projects. (P. Manea)

President Patricia Manea presented a letter that she drafted for the purpose of letting businesses, who submitted Façade and Signage Applications between March and July 2015, know they have not completed the projects for which they were approved. The LVEDC budget process for FY 2016-17 has begun and has an estimated completion date of August 31, 2016. In order for the Board to develop a working plan for new projects, the Board felt immediate responses to a letter of this type would allow the LVEDC to more accurately estimate funding available for 2016-17 projects.

If, after receiving the letter, businesses feel the grant funds are still needed, they will be allowed to immediately reapply using the new application and performance agreement. The letter will clarify that reapplication does not guarantee approval of the project. Director Larry Proffitt presented revisions to the letter.

Director Joseph Nazaroff made a motion to approve the letter, with the changes as presented, and to send the letter out by return registered mail when finalized. Director Monica Alcocer seconded the motion, and the motion was approved by a voice vote.

Discuss and update status on reimbursable grant and performance agreement for The Precinct Academy and Daycare, LLC. (R. Cotroneo)

LVEDC Attorney Cotroneo informed the Board that the Precinct Academy and Daycare, LLC (Daycare) has 6 months to have their signage project completed and submitted to the Board for approval of funds. This is the same time allowed by City Council for the Daycare to have a variance on the banner on the façade of the Daycare. Documents have been submitted in a timely fashion by the owner, and city ordinances and master plan criteria have all been met at this time. Documentation to date is included in the meeting packet.

Consider, Discuss and Take Action to form a committee that will work on the LVEDC Performance Plan, FY 2016-2017 Budget and Articles of Incorporation/Bylaws Review. (P. Manea)

President Patricia Manea solicited the Board to form three committees of two or three members each to work on the following:

LVEDC Performance Plan: Director Gayle Monnig and Vice President Joseph Nazaroff volunteered to draft a 2016-17 Performance Plan for presentation to the Board at the July 2016 Board Meeting, so that review, changes and approval by the Board can meet the deadline for submission to City Council. President Patricia Manea will email a template to board members to aid them in completing the Plan.

FY 2016-17 Budget: Director Monica Alcocer, Secretary Larry Proffitt and Alternate Director Manuel Rubio volunteered to draft the FY 2016-17 Budget for presentation to the Board at the July 2016 Board Meeting, so that review, changes and approval by the Board can meet the deadline for submission to City Council.

Articles of Incorporation / Bylaws / Investment Policy: President Patricia Manea will track review dates for these, and if Board participation is needed, she will solicit assistance closer to the 2017 review dates.

Vice President Joseph Nazaroff made a motion for these three committees to form and to meet for the purposes they were discussed. Director Monica Alcocer seconded the motion, and the motion was approved by a voice vote.

Consider, Discuss and Take Action to form a committee that will work on the LVEDC's review of the City's Master Plan to be submitted to Community Development Director Carol. (P. Manea)

A review of the LVEDC's portion of the City's Master Plan has been solicited by the Zoning Commission. This review and any subsequent update of the Plan will assist the City in its FY 2016-17 budget process. This is the

LVEDC's opportunity to ensure that the LVEDC's History, Mission Statement and Vision are accurately recorded for purposes of planning the City's future.

President Patricia Manea and Director Monica Alcocer will review the current Plan and present a draft with any updates to the Board at the July 2016 Board Meeting, so that review, changes and approval by the Board can meet the deadline for submission to City Council.

CLOSED/EXECUTIVE SESSION:

The City of Leon Valley Economic Development Corporation Board of Directors excused ACM/HR Director Crystal Caldera from the meeting and went into closed session at 7:34 p.m.

The Board met in executive session pursuant to Section 551.071 of the Texas Public Information Act to consult 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 (LVACC). (*Roxann Pais Cotroneo, LVEDC Attorney*)

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 9:20 p.m. ACM/HR Director Crystal Caldera was asked to return to the Council Chambers for the remainder of the meeting. The Board agreed to convene an LVEDC Special Meeting on June 8, 2016 at 6:00 p.m. to continue to work on LVACC issues.

Announcements

- a) Update on International Council of Shopping Centers (ICSC) memberships. (*P. Manea*)
President Patricia Manea, Vice President Joseph Nazaroff, Treasurer Mike McCarley, and Secretary Larry Proffitt will hold memberships for the Board.
- b) Update on Forest Oaks Pool Committee. (*J. Nazaroff*)
Vice President Joseph Nazaroff updated the Board on the four meetings that have been held to date. Discussions are ongoing about combining the Forest Oaks Pool (private) with the Leon Valley Pool (public) to offer a broader range of services to citizens. Fee structures, cash management and access control remain the main obstacles to finalizing a formal plan for reaching this goal.
- c) Any comment/announcement from a Board member regarding Trader Joe's? (*P. Manea*)
Director Gayle Monnig volunteered to start working on leads/contacts/requirements for a Trader Joe's location in Leon Valley. She will update the Board in June 2016 with her progress.
- d) Next LVEDC Finance Committee Meeting will be Wednesday, June 15, 2016 at 10:00 a.m.
- e) Next LVEDC Meeting Wednesday will be June 22, 2016 at 6:00 p.m.
- f) Police Chief Wallace has solicited the help of the LVEDC to assist the LVPD in collecting school supplies for the two elementary schools in Leon Valley. President Patricia Manea will let Police Chief Wallace know that the LVEDC can help. The date of the event might be too close to the start of the 2016-17 school year to be successful.

Adjournment

President Patricia Manea made a motion to adjourn the meeting. Her motion was seconded by Director Monica Alcocer. The motion was approved by a voice vote, and President Patricia Manea adjourned the meeting at 9:29 p.m.

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

ATTEST:

LARRY PROFFITT
LVEDC SECRETARY

APPROVED

PATRICIA MANEA
LVEDC PRESIDENT