

**ECONOMIC DEVELOPMENT CORPORATION (LVEDC)  
BOARD OF DIRECTORS REGULAR MEETING**  
Leon Valley City Hall - Council Chamber  
6400 El Verde Road, Leon Valley, Texas 78238  
Wednesday, August 24, 2016 at 6:00 p.m.

**MINUTES**

The Leon Valley Economic Development Corporation met on the 24<sup>th</sup> day of August, 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:

**1. Call to Order and Determine if Quorum is Present.**

The meeting was called to order by Vice President Joseph Nazaroff at 6:04 p.m. on August 24, 2016. A quorum was declared to be in attendance. Those Directors in attendance were: Treasurer Michael McCarley, Secretary Larry Proffitt and Director Monica Alcocer. President Patricia Manea was excused from attending the meeting. Board Directors Gayle Monnig and David Jordan were absent. Alternate Director Marian Slaughter was also absent.

Also in attendance were:

City Manager Kelly Kuenstler, City/Board Attorney Denise Frederick and Economic Development Administrative Assistant Ana Federico.

**2. Citizens to be Heard.**

None

**3. Consider, discuss and take action to approve LVEDC Minutes. (L. Proffitt)**  
**a) July 27, 2016 Special and Regular LVEDC Meeting**

A motion was made by Director Monica Alcocer and seconded by Treasurer Michael McCarley to approve LVEDC Special and Regular Minutes for July 27, 2016. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motioned carried.

**4. Consider, discuss and take possible action to approve expenditures for August 2016 and review update on LVEDC Financial Report (as of July 31, 2016). (Finance Work Group)**

A motion was made by Treasurer Michael McCarley and seconded by Director Monica Alcocer, to approve August 2016 expenditures. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motioned carried.

**5. Consider, discuss and take possible action to authorize the execution of a Memorandum of Understanding (MOU) between the LVEDC and the City of Leon Valley in connection with the Kinman House Economic & Community Development Project. (J. Nazaroff, L. Proffitt)**

A motion was made by Director Monica Alcocer and Seconded by Treasurer Michael McCarley to approve the execution of an MOU between the LVEDC and the City of Leon Valley. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motioned carried.

**7. Consider, discuss and take possible action to approve City Council's changes to the Economic Development Executive Director's Job Description and Contract. (D. Frederick)**

Vice President Joseph Nazaroff, with the Board's approval, moved this item up to follow Item # 5.

The Leon Valley Economic Development Corporation went into Executive Session at 6:28 p.m.

Pursuant to Texas Government Code Section §551.074 *Personnel Matters*, the LVEDC met in Executive Session to discuss with City/Board Attorney Frederick the contract for the Economic Development Director position.

The Board reconvened from Executive Session at 7:24 p.m. A motion was made by Director Monica Alcocer and seconded by Treasurer Michael McCarley to deny City Council's changes to the Economic Development Executive Director's Job Description and Contract presented at the 08-16-2016 Regular City Council Meeting . The Board decided not to do a 1099 Contract but instead instructed City Staff to use and post the contract, which City/Board Attorney Frederick had prepared for the Board.

Upon a vote of three (3) for, none (0) opposed and with Secretary Larry Proffitt abstaining, Vice President Joseph Nazaroff announced the motion carried.

**6. A Special Election in the City of Leon Valley, Texas to rededicate the use of the Section 4B Sales and Use Tax to general revenue at the rate of 1/8 percent for the purpose of economic development and community development. (K. Kuenstler)**

No action taken.

**8. Presentation, discussion and possible action on the City of Leon Valley Economic Development Corporation (LVEDC) Proposed Fiscal Year 2016-2017 Performance Plan. (L. Proffitt, J. Nazaroff)**

A motion was made by Director Monica Alcocer and seconded by Secretary Larry Proffitt to approve the LVEDC's Proposed Fiscal Year 2016-2017 Performance Plan. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motioned carried.

**9. Consider, discuss and take possible action to assign an LVEDC Board Director to take the TEDC Webinar: Tax Incentives Exploring New Reporting & Disclosure Standards for Texas. (J. Nazaroff)**

A motion was made by Director Monica Alcocer and seconded by Secretary Larry Proffitt to assign Vice President Joseph Nazaroff to take the TEDC Webinar. Upon a unanimous voice vote, Vice President Joseph Nazaroff stated the motion was carried.

**10. Announcements**

**a) Update on Larry Little's Case, now in Texas 4<sup>th</sup> Court of Appeal, LVEDC should know something within 60 days (D. Frederick)**

City/Board Attorney Frederick informed the Board that she has not heard anything from the Court of Appeals, and assumes it still hasn't made a decision. Director Monica Alcocer asked that City/Board Attorney Frederick keep the Board informed of any notice she receives.

**b) Update on auditing letter (D. Frederick)**

City/Board Attorney Frederick informed the Board that she spoke to Finance Director Vickie Wallace who explained to her that she will receive a letter from the auditing office; however she does not know what it is about. City/Board Attorney Frederick said she will inform the Board as soon as she receives it.

**c) MANDATORY Special Parliamentary Procedure and Open Meeting Training, Saturday, August 27, 2016 from 9:00 a.m. - 12:00 noon.**

City/Board Attorney Frederick suggested the Board attend the meeting to learn new important information.

**d) A second Mediation between LVEDC and LVACC will occur on Wednesday, October 4, 2016 at 1:00 p.m.****e) LVEDC 08-17-16 Finance Work Group Meeting Notes have been attached to meeting packet for LVEDC Board to review.****f) Next Finance Work Group Meeting will be Wednesday, September 21, 2016 at 10:00 a.m.****g) Next LVEDC Board Meeting will be Wednesday, September 28, 2016 at 6:00 p.m.****h) Other announcements by LVEDC Board members.**

No other announcements were made.

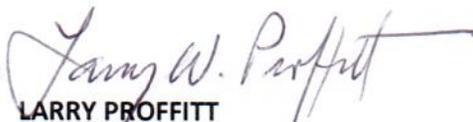
**11. Adjourn**

Director Monica Alcocer made a motion to adjourn the meeting. Her motion was seconded by Secretary Larry Proffitt. The motion was approved by a voice vote, and Vice President Joseph Nazaroff adjourned the meeting at 8:05 p.m.

**These minutes approved by the Leon Valley Economic Development Corporation on the 28<sup>th</sup> of September, 2016.**

APPROVED

ATTEST:

  
**LARRY PROFFITT**  
LVEDC SECRETARY

  
**JOSEPH NAZAROFF**  
LVEDC VICE PRESIDENT