



NOTICE OF MEETING OF COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION

Notice is hereby given that a Regular Meeting of the Copperas Cove Economic Development Corporation will be held on November 1, 2023, at 12:00 p.m. in the Technology Center at 508 S. 2nd Street, Copperas Cove, Texas 76522 at which time the following agenda will be discussed.

A. CALL TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. ANNOUNCEMENTS

- Plaque Presentation for outgoing Board Member Elizabeth Ruskiewicz
- Introduction of CCEDC Senior Director, BRE- Sean Stevens
- Introduction of CCEDC Board Member- Anthony Martinez
- Meet and Greet- Senior Director, BRE November 3, 2023, at the Copperas Cove EDC
- Small Business Saturday-November 25, 2023

E. CITIZENS FORUM

At this time, citizens will be allowed to speak on any matter other than personnel matters, matters under litigation, or matters on the regular agenda, for a length of time not to exceed five minutes per person. Thirty minutes total has been allotted for this section.

F. CONSENT AGENDA

All matters listed under this item are considered to be routine by the EDC Board of Directors and will be enacted by one motion. There will not be a separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.

1. Consideration and action on approval of minutes for the Regular Meeting held on September 27, 2023. **Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC.**

G. PUBLIC HEARINGS

H. ACTION ITEMS

1. Consideration and action on approving Resolution # EDC 2023-12 to elect officers for the Copperas Cove EDC Board of Directors, as per Bylaws. **Fred Welch, Executive Director, Copperas Cove EDC.**
2. Consideration and action on approving the Profit and Loss report for the month of August 2023. **Fred Welch, Executive Director, Copperas Cove EDC.**
3. Consideration and action on approving the Profit and Loss report for the month of September 2023. **Fred Welch, Executive Director, Copperas Cove EDC.**
4. Consideration and action on approving Resolution # EDC 2023-13 and accepting the Quarterly Investment Report as presented for the quarter ending September 2023, per the Investment Policy. **Fred Welch, Executive Director, Copperas Cove EDC.**

I. REPORTS FROM STAFF, OUTSIDE ENTITIES, ADVISORY COMMITTEES, AND BOARDS

1. Executive Director's Report. **Fred Welch, Executive Director, Copperas Cove EDC.**
2. Marketing Director's Report. **Sheena Tanner, Marketing Director, Copperas Cove EDC.**
3. Workforce Specialist's Report. **Brittany Sanders, Workforce Specialist, Copperas Cove EDC.**
4. Senior Director, BRE Report. **Sean Stevens, Senior Director BRE, Copperas Cove EDC.**

J. ITEMS FOR FUTURE AGENDAS

K. EXECUTIVE SESSION

Pursuant to §551.087 of the Texas Government Code, the Economic Development Corporation Board will meet in Executive Session to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect to locate, stay, or expand in the Narrows Business and Technology Park. **Project Hometown Hero**

Pursuant to §551.087 of the Texas Government Code, the Economic Development Corporation Board will meet in Executive Session to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect to locate, stay, or expand in the Narrows Business and Technology Park.

L. RECONVENE INTO AN OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEM POSTED AND LEGALLY DISCUSSED IN THE EXECUTIVE SESSION.

M. ADJOURN

The Board of Directors reserves the right to adjourn into Executive Session at any time regarding any issue on this agenda for which it is legally permissible.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Governing Body of the Copperas Cove Economic Development Corporation was posted at **5:00 p.m. on October 27, 2023.**

Brittany Sanders, Workforce Development Specialist
Copperas Cove EDC

Economic Development Corporation

F.1.

Meeting Date: November 1, 2023

Contact: Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC

Subject:

Consideration and action on approval of minutes for the Regular Meeting held on September 27, 2023.

Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC

Attachments:

Regular Meeting Minutes – September 27, 2023



COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
Meeting Minutes for September 27, 2023

A. CALL TO ORDER

Chairman JC Stubbs called the Regular meeting of the Copperas Cove Economic Development Corporation to order at 12:01 p.m.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

JC Stubbs led the Invocation and the Pledge of Allegiance.

C. ROLL CALL

Roll call led by Brittany Sanders, Workforce Development Specialist

*Present: JC Stubbs, Chairman
Bradi Diaz, Treasurer
Ted Gonzalez, Director
David Mcphail, Director*

*Elizabeth Ruszkiewicz, Secretary
Fred Welch, Executive Director
Brittany Sanders, Workforce Development Specialist
Sheena Tanner, Marketing Director*

*Absent: Barbara Boulware-Wells, Legal Counsel
Fred Chavez, Council Liaison*

D. ANNOUNCEMENTS

- *Cancellation of Community Town Hall meeting on October 2, 2023*
- *Secretary Elizabeth Ruszkiewicz's departure from the CCEDC Board of Directors*

E. CITIZENS FORUM

At this time, citizens will be allowed matters other than personnel matters, matters under litigation, or matters on the regular agenda, for a length of time not to exceed five minutes per person. Thirty minutes total has been allotted for this section.

F. CONSENT AGENDA - All matters listed under this item are considered to be routine by the EDC Board of Directors and will be enacted by one motion. There will not be a separate discussion of this Item. If discussion is desired, that item will be removed from the consent agenda and considered separately.

1. Consideration and action on approval of minutes for the Regular Meeting held on August 23, 2023. **Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC.**

Treasurer Bradi Diaz made a motion to approve Agenda Item F1. Secretary Elizabeth Ruszkiewicz seconded the motion and with a unanimous vote, the motion carried.

G. PUBLIC HEARINGS

None

H. ACTION ITEM

1. Consideration and action on approving the Profit and Loss report for the month of August 2023. **Fred Welch, Executive Director, Copperas Cove EDC.**

CCEDC Board of Directors tabled agenda item H1 for the next meeting due to discrepancies found in the August Financials

2. Consideration and action on approving the Fiscal Year 2021-2022 Annual Financial Report (Audit). **Fred Welch, Executive Director, Copperas Cove EDC.**

Treasurer Bradi Diaz made a motion to approve agenda item H2. Director Ted Gonzalez seconded the motion and with a unanimous vote, the motion carried.

3. Consideration and action on accepting a proposal from a qualified banking institution to establish a contract for Banking Services to the Copperas Cove EDC. **Fred Welch, Executive Director, Copperas Cove EDC.**

Director JC Stubbs made a motion to approve agenda item H3. Treasurer Bradi Diaz seconded the motion and with a unanimous vote, the motion carried.

4. Consideration and action on changing the meeting dates for October, November, and December's regular meeting. **Fred Welch, Executive Director, Copperas Cove EDC.**

CCEDC Board of Directors made a consensus to reschedule October's meeting to November 1, 2023, cancel November's meeting, and reschedule the December meeting to December 6, 2023.

I. EDC REPORTS FROM STAFF, OUTSIDE ENTITIES, ADVISORY COMMITTEES, AND BOARDS

II.

- *Executive Director Fred Welch gave an update on the following topics listed below:*
 - *Recap of business visit in West Virginia*
 - *Update on Research Park Study*
 - *FABTECH advance manufacturing event in Chicago*
 - *IEDC Annual Conference in Dallas, TX*
 - *Update on hiring a BRE Director*
 - *Update on EDA Grant for infrastructure on property adjacent to the Narrows Business and Technology Park*

- *First Houston Project delay*
 - *Update on Fort Cavazos Rail Study.*
 - *Update on Installation Management Conference*
 - *AUSA Community Partnership announcement*
 - *City Council Retreat announcement*
 - *TEDC Annual Council announcement.*
- *Marketing Director Sheena Tanner gave an update on the following topics listed below:*
 - *Oscar's Market*
 - *Upcoming Workshops*

J. ITEM FOR FUTURE AGENDAS

- August Financials
- Utilization of the Narrows Business and Technology Park for a Solar Eclipse event.

K. EXECUTIVE SESSION CONVENED AT 12:27 P.M.

1. Pursuant to §551.087 of the Texas Government Code, the Economic Development Corporation Board will meet in Executive Session to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect to locate, stay, or expand in the Narrows Business and Technology Park.
2. Pursuant §551.074, Texas Government Code, the Economic Development Corporation Board will meet in Executive Session for deliberation regarding the process and options for obtaining a new Business Retention and Expansion Manager.

L. RECONVENE INTO OPEN SESSION at 12:42 P.M. FOR POSSIBLE ACTION RESULTING FROM ANY ITEM POSTED AND LEGALLY DISCUSSED IN THE EXECUTIVE SESSION

No Action was taken.

M. ADJOURN

Chairman JC Stubbs adjourned the meeting at 12:43 p.m.

ATTEST:

Brittany Sanders, Workforce Development Specialist

CCEDC, Secretary

Economic Development Corporation

H.1.

Meeting Date: November 1, 2023

Contact: Fred Welch, Executive Director, Copperas Cove EDC.

Subject:

Consideration and action on approving Resolution # EDC 2023-12 to elect officers for the Copperas Cove EDC Board of Directors, as per Bylaws. **Fred Welch, Executive Director, Copperas Cove EDC**

Description/Information:

Article II, Section 4 of the Copperas Cove EDC Bylaws states the annual Meeting of the Board of Directors must be held in October.

In accordance with Texas Local Government Code, Chapter 505, Subchapter B, appointments of Officers must occur during the Annual Meeting. Article II, Section 4 states "each October at the Annual or Regular Meetings of the board, the Directors shall organize, elect a Chairman, Vice Chairman and Secretary by Resolution" in accordance with this requirement. A Treasurer will be appointed subject to the approval of the amended Bylaws by the Board of Directors and City Council.

Financial Impact:

None

Action/Recommendation:

EDC staff recommends the Board approve Resolution # EDC 2023-12 electing officers for the FY-2023/2024 term.

Attachments:

Resolution # EDC 2023-12

RESOLUTION NO. EDC- 2023-12
A RESOLUTION OF THE COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION TO ELECT OFFICERS IN ACCORDANCE WITH THE CORPORATION'S BYLAWS.

WHEREAS, the Copperas Cove Economic Development Corporation Bylaws require Officers of the Corporation to be appointed in accordance with Section 504 Subchapter B of the Texas Local Government Code; and

WHEREAS, the Bylaws of the Corporation were amended on March 24, 2016, October 18, 2016, and February 23, 2017; and October 4, 2018; and September 26, 2019 and October 23, 2019, and March 30, 2023.

WHEREAS, the Corporation Board elected Officers during a meeting held on October 23, 2022; and

WHEREAS, per Article II, Section 4 of the Bylaws, each October, at the Annual or Regular Meeting shall organize appointing a Chairman, Vice-Chairman, Treasurer, and Secretary by resolution.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS OF THE COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION:

SECTION I.

The Copperas Cove Economic Development Corporation Board hereby declares that the Officers are duly elected to serve in the capacities indicated until further action may be taken by either the Board or the Unit.

SECTION II.

The City of Copperas Cove City Secretary will provide a copy of this resolution to the Secretary of State for the State of Texas.

PASSED, APPROVED, AND ADOPTED on this 1st day of November 2023 at a regular meeting of the Copperas Cove Economic Development Corporation which meeting was held in compliance with the Open Meetings Act, *Tex. Gov't Code*, §551.001, et. seq. at which meeting a quorum was present and voting.

ATTEST:

Fred Welch, Executive Director

JC Stubbs, Chairman

APPROVED AS TO FORM:

The Knight Law Firm
Copperas Cove Economic Development Corporation Attorney

Economic Development Corporation

H.2.

Meeting Date: November 1, 2023

Contact: Fred Welch, Executive Director, Copperas Cove EDC

Subject:

Consideration and action on approving the Profit and Loss report for the month of August 2023. **Fred Welch, Executive Director, Copperas Cove EDC**

Description/Information:

The Profit and Loss report for August 2023, has been prepared by Donkbuilt Service Exchange "Donkbuilt" as per the agreement between the CCEDC and Donkbuilt. The report is attached for review by the Board.

On September 27, 2023, the CCEDC Board of Directors tabled August Financials for the next meeting due to discrepancies that were found.

Financial Impact:

See attached.

Action/Recommendation:

EDC staff recommends the Board of Directors approve the revisions made to the Profit and Loss report for August 2023, as presented by Fred Welch.

Attachments:

August 2023, Financials:

Profit and Loss
Profit and Loss Performance Budget
Cadence Bank Reconciliation
TexPool Reconciliation

Economic Development Corporation

H.3.

Meeting Date: November 1, 2023

Contact: Fred Welch, Executive Director, Copperas Cove EDC

Subject:

Consideration and action on approving the Profit and Loss report for the month of September 2023.

Fred Welch, Executive Director, Copperas Cove EDC

Description/Information:

The Profit and Loss report for September 2023, has been prepared by Donkbuilt Service Exchange "Donkbuilt" as per the agreement between the CCEDC and Donkbuilt. The report is attached for review by the Board.

Financial Impact:

See attached.

Action/Recommendation:

EDC staff recommends the Board of Directors approve the Profit and Loss report for September 2023, as presented by Fred Welch.

Attachments:

September 2023, Financials:

Profit and Loss

Profit and Loss Performance Budget

Cadence Bank Reconciliation

TexPool Reconciliation

RESOLUTION NO. EDC- 2023-13
A RESOLUTION OF THE COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION,
APPROVING THE INVESTMENT REPORT FOR THE QUARTER ENDING SEPTEMBER 2023.

WHEREAS, Chapter 2256 of the Texas Government Code, commonly known as the “Public Funds Investment Act,” requires the Investment Officer of the City to present written report of investment transactions for all Economic Development Corporation’s accounts covered for the preceding reporting period to the Board of Directors; and

WHEREAS, this reporting is authorized by the Public Funds Investment Act; and

WHEREAS, the Public Funds Investment Act requires the Quarterly Investment Report to be presented to the Board of Directors; and

WHEREAS, the attached Quarterly Investment Report complies with the Public Funds Investment Act.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS OF THE COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION:

SECTION I.

That the Copperas Cove Economic Development Corporation has complied with the requirements of the Public Funds Investment Act, and the Quarterly Investment Report for the quarter ending September 30, 2023, attached hereto as “Exhibit A,” is hereby approved as the quarterly investment report for the quarter ending September 30, 2023, of the Corporation effective November 1, 2023.

PASSED, APPROVED, AND ADOPTED on this 1st day of November 2023 at a regular meeting of the Economic Development Corporation which meeting was held in compliance with the Open Meetings Act, *Tex. Gov’t Code*, §551.001, et. seq. at which meeting a quorum was present and voting.

ATTEST:

Bradi Diaz, Treasurer

JC Stubbs, Chairman

APPROVED AS TO FORM:

The Knight Law Firm
Copperas Cove Economic Development Corporation Attorney

Economic Development Corporation

H.4.

Meeting Date: November 1, 2023

Contact: Fred Welch, Executive Director, Copperas Cove EDC.

Subject:

Consideration and action on approving Resolution # EDC 2023-13 accepting the Quarterly Investment Report as presented for the quarter ending September 30, 2023, per the Investment Policy. **Fred Welch, Executive Director, Copperas Cove EDC**

Description/Information:

The Public Funds Investment Act of Chapter 2256, Texas Government Code, requires investment management reports to be accepted by the Board. The Copperas Cove Economic Development Corporation's Investment Policy requires that the Investment Officer shall report a detailed listing of all purchases, sales, and payments, and a description of each security held as well as management summary information.

Financial Impact:

See the attached Quarterly Investment Report for the month ending September 30, 2023.

Action/Recommendation:

EDC staff recommends the Board approve Resolution # EDC-2023-13 accepting the Quarterly Investment Report as presented for the quarter ending September 30, 2023, per the Investment Policy.

Attachments:

Resolution # EDC-2023-13
Quarterly Investment Report