

DEVELOPMENT CORPORATION OF ABILENE, INC.
BOARD MEETING MINUTES
March 11, 2014

MEMBERS PRESENT:	Dave Copeland Dani Ramsay John Beckham	Marelyn Shedd Scott Senter
STAFF PRESENT:	Richard Burdine Mindy Patterson	Kim Tarrant Daniel Santee
GUESTS PRESENT:	Jason Smith Gary Robinett Justin Jaworski John Mangalonzo Diane Terrell Victor Sotelo Robert Puls	Abilene Chamber of Commerce Abilene Industrial Foundation Abilene Industrial Foundation Abilene Reporter News Davis Kinard & Co, P.C. KTAB Workforce Solutions Center

1. **CALL THE MEETING TO ORDER:** President Dave Copeland called the meeting to order at 1:32 p.m. at the Abilene Laboratories, 1325 Pine St., Abilene Texas.
2. **WELCOME TO NEW BOARD MEMBER JOHN BECKHAM AND THANK YOU TO EXITING BOARD MEMBER PAUL CANNON:** President Dave Copeland welcomed new board member John Beckham and presented Paul Cannon with a framed Certificate of Appreciation signed by Mayor Archibald for his 6 years of service to the DCOA.
3. **APPROVAL OF MINUTES FROM FEBRUARY 10, 2014 BOARD MEETING:** Dani Ramsay moved to approve the minutes from the February 10, 2014, board meeting. Marelyn Shedd seconded and the motion carried.
4. **SALES TAX REPORT FOR FEBRUARY 2014 AND PRELIMINARY STATUS OF FUNDS REPORT FOR JANUARY 2014:** Mindy Patterson, Director of Finance presented the February 2014 sales tax rebate report. The total sales tax rebate received, which represents December 2013 sales, was \$4,245,411.03. The breakdown of the rebate is \$3,184,058.27 to the General Fund and \$1,061,352.76 to the Economic Development Fund. The rebate is 4.81% above February of last year and 2.75% above the projected FY 14 budget. For October through February, sales tax is .51% above last year and 1.46% below the projected budget.

On the January 2014 Statement of Net Position, Cash and Cash Investments is \$462,934 (2.7%) up compared to January 2013. Year-to-date revenues for FY14 were up \$268,931 (7.5%) over year-to-date FY13. Expenses increased due to a rise in the number of projects. Expenses for the month included 11 projects totaling \$133,487.
5. **PRESENTATION OF THE FY13 AUDIT PERFORMED BY DAVIS KINARD & CO, P.C:** Diane Terrell from Davis Kinard & Co, P.C. presented the DCOA's financial

audit report for year ended September 30, 2013, which was conducted as a part of the City of Abilene's financial audit.

6. **EXECUTIVE SESSION NO. 1:** I hereby announce we are going into Executive Session pursuant to Texas Government Code Sections 551.071, 072, 074 and 087 to consult with our legal counsel, discuss real property transactions, personnel matters, and discuss economic development negotiations involving a business prospect, as set forth on the agenda. Any vote or action will be taken in open session.

President Dave Copeland announced the date is March 11, 2014, and the time is 1:45 p.m. Later, President Copeland announced the date is still March 11, 2014, and the time is 2:05 p.m. No vote or action was taken in Executive Session.

7. **DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING USE OF INFRASTRUCTURE RESERVE FUNDS FOR INSTALLATION OF A DRIVEWAY ON FIVE POINTS PARKWAY FOR USE BY TUCKER ENERGY SERVICES:** Construction on Tucker Energy's Phase 1 building started in February 2014, using W.B. Kibler Construction Co. of Dallas as the general contractor. A driveway approaching from Five Points Parkway is needed, however, there is a drainage ditch that runs along the South ROW, making construction of the driveway costly. A change order from W.B. Kibler Construction Co. indicates a cost of \$62,186 for a contract culvert and wingwalls as designed by TxDOT.

Mr. Burdine proposed using the Infrastructure Reserve Fund to reimburse Tucker Energy for the cost of the driveway approach in the amount of \$62,186.

Scott Senter moved to approve Resolution No. DCOA 2014.23 as presented. John Beckham seconded and the motion carried.

8. **DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING A CONTRACT FOR CONSTRUCTION OF POLARIS DR. IN FIVE POINTS BUSINESS PARK:** Mr. Burdine reported the construction of Polaris Dr. in Five Points Business Park will facilitate full utilization of the vacant acreage on the West side of Arnold Blvd. and grading will make more of the lots developable and potentially rail-served.

The DCOA received three construction bids for Polaris Dr., which were opened on February 28, 2014. Epic Construction Co. proposed \$989,100 and is the lowest bidder. The bids also included add alternate pricing for 18" and 24" of limestone base material for the 10.9 acre lot being purchased by Broadwind Towers; however, the company has indicated its desire not to install the base material at this time.

Mr. Burdine recommended approval of resolution DCOA-2014.22 authorizing a contract with Epic Construction for the construction of Polaris Dr. in Five Points Business Park and funding total of \$1,064,100; 1) \$989,100 for the base bid and 2) \$75,000 as a 7.5% contingency.

Marelyn Shedd moved to approve Resolution No. DCOA-2014.22 as presented. Scott Senter seconded and the motion carried.

9. **DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING FUNDING TO EXTEND THE FAST TRACK WELDING TRAINING PROGRAM:** Mr. Burdine reported that since 2006, the DCOA has partnered with Cisco College and the Workforce Solutions of West Central Texas (Workforce Center) to conduct an intensive welder training program to help meet the needs of local manufacturers for welders. The Workforce Center is requesting funding for two new welding training sessions in 2014.

The total number of welders needed among Abilene manufacturers is about 60. It was also determined that the welding curriculum should be altered to spend more time on welds that are actually tested on during the hiring process, improving the trainee's likelihood of being hired. Workforce Solutions worked with Cisco College to develop a per course budget based on prior years for two sessions beginning in May for 20 trainees each, or a total of 40 trainees. The total budget of \$124,231/session includes the instructor, tuition/fees, books, OSHA training, use of equipment, and consumables. The budget also includes employability skills training by Workforce Solutions, drug tests, employment assessments, background checks and a weekly stipend of \$150 to assist the trainees with living expenses while in training. Total funding requested for two sessions is \$248,462.

Marelyn Shedd moved to approve Resolution No. DCOA-2014.24 as presented. Dani Ramsey seconded and the motion carried.

10. **DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING A CONTRACT WITH WAVERLY PARTNERS TO CONDUCT A SEARCH FOR A NEW CEO:** President Dave Copeland, who is also a member of the CEO Search Committee, requested the DCOA's approval of a contract with Waverly Partners and funding of up to \$45,000 to conduct a nationwide search for a new CEO for the DCOA. The funding includes administrative fees and reimbursable items such as consultants' travel.

The Search Committee reviewed proposals from 5 different firms and selected Waverly Partners since they have vast experience in economic development executive recruitment. Based on Waverly Partners' experience, it will take 100 to 120 days followed by 4 to 6 weeks for the executive to transition from his/her current position.


Dani Ramsey moved to approve Resolution No. DCOA-2014.25 as presented. Scott Senter seconded and the motion carried.

11. **EXECUTIVE SESSION NO.2:** I hereby announce we are going into Executive Session pursuant to Texas Government Code Sections 551.071, 072, 074 and 087 to consult with our legal counsel, discuss real property transactions, personnel matters, and discuss economic development negotiations involving a business prospect, as set forth on the agenda. Any vote or action will be taken in open session.

President Dave Copeland announced the date is March 11, 2014, and the time is 2:30 p.m. Later, President Copeland announced the date is still March 11, 2014, and the time is 3:21 p.m. No vote or action was taken in Executive Session.

ANNOUNCEMENT: President Dave Copeland announced the Washington D.C. Chamber of Commerce briefing to be held at the Chamber of Commerce on April 11, 2014 at 11:30 a.m.

12. **ADJOURNMENT:** The next meeting is scheduled for March 25, 2014. There being no further business the meeting was adjourned.



Dave Copeland, President