

**DEVELOPMENT CORPORATION OF ABILENE, INC.**  
**BOARD MEETING MINUTES**  
**August 23, 2017**

<b>MEMBERS PRESENT:</b>	Dave Copeland	John Beckham	Jack Rich
	Greg Blair		
 <b>MEMBERS ABSENT:</b>	Jack Rentz		
 <b>STAFF PRESENT:</b>	Kent Sharp	Kim Tarrant	Mike Rains
 <b>GUESTS PRESENT:</b>	Mark Zachary	McMahon Law Firm	
	Bruce Kreitler	City Council	
	Justin Jaworski	Abilene Industrial Foundation	
	Rick Denbow	TSTC	

1. **CALL THE MEETING TO ORDER:** President Dave Copeland called the meeting to order at 1:30 p.m. at 174 Cypress St., 3<sup>rd</sup> floor conference room, Abilene Texas.

2. **APPROVAL OF MINUTES FROM THE JULY 13, 2017, AND JULY 19, 2017, BOARD MEETINGS:** John Beckham moved to approve the minutes from the July 13, 2017, and July 19, 2017, board meetings. Jack Rich seconded and the motion carried.

3. **SALES TAX REPORT FOR AUGUST 2017 AND FINANCIAL REPORT FOR JUNE 2017:** Mike Rains with the finance department presented the sales tax report for August 2017. The sales tax rebate for August is \$4,001,036.44, which represents June sales. Economic Development received \$1,000,259.11, which is 1.55% above last year and 12.58% above the projected FY17 budget amount. For the period October through August, sales tax is 1.10% above last year and 1.92% above the approved FY17 budget amount. The DCOA's total current assets as of June 30, 2017, were \$22,599,994. The June revenues totaled \$915,279 and total expenditures were \$423,929 with \$182,278 being spent on three different projects.

4. **EXECUTIVE SESSION – SESSION 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 August 23, 2017 and the time is 1:35 p.m. Later, President Copeland announced the date is still August 23, 2017 and the time is 2:34 p.m. No vote or action was taken in Executive Session.

5. **UNTABLE; DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING A LAND LEASE WITH J&N CONSTRUCTION, LLC IN FIVE POINTS BUSINESS PARK:** Kent Sharp, CEO of the DCOA, requested the land lease with J&N Construction, LLC dba J&N Utilities (J&N) be untabled. In the last meeting, the DCOA spoke of concerns about the quality of the fill dirt and a plan for grading the flood plain area recommended by a professional engineer. J&N requested B.J. Prichard with Enprotec/Hibbs & Todd provide the grading plan. Mr. Prichard also spoke with Larry Wright, the City Engineer and confirmed that fill material can be placed in the flood plain

areas, but not in the floodway. No permits are required and Mr. Wright also made suggestions about possible erosion control. After further discussion on the quality of fill dirt, a recommendation was made that certain language be deleted in resolution DCOA-2017.13, “clean with some asphalt and concrete pieces”. A provision should also be added where the DCOA has the right to inspect the land. If it is determined that any environmental issues exist then the DCOA can terminate the lease.

Jack Rich made the motion to approve resolution DCOA-2017.13 with the noted changes. Greg Blair seconded and the motion passed.

**6. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING CONTINGENT FUNDING TO INSTALL A ROAD AT THE ABILENE REGIONAL AIRPORT FOR USE BY TSTC STUDENTS ONCE THE NEW ABILENE CAMPUS IS CONSTRUCTED:** Kent Sharp requested this item be tabled for an additional 30 to 60 days until further discussions with the City of Abilene and Texas State Technical College (TSTC) settle funding issues.

**7. DISCUSSION AND POSSIBLE ACTION BY ORAL RESOLUTION RELATING TO SALARY AND BENEFITS ADJUSTMENTS FOR DCOA STAFF BEGINNING WITH THE NEW FISCAL YEAR ON OCTOBER 1, 2017:** See action under Item #8.

**8. DISCUSSION AND POSSIBLE ACTION BY ORAL RESOLUTION RELATED TO THE THIRD ANNUAL PERFORMANCE EVALUATION OF DCOA’s CEO, KENT SHARP:** Kent Sharp requested the DCOA Staff receive a 1.5% salary increase along with ancillary adjustments for the upcoming FY 18. Mr. Sharp also asked the board to approve a 7% salary increase for one of his employees based on a compensation study commissioned by the City of Abilene (City). During the discussion, President Copeland spoke about Mr. Sharp’s third annual performance evaluation. The board members are pleased with Mr. Sharp’s performance and feel he had greatly met all expectations over the past year. He added that Mr. Sharp’s salary will be raised to \$170,000, a \$4,000 increase.

Jack Rich moved to approve by oral resolution; 1) a 1.5% salary increase for three DCOA employees, 2) bring any employee below the City’s minimum guideline up to the current guideline, and 3) increase Kent Sharp’s salary to \$170,000 as recommended in the annual performance evaluation. All salary increases will be effective as of October 1, 2017. All additional salary driven costs, FICA, Medicare, retirement & health insurance benefits will also be considered as part of the salary increase. Greg Blair seconded and the motion passed.

**9. DISCUSSION OF NEXT MONTHLY BOARD MEETING:** President Copeland announced the next scheduled meeting of the DCOA Board would be Wednesday, September 27, 2017 at 1:30 p.m.

**10. ADJOURNMENT:** There being no further business the meeting was adjourned.



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Dave Copeland, President