Minutes

Board of Directors Meeting
Economic Development Corporation and
Community Development Corporation
City Hall – Council Chambers
500 West Live Oak Street, Hutto TX 78634

Monday September 21, 2020 at 6:30 p.m.

Chairman Steven R. Harris	Board Member Henry Gideon
Vice-Chairman Don Carlson	Board Member Mike Arismendez
Treasurer Kevin LaFrance	Board Member Shawn Lucas
Secretary Lucas Evans	

The Economic Development Corporation (EDC) and the Community Development Corporation (CDC) met in a Special Called meeting on Monday September 21, 2020 at the City Hall Council Chambers located at 500 West Live Oak Street, Hutto, TX 78634.

CALL SESSION TO ORDER

Chairman Steven Harris called the meeting to order at 6:30 p.m.

ROLL CALL

Members of the Community Development Corporation Board that were present were Steven Harris, Chairman; Don Carlson, Vice Chairman; Lucas Evans, Secretary; Kevin LaFrance, Treasurer; and Board Member, Shawn Lucas.

Board member Mike Arismendez entered the meeting at 6:32 p.m.

Members of staff that were present were Councilman Mike Snyder, EDC/CDC Board Liaison; George Hyde, EDC/CDC Board Legal Counsel; Cathie Childs, asst. Legal Counsel; Jennifer Burrington, Economic Development Specialist; James Bryson, Financial Manager; and Cheri Bowman, Economic Development Specialist.

PUBLIC COMMENTS

There were no comments from the public.

5A. Acknowledgement of the resignation of the Economic Development Corporation Board and the Community Development Corporation Board member Dan Thornton, and consider nomination of the Economic Development Corporation Board and the Community Development Corporation Board secretary.

The Board welcomed newly appointed board members Mike Arismendez and Shawn Lucas.

MOTION: *Board member Henry Gideon nominated Board member Lucas Evans to the position of the Economic Development Corporation and Community Development Corporation Board Secretary. Treasurer Kevin LaFrance seconded the motion.*

ACTION: *The motion passed 7-0.*

5B. Discussion and possible action approving the minutes for the following meetings: July 20, 2020 Hutto Economic Development Corporation Type A and the Community Development Corporation Type B Board of Directors' meeting.

5C. Discussion and possible action approving the minutes for the following meetings: August 3, 2020 Hutto Economic Development Corporation Type A and the Community Development Corporation Type B Board of Directors' meeting.

MOTION: *Board member Henry Gideon made a motion approving the July 20, 2020 and the August 3, 2020 Hutto Economic Development Corporation and the Community Development Corporation Board of Directors' meeting minutes, in tandem, as presented. Secretary Lucas Evans seconded the motion.*

ACTION: *The motion passed 7-0.*

5D. Update on the monthly financials.

5E. Discussion and possible action regarding directives from Hutto City Council for restructuring the Economic Development Corporation and Community Development Corporation priorities, bylaws, etc.

Chairman Steven Harris *– Open discussion what the EDC/CDC Board should be focused on, and also the changes to the bylaws.*

Legal Counsel George Hyde *– Generally, bylaws are designed to be strict to city standards and procedures. As a non-profit, the EDC/CDC Board has immunity, and is not subject to other rules. Until the next official Census numbers are released, the Board still falls under the "under 20,000 pop.", and can do projects with Resolutions. Park land can be purchased, and well as industrial bonds, infrastructure, etc.*

Chairman Steven Harris – *Type B has been established, and funded with sales tax revenue. Type B, when needed, can help the City with funding. A Small Business Loan and Disaster Relief project has been established, etc. The question is what focus the Board needs to have, in order to not duplicate the Chamber, but to compliment the Chamber.*

Secretary Lucas Evans – *Would like to attract institutions, schools, etc.*

Legal Counsel George Hyde – *Type A promotes training, which in turn promotes jobs, with Texas State Technical College (TSTC). Type B can work with developers to extend services, work with City to help fund PIDS, TIRZ, etc.*

Chairman Steven Harris – *The City Council has asked the Board for help with recruiting businesses.*

Board member Shawn Lucas – *What about an EDC/CDC website; the identity of the Board.*

Chairman Steven Harris – *All ideas need to be brought forth at the workshop with the Council. Please send to staff.*

Legal Counsel George Hyde – *10% of revenue can be used for marketing. The Board should always seek ways to keep people interested in Hutto, ex. billboards, etc.*

Chairman Steven Harris – *Need to be strategic with the target area; part suppliers for Tesla, Apple, etc. California businesses are aware of Hutto.*

Board member Mike Arismendez – *Idea of working with the Governor's Office, as they have a lot of international contacts.*

Secretary Lucas Evans – *Attention given to environmental; hemp industry; AG community.*

Board member Henry Gideon – *Questions – what can the infrastructure bear, roadway development, storm water runoff, etc. What do the citizens want?*

5F. Discussion and possible action regarding the Administration and Professional Services Agreement between the City of Hutto 4B Corporation and the City of Hutto, Texas.

Vice Chair Don Carlson – *Would like to see breakdown of line items.*

MOTION: *Board member Henry Gideon made the motion to approve the Administration and Professional Services Agreement between the City of Hutto 4B Corporation and the City of Hutto as presented, with the understanding that Legal Counsel has been directed to not exceed budgeted amount, and to authorize the Chairman to execute this Agreement. Vice Chairman Don Carlson seconded the motion.*

ACTION: *The motion passed 7-0.*

5G.Discussion and possible action regarding the Economic Development Executive Director position.

Board member Henry Gideon – *Would like additional job descriptions being used by other up and coming cities.*

Legal Counsel George Hyde *– asking the Board to consider using a national company to find person to fit the Board's needs for this position. For example, Strategic Government Resources (SGR) the City Council is using for the City Manager position.*

Secretary Lucas Evans *– As this is an important position, would like him/her to be local, experienced in AG economy, as well.*

5H. Discussion and possible action regarding the Community Development Corporation (CDC) sponsorship in the Henrietta Hoopla.

MOTION: *Vice Chair Don Carlson made the motion for the Board to act as a Championship sponsor for the Henrietta Hoopla (YMCA) using the 2019-2020 marketing funds. Treasurer Kevin LaFrance seconded the motion.*

ACTION: *The motion passed 7-0.*

5I. Work Session with Texas State Technical College (TSTC). (Edgar Padilla)

TSTC Provost and Sr. Vice-president Edgar Padilla *– Presentation and update of the Texas State Technical College programs, scholarships, facility, etc.*

Board member Henry Gideon exited the meeting at 8:16 p.m., returning 8:17 p.m.

Vice Chairman Don Carlson exited the meeting at 8:24 p.m., returning 8:25 p.m.

Board member Shawn Lucas exited the meeting at 8:25 p.m., returning 8:26 p.m.

Secretary Lucas Evans exited the meeting at 8:32 p.m., returning 8:40 p.m.

Treasurer Kevin LaFrance exited the meeting at 8:34 p.m., returning 8:36 p.m.

EXECUTIVE SESSION

The Board convened into Executive Session at 8:46 p.m.

The Board re-convened into Open Session at 11:14 p.m.
No action was taken in Executive Session.

Vice Chairman Don Carlson exited the meeting at 12:07 a.m., returning 12:08 a.m.

MOTION: *Treasurer Kevin LaFrance made the motion to move* **Agenda Item 6G** *for immediate discussion. Vice Chairman Don Carlson seconded the motion.*
ACTION: *The action passed 7-0.*

6G. Discussion and possible action regarding the Hutto Economic Development Corporation Type B Interlocal Agreement with Texas State Technical College.

Chairman Steven Harris *– After reviewing the Texas State Technical College (TSTC) report, TSTC has not provided the Board with the data to meet the performance requirements stated in the Agreement.*
TSTC Provost Edgar Padilla *– agreed to provide the Annual Data Report for August 2019 – August 2020 for the Board's next meeting.*

The Board re-convened into Executive Session at 12:11 a.m. Tuesday September 22, 2020

The Board convened into Open Session at 12:39 a.m. Tuesday September 22, 2020
No action was taken.

MOTION: *Vice Chairman Don Carlson made the motion to recall* ***Agenda Item 6G*** *for discussion and possible action regarding Performance Agreement with Texas State Technical College. Board member Henry Gideon seconded the motion.*
ACTION: *The motion passed 7-0.*

6G. Discussion and possible action regarding the Hutto Economic Development Corporation Type B Interlocal Agreement with Texas State Technical College.

MOTION: *Vice Chairman Don Carlson made the motion to suspend the 2020 payment until the Board is provided proof/data showing TSTC's compliance with the current Hutto Economic Corporation Type B Interlocal Agreement with Texas State Technical College, and to instruct Legal Counsel to re-form the Agreement. Treasurer Kevin LaFrance seconded the motion.*

ACTION: *The motion passed 7-0.*

6C. Discussion and possible action regarding retaining Hilltop Securities as financial advisor to the corporations.

MOTION: *Board Henry Gideon made the motion to approve retaining Hilltop Securities as financial advisor to the corporations as presented in Executive Session. Secretary Lucas Evans seconded the motion.*

ACTION: *The motion passed 7-0.*

6D. Discussion as possible action regarding resolutions of the Hutto Community Development Corporation and Hutto Community Development Corporation approving the proposals for outside bond counsel, including contingent fee for legal services related to the issuance of public securities, and making-certain findings related thereto.

MOTION: *Board member Henry Gideon made a motion to approve the proposals for outside bond counsel, including contingent fee for legal services related to the issuance of public securities, and making-certain findings related thereto. Treasurer Kevin LaFrance seconded the motion.*

ACTION: *The motion passed 7-0.*

6E. Discussion and possible action regarding a funding agreement and budget amendment for and between the Economic Development Corporation Type B and the City of Hutto (KOKE-fest).

MOTION: *Vice Chairman Don Carlson made the motion to instruct Counsel to create a funding agreement and a budget amendment for and between the Economic Development Corporation Type B and the City of Hutto regarding Koke-fest, with the formation of documentation to set a Public Hearing at the next meeting. Treasurer Lucas Evans seconded the motion.*

Action: *The motion passed 7-0.*

6F. Discussion and possible action regarding the Hutto Economic Development Corporation Type B Performance Agreement with The JRS Company, Inc.

MOTION: *Board member Henry Gideon made the motion to authorize a $25,000 grant payment to The JRS Company, pursuant to the Hutto Economic Corporation Type B and The JRS Company, Inc. Performance Agreement, with conditions set forth in Executive Session. Vice Chairman Don Carlson seconded the motion.*

ACTION: *The motion passed 7-0.*

ADJOURNMENT

With no other business to conduct, the meeting was adjourned at 12:45 a.m. Tuesday September 22, 2020.

Community Development Corporation

Steven Harris, Chairman

ATTEST:

Cheri Bowman, Economic Development Specialist
Business Retention Specialist