



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 19, 2025, at 12:00 p.m. at the Copperas Cove Economic Development Corporation's office located at 207 S 3rd St, Suite 200, Copperas Cove, Texas 76522 during this time the following subjects will be discussed.

A. CALL TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. ANNOUNCEMENTS

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 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 October 22, 2025. **Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC.**

G. PUBLIC HEARINGS

H. ACTION ITEMS

1. Consideration and action on approving the Profit and Loss report for the month of September 2025. **Fred Welch, Executive Director, Copperas Cove EDC.**
2. Consideration and Action on approving the Quarterly Investment Report Ending September 30th. **Fred Welch, Executive Director, Copperas Cove EDC.**

3. Consideration and Action on approving the Plan of Work for FY 2026. **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. Assistant Executive Director's Report. **Sean Stevens, Assistant Executive Director, Copperas Cove EDC.**
3. Marketing Director's Report. **Sheena Tanner, Marketing Director, Copperas Cove EDC.**
4. Small Business Support Director's Report. **Anne Seneca, Small Business Support Director, Copperas Cove EDC.**
5. Workforce Development Specialist's Report. **Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC.**

J. ITEMS FOR FUTURE AGENDAS

K. EXECUTIVE SESSION

The Board of Directors may convene into Executive Session on any matter related to any of the above agenda items, as allowed under Chapter 551, Texas Government Code.

L. RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEM POSTED AND LEGALLY DISCUSSED IN 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 **12 p.m. November 13, 2025.**

Amy Williams, Administrative Assistant
Copperas Cove EDC

Economic Development Corporation

F.1.

Meeting Date: November 19, 2025

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

Subject:

Consideration and action on approval of minutes for the Regular Meeting held on October 22, 2025.

Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC

Attachments:

Regular Meeting Minutes – October 22, 2025



COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
Meeting Minutes for October 22, 2025

A. CALL TO ORDER

Chairman Bradi Diaz called the Regular Meeting of the Copperas Cove Economic Development Corporation to order at 12:01 p.m.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Vice Chairman JC Stubbs led the Invocation and Pledge of Allegiance.

C. ROLL CALL

Roll call led by Brittany Sanders, Workforce Development Specialist

<i>Present:</i>	<i>Bradi Diaz, Chairman</i>	<i>Fred Welch, Executive Director</i>
	<i>JC Stubbs, Vice Chairman</i>	<i>Sean Stevens, Assistant Executive Director</i>
	<i>David McPhail, Treasurer</i>	<i>Brittany Sanders, Workforce Development Specialist</i>
	<i>Fred Chavez, Secretary</i>	<i>Amy Williams, Administrative Assistant</i>
	<i>Anthony Martinez, Director</i>	<i>Barbara Boulware-Wells, Legal Counsel</i>
	<i>Vonya Hart, Council Liaison</i>	

Absent: *Sheena Tanner, Marketing Director*
Anne Seneca, Small Business Support Director

D. ANNOUNCEMENTS

- *JC encouraged Early Voting*
- *Anthony Martinez thanked those for joining the EDC Board at the Energy Summit hosted by TAMU-CT.*
- *Anne is at the Economic Development Institute*
- *Fred announced Sheena was on vacation and Anne at a professional development conference.*

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.

Councilman Dale Treadway thanked Fred Welch for all his hard work and presented a gift, a memento from the 10th Mountain Division.

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 Meeting held on September 24, 2025. **Brittany Sanders, Workforce Development Specialist. Copperas Cove EDC.**

Secretary Fred Chavez made a motion to approve Agenda Item F1. Vice Chairman JC seconded the motion, and with a unanimous vote, the motion carried.

G. PUBLIC HEARINGS

None

H. ACTION ITEMS

1. Consideration and action on approving Resolution #EDC 2026-01 to elect officers for the Copperas Cove EDC Board of Directors. **Fred Welch, Executive Director, Copperas Cove EDC.**

*Fred Chavez nominated **Bradi Diaz for Chairman***

Anthony Martinez seconded the motion, and with a unanimous vote, the motion carried.

*David McPhail nominated **JC Stubbs for Vice Chairman***

Bradi Diaz seconded the motion, and with a unanimous vote, the motion carried.

*Anthony Martinez nominated **David McPhail for Treasurer***

Bradi Diaz seconded the motion, and with a unanimous vote, the motion carried.

*Bradi Diaz nominated **Fred Chavez** for Secretary*

JC Stubbs seconded the motion, and with a unanimous vote, the motion carried.

2. Consideration and action on approving the Profit and Loss report for the month of September 2025. Fred Welch, Executive Director, Copperas Cove EDC.

Vice Chairman JC Stubbs made a motion to approve Agenda Item H2. Secretary, Fred Chavez, seconded the motion, and with a unanimous vote, the motion carried.

3. Consideration and action on approving the proposal for a Construction Manager at Risk (CMAR). **Fred Welch, Executive Director, Copperas Cove EDC.**

Interviews with 2 firms. Staff recommend Greystone Construction from Georgetown. Expecting 18 months to complete project.

Secretary Fred Chavez made a motion to approve Greystone Construction. Treasurer David McPhail seconded the motion and with a unanimous vote, the motion carried.

4. Discussion and direction on an Employee Salary Study. **Fred Welch, Executive Director, Copperas Cove EDC.**

Secretary, Fred Chavez volunteered to assist with the case study.

5. Discussion and direction for the Plan of Work for FY 2025/2026. **Fred Welch, Executive Director, Copperas Cove EDC.**

Board will review FY 25/26 Plan of Work for opportunities to provide guidance to discuss at the November board meeting.

6. Discussion and direction on scheduling a Board Retreat for CCEDC. **Fred Welch, Executive Director, Copperas Cove EDC.**

Staff and board discussed locations, dates, and times. Anthony Martinez, Director, volunteered to ask TAMU-CT for their President's office. Staff and Board agreed the board retreat will be on Tuesday, December 4th, with more details to follow.

7. Consideration and action on rescheduling the November and December board meeting. **Fred Welch, Executive Director, Copperas Cove EDC.**

Board meeting will be on November 19th, and on December 4th in conjunction with the Board retreat.

Vice Chairman JC Stubbs made a motion to approve Agenda Item H7. Secretary, Fred Chavez, seconded the motion, and with a unanimous vote, the motion carried.

8. Consideration and action on approving the Investment Policy for FY 2026. **Fred Welch, Executive Director, Copperas Cove EDC.**

No action tabled until next meeting.

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

1. Executive Director's Report. **Fred Welch, Executive Director, Copperas Cove EDC.**

- *Update on Patriot Circle Office Building*
- *Update on Constitution Dr. drainage design and work*
- *Update on Community Events-AUSA car show*
- *Update on Mashburn Drive infrastructure*
- *Going to Monterrey, CA for updates on ADC Conference*
- *Brittany will get a Workforce Development award from the Texas Workforce Commission*

2. Assistant Executive Director's Report. **Sean Stevens, Assistant Executive Director, Copperas Cove EDC.**

- *Introduce new Administrative Assistant-Amy Williams*
- *Update on the Business Improvement Grant*
- *Update on Narrows signage*
- *New building-7 Brew going up on 190*
- *Chamber Bite Club-new idea for networking opportunities will meet monthly*
- *Partnered and contracted with Texas Downtown Association-survey sent to downtown businesses and stakeholders*
- *Update on Anice Read Grant Application*
- *Update on Texas Downtown President's Award Nomination*
- *Headed to Texas Downtown Association annual conference with Anne*

3. Marketing Director's Report. **Sheena Tanner, Marketing Director, Copperas Cove EDC.**

- *Sheena is on vacation*

4.

5. Small Business Support Directors Report. **Anne Seneca, Small Business Support Director, Copperas Cove EDC.**

- *Anne is at a professional development conference.*

6. Workforce Development Specialist's Report. **Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC.**

- *Update on Workforce Development Month – (Proclamation signed September 2024)*
- *Update on EDC Operations*
- *Update on Professional Development – (TEDC)*
- *Update on working with CCISD internship program*

J. ITEM FOR FUTURE AGENDAS.

- *Investment Policy*

K. EXECUTIVE SESSION CONVENED

The Board of Directors may convene into Executive Session on any matter related to any of the above agenda items, as allowed under Chapter 551, Texas Government Code.

1. Pursuant to section 551.072, Texas Government Code – The Copperas Cove Economic Development Corporation Board will go into executive session to deliberate the purchase, exchange, lease, or value of real property.
2. Pursuant to section 551.072, Texas Government Code – The Copperas Cove Economic Development Corporation Board will go into executive session to deliberate the purchase, exchange, lease, or value of real property.

L. RECONVENE INTO OPEN SESSION AT 1:08 P.M. FOR POSSIBLE ACTION RESULTING FROM ANY ITEM POSTED AND LEGALLY DISCUSSED IN THE EXECUTIVE SESSION.

No action was taken.

M. ADJOURN

Chairman Bradi Diaz adjourned the meeting at 12:51 p.m.

ATTEST:

Amy Williams, Administrative Assistant

Fred Chavez, Secretary of the Board

Economic Development Corporation

H.1.

Meeting Date: November 19, 2025

Contact: Fred Welch, Executive Director, Copperas Cove EDC

Subject:

Consideration and action on approving the Profit and Loss report for the month of September 2025.

Fred Welch, Executive Director, Copperas Cove EDC.

Description/Information:

The Profit and Loss report for September 2025 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 Septem 2025 as presented by Fred Welch.

Attachments:

September Financials:

Profit and Loss

Profit and Loss Budget vs Actual

Cadence Bank Reconciliation Detail

Tex Pool Reconciliation Detail

Economic Development Corporation

H.2.

Meeting Date: November 19, 2025

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

Subject:

Consideration and action on approving Resolution #EDC 2026-02 accepting the Quarterly Investment Report as presented for the quarter ending September 30, 2025, 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, 2025.

Action/Recommendation:

EDC staff recommends the Board approve Resolution #EDC-2026-02, accepting the Quarterly Investment Report as presented for the quarter ending September 30, 2025, per the Investment Policy.

Attachments:

Resolution #EDC-2026-02
Quarterly Investment Report

RESOLUTION NO. EDC 2026-02

**A RESOLUTION OF THE COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION,
APPROVING THE INVESTMENT REPORT FOR THE QUARTER ENDING SEPTEMBER 30, 2025.**

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 s 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 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 CORPORATION:

Section 1.

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, 2025, attached hereto as “Exhibit A,” is hereby approved as the quarterly investment report for the quarter ending September 2025 of the Corporation effective November 19, 2025.

PASSED, APPROVED, AND ADOPTED on this 19th of November 2026 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:

Fred Welch, Executive Director

David McPhail, Treasurer

APPROVED AS TO FORM:

Knight Law Firm
Copperas Cove Economic Development Corporation Attorney

Economic Development Corporation

H.3.

Meeting Date: November 19, 2025

Contact: Fred Welch, Executive Director, Copperas Cove EDC

Subject:

Consideration and Action on approving the Plan of Work for FY 2026. **Fred Welch, Executive Director, Copperas Cove EDC.**

Description/Information:

The CCEDC annual plan of work is set up to benchmark our activities and provide guidance to EDC staff and board on goals, KPI's and measures of success against our strategic plan. This program of work is prepared annually for staff and board.

On October 22nd, at the EDC's Annual Meeting, staff and board members discuss the draft Plan of Work for FY 2026. No action was taken.

Financial Impact:

The program of work is based on the adopted budget as approved by the EDC Board.

Action/Recommendation:

EDC Staff recommends board of directors to approve the Plan of Work for FY 2026.

Attachments:

2025-2026 Plan of Work

Plan of Work

October 1, 2025 – September 30, 2026

1. Business Retention & Expansion (BRE)

Lead: Assistant Executive Director

Support: Small Business Support Director, Workforce Development Specialist

- Conduct 25 local business visits across all sectors and 10 largest regional employers
(KPI - Salesforce Retention Calls)
- Implement annual Business Outreach Survey and track results in Salesforce
(KPI -Response Rate/Salesforce Companies Information)
- Host industry roundtables, including Restaurant Roundtable.
(KPI – Salesforce Campaigns)
- Track and support employer workforce challenges in coordination with Workforce Development Specialist.
(KPI – Salesforce Retention Calls)
- Generate quarterly BRE reports for Board

2. Small Business & Entrepreneurship Development

Lead: Small Business Support Director

Support: Assistant Executive Director

- Host 2 Entrepreneurial Academies
(KPI – Salesforce Campaigns)
- Execute #ShopCOVE Oktoberfest Pop-Up Market with vendor growth year-over-year and increased visitors.
- Assist entrepreneurs or startups with resources
(KPI - Salesforce Assists)
- Promote and administer Business Improvement Grant Program, track completions.
(KPI – Salesforce Assists)
- Support Downtown Revitalization initiatives
- Support Chamber of Commerce on development of Entrepreneur Center.

3. Workforce Development & Talent Pipeline

Lead: Workforce Development Specialist

Support: Assistant Executive Director

- Conduct 10 employer outreach to the largest regional employers.
(KPI - Salesforce Retention Calls)
- Provide workforce training referrals
(KPI - Salesforce Assists)
- Partner with CTC on Workforce Achievement Grant to help Copperas Cove residents improve education attainment.
(KPI – Salesforce Assists)
- Assist job seekers in resources or job opportunities, track veterans
(KPI - Salesforce Assists)
- Plan and host annual #HireCOVE Career Fair, plus 2 additional workshops.
(KPI - Salesforce Campaigns)

4. Marketing, Branding & Messaging

Lead: Marketing Director

Support: Assistant Executive Director

- Implement unified CCEDC branding campaign in collaboration with City.
- Launch monthly “Property of the Month” campaign on Facebook & LinkedIn.
(KPI – Track social media interactions)
- Produce targeted industry profiles and marketing campaigns.
- Create LinkedIn marketing campaign to increase site selector interaction.
(KPI – Salesforce Campaigns)
- Refresh website homepage monthly; maintain industry pages quarterly.
- Track annual growth in website traffic/social media interactions.
- Drive traffic to website.
(KPI – website analytics/source)

5. Business Attraction & External Stakeholder Engagement

Lead: Executive Director & Assistant Executive Director

Support: Marketing Director

- Participate in 3 Team Texas and 2 Oncor-led attraction events.
(KPI – Salesforce Campaigns)
- Support marketing of The Narrows Business Park and other priority sites.
- Support and implement recommendations from Fort Hood R.A.I.L. feasibility study.
(KPI – Salesforce Projects)
- Assist with RFP response preparation.
(KPI – Track responses/reasons for not responding)
- Ensure Copperas Cove is represented in Grand Central Texas marketing campaigns.
- Log attraction leads and prospect activity in Salesforce.
(KPI – Salesforce Leads?)

6. Real Estate & Property Development

Lead: Executive Director & Assistant Executive Director

Support: Marketing Director

- Maintain and update all commercial property listing in ZoomProspector.
- Provide content for “Property of the Month” marketing campaigns.
- Track all commercial sales, leases, and developments in Copperas Cove.
(KPI – Track activity over time)
- Promote Business Improvement Grant program and administer funded projects.
(KPI – Salesforce Assists)
- Lead Downtown Revitalization strategy and assessment with Texas Downtown Association. Support City in planning efforts.
- Work with Fort Hood Public Works on Land Swap project.
- Identify additional commercial property along I-14 for future development.
(KPI – Maintain database of potential properties)

7. Data Steward & Operations

Lead: Assistant Executive Director

Support: All Staff

- Ensure Salesforce is the single source of record for all business data, projects, visits, campaigns, and assists.
- Conduct quarterly data quality reviews.
- Train staff on Salesforce usage and reporting.
- Generate monthly dashboards of KPIs for Board and Executive Director.
- Prepared compliance documentation for projects and incentive agreements.
- Lead EDC's work toward IEDC Accredited Economic Development Organization (AEDO) status.

8. Regional & Statewide Partnerships

Lead: Executive Director

Support: Assistant Executive Director & All Staff

- Actively participate in Grand Central Texas initiatives.
- Attend TEDC conferences.
(KPI – Salesforce Campaigns)
- Attend Central Texas Regional Pathways Council
- Coordinate with regional higher education institutions on workforce and training initiatives.
- Represent Copperas Cove at national marketing events with Team Texas and Oncor.
- Attend IEDC and SEDC events.

9. Professional Development Plan

Executive Director: CEcD recertification/TEDC and SEDC advocacy

Assistant Executive Director: TEDC Future Leadership Training, CTED coursework

Marketing Director: TEDC Training, Digital Marketing Training

Workforce Development Specialist: TEDC Training, Certified Workforce Development Professional certification.

Small Business Support Director: TEDC Training, OU/EDI Coursework

Economic Development Corporation

I.1.

Meeting Date: November 19, 2025

Contact: Fred Welch, Executive Director, Copperas Cove EDC

UPDATE

1. Executive Director's Report. **Fred Welch, Executive Director, Copperas Cove EDC**
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Economic Development Corporation

I.2.

Meeting Date: November 19, 2025

Contact: Sean Stevens, Assistant Executive Director, Copperas Cove EDC

UPDATE

2. Assistant Executive Director's Report. **Sean Stevens, Copperas Cove EDC**

Economic Development Corporation

I.3.

Meeting Date: November 19, 2025

Contact: Sheena Tanner, Marketing Director, Copperas Cove EDC

UPDATE

3. Marketing Director's Report. **Sheena Tanner, Copperas Cove EDC**
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Economic Development Corporation

I.4.

Meeting Date: November 19, 2025

Contact: Anne Seneca, Small Business Support Director, Copperas Cove EDC

UPDATE

4. Small Business Support Director's Report. **Anne Seneca, Copperas Cove EDC**

Economic Development Corporation

I.5

Meeting Date: November 19, 2025

Contact: Brittany Sanders, Workforce Specialist, Copperas Cove EDC

UPDATE

5. Workforce Development Specialist's Report. **Brittany Sanders, Copperas Cove EDC**
