



## **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 August 24, 2022, 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**
- 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 July 13, 2022. **Brittany Sanders, Economic 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 May 2022. **Fred Welch, Executive Director, Copperas Cove EDC**
  - 2. Consideration and action on approving the Profit and Loss report for the month of June 2022. **Fred Welch, Executive Director, Copperas Cove EDC**
  - 3. Consideration and action on approving the Profit and Loss report for the month of July 2022. **Fred Welch, Executive Director, Copperas Cove EDC**

4. Consideration and action on approving Resolution # EDC 2022-05 and accepting the Quarterly Investment Report as presented for the quarter ending June 2022, per the Investment Policy. **Fred Welch, Executive Director, Copperas Cove**
5. Consideration and action on approving the proposal from Clark Associates for preliminary development and planning services for Phase II of the Narrows Business and Technology Park (45 acres). **Fred Welch, Executive Director, Copperas Cove**

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

1. Update on EDC Activities. **Diane Drussell, Assistant Director, Copperas Cove EDC.**
2. Executive Directors Report. **Fred Welch, Executive Director, Copperas Cove EDC.**

**J. ITEMS FOR FUTURE AGENDAS**

**K. EXECUTIVE SESSION**

**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. August 19, 2022**, inside the Display Case of the Copperas Cove Economic Development Corporation, 113 W. Avenue D, Copperas Cove, Texas, a place convenient and readily accessible to the public always.

---

Brittany Sanders, ED Specialist  
Copperas Cove EDC

**Economic Development Corporation**

**F.1.**

**Meeting Date:** August 24, 2022

**Contact:** Brittany Sanders, Economic Development Specialist, Copperas Cove EDC

---

**Subject:**

Consideration and action on approval of minutes for the Regular Meeting held on July 13, 2022.

**Brittany Sanders, Economic Development Specialist, Copperas Cove EDC**

---

**Attachments:**

July 13, 2022, Regular Meeting Minutes



**COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION**  
**Meeting Minutes for July 13, 2022**

**A. CALL TO ORDER**

*Chairman JC Stubbs called the Regular meeting of the Copperas Cove Economic Development Corporation to order at 12:02 p.m.*

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

*Director Rick Kirkpatrick led the Invocation and the Pledge of Allegiance.*

**C. ROLL CALL**

*Roll call led by Brittany Sanders, Economic Development Specialist*

<i>Present:</i>	<i>JC Stubbs, Chairman</i>	<i>Fred Welch, Executive Director</i>
	<i>Jay Jackson, Secretary</i>	<i>Fred Chavez, Council Liaison</i>
	<i>Elizabeth Ruszkiewicz, Director</i>	<i>Brittany Sanders, ED Specialist</i>
	<i>Rick Kirkpatrick, Director</i>	<i>Barbara Boulware-Wells, Legal Counsel</i>

*Absent: Diane Drussell, Assistant Director*

**D. ANNOUNCEMENTS**

*Vice Chairman Joey Acfalle was recognized for his hard work and dedication to the Copperas Cove EDC Board and was presented a farewell gift from EDC staff and Board Members.*

**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 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 May 25, 2022. **Brittany Sanders, Economic Development Specialist, Copperas Cove EDC.**

*Director Elizabeth Ruskiewicz made a motion to approve Agenda Item F1. Secretary Jay Jackson seconded the motion and with a unanimous vote, the motion carried.*

## **G. PUBLIC HEARINGS**

*None*

## **H. ACTION ITEM**

1. Consideration and action on approving Resolution #EDC- 2022-04 for the Copperas Cove Economic Development Corporation FY 2022-2023 Proposed Budget. **Fred Welch, Executive Director, Copperas Cove EDC**

*Secretary Jay Jackson made a motion to approve Agenda Item H1. Director Rick Kirkpatrick seconded the motion and with a unanimous vote, the motion carried*

2. Consideration and action on approving the six-month contract extension between the Copperas Cove EDC and Fieldstone Commercial, LLC (Project Gateway). **Fred Welch, Executive Director, Copperas Cove EDC**

*Secretary Jay Jackson made a motion to approve Agenda Item H2. Director Elizabeth Ruskiewicz seconded the motion and with a unanimous vote, the motion carried*

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

1. Update on EDC Activities. **Diane Drussell, Assistant Director, Copperas Cove EDC.**

*Assistant Director Diane Drussell was not present.*

2. Executive Director Report. **Fred Welch, Executive Director, Copperas Cove EDC.**

*Executive Director Fred Welch gave an update on the following topics listed below:*

- *Twenty-two key meetings with stakeholders, council, Fort Hood*
- *One community event Military Affairs Committee*
- *One regional event -Visit to Rellis Tech Park*
- *Draft docs on community assessment and marketing communications*
- *One new project opened*

## **J. ITEM FOR FUTURE AGENDAS**

*Update on the EDC Bylaws*

## **K. EXECUTIVE SESSION –Convene into Executive Session at 12:46p.m**

1. Pursuant to §551.072 of the Texas Government Code, the Economic Development Corporation Board will meet in Executive Session to discuss deliberation regarding the purchase, exchange, lease, or value of real property. **Donlie McMullin Realty**

2. Pursuant to §551.072 of the Texas Government Code, the Economic Development Corporation Board will meet in Executive Session to discuss deliberation regarding the purchase, exchange, lease, or value of real property.

**L. RECONVENE INTO OPEN SESSION AT 12:20 P.M. FOR POSSIBLE ACTION RESULTING FROM ANY ITEM POSTED AND LEGALLY DISCUSSED IN THE EXECUTIVE SESSION**

*Director Rick Kirkpatrick made a motion to have the EDC Executive Director move forward with the contract between Copperas Cove EDC and Donlie McMullin Realty, with an amendment to page 8 (Repair and Maintenance Responsibility) of the contract to mirror the current lease on the EDC's current building. Secretary Jay Jackson seconded the motion and with a unanimous vote, the motion carried*

*No action was taken on Executive Session Item 2.*

**M. ADJOURN**

*Chairman JC Stubbs adjourned the meeting at 12:47 p.m.*

ATTEST:

---

Brittany Sanders, ED Specialist

---

Jay Jackson, Secretary

**Economic Development Corporation**

**H.1.**

**Meeting Date:** August 24, 2022

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

---

**Subject:**

Consideration and action on approving the Profit and Loss report for the month of May 2022. **Fred Welch, Executive Director, Copperas Cove EDC**

**Description/Information:**

The Profit and Loss report for May 2022 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 approve the Profit and Loss report for May 2022 as presented by Fred Welch.

---

**Attachments:**

May 2022 Financials:

Profit and Loss  
Bancorp South Reconciliation  
TexPool Reconciliation

Copperas Cove Economic Development Corporation

Profit & Loss

May 2022

TOTAL

Ordinary Income/Expense

Income

Revenues

Sales Tax Income 179,134.29

Interest Income 211.53

Total Revenues 179,345.82

Total Income 179,345.82

Expense

EXPENDITURES

EDC ADMINISTRATION

PERSONNEL

00-1000 · Staff Salary 22,730.52

00-1200 · Longevity 66.52

00-1500 · FICA Tax 1,552.99

00-1600 · Employee Insurance 377.66

Retirement 2,608.42

Other Personnel Expenses 354.00

Total PERSONNEL 27,690.11

REPAIRS AND MAINTENANCE

Repairs & Maint. - Bldg 372.17

Repairs & Maint. - Equipment 75.00

Total REPAIRS AND MAINTENANCE 447.17

CONTRACTUAL SERVICES

Bank Analysis Fees 50.00

Communication 510.77

Rental of Equipment 289.99

Rental of Property 1,600.00

Dues and Subscriptions 370.00

Contract Labor 5,045.00

Professional Development 1,800.00

Professional Services 7,028.41

Total CONTRACTUAL SERVICES 16,694.17

DESIGNATED EXPENSES

Public Relations 1,500.00

Total DESIGNATED EXPENSES 1,500.00

Total EDC ADMINISTRATION 46,331.45

DEBT SERVICES

2012 Sales Tax Bond Note Int 3,285.52

Total DEBT SERVICES 3,285.52

EDC NON-DEPARTMENTAL

CONTRACTUAL SERVICES

Business Attraction 9,950.00

Total CONTRACTUAL SERVICES 9,950.00

Total EDC NON-DEPARTMENTAL 9,950.00

Total EXPENDITURES 59,566.97

**Copperas Cove Economic Development Corporation**

**Profit & Loss**

**May 2022**

	<u>TOTAL</u>
Total Expense	<u>59,566.97</u>
Net Ordinary Income	<u>119,778.85</u>
Net Income	<u><u>119,778.85</u></u>

# Copperas Cove Economic Development Corporation Reconciliation Detail

06/14/22

## Cash- BANCORPSOUTH, Period Ending 05/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,079,216.47
<b>Cleared Transactions</b>						
<b>Checks and Payments - 30 items</b>						
Check	04/15/2022	2847	Camera Artistry	X	-75.00	-75.00
Check	04/25/2022	2861	Flyer View Group, LLC	X	-6,090.00	-6,165.00
Check	04/25/2022	2854	Tayco Construction	X	-4,000.00	-10,165.00
Check	04/25/2022	2857	Knight Law Firm	X	-402.50	-10,567.50
Check	04/25/2022	2853	Pristine Building Mai...	X	-332.18	-10,899.68
Check	04/25/2022	2855	Spectrum Business	X	-250.97	-11,150.65
Check	04/25/2022	2859	Capital One	X	-67.18	-11,217.83
Check	04/25/2022	2858	Quill LLC	X	-61.56	-11,279.39
Check	04/25/2022	2856	Killeen Pest Control	X	-55.00	-11,334.39
Liability Check	04/25/2022	2863	United Way	X	-22.00	-11,356.39
Liability Check	05/02/2022	EFTPS	US Treasury	X	-2,448.48	-13,804.87
General Journal	05/02/2022	87	McMullin Properties	X	-1,600.00	-15,404.87
Check	05/06/2022	2864	Golden Shovel Agen...	X	-9,950.00	-25,354.87
Check	05/06/2022	2868	Mike Barnes Group, ...	X	-5,101.44	-30,456.31
Check	05/06/2022	2866	Centex Technologies	X	-75.00	-30,531.31
Check	05/06/2022	2865	INHOUSE SYSTEM...	X	-39.99	-30,571.30
General Journal	05/11/2022	89	BancorpSouth	X	-50.00	-30,621.30
General Journal	05/12/2022	93	TXU Energy	X	-286.51	-30,907.81
Paycheck	05/13/2022	2871	Frederick H Welch	X	-3,941.98	-34,849.79
Paycheck	05/13/2022	2870	Diane R Drussell	X	-2,687.14	-37,536.93
Paycheck	05/13/2022	2869	Brittany P Sanders	X	-1,389.34	-38,926.27
Liability Check	05/16/2022	TMRS	City of Copperas Co...	X	-5,751.53	-44,677.80
Liability Check	05/17/2022	EFTPS	US Treasury	X	-2,679.94	-47,357.74
General Journal	05/23/2022	90	CenturyLink	X	-233.08	-47,590.82
Check	05/24/2022	2878	Mike Barnes Group, ...	X	-326.97	-47,917.79
Check	05/24/2022	2872	City of Copperas Co...	X	-51.56	-47,969.35
General Journal	05/25/2022	85	Konica Minolta	X	-289.99	-48,259.34
Paycheck	05/27/2022	ACH	Frederick H Welch	X	-3,635.77	-51,895.11
Paycheck	05/27/2022	2883	Diane R Drussell	X	-2,626.85	-54,521.96
Paycheck	05/27/2022	2882	Brittany P Sanders	X	-1,353.11	-55,875.07
<b>Total Checks and Payments</b>					-55,875.07	-55,875.07
<b>Deposits and Credits - 2 items</b>						
General Journal	05/20/2022	84		X	179,134.29	179,134.29
General Journal	05/31/2022	86		X	211.53	179,345.82
<b>Total Deposits and Credits</b>					179,345.82	179,345.82
<b>Total Cleared Transactions</b>					123,470.75	123,470.75
<b>Cleared Balance</b>					123,470.75	3,202,687.22
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 12 items</b>						
Check	08/30/2021	2699	Temple Economic D...		-189.52	-189.52
Check	05/06/2022	2867	Killeen Chamber of ...		-1,800.00	-1,989.52
Check	05/24/2022	2880	Top Notch Lawn Care		-2,745.00	-4,734.52
Check	05/24/2022	2881	Top Notch Lawn Care		-2,300.00	-7,034.52
Check	05/24/2022	2876	National Mounted W...		-1,500.00	-8,534.52
Check	05/24/2022	2873	Mitchell & Associate...		-1,000.00	-9,534.52
Check	05/24/2022	2874	Altrusa International ...		-370.00	-9,904.52
Check	05/24/2022	2879	Pristine Building Mai...		-332.18	-10,236.70
Check	05/24/2022	2877	Spectrum Business		-277.69	-10,514.39
Check	05/24/2022	2875	Knight Law Firm		-262.50	-10,776.89
Liability Check	05/25/2022	2879	City of Copperas Co...		-1,711.24	-12,488.13
Liability Check	05/25/2022	2880	United Way		-22.00	-12,510.13
<b>Total Checks and Payments</b>					-12,510.13	-12,510.13
<b>Total Uncleared Transactions</b>					-12,510.13	-12,510.13
<b>Register Balance as of 05/31/2022</b>					110,960.62	3,190,177.09
<b>New Transactions</b>						
<b>Checks and Payments - 13 items</b>						
Liability Check	06/06/2022	EFTPS	US Treasury		-2,402.04	-2,402.04

## Copperas Cove Economic Development Corporation Reconciliation Detail

Cash- BANCORPSOUTH, Period Ending 05/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Check	06/07/2022	2881	Strategic Location S...		-4,000.00	-6,402.04
Check	06/07/2022	2883	Cove Leader Press		-148.50	-6,550.54
Check	06/07/2022	2882	Wal-Mart		-95.92	-6,646.46
Check	06/07/2022	2885	Centex Technologies		-75.00	-6,721.46
Check	06/07/2022	2884	INHOUSE SYSTEM...		-39.99	-6,761.45
Check	06/08/2022	2886	DonkBuilt Service E...		-1,575.00	-8,336.45
Paycheck	06/10/2022	ACH	Frederick H Welch		-3,963.51	-12,299.96
Paycheck	06/10/2022	ACH	Diane R Drussell		-2,392.83	-14,692.79
Paycheck	06/10/2022	ACH	Brittany P Sanders		-1,353.11	-16,045.90
Liability Check	06/14/2022	ACH	City of Copperas Co...		-2,608.42	-18,654.32
Liability Check	06/14/2022	EFTPS	US Treasury		-2,582.60	-21,236.92
Liability Check	06/14/2022	ACH	City of Copperas Co...		-1,240.13	-22,477.05
Total Checks and Payments					-22,477.05	-22,477.05
Total New Transactions					-22,477.05	-22,477.05
<b>Ending Balance</b>					<b>88,483.57</b>	<b>3,167,700.04</b>

1:39 PM  
06/22/21

**Copperas Cove Economic Development Corporation**  
**Reconciliation Summary**  
**TEXPOOL ACCOUNT, Period Ending 05/31/2021**

---

	<u>May 31, 21</u>
<b>Beginning Balance</b>	5,624,772.94
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 Item</b>	<u>48.72</u>
<b>Total Cleared Transactions</b>	<u>48.72</u>
<b>Cleared Balance</b>	<u><b>5,624,821.66</b></u>
<b>Register Balance as of 05/31/2021</b>	5,624,821.66
<b>Ending Balance</b>	5,624,821.66

**Economic Development Corporation**

**H.2.**

**Meeting Date:** August 24, 2022

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

---

**Subject:**

Consideration and action on approving the Profit and Loss report for the month of June 2022. **Fred Welch, Executive Director, Copperas Cove EDC**

**Description/Information:**

The Profit and Loss report for June 2022 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 approve the Profit and Loss report for June 2022 as presented by Fred Welch.

---

**Attachments:**

June 2022 Financials:

Profit and Loss  
Bancorp South Reconciliation  
TexPool Reconciliation

**Copperas Cove Economic Development Corporation**  
**Profit & Loss**

June 2022  
Jun 22

Ordinary Income/Expense

Income

Revenues

Sales Tax Income 138,660.53

Interest Income 4,864.20

**Total Revenues 143,524.73**

**Total Income 143,524.73**

Expense

**EXPENDITURES**

**EDC ADMINISTRATION**

**PERSONNEL**

00-1000 · Staff Salary 21,981.14

00-1200 · Longevity 44.32

00-1500 · FICA Tax 1,634.38

00-1600 · Employee Insurance 756.02

Worker's Comp Insurance -262.81

Retirement 2,620.76

Other Personnel Expenses 240.00

**Total PERSONNEL 27,013.81**

**REPAIRS AND MAINTENANCE**

Repairs & Maint. - Bldg 372.17

Repairs & Maint. - Equipment 75.00

**Total REPAIRS AND MAINTENANCE 447.17**

**CONTRACTUAL SERVICES**

Bank Analysis Fees 50.00

Advertising 148.50

Communication 510.77

Rental of Equipment 289.99

Rental of Property 1,600.00

Contract Labor 140.00

Professional Services 1,650.00

Recruiting/Executive Search 1,334.38

**Total CONTRACTUAL SERVICES 5,723.64**

**Total EDC ADMINISTRATION 33,184.62**

**DEBT SERVICES**

2012 Sales Tax Bond Note Int 3,285.52

**Total DEBT SERVICES 3,285.52**

**EDC NON-DEPARTMENTAL**

**CONTRACTUAL SERVICES**

Business Attraction 95.92

**Total CONTRACTUAL SERVICES 95.92**

**Total EDC NON-DEPARTMENTAL 95.92**

**Total EXPENDITURES 36,566.06**

**Total Expense 36,566.06**

**Net Ordinary Income 106,958.67**

# Copperas Cove Economic Development Corporation

## Profit & Loss

June 2022

Jun 22

Net Income

106,958.67

## Copperas Cove Economic Development Corporation

## Reconciliation Detail

07/13/22

Cash- BANCORPSOUTH, Period Ending 06/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,202,687.22
<b>Cleared Transactions</b>						
<b>Checks and Payments - 34 items</b>						
Check	05/06/2022	2867	Killeen Chamber of ...	X	-1,800.00	-1,800.00
Check	05/24/2022	2880	Top Notch Lawn Care	X	-2,745.00	-4,545.00
Check	05/24/2022	2881	Top Notch Lawn Care	X	-2,300.00	-6,845.00
Check	05/24/2022	2876	National Mounted W...	X	-1,500.00	-8,345.00
Check	05/24/2022	2873	Mitchell & Associate...	X	-1,000.00	-9,345.00
Check	05/24/2022	2874	Altrusa International ...	X	-370.00	-9,715.00
Check	05/24/2022	2879	Pristine Building Mai...	X	-332.18	-10,047.18
Check	05/24/2022	2877	Spectrum Business	X	-277.69	-10,324.87
Check	05/24/2022	2875	Knight Law Firm	X	-262.50	-10,587.37
Liability Check	05/25/2022	2879	City of Copperas Co...	X	-1,711.24	-12,298.61
Liability Check	05/25/2022	2880	United Way	X	-22.00	-12,320.61
General Journal	06/01/2022	87	McMullin Properties	X	-1,600.00	-13,920.61
Liability Check	06/06/2022	EFTPS	US Treasury	X	-2,402.04	-16,322.65
Check	06/07/2022	2883	Cove Leader Press	X	-148.50	-16,471.15
Check	06/07/2022	2882	Wal-Mart	X	-95.92	-16,567.07
Check	06/07/2022	2885	Centex Technologies	X	-75.00	-16,642.07
Check	06/07/2022	2884	INHOUSE SYSTEM...	X	-39.99	-16,682.06
General Journal	06/09/2022	91	TIB The Independen...	X	-1,209.98	-17,892.04
Paycheck	06/10/2022	ACH	Frederick H Welch	X	-3,963.51	-21,855.55
Paycheck	06/10/2022	ACH	Diane R Drussell	X	-2,392.83	-24,248.38
Paycheck	06/10/2022	ACH	Brittany P Sanders	X	-1,353.11	-25,601.49
General Journal	06/10/2022	89	BancorpSouth	X	-50.00	-25,651.49
Liability Check	06/14/2022	ACH	City of Copperas Co...	X	-2,608.42	-28,259.91
Liability Check	06/14/2022	EFTPS	US Treasury	X	-2,582.60	-30,842.51
Liability Check	06/14/2022	ACH	City of Copperas Co...	X	-1,240.13	-32,082.64
General Journal	06/16/2022	93	TXU Energy	X	-324.55	-32,407.19
General Journal	06/21/2022	91	TIB The Independen...	X	-3,142.37	-35,549.56
Paycheck	06/24/2022	ACH	Frederick H Welch	X	-4,574.07	-40,123.63
Paycheck	06/24/2022	ACH	Diane R Drussell	X	-2,392.85	-42,516.48
Paycheck	06/24/2022	ACH	Brittany P Sanders	X	-1,353.13	-43,869.61
General Journal	06/26/2022	85	Konica Minolta	X	-289.99	-44,159.60
Liability Check	06/27/2022	EFTPS	US Treasury	X	-2,900.16	-47,059.76
Check	06/28/2022	2889	City of Copperas Co...	X	-96.10	-47,155.86
General Journal	07/08/2022	83	Killeen Pest Control	X	-575.00	-47,730.86
Total Checks and Payments					-47,730.86	-47,730.86
<b>Deposits and Credits - 6 items</b>						
General Journal	06/15/2022	84		X	138,660.53	138,660.53
General Journal	06/27/2022	86		X	262.81	138,923.34
Liability Check	06/28/2022	2890	City of Copperas Co...	X	0.00	138,923.34
General Journal	06/30/2022	86		X	229.75	139,153.09
Check	07/08/2022	2897	Killeen Pest Control	X	0.00	139,153.09
General Journal	07/08/2022	83R	Killeen Pest Control	X	575.00	139,728.09
Total Deposits and Credits					139,728.09	139,728.09
Total Cleared Transactions					91,997.23	91,997.23
Cleared Balance					91,997.23	3,294,684.45
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 10 items</b>						
Check	08/30/2021	2699	Temple Economic D...		-189.52	-189.52
Check	06/07/2022	2881	Strategic Location S...		-4,000.00	-4,189.52
Check	06/08/2022	2886	DonkBuilt Service E...		-1,575.00	-5,764.52
Liability Check	06/28/2022	2894	City of Copperas Co...		-1,711.59	-7,476.11
Check	06/28/2022	2892	T.R. Arnold, LLC		-1,050.00	-8,526.11
Check	06/28/2022	2887	Pristine Building Mai...		-332.18	-8,858.29
Check	06/28/2022	2888	Spectrum Business		-277.69	-9,135.98
Check	06/28/2022	2891	Crazy Cactus Lawn ...		-140.00	-9,275.98
Liability Check	06/28/2022	2893	United Way		-33.00	-9,308.98
General Journal	06/30/2022	90	CenturyLink		-233.08	-9,542.06
Total Checks and Payments					-9,542.06	-9,542.06

**Copperas Cove Economic Development Corporation  
Reconciliation Detail**

07/13/22

**Cash- BANCORPSOUTH, Period Ending 06/30/2022**

Type	Date	Num	Name	Clr	Amount	Balance
Total Uncleared Transactions					-9,542.06	-9,542.06
Register Balance as of 06/30/2022					82,455.17	3,285,142.39
<b>New Transactions</b>						
<b>Checks and Payments - 13 items</b>						
Paycheck	07/08/2022	2897	Frederick H Welch		-3,963.52	-3,963.52
Check	07/08/2022	2900	Esesis Environment...		-2,522.00	-6,485.52
Paycheck	07/08/2022	2896	Diane R Drussell		-2,392.84	-8,878.36
Paycheck	07/08/2022	2895	Brittany P Sanders		-1,353.11	-10,231.47
Check	07/08/2022	2903	Impact Data Source		-950.00	-11,181.47
Check	07/08/2022	2904	Killeen Pest Control		-525.00	-11,706.47
Check	07/08/2022	2902	Texas Economic De...		-375.00	-12,081.47
Check	07/08/2022	2901	Knight Law Firm		-210.00	-12,291.47
Check	07/08/2022	2898	Centex Technologies		-75.00	-12,366.47
Check	07/08/2022	2895	Cali Signs and Desi...		-60.00	-12,426.47
Check	07/08/2022	2896	Killeen Pest Control		-50.00	-12,476.47
Check	07/08/2022	2899	INHOUSE SYSTEM...		-39.99	-12,516.46
Liability Check	07/11/2022	EFTPS	US Treasury		-2,514.56	-15,031.02
Total Checks and Payments					-15,031.02	-15,031.02
Total New Transactions					-15,031.02	-15,031.02
<b>Ending Balance</b>					<b>67,424.15</b>	<b>3,270,111.37</b>

**Copperas Cove Economic Development Corporation**  
**Reconciliation Detail**  
**TEXPOOL ACCOUNT, Period Ending 06/30/2022**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						5,628,324.87
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 2 items</b>						
General Journal	05/31/2022	92		X	2,977.07	2,977.07
General Journal	06/30/2022	92		X	4,634.45	7,611.52
Total Deposits and Credits					<u>7,611.52</u>	<u>7,611.52</u>
Total Cleared Transactions					<u>7,611.52</u>	<u>7,611.52</u>
Cleared Balance					<u>7,611.52</u>	<u>5,635,936.39</u>
Register Balance as of 06/30/2022					<u>7,611.52</u>	<u>5,635,936.39</u>
<b>Ending Balance</b>					<u><u>7,611.52</u></u>	<u><u>5,635,936.39</u></u>

**Economic Development Corporation**

**H.3.**

**Meeting Date:** August 24, 2022

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

---

**Subject:**

Consideration and action on approving the Profit and Loss report for the month of July 2022. **Fred Welch, Executive Director, Copperas Cove EDC**

**Description/Information:**

The Profit and Loss report for July 2022 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 approve the Profit and Loss report for July 2022 as presented by Fred Welch.

---

**Attachments:**

July 2022 Financials:

Profit and Loss  
Bancorp South Reconciliation  
TexPool Reconciliation

Profit & Loss Budget Performance

Copperas Cove Economic Development Corporation

Profit & Loss

July 2022

Jul 22

Ordinary Income/Expense

Income

Revenues

Sales Tax Income 141,980.86

Interest Income 7,558.51

Total Revenues 149,539.37

Total Income 149,539.37

Expense

EXPENDITURES

EDC ADMINISTRATION

PERSONNEL

00-1000 - Staff Salary 22,827.16

00-1200 - Longevity 44.32

00-1500 - FICA Tax 1,532.31

00-1600 - Employee Insurance 756.02

Retirement 2,620.76

Other Personnel Expenses 572.28

Total PERSONNEL 28,352.85

SUPPLIES AND MATERIALS

Office Supplies 150.61

Total SUPPLIES AND MATERIALS 150.61

REPAIRS AND MAINTENANCE

Repairs & Maint. - Bldg 39.99

Repairs & Maint. - Facility 575.00

Total REPAIRS AND MAINTENANCE 614.99

CONTRACTUAL SERVICES

Bank Analysis Fees 50.00

Communication 238.52

Rental of Equipment 289.99

Rental of Property 1,600.00

Contract Labor 220.00

Professional Development 1,325.00

Professional Services 3,122.00

Total CONTRACTUAL SERVICES 6,845.51

DESIGNATED EXPENSES

Board Related Expenses 60.00

Total DESIGNATED EXPENSES 60.00

Total EDC ADMINISTRATION 36,023.96

DEBT SERVICES

2012 Sales Tax Bond Note Int 6,015.64

Total DEBT SERVICES 6,015.64

EDC NON-DEPARTMENTAL

CONTRACTUAL SERVICES

Dues and Subscriptions 100.00

Total CONTRACTUAL SERVICES 100.00

**Copperas Cove Economic Development Corporation**

**Profit & Loss**

**July 2022**

**Jul 22**

Total EDC NON-DEPARTMENTAL	<u>100.00</u>
Total EXPENDITURES	<u>42,139.60</u>
Total Expense	<u>42,139.60</u>
Net Ordinary Income	<u>107,399.77</u>
Net Income	<u><u>107,399.77</u></u>

# Copperas Cove Economic Development Corporation Reconciliation Detail

## Cash- BANCORPSOUTH, Period Ending 07/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,294,684.45
<b>Cleared Transactions</b>						
<b>Checks and Payments - 35 items</b>						
Check	06/07/2022	2881	Strategic Location S...	X	-4,000.00	-4,000.00
Check	06/08/2022	2886	DonkBuilt Service E...	X	-1,575.00	-5,575.00
Liability Check	06/28/2022	2894	City of Copperas Co...	X	-1,711.59	-7,286.59
Check	06/28/2022	2892	T.R. Arnold, LLC	X	-1,050.00	-8,336.59
Check	06/28/2022	2887	Pristine Building Mai...	X	-332.18	-8,668.77
Check	06/28/2022	2888	Spectrum Business	X	-277.69	-8,946.46
Check	06/28/2022	2891	Crazy Cactus Lawn ...	X	-140.00	-9,086.46
Liability Check	06/28/2022	2893	United Way	X	-33.00	-9,119.46
General Journal	06/30/2022	90	CenturyLink	X	-233.08	-9,352.54
General Journal	07/05/2022	87	McMullin Properties	X	-1,600.00	-10,952.54
Paycheck	07/08/2022	2897	Frederick H Welch	X	-3,963.52	-14,916.06
Check	07/08/2022	2900	Esesis Environment...	X	-2,522.00	-17,438.06
Paycheck	07/08/2022	2896	Diane R Drussell	X	-2,392.84	-19,830.90
Paycheck	07/08/2022	2895	Brittany P Sanders	X	-1,353.11	-21,184.01
Check	07/08/2022	2903	Impact Data Source	X	-950.00	-22,134.01
Check	07/08/2022	2904	Killeen Pest Control	X	-525.00	-22,659.01
Check	07/08/2022	2902	Texas Economic De...	X	-375.00	-23,034.01
Check	07/08/2022	2901	Knight Law Firm	X	-210.00	-23,244.01
Check	07/08/2022	2898	Centex Technologies	X	-75.00	-23,319.01
Check	07/08/2022	2895	Cali Signs and Desi...	X	-60.00	-23,379.01
Check	07/08/2022	2896	Killeen Pest Control	X	-50.00	-23,429.01
Check	07/08/2022	2899	INHOUSE SYSTEM...	X	-39.99	-23,469.00
Liability Check	07/11/2022	EFTPS	US Treasury	X	-2,514.56	-25,983.56
General Journal	07/13/2022	88	BancorpSouth	X	-50.00	-26,033.56
General Journal	07/14/2022	93	TXU Energy	X	-354.75	-26,388.31
Liability Check	07/15/2022	ACH	City of Copperas Co...	X	-3,866.76	-30,255.07
Paycheck	07/22/2022	2907	Frederick H Welch	X	-3,635.76	-33,890.83
Paycheck	07/22/2022	2906	Diane R Drussell	X	-2,725.13	-36,615.96
Paycheck	07/22/2022	2905	Brittany P Sanders	X	-1,353.11	-37,969.07
Check	07/22/2022	2908	City of Copperas Co...	X	-95.76	-38,064.83
General Journal	07/25/2022	85	Konica Minolta	X	-289.99	-38,354.82
General Journal	07/26/2022	91	TIB The Independen...	X	-4,597.38	-42,952.20
Liability Check	07/27/2022	EFTPS	US Treasury	X	-2,402.06	-45,354.26
General Journal	07/27/2022	90	CenturyLink	X	-238.52	-45,592.78
Liability Check	07/29/2022	TWC	TWC	X	-11.92	-45,604.70
Total Checks and Payments					-45,604.70	-45,604.70
<b>Deposits and Credits - 2 items</b>						
General Journal	07/26/2022	84		X	141,980.86	141,980.86
General Journal	07/29/2022	86		X	279.99	142,260.85
Total Deposits and Credits					142,260.85	142,260.85
Total Cleared Transactions					96,656.15	96,656.15
Cleared Balance					96,656.15	3,391,340.60
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Check	08/30/2021	2699	Temple Economic D...		-189.52	-189.52
Check	07/22/2022	2905	Regions Bank		-129,713.12	-129,902.64
Check	07/22/2022	2907	Crazy Cactus Lawn ...		-220.00	-130,122.64
Check	07/22/2022	2906	Quill LLC		-150.61	-130,273.25
Check	07/22/2022	2909	Rotary Club of Copp...		-100.00	-130,373.25
Liability Check	07/28/2022	2910	City of Copperas Co...		-1,711.24	-132,084.49
Liability Check	07/28/2022	2911	United Way		-22.00	-132,106.49
Total Checks and Payments					-132,106.49	-132,106.49
Total Uncleared Transactions					-132,106.49	-132,106.49
Register Balance as of 07/31/2022					-35,450.34	3,259,234.11
<b>New Transactions</b>						
<b>Checks and Payments - 13 items</b>						
Paycheck	08/05/2022	2914	Frederick H Welch		-3,963.52	-3,963.52

**Copperas Cove Economic Development Corporation  
Reconciliation Detail**

**Cash- BANCORPSOUTH, Period Ending 07/31/2022**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Paycheck	08/05/2022	2913	Diane R Drussell		-2,392.84	-6,356.36
Paycheck	08/05/2022	2912	Brittany P Sanders		-1,480.24	-7,836.60
Liability Check	08/08/2022	EFTPS	US Treasury		-2,626.28	-10,462.88
Check	08/11/2022	2918	Texas Quality Appra...		-4,250.00	-14,712.88
Check	08/11/2022	2912	H.I.S. Contractors, L...		-2,901.50	-17,614.38
Check	08/11/2022	2920	Knight Law Firm		-122.50	-17,736.88
Check	08/11/2022	2915	Centex Technologies		-75.00	-17,811.88
Check	08/11/2022	2916	Quill LLC		-69.99	-17,881.87
Check	08/11/2022	2913	Holiday Cleaners		-67.39	-17,949.26
Check	08/11/2022	2917	Killeen Pest Control		-60.00	-18,009.26
Check	08/11/2022	2914	Killeen Pest Control		-55.00	-18,064.26
Check	08/11/2022	2919	INHOUSE SYSTEM...		-39.99	-18,104.25
Total Checks and Payments					-18,104.25	-18,104.25
Total New Transactions					-18,104.25	-18,104.25
<b>Ending Balance</b>					<b>-53,554.59</b>	<b>3,241,129.86</b>

12:48 PM

08/15/22

**Copperas Cove Economic Development Corporation**

**Reconciliation Summary**

**TEXPOOL ACCOUNT, Period Ending 07/31/2022**

---

	<u>Jul 31, 22</u>
<b>Beginning Balance</b>	5,635,936.39
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 item</b>	<u>7,278.52</u>
<b>Total Cleared Transactions</b>	<u>7,278.52</u>
<b>Cleared Balance</b>	<b><u>5,643,214.91</u></b>
<b>Register Balance as of 07/31/2022</b>	5,643,214.91
<b>Ending Balance</b>	5,643,214.91

**Copperas Cove Economic Development Corporation**  
**Profit & Loss Budget vs. Actual**  
October 2021 through July 2022

	TOTAL			
	Oct '21 - Jul 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Revenues</b>				
Sales Tax Income	1,441,050.69	1,075,000.00	366,050.69	134.05%
Interest Income	20,142.55	833.32	19,309.23	2,417.15%
<b>Total Revenues</b>	<u>1,461,193.24</u>	<u>1,075,833.32</u>	<u>385,359.92</u>	<u>135.82%</u>
<b>Total Income</b>	1,461,193.24	1,075,833.32	385,359.92	135.82%
<b>Expense</b>				
<b>EXPENDITURES</b>				
<b>EDC ADMINISTRATION</b>				
<b>PERSONNEL</b>				
00-1000 · Staff Salary	164,891.82	212,354.16	-47,462.34	77.65%
00-1200 · Longevity	450.52	600.00	-149.48	75.09%
00-1500 · FICA Tax	12,584.11	16,184.16	-3,600.05	77.76%
00-1600 · Employee Insurance	7,035.19	15,333.34	-8,298.15	45.88%
Worker's Comp Insurance	483.19	500.00	-16.81	96.64%
Retirement	21,457.62	27,500.00	-6,042.38	78.03%
Other Personnel Expenses	9,380.27	11,268.34	-1,888.07	83.24%
<b>Total PERSONNEL</b>	<u>216,282.72</u>	<u>283,740.00</u>	<u>-67,457.28</u>	<u>76.23%</u>
<b>SUPPLIES AND MATERIALS</b>				
Office Supplies	1,548.12	416.66	1,131.46	371.56%
Cleaning Supplies	184.20	250.00	-65.80	73.68%
Printing Costs	0.00	250.00	-250.00	0.0%
Postage	116.00	333.34	-217.34	34.8%
Minor Tools	0.00	125.00	-125.00	0.0%
Furniture and Fixtures	75.76	83.34	-7.58	90.91%
Minor Equipment/Electronics	0.00	1,000.00	-1,000.00	0.0%
Minor Equipment/Software	0.00	0.00	0.00	0.0%
<b>Total SUPPLIES AND MATERIALS</b>	<u>1,924.08</u>	<u>2,458.34</u>	<u>-534.26</u>	<u>78.27%</u>
<b>REPAIRS AND MAINTENANCE</b>				
Repairs & Maint. - Bldg	3,985.18	4,366.68	-381.50	91.26%
Repairs & Maint. - Facility	905.00			
Repairs & Maint. - Equipment	812.50	416.68	395.82	194.99%
Repairs & Mant. - Software	0.00	0.00	0.00	0.0%
<b>Total REPAIRS AND MAINTENANCE</b>	<u>5,702.68</u>	<u>4,783.36</u>	<u>919.32</u>	<u>119.22%</u>
<b>CONTRACTUAL SERVICES</b>				
Consulting Fees (Legal)	1,277.50	7,500.00	-6,222.50	17.03%
Bank Analysis Fees	614.85			
Advertising	388.50	416.68	-28.18	93.24%
Communication	4,592.81	3,916.68	676.13	117.26%
Rental of Equipment	3,218.89	2,783.34	435.55	115.65%
Rental of Property	16,000.00	16,000.00	0.00	100.0%
Dues and Subscriptions	8,250.94	10,416.66	-2,165.72	79.21%
Contract Labor	6,025.00	500.00	5,525.00	1,205.0%

**Copperas Cove Economic Development Corporation**  
**Profit & Loss Budget vs. Actual**  
October 2021 through July 2022

	TOTAL			
	Oct '21 - Jul 22	Budget	\$ Over Budget	% of Budget
Professional Development	18,381.22	9,750.00	8,631.22	188.53%
Professional Services	14,778.57	8,333.32	6,445.25	177.34%
Recruiting/Executive Search	30,659.41	29,325.03	1,334.38	104.55%
Provided City Services	161.09	833.32	-672.23	19.33%
Utilities	3,903.68	5,000.00	-1,096.32	78.07%
CONTRACTUAL SERVICES - Other	0.00	0.00	0.00	0.0%
<b>Total CONTRACTUAL SERVICES</b>	<b>108,252.46</b>	<b>94,775.03</b>	<b>13,477.43</b>	<b>114.22%</b>
<b>DESIGNATED EXPENSES</b>				
Insurance Expense	3,494.00	4,166.66	-672.66	83.86%
Board Related Expenses	822.75	1,416.66	-593.91	58.08%
Public Relations	2,719.09	1,000.00	1,719.09	271.91%
<b>Total DESIGNATED EXPENSES</b>	<b>7,035.84</b>	<b>6,583.32</b>	<b>452.52</b>	<b>106.87%</b>
<b>Total EDC ADMINISTRATION</b>	<b>339,197.78</b>	<b>392,340.05</b>	<b>-53,142.27</b>	<b>86.46%</b>
<b>DEBT SERVICES</b>				
2001 Sales Tax Bond Principal	0.00	0.00	0.00	0.0%
2001 Sales Tax Bond Note Int	0.00	0.00	0.00	0.0%
2012 Sales Tax Bond Principal	0.00	108,094.16	-108,094.16	0.0%
2012 Sales Tax Bond Note Int	38,870.84	16,427.50	22,443.34	236.62%
Reliever Route Commit Interest	0.00	0.00	0.00	0.0%
<b>Total DEBT SERVICES</b>	<b>38,870.84</b>	<b>124,521.66</b>	<b>-85,650.82</b>	<b>31.22%</b>
<b>EDC NON-DEPARTMENTAL</b>				
<b>SUPPLIES AND MATERIAL</b>				
Program / Project Supplies	86.90	250.00	-163.10	34.76%
<b>Total SUPPLIES AND MATERIAL</b>	<b>86.90</b>	<b>250.00</b>	<b>-163.10</b>	<b>34.76%</b>
<b>CONTRACTUAL SERVICES</b>				
Advertising	642.80	1,000.00	-357.20	64.28%
Dues and Subscriptions	455.11	166.66	288.45	273.08%
Contract Labor	40,050.00	20,833.32	19,216.68	192.24%
Business Attraction	35,229.50	122,083.32	-86,853.82	28.86%
Professional Services	0.00	3,333.32	-3,333.32	0.0%
<b>Total CONTRACTUAL SERVICES</b>	<b>76,377.41</b>	<b>147,416.62</b>	<b>-71,039.21</b>	<b>51.81%</b>
<b>Total EDC NON-DEPARTMENTAL</b>	<b>76,464.31</b>	<b>147,666.62</b>	<b>-71,202.31</b>	<b>51.78%</b>
<b>OTHER EXPENDITURES</b>				
<b>CAPITAL OUTLAY</b>				
Land Exchange	83,277.50	0.00	83,277.50	100.0%
Gas Lines to Narrows	0.00	0.00	0.00	0.0%
Sidewalk	124,163.00			
<b>Total CAPITAL OUTLAY</b>	<b>207,440.50</b>	<b>0.00</b>	<b>207,440.50</b>	<b>100.0%</b>
<b>Total OTHER EXPENDITURES</b>	<b>207,440.50</b>	<b>0.00</b>	<b>207,440.50</b>	<b>100.0%</b>
<b>Total EXPENDITURES</b>	<b>661,973.43</b>	<b>664,528.33</b>	<b>-2,554.90</b>	<b>99.62%</b>
Business Attraction	12,062.50			
<b>Total Expense</b>	<b>674,035.93</b>	<b>664,528.33</b>	<b>9,507.60</b>	<b>101.43%</b>
<b>Net Ordinary Income</b>	<b>787,157.31</b>	<b>411,304.99</b>	<b>375,852.32</b>	<b>191.38%</b>
<b>Net Income</b>	<b>787,157.31</b>	<b>411,304.99</b>	<b>375,852.32</b>	<b>191.38%</b>

**Economic Development Corporation**

**H.4.**

**Meeting Date:** August 24, 2022

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

---

**Subject:**

Consideration and action on approving Resolution # EDC 2022-05 accepting the Quarterly Investment Report as presented for the quarter ending June 2022, 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 attached Quarterly Investment Report for the month ending June 2022.

**Action/Recommendation:**

EDC staff recommends that the Board approves Resolution # EDC-2022-05 accepting the Quarterly Investment Report as presented for the quarter ending June 2022 per the Investment Policy.

---

**Attachments:**

Resolution # EDC-2022-05

**RESOLUTION NO. EDC- 2022-05**  
**A RESOLUTION OF THE COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION,**  
**APPROVING THE INVESTMENT REPORT FOR THE QUARTER ENDING MARCH 2022.**

**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 June 2022 attached hereto as “Exhibit A,” is hereby approved as the quarterly investment report for the quarter ending June 2022 of the Corporation effective August 24th, 2022.

**PASSED, APPROVED, AND ADOPTED** on this 24<sup>th</sup> day of August 2022 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:**

\_\_\_\_\_  
Brittany Sanders, ED Specialist

\_\_\_\_\_  
JC Stubbs, Chairman

**APPROVED AS TO FORM:**

\_\_\_\_\_  
The Knight Law Firm  
Copperas Cove Economic Development Corporation Attorney

**Economic Development Corporation**

**H.5.**

**Meeting Date:** August 24, 2022

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

---

**Subject:**

Consideration and action on approving the proposal from Clark Associates for preliminary development and planning services for Phase II of the Narrows Business and Technology Park (45 acres). **Fred Welch, Executive Director, Copperas Cove**

**Description/Information:**

The Copperas Cove EDC has 15.74 acres of land under contract in The Narrows and will close on or before August 31. We are waiting for the lender to set up the transfer of funds. This will leave about 22 acres to develop in the park. It appears based on the current market that the EDC can expect to sell 5 to 10 acres of property per year which could put us out of the property in 24 months.

We have a large industrial project and additional IT-related projects requiring land of 25 acres or more. Working with Mr. Clark and the city we have identified 60 to 80 acres of land that can be utilized on the former Fort Hood property on the East side of SH 190/IH 14 at Old Copperas Cove Road. The staff has visited with the city, Mr. Clark, and our neighbors to identify engineering companies that can complete an initial conceptual design on 45 acres (now expanded to 60) of land within that parcel. These services are outlined in the proposal for services attached and would get the EDC to a position to determine the cost of public infrastructure (roads, water, sewer), easements, and right of way needed to support the development of this land. This is a reasonable fee structure for the scope of work. We need this work completed to stay on schedule to assist Project Dragon and Project Blue Orlando which would require this work to be completed simultaneously as one or both projects develop their property.

Regardless of the outcome of either of the projects, we need to stay in front to continuously have a product to sell. Assuming an 18-to-24-month timeline to complete the installation of this infrastructure beginning the process now assures we continue to have a product to sell and promote as Phase II of the Narrows Business and Technology Park.

**Financial Impact:**

Not to exceed \$43,550 plus fees for platting with the City and County.

**Action/Recommendation:**

EDC staff recommends the Board approve the proposal from Clark Associates for preliminary development and planning services for Phase II of the Narrows Business and Technology Park.

---

**Attachments:**

Clark Associates Proposal

August 4, 2022

Fred Welch  
Executive Director  
Copperas Cove EDC  
113 W. Avenue D  
Copperas Cove, Texas 76522



Proposal for Professional Civil Engineering & Surveying Consulting Services to support the 45 Acre Industrial Park Phase I Site Development and Planning Services located in Copperas Cove, Texas

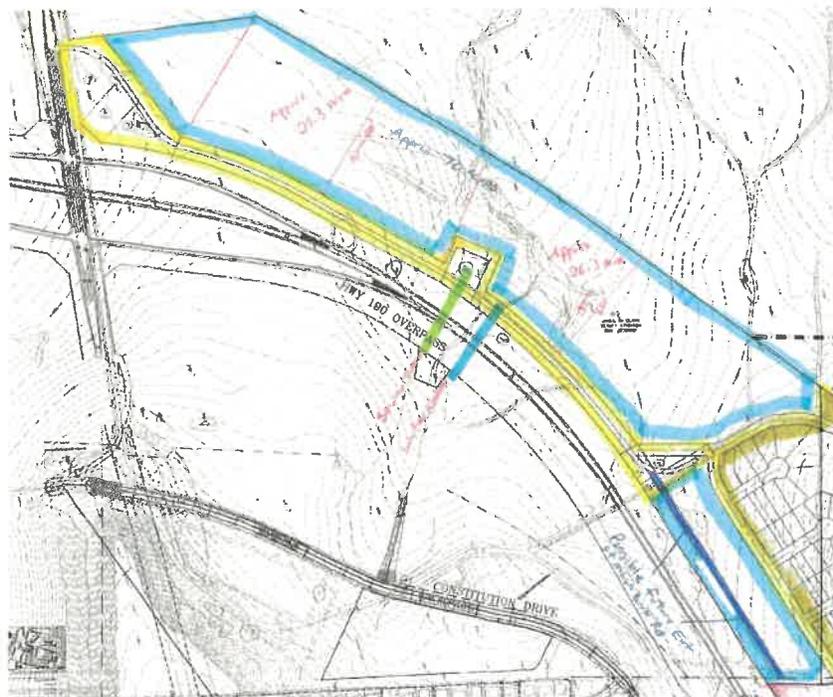
Mr. Welch:

We appreciate the opportunity to submit a professional services proposal in response to your request for a proposal to perform Professional Civil Engineering Consulting Services required for the above referenced project.

**BASIC ENGINEERING SERVICES:**

Clark Associates, PLLC hereinafter ENGINEER proposes to the Copperas Cove EDC hereinafter CLIENT the following professional Civil Engineering and Surveying Services for the Copperas Cove EDC – 45 Acre Industrial Park Phase I Site Development and Planning Services located in Copperas Cove, Texas.

It is our understanding that a feasibility study and project coordination with the City of Copperas Cove and the Texas Department of Transportation will be required as a part of the project scope. A proposal for Phase II Civil Engineering design services would be provided at the conclusion of the Phase I Scope of Services. Furthermore, we understand that the extents of the civil portion of BASIC SERVICES are as outlined below.



*Proposed Project Site*

**Phase 1 - Civil Engineering Services:**

**\$ 14,550.00**

- Civil Site Plan
  - Determine Preliminary Street and Road Alignments
- Preliminary Site Drainage Analysis and Plan
  - Determine Locations and Sizes of new storm culverts and drainage channels
- Preliminary Utility Analysis (Water and Sewer)
  - Provide Preliminary Water and Sewer Alignments
  - Determine utility sizing based upon a 45-acre industrial park development and approximately 400 single family residential homes demand
- Preliminary Detention Pond Sizing (if required)
- Project Coordination with CLIENT and/or CLIENT'S Representative
- Project Coordination with City of Copperas Cove Staff
- Project Coordination with the Texas Department of Transportation
- Provide Professional Engineers Opinion of Probable Cost to Construct
- Provide Feasibility Report and Schematic Maps

**Topography Survey (If required)**

**\$ 17,750.00**

- Topography Survey (approx. 45 Acres) to establish existing features and elevations to support Civil Engineers Phase I Analysis and Phase II Site Design & Document Development.
- Boundary Establishment
- Provide one-foot contours, with TBM's referencing the datum
- Provide a CAD map to CLIENT and/or CLIENT's Representative

**Final Plat (If required)**

**\$ 8,750.00 + Fees**

- Preparation of Final Plat and Submission to the City of Copperas Cove
  - Maximum 3 Lot Plat
- Final Dedication Instruments
- Representation at City Review Meetings
- Representation at Planning & Zoning and/or City Council Meetings
- Preparation of Surveyors Field Notes
- Setting of Final Property Corners (One Time)

**Title Commitment**

**(Provided by CLIENT)**

**Zoning Application (If required)**

**\$ 2,500.00**

- Preparation of Zoning Application and Submission to the City of Copperas Cove
- Representation at Planning & Zoning and/or City Council Meetings

**ADDITIONAL SERVICES:**

All services provided beyond the BASIC SERVICES as described above shall be provided as requested in writing by CLIENT on an hourly basis per the attached Clark Associates, PLLC Professional Fee Schedule. The following items are not to be considered all inclusive, but representative items included within ADDITIONAL SERVICES. These items include Preparation of Civil Engineering Construction Drawings; Septic System Designs and/or OSSF Site Assessments; Lift Station Designs; SWPPP Preparation and/or Inspection Services; Landscaping and/or Irrigation Designs; Architectural Building Designs; MEP and/or Building Fire Suppression Designs; Geotechnical Services and/or Pavement Designs; Structural and/or Structural Foundation Designs; Retaining Wall Designs; Offsite Roadway Extensions; 100 Year Floodplain Analysis and/or Studies; Preparation and/or Submission of FEMA LOMA and/or LOMR; TDLR Review Submittals; Traffic Impact Analysis (TIA) and/or Traffic studies; Construction Staking; Street ROW and/or Easement Abandonment; and Right of Way or Easement Acquisition and/or Abandonment. Governmental fees, taxes, and costs for Plat and/or Plan Submission shall be paid for by the CLIENT.

**DELIVERABLES AND REPRODUCTION OF DOCUMENTS:**

One Full-Size 24x36 set of original drawings and PDF files with signatures shall be included in this contract. Paper reproduction sets shall be provided to CLIENT at cost incurred by the ENGINEER per sheet.

**PAYMENT OF SERVICES:**

Payment for services shall be invoiced monthly based upon percent of work complete by date of invoice. Invoices are due within 30 days from date of invoice. Payment for any additional services, requested by the OWNER/CLIENT, shall be invoiced on a monthly basis based upon an hourly basis of work completed by date of invoice. Invoices are due within 30 days from date of invoice.

Professional Fee Schedule is enclosed for Informational Purposes Only.

If this proposal meets with your approval, please return one signed copy to confirm agreement of proposed fees and to provide written authorization for us to begin the outlined scope.

We're looking forward to working with you on this project and we look forward to participating in developing an overall successful project. Please notify us as to your acceptance so that we may schedule this project to meet the established deadlines

Sincerely,  
Clark Associates, PLLC



Monty Clark, P.E.

Please sign below as authorization for Clark Associates, PLLC to begin design.

\_\_\_\_\_  
C/O Copperas Cove EDC

\_\_\_\_\_  
Date



## PROFESSIONAL FEE SCHEDULE

Licensed Professional Engineer (PE)	\$ 185.00/hr.
Engineer in Training (EIT)	\$ 115.00/hr.
Design Technician	\$ 90.00/hr.
CADD Technician	\$ 80.00/hr.
CADD Draftsman	\$ 65.00/hr.
Clerical	\$ 55.00/hr.
Licensed Professional Land Surveyor (RPLS)	\$ 275.00/hr.
Field Crew & Total Station	\$ 175.00/hr.
Field Crew & GPS	\$ 250.00/hr.
Survey Technician	\$ 125.00/hr.
Survey Research and Schematic Production	\$ 90.00/hr.
Daily On-Site Inspection Services	\$ 55.00/hr.
Landscaping Designer	\$ 85.00/hr.
Expenses	Additional Cost Plus 10%



## STANDARD TERMS AND CONDITIONS

1. Clark Associates, PLLC hereinafter (CA) will perform its services in accordance with the standard of care and diligence normally practiced by recognized professional firms in performing services of a similar nature, in the same locality, under similar circumstances. CLIENT expressly acknowledges that CA makes no other warranties or guarantees, expressed or implied, regarding the services set forth herein. CLIENT expressly acknowledges that all of the services provided to it by CA pursuant to this Agreement are professional services involving only CA's advice, judgment and opinion.
2. CLIENT will provide written right-of-entry to the buildings and sites which are the subjects of CA's services. CLIENT represents that it possesses authority for such right-of-entry and that the building/site operator(s) possess the necessary permits and licenses for current activities at the site.
3. CA will not be responsible for damages to any underground utilities by contractor or his subcontractors. We cannot accept responsibility and will not be liable for showing, or not showing, locations of any underground utility, underground storage tank, or other subsurface condition not identified during collection of site topography either by CA and/or other third-party surveyor if third party surveyor provides said information to CA.
4. The survey costs estimates, if any, does not include costs incurred to provide access to sites which are inaccessible to our survey vehicle(s). They also do not include costs incurred due to delays caused by inclement weather.
5. CLIENT shall provide CA with all relevant documents and information in relation to project. In preparing the scope of work documents, CA may review and interpret certain information provided to it by the CLIENT or by third parties. CA will not conduct an independent evaluation of the accuracy or completeness of such information and shall not be responsible for any errors or omissions contained in such information, or errors which result from reliance on same.
6. The final documents and other Instruments of Service are prepared for, and made available for the sole use of, the CLIENT, and the contents thereof may not be used or relied upon by any other person without the express written authorization of CA. Any unauthorized use or distribution is expressly prohibited and shall be at the CLIENT's sole risk and without liability to CA. CA reserves the right to obtain as their sole property any Design Calculations and/or Engineered Models of Drainage Systems, Sanitary Sewer Systems, Water Distribution Systems, etc. created within and during the scope of contract. CLIENT is provided a project specific license for the use of these Instruments of Service.
7. CA's liability to CLIENT, or to any third party, for injury or damage to persons or property arising out of work performed for CLIENT and for which legal liability may be found to rest upon CA, other than for professional errors and omissions, will be limited to CA's general liability insurance coverage of \$1,000,000 or the dollar value of the design contract, whichever is less.
8. CLIENT will be invoiced on a monthly basis for services rendered to date. Invoices are payable within 30 days after the invoice date upon receipt. If the invoice is not paid within 30 days, CA may without waiving any rights against the CLIENT, and without liability whatsoever to the CLIENT, suspend or terminate services and commence with collection procedures. Invoices unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the legal rate) on the then unpaid balance. In the event any portion or all of an account remains unpaid 90 days after the invoice date, CLIENT shall pay all costs of collection or legal action, including reasonable attorney's fees. If there are any disputes or claims made during the project, they shall be subject to a non-jury trial in Bell County. CLIENT is expressly giving up, waiving, and foregoing its right to a jury trial. CA shall be entitled to reasonable and necessary attorney fees for prosecuting or defending any claim related to this agreement.



## STANDARD TERMS AND CONDITIONS – CONT'D

9. CLIENT will indemnify CA against any claims or costs which exceed the limitation on CA's liability provided for in the preceding paragraph or result from acts or omissions of CLIENT.

10. Cancellation of the Agreement to which these terms and conditions apply may be made by either party for just cause after thirty days' written notification of intent of cancellation is provided to the other party. In the event the CLIENT elects to terminate the Agreement, CA will be compensated in full for all services, materials, supplies, and expenses incurred prior to the actual cancellation date of the Agreement regardless of whether final Instruments of Service have been provided to CLIENT. The CLIENT shall promptly in any event pay all amounts invoiced that the CLIENT does not dispute as provided herein.

11. All claims, disputes, and other controversy between CA and CLIENT arising out of or in any way related to the services provided by CA will be submitted to "alternative dispute resolution" (ADR) such as mediation, before and as a condition precedent to other remedies provided by law. If a dispute at law arises related to these services and that dispute requires litigation as provided above, then; a) CLIENT assents to personal jurisdiction in the State of CA's principal place of business; b) The claim will be brought and tried in judicial jurisdiction of the court of the county where CA's principal place of business is located, and CLIENT waives the right to remove action to any other county or jurisdiction; and c) CA is entitled to recovery of all reasonable costs incurred in prosecuting or defending same, including staff time, court costs, attorneys' and expert witness fees, and other claim-related expenses.

12. The person or entity responsible for performing the Work under the contract for Construction shall be defined as the Contractor. CA's site safety responsibilities are solely limited to the activities of CA and CA's employees on the site. These responsibilities shall not be inferred by any party to mean that CA has responsibility for site safety for any reason. Safety in, on or about the site is the sole and exclusive responsibility of the Contractor and/or CLIENT. The Contractor's methods of work performance, superintendent of the Contractor's employees, and sequencing of construction are also the sole and exclusive responsibility of the Contractor and/or CLIENT. CLIENT warrants that: 1) these responsibilities will be made clear in CLIENT'S agreement with the Contractor; 2) CLIENT'S agreement with the Contractor shall require the Contractor, to the extent of Contractor's negligence, to indemnify, defend and hold CLIENT and CA harmless from any fine, penalty, claim, or liability for injury or loss arising from CLIENT's and CA's alleged failure to exercise site safety responsibility; and 3) CLIENT'S agreement with Contractor shall require the Contractor to make CLIENT and CA additional insured under the Contractor's general liability insurance policy and all other relevant and applicable policies, which insurance protection shall be primary protection for CLIENT and CA, and shall hold CLIENT and CA harmless from claims, losses, and defense arising from the negligence of Contractor or subcontractor on any tier.

13. Each provision of this Agreement is intended to be several. If any terms or provisions of this agreement shall be held to be invalid, illegal, or unenforceable of any reason whatsoever, the validity, legality, and enforceability of the remaining provisions hereof shall remain in full force and effect and shall not in any way be affected or impaired thereby. Moreover, to the maximum extent allowed by law, the Parties hereto stipulate that any offending provisions will be modified or altered, as necessary; so as to give such provision the maximum permissible effect and application intended.

14. This Agreement, and all of its attachments, constitutes the entire, integrated Agreement between the Parties to it, and this Agreement superseded all other Agreements, oral or written between the Parties, concerning the subject set forth in this Agreement. This Agreement may not be amended except in writing, with that amendment being signed by both Parties.

**Economic Development Corporation**

**I.1**

**Meeting Date:** August 24, 2022

**Contact:** Diane Drussell, Assistant Director, Copperas Cove EDC

---

**UPDATE**

1. Update on EDC Activities. **Diane Drussell, Assistant Director, Copperas Cove EDC**
-

**Economic Development Corporation**

**I.2**

**Meeting Date:** August 24, 2022

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

---

**UPDATE**

- 2. Executive Director Report. Fred Welch, Executive Director, Copperas Cove EDC.**
-