



## **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 December 20, 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 October 25, 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 October 2022. **Fred Welch, Executive Director, Copperas Cove EDC.**
  - 2. Consideration and action on approving the Profit and Loss report for the month of November 2022. **Fred Welch, Executive Director, Copperas Cove EDC.**
  - 3. Consideration and action on approving the Fiscal Year 2020-2021 Annual Financial Report. **Fred Welch, Executive Director, Copperas Cove EDC.**

4. Consideration and action on setting a firm retreat date for the CCEDC Board and staff. **Fred Welch, Executive Director, Copperas Cove EDC.**

**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**

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.

Pursuant to Chapter 551.074 of the Texas Government Code regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

Pursuant to §551.087 of the Texas Government Code, the Economic Development Corporation Board will meet in Executive Session for an update regarding the offer of financial or other incentives to a business prospect.

**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. December 16, 2022.**

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Brittany Sanders, ED Specialist  
Copperas Cove EDC

**Economic Development Corporation**

**F.1.**

**Meeting Date:** December 20, 2022

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

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**Subject:**

Consideration and action on approval of minutes for the Regular Meeting held on October 25, 2022.

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

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**Attachments:**

October 25, 2022, Regular Meeting Minutes



**COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION**  
**Meeting Minutes for October 25, 2022**

**A. CALL TO ORDER**

*Chairman JC Stubbs called the Regular meeting of the Copperas Cove Economic Development Corporation to order at 12:01 p.m.*

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

*Chairman JC Stubbs 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>Diane Drussell, Assistant Director</i>
	<i>Rick Kirkpatrick, Director</i>	<i>Sheena Tanner, Marketing Specialist</i>
	<i>Elizabeth Ruszkiewicz, Director</i>	<i>Brittany Sanders, ED Specialist</i>
	<i>Ted Gonzalez, Director</i>	<i>Fred Chavez, Council Liaison</i>
	<i>Fred Welch, Executive Director</i>	

*Absent:* *Bradi Diaz, Director*  
*Barbara Boulware-Wells, Legal Counsel*

**D. ANNOUNCEMENTS**

*Board member recognition for Secretary Jay Jackson for his service on the Copperas Cove Economic Development Board.*

**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.

*None*

**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 September 28, 2022. **Brittany Sanders, Economic Development Specialist, Copperas Cove EDC.**

*Director Elizabeth made a motion to approve Agenda Item F1. Director Rick Kirkpatrick seconded the motion and with a unanimous vote, the motion carried*

## **G. PUBLIC HEARINGS**

*None*

## **H. ACTION ITEM**

1. Consideration and action on approving the revisions made to the Copperas Cove Economic Development Corporation Bylaws. **Fred Welch, Executive Director, Copperas Cove EDC.**

*Director Ted Gonzalez 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 Resolution # EDC 2022-06 to appoint officers for the Copperas Cove EDC Board of Directors, as per Bylaws. **Fred Welch, Executive Director Copperas Cove EDC.**

*Director Rick Kirkpatrick made a motion to appoint board member JC Stubbs as the CCEDC Chairman.*

*Chairman JC Stubbs made a motion to appoint board member Rick Kirpatrick as the CCEDC Vice Chairman.*

*Director Elizabeth Ruskiewicz made a motion to nominate herself as the CCEDC Secretary*

*Director Ted Gonzalez made a motion to appoint board member Bradi Diaz as CCEDC Treasurer.*

*Director Rick Kirkpatrick made a motion to approve Agenda Item H2 with subject to approval of the CCEDC Bylaws by City Council. Director Elizabeth Ruskiewicz seconded the motion and with a unanimous vote, the motion carried*

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

*Director Elizabeth Ruskiewicz made a motion to approve Agenda Item H3. Director Rick Kirkpatrick seconded the motion and with a unanimous vote, the motion carried*

4. Consideration and action on changing the meeting dates for November and December's regular meeting. **Fred Welch, Executive Director, Copperas Cove EDC.**

*Director Ted Gonzalez made a motion to change November's monthly meeting to Wednesday, November 16, 2022, and December's monthly meeting to Wednesday, December 21, 2022. Director Rick Kirkpatrick 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 gave an update on the following topics listed below:*
  - *Ice Cream Social on October 25, 2022, at 5:30 pm*
  - *Small Business Saturday on November 26, 2022*
  - *Political Forum held at the ISD Board Room on October 26, 2022, at 6:00 pm*

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

- *Executive Director Fred Welch gave an update on the following topics listed below:*
  - *Ten Key meetings with stakeholders, council and Fort Hood*
  - *Grand Central Texas and IMTC coordination for a marketing event*
  - *TEDC Annual Conference in San Antonio*

**J. ITEM FOR FUTURE AGENDAS**

**K. EXECUTIVE SESSION**

**L. RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEM POSTED AND LEGALLY DISCUSSED IN THE EXECUTIVE SESSION**

**M. ADJOURN**

*Chairman JC Stubbs adjourned the meeting at 12:34 p.m.*

ATTEST:

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Brittany Sanders, ED Specialist

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Elizabeth Ruszkiewicz, Secretary

**Economic Development Corporation**

**H.1.**

**Meeting Date:** December 20, 2022

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

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**Subject:**

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

**Description/Information:**

The Profit and Loss report for October 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 October 2022 as presented by Fred Welch.

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**Attachments:**

October 2022 Financials:

Profit and Loss  
Bancorp South Reconciliation  
TexPool Reconciliation

**Economic Development Corporation**

**H.2.**

**Meeting Date:** December 20, 2022

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

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**Subject:**

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

**Description/Information:**

The Profit and Loss report for November 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 November 2022 as presented by Fred Welch.

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**Attachments:**

November 2022 Financials:

Profit and Loss  
Bancorp South Reconciliation  
TexPool Reconciliation



**Economic Development Corporation**

**H.3.**

**Meeting Date:** December 20, 2022

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

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**Subject:**

Consideration and action on approving the Fiscal Year 2020-2021 Annual Financial Report. **Fred Welch, Executive Director, Copperas Cove EDC.**

**Description/Information:**

Per Texas Local Government Code §103.001 a municipality shall have its records and accounts audited annually and shall have an annual financial statement prepared based on the audit.

The accounting firm of Weaver and Tidwell was selected on August 2, 2016, by the City Council to perform the annual audit in compliance with U.S. Generally Accepted Accounting Principles and in accordance with Government Auditing Standards for the City and Economic Development Corporation (EDC). This is the fifth year that Weaver has performed the financial audit for the Corporation.

**Financial Impact:**

TBD

**Action/Recommendation:**

The CCEDC Staff recommends the Board of Directors approve the Fiscal Year 2020-2021 Annual Financial Report.

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**Attachments:**

Annual Financial Report

**Economic Development Corporation**

**H.4.**

**Meeting Date:** December 20, 2022

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

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**Subject:**

Consideration and action on setting a firm retreat date for the CCEDC Board and staff. **Fred Welch, Executive Director, Copperas Cove EDC.**

**Description/Information:**

The CCEDC Board of Directors, staff, and City Council Liaison will meet for a retreat in an effort to identify strategies and goals for the CCEDC.

**Financial Impact:**

None at this time

**Action/Recommendation:**

EDC staff recommends the Board of Directors set a date and location for the retreat.

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**Economic Development Corporation**

**I.1**

**Meeting Date:** December 20, 2022

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

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**UPDATE**

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

**I.2**

**Meeting Date:** December 20, 2022

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

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**UPDATE**

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