

DEVELOPMENT CORPORATION OF ABILENE, INC.
BOARD MEETING MINUTES
FEBRUARY 26, 2021

MEMBERS PRESENT: Jack Rich Vic Corley Sam Vinson
Floyd Miller
Shea Hall: It was reported that she was experiencing technology issues in reference to logging in using the videoconference link; therefore, she used the videoconference dial in number to join the meeting and as a result it was announced that her votes would not be counted during the meeting.

STAFF PRESENT: Misty Mayo Brock New Amy Whitmer
Julie Johncox Akane Thaxton

Ashley Whitmer

GUESTS PRESENT: Mark Zachary McMahon Surovik Suttle, PC
Doug Williamson Abilene Chamber of Commerce
Brent Schroeder Abilene Industrial Foundation
Gray Bridwell Military Affairs Committee

1. **CALL THE MEETING TO ORDER:** Chair Jack Rich called the meeting to order at 9:30 am by videoconference.
2. **INVOCATION:** Chair Jack Rich offered the invocation.
3. **PUBLIC COMMENT ON AGENDA ITEMS:** Chair Jack Rich announced an opportunity for the public to comment on any of the agenda items. He further stated that there would be no votes or formal action taken during public comment, that this would allow members of the public to present ideas and information to the DCOA Board and staff pertaining to the items on the agenda, and that if there was anyone who would like to make a public comment, to please state their name and address. Chair Jack Rich also announced there would be an additional opportunity for the public comment on Agenda Item 13 following Executive Session. No members of the public requested to make public comment. Thus, Chair Jack Rich moved on to Agenda Item 4.
4. **GOVERNANCE SCHEDULE:** Misty Mayo, DCOA CEO, stated that the 2021 governance schedule is in the packet. The governance schedule is a tool that ensures the DCOA is operating on schedule and is a living document that can be amended as needed.
5. **APPROVAL OF MINUTES FROM THE JANUARY 27, 2021 BOARD MEETING:** Sam Vinson moved to approve the minutes from the January 27, 2021 Board Meeting. Vic Corley seconded, and the motion passed.
6. **DCOA FINANCIAL REPORT FOR JANUARY 2021:** Akane Thaxton, DCOA Finance Manager, presented the Financial Report for January 2021. The DCOA's total current assets as of January 31, 2021, were \$36,222,518. The January revenues totaled \$1,008,043 and total expenditures were \$2,276,430. One of the major expenses in January was the Street Maintenance Fund payment. CEO Misty Mayo stated that the Street Maintenance Fund payment was a part of a five-year annual payment approved by the DCOA Board through a Resolution in 2019. CEO Misty Mayo noted on the Balance Sheet the difference in the

checking/savings account for January 2021 compared to January 2020. Since October 1, 2020, the DCOA has managed its' financial accounts with Condley and Company. Chair Jack Rich asked CEO Misty Mayo to clarify where the assets are currently being held. CEO Misty Mayo explained the assets were at First Financial Bank, excluding the investment monies which would be discussed later on the Agenda.

The Board asked clarification questions and made comments regarding the Financial Reports. CEO Misty Mayo explained the team would continue working on the Financial Reports and asked the Board to review and continue to provide feedback on the monthly Financial Reports.

7. ANNOUNCEMENT FOR MILITARY AFFAIRS COMMITTEE'S DEFENSE ECONOMIC ADJUSTMENT ASSISTANCE GRANT (DEAAG): CEO Misty Mayo introduced Gray Bridwell, with the Military Affairs Committee, to announce the receipt of the Defense Economic Adjustment Assistance Grant (DEAAG). Gray Bridwell explained that because of the DCOA's commitment of 10% matching funds for security upgrades at Dyess Air Force Base, the Military Affairs Committee applied for and received a 50% grant for the security upgrades, with the Air Force providing the remaining 40%. For a 10% return on a \$3.7 million project, the DCOA and Military Affairs Committee were able to help Dyess Air Force Base with needed upgrades.

Gray Bridwell noted that these projects help Dyess Air Force Base with Base Realignment and Closure (BRAC) decisions and community partnership. Gray Bridwell thanked the Board for their contribution and the huge win that everyone involved had achieved. CEO Misty Mayo thanked Gray for his work with the Military Affairs Committee and Dyess Air Force Base. She also thanked the Board for continuing to ensure the DCOA supports Dyess Air Force Base in maintaining the quality and longevity of their commitment to Abilene. Chair Jack Rich thanked Gray for the Military Affairs Committee's efforts and for announcing the DEAAG win.

8. ANNOUNCEMENT THAT DCOA RECEIVED THE TEXAS ECONOMIC DEVELOPMENT COUNCIL'S 2020 ECONOMIC EXCELLENCE RECOGNITION AWARD: CEO Misty Mayo announced that the DCOA received the 2020 Economic Excellence Recognition award from the Texas Economic Development Council. The recognition is provided to economic development organizations that meet a desired level of professionalism and commitment to excellence. Recipients qualify for the recognition based on training taken by their governing board members, as well as their economic development executive and professional staff team members. CEO Misty Mayo congratulated the Board for the commitment to excellence and to continually learning the business of economic development in Texas. CEO Misty Mayo recognized the DCOA staff for their commitment to continue to be engaged in the economic development professional organizations and international professional organizations, as well as continual improvement through educational opportunities for economic development.

9. EXECUTIVE SESSION: Chair Jack Rich announced that the Travel and Expense Policy was posted on the Abilene DCOA website for review and reminded that there would be an additional public comment for Agenda Item 13 after Executive Session. Chair Jack Rich stated: I hereby announce we are going into Executive Session pursuant to Texas

Government Code Sections 551.071, .072, .074, and .087 to consult with legal counsel, discuss real property transactions, personnel matters, and discuss economic development negotiations involving a business prospect, as set forth on the agenda, and that any vote or action will be taken in open session.

Chair Jack Rich announced the date is February 26, 2021 and the time is 9:56 am. Later, Chair Jack Rich announced the date is still February 26, 2021 and the time is 11:12 am, and that no vote or action was taken in Executive Session.

10. REVIEW AND DISCUSSION OF A DCOA INVESTMENT POLICY: CEO Misty Mayo presented the DCOA Investment Policy, reminding the Board and the public that the DCOA Investment Policy was posted online at the beginning of the meeting. The Chair formed a two-person committee comprised of Secretary and Treasurer Vic Corley and Chair Jack Rich to review the recommended Investment Policy. The committee brought in outside consultants to provide advice, including Marelyn Shedd at First Financial Bank. The Board will review the Policy in further detail and discuss at the next board meeting.

11. UPDATE AFTER WINTER STORM REGARDING THE STATUS OF POTENTIAL DAMAGE TO DCOA OWNED PROPERTIES: CEO Misty Mayo stated the DCOA is assessing any potential storm damage of DCOA-owned properties. The DCOA discovered damage at Hangar 4, which is currently leased from the DCOA by Eagle Aviation Services, Inc. (EASI). The DCOA believes the damage will be covered by the TMLIRP Policy, which is currently owned by the City of Abilene. The DCOA is working in conjunction with the City of Abilene to assess the damages and potential insurance coverage for Hangar 4. The DCOA is continuing to assess all other properties owned or operated by the DCOA to uncover additional damage.

12. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION APPROVING AN AGREEMENT WITH PROJECT DOUBLE T: Chair Jack Rich tabled Agenda Item 12.

13. DISCUSSION AND POSSIBLE APPROVAL OF A DCOA TRAVEL AND EXPENSE POLICY: Chair Jack Rich announced an opportunity for the public to comment on Agenda Item 13. He further stated that if there was anyone who would like to make a public comment, to please state their name and address. No members of the public requested to make public comment. Thus, Chair Jack Rich moved on to a discussion and possible approval of a DCOA Travel and Expense.

Chair Jack Rich made an introductory explanation of the Policy prior to the discussion. He stated that there was concern expressed through open meetings and open records information about expenses incurred by the DCOA and the fulfillment of its responsibilities of trying to attract businesses to the community. The Chair formed a committee comprised of Chair Jack Rich and Board Member Floyd Miller to review the recommended Travel and Expense Policy. Chair Jack Rich further explained this is a continuation of his commitment he made to City Council to review the DCOA's Travel and Expense Policy. The Policy reflects the competitive nature of economic development and attracting businesses to the community. The committee discussed with the DCOA leadership multiple sections and drafts

of the Policy, including the alcohol policy, to understand the most appropriate way to draft the Policy. The committee and Board recognized that the DCOA must have the necessary tools to make Abilene competitive and expected the DCOA Team to be professional and cognizant of the fact that the DCOA is using money that is provided by the sales tax in the City of Abilene; and the trust that goes with that process. The Policy is written in a way that reflects those expectations and recognitions. The Policy recognizes that a big part of the responsibility that the Board charges the DCOA administration with is to build relationships. To do this, the DCOA must look for places and times where people are receptive to conversation, which is often meals at conferences and when people are coming to town to visit.

Chair Jack Rich thanked Floyd Miller for his time and commitment to working on the committee for the Policy. Floyd Miller stated that the expectation of team members is to do the right thing. The Policy outlines the expectation for the DCOA team to do the right thing, behave honestly and responsibly within the guidelines of the Policy, and seek to keep costs to a minimum where possible in line with the best interest of Abilene. Floyd Miller explained that it is not just about one meal; but that the DCOA team work to bring companies to Abilene who can provide meals for thousands of families. Floyd Miller further stated that it is important to keep focused on the goal of bringing new jobs here and enlarging the tax base. If the DCOA team continues to focus on that goal, a more expensive meal can be justified over time.

CEO Misty Mayo explained the DCOA did a tremendous amount of benchmarking not only of like-sized markets and their economic development organizations, but of small and larger markets and corporate expense policies. Some of the wording in the Policy was pulled from other economic development organizations in the State. CEO Misty Mayo stated that is also important to remember that it has only been six months since the DCOA, along with the support of partners and the City Council, determined the DCOA realignment would include internally executing the Business Attraction and Marketing and Brand Awareness Core Pillars. Over the last six months, there has been a tremendous amount of work aligning the organization from an administrative side.

Sam Vinson made a motion for the DCOA to approve a DCOA Travel and Expense Policy. Vic Corley seconded, and the motion passed.

14. TEXAS ECONOMIC DEVELOPMENT COUNCIL'S LEGISLATIVE PRIORITIES TO KEEP TEXAS COMPETITIVE IN ECONOMIC DEVELOPMENT: CEO Misty Mayo explained the DCOA team commits to bring an educational development piece to the Board each month. The Texas Economic Development Council legislative priorities are issues addressed every two years. The six ways to keep Texas strong in economic and community development are:

1. Protect the Economic Development Sales Tax for Economic and Community Development.
2. Support the Reauthorization of Chapter 313 of the Texas Tax Code. (Tax Code Chapter 313 – Was part of the Texas Economic Development Act of 2001. It provides the means for school districts across the state of Texas to grant property tax

abatements to companies within their school district who commit to developing new jobs.)

3. Support Continued Funding of the Texas Enterprise Zone.
4. Maintain Funding for Texas Workforce Development Programs.
5. Support and Promote Innovation and Entrepreneurship.
6. Promote and Protect Local Control including Preserving Local Tax Incentives like Chapter 312 of the Texas Tax Code. (Tax Code Chapter 312 – Tax Abatement Act)

15. DISCUSSION OF THE NEXT BOARD MEETING DATE: Board members considered dates for the next meeting, and Chair Jack Rich announced that the next scheduled regular meeting of the DCOA Board will be on March 31, 2021 at 9:00 am.

16. ADJOURNMENT: There being no further business, the meeting was adjourned.



Jack Rich, Chair



Vic Corley, Secretary & Treasurer