



PFLUGERVILLE | a
COMMUNITY DEVELOPMENT | CO

Minutes - Final

Wednesday, February 28, 2024

6:00 PM

Regular Meeting

3801 Helios Way, Ste. 130

Pflugerville Community Development Corporation
(PCDC)

You are invited to a Zoom webinar.
When: Feb 28, 2024 06:00 PM Central Time (US and Canada)
Topic: PCDC Regular Board Meeting

Please click the link below to join the webinar:

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1. Call to Order

Board President, Jeff Thompson called the meeting to order at 6:00 p.m. Other members present were: Adam Rosenfield, Oscar R Mitchell, Darelle White, Jim McDonald, Victor Gonzales, and Ceasar Ruiz. PCDC staff in attendance: Amy Madison, Christian Kurtz, Crystal Connally, Alisa Richey, Salom Tsoka, and Veronica Ramirez and Patty Akers, PCDC Attorney.
City Staff present: James Hartshorn, Deputy City Manager and Tracy Waldron, Director of Finance.

2. Opening

2A. Pledge of Allegiance to the Flag of the United States of America: I pledge allegiance to the flag of the United States of America and to the Republic for which it stands; One Nation under God, indivisible, with liberty and justice for all.

2B. Pledge of Allegiance to the Texas State Flag: Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

3. Items of Community Interest

Amy Madison presented a service award to past board President, Dennis Spencer and thanked him for his two years of service. Ms. Connally discussed the upcoming PCDC Business Pfirst event and announced the panelist list. She also mentioned the upcoming event to Board members to rsvp to Alisa Richey. Ms. Connally also mentioned and shared Fox News video of the mobile learning lab at PFISD that PCDC helped fund the equipment. Students that complete this certification will be able to obtain their EMT certification. Ms. Madison mentioned the ribbon cutting that occurred before the meeting of EVS Metals breaking ground for their business expansion.

Pursuant to Texas Government Code Sec. 551.0415, a member of the Board or PCDC staff may announce items of community interest during a meeting of the governing body without having given notice of the subject of the announcement. "Items of community interest" includes: (1) expressions of thanks, congratulations, or condolence; (2) information regarding holiday schedules; (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision; (4) a reminder about an upcoming event organized or sponsored by the governing body; (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.

4. Public Comment

No Public Comments were received.

In accordance with the Texas Attorney General's Opinion, any public comment that is made on an item that is not on the published final agenda will only be heard by the PCDC Board. No formal action, discussion, deliberation, or comment will be made by the Board. Each person providing public comment will be limited to 3 minutes.

5. Other Actions

- 5A. Approving the minutes of the January 17, 2024 Worksession, Regular meeting, and the January 29, 2024 Special Called meeting.
- 5B. Approving the PCDC Regular Board Meeting for June 19, 2024 to be moved to June 20, 2024 to allow observance of Juneteenth holiday.
- 5C. Approving a professional services agreement with Valley View Consulting, LLC, not to exceed \$12,000.00 for the purpose of financial investment consulting and authorizing the Executive Director to execute the same.

Action on Consent Agenda Items

Victor Gonzales motioned to approve all items on Consent Agenda. Darelle White seconded. Approved 7-0

Items pulled from the consent agenda will be addressed under Item 7.

6. Regular Agenda

- 6A. Discuss and consider action to elect one or more officers of the Board of Directors of the Pflugerville Community Development Corporation.

Jeff Thompson opened the item for discussion. Jim McDonald discussed the importance, in his opinion, that it is important to have members from the populus to hold board officer positions. That being said, Mr. McDonald announced his resignation of PCDC Board Secretary and maintaining his position on the PCDC Board. Mr. Thompson stated that this is effective immediately. Mr. McDonald nominated Oscar R. Mitchell as the new PCDC Board Secretary. Mr. Mitchell accepted the nomination. Ceasar Ruiz seconded. A vote was then taken for Oscar Mitchell to be accepted as the PCDC Board Secretary. Approved 7-0. Mr. Gonzales suggested considering that revisions or clause be made to the PCDC Board By-Laws to state that any Board officer position should be held by a non-elected official. Mr. McDonald stated his acceptance of the position of Secretary previously was due to not enough members present at the time of election in January and by making a revision or adjustment to the by-laws in the manner of restricting the members eligible for officer positions in the future may cause issues. Mr. Thompson agreed with Mr. McDonald and stated that this could be an agenda item for a future meeting. Mr. Thompson then closed the item for further discussion.

- 6B. Discuss and consider action to approve a TIP Strategies agreement for a Pflugerville Workforce Study in the amount \$75,000, authorizing PCDC expenditures not to exceed \$50,000 to be matched by a \$25,000 Texas Workforce Commission grant, and authorizing the President to execute the same following approval by City Council.

Jeff Thompson opened the item for discussion. Tom Stellman, CEO TIP Strategies, gave a summary of the requested changes in the contract per the City Council's requests. Discussion was held which included but not limited to timelines for completion and objectives. Mr. Ruiz requested a monthly update for this agreement, if approved by the City Council. Oscar Mitchell motioned to approve. Adam Rosenfield seconded. Approved 7-0.

- 6C. Discuss and consider action to approve a Community Engagement Grant request for the Pflugerville Independent School District's Certified Technical Education Program, not to exceed \$41,640, for the purchase of Desktop CNC Mill and Laser Cutting System training equipment.

Jeff Thompson opened the item for discussion. Traci Hendrix, CTE Director, PFISD, gave a summary of the grant request which included what PFISD can and can't do referencing training guidelines set by the Texas Education Agency. Jeff Thompson motioned to approve. Oscar Mitchell seconded. Approved 7-0

- 6D. Discuss and consider approving a professional services agreement with DCS in an amount not to exceed \$369,000 for engineering and final design services for Phase IV of the Impact Way extension to and through the PCDC 17.8-acre tract and authorizing the President to execute the

agreement following final approval by City Council.

Jeff Thompson opened the item for discussion. Darren Strozewski, DCS Engineering, gave a summary of the upcoming engineering and final design services with timelines and objectives. Victor Gonzales motioned to approve. Darelle White seconded. Approved 7-0

6E. Discussion regarding the PCDC Quarterly Calendar.

Jeff Thompson opened the item for discussion. Amy Madison went over upcoming PCDC events for the quarter. She stated that a special called meeting may be needed on March 20, 2024 to be held before the PCDC Regular Board meeting. In addition, she noted that the June 19, 2024 Regular Board meeting has been moved to June 20, 2024.

6F. Discussion and presentation from Paul Scheuren, Principal Economist, regarding the PCDC Annual Impact Data Report.

Jeff Thompson opened the item for discussion. Paul Scheuren, Principal Economist, who attended virtually, gave a brief discussion regarding the PCDC Annual Impact Data Report. No action as this was a discuss item only.

6G. Discussion regarding a proposal for Financial Services to be included in the Agreement between the Pflugerville Community Development Corporation, and the City of Pflugerville.

Jeff Thompson opened the item for discussion only. James Hartshorn, Deputy City Manager, gave a summary of the professional services agreement proposed changes between the City and PCDC to include transitioning PCDC Finances to be under the City of Pflugerville Finance Department. Tracy Waldron, Finance Director, was available to answer questions regarding the transition. Mr. Hartshorn stated that this transition is standard operating procedure with other cities comparable to Pflugerville and will give better leverage for a broader financial team and help streamline the processes between the City and PCDC. Ms. Waldron provided more details regarding this transition to include creating efficiencies and financial transactions such as accounts payable and investing. A few additional things noticed by Ms. Waldron was duplication on software with Debt Books which PCDC and the City use and PCDC can be on the same platform as the city and that would be a cost savings. In addition, the City uses the same auditor that PCDC uses and PCDC is already a component within that audit for the City. The City also uses the same investment firm as PCDC and the investments would be separate. Mr. Hartshorn and Ms. Waldron stated that this will not merge PCDC funds with City funds and will remain a separate corporation and entity. Ms. Madison stated that she would like to continue using Valley View Consulting for investment advice. Ms. Waldron stated that would not change. Mr. Gonzales clarified that there will be a PCDC investment bucket and a city investment bucket. The two are not co-mingled. Ms. Madison discussed her concern with the City's timeline for this transition. She stated that there is training for PCDC staff to be taken and other processes that will need to be reviewed and approved before the transition. Mr. Thompson expressed his concern that this agreement was presented on the 2/13/2024 City Council meeting as a consent item and the agreement duly states in Section 5D "This agreement has been duly and properly approved by each party's governing body and constitutes a binding

obligation on each party". Mr. Thompson then stated that 2/13 was the first time he had seen this agreement. Ms. Madison stated that the current PCDC/City Admin agreement was included in the New Board Member Orientation packet, and the language on that executed agreement is the same. Mr. White stated that no one on the PCDC Board saw any of the proposed changes in the agreement until the night of the council meeting. No action was taken during the City Council on 2/13, but the council gave direction, for it to go back to the PCDC Board for review and bring it back to the City Council with any changes. Mr. Ruiz expressed his concern that this item is only a discuss only item on this agenda. Mr. Thompson clarified that it is only a discussion item so that PCDC Board could have a discussion on the proposed changes before it is approved. Ms. Madison noted the direction of the Board was to work with the city staff and put together an implementation plan and bring it back to the Board on March 20, 2024, for review and consideration. PCDC counsel, Patty Akers, noted that PCDC attorneys would need to review any final changes before it is presented to the Board.

6H.

1.) Executive Session Item: Deliberations in accordance with Sections 551.071 and 551.087 of the Texas Government Code to discuss economic development negotiations and financial information received from businesses expanding or relocating in the City of Pflugerville and to seek legal advice regarding such projects, incentives, and negotiations, including project: Project Greenfield and Project Top Floor 2.) Executive Session Item: Deliberations in accordance with Sections 551.072 of the Texas Government Code to discuss the sale, purchase, or lease of real property.

3.) Open Session Item: Discuss and consider action on Executive Session items, as needed.

Jeff Thompson moved to go into Executive Session at 9:10 p.m.
The Board returned from Executive Session at 10:34 p.m. No action was taken.

7. Discuss and Consider Action on Items Pulled from Consent Agenda

No items were pulled from the Consent Agenda.

8. Adjourn

Meeting adjourned at 10:34 p.m.

Approved as submitted on March 20, 2024.
Respectfully submitted by Alisa Richey, Executive Assistant.

The Pflugerville Community Development Corporation may retire to executive session any time between the meeting's opening and adjournment on any item listed on the Agenda for the purpose of consultation with legal counsel pursuant to Section 551.071 of the Texas Government Code; discussion of real estate pursuant to Section 551.072 of the Texas Government Code; and/or deliberation regarding economic development negotiations pursuant to Section 551.087 of the Texas Government Code by majority vote of the Board. Action, if any, will be taken in open session. PCDC President, Jeff Thompson.

This is to certify that a copy of this agenda for this meeting was posted on the bulletin board located at the City Municipal Building on the 23rd of February, 2024, at 5:00PM pursuant to Section 551.041, Government Code. The Pflugerville Community Development Corporation is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Requests to speak during Public Comment must be received at least 2 hours prior to the meeting. To request to speak please contact Alisa Richey, Executive Assistant at alisar@pfdevelopment.com or 512-990-3725 for information. This agenda has been reviewed and approved by the PCDC's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of the Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion. Attendance By Other Elected or Appointed Officials: It is anticipated that members of the City Council and/or other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the City Council and/or other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the City Council and/or other boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the City Council and/or other boards, commissions and/or committees of the City, whose members may be in attendance.

The members of the City Council and/or boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for the City Council or board, commission or committee subject to the Texas Open Meetings Act.

VIDEO CONFERENCE CALL: PURSUANT TO SECTION 551.127 OF THE TEXAS GOVERNMENT CODE, ONE OR MORE MEMBERS OF THE PCDC BOARD MAY PARTICIPATE IN A MEETING REMOTELY, FOLLOWING CERTAIN GUIDELINES AND NOTICE REQUIREMENTS. A QUORUM OF THE PCDC WILL BE PHYSICALLY PRESENT FOR THE SCHEDULED MEETING AT THE ABOVE STATED LOCATION. THIS NOTICE SPECIFIES THE INTENT TO HAVE A QUORUM PRESENT AT THE STATED MEETING LOCATION. THE MEMBER OF THE PCDC BOARD PRESIDING OVER THE MEETING WILL BE PHYSICALLY PRESENT AT THE ABOVE PUBLIC

LOCATION. VIDEO CONFERENCE EQUIPMENT PROVIDING TWO-WAY AUDIO AND VIDEO COMMUNICATION WITH EACH MEMBER. PARTICIPATING REMOTELY WILL BE MADE AVAILABLE AND EACH PORTION OF THE MEETING HELD BY VIDEO CONFERENCE THAT IS REQUIRED TO BE OPEN TO THE PUBLIC CAN BE VIEWED AND HEARD BY THE PUBLIC AT THE LOCATION SPECIFIED.

Amy Madison, PCDC Executive Director.