



PFLUGERVILLE | a
COMMUNITY DEVELOPMENT | CO

Minutes - Final

Wednesday, May 15, 2024

6:00 PM

Regular Meeting

3801 Helios Way, Ste. 130

Pflugerville Community Development Corporation
(PCDC)

You are invited to a Zoom webinar.

When: May 15, 2024 06:00 PM Central Time (US and Canada)

Please download and import the following iCalendar (.ics) files to your calendar system.

https://us02web.zoom.us/webinar/tZAtcOtqz0tHtWLFuAlsQs2UKF7FhAQFXLT/icsicsTo ken=98tyKuGsrjwsH9GTtx2GRpwIAo_CM_wmCFagrdsDnwlixAczCkA8IkR3Men2

Topic: PCDC Regular Board Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84076556741>

Or One tap mobile : +13462487799,,84076556741# US (Houston)

+17193594580,,84076556741# US

Or Telephone:

Dial(for higher quality, dial a number based on your current location):+1 346 248 7799

US (Houston)+1 719 359 4580 US+1 253 205 0468 US+1 253 215 8782 US (Tacoma) +1

669 444 9171 US+1 669 900 6833 US (San Jose)+1 929 436 2866 US (New York)+1 301

715 8592 US (Washington DC)+1 305 224 1968 US+1 309 205 3325 US+1 312 626 6799

US (Chicago)+1 360 209 5623 US+1 386 347 5053 US+1 507 473 4847 US+1 564 217 2000

US+1 646 931 3860 US+1 689 278 1000 US

Webinar ID: 840 7655 6741

International numbers available: <https://us02web.zoom.us/j/84076556741>

1. Call to Order

Mr. Thompson called the meeting to order at 6:02 p.m. Other board members present were: Darelle White, Victor Gonzales, Jim McDonald, Oscar Mitchell, Adam Rosenfield, and Ceasar Ruiz. PCDC staff present: Amy Madison, Christian Kurtz, Crystal Connally, Veronica Ramirez, Salom Tsoka, Alisa Richey and PCDC staff attorney Josh Brockman-Weber. James Hartshorn was in attendance representing the City of Pflugerville.

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

Crystal Connally gave a summary of attendance at the annual PCDC Economic Development Week Drop-In social. There were over 120 people that attended. This was also the kick-off for PCDC Entrepreneur Pflugerville group. The group will be meeting quarterly. Mr. Thompson commented that he would like to be in

loop for this program.

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 PCDC Board. Each person providing public comment will be limited to 3 minutes.

5. Public Hearing

- 5A. Public Hearing regarding two proposed projects of the PCDC: Helios Way Extension in the One Thirty Business Park, for improvement and obtaining driveway access to TxDOT SH130; and financial incentives for a co-workspace enterprise in Class A office space.

Mr. Thompson opened the public hearing. No comments were received. Mr. McDonald motioned to close the public hearing. Mr. Gonzales seconded. Vote was taken. 7-0

Reading of the Consent Agenda

The following items may be acted upon in a single motion. No separate discussion or action on any of these items will be held unless requested by a member of the PCDC. Public comment on consent agenda items may be heard without removing the item from the consent agenda. Each person providing public comment will be limited to 3 minutes.

6. Other Actions

- 6A. Approving the minutes of the April 9, 2024 Special Called Meeting, and April 17, 2024, Regular Board Meeting.
- 6B. Approving Resolution 2024-006 of the Corporation adopting a Fund Balance and Budget Policy, adopting a PCDC Purchasing Policy, adopting the City of Pflugerville's Investment Policy, repealing conflicting financial policies, and setting an effective date.

Action on the Consent Agenda Items

Mr. Gonzales motioned to approve. Mr. McDonald seconded. Passed 7-0.

Items pulled from the consent agenda will be addressed under item 8.

7. Regular Meeting

- 7A. Discussion regarding the PCDC Quarterly Calendar.
- Ms. Madison noted on the calendar two dates, the PCDC/City Council Joint Worksession will be June 11 to review the proposed PCDC FY25 Budget and then the next regular meeting on June 20 at 6:00 p.m. A motion to close this item was made by Mr. Rosenfield and seconded by Mr. Thompson. Vote 7-0.**
- 7B. Discussion and update on the Financial Transition Plan.
- Mr. Thompson opened this item. Ms. Madison introduced Ms. Tracy Waldron, Finance Director, City of Pflugerville. Ms. Waldron stated that the city is currently updating ClearGov with historical information in regards to PCDC finances. Mr. Rosenfield inquired about timeline for training of PCDC staff into Munis, the city's finance software. The timelines were provided in the board members packets. Mr. White motioned to close this item. Mr. Thompson seconded. Passed 7-0.**
- 7C. Discuss and consider acceptance of the PCDC FY23 Annual Audit.
- Mr. Thompson opened the item. Mr. Todd Truitt, PA Audit Partner with Pattillo, Brown & Hill, went over the findings of the FY23 PCDC Annual Audit. Mr. Truitt referred to the audit which was provided to each board member, that there were no deficiencies in the audit and there were no incidents of non-compliances that are required to be reported under government auditing standards. Mr. White made a motion to approve the audit as presented. Mr. Rosenfield seconded. Vote was taken 7-0. Passed**
- 7D. Discuss and consider action approving two proposed 10' wide public utility easements for water and wastewater extension of City of Pflugerville Public Utilities through the PCDC's 17.8-acre tract to a 86-acre tract owned by EastGroup located south of the One Thirty Business Park at Cameron Road.
- Mr. Thompson opened the item. Ms. Madison summarized the previous work**

so far completed for this project. Ms. Emily Mahoney, Langan Engineering, presented and gave timelines of current work and a preliminary plan. Darren Strozewski who was present virtually had no additional comments. Mr. McDonald inquired about the speed limits set for the curve of the road through the said properties. Mr. Strozewski commented adjustments are being discussed currently. Mr. Thompson motion to approve the extension agreement. Mr. Ruiz seconded. Votes 7-0. Passed

- 7E.** Discuss and consider action authorizing the Executive Director to enter into a Professional Services Agreement with Retail Strategies in the amount of \$45,000 for the purpose of retail recruitment services.

Mr. Thompson opened the item. Ms. Madison stated that she could have approved this since it is under \$50,000 as the Executive Director now has the ability to approve up to \$50,000 per the actions on item 6B. Ms. Madison then introduced Madison Neal, Portfolio Director with Retail Strategies. Mr. Neal introduced his co-worker Megan Jimenez. Both Mr. Neal and Ms. Jimenez attended the meeting virtually. Mr. Neal gave a summary of the process and what has been completed and what is planned for the remaining of the contract. Mr. Neal talked about what type of retail is targeted and the strategies that were used to focus on. He presented very informative slides with his presentation. Mr. Rosenfield motioned to approve. Mr. Thompson seconded. Vote was 7-0. Passed

- 7F.** Discuss and consider action on Resolution 2024-005 to donate equipment to Pflugerville Independent School District purchased for the purpose of training emergency medical technicians as part of the High Demand Job Training Grant.

Mr. Thompson open the item. Ms. Crystal Connally gave a summary of the equipment that was purchased by the PCDC with a matching grant from Workforce Commission for the PFISD. Ms. Connally then introduced Dr. Olivarez representing PFISD who then gave a summary on how the equipment has been used and any future use as well. Dr. Olivarez expressed her gratitude and was happy to accept the donation. Mr. Rosenfield motioned to approve. Mr. Ruiz seconded. Vote 7-0 Passed.

- 7G.** 1.) Executive Session Item: Deliberations, pursuant to Chapter 551.074 of the Texas Government Code, on personnel matters including the appointment, employment, evaluation, reassignment and duties of a public officer or employee: a) Executive Director b) Interim Executive Director.

2.) 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: Top Floor.

3.) 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.

4.) Executive Session Item: Consultation with Attorney under Section 551.071 regarding the sale, purchase, or lease of real property.

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

Mr. Thompson called the board into Executive Session at 7:15 p.m. The Board returned from Executive Session at 8:52 p.m. and no action was taken.

8. Discuss and Consider Items Pulled from Consent Agenda

No items were pulled from the Consent Agenda.

9. Discuss and Consider

9A. Discussion and possible action regarding appointment of an Interim Executive Director.

Mr. Thompson made a motion to appoint Christian Kurtz as the Interim Executive Director to take effect at the earlier of Amy Madison's departure or July 15, 2024. Mr. Gonzales seconded. Vote 7-0 Passed.

10. Adjourn

Meeting adjourned at 8:54 p.m.

Approved as submitted on June 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 10th of May, 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.