

**LORENA TIRZ #1 EAST  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
TUESDAY, SEPTEMBER 3, 2019, AT 6:30 P.M.**

**LORENA CITY HALL  
107-A S. Frontage Rd. Lorena, Texas 76655**

**MINUTES**

Call to Order and Verification of Agenda Posting

*The meeting was convened at 6:31 pm and Chairman Coleman noted that the meeting was posted in accordance with the requirements of the Texas Open Meetings Act and a quorum was present. Members Present: Bill Coleman, Chuck Roper, J Fagner, Chad Hanson, Steve Meadows and William Callan. Members Not Present: Kelly Snell. Also Present: Joseph Pace (City Manager), Kevin Neal (Public Works Director), Jason Mundo of Mundo and Associates, Inc. (TIRZ Administration and Program Management Consultants), and Chris McGowan (RKS).*

1. Discussion and possible action to approve Lorena TIRZ #1 East Meeting Minutes – July 1, 2019

*The Board reviewed the meeting minutes. J Fagner moved to approve the Lorena TIRZ #1 East Meeting Minutes – July 1, 2019. William Callan seconded the motion. The motion was unanimously approved.*

2. Update on Path Forward of Lorena TIRZ #1 East.

*Mr. Mundo updated the Board on the Administration of Lorena TIRZ #1 East.*

*July 2019 - Administration Contract:*

*Printing and assembly of Board Pack for July 1 TIRZ meeting. Conduct July 1 TIRZ Meeting. Coordination with City Council on approval of TIRZ Budget FY2019-2020. Preparation of TIRZ semi-annual report (Jan. 2019 – June 2019).*

*August 2019 - Administration Contract:*

*Preparation of TIRZ Financial Pack in August including preparation and review of all financial reports and invoices for July services. Coordination with Chairman Coleman and the City on approval and payment of those invoices.*

*Lorena TIRZ #1 East  
Minutes of Regular Meeting of the Board of Directors  
Tuesday, September 3, 2019*

***Preparation for September TIRZ Meeting including - Agenda Preparation, Meeting Minutes Preparation, Coordination with Chairman Coleman on Agenda, Preparation of Admin Path Forward, Review and Reconciliation of Invoices, Preparation of Financial Report, Preparation of Cash Flow Report, Preparation of Board Pack, posting of agendas and minutes to website.***

***Look Ahead Months: 09/01 to 11/01, 2019***

***Administration Contract (may include but not limited to):***

***Preparation of TIRZ semi-annual report (Jan. 2019 – June 2019) and submittal to County***

***Preparation of TIRZ Financial Pack in October including preparation and review of all financial reports and invoices for September services. Coordination with Chairman Coleman and the City on approval and payment of those invoices.***

***Preparation for November TIRZ Meeting including - Agenda Preparation, Meeting Minutes Preparation, Coordination with Chairman Coleman on Agenda, Preparation of Admin Path Forward, Review and Reconciliation of Invoices, Preparation of Financial Report, Preparation of Cash Flow Report, Preparation of Board Pack, posting of agendas and minutes to website.***

***Any additional coordination with City as needed regarding suggested path forward steps to address annexation and development review issues and move forward with proposed Loera and Mitchell-Tully developments.***

***Website updates as needed.***

***Any other administrative items as they arise.***

3. Update on City Council action on Lorena TIRZ #1 East FY2019-2020 Budget at July City Council Meeting.

***Mr. Mundo updated the Board that City Council approved the TIRZ Budget at the July City Council Meeting.***

4. Update on completion of Lorena TIRZ #1 East Semi-Annual Report.

***Consultant Mundo presented the completed Lorena TIRZ #1 East Semi-Annual Report for the period January 2019-June 2019 to the Board. Mr. Mundo noted that he would proceed with sending it to the County Commissioners.***

5. Update on marketing of TIRZ commercial properties to regional and national retailers at Retail Live!, retailer trade show, August 21, JW Marriott, Austin Texas

***Consultant Mundo updated the Board on the marketing of Lorena TIRZ #1 East commercial properties at the Retail Live retailer trade show in Austin to regional and national retailers.***

6. Update on marketing of TIRZ commercial properties to regional commercial realtors and brokers at NTCAR Expo, September 5, Gilley's Dallas, Texas.

***Consultant Mundo updated the Board on the marketing of Lorena TIRZ #1 East commercial properties at the NTCAR Expo in Dallas to commercial realtors and brokers.***

7. Discussion and possible action(s) to approve the following financial reports and invoices:

- A) Lorena TIRZ #1 East monthly Financial Report and monthly Cash Flow Report;
- B) Mundo and Associates invoice representing Administration services August 2019;
- C) Bovey invoice for legal services August 2019.

***Consultant Mundo noted that there is no Bovey invoice for legal services this month. The Board reviewed and discussed items A through C listed above. J Fagner moved to approve items A and B listed below:***

***A. Lorena TIRZ #1 East Financial Report and Cash Flow Report.***

***B: authorize payment of \$2,000.00 to Mundo and Associates representing Administration services August 2019.***

***Chuck Roper seconded the motion. The motion was unanimously approved.***

8. Adjournment

***The meeting was adjourned at 6:57 pm***

*If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*

\_\_\_\_\_  
Bill Coleman, Board Chairman, Date

\_\_\_\_\_  
Chuck Roper, Board Secretary, Date