

**LORENA TIRZ #1 EAST  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
MONDAY, OCTOBER 5, 2020, AT 6:30 P.M.  
VIRTUAL MEETING, ONLINE VIA ZOOM**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/82180908883?pwd=Uy8wNzRZUEdxODBlcVZpZ29vUWI4QT0>**

**9**

**Passcode: 214635**

**Meeting ID: 821 8090 8883**

**Passcode: 214635**

**Phone: +1 346 248 7799**

**or**

**One tap mobile**

**+13462487799,,82180908883#,,,,,0#,,214635#**

**Meeting ID: 821 8090 8883**

**Passcode: 214635**

**MINUTES**

Call to Order and Verification of Agenda Posting

*The meeting was convened at 6:35 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, Tommy Ross, and Chad Hanson. Members Not Present: Steve Meadows, William Callan, and 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 Development).*

1. Discussion and possible action to approve Lorena TIRZ #1 East Meeting Minutes – July 6, 2020; August 3, 2020; and August 18, 2020;

*The Board reviewed the meeting minutes. Tommy Ross moved to approve the Lorena TIRZ #1 East Meeting Minutes – July 6, 2020; August 3, 2020; and August 18, 2020. Chad Hanson 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 2020 - Administration Contract:**

*drafting of Agenda for July TIRZ meeting, sent to Chairman Coleman for review; coordination with Chairman Coleman on approval of agenda, sent agenda to city for posting, posted agenda to website; preparation of financial report and cash flow report; preparation of path forward report; coordination with City Financial Officer Linda on Certificate of Obligation invoice coupons for use in Board Pack; preparation of Board Pack; sent Board Pack to Board with link to Monday night's meeting; preparation for TIRZ meeting; conduct TIRZ meeting; send TIRZ financial reports and approved invoices and payments to City Financial Officer for processing; website updates to Minutes section of website posting the meeting minutes of the regular meeting March 2020 and the two called meetings in May 2020; coordination with Legal counsel regarding them possibly not receiving their payment for May services;*

*project planning / budget planning; coordination with Cary Bovey on missing payment for May TIRZ legal services; coordination with City Financial Staff requesting payment of TIRZ legal invoice previously approved and sent to City on June 9; review of legal correspondence from February regarding whether Mitchell-Tully forfeited right to reimbursement of \$50,000 by not developing in 2019. Confirmed with City Financial Officer as requested by CFO that yes it was the legal opinion of TIRZ legal counsel that Mitchell-Tully did forfeit the right to reimbursement of \$50,000 since it did not begin development in 2019; coordination with Bovey & Cochran on missing check for May services; coordination with City Financial Officer on cancelling current check and issuing a new check to Bovey & Cochran for TIRZ legal services in May; coordination with Chairman Coleman, Mayor, and City Manager on Council appointment of open TIRZ seat in August Council meeting; review of correspondence REH Land realtor/developer had with City regarding his thoughts on subdividing Callan property into 11 or 12, 20-acre lots or so for single family development; reviewed and considered possible economic impacts of such a development; preparation of TIRZ Budget for FY2020-2021; coordination with HOTCOG regarding EDA Cares Act infrastructure grant and possible application; preparation of TIRZ Budget for FY2020-2021; coordination with City Financial Officer regarding TIRZ Budget; Drafting of Agenda for August 3 meeting; sent Agenda to Chairman Coleman for review.*

**August 2020 - Administration Contract**

*FY2020-2021 Budget Preparation; review of EDA Cares Act Grant Documents, preparation of TIRZ properties appraised values 2020; FY2020-2021 Budget Preparation; preparation of TIRZ properties appraised values 2020; prepare for TIRZ Zoom meeting, conduct TIRZ Zoom meeting; website update listing Tommy Ross as TIRZ Board member in the seat vacated by J Fagner; preparation of draft meeting minutes sent to Board as info of what was discussed at*

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*previous night's meeting; coordination with Kevin Neal and Joseph Pace to identify water infrastructure issues and determine costs to fix them so that a project scope can be determined for use in an EDA Cares Act Grant; coordination with EDC requesting their August 2020 \$15,000 TIRZ contribution; coordination with City Financial Officer Linda requesting their August 2020 \$15,000 TIRZ contribution; preparation of monthly financial pack;*

*coordination with City Financial officer regarding the status of the TIRZ Budget process; review of EDA review calendar; coordination with Chairman Coleman letting him know of EDC's pledge to TIRZ of \$10,000 per year for 5 years (\$50,000 total) if the TIRZ applies for and receives an EDA Cares Act infrastructure grant; coordination with Chairman Coleman regarding calling a TIRZ Budget meeting for Tuesday for the non-grant project budget option; preparation of TIRZ Agenda, sent TIRZ Agenda to City for posting at City Hall; posted agenda to website; sent TIRZ Agenda and proposed Budget to TIRZ Board to inform them of the meeting and the Budget for consideration; meeting preparation and conduct TIRZ meeting; send approved TIRZ budget to City Financial Officer and City Secretary for Council consideration;*

**September 2020 - Administration Contract**

*Coordination with Chairman Coleman on next TIRZ meeting; Coordination with Board on regarding next TIRZ meeting being October; Coordination with Chrissy Brault of McLennan County Pct. 1 regarding setting up meeting with the City of Waco regarding lease for Pct. 1/TIRZ Park; coordination with Grande Communications rep answering his questions about Lorena Crossing's development plans; coordination with Grande Communications rep providing him contact info for the Arches developer Jose Loera; preparation of TIRZ Financial Pack for September; coordination with City Financial Officer regarding monthly financial reports for processing and invoices for payment; coordination with Chrissy Brault of Precinct 1 regarding setting up meeting with City of Waco regarding lease for Pct. 1 / TIRZ Park; coordination with Chrissy Brault of Precinct 1 regarding setting up meeting with City of Waco regarding lease for Pct. 1 / TIRZ Park; review of TIRZ mail shipped from City to Mundo including review of Bovey reimbursement to TIRZ for overpayment by City; coordination with City Financial Officer regarding Bovey reimbursement to TIRZ for overpayment in August, 2020; coordination with City Financial Officer regarding city/county property tax and interest statements for June-Sept 2020; drafting of TIRZ Agenda for October 5 meeting; drafted meeting minutes for August 18 meeting; drafted meeting minutes for July 6 meeting; TIRZ meeting preparation; preparation of Path Forward Document; preparation of monthly financial report, preparation of monthly Cash Flow report, preparation and review of invoices; coordination with Chairman and City Secretary on review of Agenda and posting of*

*Agenda respectively; posting of Agenda to website; sending of Board Pack to Board for Monday October 5 meeting;*

**Look Ahead Months: 10/01 to 12/01, 2020**

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

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

*Project Planning: Pct. 1/TIRZ Park Project Planning.(Implementation of TIRZ Project Plan)*

*Completion of TIRZ Semi-Annual Report for period January 2020 – June 2020*

*Coordination with Tax Assessor/Collector regarding rollback taxes.*

*Website updates as needed and any other administrative items as they arise.*

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

3. Update on TIRZ/Precinct 1 Park

*Mr. Mundo updated the Board that the County Commissioner has set up a meeting with the new Waco City Manager on October 15 to discuss the TIRZ/Precinct 1 Park Lease.*

4. Update on Loera residential development.

*The City Manager updated the Board that the Loera development had received a grading permit and they had broken ground and begun grading operations. Additionally, City Manager Joseph Pace noted that the Preliminary Plat had not yet been approved and the applicant Loera was still completing the Traffic Impact Analysis.*

5. Update on McElla and Braswell Annexation

*The Board discussed the voluntary annexation of the McElla and Braswell properties and it was noted that this should be completed as soon as possible.*

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6. Update TIRZ Board on RKS development proposal to Lorena City Council on west side of IH-35.

***The Board discussed the RKS development proposal that was presented to Lorena City Council at the September Council meeting. Chris McGowan of RKS added to the discussion as well.***

7. Update on fiber/internet expansion in the TIRZ.

***Consultant Mundo noted that Grande Communications representative had reached out to him regarding expanding their fiber/internet service to the TIRZ.***

8. 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 September 2020;
- C) Bovey Cochran invoice representing TIRZ legal services August 2020.

***The Board reviewed and discussed items A and B and C listed above. Chad Hanson moved to approve items A and B and C 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 September 2020.***

***C: authorize payments of \$58.00 to Bovey Cochran for TIRZ Legal services August 2020***

***Tommy Ross seconded the motion. The motion was unanimously approved.***

9. Adjournment

***The meeting was adjourned at 6:58 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.***

***Lorena TIRZ #1 East***

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Bill Coleman, Board Chairman, Date

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Chuck Roper, Board Secretary, Date