

**DUNCANVILLE TAX INCREMENT FINANCING (TIF)
REINVESTMENT ZONE BOARD
REGULAR MEETING
DECEMBER 13, 2018**

A regular meeting of the Duncanville Tax Increment Financing (TIF) Reinvestment Zone Board of Directors was held on Thursday, December 13, 2018, at 6:00 PM in the City Council Briefing Room located at City Hall.

Board Members in Attendance:

Michael Grace	Board Member
Kenneth Embry	Board Member
Lawrence Golden	Board Member
Alex Wheeler	Board Member

Board Members Not in Attendance:

Daniel Flores	Board Member
---------------	--------------

Staff Present: Director of Economic Development, Jessica James; and Economic Development Coordinator, Cynthia D. Williams

The meeting was called to order by President Grace at 6:04 PM.

Mr. Wheeler offered the Invocation.

ITEM NO. 1 CITIZEN'S PUBLIC FORUM.

No citizen's spoke during Citizen's Public Forum.

ITEM NO. 2 INTRODUCTION OF NEW TIF BOARD MEMBERS.

Ms. James welcomed everyone to the TIF Board meeting. Each Board Member introduced themselves, and gave their professional/volunteer status, reason for joining the Board, and any special experience, interests, or skills.

ITEM NO. 3 CONSIDER APPROVAL OF THE TIF BOARD MINUTES FOR THE MEETING HELD ON MARCH 8, 2018.

Mr. Wheeler made a motion to approve the minutes as presented, seconded by Mr. Embry, the vote passed unanimously.

ITEM NO. 4 HOLD ELECTIONS FOR THE VICE PRESIDENT TIF OFFICE AND MAKE A RECOMMENDATION TO CITY COUNCIL ON THE PRESIDENT'S OFFICE.

Ms. James reported that when the TIF was created, Staff came back with Bylaws modeled after the Duncanville Community and Economic Development Corporation (DCEDC). The City Council had one final change; they want to select the President. Tonight, the Board will elect a Vice President and get a

consensus on the President. This recommendation on the President will go to City Council for final approval, and then Staff will bring the Bylaws back to the Board for amendment.

Mr. Wheeler made a motion to appoint Mr. Embry as Vice President and made a recommendation to City Council to appoint Mr. Grace as President, seconded by Mr. Golden, the vote passed unanimously.

ITEM NO. 5 REVIEW AND DISCUSS BOARD MEMBER ATTENDANCE AND RESPONSIBILITIES.

Ms. James reported that City Council has charged her with coming to the Board to review the attendance and responsibilities of the TIF Board. If a Board Member is unable to attend the scheduled meeting, it is very important that Staff is notified as soon as possible. If Staff is notified, then the Board Member will receive an excused absence from that meeting. Otherwise, it will be counted as an unexcused absence. Staff will cancel at 10:00 AM that day if Staff does not have a quorum.

All Board Members must follow the Open Meetings Act. If an email is sent by Staff to all Board Members, please remember to reply only back to Staff. A "Reply to All" of the email could be a violation of the Open Meetings Act because the email ultimately involves a quorum of Board Members.

Board Members cannot have a "walking quorum". A walking quorum occurs when members of a governmental body meet in a series of meetings in person or via phone or other electronic communication in numbers less than a quorum to discuss public business and avoid the requirements of the Act.

If a Board Member is aware that he/she has a conflict of interest or potential conflict of interest, regarding any matter or vote coming before the Board, the Board Member shall bring this to the attention of the Board and shall abstain from the item.

The TIF Board does have the ability to have Executive Sessions. Executive sessions are generally closed discussions of a board of directors that may include invited attendees such as an executive director or certain staff members. These sessions can occur at the end of a board meeting or separate from a board meeting if no formal actions are to be taken. Whatever is discussed in the room should remain confidential.

The Board had further questions/discussion.

ITEM NO. 6 REVIEW AND CONSIDER APPROVAL OF THE DUNCANVILLE TIF DISTRICT 2018 ANNUAL REPORT.

Ms. James reviewed the 2018 TIF Annual Report with the TIF Board and answered questions from the Board. The City hired Mr. Larry Cline to be our TIF Consultant. He has reviewed and approved the Report. Ms. James informed the Board that the report will be presented to City Council for final approval in January, and then will be filed with the State of Texas in February, which is mandated by law.

The Board had further questions/discussion.

Mr. Golden made a motion to approve the 2018 TIF Annual Report, seconded by Mr. Embry, the vote passed unanimously.

ADJOURNMENT

The meeting was adjourned at 6:58 PM.

APPROVED:



**MICHAEL GRACE
PRESIDENT**

ATTEST:



**CYNTHIA D. WILLIAMS
ECONOMIC DEVELOPMENT COORDINATOR**