



**SAN BENITO
ECONOMIC DEVELOPMENT
CORPORATION**

October 23, 2019 Board of Directors Meeting Minutes

MINUTES of Annual Meeting of the **San Benito Economic Development Corporation** Board of Directors held **on Wednesday, October 23, 2019 at 5:30 P.M. at 701 N. Bowie St., San Benito, Cameron County, Texas 78586.**

BOARD MEMBERS PRESENT:

1. *Julian Rios, President*
2. *Rene Garcia, Vice-President*
3. *Encarnación López, Secretary/Treasurer*
4. *Mary Bolado, Board Member*
5. *Ramiro Guerra, Board Member*
6. *Jeremy Maya, Board Member*
7. *Mayor Benjamín Gómez, Ex-Officio Member*

EDC STAFF

Rebeca, Castillo, San Benito EDC Executive Director

Victoria Padron, San Benito EDC Economic Development Specialist

Others Present:

Antonio Torres, San Benito EDC Attorney

City of San Benito Commissioner Ricardo Guerra

1. Determination of a quorum

Mr. Rene Garcia made welcoming remarks. A quorum was determined to be present.

2. Call to Order

Mr. Rene Garcia called the meeting to order at 5:35 PM.

3. Pledge of Allegiance & Texas Flag Pledge

Standing for Pledge of Allegiance & Texas Flag Pledge was completed.

4. Invocation

Invocation was done by Ms. **Mary Bolado**.

5. Public Comments

No Public Comments.

6. Consent Agenda Items:

All consent Agenda items are considered to be routine by the San Benito Economic Development Corporation and will be approved by one motion. There will be no separate discussion of these items unless a San Benito EDC Board Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

Items "A"

A. September 26, 2019 Meeting Minutes

Motion to approve item "A" was made by **Mr. Encarnacion Lopez**. The motion was seconded by **Ms. Mary Bolado**. **Mr. Jeremy Maya** abstained from voting. Motion carried with 5 voting members for and 1 abstaining.

7. Presentation and Acknowledgement of the San Benito EDC Financial Statements for the period ending August 31, 2019

Mrs. Rebeca Castillo, EDC Executive Director presented the San Benito Economic Development Corporation financial statements for the period ending on August 31, 2019 to the SBEDC Board of Directors.

Mr. Julian Rios asked about the transactions for Resaca Fest, his understanding is that there are still pending expenditures. Staff will follow up on the Resaca Fest transaction and will update the EDC Board of Directors on any pending transactions.

Mr. Rene Garcia and Mr. Julian Rios inquired about the EDC presenting financials from two months before and if the City-Finance Department could provide more recent financial reports. EDC staff will follow up and update the EDC Board of Directors.

Mayor Ben Gomez asked about the financials being provided on a timely manner by the city and if check were also being processed and delivered to the EDC as scheduled. EDC staff responded that yes, the financials and checks are being received as scheduled.

Mr. Encarnacion Lopez asked about the investment policy. There was discussion about it being included in the service agreement.

A motion to acknowledge the San Benito EDC Financial Statements for the period ending on August 31, 2019 was made by **Mr. Encarnacion Lopez** motion was seconded by **Mr. Rene Garcia**. The motion carried unanimously.

8. Presentation and Acknowledgement of the USDA Small Business Loan Program report for the period ending August 31, 2019

Mrs. Rebeca Castillo, EDC Executive Director, City of San Benito Finance Director, presented the USDA Small Business Loan Program report for the period ending on August 31, 2019 to the SBEDC Board of Directors.

Delinquent accounts were discussed. Mr. Tony Torres, EDC Attorney, mentioned that Delia's' Adult Daycare has been foreclosed and a notice to vacate will be sent out. The delinquent accounts will be discussed further under Executive Session.

A motion to acknowledge the USDA Small Business Loan Program report for the period ending August 31, 2019 was made by Mr. Rene Garcia. The motion was seconded by Mr. Encarnacion Lopez. The motion carried unanimously.

9. Presentation and Acknowledgment of the September 2019 Accounts Payable Reports

Mrs. Rebeca Castillo, EDC Executive Director presented the September 2019 Accounts Payable Report.

The following items were discussed and will be updated with additional information for clarification and transparency purposes:

Check 1388 for Rebeca Castillo, Explanation will be added to reflect the breakdown and that it includes her lodging and that of 4 board members for attending the TEDC Sales Tax Workshop in San Antonio, TX

Also, the explanation/purpose for checks 1380, 1382, 1383, 1386 for the TEDC Sales Tax Workshop will be updated as well to reflect the breakdown of travel charges.

Mr. Julian Rios asked that the invoices for community events to have a time period for submittal. Staff will address that concern for future funding awards.

A motion to acknowledge the September 2019 Accounts Payable Report was made by Ms. Mary Bolado. The motion was seconded by Mr. Rene Garcia. The motion carried unanimously.

10. Discussion and Possible Action on the Accounting/Managerial Services Agreement between the City of San Benito and the San Benito Economic Development Corporation, Inc.

The draft Accounting/Managerial Agreement between the City of San Benito and

the San Benito Economic Development Corporation, Inc was presented for the EDC Board of Directors consideration.

Including the investment policy on this services agreement was discussed, however, Mr. Antonio Torres, indicated that this services agreement is just for accounting and bookkeeping purposes and EDC Board had considered having its own investment policy earlier this year.

The EDC Board of Directors approved this agreement subject to the addition of language addressing a termination clause. Subject to administration's agreement for it to be a 30, 60, or 90-day termination clause.

A motion to acknowledge the Accounting/Managerial Services Agreement between the City of San Benito and the San Benito EDC with the additional termination clause language was made by [Mr. Encarnacion Lopez](#). The motion was seconded by [Mr. Ramiro Guerra](#). The motion carried unanimously.

11. Discussion and Possible Action on the USDA Intermediary Relending Program Services Agreement between the City of San Benito and the San Benito Economic Development Corporation, Inc.

The draft USDA Intermediary Relending Program Services Agreement between the City of San Benito and the San Benito Economic Development Corporation, Inc was presented for the EDC Board of Directors consideration.

The EDC Board of Directors approved this agreement subject to the addition of language addressing a termination clause. Subject to administration's agreement for it to be a 30, 60, or 90-day termination clause. Also, for language on item #3 to include credit reports.

A motion to acknowledge the USDA Intermediary Relending Program Services Agreement between the City of San Benito and the San Benito EDC with the inclusion of language that addresses the termination clause and credit reports on #3 of the agreement was made by [Mr. Rene Garcia](#). The motion was seconded by [Mr. Encarnacion Lopez](#). The motion carried unanimously.

12. Discussion and Possible Action on allocating funding for Christmas Destination efforts at the W.H. Heavin Memorial Park

The EDC Board of Directors were presented with the idea to maximize efforts this

- C. Under Texas Government Code, Section 551.071: Consultation with attorney regarding 2550 Expressway property:

ACTION: Authorize Executive Director to proceed on project Lagoon as discussed in Executive Session. Motion was made by **Ms. Mary Bolado**. Motion was seconded by **Mr. Encarnacion Lopez**.

- D. No Action was taken.


14. Determination of Date and Time for the next San Benito EDC Board of Directors Meeting

The San Benito EDC Board of Directors agreed to have their next Board of Directors meeting on Wednesday, November 20, 2019 at 5:30 PM.

- 15. Board Comments** **Ms. Mary Bolado** suggested to have the Annual Board of Directors Meeting at the Longhorn Cattle Company, as done in the past. **Ms. Mary Bolado** asked that THICA, Resaca Fest, South Texas Musical Festival and National Night Out present and provide their written report. Staff will coordinate to ensure that they do present. **Mr. Julian Rios** did ask that the staff provide him with the after event report template that needs to be completed.

- 16. Meeting Adjournment** The meeting adjourned at 7:41 PM. A motion to adjourn was made by **Ms. Mary Bolado**. The motion was seconded by **Mr. Encarnacion Lopez**. The motion carried unanimously.

Approved by the San Benito Economic Development Corporation on this 20th day of November 2019.



Julian Rios, President

ATTEST:



Jeremy Maya, Secretary/Treasurer

Christmas 2019 to make the Christmas activities at the W.H. Heavin Memorial Park a Christmas Destination.

The concept will be to market the Lighting of the Christmas Tree event and enhance it with some Christmas Lights and Decorations so that it can be showcased as a space where the community and visitors can congregate and take part in the Christmas Tree Lighting.

A motion to approve an amount not to exceed \$7,000 for marketing purposes for the Christmas 2019 Tree Lighting event was made by **Mr. Encarnacion Lopez**. The motion was seconded by **Mr. Ramiro Guerra**. **Mr. Julian Rios** abstained from voting, since he is the Chairman of the City of San Benito Special Events Board.

13. Executive Session

- A. Under Texas Government Code, Section 551.071: Consultation with attorney regarding Delia's Adult Day Care;
- B. Under Texas Government Code, Section 551.071: Consultation with attorney regarding X-Treme Jump;
- C. Under Texas Government Code, Section 551.071: Consultation with attorney regarding 2550 Expressway property;
- D. Under Texas Government Code, Section 551.074, Personnel: To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to hear complaints or charges against a public officer:
Discussion of EDC Executive Director's Employment Contract

EDC Board of Directors Convened into executive session at 6:40 PM

EDC Board of Directors Re-convened into public session at 7:33 PM

Motions to proceed as discussed in executive session Action was as follows:

- A. Under Texas Government Code, Section 551.071: Consultation with attorney regarding Delia's Adult Day Care:

ACTION: For Legal Counsel to proceed as discussed in executive session. Motion made by **Mr. Encarnacion Lopez**. Motion was seconded by **Ms. Mary Bolado**.

- B. Under Texas Government Code, Section 551.071: Consultation with attorney regarding X-Treme Jump:

ACTION: Authorize Executive Director to proceed as instructed in Executive Session. Motion was made by **Ms. Mary Bolado**. Motion was seconded by **Mr. Encarnacion Lopez**.