



Wednesday, January 27, 2021 Board of Directors Meeting Minutes  
Duration of Meeting: 2hrs 53min

**MINUTES** of an Annual Meeting of the **San Benito Economic Development Corporation** Board of Directors held on **Wednesday, January 27, 2021 at 5:30 P.M. at 701 N. Bowie St., San Benito, Cameron County, Texas 78586.**

**BOARD MEMBERS PRESENT:**

*Julian Rios, President*  
*Rene Garcia, Vice-President*  
*Jeremy Maya, Secretary/Treasurer*  
*Mario Silva, Board Member*  
*Commissioner Pete Galvan, Board Member*  
*Mayor Ricardo Guerra, Ex-Officio Member*

**BOARD MEMBERS ABSENT:**

*Encarnación López, Board Member*  
*Adrian Gonzalez, Board Member*

**EDC STAFF:**

*Rebeca, Castillo, San Benito EDC Executive Director*  
*Victoria Padron, San Benito Economic & Downtown Development /Marketing Coordinator*  
*Kat Guerra, San Benito EDC Economic Specialist*

**Others Present:**

Tony Torres, San Benito EDC Attorney

**MEETING – 5:30 P.M.**

**1. Determination of a quorum**

*Mr. Julian Rios* made welcoming remarks. A quorum was determined to be present.

**2. Call to Order;**

*Mr. Julian Rios* called the meeting to order at 5:32 PM.

**3. Pledge of Allegiance and Texas Flag Pledge**

Pledge of Allegiance & Texas Flag Pled was led by *Ms. Kat Guerra*, San Benito EDC Economic Specialist.

**4. Invocation**

Invocation was done by *Mrs. Rebeca Castillo*.

**5. Public Comments**

No Public Comments.

**6. EDC Executive Director's Report**

*Mrs. Rebeca Castillo* presented the Executive Directors Report for the month of December 2020 and January 2021.

No action was needed.

**7. Consideration and Possible Action on the December 16, 2020 Meeting Minutes;**

The meeting December 16, 2020 Meeting Minutes were presented by [Mrs. Rebeca Castillo](#).

[Mr. Rene Garcia](#) addressed and asked for clarification in reference to an item that was tabled during the December 16, 2020 meeting. It appears that rather than tabling the item, it should have been taken to deny. Based on the guidance of EDC Attorney the EDC staff will be including that agenda item to the February meeting agenda to ensure the proper action is taken.

A motion to approve the meeting minutes was made by [Mr. Mario Silva](#). The motion was seconded by [Mr. Rene Garcia](#). The motion carried unanimously.

**8. Presentation and Acknowledgement of the San Benito EDC Financial Statements for the periods ending on October 31, 2020 and November 30, 2020;**

The item was tabled due to inaccuracies on the presentation of the reports. It appears that the reconciliation reports that were include in the November report from October instead of the month of November. Also, the sales tax revenue report figures for both months are not up to date. [Mrs. Rebeca Castillo](#) will address the report issues with the finance department and present the updated reports during the February 2021 meeting.

A motion to table Item #8 was made by [Commissioner Pete Galvan](#) . The motion was seconded by [Mr. Mario Silva](#). The motion carried unanimously.

**9. Presentation and Acknowledgment of the USDA RLP report for the periods ending November 30, 2020 and December 31, 2020;**

[Mrs. Rebeca Castillo](#) presented the USDA Revolving Loan Program report for the period ending November 30, 2020.

A motion to approve the report only for the period ending November 30, 2020 was made by [Mr. Mario Silva](#). The motion was seconded by [Commissioner Pete Galvan](#). The motion carried unanimously.

Note that action was only taken to acknowledge the USDA RLP report for the period ending November 30, 202, since it was the only report that was available to be presented.

**10. Presentation and Acknowledgment of the Accounts Payable Report for the periods ending November 30, 2020 and December 31, 2020;**

[Ms. Katarina Guerra](#) presented the Accounts Payable reports for the period ending October 31, 2020.

A motion to approve the report as presented was made by [Mr. Jeremy Maya](#). The motion was seconded by [Mr. Mario Silva](#). The motion carried unanimously.

**11. Consideration and Possible Action on the San Benito EDC employee's health and dental insurance coverage, monthly premium contribution amounts and employee reimbursement terms to include any credit adjustments to the premiums from April 1, 2020 to March 31, 2021**



Mrs. Rebeca Castillo presented the April 2019-March 2021 San Benito EDC Health & Dental Insurance Premiums & Payment Breakdown.

To accept the current process that the San Benito EDC has in place as to how the EDC staff reimburses their health and dental insurance premiums, which is on the back end, meaning the EDC pays the monthly premium and the EDC staff reimburses the monthly premiums to the EDC via payroll (which happen within less than 30 days from the EDC payment of monthly premiums to Blue Cross Blue Shield).

That the EDC monthly premium contribution for health insurance is of \$350.00 per full time employee and that the EDC covers 100% of the employee dental monthly premiums for Victoria Padron. The coverage of dental insurance for Executive Director is described on her employment contract.

That in the event that the employee/employer relationship ends then the employee will be responsible to pay any pending reimbursement premiums to the EDC, which will be deducted from his/her last check.

That any credits to the insurance policy will be credited/applied to the employee/employer based on the percentage that each contributor makes to the policy.

That the above items are applicable from April 1, 2019 to March 31, 2021.

A motion to approve the item as recommended by the EDC Director was made by Mr. Rene Garcia. The motion was seconded by Mr. Mario Silva. The motion carried unanimously.

**12. Consideration and Possible Action on the UTRGV-Entrepreneurship & Commercialization Center's proposal for GET DIGITAL! The New Norm Series;**

Mrs. Rebeca Castillo presented the UTRGV-Entrepreneurship & Commercialization Center's Proposal for GET DIGITAL! The New Norm Series.

The series will have an estimated amount of 20 participants, which will have an estimated cost of \$1,000 per workshop. The series being proposed consists of 5 workshops, which the EDC staff estimates will cost a maximum of \$5,000 total for the series that will be scheduled between February 2021 and May 2021. The EDC will be invoiced only for registered attendees.

A motion to approve the UTRGV-Entrepreneurship & Commercialization Center's proposal for GET DIGITAL! The New Norm Series as presented., was made by Mr. Rene Garcia. The motion was seconded by Mr. Mario Silva. The motion carried unanimously.

**13. Consideration and Possible Action on the procurement of the 2021 Mowing, Tree Trimming and Debris Removal Services for the EDC Properties;**

Mrs. Rebeca Castillo presented the 2021 Mowing, Tree Trimming, and Debris Removal Service Proposals for the EDC Properties.

A motion to approve the Prestige Lawn Service as the vendor that will providing the above mentioned services to the San Benito EDC from February 1, 2021 to December 31, 2021.was made by Mr. Rene Garcia. The motion was seconded by Commissioner Pete Galvan. The motion carried unanimously.

**14. Consideration and Possible Action on the Procurement of Services for Roof Improvements at the San Benito EDC property located at 701 N. Bowie Street, San Benito, TX;**

Mrs. Rebeca Castillo presented the Roof Improvement Quotes for 701 N. Bowie EDC Property.

A motion to table Item #13 was made by [Commissioner Pete Galvan](#). The motion was seconded by [Mr. Mario Silva](#). The motion carried unanimously.

**15. Discussion and consideration of the San Benito EDC Bylaws;**

[Mrs. Rebeca Castillo](#) presented the San Benito EDC Bylaws (Rev. May 2019).

Discussion took place and the situation was explained. It was determined that there are conflicts on city ordinance as well and such will have to be address in order to remove any ambiguity as to the language that needs to be included on the language to update the EDC Bylaws. EDC Attorney was directed to inquire with City Administration as to ordinance update by the City so that the EDC can determine the best approach and next steps to update the language on the bylaws that remove any conflict or perception of to the state law.

No action was needed.

**16. EXECUTIVE SESSION:**

EDC Board of Directors Convened into Executive Session at 7:33 PM

EDC Board of Directors Re-Convened into Open Session at 8:22 PM

- A. Under Texas Government Code, Section 551.071: Consultation with attorney regarding Expressway property
- B. 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 and under Texas Governors Code, Section 551.071:
  - I. Discussion and consideration of Executive Director Appraisal
  - II. Discussion and consideration of Executive Director Contract
- C. Under Texas Government Code, Section 551.071: Consultation with attorney regarding the following: Xtreme Jump and Griselda Ornelas account

**17. Action, if any to be taken on items discussed in Executive Session**

- A. Under Texas Government Code, Section 551.071: Consultation with attorney regarding Expressway property **No Action Taken**
- B. 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 and under Texas Governors Code, Section 551.071:
  - I. Discussion and consideration of Executive Director Appraisal  
**No Action Taken**
  - II. Discussion and consideration of Executive Director Contract

Motion to Proceed as discussed in Executive Session for item B II was made by [Mr. Rene Garcia](#). Motion was seconded by [Mr. Mario Silva](#). Commissioner Pedro Galvan abstained.

- C. Under Texas Government Code, Section 551.071: Consultation with attorney regarding the following: Xtreme Jump and Griselda Ornelas account

Motion to Proceed as discussed in Executive Session. Motion made by [Mr. Rene Garcia](#). Motion was seconded by [Mr. Mario Silva](#).

**18. Determination of Date and Time for the next San Benito EDC Board of Directors Meeting;**

Next meeting date will be February 24, 2021 at 5:30 PM


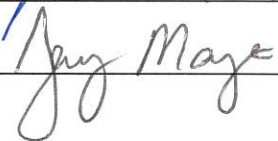
**19. Board Comments**

No Board Comments

**20. Meeting Adjournment.**

Meeting Adjourned at 8: 25PM. A motion was made by [Mr. Mario Silva](#). The motion was seconded by [Mr. Rene Garcia](#). Motion unanimously passed.

Approved by the San Benito Economic Development Corporation on this 24<sup>th</sup> day of March 2021.

	Julian Rios, EDC Board President
	Jeremy Maya, Secretary/Treasurer