



**SAN BENITO ECONOMIC DEVELOPMENT CORPORATION  
REGULAR MEETING  
October 18, 2018**

On October 18, 2018, the San Benito Economic Development Corporation of the City of San Benito held a Regular Meeting at the San Benito Municipal Building (Cesar Gonzales Meeting Hall), 401 N. Sam Houston at 5:30 p.m. A quorum was present including the following:

**JOSE L. MORALES WAS THE PRESIDING OFFICER.**

**EDC BOARD MEMBERS**

Jose L. Morales	President, Place 6
Priscilla Guajardo	Secretary/Treasurer, Place 4
Mary Bolado	Board Member, Place 1
Encarnacion Lopez	Board Member, Place 2
Ramiro Guerra	Board Member, Place 3
Jeremy Maya	Board Member, Place 5
Benjamin Gomez	Ex-Officio Member

**ADMINISTRATIVE STAFF**

Rachel Siller	Coordinator
Fred Bell	Assistant to the City Manager
Belen Pena	Finance Director
Antonio Torres	Interim EDC Attorney

**ABSENT**

Julian Rios	Vice President, Place 7(arrived item #12/5)
Manuel De La Rosa	City Manager

**ITEM 1. WELCOME TO VISITORS.**

**Jose L. Morales, President**, welcomed everyone and called the meeting to order at 5:30 p.m. at the Cesar Gonzalez Meeting Hall located at the Municipal Building.

**ITEM 2. PLEDGE OF ALLEGIANCE TO THE US FLAG AND TO THE TEXAS FLAG.**

**Priscilla Guajardo, Secretary/Treasurer**, led Board Members and audience in reciting the Pledge of Allegiance to the United States flag and to the Texas flag.

**ITEM 3. INVOCATION.**

**Mary Bolado, Board Member**, led the Board Members and audience in prayer.

**ITEM 4. PUBLIC COMMENTS.**

No public comments.

**Mayor Ben Gomez** requested the Board consider discussing Agenda Item 12 before Agenda Item 5. **Ramiro Guerra, Board Member**, moved to approve. **Mary Bolado, Board Member**, seconded the motion. Voting Aye: **Jose L. Morales, President, Priscilla Guajardo, Secretary/Treasurer, Board Members: Ramiro Guerra, Jeremy Maya, Mary Bolado, and Encarnacion Lopez.** **MOTION CARRIED TO DISCUSS AGENDA ITEM 12 BEFORE AGENDA ITEM 5.**



ITEM 5. (ITEM 12.) DISCUSSION TO CONSIDER HIRING A FIRM, OR PERSONNEL, FOR EVENT PROMOTION PURPOSES AND/OR TO EXECUTE PROMOTIONAL CAMPAIGNS.

Jose L. Morales, President, and Mayor Ben Gomez presented the item to consider hiring a specific person, Mr. Ivan Estrada, to promote the City and its events with the condition that the person work exclusively for the City of San Benito. Priscilla Guajardo, Secretary/Treasurer, inquired as to who is currently performing this function, and considering opening the position for anyone to provide a bid/qualification. Mary Bolado, Board Member, inquired if the person would be EDC personnel. Mayor Ben Gomez and Jose L. Morales indicated the proposal is to have the person as an employee of the EDC. Fred Bell, Assistant to the City Manager, clarified that the City utilizes the Public Relations Director for City promotional campaigns. Discussion ensued between the Board, Staff, and Legal Counsel regarding personnel, vendor contract, and duties associated with the position. Legal Counsel was directed to create parameters for the proposal for the position, and the item should be added to the next agenda for the Board to determine how to move forward.

ITEM 6. (ITEM 5.) CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JULY 19, 2018.

Julian Rios, Vice-President, recalled verbatim minutes were no longer required. Rachel Siller, Coordinator, clarified that during the vote to go from verbatim minutes to summary minutes, the effective meeting date provided for summary minutes was September 27, 2018. There are five additional meetings that are pending verbatim minutes. Priscilla Guajardo, Secretary/Treasurer, inquired if the Board could reconsider the effective date. Interim Attorney Tony Torres stated that an item would need to be added to the next agenda to establish a new effective date. Ramiro Guerra, Board Member, moved to approve the verbatim minutes of July 19, 2018. Julian Rios, Vice-President, seconded the motion. Voting Aye: Jose L. Morales, President, Julian Rios, Vice-President, Priscilla Guajardo, Secretary/Treasurer, Board Members Mary Bolado, Ramiro Guerra, and Jeremy Maya. Abstaining: Board Member Encarnacion Lopez. MOTION CARRIED TO APPROVE THE VERBATIM MINUTES OF THE REGULAR MEETING OF JULY 19, 2018.

ITEM 7. (ITEM 6.) PRESENTATION OF THE USDA SMALL BUSINESS LOAN PROGRAM REPORTS FOR PERIOD ENDED SEPTEMBER 30, 2018.

Belen Pena, Finance Director, presented the Small Business Loan Report for period ending September 30, 2018 with an account balance of \$276,962.43 with \$243,752.72 available for loans. The EDC received \$8,291.66 of payments in September. Two accounts are delinquent: San Bene Properties #1 - partial September payment plus late fees, and Delia's Daycare - September payment plus late fees. Jose L. Morales, President, inquired if we are pursuing loan applicants. Rachel Siller indicated one potential applicant took an application to start the pre-application activities.

ITEM 8. (ITEM 7.) CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION EDC2018-001, A RESOLUTION FOR DEPOSITORY/AUTHORIZED SIGNATURES.

Rachel Siller, Coordinator, presented the updated Resolution provided by Interim Attorney Tony Torres to include authorizations for the Finance Director. Julian Rios, Vice-President, moved to approve the updated Resolution. Jeremy Maya, Board Member, seconded the motion. Voting Aye: Jose L. Morales, President, Julian Rios, Vice-President, Priscilla Guajardo, Secretary/Treasurer, Board Members Mary Bolado, Encarnacion Lopez, Ramiro Guerra, and Jeremy Maya. MOTION CARRIED TO APPROVE RESOLUTION EDC2018-001, A RESOLUTION FOR DEPOSITORY/AUTHORIZED SIGNATURES.

ITEM 9. (ITEM 8.) PRESENTATION BY MR. RICHARD MOLINA, CAMERON APPRAISAL DISTRICT.

Rachel Siller, Coordinator, stated Mr. Molina was unable to attend due to a scheduling conflict. He plans to reschedule at a later date.



ITEM 10 (ITEM 9.) DISCUSSION AND POSSIBLE ACTION REGARDING THE 2018 CAMERON COUNTY AND SAN BENITO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT TAX PAYMENTS.

Rachel Siller, Coordinator, presented the property tax exemption approval for three of the four EDC owned properties. Response regarding the fourth property has not been received to date. Interim Attorney Tony Torres indicated this item should move to Executive Session. Rachel Siller requested direction regarding payment on the non-exempt property. Julian Rios, Vice-President, moved to take action on this item after Executive Session. Mary Bolado, Board Member, seconded the motion. Voting Aye: Jose L. Morales, President, Julian Rios, Vice-President, Priscilla Guajardo, Secretary/Treasurer, Board Members Mary Bolado, Encarnacion Lopez, Ramiro Guerra, and Jeremy Maya. MOTION CARRIED TO TAKE ACTION ON THIS ITEM AFTER EXECUTIVE SESSION.

Julian Rios, Vice-President, motioned to table payment of property taxes as directed by legal counsel. Jeremy Maya, Board Member, seconded the motion. Voting Aye: Jose L. Morales, President, Julian Rios, Vice-President, Priscilla Guajardo, Secretary/Treasurer, Board Members Mary Bolado, Encarnacion Lopez, Ramiro Guerra, and Jeremy Maya. MOTION CARRIED TO TABLE 2018 CAMERON COUNTY AND SAN BENITO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT TAX PAYMENTS.

ITEM 11. (ITEM 10.) CONSIDERATION AND POSSIBLE ACTION TO APPROVE PAYMENT OF \$10,000.00 TO MR. SALOME MARTINEZ, VICTORIA'S SEWING BOX, PER THE DOWNTOWN COMMERCIAL FAÇADE GRANT PROGRAM GRANT AGREEMENT.

Rachel Siller, Coordinator, presented the \$10,000.00 reimbursement request from Victoria's Sewing Box from the Downtown Commercial Façade Grant. The EDC and City Commission approved the extension. The City Commission suggested the Board consider adding two statements to the next Grant program to include allowance for weather delays, and that staff will not contact the grant recipients to remind of the completion date, should the Board consider this project again. Julian Rios, Vice-President, motioned to approve payment. Priscilla Guajardo, Secretary/Treasurer, seconded the motion. Voting Aye: Jose L. Morales, President, Julian Rios, Vice-President, Priscilla Guajardo, Secretary/Treasurer, and Board Members: Mary Bolado, Encarnacion Lopez, Ramiro Guerra, and Jeremy Maya. MOTION CARRIED TO APPROVE PAYMENT OF \$10,000.00 TO MR. SALOME MARTINEZ, VICTORIA'S SEWING BOX, PER THE DOWNTOWN COMMERCIAL FAÇADE GRANT PROGRAM GRANT AGREEMENT.

ITEM 12. (ITEM 11.) PRESENTATION OF THE MEMBERSHIP OPTIONS FOR THE SAN BENITO CHAMBER OF COMMERCE.

Anna Putegnat, San Benito Chamber of Commerce Executive Director, presented the membership options for the San Benito Chamber of Commerce. Current membership is paid in December.

ITEM 13. BUDGET WORKSHIP NUMBER TWO.

Rachel Siller, Coordinator, presented the updated budget worksheets. After completing additional revisions discussed at this meeting, unassigned monies to be placed in Professional Services Account identified as To Be Determined, and may be adjusted out as the budget requires, in accordance with the Bylaws and budget amendment policies.

ITEM 14. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE SAN BENITO ECONOMIC DEVELOPMENT CORPORATION FISCAL YEAR 2018 - 2019 BUDGET.

Encarnacion Lopez, Board Member, moved to approve the budget with revisions. Priscilla Guajardo, Secretary/Treasurer, Vice-President, seconded the motion. Voting Aye: Jose L. Morales, President, Julian Rios, Vice-President, Priscilla Guajardo, Secretary/Treasurer, and Board Members: Mary Bolado, Encarnacion Lopez, Ramiro Guerra, and Jeremy Maya. MOTION CARRIED TO APPROVE THE SAN BENITO ECONOMIC DEVELOPMENT CORPORATION FISCAL YEAR 2018 - 2019 BUDGET WITH REVISIONS.



ITEM 15. EXECUTIVE SESSION.

A) Under Texas Government Code, Section 551.087: Consultation with attorney regarding updated on status of negotiations and legal issues relating to Project 2016-08.

B) Item 10 (Item 9): Consultation with attorney regarding the 2018 Cameron County and San Benito Consolidated Independent School District tax payments.

The Board entered Executive Session at 6:20 pm, and convened at 6:48 pm.

Action to be taken on items discussed in Executive Session per Agenda Item 16.

ITEM 16. ACTION, IF ANY, TO BE TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION.

A) Action to be taken per Agenda Item 17 and 18.

B) See Item 10 (Item 9) above.

ITEM 17. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE GROUND LEASE AGREEMENT WITH EXTENSION OPTION BETWEEN THE SAN BENITO ECONOMIC DEVELOPMENT CORPORATION, INC. AND VARCO REAL ESTATE SAN BENITO, LLC, FOR THE 9.87 ACRES OF EDC OWNED PROPERTY LOCATED AT 500 BUSINESS 77.

No action from executive session.

ITEM 18. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE PERFORMANCE AGREEMENT BETWEEN THE SAN BENITO ECONOMIC DEVELOPMENT CORPORATION, INC. AND VARCO REAL ESTATE SAN BENITO, LLC, ASSOCIATED WITH THE 9.87 ACRES OF EDC OWNED PROPERTY LOCATED AT 500 BUSINESS 77.

Julian Rios, Vice-President, motioned to approve Performance Agreement subject to the authorized revisions provided to legal counsel, as discussed in Executive Session. Priscilla Guajardo, Secretary/Treasurer, seconded the motion. Voting Aye: Jose L. Morales, President, Julian Rios, Vice-President, Priscilla Guajardo, Secretary/Treasurer, and Board Members Mary Bolado, Encarnacion Lopez, Ramiro Guerra, and Jeremy Maya. MOTION CARRIED TO APPROVE THE PERFORMANCE AGREEMENT BETWEEN THE SAN BENITO ECONOMIC DEVELOPMENT CORPORATION, INC. AND VARCO REAL ESTATE SAN BENITO, LLC, ASSOCIATED WITH THE 9.87 ACRES OF EDC OWNED PROPERTY LOCATED AT 500 BUSINESS 77.

ITEM 19. ADJOURNMENT

Priscilla Guajardo, Secretary/Treasurer, moved to adjourn. Encarnacion Lopez, Board Member, seconded the motion. Jose L. Morales, President, announced the meeting adjourned at 6:51 pm.

SAN BENITO ECONOMIC DEVELOPMENT CORPORATION

  
JULIAN RIOS, PRESIDENT

ATTEST:

  
ENCARNACION LOPEZ, SECRETARY / TREASURER

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