



Wednesday, October 28, 2020 Board of Directors Meeting Minutes
Duration of Meeting: 2 Hours

MINUTES of a Regular Meeting of the **San Benito Economic Development Corporation** Board of Directors held on **Wednesday, October 28, 2020 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
Encarnación López, Board Member
Mario Silva, Board Member
Mayor Benjamín Gómez, Ex-Officio Member

BOARD MEMBERS ABSENT:

Mary Bolado, Board Member

EDC STAFF:

Rebeca, Castillo, San Benito EDC Executive Director
Victoria Padron, San Benito EDC Economic Development Specialist
Kat Guerra, San Benito EDC Intern

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 5:35 PM.

3. Pledge of Allegiance and Texas Flag Pledge

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

4. Invocation

Invocation was done by Mrs. Rebeca Castillo.

5. Public Comments

No Public Comments.

6. Consent Agenda Items:

Item A: September 30, 2020 Meeting Minutes

The meeting September 30, 2020 Meeting Minutes were presented by [Mrs. Rebeca Castillo](#). [Mr. Rene Garcia](#) addressed a revision about line item 5. He addressed to fix wording to state “A motion to deviate from the agenda to address item 7 prior to addressing item 6 was made.”

A motion to approve the meeting minutes with the revision was made by [Mr. Rene Garcia](#). The motion was seconded by [Mr. Mario Silva](#). [Mr. Jeremy Maya](#) abstained from voting. The motion passed.

7. Presentation and Acknowledgment of the USDA Revolving Loan Program report ending September 30, 2020

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

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

8. Presentation and Acknowledgment of the Account Payable Reports for the period ending September 30, 2020

[Mrs. Victoria Padron](#) presented the Accounts Payable reports for the period ending September 30, 2020.

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

9. Consideration and Possible Action on the COVID-19 Emergency Assistance Loan for LH Event Center

[Mrs. Rebeca Castillo](#) presented the COVID-19 Emergency Assistance Loan application for LH Event Center. The request amount of the loan is \$10,000.

A motion to approve the COVID-19 Emergency Loan Application for LH Event Center contingent upon the City of San Benito’s Attorney approval of their collateral was made by [Mr. Rene Garcia](#). The motion was seconded by [Mr. Encarnacion Lopez](#). The motion carried unanimously.

10. Consideration and Possible Action on the payment of property taxes for San Benito EDC Property located at 2550 Expressway 77/83, San Benito, TX

[Mrs. Rebeca Castillo](#) presented the Property Taxes Statement for San Benito EDC property located at 2550 Expressway 77/83.

A motion to approve the payment of property taxes in the amount as presented for the EDC property located at 2550 Expressway 77/83 was made by [Mr. Rene Garcia](#). The motion was seconded by [Mr. Encarnacion Lopez](#). The motion carried unanimously.

11. Consideration and Possible Action on the payment of windstorm insurance policy for the San Benito EDC properties

Mrs. Rebeca Castillo presented the Windstorm insurance policy and billing statement for EDC owned properties.

A motion to approve the payment in the amount as presented for the windstorm insurance policy was made by Mr. Rene Garcia. The motion was seconded by Mr. Encarnacion Lopez. The motion carried unanimously.

12. Consideration and Possible Action on the selection of vendor to provide printer services to the San Benito Economic Development Corporation

Mrs. Rebeca Castillo presented the three provided quotes for consideration. It was recommended to approve Archer Business Systems as they are the most cost-effective option.

The motion to approve Archer Business Systems was made by Mr. Rene Garcia. The motion was seconded by Mr. Encarnacion Lopez. The motion carried unanimously.

13. Consideration and Possible Action on the Reclassification of the Economic Development Specialist position to that of Economic and Downtown Development/Marketing Coordinator

The Reclassification of the Economic Development Specialist position to that of Economic and Downtown Development/Marketing Coordinator item was presented by Mrs. Rebeca Castillo. Mrs. Castillo explained that the Economic Development Specialist position is currently held by Mrs. Victoria Padron, her position will be reclassified to that of Economic and Downtown Development/Marketing Coordinator and the pay grade of the position will also be adjusted accordingly. This position's cost along with fringe and benefits has been budgeted as part of the 2020-2021 Annual Economic Development budget, which was approved by the EDC Board of Directors on July 29, 2020 and San Benito City Commission on September 17, 2020.

The motion to approve the reclassification of the Economic Development Specialist position to that of Economic and Downtown Development/Marketing Coordinator and to adjust the salary as presented. Mr. Encarnacion Lopez. The motion was seconded by Mr. Rene Garcia. The motion carried unanimously.

14. Consideration and Possible Action on the advertising and hiring of part time Economic Development Specialist

Mrs. Rebeca Castillo presented the Part Time Economic Development Specialist job description.

The motion to approve the advertising and hiring of the Part Time Economic Development Specialist was made by Mr. Rene Garcia. The motion was seconded by Mr. Mario Silva. The motion carried unanimously.

15. EXECUTIVE SESSION:

EDC Board of Directors Convened into Executive Session at 6:55 PM

EDC Board of Directors Re-Convened into Open Session at 7:30 PM

- A. Under Texas Governors Code, Section 551.071: Consultation with Attorney regarding Expressway property
- B. Under Texas Governors 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
 - i. Evaluation of Executive Director

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

No Action was taken.

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

Next meeting date will be November 19, 2020.


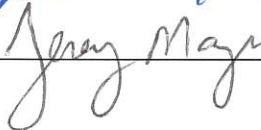
18. Board Comments:

[Mr. Encarnacion Lopez](#) recommended that the EDC Staff maintain a list of money saved throughout the year.

19. Meeting Adjournment

Meeting Adjourned at 7:35 PM. A motion was made by [Mr. Rene Garcia](#). The motion was seconded by [Mr. Encarnacion Lopez](#). Motion unanimously passed.

Approved by the San Benito Economic Development Corporation on this 16th day of December 2020.

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