



**Wednesday, December 16, 2020 Board of Directors Meeting Minutes**  
**Duration of Meeting: 4hours 30min**

**MINUTES** of an Annual Meeting of the **San Benito Economic Development Corporation** Board of Directors held on **Wednesday, December 16, 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*  
*Adrian Gonzalez, Board Member*  
*Commissioner Pete Galvan, Board Member*  
*Mayor Benjamín Gómez, Ex-Officio Member*

**BOARD MEMBERS ABSENT:**

**EDC STAFF:**

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

**Others Present:**

Tony Torres, San Benito EDC Attorney

**MEETING – 5:31 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 5:31 PM.
- 3. Pledge of Allegiance and Texas Flag Pledge**  
Pledge of Allegiance & Texas Flag Pled was led by Ms. Kat Guerra, Economic Development 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 November 2020. No action was needed.

## 7. Consent Agenda Items:

Item A: October 28, 2020 Meeting Minutes

The meeting October 28, 2020 Meeting Minutes were presented by Mrs. Rebeca Castillo.

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

## 8. Selection of Officers;

- a. President
- b. Vice-President
- c. Secretary/Treasurer

Mr. Mario Silva said that the officers have been doing a really good job and suggested that the officer remain the same. Commissioner Pete Galvan suggested to wait on the selection of officers until a new Mayor and Commissioner were elected, since as of the day of the meeting the run off elections were taking place.

Mrs. Rebeca Castillo suggested/recommended for the selection of officers to take place with the intention to continue business as usual. If with the election there was a need to change officers, then that will be addressed as it may be deemed necessary.

After discussion the board decided to move forward with the selection of officers.

A motion to approve the selection of officers as stated above was made by Mr. Mario Silva for the officers to remain the same.

- a. President, Mr. Julian Rios
- b. Vice-President, Mr. Rene Garcia
- c. Secretary/Treasurer, Mr. Jeremy Maya

The motion was seconded by Mr. Encarnacion Lopez. Commissioner Pete Galvan voted against. The motion passed with 6 votes in favor and 1 against.

## 9. Discussion of EDC Board of Directors Individual/Committee Assignments

Mrs. Rebeca Castillo presented the San Benito EDC Individual/Committee Assignment Sheet.

After discussion it was determined that [Mrs. Rebeca Castillo](#), will update the committee listing with purpose/description of each committee and combine several committees into one. The only committee that was formalized and assigned members is the Downtown Development Committee.

[Mr. Rene Garcia](#) and [Mr. Adrian Gonzalez](#) volunteered to be part of the Downtown Development Committee. [Mr. Pete Galvan](#) volunteered to be an alternate for the Downtown Development Committee.

No Action was needed.

**10. Consideration and Action to authorize the issuance of bank signature cards and have authority to sign San Benito EDC checks to the San Benito EDC Board Officers**

A motion to authorize the issuance of bank signature cards and have authority to sign San Benito EDC checks to the San Benito EDC Board Officers was made by [Mr. Mario Silva](#). The motion was seconded by [Mr. Rene Garcia](#). The motion carried unanimously.

**11. Presentation and Acknowledgement of the San Benito EDC Financial Statements for the period ending September 30, 2020**

[Mrs. Rebeca Castillo](#) presented the San Benito Economic Development Corporations financial statements for the period ending on September 30, 2020.

A motion to acknowledge the September 2020 Financial Statements was made by [Mr. Rene Garcia](#). The motion was seconded by [Mr. Mario Silva](#). The motion carried unanimously.

**12. Presentation and Acknowledgment of the USDA Revolving Loan Program report ending October 31, 2020**

[Mrs. Rebeca Castillo](#) presented the USDA Revolving Loan Program report for the period ending October 31, 2020.

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

**13. Presentation and Acknowledgment of the Account Payable Reports for the period ending October 31, 2020**

[Mrs. Victoria Padron](#) presented the Accounts Payable reports for the period ending October 31, 2020.

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

**14. Consideration and Possible Action on the second amendment to the VARCO Performance Agreement**

Mrs. Rebeca Castillo presented the Second Amendment to the VARCO Performance Agreement. The extension on the timeline is being requested in response to the impact that COVID-19 has had on the development/implementation of the project.

A motion to approve the Second Amendment to the VARCO Performance Agreement Mr. Adrian Gonzalez. The motion was seconded by Commissioner Pete Galvan. The motion carried unanimously.

**15. Discussion and Possible Action on the procurement of Grant Writing Services and/or hiring of a grant writer**

Mrs. Rebeca Castillo presented Option 1, to procure a grant writer, and Option 2, to hire a grant writer as an employee of the EDC, to the board.

This item was discussed and concerns as to grants being available were addressed along with a clear direction that the hiring or procurement of a grant writer should be done with the understanding that it should be results driven and that person undertaking stay focus on the grant writing/management.

A motion to approve Option 2, to hire a grant writer as an employee of the EDC, was made by Mr. Encarnacion Lopez. The motion was seconded by Mr. Rene Garcia. The motion carried unanimously.

**16. Discussion and Possible Action on the Fiscal Year 2020-2021 Annual EDC Budget Amendment #1;**

Mrs. Rebeca Castillo presented both FY 2020-2021 Annual EDC Budget Amendment #1 for Option 1- procurement of a grant writer and Option 2- hiring of a p/t grant writer (20 hours a week).

A motion to approve the FY 2020- 2021 Annual EDC Budget Amendment #1 for Option 2-hiring of a p/t grant writer was made by Mr. Mario Silva. The motion was seconded by Mr. Encarnacion Lopez. The motion carried unanimously.

**17. Discussion and Possible Action on Board Discretionary Funding**

Mrs. Rebeca Castillo presented the Draft San Benito EDC Discretionary Funds Policy and Procedures. After discussion it was determined that this item was not necessary and that there is a clear direction as what effort the EDC is currently focusing on.

No Action was taken.

**18. Discussion and Possible Action on the FY 2020-2021 Small Business Investment Program**

Mrs. Rebeca Castillo presented the Small Business Investment Program draft revisions. The revision included the expansion of the program so that it is available city with and not limited to just the downtown district.

A motion to approve the draft revisions on the FY2020- 2021 Small Business Investment program was made by Mr. Rene Garcia. The motion was seconded by Mr. Encarnacion Lopez. The motion carried unanimously.

**19. Consideration and Possible Action on the COVID-19 Emergency Assistance Loan for Salome Meat Market**

Mrs. Rebeca Castillo asked for this item to be tabled due to latest information disqualified the applicant.

A motion to table Item #19 was made by [Mr. Rene Garcia](#). The motion was seconded by [Mr. Mario Silva](#).

**20. Discussion on the San Benito Business & Economic Development Shared Space Guidelines**

[Mrs. Rebeca Castillo](#) presented the San Benito Business & Economic Development Shared Space Guidelines. A general discussion as to the purpose of the shared space took place.

No action was needed.

**21. EXECUTIVE SESSION:**

EDC Board of Directors Convened into Executive Session at 9:10 PM

EDC Board of Directors Re-Convened into Open Session at 9:56 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

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

No Action was taken.

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

Next meeting date will be January 27, 2020.


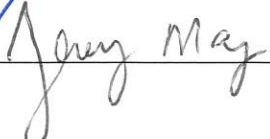
**24. Board Comments:**

No board comments.

**25. Meeting Adjournment**

Meeting Adjourned at 10:01 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 27<sup>th</sup> day of January 2021.**

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