



**February 21, 2019 Board of Directors Meeting Minutes-
Meeting Duration: 1 hour 43 minutes**

MINUTES of a Special Meeting of the **San Benito Economic Development Corporation** Board of Directors held on **Thursday, February 21, 2019 at 5:30 P.M.** at the **Cesar Gonzalez Meeting Hall (Inside City Hall)** located at **401 North Sam Houston Boulevard, San Benito, TX 78586.**

BOARD MEMBERS PRESENT:

Julian Rios, President
Rene Garcia, Vice-President
Encarnación López, Secretary/Treasurer
Mary Bolado, Board Member
Priscilla Guajardo, Board Member
Jeremy Maya, Board Member

BOARD MEMBERS ABSENT:

Ramiro Guerra, Board Member
Mayor Benjamin Gómez, Ex-Officio Member

SBEDC Staff:

Rebeca Castillo, EDC Executive Director

Others Present:

Antonio Torres, SBEDC Attorney
Belen Peña, City of San Benito Finance Director

- 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 05:32 PM.
- 3. Pledge of Allegiance to the US Flag and to the Texas Flag**
The Pledge of Allegiance and Texas Pledge was led by **Ms. Priscilla Guajardo.**
- 4. Invocation** Prayer Invocation was led by **Ms. Mary Bolado.**
- 5. Presentation and Acknowledgement of the San Benito EDC Financial Statements for the period ending December 31, 2018**
Mrs. Belen Peña, City of San Benito Finance Director presented the San Benito Economic Development Corporation financial statements for the period ending on December 31, 2018 to the SBEDC Board of Directors.

A motion to acknowledge the San Benito EDC Financial Statements for the period ending on December 31, 2018 was made by [Mr. Encarnacion Lopez](#) motion was seconded by [Mrs. Priscilla Guajardo](#) The motion carried unanimously.

6. Presentation and Acknowledgement of the USDA Small Business Loan Program report for the period ending December 31, 2018

[Mrs. Belen Peña](#), City of San Benito Finance Director presented the USDA Small Business Loan Program report for the period ending on December 31, 2018 to the SBEDC Board of Directors.

A motion to acknowledge the USDA Small Business Loan Program report for the period ending December 31, 2018 was made by [Mr. Rene Garcia](#). The motion was seconded by [Mr. Encarnacion Lopez](#). The motion carried unanimously.

7. Presentation and Acknowledgement of the January 28, 2018 to February 15, 2019 Accounts Payable Reports

[Mrs. Rebeca Castillo](#), EDC Executive Director presented the January 28 to February 15, 2019 Accounts Payable Report. She explained that this report will be included every month in an effort to keep all board members informed of the day to day expenditures that are taking place.

A motion to acknowledge the January 28, 2019 to February 15, 2019 Accounts Payable Report was made by [Mr. Jeremy Maya](#). The motion was seconded by [Ms. Mary Bolado](#). The motion carried unanimously.

8. Consideration and Action on the funding award for the 11th Annual Texas Heritage Independence Celebration Association (THICA) & BBQ Cook Off Event

[Mrs. Rebeca Castillo](#), EDC Executive Director presented this item to the EDC Board. She provided information as to the scope of the event, marketing funding being requested, economic impact and return of investment to include past sales tax data.

After discussion and feedback by the EDC Board a motion was made to approve \$10, 089 for the marketing of the Annual Texas Heritage Celebration Association (THICA) & BBQ Cook Off Event. A motion was made by [Mrs. Priscilla Guajardo](#). The motion was seconded by [Mr. Rene Garcia](#). The motion carried unanimously.

9. Consideration and Action on the following meeting minutes:

- a. **November 15, 2018 Meeting Minutes**
- b. **November 29, 2018 Meeting Minutes**
- c. **December 8, 2018 Meeting Minutes**
- d. **December 13, 2018 Meeting Minutes**
- e. **January 31, 2019 Meeting Minutes**

The above listed meeting minutes where presented for consideration. Changes to be made was to update the footer section to reflect San Benito EDC and make sure that through out the meeting minutes Mr. Lopez name was reflected correctly.

Motion to approve the above meeting minutes with the above mentioned corrections was made by [Mrs. Priscilla Guajardo](#). The motion was seconded by [Mr. Encarnacion Lopez](#). The motion was approved with the following considerations:

- [Ms. Mary Bolado](#) abstained from voting on the 11/29/2018 and 1/31/2019 meeting Minutes;
- [Mr. Encarnacion Lopez](#) abstained from voting on the 11/29/2018 meeting minutes;
- [Mrs. Priscilla Guajardo](#) abstained from voting on the 12/13/2018 and 1/31/2019 meeting minutes;
- [Mr. Rene Garcia](#) abstained from voting on the 11/15/2018 and 11/29/2018 meeting minutes; &
- [Mr. Jeremy Maya](#) abstained from voting on the 12/13/2019 meeting minutes.

10. EDC Executive Director's Monthly Update

[Mrs. Rebeca Castillo](#), EDC Executive Director provided a written monthly update to the Board of Directors. She reviewed the report.

No Action Need or Taken.

11. Discussion and Possible Action on the Use of the San Benito EDC property located at 701 North Bowie Street

[Ms. Rebeca Castillo](#), EDC Executive Director presented this item to the EDC Board. The item was included in this agenda to provide an opportunity to consider the direction to take in reference to the San Benito EDC property that is located at 701 North Bowie Street. The board discussed the possibility of housing the EDC offices and an incubator environment. After discussion the EDC Board tasked [Ms. Castillo](#) to prepare a project proposal to include cost estimates for the further consideration.

12. Consideration and Action on the FY 2019 Annual Budget Amendment #2

This item was tabled.

A motion to table this item was made by [Ms. Mary Bolado](#). The motion was seconded by [Mr. Encarnacion Lopez](#). The motion carried unanimously.

13. Consideration and Action on using ADP Employer Services for Payroll and processing of required employer/employee taxes and reporting

[Mrs. Rebeca Castillo](#) presented this item. She explained that since the EDC is no longer a department of the city and its employees are no longer considered city employees, the EDC had to seek for a vendor/company that could provide payroll processing to include deducting the appropriate taxes and reporting. The most cost effective company that has been identified is ADP Employer Services, with no contract required.

A motion to approve the using of ADP Employer Services for Payroll and processing of required employer/employee taxes and reporting was made by **Mr. Encarnacion Lopez**. The motion was seconded by **Mr. Jeremy Maya**. The motion carried unanimously.

14. Consideration and Action on Rio Grande Guardian Ad Space Proposal

Mrs. Rebeca Castillo, EDC Executive Director, presented this item. The Rio Grande Guardian Ad space proposal is very similar to what was acquired in 2018 and is due for renewal on March 2019. The ad space proposal reflects various options, yet she recommends for option 1, so that the EDC may continue having an opportunity to advertise, yet minimum. The EDC is working on identifying marketing strategies and option 1 at a minimum will provide regional presence. The option 1 will also provide a savings of \$1,000. 2019 price is of \$2,500, while the 2018 price was \$3,500.

A motion to approve the Rio Grande Guardian Ad Space proposal was made by **Mr. Rene Garcia**. The motion was seconded by **Ms. Mary Bolado**. The motion carried unanimously.

15. Determination of Date and Time for March 2019 SBEDC Board of Directors Meeting

Mrs. Rebeca Castillo presented this item. She asked the board to determine the next SBEDC Board Meeting date. Regularly the meeting is held on the third Thursday of the month at 5:30 PM, therefore, the next meeting could be on March 21, 2019.

It was agreed that the next meeting date will be March 21, 2019 at 5:30 PM.

16. Board Comments **Mrs. Rebeca Castillo** and **Mr. Rene Garcia** shared their experience visiting earlier that day with the new Secretary of State along other Cameron County EDCs.

17. Meeting Adjournment The meeting adjourned at 7:15 PM. A motion to adjourn was made by **Ms. Mary Bolado**. The motion was seconded by **Mr. Rene Garcia**. The motion carried unanimously.

Approved by the San Benito Economic Development Corporation on this 25th day of March 2019.



Julian Rios, President

ATTEST:


Encarnación Lopez, Secretary/Treasurer