



## Economic Development Corporation

NOTICE OF A REGULAR MEETING OF THE  
SAN BENITO ECONOMIC DEVELOPMENT CORPORATION  
Wednesday, February 26, 2020 AT 5:30 PM

### February 26, 2020 Board of Directors Meeting Minutes

**MINUTES** of Annual Meeting of the **San Benito Economic Development Corporation** Board of Directors held on **Wednesday, February 26, 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  
Encarnación López, Secretary/Treasurer  
Mario Silva, Board Member  
Mary Bolado, Board Member

#### **BOARD MEMBERS ABSENT:**

Jeremy Maya, Board Member  
Mayor Benjamín Gómez, Ex-Officio Member

#### **EDC STAFF:**

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

#### **Others Present:**

Antonio Torres, San Benito EDC Attorney  
Belen Pena, City of San Benito Finance Director

#### 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 5:40 PM.
- 3. Pledge of Allegiance and Texas Flag Pledge;**  
Standing for Pledge of Allegiance & Texas Flag Pledge was completed.
- 4. Invocation;**  
Invocation was done by Ms. Mary Bolado.

**5. Public Comments;**  
No Public Comments.

**6. Consent Agenda Items**

All consent Agenda Items are considered to be routine by the San Benito Economic Development Corporation and will be approved by one motion. There will be no separate discussion of these items unless a SBEDC Board Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

Items "A" to "B"

A. January 15, 2020 Meeting Minutes

B. To Acknowledge the following individual to incur travel expense for the following conferences and professional development courses

Training/Conference	Employee/Board	Date	Location
Sales Tax Workshop	Mario Silva	April 17,2020	Tyler, TX

item 6 Correct last name of Ms. Sandra Tumberlinson

item 7 change "to fun award" to "to award"

Item 21 change "Special" to "Regular"

Motion to approve the consent agenda items mentioned was made by [Mr. Encarnacion Lopez](#). The motion was seconded by [Mr. Mario Silva](#). [Ms. Mary Bolado](#) abstained.  
Motion passed.

**7. Presentation and Acknowledgement of the San Benito EDC Financial Statements for the period ending December 2019;**

Financials were presented by [Mrs. Belen Peña, City of San Benito Finance Director](#). [Ms. Mary Bolado](#) asked if the check copies could be more legible. Mrs. Peña stated that she could check with the bank to see if we could get better copies.

Page 26 of the financials was not up to date. [Mr. Julian Rios](#) asked about the sales tax table being outdated. He was advised by the EDC Executive Director that the sales tax table (page 26) had been updated and handed out. All board members received an updated copy.

Motion to acknowledge the December 2019 Financial Statements was made by [Mr. Encarnacion Lopez](#). The motion was seconded by [Ms. Mary Bolado](#). Motion carried unanimously.

**8. Presentation and Acknowledgement of the USDA Small Business Loan Program report for the period ending December 2019;**

The USDA report was presented by [Mrs. Belen Peña, City of San Benito Finance Director](#). [Mr. Mario Silva](#) asked for an update on Mr. Thrailkill's account and legal action. [Mr. Tony Torres](#) stated that the item is in litigation and he will have a substantive report next month.

Motion to acknowledge the USDA Small Business Loan Program report for the period ending December 2019 was made by [Ms. Mary Bolado](#). The motion was seconded by [Mr. Mario Silva](#). Motion carried unanimously.

**9. Presentation and Acknowledgment of the January 2020 Accounts Payable Report;**

[Mrs. Rebeca Castillo, EDC Executive Director](#) presented the item and explained that some corrections were made to the report that was included in the meeting packet. An updated print out was handed out during the meeting which corrected a few typos and detailed some transactions further.

[Ms. Mary Bolado](#) mentioned that the board requested a detailed report with explanations and the staff had provided it. She also stated that the report was presented as requested.

Motion to approve the January 2020 Accounts Payable Report was made by [Ms. Mary Bolado](#). The motion was seconded by [Mr. Mario Silva](#). Motion carried unanimously.

**10. Presentation and Acknowledgement of Code of Ethics and Conflict of Interest Statements;**

This item was tabled due to additional information needed. Staff will be working with legal counsel on the language of the documents.

Motion to table item 10 was made by [Mr. Mario Silva](#). The motion was seconded by [Ms. Mary Bolado](#). Motion carried unanimously.

**11. Consideration and Possible Action on the revision of the Community Partnership Grant application and guidelines;**

A set of revised guidelines for the Community Partnership grant were proposed. EDC Executive Director reviewed the sections that had been updated and were highlighted in yellow in the draft guidelines.



Mr. Julian Rios mentioned suggested for the info session dates could also include “or as needed” language.

Motion to approve the revision of the Community Partnership Grant application and guidelines by Mr. Rene Garcia with the changes mentioned above and seconded by Mr. Encarnacion Lopez. Motion carried unanimously.

**12. Consideration and Possible Action on the funding of Community Partnership funding for the Hog Waddle and Cook Off 2020;**

Mr. Luis Contreras, Cultural Arts Director, presented to the EDC Board the \$15,000 request for funds for Hog Waddle event.

Motion to approve the funding of Community Partnership funding for the Hog Waddle and Cook Off 2020 was made by Mr. Encarnacion Lopez. The motion was seconded by Mr. Mario Silva. The motion carried unanimously.

**13. Update on the selection of company for investment policy and other investment related activities;**

Mrs. Rebeca Castillo, EDC Executive Director updated the board on the status of procuring a company for the Investment Policy and other investment related activities. Procurement process is currently undergoing and deadline for quotes/proposal submittal is March 15, 2020.

No Action Need

**14. Consideration and Possible Action on the funding of the South Texas Manufacturer’s Association 2020 Wage Survey Report in the amount of \$2,000;**

Mr. Mike Willis presented on behalf of the South Texas Manufacturer’s Association. He explained what the survey will include, its outcomes, other funding partners, delivery, of survey, and cost. The cost will be \$2,000 every two years.

Motion to approve the funding of the South Texas Manufacturer’s Association 2020 Wage Survey Report in the amount of \$2,000 was made by Mr. Encarnacion Lopez. The motion was seconded by Mr. Mario Silva. Motion carried unanimously.

**15. Consideration and Possible Action on the funding of the Call Center Wage Survey Report in the amount of \$1,500;**

Mr. Mike Willis presented on behalf of RST Biz Services. He explained what the survey will include, its outcomes, other funding partners, delivery of survey, and cost. The cost will be \$1,500 every two years.

Motion to approve the funding of the Call Center Wage Survey Report in the amount of \$1,500 was made by [Ms. Mary Bolado](#). The motion was seconded by [Mr. Mario Silva](#). Motion carried unanimously.

**16. Consideration and Possible Action on the Career and Technical Education Memorandum of Understanding between the San Benito Consolidated School District and the San Benito Economic Development Corporation, Inc;**

An MOU between SBCISD and SBEDC was presented for consideration. The MOU will be for both parties to collaborate and use the Career and Technological services for an amount not to exceed \$12,00 a year and to expire unless renewed no later than December 2022.

Motion to approve the Career and Technical Education Memorandum of Understanding between the San Benito Consolidated School District and the San Benito Economic Development Corporation, Inc was made with the inclusion of language in the MOU that any donation goes into the Scholarship fund was made by [Ms. Mary Bolado](#). The motion was seconded by [Mr. Mario Silva](#). Motion was carried unanimously.

**17. Consideration and Possible Action on the Texas State Technical College (TSTC) Foundation request for funding support for scholarship program;**

[Mr. Richard Mesquias, TSTC Foundation representative](#) provided a presentation to the board explaining their request for \$100,000.

The EDC Board did not take any action, since the expenditure of type b funds must undergo a 60 day comment period. This item was tabled and to be considered at a future date after the 60 day comment period has been completed.

Motion to table item 17 was made by [Mr. Rene Garcia](#). The motion was seconded by [Ms. Mary Bolado](#). Motion carried unanimously.

Motion to move item 20 out of order was made by [Mr. Rene Garcia](#) and seconded by [Mr. Mario Silva](#).

**18. Consideration and Possible Action on the Small Business Investment Program applications;**

The eligible and ineligible applications that have been submitted to the EDC were presented for the EDC Board's consideration. [Ms. Mary Bolado](#) stated that all the information requested by the board for a determination was included and with that information the board should be ready to take action.

Motion to approve the eligible applications listing and the ineligible applications listing was made by [Mr. Encarnacion Lopez](#). The motion was seconded by [Mr. Mario Silva](#). Motion carried unanimously.

**19. Consideration and Possible Action on the revision of the Small Business Investment Program application and guidelines;**

The EDC Executive Director presented the revised guidelines and pointed out the language that was revised. The revisions were highlighted in yellow. The board also asked for quarterly sales tax report to be also included as documents that need to be submitted. If the business does not report sales tax, then it will not be eligible.

Motion to approve on the revision of the Small Business Investment Program application and guidelines was made by [Mr. Encarnacion Lopez](#). The motion was seconded by [Mr. Rene Garcia](#). Motion carried unanimously.

**20. Consideration and Possible Action on funding for the Rio Sports Live proposal;**

[Mr. Joe Bowling](#) presented a renewal proposal to the EDC Board. Logistical questions were made by various board members. Mr. Bowling reiterated that he will honor the 2019 price for 2020 in the amount of \$12,000. He will provide monthly reports and will coordinate with EDC staff regularly.

Motion to approve the funding for the Rio Sports Live proposal was made by [Mr. Encarnacion Lopez](#). The motion was seconded by [Mr. Mario Silva](#). Motion carried unanimously.

**21. Consideration and Possible Action on the amendment to the Performance Agreement between the San Benito Economic Development Corporation, Inc and the VARCO as it relates to the Resaca Village project;**

This item was tabled due to the requesting party has not produced the amendment document.

Motion to table the item was made by [Mr. Rene Garcia](#). The motion was seconded by [Ms. Mary Bolado](#). Motion carried unanimously.

**22. Update on the USDA Policies and Procedures;**

[Mrs. Rebeca Castillo, EDC Executive Director](#) presented this item as an update. The USDA policies and procedures are being drafted and will be presented for the EDC Board consideration during the March 2020 Board meeting.

No Action Needed.



**23. Consideration and possible action on the selection of vendor for the 2020 Mowing, Tree Trimming and Debris Removal Services for EDC Properties;**

The quotes for mowing, trimming, debris removal was presented for the board consideration. After the board's review the selected vendor was selected and will be Prestige Lawn Care and Landscaping. The EDC Executive Director emphasized to the board that this vendor selected will be providing the services to the EDC from March 1, 2020 to December 31, 2020. The renewal or seeking of quotes process will be undergone on October for services from January 1, 2021 to December 31, 2021.

Motion to approve the selection of vendor for the 2020 Mowing, Tree Trimming and Debris Removal Services for EDC Properties was made by [Mr. Rene Garcia](#). The motion was seconded by [Ms. Mary Bolado](#). Motion carried unanimously.

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

Next regular meeting will be on March 25, 2020.  
No Action Needed.

**25. Board Comments:**

It was mentioned that the Ribbon Cutting event will be on March 21, 2020 for the EDC. [Ms. Mary Bolado](#) suggested a few businesses and/or individuals that needed to be invited.

**26. Meeting Adjournment**

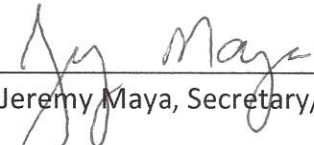
Meeting adjourned at 8:49 PM

Motion to adjourn was made by [Mr. Rene Garcia](#). The motion was seconded by [Ms. Mary Bolado](#). Motion carried unanimously.

**Approved by the San Benito Economic Development Corporation on this 13<sup>th</sup> day of May 2020.**

  
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Julian Rios, President

ATTEST:

  
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Jeremy Maya, Secretary/Treasurer