



SAN BENITO ECONOMIC DEVELOPMENT CORPORATION  
SPECIAL MEETING  
September 27, 2018

On September 27, 2018, the San Benito Economic Development Corporation of the City of San Benito held a Special 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
Julian Rios	Vice President, Place 7
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
David Flores	Interim EDC Attorney

**ABSENT**

Priscilla Guajardo	Secretary/Treasurer, Place 4
Manuel De La Rosa	City Manager
Belen Pena	Finance Director

**CITY COMMISSION**

Benjamin Gomez	Mayor
Antonio Gonzales	Commissioner, Place 1
Ricardo Guerra	Commissioner, Place 3

ITEM 1. WELCOME TO VISITORS.

**Jose L. Morales, President**, welcomed everyone and called the meeting to order at 5:47 p.m. at the Cesar Gonzalez Meeting Hall located at the Municipal Building.

**Mayor Ben Gomez** opened a Special Meeting for the City Commission at 5:47 p.m. at the Cesar Gonzalez Meeting Hall located at the Municipal Building.

ITEM 2. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE CREATION OF SUMMARY MEETING MINUTES.

**Rachel Siller, Coordinator**, presented the request for consideration per the direction of the Board at the September 20, 2018 Regular Meeting. The EDC Board provided a directive at the July 19, 2018 Meeting to discontinue the use of summary minutes, and create verbatim minutes beginning with the June 21, 2018 Meeting. Verbatim minutes have been approved for the June 21, 2018 and July 2, 2018 meetings. Discussion during the September 20, 2018 meeting requested the directive be brought back up for discussion and reconsideration. **Mayor Ben Gomez** requests the audio of the

(CONT.) ITEM 2. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE CREATION OF SUMMARY MEETING MINUTES.

meetings to review the content and repeated words in the minutes. Fred Bell, Assistant to the City Manager, clarified that the multiple recordings are used to obtain accurate minutes. Jose L. Morales, President, requested input from each Board Member. Mary Bolado, Board Member, stated respect should be given for who is speaking, please refrain from multiple people speaking at once, and to speak professionally as Board Members are responsible for their statements. Encarnacion Lopez, Board Member, stated that all meetings are recorded. Comprehensive summary minutes should be considered acceptable. Julian Rios, Vice-President, agreed that verbatim is time consuming, only one person should speak at a time as minutes could be difficult when multiple persons speak at once in Spanish and English. Jeremy Maya, Board Member, requested the time to complete verbatim minutes. Rachel Siller indicated approximately twenty hours are required to create verbatim minutes for a one hour meeting because of the solid dialogue and multiple participants speak at once. Summary minutes for a one hour meeting take approximately four hours. Ramiro Guerra, Board Member, stated the recordings are available. Mayor Ben Gomez stated he directed verbatim minutes because statements were not included in the summary minutes that he felt should be included. Julian Rios moved to approve the creation of comprehensive summary minutes, unless verbatim minutes are requested for a specific agenda item. Encarnacion Lopez, seconded the motion. Rachel Siller requested an effective date for the summary minutes, as the creation of minutes is behind. Jose L. Morales indicated summary minutes would start with this meeting. Voting Aye: Jose L. Morales, President, Julian Rios, Vice-President, Board Members: Ramiro Guerra, Jeremy Maya, Mary Bolado, and Encarnacion Lopez. MOTION CARRIED TO APPROVE THE CREATION OF COMPREHENSIVE SUMMARY MINUTES, UNLESS VERBATIM MINUTES ARE REQUESTED FOR A SPECIFIC AGENDA ITEM, EFFECTIVE WITH THE SEPTEMBER 27, 2018 SPECIAL MEETING.

Mary Bolado, Board Member, requested to renumber the agenda to discuss Agenda Items 4, 5, 6, and 7 before discussing Agenda Item 3. Jose L. Morales, President, asked if any Board Member objected to the renumbering. No Board Member objected. Jose L. Morales announced so moved.

ITEM 3. (ITEM 4.) DISCUSSION AND POSSIBLE ACTION REGARDING THE SERVICE AGREEMENT WITH THE CITY OF SAN BENITO FOR CITY SERVICES.

Julian Rios, Vice-President, asked if any content was revised in the Service Agreement. Rachel Siller, Coordinator, stated the Service Agreement is currently in effect. Jose L. Morales, President, asked what services are included in each line item. Rachel Siller provided clarification of the activities included in each line item. Discussion ensued between Staff and Board Members regarding the services and payments outlined in the Service Agreement. Jose L. Morales expressed concern regarding the Managerial Services. Staff will provide clarification of this line item. Discussion occurred between the Board and legal counsel regarding the renewal date of the Service Agreement, how the date could affect services, how the upcoming Executive Director would affect the Agreement, and how amendments to the Agreement could be made with City Commission. Encarnacion Lopez, Board Member, motioned to continue the Service Agreement as written. Mary Bolado, Board Member, seconded the motion. Voting Aye: Jose L. Morales, President, Julian Rios, Vice-President, Board Members: Ramiro Guerra, Jeremy Maya, Mary Bolado, and Encarnacion Lopez. MOTION CARRIED TO APPROVE THE CONTINUATION OF THE SERVICE AGREEMENT WITH THE CITY OF SAN BENITO FOR CITY SERVICES.

ITEM 4. (ITEM 5.) DISCUSSION AND POSSIBLE ACTION REGARDING THE SERVICE AGREEMENT WITH THE CITY OF SAN BENITO FOR UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) INTERMEDIARY RELENDING PROGRAM (IRP) MANAGEMENT SERVICES.

Jose L. Morales, President, stated this Service Agreement defeats the purpose of bringing the activities in house. Mary Bolado, Board Member, indicated Jose L. Morales signed the Service Agreement as Board President. Jose L. Morales replied he did not realize the Service Agreement contained financial payments for execution of the activities included in the Service Agreement. Rachel Siller, Coordinator, clarified the activities included in the Service Agreement, such as sending statements, receiving payments, generating and submitting reports to the USDA and monthly financial reports, and handling incoming applicants and the legal fees associated with an application, are performed by the Finance Department. Julian Rios, Vice-President, agreed and clarified that the additional tasks were to be handled by the Finance Department, not the Economic Development Coordinator, and the EDC would pay the City to take on these additional tasks which were previously performed by outside vendors. Julian Rios motioned to continue the Service Agreement as written. Encarnacion Lopez, Board Member, seconded the motion. Voting Aye: Jose L. Morales, President, Julian Rios, Vice-President, Board Members: Ramiro Guerra, Jeremy Maya, Mary Bolado, and Encarnacion Lopez. MOTION CARRIED TO APPROVE THE CONTINUATION OF THE SERVICE AGREEMENT WITH THE CITY OF SAN BENITO FOR UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) INTERMEDIARY RELENDING PROGRAM (IRP) MANAGEMENT SERVICES.

ITEM 5. (ITEM 6.) DISCUSSION AND POSSIBLE ACTION REGARDING THE LEASE AGREEMENT WITH THE CITY OF SAN BENITO FOR OFFICE SPACE AT THE SAN BENITO MUNICIPAL BUILDING, 401 NORTH SAM HOUSTON BOULEVARD.

Rachel Siller, Coordinator, presented the new Lease Agreement, which includes updates to reduce the square footage of office space and a renewal clause of one additional year at the same rate. The current lease market rate is hovering around \$1.00 per square foot. The Lease is drafted at a rate lower than the market rate. Encarnacion Lopez, Board Member, motioned to approve the Lease Agreement. Mary Bolado, Board Member, seconded the motion. Voting Aye: Jose L. Morales, President, Julian Rios, Vice-President, Board Members: Ramiro Guerra, Jeremy Maya, Mary Bolado, and Encarnacion Lopez. MOTION CARRIED TO APPROVE THE LEASE AGREEMENT WITH THE CITY OF SAN BENITO FOR OFFICE SPACE AT THE SAN BENITO MUNICIPAL BUILDING, 401 NORTH SAM HOUSTON BOULEVARD.

ITEM 6. (ITEM 7.) DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACT OF EMPLOYMENT FOR LEGAL SERVICES AND FEE AGREEMENT BETWEEN THE EDC AND FLORES AND TORRES, LLP.

David Flores, Interim Attorney, briefed the Board on the firm's experience and presented the Agreement. The Agreement will be updated to reduce the rate from \$175 per hour to \$150 per hour. Phone calls and general advisory correspondence will not be billed. Mary Bolado, Board Member, motioned to approve the Agreement with the updated hourly rate to \$150.00. Julian Rios, Vice-President, seconded the motion. Voting Aye: Jose L. Morales, President, Julian Rios, Vice-President, Board Members: Ramiro Guerra, Jeremy Maya, Mary Bolado, and Encarnacion Lopez. MOTION CARRIED TO APPROVE THE CONTRACT OF EMPLOYMENT FOR LEGAL SERVICES AND FEE AGREEMENT BETWEEN THE EDC AND FLORES AND TORRES, LLP WITH THE UPDATED HOURLY RATE.

ITEM 7. (ITEM 3.) BUDGET WORKSHOP NUMBER ONE FOR FISCAL YEAR 2018-2019.

Rachel Siller, Coordinator, presented the Board with the budget forms as described by the City Manager, which contains a starting point for the Board to begin generating the Fiscal Year 2018-2019 budget. The City Commission has already approved the Revenue and Certificates of

(CONT.) ITEM 7. (ITEM 3.) BUDGET WORKSHOP NUMBER ONE FOR FISCAL YEAR 2018-2019. Obligation figures. Staffing includes an Administrative Assistant or Coordinator and an Executive Director. Each account was evaluated against expenses to date for Fiscal Year 2017-2018. Adjustments were discussed and will be input for the Board to review and consider for approval at the next meeting.

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

Rachel Siller, Coordinator, indicated this item was tabled at the September 20, 2018 meeting with response pending from legal counsel for the addition of a statement defining the Finance Director signatory and account access activities. Julian Rios, Vice-President, motioned to table pending documentation from legal review. Mary Bolado, Board Member, seconded the motion. Voting Aye: Jose L. Morales, President, Julian Rios, Vice-President, and Board Members: Mary Bolado, Encarnacion Lopez, Ramiro Guerra, and Jeremy Maya. MOTION CARRIED TO TABLE RESOLUTION EDC2018-001, A RESOLUTION FOR DEPOSITORY/AUTHORIZED SIGNATURES.

ITEM 9. ADJOURNMENT

Julian Rios, Vice-President, moved to adjourn. Mary Bolado, Board Member, seconded the motion. Voting Aye: Jose L. Morales, President, Julian Rios, Vice-President, and Board Members: Mary Bolado, Encarnacion Lopez, Ramiro Guerra, and Jeremy Maya. Jose L. Morales, President, announced the meeting adjourned at 7:41 pm.

SAN BENITO ECONOMIC DEVELOPMENT CORPORATION

  
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JULIAN RIOS, PRESIDENT

ATTEST:

  
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ENCARNACION LOPEZ, SECRETARY / TREASURER

This institution is an equal opportunity provider.