



## MINUTES OF THE SAN BENITO ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING

On September 23, 2025, the San Benito EDC Board convened for a meeting at the San Benito EDC Building, 701 N. Bowie Street, San Benito, Texas

### Board Meeting Presided by Mrs. Anna Garza Llanes, EDC President

#### **Board Members Present**

Mrs. Anna Garza Llanes, Board President  
Mr. Daniel Cortez, Vice President  
Mr. Tom Goodman, Secretary/ Treasurer  
Mrs. Deborah A. Morales, Board Member  
Mayor Ricardo Guerra, Board Member  
Mr. Hector Gomez, Board Member  
Mr. Pedro A. Galvan, Board Member

#### **Board Member Absent**

#### **EDC Staff Present**

Mr. Fred Sandoval, Executive Director  
Mr. Mario Palomo, Assistant Executive Director  
Mr. Angel Avila, Economic Development Specialist

#### **Others Present**

Mr. Michael Pruneda, EDC Attorney  
Stephanie Sarrionandia, City of San Benito Finance Director

#### **1. Determination of a quorum**

Mrs. Anna Garza Llanes made welcoming remarks and determined quorum.

#### **2. Call to Order**

Mrs. Anna Garza Llanes called the meeting to order at 6:48 PM.

#### **3. Pledge of Allegiance and Texas Flag Pledge; Invocation**

Mr. Angel Avila lead the Pledge of Allegiance and Texas Flag Pledge. Mr. Tom Goodman led the invocation.

#### **4. Public Comments**

There were no public comments.

#### **5. Executive Director's Report**

Status report presented by EDC Executive Director Fred Sandoval on the following projects.

- Chick-fil-A Ribbon Cutting: Chick-fil-A officials, the City, EDC, Chamber of Commerce, San Benito ISD staff and students, along with many citizens were in attendance.
- Circle K on Williams-Soft opening. A formal ribbon cutting will be forthcoming. Developer will provide ribbon cutting event information in the upcoming week.
- Circle K developers next project is the development on FM 732

- EDC Staff Announcement: Mr. Angel Avila official last date of employment will be on 10/10/25. Mr. Avila will be employed by the City of Kyle, Texas – Congrats. Plans for a farewell luncheon will follow.

6. **Consent Agenda:** The following are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the board of directors requests it, in which case the item will be removed from the Consent Agenda and considered independently.

- a. Consideration and possible Action on the SBEDC’s Meeting Minutes for September 23, 2025
- b. Consideration and possible Action on revised professional service agreement with The Atkins Group
- c. Submission of financial reports

A motion to approve item “a” was made by [Mr. Tom Goodman](#). The motion was seconded by [Mr. Ricardo Guerra](#). Upon a unanimous vote the motion carried.

No edits to the minutes were requested

A motion to approve item “b” was made by [Mr. Daniel Cortez](#). The motion was seconded by [Mrs. Anna Garza Llanes](#). Upon a unanimous vote the motion carried. – The Atkins Group assisted with developing the branding for our city. Part 2.0 will take an assessment of the branding campaign to date, assist with rollout of the branding campaign, and assist with public relations. EDC attorney [Mr. Pruneda](#) revised the approved City Commission agreement version to make it favorable to the EDC. [Mr. Galvan](#) asked if we finalized the new logo and asked if The Atkins Group can present their marketing plan, [Mr. Sandoval](#) informed EDC Board that he will bring the Atkins Group to present their marketing plan at a future EDC Board meeting.

Submission of financial report “c” was presented by Finance Director [Mrs, Stephanie Sarrionandia](#)

[Mrs. Morales and Mr. Galvan](#) asked why the professional service account incurred an excess of expenses to date, stating that the EDC will spend more than what was budgeted for the Summer Concert Series. [Mrs. Morales and Mr. Galvan](#) asked if expenses were required to be approved by the EDC as a budget amendment. [Mrs. Sarrionandia](#) stated that any expense item over \$10k comes before the EDC Board. [Mrs. Sarrionandia](#) stated that not all expense items are professional services, some of the expenses incurred were to purchase and build fencing, that expense needed to be placed in the correct account, therefore reducing expenses for professional services. [Mrs. Sarrionandia](#) also stated that these expense items submitted to the Finance department for payment were approved and signed EDC Board officials. [Mr. Galvan and Mrs. Morales](#) asked what account was used to offset these expenses? [Mrs Sarrionandia](#) stated that the unassigned balance account was used for now until all expenses were allocated to the proper accounts. [Mr. Galvan](#) asked if board approval was required prior to using the unassigned funds account, [Mrs Sarrionandia](#) stated yes in the form of a budget amendment. [Mr. Galvan](#) asked EDC Attorney to clarify process for budget amendment. [Mr. Pruneda](#) stated that when there is board action, there is something written that supports in the form of a written agreement, if the EDC exceeds any expenses, in this case exceeding professional services, a budget amendment is required. [Mrs. Sarrionandia](#) stated that budget amendments are usually presented in the month of February. [Mr. Cortez](#) asked for a itemization of the professional service account. [Mrs Sarrionandia](#) stated that this report is fiscal year-to-date and not fiscal year end reporting. [Mrs. Llanes](#) requested a breakdown of the professional service and summer concert series account. [Mr. Sandoval](#) summarized that the finance department has the final say to what accounts are used to expense these items. [Mrs. Llanes](#) stated that for budgeted purposes, if the cost were more than amount budgeted, the board needs to know so the board can plan the next summer concert series accordingly.

[Mrs. Morales](#) asked if the EDC credit card was being used to for business meetings, to pay for employee lunches, if so, employees need to pay for there lunches. [Mr. Sandoval](#) stated that there are times that he has staff work late into the day to finish a task and takes employees for lunch. [Mrs. Morales](#) asked that names of those attending lunches be included on the receipts. [Mrs. Sarrionandia](#) stated all receipts are submitted as back up for credit card expenses.

**7. Individual Items for Consideration:**

- a. Consideration and possible action on Performance Agreement with San Benito Municipal Utility District #1
- b. Consideration and possible action on Performance Agreement with Komerco, LLC
- c. Consideration and possible action on evaluation and contractual agreement with executive director (Goodman)

Mr. Fred Sandoval asked to move items a, b, and c to be discussed in executive session. Mr. Pruneda stated that it was brought to his attention that the EDC Bylaws require that it takes two individuals to place an item on the agenda except for Board President and Executive Director. Mr. Pruneda asked the board to look at item number 10 of the agenda, it allows the board to discuss future items and at the previous meeting two items were proposed by members, but no vote was taken because those were not an action items, but those items are on the agenda. Mr. Pruneda is asking the EDC Board to decide if they want items to be action items or items to be requested for the next board meeting. Board agreed to follow by-laws and follow the requirement an item needs two board members to sign except the EDC Board President and the Executive Director. Mr. Pruneda mentioned that two items, one already discussed which is the presentation of the financial report and the executive director matters to be discussed, were items on the agenda that did not get a second signature. Mrs. Llanes stated that the board must follow the by-laws. Mr. Pruneda asked if the board will not be discussing future items and not continue the practice of discussing future agenda items. Mr. Sandoval asked the board that the practice to continue discussing future agenda items could continue if the board agreed. Mrs. Llanes and Mayor Guerra stated to follow the by-laws and get the proper signatures to present prior to adding items to the next board agenda. Mr. Galvan asked if the board members could submit an email in place of a physical document showing the two signatures due to timing and availability issues of board members to come to the EDC office and submit their forms. Mrs. Llanes requested to take and discuss Mr. Galvan's request to executive session. Mr. Pruneda stated due to pending matters with agenda items 7. 'a','b','c', there was no reason for executive session. Mr. Galvan and Mrs. Morales asked if executive session to continue to discuss items 'a','b', and 'c'. Mr. Pruneda stated that items 7 'a' and 'b' had pending items and 'c' could not be discussed because of two signatures were not obtained.

Mr. Sandoval stated that on recommendation by the EDC attorney, the board would not go into executive session.

**ITEM "A", "B", and "C" - NO ACTION**

- 8. Closed Session:** In accordance with Chapter 551 of the Texas Government Code, the Board of Directors hereby gives notice that it may meet in a closed, non-public session to discuss matters in accordance with the following:

Pursuant to §§551.071 and 551.129, the Board of Directors may convene in a closed, non-public meeting with its attorney and discuss any matters related to legal advice on pending or contemplated litigation, settlement offer, and/or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter:

- (i) Consult with attorney on Spectrum Weather and Specialty Insurance;

Pursuant to §551.072, the Board of Directors may convene in a closed, non-public meeting to discuss any matters related to real property and deliberate the purchase, exchange, lease, or value of real property as such would be detrimental to negotiations between the Board of Directors and a third party in an open meeting;

Pursuant to §551.074, the Board of Directors may convene in a closed, non-public meeting to discuss any matters related to appointment, employment, evaluation, reassignment, duties and discipline or dismissal of a public officer or employee and to hear any complaints or charges against an officer or employee;

- (i) Consult and discuss the evaluation and contractual agreement with the executive director (Goodman)

Pursuant to §§551.087(1-2), the Board of Directors may convene in a closed, non-public meeting to discuss any matters regarding economic development issues:

- (a) Consult and discuss Performance Agreement with San Benito Municipal Utility District No. 1
- (b) Consult and discuss Performance Agreement with Komerco, LLC

**9. Reconvene.** Consideration and possible action on items discussed in Closed Session, if any,

**NO ACTION**

**On the recommendation of the EDC attorney, the board did not go into executive session.**

**10.** Requests for items to be placed on upcoming agendas & date for upcoming meeting

The next meeting will be held on October 23<sup>rd</sup>, 2025 at 5:30 P.M.

**11. Meeting Adjournment**

The meeting was adjourned at 7:42 PM.

**Approved this 13th day of November 2025.**

<b>Anna Garza Llanes, President</b>	<b>Tom Goodman, Secretary/Treasurer</b>