



4. Finish clearing the trees that have been marked with green paint or green ribbons along the south and east property lines
5. Trees previously marked with green but now flagged with reddish-orange ribbon will remain since these trees have been determined to be on the adjacent property based on the property line survey conducted
6. All debris associated with items 1 – 5 above shall be removed from the site and disposed of properly
7. All stumps to be cut close enough to the ground so they can be mowed over with a riding lawn mower (flush to max ½" above the ground)
8. Stumps can be ground down or cut at ground level as discussed in item 7
9. Any stumps not ground shall have a root killer applied as discussed in item 7
10. Any remaining trash or construction debris to be removed from the site
11. Any remaining gravel that can be hit by a riding lawn mower to be removed or buried (this excludes the lift station access road coming off FM 1764)
12. Once all site work is completed, the site will be hydromulched with a San Augustine grass mix per the project specifications
13. Property owner will not pay for nor be held liable for any fencing that falls over or is damaged as part of the tree removal along the south and east property lines
14. Property owner will not pay for a surveyor to come out and verify the location of the property line in reference to the tree locations along the south and east property lines
15. Property owner will not pay for any portion of the tree removal along the south and east property lines. This also includes the north and west property lines
16. Property owner did agree to allow cutting the stumps at or near ground level as discussed in items 1, 3, and 4 above instead of requiring stump grinding

Mr. Manning mentioned that Mr. Amato has concerns regarding the gravel access road that leads to the lift station. Mr. Manning stated that the State of Texas requires that access be available to Galveston County Water Control and Improvement District No. 8 (the "Water District") and the contractor used entrance that was already in existence, and that there was no mention in the original agreement of adding a driveway. In addition, it was determined that the separation distance does not exist for the guidelines set forth by the Texas Department of Transportation (TxDOT), resulting in the inability to accommodate Mr. Amato's request for a second entrance.

**C. Sales Tax Report August for June 2023 Sales**

Santa Fe Economic Development Corporation (EDC) Executive Director Rudy Zepeda gave an overview of the August 2023 Sales Tax Report for June 2023. Mr. Zepeda stated that while the sales tax is up 9.8% (approximately \$73,000.00) from last year, it is not up as much as the originally projected amount of approximately \$80,000.00. Mr. Zepeda added that with one month left in the current fiscal year, the EDC should still be ahead.

**D. Current Budget update July 2023 & Quarterly Financial Report for the period ended June 2023**

Economic Development Corporation (EDC) Executive Director Rudy Zepeda gave the most recent update as of July 31, 2023:

- Current revenue = \$716,704.69
- Current expenses = \$561,333.36
- Current Net Revenues over Expenses = \$155,371.33

Mr. Zepeda stated that not all expenses have been accounted for, but he expects that once they have been accounted for, the EDC should come close to breaking even. Mr. Zepeda added that there were approximately \$300,000.00 in contingencies for the FM 1764 Project, which the EDC will not end up using all of those contingencies.

Mr. Zepeda then gave an overview of the Quarterly Financial Report for the third quarter of Fiscal Year 2023:

- Beginning Book Value \$2,886,055.02
- Ending Book Value \$3,052,610.76
- Interest \$33,580.62
- Total Estimated APR 4.65%, which is less than the 5.47% six-month T-Bill as of 6/30/2023

#### **E. Development Update**

Santa Fe Economic Development Corporation (EDC) Executive Director Rudy Zepeda informed the Board that Community Services Director Georgia Carmack created a Community Services Monthly Report for July 2023:

- 242 permits issued, an increase from 224 permits issued in July 2022
- 19 New Residential Construction permits issued, an increase from 16 issued in July 2022
- Fees collected = \$39,827.16, an increase from \$29,736.54 collected in July 2022
- 218 completed inspections, a decrease from 226 completed inspections in July 2022

Mr. Zepeda then gave an update on subdivisions, major projects, and completed projects.

#### **V. Citizens' Comments**

Terri O'Connell, Board Member of the Santa Fe Chamber of Commerce, informed the Board that the Santa Fe Chamber of Commerce will be hosting the Chamber's first After Hours Mixer on Wednesday, September 6, 2023, at The Gun Vault of Texas, in conjunction with Bugwhacker Termite & Pest Control, and is requesting a \$100.00 donation from the EDC to help cover the cost of the refreshments.

#### **VI. Business**

##### **A. Consider with possible action: Accepting an amended agreement and any related costs associated with the Amato Property (Lots 36, 37, & 38 of Winston Heights Subdivision, Santa Fe, Galveston County) used during the FM 1764 Utility Extension project.**

President Leija noted that, per discussion during item IV. B. of this meeting, the amended agreement will not exceed the \$18,000.00 that was previously agreed upon between all of the parties. Secretary/Treasurer Carner made a motion to amend the agreement between the Santa Fe Economic Development Corporation and Mr. Amato, the property owner of the land used during the FM 1764 Utility Extension Project) as presented. Director Helpenstill seconded the motion, and the motion passed unanimously.

##### **B. Consider with possible action: Electing a President for the Economic Development Corporation for the period of 1 year commencing from the date of the annual meeting.**

President Leija informed the Board that Santa Fe Economic Development Corporation (EDC) Executive Director Rudy Zepeda reviewed the EDC bylaws and since one Board Member has resigned and another is

not seeking reappointment, the election of a President, Vice-President, and Secretary/Treasurer will need to be postponed until the EDC has a full board. He added that the Santa Fe City Council would like to review all applications and appoint the new members at a City Council meeting in September.

Secretary/Treasurer Carner made a motion to postpone officer election until a future meeting. Director Wylie seconded the motion, and the motion passed unanimously. This action also covers agenda items IV. C. and IV. D.

**C. Consider with possible action: Electing a Vice-President for the Economic Development Corporation for the period of 1 year commencing from the date of the annual meeting**

Please refer to agenda item IV. B. above, as agenda items IV. B., IV. C., and IV. D. were voted on as a group.

**D. Consider with possible action: Electing a Secretary/Treasurer for the Economic Development Corporation for the period of 1 year commencing from the date of the annual meeting**

Please refer to agenda item IV. B. above, as agenda items IV. B., IV. C., and IV. D. were voted on as a group.

**E. Consider with possible action: Adopting a Resolution designating the President, Vice-President, Secretary/Treasurer, and Executive Director as signatories for accounts held at Texas First Bank.**

Santa Fe Economic Development Corporation (EDC) Executive Director Rudy Zepeda, in response to a question by Secretary/Treasurer Carner, explained that this agenda item is to consider adopting a resolution designating those who hold the positions as officers as signatories, and does not specifically designate particular individuals in those roles; therefore, this item can be voted on without having to hold the election of officers first.

Director Wylie made a motion to adopt Resolution # 2023-03 as presented, and Director Loftin seconded the motion. The motion passed unanimously.

**F. Consider with possible action: Authorizing the president to execute an Administrative Services agreement with the City of Santa Fe for the fiscal year beginning October 1, 2023**

Santa Fe Economic Development Corporation (EDC) Executive Director Rudy Zepeda explained that at the Santa Fe City Council meeting held on August 10, 2023, the City Council approved the Administrative Services Agreement between City Council and the EDC allowing for reimbursements for the EDC to the City of Santa Fe for all expenses. Mr. Zepeda added that there were some changes that would take place in Fiscal Year 2024, and he wanted to ensure that all of the changes were incorporated into the document. Mr. Zepeda concluded by stating that this agreement has also been reviewed and approved by the City Attorney.

Director Loftin made a motion to approve, and Secretary/Treasurer Carner seconded the motion. The motion carried unanimously.

**G. Consider with possible action: Creating a grant program for the Santa Fe Chamber of Commerce to assist with economic development**

Santa Fe Chamber of Commerce (the Chamber) Board Member Robbie Nelson presented an advertising opportunity that she asserts would boost economic growth to its members. The advertising initiative would include a 'Business of the Week' campaign, employing EventSmith Media to create 60-second promotional videos highlighting the businesses who are Chamber investors published on all Chamber Social Media Outlets

in collaboration with the Santa Fe Economic Development Corporation (EDC). The 216 videos included in this campaign would also include the promotion of the Chamber, the EDC, and the City of Santa Fe.

Mrs. Nelson stated that the objectives for this project include:

- Promoting local businesses
- Attracting investment
- Boosting tourism
- Engaging the community

Mrs. Nelson added that the benefits of a partnership between the EDC include:

- Promotion of business growth
- Collaboration and networking
- Business advocacy and representation
- Attraction of investment and tourism
- Workforce development
- Marketing and branding
- Data and research
- Chamber investor engagement

Mrs. Nelson concluded by stating that the financial support of the Chamber by the EDC can be driven by the shared goal of fostering a thriving and prosperous local economy.

The Chamber asked the Economic Development Corporation for financial assistance to help offset the cost of these services. EventSmith has quoted the Chamber \$23,600.00 for the first year of services, with the option of discounting \$5,500.00, bringing the first-year total to \$18,100.00. The Chamber would like this partnership to begin on October 1, 2023, to start promoting for the 2023 holiday season.

In response to a question by Secretary/Treasurer Loftin asking if the Chamber is requesting the entire amount of \$23,600.00, outgoing Chamber President Gina Bouvier responded, saying that the Chamber is considering any potential investment by the EDC as startup funds for this program for the first year.

Chamber Board Member Robert Bracknell stated that the Chamber has a very limited budget, which is the reason they are asking to partner with the EDC and said that if the promotional videos are successful, the Chamber may be able to increase investment member dues the following year, which may assist with funding this program in the future. Mrs. Nelson added that she has contracted with EventSmith to create promotional videos for Santa Fe businesses (not limited to Chamber investors), which she provided for the EDC to watch.

President Leija stated that the EDC will be hiring an EDC Coordinator soon and that once that person has been hired, the EDC can more aggressively pursue Business Retention and Expansion (BRE), which could include partnering with the Chamber. President Leija also stated that there are options for creating promotional videos other than hiring a professional media consultant, and he recommends looking at those other options before making a decision to disperse funds to the Chamber.

Santa Fe Economic Development Corporation (EDC) Executive Director Rudy Zepeda stated that the EDC has \$30,000.00 in their advertising budget in the current fiscal year that has not been used.

Council Member Brandon Noto expressed reservation with the potential partnership since the EDC is focused on businesses located only within the city limits of Santa Fe, since the EDC is funded by tax dollars from within the city limits of Santa Fe, while the Chamber would like to promote all of their investors, some of whom are located outside of the city limits of Santa Fe.

President Leija made a motion to create a six-month pilot program after the Chamber submits a proposal to the EDC. There was no second to the motion, and the motion died.

**H. Consider with possible action: Accepting the resignation of Board Member Gregg Vicknair**

President Leija read Director Gregg Vicknair's letter of resignation. Secretary/Treasurer Carner made a motion to accept Director Vicknair's resignation. Director Wylie seconded the motion, and the motion carried unanimously.

**VII. Citizens' Comments and Announcements**

President Leija and Santa Fe Chamber of Commerce (the Chamber) Board Member Rosie Rojas reminded everyone of the Santa Fe Independent School District meeting being held Wednesday, August 30, 2023, at 5:30 p.m. at Santa Fe Fire & Rescue regarding the upcoming bond election. Director Wylie added that the items on the table for the \$93,000,000.00 bond include adding new buildings, security upgrades, adding a fifth and sixth grade campus to be built behind Santa Fe Junior High School, and maintenance upgrades.


Mrs. Gina Bouvier made the announcement that the Santa Fe Chamber of Commerce is hosting an open house and ribbon cutting for Victorious Assisted Living on Thursday, August 31, 2023, at 4:00 p.m.

**VIII. Summary of action from this agenda; Request for future agenda items; Scheduling future meetings**

There were no requests for this agenda item.

**IX. Adjournment**

Secretary/Treasurer Carner made a motion to adjourn, and the meeting adjourned at 8:41 p.m.

  
Bob Wylie, President

  
Rudy Zepeda, Executive Director