

**SANTA FE ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTOR'S SPECIAL MEETING
MAY 19, 2021 6:30 P.M.
SANTA FE CITY HALL COUNCIL CHAMBERS
12002 HWY. 6 SANTA FE, TEXAS**

MINUTES

1. The meeting was called to order at 6:33p.m. by Fidencio Leija, Jr.

2. Roll Call: Fidencio Leija, Jr.
 Matt Crable
 Ashley Carner
 Robert Bracknell
 Greg Vicknair, absent
 Bob Wylie
 Blu Baillio, absent
 Stacey Baker, Director
 Chris Nichols, Attorney

3. The invocation and Pledge of Allegiance was given by

4. Citizens Comments - None

5. Reports:

a. Presentation and approval of minutes: March 23, 2021, special meeting and April 12, 2021, town hall meeting

A motion was made by Matt Crable and second by Bob Wylie to approve the minutes. The motion passed unanimously.

6. Business

a. Presentation regarding the Bay Area Houston Economic Partnership

Representatives from BAHEP attended and presented information to the board regarding their dedication to defining the future for people who live and work in its service area of Southeast Texas. They engage approximately 270 investor companies, business professionals, local governments, and educational institutions to bring out prosperity and a high quality of life. The advocate for regional economic interests, innovative partnerships, and collaborations. They advised that they help to promote your business growth in your area and surrounding communities and magnify the voice of the cities. BAHEP provides business briefs, frequent updates, and e-newsletters stating economic growth and

time. Fidencio advised that TML may also be able to help with a workshop regarding expansion of the bylaws.

A motion was made by Ashley Carner and seconded by Matt Crable to authorize Chris Nichols to update the bylaws and provide recommendations as we move forward. The motion passed unanimously.

d. Discussion and possible action: Discuss the Standard Operating Procedures (SOP) and best practices that need to be followed while conducting business with the City of Santa Fe and other entities regarding contracts and projects.

The board had the consensus that this should be revisited once the bylaws are updated, and workshops need to be taken place to get a better understanding of the relationship with the city.

A motion was made by Matt Crable and seconded by Bob Wylie to table this matter until after the bylaws are updated and workshops have taken place. The motion passed unanimously.

e. Discussion and possible action: Discuss the current contract for the FM 1764 sewer project and authorize the EDC attorney to add an addendum to the contract clarifying the roles of each entity involved in the project.

Chris Nichols advised that he and the city attorney reviewed the contract regarding the FM 1764 sewer project. They found gaps in the contract and needed to be corrected to establish correct guidelines for the project and who is responsible and what roles are played by each entity. The original contract is a generic contract commonly used by engineers that does not allow enough information. The Contractor and engineer originally drafted the contract without the EDC attorney input. The city should sign all contracts. The EDC pays for the project, but the city should oversee the project. There needs to be a clear delineation on who can make changes, all proper easements are in place, other matters for the project can be paid for. An agreement will need to be developed to protect the City's interest along with the EDC. There are liability issues that need to be addressed regarding the direction of the old EDC attorney. The project needed to continue to keep within the scope of the work and the price of materials.

A motion was made Bob Wylie and seconded by Ashley Carner to authorize the attorney to make necessary corrections to the FM 1764 sewer contract to protect the interest of the city and EDC. The motion passed unanimously.

f. Discussion and possible action: Discuss the comprehensive plan, create a committee, and set a date to review and possibly choose a firm from the RFQ's received by the City of Santa Fe to help with the research and development of the plan.

Fidencio advised the city received three proposals. Glen advised he would like the EDC support and funding of the plan. The plan can range from \$250,000 to \$400,000. Glen advised we should invite all three firms to give presentations, score the presentations, and ask several questions to each company to determine on who to hire. The community should be invited to interact with this review process. Matt

business development updates. They also help developers see where businesses fit in communities. Several cities and economic development corporations are currently members of BAHEP. They also offer ED 101 to new cities to get everyone on the same thinking process. This membership does take active engagement from the partners to be successful. The cost of the membership is determined by the size of the city. The consensus of the board is if the EDC is going to participate, the city needs to as well. It will benefit the EDC and city to be involved. BAHEP will give guidance as needed. A return will need to be built up and it will take longer than one year to see progress.

b. Presentation, discussion, and possible action: Receive an update from the City Manager regarding the Avenue P Drainage Project, discuss the next steps for the project, and possible action for the EDC to contribute additional funds to the project.

Glen Adams advised that the project is being engineered by DD1 and we are waiting for the total cost of the construction portion of the project. He advised that this project would help 32 businesses along with the Castle Estates and portions of the Triple Bar community. Estimated total funding is projected at a little over \$2 million dollars of which EDC contribute \$650,00 the city may use funding from the American Rescue Act \$400,000 and Galveston County could use bond money up to \$1.1 million dollars. Large block culverts being used will help relieve the flooding. 8x5 culverts are being recommended for the project which supports for 100 years and has the greatest impact. The project has a 30% contingency. It is very important that this project continues to take place, it will help this location immensely. Stacey Baker advised that DD1 stated they would have additional information regarding the project mid-July. This project also will help the vacant property behind the post office develop. This development will most likely span over 2 years.

A motion was made by Ashley Carner and seconded by Matt Crable to table the item until additional information is received.

c. Discussion and possible action: Discuss with the EDC attorney the next step in expanding the EDC's spending capabilities, staggering terms of service, requirements, addition a business retention and expansion committee to the bylaws and authorize the EDC attorney to make necessary changes to the bylaws and all governing documentation as needed.

Chris Nichols advised that the EDC currently has the spending power of Type B EDCs have. He advised that the EDC is governed by the City of Santa Fe. There have been struggles between relationships. The city has the final say on all budgets and projects. What is the city's mission for the EDC? You need to follow that mission along with the EDC's mission. This board needs to understand what the city wants the EDC to work on. It would be a great idea to workshop with council to get on the same page. EDC projects need to continue to go through all necessary procedures, get approval through the city, and make a strategic plan with council. Standard operating procedures will need to be developed and followed. Updated bylaws will keep you on track. Attending EDC workshops are a must since the spending capabilities have changed. The bylaws can direct your committees. The committees need to be expanded upon and structured within the new bylaws. Matt stated he really wanted to get the bylaws corrected. The bylaws are 20 years old now. Chris will provide a check list of issues and what needs to be updated. The appointed terms will also need to be addressed due to the cycles ending all at the same

advised he felt that the EDC will be tapped out of money if all projects are within the same timeline. Fidencio advised he would like to build relationships with large players within the community and try to get other entities involved in buying into the comprehensive plan. The board will need to maximize the input of information the community has to offer. The comprehensive plan can take up to 2 years to develop and the cost of the plan can be paid between 2 different budget years. Glen advised the city is looking for a commitment to move forward. Matt Crable advised that a lot of emphasis was made that the EDC would like to develop a plan. He feels that other entities should be involved in the payment process. Ashley Carner agreed with Matt. Fidencio advised that the plan can be developed into phases and paid out according to the completed phases. Bob Wylie advised that he also felt that the city should contribute funds. Chris Nichols advised again that if the city wants the EDC to fund the plan, then the EDC should fund the plan. The city and EDC should be united. Glen Adams advised that the city cannot afford the costs of the plan and it was tabled during last year while the budget was being discussed. He came to the EDC last year asking for assistance with the cost of the plan. Ashley advised that assistance was asked for, not to pay the entire cost of the plan. She felt like the EDC should receive the RFQs if they are expected to pay for the entire project. Matt explained that now the EDC can pay for the plan since the spending capabilities are expanded and that was the platform that the EDC ran on when promoting the election. Glen advised the city does not have the money to pay for the comprehensive plan and advised that other entities are also struggling with funding their own projects. Chris Nichols advised that there is money available to approve projects, the projects will have to be voted by the city council, and the funds can be spent over 2 years. It would not harm the EDC to review the RFQs received. Glen advised a workshop should be developed to solve the new standard operations policy of the EDC. Fidencio advised that the EDC should take over the comprehensive plan process.

A motion was made by Bob Wylie and seconded by Ashley Carner to table this matter pending the update of the bylaws. The motion passed unanimously.

g. Discussion and possible action: Discuss the current City of Santa Fe administered EDC Director's position and discuss interim, part-time, and full-time options.

Fidencio Leija advised that Stacey will be leaving the EDC due to moving to a different position within the city. Glen advised that a new finance director position was developed, and that person can take the place of Stacey. Interviews are taking place, and someone will be hired soon and will play a dual role as a city employee and EDC director. EDC will continue to pay for the assistance of the city or can investigate hiring a new person solely for EDC. Glen advised he would like a member of the EDC board to be in the interview process for the new director.

A motion was made by Matt Crable and seconded by Ashley Carner to honor the administrative agreement with the city. The motion passed unanimously.

h. Discuss the current board members expiring terms and making application to the City Council for reappointment


Stacey Baker advised that terms are expiring for the entire board. Applications are being accepted and will be presented to City Council for appointment. The board advised they will complete the applications and turn them in asap.

7. Citizen's Comments

Brandon Noto was in attendance. He advised he believes in community outreach and make sure everyone is aware of meetings when developing the plans or future projects.

8. Adjournment

A motion was made by Ashley Carner and Matt Crable to adjourn at 9:04pm. The motion passed unanimously.



Fidencio Leija, Jr., President

ATTEST:


Director