

**SANTA FE ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTOR MEETING
DATE: August 31, 2021, AT 6:30PM
SANTA FE CITY HALL CONFERENCE ROOM
12002 HWY. 6, SANTA FE, TEXAS**

MINUTES

1. The meeting was called to order at 6:29 p.m. by Fidencio Leija.

2. Roll Call: Fidencio Leija, Jr.
Matt Crable (Absent)
Ashley Carner
Robert Bracknell
Greg Vicknair
Bob Wylie
Blu Baillio,
Rudy Zepeda, Director

Members of the public included: Bill Pitman, and Gina Bouvier

3. The invocation and Pledge of Allegiance was given by Councilman Bill Pittman. The pledge of allegiance was led by Fidencio Leija.

4. Citizens comments: No comments currently.

5. Reports:

a. Presentation and approval of minutes

Ashley Carner motioned to approve minutes for July 27th as presented. Bob Wylie seconded. Voice call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

b. Presentation and approval of the EDC 3rd Quarter Investment Report and July Financials

Mr. Zepeda gave a summary of the financial position for the EDC and its 79.8 months of operating capital. Total assets of \$4,842,500 and showing and estimated \$175,600 revenues over expenses through this period. Bob Wylie motioned to approve the EDC 3rd Quarter Investment Report and July Financials as presented. Ashley Carner seconded. Voice call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

(6) a. Consider with possible action on the funding of \$8,000 towards the Trails of Santa Fe and including this funding in next year's budget.

Bill Pitman and the president clarified that this item was removed from the City Budget and placed as a budget item request in the EDC Budget by the City Manager. Ashley Carner brought up the fact that in the current budget discussion for next year, EDC included a \$100k for other/special projects to which this

may be included once more details and costs are revealed. The idea was greeted with support by the board since the funding exists in the current budget plan. It was agreed then that the actual expenditure would be addressed when more detailed information and how that would work within the comprehensive plan.

Ashley Carner motioned to table the funding of \$8,000 towards the Trails of Santa Fe. Greg Vicknair seconded. Voice call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

(6) b. Discussion and consider with possible action on the adoption of Resolution #2021-03; a resolution approving the Economic Development Corporation Budget for the fiscal year beginning October 1,2021.

Mr. Zepeda presented the budget for FY22 and mention that regarding any motion to adopt resolution 2021-03 would require the removal of the trails of Santa Fe that was defunded in the last action item. Mr. Zepeda also mentioned that the expenditures as discussed in the prior budget meetings would leave 34.5 months of operational capital. Additional changes were suggested to bundling the multiple small grant awards of 10k each to an unrestricted amount to increase flexibility of distribution. The overall budget, however, would not change.

Ashley Carner motioned to approve the adoption of Resolution #2021-03; a resolution approving the Economic Development Corporation Budget for the fiscal year beginning October 1,2021 with two modifications. Modification #1 – removing the \$8,000 trails of Santa Fe funding and #2 – combining the 5year small business no interest loans of \$50k each into one bucket of \$150k but not. Blu Baillio seconded. Voice call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

(6) c. Consider with possible action on selecting a firm for the City of Santa Fe's Comprehensive Master Plan.

Mr. Leija began by thanking Mr. Zepeda and Mr. Crable in attending the call on references required to form an opinion on firm selection. Calls were made to all references and by the end of the meeting, exactly four responses were received, two for each firm. Two additional responses were received by the end of the day bring the total to 3 for Kimley-Horn and 3 for Freese and Nichols. Standard questions were asked of each contact reached. Of those questions, it was determined that both firms met their respective budgets, and their cities felt the plan was well worth the cost. All the cities were implementing their respective plans at different levels, but they were being utilized. All cities endorsed their respective firms, felt they did an excellent job engaging the community and all would hire those firms again. A couple of important comments to come out of the conversations with the other cities were that it is important not to scrimp on community meetings. They felt strongly that cities are better off spending the extra money to hold as many meeting as the budget allows. A developed plan provides cover for the council (current and future) and the justification for staff to move forward with improving the lives of its residents. The plan also gives direction to staff and departments on budget and programs with an emphasis of including staff at every level of the organization in accomplishing goals.

Ashley Carner motioned to recommend to Council the selection of Kimley-Horn's proposal to complete the city of Santa Fe's Comprehensive Plan. Bob Wylie seconded. Voice call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

(6) d. Consider with possible action on the adoption of Resolution #2021-04; an annual resolution reviewing and approving the EDC Code of Ethics.

Mr. Zepeda explained that this annual resolution is a requirement by the EDC for all members. An additional acknowledgement page would need to be signed by every member of the board if approved.

Bob Wylie motioned to approve the adoption of Resolution #2021-04; an annual resolution reviewing and approving the EDC Code of Ethics, as presented. Ashley Carner seconded. Voice call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

(6) e. Consider with possible action on authorizing the President to execute the administrative services agreement with the City of Santa Fe for the fiscal year beginning October 1, 2021.

Mr. Zepeda mentioned that this agreement has not changed from the last fiscal year and remains at the same cost of \$24,000 for the year. This amount, he said, is already in the budget which the EDC approved earlier in the evening.

Ashley Carner motioned to approve authorizing the President to execute the administrative services agreement with the City of Santa Fe for the fiscal year beginning October 1, 2021. Blu Baillio seconded. Voice call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

(6) f. Presentation by William T. Manning from Sanders Engineering on the FM1764 project update and consider with possible action on the approval of the pay application 2.

Mr. Zepeda brief the board on the status of project 1764 siting 20.78% completion from the 6% the month prior. This work translated to \$632k less what we have paid, and retention leaves the \$419k for payment under this application. There is no indication in this application for payment related to the use of contingency money which was a concern in the last meeting. Bob Wylie mentioned that the dewatering problem was no longer an issue and the lack of additional rain help to stay within the projected timeline.

Ashley Carner motioned to approve payment application No.2 for the FM1764 project construction progress. Greg Vicknair seconded. Voice call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

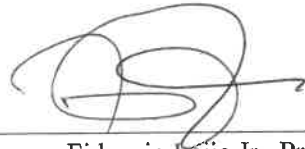
(7) **Citizen's Comments:** Gina Bouvier is present to address the board with scheduling information. The EDC is planning on having an economic development 101 community discussion in preparation for the Comprehensive Plan project. Mr. Bouvier mention that the bond committee would be addressing the Chamber at their luncheon on October instead of the EDC and BAHEP. This change was due to the upcoming bond election in November. The new date for BAHEP's economic development 101 luncheon will be November 10. Other goals would be to use BAHEP in the comp plan as well. The Chamber has January 2022 gala which may be utilized for the second BAHEP session.

Bob Wylie asked about the Bylaws update to which Mr. Leija said that, to keep this meeting short, we asked the attorney to give his presentation next time along with all the needed changes to the EDC by-laws.

Gina Bouvier wrapped up with introducing a "Shop Local" campaign to the board and asked for help with suggestions on how to promote. Mr. Leija suggested using local spokespersons and celebrities in the marketing. Ms. Carner recommended using an app or technology to reach additional residents. An emphasis in technology and branding was also discussed as well as greater development of these ideas with the formation of the comp plan.

Bill Pitman thanked and showed his appreciation to the board.

- (8) **Adjournment:** Motion to adjourn was made by Bob Wylie and seconded by Ashley Carner. All were in in favor. The motion passed. Meeting concludes at 7:12pm



Fidencio Leija Jr., President

ATTEST:



Rudy Zepeda, Director