

SANTA FE ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTOR'S SPECIAL MEETING
JULY 27, 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 6:02 p.m. by Fidencio Leija.

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

Members of the public included: Bill Pitman, Glen Adams, Bill Manning, Dennis Wagner, 4 others

3. The invocation and Pledge of Allegiance was given by Councilman Bill Pittman. The pledge of allegiance was led by Mr. Wager of the WID#8.

4. **Citizens comments:** No comments. At this time, Ms. Ashley Carner presented to Stacey Baker a gift for her service to the EDC from the board as the departing as Director

6. e.Business 6.e moved up: Discussion and possible action: FM1764 project update and current year expenditures.

Bill Manning was present to give an update on the project FM1764 and to discuss the pay application #1 to Reddico Construction. The update handout contained 4 items and one project design drawing.

Item 1. Mr. Manning gave a brief explanation of Item 1; submission for approval of application #1 for \$181,745.41 as indicated in the engineer's report. After a couple of comments from the board, the board was asked by the president to consider a motion.

Blu Baillio motioned to approve payment of application 1 for the FM1764 project. Bob Wylie seconded. Roll call by Fidencio Leija. All present members were in favor of the motion. The motion passed.

Item 2 was an update of the total project cost with contingency and estimated amount of pay application #2 in the amount of \$300,00. Mr. Manning wanted to be sure the board would be holding monthly meetings to facilitate pay application approvals.

In Item 3 Mr. Manning discussed estimated force majeure costs of \$32,106 due to inclement weather and price increases from pipe suppliers. Additional well pointing could potentially result in \$135,00 to be paid out of the contingency funds. Total estimated worst case contingency use could be \$167,106 leaving \$137,254. Discussions continued and contractor confirmed that these change orders would be submitted for approval as required. Matt Crable voiced concern that the contingency was possibly being drained too fast. After further discussion and explanation, assurances by the contractor to communicate issues to the board were given. Mr. Adams spoke from the audience and suggested that percentage milestones be created in the use of contingency funds to better advise when to communicate such information. Fidencio Leija asked the board if a motion should be made to authorize up to 25% of the contingency funds so as not to impend the project timeline. No formal action was taken, though an understanding of frequent updates by the contractor to the board were viewed as necessary with that framework in mind.

In Item 4, Mr. Manning updated the board on the current overall project schedule using the included project drawing to indicate work areas at present. Rain delays experienced in June and July will likely be requested in the next pay application. Fidencio Leija asked if there were any complaints or issues from the citizens to which Mr. Manning mentioned Mrs. Dickerson was upset about the lack of notification on the tree trimming which was required on her property and a couple of other issues that were resolved.

At 6:58pm the presentation concluded.

5. Reports:

a. Presentation and approval of minutes

Ashley Carner motioned to approve minutes for May 19th and June 22nd, as presented. Matt Crable seconded. Roll call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

b. Presentation and approval of Financial Statements for June 2021

Mr. Zepeda explained the contents of the financial statement reports with highlights on the sales tax report for June indicating an 18% increase over budgeted figures. Bob Wylie motioned to approve the Financial Statements for June 2021. Blu Baillio seconded. Roll call vote issued by Fidencio Leija. All present members were in favor of the motion. The motion passed.

c. Presentation and approval of Quarterly Finance and Investment Report ending March 2021

Matt Crable asked about direct deposits from TexPool and Logic to our accounts with the continuing FM1764 construction. Stacy Baker replied that such transfers could be done and that 24hrs was the turnaround time for such transfers.

Matt Crable motioned to approve the Quarterly Finance and Investment Report ending March 2021. Ashley Carner seconded. Voice vote called by Fidencio Leija. All present members were in favor of the motion. The motion passed.

6. Business

(b) Discussion and possible action: Consideration of the audit proposal by Carr, Riggs & Ingram, LLC. for the 2021 fiscal year.

Mr. Leija started by having Stacy Baker update the board on the current relationship with Carr, Riggs & Ingram. Ms. Baker and Mr. Zepeda indicated that the increase of \$500 from last year's budget would be due to the early initial work building the first-year audit. Additional cost savings could come from reduced use of office staff time for two separate audits versus one. Bob Wylie asked if Cambiano put in a bit for the same service and Ms. Baker replied that the last auditor declined the invitation.

Matt Crable motioned to approve the audit proposal by Carr, Riggs & Ingram, as presented. Ashley Carner seconded. Roll call vote called by Fidencio Leija. All present members were in favor of the motion. The motion passed.

(c) Discussion and possible action: Council recommendations and possible funding contribution towards the City's comprehensive plan project.

Ms. Baker reminded the board that any amount approved over \$10,000 will require a notice of publication and hearing due to the size of the award. Fidencio Leija discussed the ownership of the process of the plan and who would be the lead in the coordination if the EDC were to have a large financial stake. Bob Wylie voiced his disagreement with the terminology of ownership but expressed the same desire to work in conjunction with all the stakeholders on the city's comprehensive plan. Mr. Wylie also was unclear as to the total cost of the plan and at what level of assistance was required. Matt Crable brought up the fact that a steering committee with representatives of the stakeholders to include the EDC would be formed during the plan process. Thus, no one owner of the process but multiple participation both in membership and monetary. Mr. Leija brought up the idea of an executive champion to assist in the development of the plan. Mr. Leija acknowledged Mr. Adams from the audience who stated that his directive from the City Council was to be that voice in the direction of the plan. Mr. Adams also stated that the City did not have the funding and none of the other stakeholders were willing to contribute to the plan but were 100% on board with providing input and assistance in the plan development. He continued by stating that large participation from the community is essential to the success of the process. Blu Baillio indicated that a plan such as the one proposed need initially to be financially supported with the hope that alone the way other entities assist on the financial end. Blu Baillio agreed that buy-in was essential. Discussion then shifted to Ashley Carner's question about company references. Ms. Baker asked the board if references were called. Mr. Leija indicated that it did not happen. It was indicated that this action item is solely about funding and not vendor selection. Ashley Carner asked why they were talking about funding when they do not know what they are purchasing. Matt Crable asked the board that since no other entity was willing to fund the plan, the real question was if everyone was on board with paying for the full cost. After further discussion it was determined that final product will vary for each city and their level of community engagement. A final comment and passionate statement about the combined importance of the city council and EDC in helping the community determine what it wants to be when it grows up starts with working together as one.

Ashley Carner motioned to approve the budgeting of up to \$225,000 for the city's comprehensive master plan in the fiscal year 2022 budget. Blu Baillio seconded. Roll call vote called by Fidencio Leija. All present members were in favor of the motion. The motion passed.

(f) Discussion and possible action on consideration of the SFEDC working with the Bay Area Houston Economic Partnership to schedule Economic Development 101 Town Hall sessions for the community.

Mr. Lejia began by announcing his communication with BAHEP and the City Chamber of Commerce on the ability putting on such an event at their chamber luncheon. It was indicated that there is no charge for this service. Ashley Carner motioned to approve working with the Bay Area Houston Economic Partnership to schedule Economic Development 101 Town Hall on Oct 13, 2021. Blu Baillio seconded. Roll call vote called by Fidencio Lejia. All present members were in favor of the motion. The motion passed. The time now being 7:45pm

(d) Discussion and possible action: Adoption of resolution #2021-02; a resolution amending the representatives authorized to conduct business with Texas First Bank, AMOCO Federal Credit Union, Multi Bank, Logic and TexPool.

Ashley Carner motioned to approve the Adoption of resolution #2021-02 as presented. Matt Crable seconded. Roll call vote called by Fidencio Lejia. All members were in favor of the motion. The motion passed.

(a) Discussion and possible action: Discuss the fiscal year 2022 budget and related projects including the Ave P project.

Christopher Doherty, Senior project manager from BGE spoke on the avenue P storm sewer project and gave an update on the progress. A construction cost estimate was submitted that totaled \$2,110,333.87.

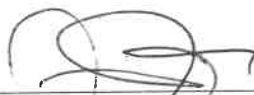
The total portion suggested by the city as the funding by the EDC is \$650,000 with \$1.1 million coming from the water district and \$1.5 million coming from the Recovery Funds.

The city presented information on the street and drainage projects performed from the use of the Gradall which the EDC paid a portion of the total cost to purchase. The total requested contribution by the EDC for the lease-purchase of the equipment is \$78,846. The EDC discussed continuing \$24,000 to the FY 22 budget for share work with the EDC's management. The EDC also discussed \$160,000 for business retention and expansion programs. Stacy Baker made the suggestion to have two meetings next month, one to approve the submittal to council and the second to approve the actual budget. Agreement was made on the total projected amount for the FM1764 project of \$3.1 million to be in the budget numbers and the total cost of the BAHEP membership at \$10,000, \$50,000 for small business loans. Motion to table was by Matt Crable. Bob Wylie seconded. All present members were in favor of the motion. The motion passed.

(7) **Citizen's Comments:** No comments.

(8) **Adjournment:** Motion to adjourn was made by Bob Wylie and seconded by Matt Crable. All were in favor. The motion passed.

Meeting concludes at 8:48pm



Fidencio Lejia Jr., President

ATTEST


Director