

**SANTA FE ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTOR MEETING
DATE: September 28, 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 (Late attending)
Ashley Carner (Absent)
Robert Bracknell
Greg Vicknair
Bob Wylie
Blu Baillio,
Rudy Zepeda, Director

Non-Members of the included: Chris Nichols, EDC attorney

3. The invocation and Pledge of Allegiance was given by Bob Wylie. The pledge of allegiance was led by Fidencio Leija.

4. Citizens comments: No citizen comments. Councilman Leija reported that council approved Kimley-Horn as the consultant to create the city's comprehensive plan. He thanked everyone, acknowledged his excitement as councilman and relayed the challenges both professionally and personally.

5. Reports:

a. Presentation and approval of minutes

Mr. Zepeda informed the board of additional information conveyed in their individual meeting binders. Having reviewed the minutes, Bob Wylie motioned to approve August 28th Meeting minutes as presented. Blu Baillio seconded. Voice call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

(6) i. Discussion and possible action regarding EDC Resolution #2021-08 amending the budget for the fiscal year beginning October 1, 2020, and ending September 30, 2021.

Mr. Zepeda explained that this time of the year is used to make any needed budget adjustment. It is for audit purpose only and has no effect on the year itself. He referenced exhibit A showing travel, legal and supplies changing values which net to zero and an adjustment to the sales tax revenue by 100k. Ending budget adjustment is adding 100k to revenue as a net. Bob Wylie asked if this amendment will be taken up by council and Mr. Leija said it would be.

Blu Baillio motioned to approve Resolution #2021-02 mending the budget as presented. Bob Wylie seconded. Voice call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

(6) j. Discussion and possible action of the request to fund soccer field improvements for the Santa Fe Youth Soccer Association.

The president requested to postpone this action item until such time as additional information from the school (property owner) and possible agreement is determined. This would give Ms. Boseman more time to produce details on the proposed project.

Greg Vicknair motioned to table (postpone indefinitely) the request to fund soccer field improvements for the SFYSA. Robert Bracknell seconded.

(6) k. Discussion and possible action regarding approval of Santa Fe High School Softball Advertising and Sponsorship request.

Mr. Leija mention and other agreed that the allowance for an action like this sets a precedence for the current and future budget years. There was general concern for how to establish rules to govern what organizations and how much to sponsor. After some discussion with the EDC attorney, Bob Wylie motioned to table this item (postpone indefinitely) until such time as more information as to what other EDC boards do and what conditions to set. Blu Baillio seconded the motion. At the roll call, Mat Crable and Greg Vicknair voted no, all others present voted in favor.

(6) l. Discussion regarding debris removal assistance for the community and options available to the residents of Santa Fe.

The president requested to table (remove) since the city council and the fire marshal were currently working toward a solution. Council will take up this topic in a workshop next month to discuss how to implement this type of assistance long-term.

Bob Wylie motioned to remove this action item from consideration. Greg Vicknair seconded the motion. Roll-call vote resulted in all present members in favor of the motion. The motion passed.

(6) m. Discussion regarding setting the date for Economic Development 101 seminars

Just an update by the president to let the board members know of the Chamber luncheon Nov 10th where BAHEP will be giving an economic development 101 seminar in advance of the work to be conducted by Kimley-Horn. Another will be scheduled for the February. After which, Mr. Leija says, Kimley-Horn will form a steering committee to help guide the process and meet objectives.

No action was taken.

(6) n. Discussion regarding the Justice Center parking lot business transaction zone

Captain Shores from the Santa Fe PD made a appearance to discuss the possibility to form a new partnership with the justice center. Relating to the parking lot ecommerce/child custody trade zone at the justice center, images were provided via phone as hardcopies were not available. Capt. Shores spoke to the need for expanded coverage of the lot, higher resolution and zoom capability to ensure safety during exchanges. With the high volume of request for custody exchanges and update to some of the existing systems is warranted.

Mr. Leija talked about possible assistance in the camera systems as well as an overall promotion of the zone to the public. Discussion continued briefly concluding with directing the PD to create a proposal for the EDC board to consider at a future meeting.

(6) a. Discussion and possible action regarding proposed revision and restatement of the Santa Fe EDC Bylaws as submitted by The Nichols Firm.

Mr. Leija turned the action item over to the EDC attorney to commence in giving the detailed changes to the EDC bylaws. Board members had both the redlined and final versions so they could follow as Mr. Nichols ran through all the important aspects of the new bylaws. After review and explanation of all the articles with the board of directors, a motion was requested by the president.

Matt Crable motioned to approve the revision and restatement of the Santa Fe EDC Bylaws as submitted. Blu Baillio seconded. Bob Wylie asked if there was a provision in this document regarding staggered term limits. The attorney recommended that the City Council should direct the EDC as to what conditions they would want for the appointment of the directors and if a staggered method would be desired. EDC will then ratify the changes and resubmit to the Council for final approval.

Matt Crable motioned to replace his prior motion with a recommendation to City Council the revised and restatement of the Santa Fe EDC Bylaws as presented to include the staggered terms for the directors as discussed. Bob Wylie seconded. Roll call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

(6) b. Discussion and possible action regarding EDC Resolution #2021-05 approving the proposed First Amended and Restated Bylaws of the Santa Fe EDC.

Blu Baillio motioned to table (postpone) the adoption of resolution#2021-05 until the EDC receives input on the terms of the directors. Bob Wylie seconded. Roll call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

(6) c. Discussion and possible action regarding EDC Resolution #2021-06 setting an annual meeting date of the Santa Fe EDC.

Bob Wylie motioned to adopt resolution#2021-06 as presented. Greg Vicknair seconded. In the discussion it was determined that the resolution should state “the last Tuesday of August”. Bob Wylie amended his motioned to adopt resolution#2021-06 and include “the last Tuesday of August” in the language. Greg Vicknair seconded. Roll call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

(6) d. Discussion and possible action regarding EDC Resolution #2021-07 setting the regular meeting date of the Santa Fe EDC.

Blu Baillio motioned to adopt resolution#2021-07 as presented. Matt Crable seconded. Roll call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

(6) e. Discussion and possible action regarding approval of “Form 503 - Assumed Name Certificate” identifying “Santa Fe Economic Development Corporation” as the assumed name for “City of Santa Fe Section 4B Economic Development Corporation.”.

Mr. Nichols has advised that since the members constantly refer to themselves as the Santa Fe Economic Development Corporation instead of the official name of City of Santa Fe Section 4B Economic Development Corporation, an assumed name certificate should be submitted.

Matt Crable motioned to approve the submission of "Form 503 - Assumed Name Certificate" identifying "Santa Fe Economic Development Corporation" as the assumed name for "City of Santa Fe Section 4B Economic Development Corporation. Robert Bracknell seconded. Roll call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

(6) f. Discussion and possible action to approve the "Development Agreement for the FM1764" project as submitted by The Nichols Firm.

Mr. Nichols summarized the need for the development agreement though the project had already begun. He also wanted to convey the purpose of the EDC a funding source only. You do not build sewer lines, he said. Writing checks should be our only function. He further detailed the different articles in the agreement and the president gave thanks to everyone participation in memorializing of the document. Greg Vicknair asked if this document projected the EDC if the project when south with the vendor. The Attorney said that that was the purpose of this agreement. The EDC

Greg Vicknair motioned to approve the "Development Agreement for the FM1764" project as. Blu Baillio seconded. Mr. Leija mentioned that the contractors for the project are at 33% complete.

Roll call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

(6) g. Discussion and possible action to approve the "First Addendum to the Supplementary Conditions of the Contract Documents for Sanitary Sewer Improvements Along FM 1764" as submitted by The Nichols Firm.

Mr. Nichols mentioned that the signed contract documents (referring to the EDC contract with Sanders Engineering) are normally form based. There is not much tailoring to a specific project. This document fixes these inconsistencies. Mr. Nichols elaborated further. The president mention that much of these corrective actions stemmed from the EDC not having their own Council in the past.

Blu Baillio motioned to approve the "First Addendum to the Supplementary Conditions of the Contract Documents for Sanitary Sewer Improvements Along FM 1764". Greg Vicknair seconded.

Roll call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

(6) h. Discussion and possible action to authorize the EDC president to sign the BAHEP Services Agreement for the period covering October 1, 2021 to September 30,2022.

Mr. Leija mention that the city picked up the initial cost last year, now the EDC can pay for this year's amount through their budget. Mr. Zepeda mentioned that this contract amount was in the FY22 budget, and the contract had been reviewed by the EDC attorney.

Bob Wylie motioned to authorize the EDC president to sign the BAHEP Services Agreement for the period covering October 1, 2021 to September 30,2022. Robert Bracknell seconded.

Mat Crable recommended that we should consider representation in the BAHEP committees for next year. Mr. Leija mention that he and the City Manager have taken the lead in greater involvement in BAHEP.

Roll call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

(6) o. Discussion and possible action of the city of Santa Fe Section 4B Economic Development Corporation Corp. on adopting a resolution of Ethics & Conduct for the of Santa Fe Section 4B Economic Development Corporation.

Mr. Nichols discussed the new ethics and code of conduct document as described in the new bylaws. The attorney further detailed the many sections and explaining their purpose.

Bob Wylie motioned to adopt a resolution adopting a resolution of Ethics & Conduct for the of Santa Fe Section 4B Economic Development Corporation. Blu Baillio seconded.

Roll call vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

(7) Citizen's Comments

None

(8) Adjournment

Matt Crable motioned to adjourn. Bob Wylie seconded. Voice vote by Fidencio Leija. All present members were in favor of the motion. The motion passed.

Meeting concluded at 8:06 PM



Fidencio Leija Jr., President

ATTEST:


Rudy Zepeda, Director