

**CITY OF SANTA FE  
ECONOMIC DEVELOPMENT CORPORATION  
REGULAR MEETING  
JANUARY 30, 2024 7:00 P.M.  
COUNCIL CHAMBERS  
12002 HWY. 6, SANTA FE, TEXAS**

**MINUTES**

The meeting was called to order at 7:00 p.m. by President Bob Wylie.

Roll Call: Present: President Bob Wylie  
Secretary/Treasurer Terri O'Connell  
Director Johnny Helpenstill  
Director Pam Schwertner  
Director Ryan McCamy  
Director Gary Summerville

Absent: Vice-President Matt Crable, excused

The Invocation was given by Secretary/Treasurer O'Connell, and the pledge to the U.S. Flag and to the Texas Flag was led by President Wylie.

**Citizens' Comments**

There were no comments from citizens.

**Reports**

**a. Introduction of new board member**

President Wylie introduced Gary Summerville as the newest member of the Board of Directors to the Economic Development Corporation (EDC). President Wylie explained that Director Summerville is filling the vacancy left after Tamara Lofin's resignation from the EDC and that his term will expire in October 2024.

**b. Approval of Board Minutes from November 28, 2023, and Special Meeting January 17, 2024**

Motion by Director Helpenstill to approve the Minutes from the Regular Meeting on November 28, 2023, and the Special Meeting on January 17, 2024. The motion was seconded by Secretary/Treasurer O'Connell, and the motion passed the roll call vote unanimously.

**c. FM 1764 Project Status Report**

Economic Development Corporation (EDC) Executive Director Rudy Zepeda explained that he received no response when he reached out to Bill Manning with Sander Engineering for a status update on the FM 1764 Project. Mr. Zepeda stated that he will reach out again sometime this week.

**d. Current Budget Update & Financial Statements, period ending December 2023**

Economic Development Corporation (EDC) Executive Director Rudy Zepeda gave an overview of the current budget and financial statements as of December 31, 2023, adding that October and November's collected revenue fall under the previous fiscal year, so December is the first month of each fiscal year where revenue is collected:

- Total Revenue - \$107,883.72
- Total Expenditures - \$9,960
- Current Net Over Expenditures - \$97,923.72

Mr. Zepeda concluded, stating that there is currently \$3,093,970 available for potential investments.

#### **e. Sales Tax Report November & December 2023**

Economic Development Corporation (EDC) Executive Director Rudy Zepeda advised the Board that the November 2023 Sales Tax Report reflects last fiscal year's sales tax reimbursements.

Mr. Zepeda then gave an overview of the December 2023 Sales Report for October 2023 Sales, adding that sales tax reimbursement \$80,949, which is up 10.8% from December 2023, and 0.7% above the budgeted projection.

#### **f. Current Economic Development Status Report**

Economic Development Corporation (EDC) Executive Director Rudy Zepeda stated that he does not have the current Community Services Status Report, but will present that at the February EDC meeting.

#### **Old Business:**

#### **Public Hearing**

**a. "It is now 7:10 p.m. and I do hereby close this regular session of the meeting of the Board of Directors of the Santa Fe Economic Development Corporation and to open a Public Hearing to discuss the proposed awarding of \$121,666 to NC4 Management, LLC for finance assistance to extend water and sewer along FM 1764 to accommodate a new 175-unit senior living community to advance economic development."**

President Wylie opened the Public Hearing at 7:10 p.m.

Economic Development Corporation (EDC) Executive Director Rudy Zepeda reminded the Board that they approved the infrastructure grant for the NC4 Management, LLC in November 2023, and that the required 60-day public notices were posted for the opportunity for public comment. Mr. Zepeda further explained that the City received no public comments during that time in regard to the grant.

**b. "It is now 7:12 p.m. and I do hereby close this Public Hearing and reopen the Regular Meeting of the Board of Directors of the Santa Fe Economic Development Corporation."**

President Wylie closed the Public Hearing at 7:12 p.m.

#### **New Business**

**a. Consideration and possible final action for submission to council on approving a \$121,666 grant to NC4 Management, LLC for finance assistance to extend water and sewer along FM 1764 to accommodate a new 175-unit senior living community to advance economic development, and to authorize the budget expenditure**

Economic Development Corporation (EDC) Executive Director Rudy Zepeda stated that the 60-day public comment period ends today, January 30, 2024. Mr. Zepeda explained that since the total expenditure is more than \$10,000, it is required to go before the Santa Fe City Council for final approval of the contract between the EDC and NC4 Management, LLC.

Motion by Secretary/Treasurer O'Connell to approve the submission to City Council for approval of a grant not to exceed \$121,666 to NC4 Management, LLC, seconded by Director Summerville. The motion passed the roll call vote unanimously.

After further discussion among the Board members, Secretary/Treasurer O'Connell amended her motion to approve the approval of the grant with the payment going straight to the contactor and not the developer, NC4 Management, LLC. Seconded by Director Summerville. The motion passed the roll call vote unanimously.

**b. Discussion with possible action on branding and logo creation for the Economic Development Corporation**

Economic Development Corporation (EDC) Executive Director Rudy Zepeda explained to the Board that a logo contest has been put out on social media and our website by Communications Specialist Laurie Tollett, adding that he is not sure if the EDC has received any submissions because Ms. Tollett has been out sick. President Wylie stated that he has a meeting this Friday with the Graphic Arts Department at Santa Fe High School to give them more information so that the students can create submissions. Mr. Zepeda added that there is no deadline at this time.

**c. Discussion with possible action on the Business Expansion and Retention Program structure and allocation of budgeted funds**

Economic Development Corporation (EDC) Executive Director Rudy Zepeda asked how the Board would like to use the \$100,000 that is allocated for Business Expansion and Retention (BR&E), i.e., direct job assistance, sign beautification, job training, etc..

The Board members, after lengthy discussion, expressed interest in putting the funds toward:

- Signage/beautification
- Advertising/promotional materials
- Scholarships for job training

No action taken on this item; it was for discussion and direction only at this point.

**d. Executive Session, closed to the public, pursuant to Chapter 551.074, Texas Government Code, regarding the appointment and employment of public officers or employees – hiring an Economic Development Coordinator**

President Wylie opened Executive Session at 7:54 p.m.

**e. Executive Session, closed to the public, pursuant to Chapter 551.072, Texas Government Code, regarding the purchasing of real property**

**f. Consideration and possible action: Matters discussed in Executive Session regarding the hiring of an Economic Development Coordinator**

The Economic Development Corporation (EDC) Board returned from Executive Session at 9:21 p.m.

President Wylie stated that it was decided in Executive Session that he, Vice-President Crable, and Executive Director Rudy Zepeda will continue to go through the applications for the Economic Development Coordinator positions and report back to the Board with any recommendations, adding that they will not be accepting new applications.

**g. Consideration and possible action: Matters discussed in Executive Session regarding the purchase of real property**

Motion by Director McCamy for further discussion with the City Council on the future purchase or leasing of commercial property for the Economic Development Corporation, seconded by Secretary/Treasurer O'Connell. The motion passed the roll call vote unanimously.

**Citizens' Comments**

Secretary/Treasurer O'Connell, who also serves on the Board of Directors of the Santa Fe Chamber of Commerce (the Chamber), announced that the Chamber will be hosting an After-hours Mixer at Pook's Crawfish Hole tomorrow night, January 31, 2024, from 5:30 p.m. to 7:30 p.m., adding that the Chamber will be providing the food.

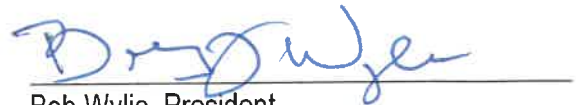
Secretary/Treasurer O'Connell also announced that the Chamber is hosting another After-hours Mixer at Loving Care Veterinary Clinic on February 15, 2024, from 5:30 p.m. to 7:30 p.m.

Secretary/Treasurer O'Connell also announced that the Chamber is hosting Sunrise Santa Fe on February 28, 2024, at Lone Star Pharmacy/Armadilleaux Café at 7:45 a.m.

Motion by Secretary/Treasurer O'Connell, seconded by Director McCamy to adjourn. The motion passed and the meeting adjourned at 9:59 p.m.

ATTEST:

  
Rudy Zepeda, Executive Director

  
Bob Wylie, President