

**SANTA FE ECONOMIC DEVELOPMENT CORPORATION  
BOARD OF DIRECTOR'S MEETING  
NOVEMBER 18, 2019 6:00 p.m.  
SANTA FE CITY HALL COUNCIL CHAMBERS  
12002 HWY. 6 SANTA FE, TEXAS**

**MINUTES**

1. The meeting was called to order at 6:00 p.m. by Fidencio Lejia, Jr.

2. Roll Call:      Fidencio Lejia, Jr.  
                         Matt Crable  
                         Pat McCrary, absent  
                         Ashley Carner  
                         Robert Bracknell  
                         Greg Vicknair  
                         Bob Wylie  
                         Joe Dickson, Ex-Officio  
                         Stacey Baker, Director

3. The invocation was given by Joe Dickson and the pledge of allegiance to the U.S. Flag and to the Texas Flag was led by Joe Dickson.

4. Citizens comments – None

5. Reports:

a. Presentation and approval of minutes: October 28, 2019

Minutes were approved as presented.

6. Business

a. Discussion and possible action: Review of qualifications the City of Santa Fe received for legal services and determine whether EDC would like to hire a firm, a firm from the qualifications received, or authorize staff to seek out legal services

Joe Dickson advised that City Council chose Denton, Navarro, Rocha, Bernal & Zech, P.C. as the law firm to represent the city. The attorney from that firm is Beverly West. Joe Dickson introduced Beverly West. The EDC board introduced themselves. Fidencio Lejia, Jr. and Matt Crable both advised that having a different firm represent EDC may be a better plan. We would benefit from having a different attorney than the City of Santa Fe. Beverly West thought it was a good idea. After a brief discussion, the board

decided that Chris Nichols would be a good choice. He represents local economic development corporations and was very qualified.

A motion was made by Matt Crable and seconded by Robert Bracknell to hire The Nichols Law Firm. The motion passed unanimously.

b. Discussion and possible action: Approval of Financial Statements and Quarterly Investment Summary for the quarter ending September 30, 2019.

Stacey Baker advised that a quarterly investment summary portfolio is prepared each quarter in compliance with the state law. The summary reports actions taken within a quarter and balance of each account with all financial institutions for a quarter. She advised that the total for all accounts as for the quarter ending September 30, 2019 is \$3,690,399.21.

A motion was made by Bob Wylie and seconded by Ashely Carner to accept the summary as presented. The motion passed unanimously.

c. Discussion and possible action: Approval of Annual Investment Summary for fiscal year ending September 30, 2019.

Stacey Baker advised that an Annual Investment Summary portfolio is prepared to wrap of the end of the year. She advised that the ending balance will be the same as the last quarterly investment summary. She advised this summary compares last year to the closing fiscal year. The ending balance is \$3,690,399.21.

A motion was made by Ashely Carner and seconded by Bob Wylie to approve the Annual Investment Summary as presented. The motion passed unanimously.

d. Discussion and possible action: Discussion of proposed budget amendments for the fiscal year 2018/2019 and adoption of a resolution approving the budget amendment for the 2018/2019 fiscal year.

Stacey Baker advised that budget amendments are necessary to make adjustments to the fiscal year to reflect expenditures that are over or under what is currently budgeted. She advised the engineering and surveying were over budgeted and needed to be adjusted. She also advised that the interest and investment income collected was more than expected. These items needed to be adjusted.

A motion was made by Matt Crable and Ashely Carner to approve the budget amendment as presented. The motion passed unanimously.

e. Discussion and possible action: Discuss and authorize approval to start the process to update the bylaws and increase and expand the allowable uses of projects authorized under Article 5190.6, Section 4B Texas Revised Civil Statutes and discuss timelines.

Janet Davis advised the ballot process. She stated that there is a timeline that has to be followed that the state and the County of Galveston sets out for municipalities to follow when elections occur. She advised that City Council has call an election to submit a contract with the county. The contract due date is January 31<sup>st</sup>. City Council meets January 9 and 23<sup>rd</sup>. EDC will make a recommendation. The last day to submit the ballot is February 14<sup>th</sup>. The cost for the election is approximately \$15,000.00. If you don't call the election you can cancel the contract. The cost is shared. Voters can go to any polling location. The

City does not have an election this year to split the cost. This amount includes advertisements, workers, machine costs, etc. Janet Davis advised that City Council also meets on February 13<sup>th</sup> and they could call the election that day. She advised if EDC waited until the city had an item on the ballot that we could possibly split the fees if council approves. Fidencio Lejia, Jr. asked Joe Dickson if the city would split the cost now. Joe Dickson advised EDC could ask. The City of Santa Fe's election would be for the 2021 year. Janet Davis advised we will have a polling place here but will be staffed by Galveston County. Fidencio Lejia, Jr. advised he wanted to move forward and try to promote the update of the bylaws to improve the quality of life for Santa Fe. Stacey Baker advised that the current budget will need to be amended to reflect the cost of the election. Bob Wylie and Fidencio Lejia, Jr. advised that the election was going to expand the use of the EDC funds beyond infrastructure to include parks, sports, and job training. Janet Davis advised that we needed to establish the correct wording on the ballot.

A motion was made by Bob Wylie and seconded by Robert Bracknell to authorize approval to move forward with the process to update the bylaws and expand the allowable uses of projects. The motion passed unanimously.

f. Discussion and possible action: Discuss, authorize approval, and schedule a town hall meeting to inform citizens of unrestricting TYPE B EDC and sending the item to be placed on the ballot for voters and discuss timelines

Fidencio Lejia, Jr. advised that he thought holding a town hall meeting will help inform the citizen what the EDC is and does. This is a good opportunity to explain what EDC would like to accomplish. He advised he spoke with the fire station and they will allow EDC to use their meeting room. Bob Wylie agreed he wanted to inform the community and he will follow up with scheduling the date with the fire station to make sure there is not a conflict with the fire department regular meetings. Joe Dickson advised that we needed to converse with our attorney regarding spending money on advertising or refreshments since we are a restricted EDC or get a political action committee together. Stacey Baker advised that we will have to post an agenda for the town hall meeting since the entire board will be there. Fidencio Lejia, Jr. advised he would like to have the meeting January 14<sup>th</sup>.

A motion was made by Ashely Carner and seconded by Greg Vicknair to host a town hall meeting. The motion passed unanimously.

g. Discussion and possible action: Discuss and authorize staff to seek out a logo design

There was a brief discussion about rebranding the EDC and creating a logo design and brand the EDC. All members advised they would like to try to come up with a logo design or hire a company to do the design. Robert Bracknell advised he can try to come up with a logo design. Stacey Baker advised we look at other EDC logo designs to get ideas. Fidencio Lejia, Jr. advised that he had someone who can do designs also.

A motion was made by Matt Crable and seconded by Robert Bracknell to move forward with a logo design. The motion passed unanimously.

h. Discuss the TML conference held November 7 and November 8, 2019.

The board briefly discussed the conference attended. Bob Wylie advised that the conference really explained what economic development corporations were capable of doing for the community and advised that he is excited to move forward. He advised that he really was interested in the hotel tax information that was provided. The group agreed that we needed to reach out to try to get businesses and a hotel to join our community. Matt Crable advised that the water/sewer infrastructure was currently hindering us along the highways. Greg Vicknair advised he liked the presentations of the downtown areas of communities and enticing people to visit your town. Matt Crable advised he learned that other EDC's really sell their city and there are tools and resources out there to help you out. Bob Wylie advised there were a lot of comments about the cities and the EDC's arguing and he feels that the city and EDC should be under agreements and not argue over projects. Fidencio Leija Jr., advised he would like to advise council once a month about the progress that we are making. There was a comment that the Chamber should also be involved. Everyone was in agreement that they want to continue to go to conferences to acquire EDC knowledge.

i. Update on the FM 1764 sewer project

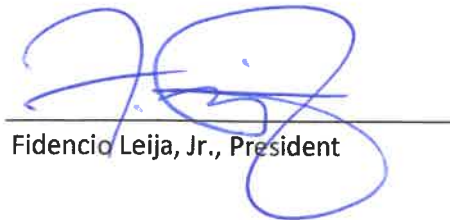
Stacey Baker advised she is working with the water department to acquire another easement and that Sander Engineering gave an updated timeline. Center Point Energy is still reviewing their part of the plans. Bill Manning will start doing a quarterly update.

j. Discuss the report provided by Buxton in 2015 regarding retail recruitment and retention solutions

Joe Dickson advised that Buxton and Company was hired in 2015 to study and report demographics for the city and what businesses would fit within the City of Santa Fe. There are several resources to use to help market your city that are costly. This information can be used to recruit businesses and to update your website information. You have to try to figure out how to use the information given to you to market the EDC.

7. Adjournment

A motion was made by Ashley Carner and seconded by Greg Vicknair to adjourn at 7:30pm. The motion passed unanimously.

  
Fidencio Leija, Jr., President

ATTEST:

  
Stacey Baker, Administrative Services Director