

**SANTA FE ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTOR'S SPECIAL MEETING
JUNE 4, 2020 7:00 PM
SANTA FE CITY HALL COUNCIL CHAMBERS – ZOOM MEETING
12002 HWY. 6 SANTA FE, TEXAS**

MINUTES

1. The meeting was called to order at 7:02 p.m. by Fidencio, Leija, Jr.

2. Roll Call: Fidencio Leija, Jr.
 Matt Crable
 Ashley Carner, Absent
 Robert Bracknell
 Greg Vicknair
 Bob Wylie
 Blu Baillio
 Chris Nichols, Attorney - Absent
 Stacey Baker, Director

3. The invocation and pledge was given by Blu Baillio.

4. Citizens Comments and recommendations:

None

5. Reports:

a. Presentation and approval of minutes: May 26, 2020

A motion was made by Matt Crable and seconded by Bob Greg Vcknair to approve the minutes as presented. The motion passed unanimously.

6. Business

a. Discuss the CARES Act – Coronavirus Aid, Relief, and Economic Security Act Coronavirus Relief Fund, the roles of the EDC, and the small business application process.

Fidencio Leija, Jr. advised that city council gave guidance to follow at the last council meeting. He advised that the application submitted to council was approved to be used in the application process. The application can be revised if needed. Fidencio advised that council wants to consider all business. They did not want the business to be disqualified if they got other loans.

The board advised that a notes or additional comments page should be added along with a timeline for phase one of the small business grant process and that accounting will provide the business with a check

within 10-14 business days of city council's approval. Fidencio advised he wanted Stacey Baker to make these changes and email the council with the information before the application is submitted to the public. Glen Adams advised that city council did give authority to the EDC to move forward. Bob Wylie advised he wanted to start the grant process asap. Stacey Baker advised she added an inhouse check list that the business will not receive that will be used for accounting purposes. Stacey Baker advised she will email the updated information to council tonight and upload it by 10:00 a.m. Friday morning.

The board discussed a timeline for the application acceptance that needed to be added to the application. The board and the City Manager decided that EDC will accept applications up to June 15, 2020, at 5:00 p.m. EDC will receive hardcopies and have a special meeting June 23, 2020 to approve the applications and make a recommendation to council. Council will meet June 25, 2020 to review and approve the grants. Stacey advised that at the regular meeting, June 30, 2020, she will report the outcome of council's decision. Accounts payable will receive the approvals from council and will provide a check to the recipient within 10 to 14 business days. The second round of the application process will be discussed at the next meeting and will depend on the amount of applications received in the first round. The board determined that the applicants will be based on a first come first serve completed package with supporting documentation. Supporting documentation should be payroll, rent, and utilities. Stacey Baker advised that she will date stamp and time stamp each packet as they come in, review each packet, and establish that they are in the city limits of Santa Fe.

A motion was made by Fidencio Leija, Jr. and seconded by Blue Baillio to add a timeline, comments page, and all applications will have a date and time stamp added to the application. The motion passed unanimously.

7. Citizen's comments regarding today's agenda

No comments regarding today's agenda. Bob Wylie advised that Bill Manning, engineer for the FM 1764 sewer project is aware that the EDC needs an update.

8. Adjournment

A motion was made by Greg Vicknair and seconded by Robert Bracknell to adjourn at 7:39 p.m. The motion passed unanimously.

ATTEST:



Stacey Baker, Administrative Services Director


Fidencio Leija, Jr., President