

**SANTA FE ECONOMIC DEVELOPMENT CORPORATION  
BOARD OF DIRECTOR'S SPECIAL MEETING  
SEPTEMBER 15, 2020 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 6:30 p.m. by Fidencio Leija, Jr.

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

3. The invocation and pledge was given by Bob Wylie.

4. Citizens Comments and recommendations:

None

5. Reports:

a. Review and approval of the minutes from August 18, 2020

A motion was made by Matt Crable and seconded by Bob Wylie. The motion passed unanimously.

6. Business

a. Discussion: Receive Update from Dennis Wagner, Drainage District #1, regarding the Ave P drainage project

Dennis Wagner attended the meeting and explained that the estimated cost of engineering for the Ave P drainage project will be approximately \$144,000.00. He does believe that this amount can be lowered. Dennis Wagner also advised that he will discuss the amount of the project with his group and report back to us on how much they can put toward the project. He estimated no more than \$40,000.00 and that the district only will participate in certain aspects of the project. He felt that the City of Santa Fe or the EDC need to take the lead. Stacey Baker advised that she will invite the City Manager to the next meeting to discuss the project and the roles all the entities involved. James Newman advised that his group will move lines and other duties involved in the project. He advised that this project was necessary to relieve the stress on the sewer lines, manholes, and the backup of sewer that some of the businesses are facing. Dennis Wagner explained that he thought this project could be carried out in phases to help relieve some of the burden of trying to budget for the entire project.

b. Discussion: Receive update from Sander Engineering regarding the FM 1764 sewer project.

James Newman attended the meeting. He advised that they are almost ready to go out for construction bids on the project and that the next step would be to place an ad in the local newspaper for bids. Stacey Baker advised that she will

place this item on the next agenda and that she needed the newspaper advertisement to give to the board to vote on. She advised she needed the advertisement to proof as soon as possible. James Newman will request this information from Sander Engineering. He also stated that Andy McDonald, Jr. purchased property along FM 1764 and another easement was needed for that property. He will provide this information to Stacey as soon as possible.

c. Consideration and possible action: Elect a President

There was a brief discussion regarding the roles and the expectancies of the position of the President and what is needed to be a successful EDC board. The discussion included the involvement of the board, promoting projects, being good steward of the community, and communicating better with each other.

A motion was made by Greg Vicknair to reappoint Fidencio Leija, Jr., as President. The motion was seconded by Bob Wylie and the motion passed unanimously.

d. Consideration and possible action: Elect a Vice-President

A motion was made by Greg Vicknair and seconded by Bob Wylie to reappoint Matt Crable as Vice-President. The motion passed unanimously.

e. Consideration and possible action: Elect a Secretary/Treasurer

A motion was made by Greg Vicknair and seconded by Bob Wylie to reappoint Ashley Carner as Secretary/Treasurer. The motion passed unanimously.

f. Consideration and possible action: Adoption of a resolution reviewing and approving the Code of Ethics.

Stacey Baker advised that everyone must accept the code of ethics of the EDC and sign the attached document stating they have received it, approve it, and will follow the rules set forth by it.

The motion was made by Matt Crable and seconded by Ashley Carner to approve and accept the Code of Ethics. The motion passed unanimously.

g. Consideration and possible action: Approval and authorization for the President to execute the Administrative Services Agreement with the City of Santa Fe for the fiscal year beginning October 1, 2020.

Stacey Baker advised that the City Manager stressed the importance of increasing the amount the EDC pays to the City of Santa Fe for services to the EDC. She advised that the amount has been \$15,000.00 for approximately 10 years. Services to EDC increased tremendously and they estimate more involvement due to the expansion of the bylaws next year. Stacey Baker advised she spends 40 to 50 percent of her time to EDC support and her average work week is over 40 hours due to all the EDC, council meetings, and projects. Matt Crable advised that he agrees the amount should be raised to \$24,000.00.

A motion was made by Matt Crable and seconded by Ashley Carner to approve the Administrative Services Agreement as presented. The motion passed unanimously.

h. Consideration and possible action: Authorize the President to execute the agreement for auditing services by Cambiano and Cambiano, P.C. for the fiscal year ending September 30, 2020, or decide to publish for requests for qualifications for new auditors.

Ashely Carner and Stacey Baker stressed they would like to rehire Cambiano to perform the audit. His office is familiar with the EDC and audit. He did indicate in his agreement that his fee is increasing by \$500.00 due to the increase in work that the EDC is providing to him to review and the new regulations that must be researched. The board advised they would like to invite Mr. Cambiano to the next meeting to meet him and to discuss upcoming projects and budget.

A motion was made by Ashley Carner and seconded by Greg Vicknair to hire Cambiano and Cambiano to conduct the EDC audit. The motion passed unanimously.

i. Discussion and possible action: Discuss the proposed budget for the fiscal year 2020/2021 and possible adoption of a resolution approving the budget for the fiscal year beginning October 1, 2020.

Stacey Baker advised that not too much changed in the budget. She advised that previously all projects were completely budgeted for and that is how she came up with the new budget. Matt Crable advised that he would like to discuss the budget with Cambiano regarding budgeting for future projects. He really wants to get a better idea of how the EDC money can be used or budget for certain projects. He does not want to be limited to only the FM 1764 sewer project and the contribution to the City of Santa Fe for the excavator. There are always projects coming up. Stacey advised she thought that she would feel comfortable using the contingency money to budget for new projects but does not feel comfortable with touching other line items. Stacey advised they needed to present City Council with a budget by next week since it was the last meeting in this budget year. She also advised that the EDC budget could be amended as projects became available.

A motion was made by Ashley Carner and seconded by Bob Wylie approve the budget as presented. The motion passed unanimously.

j. Discussion and possible action: Schedule the next meeting

Stacey Baker advised that we could schedule the next meeting for September 22, 2020. That is the last available date to have a meeting before City Council meets again. She suggested this date incase we need to put anything else on their agenda for our fiscal year. Matt Crable advised he likes meeting at 6:30pm.

A motion was made by Ashley Carner and seconded by Blu Baillio to schedule the next meeting for September 22, 2020 at 6:30pm.

k. Citizen's comments regarding today's agenda

James Newman advised that he would like EDC to consider contributing to a water buying program with WCID8. Stacey advised that this item cannot be discussed because it is not on the agenda. She will place the item on the next agenda for discussion and she would have to contact the EDC attorney to see if the EDC could contribute.

Matt Crable and Fidencio Leija, Jr. advised they would like to put a shop local campaign on the next agenda and advise the citizens what the City of Santa Fe and EDC has to offer and what is being done for them. For example, not raising property taxes, promote shop local, survey businesses for data collection. Stacey will ask the SF Chamber to attend. Fidencio also advised there are a few virtual conferences coming up. Stacey Baker advised she will place these items on the next agenda.

7. Adjournment

A motion was made Matt Crable and seconded by Robert Bracknell to adjourn at 8:14 p.m. The motion passed unanimously.

  
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Fidencio Leija, Jr., President

ATTEST:

  
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Stacey Baker, Administrative Services Director