

Minutes

CITY OF MATHIS 4B ECONOMIC DEVELOPMENT CORPORATION
MEDC REGULAR BOARD MEETING
MEDC OFFICE, 111 E. SAN PATRICIO AVE.
MATHIS, TX 78368

April 7, 2020 at 6:30 p.m.

BOARD MEMBERS' BUSINESS

- | Item | Description | |
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1. Roll call to determine presence.

President	Vicente Gonzalez	Absent
Vice President	Charlene Brown	Present
Secretary	Pat Doherty	Present
Treasurer	Elvira Chavez	Present
Director	Frank Galvan	Present
Director	Michelle Herrera	Present
Director	Mitchel Smolik	Present
Executive Director	Doug Dowler	Present
Finance	Lori Trejo	Present
Office Admin.	Roxanne Breiten	Present
 2. Call to order.

Executive Director Doug Dowler called the meeting to order at 6:33 p.m.
 3. Consider approval of minutes from March 3rd, 2020 MEDC Board Meeting.

Action item: Motion to approve the March minutes.
Secretary Pat Doherty motioned to approve the March 3rd, 2020 minutes, seconded by Director Frank Galvan. Approved (6-0).
 4. Review, discuss and consider approval of the March financials statements and any related items.
 - a. Review, discussion and approval of March financials and any related matters.
 - i. Review and discussion of the March Income Statement.
 - ii. Review and discussion of March Balance Sheet.

Action item: Motion to approve March Financial Statements.
Following presentation of the March financials, the February Income statements, and Balance Sheet, the reports were approved. Treasurer Elvira Chavez motioned to approve March Financial Statements seconded by Director Frank Galvan. Approved (6-0).
 - b. Review, discuss and consider approval of the proposed CASH FLOW BUDGET for the next three months (April – June 2020)

Action item: Motion to approve 3-month Cash Flow Budget

Following presentation of the proposed Cash Flow Budget, for the next three months was approved. Director Mitchel Smolik motioned to approve the Cash Flow Budget, seconded by Char Brown. Approved (5-1).

c. Review, discuss and consider approval of personnel budget

- i. Due to anticipated loss of revenue for the next three months all employees will be reduced to half-time salaries. However, Benefits will remain at the 100% Level.

Action item: Motion to approve reduction of employee salaries by half (1/2) for April, May and June 2020. Benefits will continue to be paid at full time rates during this period. (Health insurance, TMRS, sick time and Vacation accruals).

No action taken, due to MEDC receiving funds from the Paycheck Protection Program (PPP) and the Economic Injury Disaster Loan (EIDL) programs. Staff will remain at full time employment.

d. Review, discussion and approval of the MEDC Revolving Loan Report, and any related matters.

Action item: Motion to approve March Revolving Loan Report.

- i. Review, discuss and consider approval of Payment forgiveness for the next three (3) months.

No action taken, there were no changes since February's Loan Report.

Action item: Motion to approve Payment forgiveness of the April, May and June Revolving Loans outstanding as of April 1, 2020.

Following discussion, the motion was made to defer three months of payments to the end of each contract. Motioned by Director Frank Galvan, seconded by Treasurer Elvira Chavez. Approved (5-1).

PUBLIC FORUM

Individuals are invited to address the Mathis Economic Development Corporation regarding their concerns. Individuals and groups are permitted three (3) minutes to present their concerns. If a group will be presenting, the group should select a spokesperson to address the Board on issues concerning the group. The Mathis Economic Development Corporation may not answer questions and no action on concerns expressed is permitted, except to place a consideration item on a future Agenda.

Action item: Call for any comments from the audience.

No one representing the public appeared

OLD BUSINESS

5. Presentation of Administrative Programs.

- a. Update on Settlement at the Ranch project and any related matters.
- b. Update on Settlement at the Ranch Senior Village project and any related matters.
- c. Update on Mathis Business Park Montana Street project and any related matters.
- b. Update on the Mathis Health Clinic Phase II.
 - i. Report on the application to USDA/ Facilities program.
- c. Update on Old Gin Co. Project.
- d. Update on the 2019 TXCDBG Downtown Revitalization and Main Street Program project.
- e. Update on CrackSeal of Texas building construction project.

(note: Action items will be discussed under New Business)

The Settlement at the Ranch, Settlement at the Ranch Senior Village, and Mathis Business Park Montana St. project are postponed. Mathis Health Clinic will be moving forward due to appropriated funds from USDA in the amount of \$441,000, of which \$50,000 is a grant. The lease payment will be made by the Mathis Health Clinic, which will cover the debit service on the loan. The MEDC anticipates receiving \$10,000 dollars for administrative costs. Old Gin Partners have paid \$1000.00 earnest money and ask for a thirty-day extension to close on the property. The TXCDBG Downtown Revitalization and Main Street Program engineers have begun working on the design phase. The MEDC is waiting for word from the bank to see if funding was approved for the CrackSeal of Texas construction project. Following approval MEDC will receive \$10,000 for administrative costs and \$8,000.00 for land costs. on the total purchase price of \$80,000 dollars. No MEDC funds will be used to finance this project.

NEW BUSINESS

6. Review and Discuss

- a. Settlement at the Ranch Project
 - a. Suspend further development activities until such time as future financial resources change.
 - b. Continue to monitor financial resources and development and adjust as needed.
 - c.

Action item: Motion to suspend further development activities until such time as future financial resources change.

Following discussion Vice President Char Brown motioned to suspend further development activities of the Settlement at the Ranch Project until such time as future financial resources change. Seconded by Director Michelle Herrera. Approved (6-0)

- b. Discussion of the Mathis Business Park Project, and any related matters.
 - a. Suspend further development activities until such time as future financial resources change.
 - b. Continue to monitor financial resources and development and adjust as needed.

Action item: Motion to suspend further development activities until such time as future financial resources change.

Following discussion, Director Michelle Herrera motioned to suspend further development activities of the Mathis Business Park Project until such time as future financial resources change. Seconded by Director Frank Galvan. Approved (6-0)

c. Discussion and possible action on Settlement at the Ranch Senior Village financing.

- a. Suspend further development activities until such time as future financial resources change.
- b. Continue to monitor financial resources and development and adjust as needed.

Action item: Motion to suspend further development activities until such time as future financial resources change.

Following discussion Vice President Char Brown motioned to suspend further development activities of the Settlement at the Ranch Senior Village Project until such time as future financial resources change. Seconded by Director Frank Galvan. Approved (6-0)

d. Discussion and possible action on CrackSeal of Texas Building Construction

- a. Pending completion by CrackSeal of Texas this project can move forward and result in possible additional revenue for MEDC.

Action Item: Motion to continue to move forward with the financing for the CrackSeal of Texas Building Construction.

Following discussion Director Frank Galvan motioned to move forward with the financing of the CrackSeal of Texas building construction. Seconded by Director Michelle Herrera. Approved (6-0).

e. Discussion and possible action on Mathis Health Clinic Project.

- a. Funding from USDA has been committed and Architects and Engineers are working on final plan design and cost estimates.

Action Item: Motion to continue to move forward with the Mathis Health Clinic Phase II project.

Following discussion Treasurer Elvira Chavez motioned to move forward with the Mathis Health Clinic Phase II project. Seconded by Director Frank Galvan. Approved (6-0).

f. Discussion and possible action on The Old Gin Brewing Company project.

- a. Completion of the acquisition of the property has been completed and title is now in the name of Mathis Economic Development Corporation. The members of the Old Gin Brewing Company have indicated that they wish to proceed with the project but would like to wait 30 days to close on the purchase from MEDC.

Action item: Motion to approve the 30-day extension to The Old Gin Brewing Company. Following discussion Treasurer Elvira Chavez motioned to approve the 30-day extension to the Old Gin Brewing Company. Seconded by Director Frank Galvan. Approved (6-0).

7. Review and Discuss MEDC operational procedures.

i. Office hours

- a. Beginning April 1st, 2020 all personnel will be reduced to ½ time or 20 hours per week. As such, most of the time can be spent working from home until the current COVID-19 restrictions are lifted. However, some activities will require that personnel come to the office. Development of a schedule time for personnel to be in the office will be developed and posted on the Web. Facebook, and in the window for information purposes only. Until current restrictions are lifted our office will not be open to the public, but information on how to email or call staff will be posted for the public.

Action item: Motion to approve the MEDC office hours and contact procedures.

Director Frank Galvan motioned to approve MEDC office hours which includes staffing one staff member in the mornings and one staff member in the afternoon. Seconded by Treasurer Elvira Chavez. Approved (6-0).

Because the MEDC will receive funds from the Paycheck Protection Program (PPP) and the Economic Injury Disaster Loan (EIDL) programs, staff will be employed full-time, working half days at home, and half in the office, at Board meetings and other “necessary” meetings.

- b. Beginning April 1st, 2020 regularly scheduled MEDC Board meetings will be conducted as normal. However, anyone wishing to participate remotely will have access via GoTo Meeting software. Information for the public to participate via teleconferencing software will be posted.

Action item: Motion to approve the MEDC regular scheduled board meetings to proceed as normal with option to participate via GoTo meeting software. Public participation will not be allowed in person but by GoToMeeting software application.

Following discussion, Vice President Char Brown motioned to approve Regular MEDC Board Meetings to proceed as normal with the option to participate via GoToMeeting Software and that public participation be allowed via the GoToMeeting software. Seconded by Director Michelle Herrera. Approved (6-0).

- ii. Review discuss and action on authorization for Executive Director to submit SBA applications to First Community Bank for Paycheck Protection Process funding and Economic Injury Disaster Loan.

Action item: Motion to approve the submission of SBA application for PPP and EIDL Funding.

Following discussion, Treasurer Elvira Chavez motioned to approve the submission of the SBA application for the PPP and EIDL loan programs, seconded by Frank Galvan. Approved (6-0).

8. DISCUSSION OF FUTURE AGENDA ITEMS FOR May 2020 MEDC BOARD MEETING.

By consensus, the Directors will begin future meetings with the Pledge of Allegiance

9. Adjournment.

Director Michelle Herrera motioned to adjourn, seconded by Director Frank Galvan.

Approved (6-0). Executive Director Doug Dowler adjourned the meeting at 7:50 pm.

Executive Session Reservation

PUBLIC NOTICE IS HEREBY GIVEN THAT THE Board of Directors may elect to go into closed session at any time during the meeting in order to discuss matters listed on the agenda concerning personnel, consultation with the Corporations Attorney, real estate acquisitions, or other purposes authorized under the "Open Meetings Act." In the event the Board of Directors elects to go into closed session regarding an agenda item; the purpose of the closed session and the section of the "Open Meetings Act" authorizing the session will be publicly announced by the presiding officer.

POSTING CERTIFICATION

I hereby certify that this public meeting agenda was posted in a public place at the Mathis EDC in the City of Mathis, Texas, in compliance with the requirements of public law for posting an agenda on all non-emergency meetings at least 72 hours prior to the call to order of said meeting.