

MINUTES

CITY OF MATHIS 4B ECONOMIC DEVELOPMENT CORPORATION
ANNUAL MEETING and REGULAR BOARD MEETING
MEDC OFFICE, 111 E. SAN PATRICIO AVE.
MATHIS, TX 78368
October 3, 2017 at 6:30 PM
BOARD MEMBERS' BUSINESS

- | <i>Item</i> | <i>Description</i> | |
|---------------------------------------|--|------------------|
| 1. | Roll Call to determine presence by Pat Doherty. | |
| 2. | Call to order – Annual Meeting 2017 <i>Pledge of Allegiance</i> | |
| Mathis EDC 2017 Annual Meeting | | |
| 1. | Welcome Remarks | Vicente Gonzalez |
| 2. | Presentation of “Mathis EDC, a Year in Review”
<i>Bobbie presents slideshow presentation.</i> | Bobbie Bramel |
| 3. | Election of Officers | Doug Dowler |
| i. | Action Item: Open the floor for further nominations for the offices of:
a. Board Treasure: Elvira Chavez
b. Board Secretary: Pat Doherty
c. Board Vice President: Charlene Brown
d. Board President: Vicente Gonzalez
<i>At the meeting nominations were left open and will close out tonight. No new nominations. Vicente closes nominations.</i> | |
| ii. | Motion to accept the nominations
<i>Frank motions to accept nominations. Second by Elvira. Motion carries 6-0.</i> | |
| iii. | Election of Officers.
a. Board Treasure: Elvira Chavez
b. Board Secretary: Pat Doherty
c. Board Vice President: Charlene Brown
d. Board President: Vicente Gonzalez
<i>Vicente confirms election. Motion by Frank to accept these and second by Pat. Carries 6-0.</i> | |
| 4. | Discussion and Board member comments.
<i>Vicente welcomes comments. Doug thanks all the Board EDC members for a successful year and also appreciates the open lines of communication and involvement. The EDC board members discussion appreciation of the EDC staff.</i> | |

Adjourn 6:55PM

Regular Scheduled MEDC Board Meeting

1. Roll Call to determine presence.

President	Vicente Gonzalez	Present
Vice President	Char Brown	Present
Secretary	Pat Doherty	Present
Treasurer	Elvira Chavez	Present
Director	Michelle Herrera	Absent
Director	Dana Espinal	Present
Director	Frank Galvan	Present
Executive Director	Doug Dowler	Present
Network Admin.	Dea Brite	Present
Marketing Admin.	Bobbie Bramel	Present

2. Call to order – Regular MEDC Meeting September 2017

Vicente calls to order at 6:55PM.

3. Consider approval of minutes from September meeting.

Pat Doherty

Pat motions to approve minutes, second by Char. Approved 6-0.

4. Review of September Financial Statements and Budget.

Elvira Chavez

Elvira presents Financial Statements and Budget. Motion to approve by Dana, second by Pat. Approved 6-0.

OLD BUSINESS

5. Presentation of MEDC Programs

Doug Dowler

a. Downtown Revitalization

A. Sidewalk Project

TXDoT specifically requested the bike line to be added for continuity from 100 & 200 blocks through 300 & 400 for the school alternatives to transportation grant. Other items such as landscaping are not approved through the EDC sidewalk project but we can still incorporate them at the EDC expense.

b. Business Retention and Expansion

We had 2 grand openings this week and a few more inquires from commercial realtors. Not sure at this point how serious the inquires are but they are looking. Antojitos has closed it doors. Doug discusses a \$15000 decrease in taxes and believes it could be due to a county error just catching up or a refund. We expected a good month due to Freedom Fest but it did not create revenue as expected. S&S graphics is selling for \$150,000. The owners have assured us that the SMRF loan will be paid. The loan is about \$22,000.

c. Revolving Loan Program

A. SBA Micro Loan Application

Doug Dowler

All loans are current and no late payments. Gigi's have inquired about an extra loan to open early. Still discussion but no loan applied for at this time.

The SBA loan was denied due to not having a complete application. Audited financials from the City of Mathis were not available to the EDC to submit. The SBA encouraged us to reapply. As a reminder, the EDC was paying the City \$25,000 per year to provide administrative and financial services. Other city projects were also financially assisted by the EDC but no results. For example, the Annex and the Whitman property neither generated economic prosperity. The board would like to see results from EDC investment and accountability. Vicente reminds all these programs were made in good faith coordinated with the city manager. We are independent entity now and if any further discussion is necessary we should make it an agenda item.

NEW BUSINESS

6. **Discussion and Action on the appropriation request for the repair/replacement of the MEDC AC Units.**
 - a. **Action Item: Motion to approve appropriation request for \$13,000 for replacement of (2) 5 ton Condensers and Air Handlers.** **Doug Dowler**

Frank motions to approve, second by Elvira, motion carries 6-0.
Doug reminds the board the City Council will have to approve because it is over \$10,000 at the next council meeting on the 23rd.

7. **Discussion and Action on the Approval of Membership with Experian Information Solutions, Inc.**
 - a. **Action Item: Motion to approve Membership with Experian Credit Reporting Service.** **Doug Dowler**

Motion to table by Dana, second by Elvira. 2 for - 3 against - motion fails.

8. **Discussion and Action on the Approval of Judith Clifford as MEDC's Accountant and CPA**
 - a. **Action Item: Motion to approve Compilation Engagement Agreement with Judith Clifford.** **Doug Dowler**

Motion with amendment for Doug authorized to sign on behalf of the EDC by Dana, second by Elvira Motion approved 6-0.

9. **Discussion and Action on Request from Mathis Police Department for financial contribution of \$75.00 for the purchase of supplies for the National Night out on October 6th.** **Bobbie Bramel**
 - a. **Action Item: Motion to approve \$75.00 for Mathis PD National Night Out.**

Motion by Frank, second by Dana. Approved 6-0.

10. **Discussion and Action on Request from Mathis Police Department for financial assistance of the purchase of 2 police vests.** **Doug Dowler**
 - a. **Action Item: Motion to approve \$1,420 contribution to MPD for the purchase of 2 police AE Vortex Level II police vest.**

Motion by Dana to table. Second by Frank. Tabled 6-0.

11. Discussion and Action on Option Agreement for the purchase of 9 acres from Homer Garza located on the I37 corridor.

Doug Dowler

- a. **Action Item:** Motion to approve Option Contract for the purchase of 9 acres from Homer Garza located on the I37 corridor.

Motion by Dana, second by Frank. Approved 6-0.

12. Discussion and Action on Personnel Policy.

- a. **Action Item:** Motion to approve waiting period for eligibility of benefits. "Employees will become eligible for benefits from MEDC the 1st day of the month following 60 days as full time employee". MEDC will pay the employee the amount equivalent to the monthly health insurance premium in equal installments per pay period including any withholding taxes. The employee may elect to purchase temporary health insurance during this time on their own.

Doug Dowler

Motion by Frank, second by Dana. Approved 6-0.

13. Discussion of Records received from the City of Mathis pertaining to Mathis Economic Development Corporation.

Doug Dowler

The City provided 6 bankers boxes of paperwork. Doug refused to sign for the boxes without first doing inventory. No financial records are included. This week we will take a full inventory and report back to you.

14. Discussion of Annual Planning Workshop.

Doug Dowler

The annual planning workshop was a success. We were fortunate to have Chairman JM Lozano attend. All the workshops keep the lines of communication open with the city and school.

REPORTS

15. Executive Director

Doug Dowler

- a. **SPCEDC Annual Banquet November 2nd 2017.**

Table is full. It is now moved to Portland Civic Center.

- b. **TxDOT I-37 Corridor Study**

Doug participated in webinar on safety study and provided Mathis specific roads. Follow up will be on the 24th and report back.

- c. **Administrative Services Agreement**

The City has not signed the new agreement and has not been to council for approval. The City Manager wants to verify the retirement system payments.

- d. **Standard Operating Procedures**

The SOP is in progress. It will take some time since we are creating it for the EDC.

- e. **City Audit Update**

There is no more progress done now than a year ago.

- f. **Downtown Façade Grant Program**

All recipients are in compliance.

16. Marketing/Facebook Report.

Bobbie Bramel

- a. **Facebook statistics**

The MEDC Facebook page is thriving up to 630 fans.

b. Report on meetings, training and activities

Bobbie attended SCORE luncheon, completed Customer Relationship Management course. Certification issued by SBDC and Parivaar. National Women in Business Day successful. Attended Cyber Security Training hosted by Lift Fund and Frost Bank.

c. Monthly calendar

National Night Out booth and drinks. Annual Report presentation discussion.

14. IT and Conversion from the City.

Dea Leigh Brite

Dea is confident that she has the IT and Finances under control. Emergency recovery protection for IT is in place. Dea needs back up information from the City. Also attended TWC training on Employment Law.

15. DISCUSSION OF FUTURE AGENDA ITEMS FOR November 2017 MEDC BOARD MEETING:

Elvira would like to discuss the amount of community donations we make. Dana requests a list of businesses of that received the grant what the grant was funding. Also, a refresher course on the TEXpool account: what's for and how we get that money. And an accountability report from the city. Dana also would like and update on the status of the annex building from the city, the Whitman property and the lift equipment, how are they using it to maintain the banner and is that equipment available to the EDC. Update on Shop Small events.

16. EXECUTIVE SESSION

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.

Motion to adjourn to Executive Session regarding discussion of Board Personnel

Motion to adjourn in to Executive Session at 9:02 by Char, second by Elvira, motion carries 6-0.

17. RETURN TO OPEN SESSION FROM CLOSED SESSION

- a. Discussion/take appropriate action, if any with regard to Personnel

No action taken.

18. Executive SESSION ADJOURN