

# MINUTES

## CITY OF MATHIS 4B ECONOMIC DEVELOPMENT CORPORATION

### REGULAR BOARD MEETING

MEDC OFFICE, 111 E. SAN PATRICIO AVE.  
MATHIS, TX 78368

SEPTEMBER 5, 2017 at 6:30 PM

### BOARD MEMBERS' BUSINESS

- | <i>Item</i> | <i>Description</i> |  |
|-------------|--------------------|--|
|-------------|--------------------|--|
- 1. Roll Call to determine presence of a quorum.** **Pat Doherty**
- |                           |                         |                |
|---------------------------|-------------------------|----------------|
| <i>President</i>          | <i>Vicente Gonzalez</i> | <i>Present</i> |
| <i>Vice President</i>     | <i>Charlene Brown</i>   | <i>Present</i> |
| <i>Treasurer</i>          | <i>Elvira Chavez</i>    | <i>Present</i> |
| <i>Secretary</i>          | <i>Pat Doherty</i>      | <i>Present</i> |
| <i>Director</i>           | <i>Michelle Herrera</i> | <i>Present</i> |
| <i>Director</i>           | <i>Dana Espinal</i>     | <i>Present</i> |
| <i>Director</i>           | <i>Frank Galvan</i>     | <i>Absent</i>  |
| <i>Executive Director</i> | <i>Doug Dowler</i>      | <i>Present</i> |
| <i>Financial Admin</i>    | <i>Dea Brite</i>        | <i>Present</i> |
| <i>Marketing Admin</i>    | <i>Bobbie Bramel</i>    | <i>Present</i> |
- 2. Call to order.**  
*With a quorum present of the Mathis 4B EDC Board of Directors Meeting was called to order by President Vicente Gonzalez at 6:33pm.*
- 3. Consider approval of minutes from August 1st meeting.** **Pat Doherty**  
*Pat moves to approve minutes, second by Char Brown, pass 6-0.*
- 4. Review of August Financial Statements and Budget.** **Elvira Chavez**  
*There is 8% of the budget left, will finish in the black, no major changes.*  
*4 loans are current, no delinquents. Sales tax provided is through the month of June. The July statement is interim until bank statements are sent from the bank. Starting Oct 1<sup>st</sup> we go in to our new budget. Dea has started working the audit work. All we need is the back up from the fiscal year. We will go to single report that will include YTD information.*  
*Motion to approve by Michelle, second by Pat, pass 6-0.*

## OLD BUSINESS

### 5. Presentation of MEDC Programs

Doug Dowler

#### a. Joint Planning Workshop on Sep 27<sup>th</sup>

*Moved to the 27<sup>th</sup> at 6:30pm due to City out of town for TML meetings Presentation by the city, school, MEDC, media, county commissioner (possibly) and the SPEDC. State Chairman JM Lozano has also been invited. Purpose of this meeting is to keep open lines of communication with all entities*

#### b. MEDC Annual Meeting on Oct 3<sup>rd</sup> and 10<sup>th</sup>

*Nominations will be tonight and elections held on Oct 3<sup>rd</sup>. It is the regularly scheduled EDC meeting. City Council will still be out so they asked if we could hold a general session to present our annual report, recognition of our board members' service announcement of the newly elected board officers on Oct 10 at 6:30pm. This will be the first time our EDC has completed an Annual Report. It will include all activities of the EDC for the past year (report card).*

#### c. Downtown Revitalization

##### A. Sidewalk Project

*A schematic of the Downtown Sidewalk project has been provided in the packet. There are a few changes needed to be made. Reminder that the city has applied for an alternate transportation grant (safe routes to school), resulting in TXDOT to suggest incorporating the changes in the 300-400 blocks to 100-200 blocks such as adding the bike lane to flow evenly and match between all blocks. Phase 1 is the 100 & 200 blocks led by the EDC. Phase 2 is the 300-400 blocks that the EDC is not involved with. We are looking in to adding the concrete street makers back in to the downtown area but need some information on the ones already in place.*

#### d. Business Retention and Expansion

*We are working closely with the SBDC and SBA to bring classes to the Mathis area.*

#### e. Revolving Loan Program

*We are applying for an SBA program for \$750,000 for microloans for Mathis and the surrounding areas to include 7 neighboring counties.*

##### A. 4 loans completed for \$84,000

##### B. One Loan pending for \$40,000

### 6. Discussion of MEDC 2017-2018 Budget

Doug Dowler

*Budget for 2017-18 was to be presented to city council but the meeting was cancelled so it will be presented on Sep 28<sup>th</sup> at 7pm. Doug would like to see board members present in support.*

(30.23)

## NEW BUSINESS

### **7. Presentation by Avaangrid Renewable Energy Karankawa Windfarm**

#### **a. Jason Du Terroil Business Developer**

*Presents plans on the future of windmills near Mathis, Texas. The windfarm details are still being worked with the landowners but most will be south of the 359 and closer to Tynan. 115 wind turbines total. These will be bigger than the ones in Taft. A few years are spent researching environmental studies. There are tax abatements that benefit school districts. The city's ETJ shows that several turbines would be built there. The EDC concern is that it is a prime real estate location. It appears 1 or 2 turbines are still showing in the ETJ. The city council request Jason to also attend the city council meeting after EDC presentation. The land is leased for 40 years. Floor was open to questions from board members. Jason departs meeting to attend city council. The EDC board requests Doug keep the discussion open with the city manager on the EDCs stand against turbines built in the ETJ. The board also wants it in writing by memo voicing concerns and offer to meet to further discuss. Vicente states we have a majority consensus for Doug to draft a memo.*

### **8. Discussion on IRS 990 Filing**

*IRS has sent contradicting letters regarding filing. Our attorney has drafted a letter to clarify with the IRS. We are exempt.*

### **9. Discussion TXDOT I-37 Corridor study**

*Doug reports that he is on the TXDOT I-37 corridor study for the stretch of highway between Corpus and San Antonio. TXDOT recognizes that Mathis has some standing in the study being the only city limits on the 37. Once the study is complete, TXDOT will give us the recommendations and Doug will bring the results to board. There is excessive emergency response calls from the city.*

### **10. Discussion and Action on the SBA Microloan Loan Application and Resolution**

*\$750,000 loan opportunity for Mathis and surrounding communities (8 counties) for small business up to \$50,000 for anything except real estate (500 employees or less). We provide a match for each loan which is 15% and retained as loan loss reserve. Comes with a \$225,000 operating fund for technical and educational assistance. Max loan is 6 years no more than 7 3/4 for 10K, no more than 8% for loans 10K or less.*

#### **a. Action Item: Motion to approve submission of an SBA Microloan Loan Application**

*Vicente reads resolution (paper copies provided to all board members in packets) and opens the floor to questions from board members. Motion to approve application subject to approval from the attorney by Char and second by Pat, approved motion carries 6 – 0.*

#### **b. Action Item: Approval of Resolution**

*Motion to approve resolution subject to approval from the attorney by Dana, second by Elvira to approve, passes 6 – 0.*

### **11. Action Item: Nomination for Board Officers Elections on Oct 3<sup>rd</sup> annual meeting**

*Vicente opens the floor for nominations only for board officers.*

#### **a. Board President**

*Nomination made for Vicente. Vicente accepts and asks for anymore nominations. No others nominated.*

**b. Vice President**

*Nomination made for Char. Char accepts nomination. Vicente asks for anymore nominations. No others nominated.*

**c. Treasurer**

*Nomination made for Elvira. Elvira accepts nomination. Vicente asks for any more nominations. No others nominated.*

**d. Secretary**

*Nomination made for Pat. Pat accepts nomination. Vicente asks for anymore nominations. No others nominated.*

*Vicente reminds the board this is for nominations only and voting will take place on Oct 3<sup>rd</sup>, 2017.*

**12. ACTION TIME: Executive Director Review – Contract**

**Action Item: Motion to adjourn to Executive Session for discussion of the matters.**

*Motion by Michelle and second by Elvira, carries 6 – 0.*

**13. ADJOURNMENT OF OPEN MEETING TO GO INTO EXECUTIVE SESSION IN ORDER TO DISCUSS MATTERS LISTED ON THE AGENDA PERTAINING TO PERSONNEL AND CONTRACT NEGOTIATIONS.**

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**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.

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**14. RETURN TO OPEN SESSION FROM CLOSED SESSION**

**a. Discuss/take appropriate action, if any with regard to personnel.**

*Char motions to make amendments to the Executive Director compensation agreement as stated in the letter dated Sep 5<sup>th</sup> to be added to his employment contract, second by Elvira, motion*

*carries 6 – 0.*

## REPORTS

### 15. Executive Director

**Doug Dowler**

**a. SPECD Annual banquet**

*Still on for October in Aransas Pass Civic Center but be prepared it could change.*

**b. Admin Services Contract**

*We are still waiting on Mike's review. Already approved by council.*

**c. Development of MEDC owned property**

*Building at 109 San Patricio sustained wind damage during storm. After inspection, it was determined it will have to be torn down. The property is covered under windstorm. Murals will be removed and stored at the EDC office. The EDC staff will look for another location to display murals. City has condemned location and blocked off parking area in front for safety.*

**d. Whitman Property Development**

*Doug presents the development budget cost analysis for the Whitman Property. It will cost \$9,867 to perform the survey titles search etc., to make the property legitimate for sale. The city owns the property and should be responsible for paying for it. Doug asks guidance from the board on how to proceed. The board agrees to notify the city in writing that it is the City's responsibility to proceed.*

**e. Transfer of MEDC records**

*Back in April of 2017 the EDC requested records from the City be provided to the EDC by written memo. As of today they have not done so. The EDC board members requests a second written letter addressed to the city council request in the records.*

### 16. Marketing/Facebook Report

**Bobbie Bramel**

**a. Facebook statistics**

*Up to 560 Likes reached over 3,000. Facebook proved to be a valuable tool for communication during Hurricane Harvey resources and emergency information.*

**b. Census 2020**

*Attended CBCG regional presentation of how Census 2020 will take place.*

**c. Butter's Grand Opening Postponed TBD due to Harvey**

**d. Small Business Orientation Postponed TBD**

*rescheduled for Sep 14<sup>th</sup> from 6-8pm at the EDC*

**e. Marketing Training Classes**

*Possible future EDC social media expansion (Instagram)*

*Sep 22<sup>nd</sup> National Women in Business Day brunch 9am.*

### 17. IT and Conversion from the City

**Dea Brite**

*EDC has disaster recovery plan and 2 back ups for information. Accounting is backed up and can bring back up at any time. Disaster recovery for small businesses is imperative. For the new year, Dea would like to further back up records on line. QuickBooks allows for that. We've got most of everything we need for now. Dea would like to have a server for security. The independent accounting process is complete. I am writing up the procedures for checks. Treasurer has full access to the accounts. Doug and Dea has view only. There are separate accounts for SMRF funds. Dea created payments coupons for clients to mail in.*

**18. DISCUSSION OF FUTURE AGENDA ITEMS FOR OCTOBER 2017 MEDC BOARD MEETING:**

*Char reminds board of Library Luncheon at 11:30. EDC has sponsored a table. Elvira clarifies that executive meeting will be on Mondays at 2pm once a month. Dana would like an update of SOP. Also a proposal for 3<sup>rd</sup> party audit. Update on beautification grant (downtown façade) recipients. Are the projects complete?*

**19. MEETING ADJOURNMENT.**

*Elvira motions to adjourn, Char seconds, adjourned 6 – 0.*