

**NOTICE OF REGULAR MEETING & PUBLIC HEARING
MISSION ECONOMIC DEVELOPMENT CORPORATION
AUGUST 17, 2021 5:30 P.M.
CENTER FOR EDUCATION AND ECONOMIC DEVELOPMENT**

Join Zoom Meeting (by computer or Mobile App)

<https://us02web.zoom.us/j/88982270733?pwd=cmxpRWgzQ1NzYWN5VEJDL0Yya0F3Zz09>

Meeting ID: 889 8227 0733, Password: 125036;

Or Dial by telephone: +1 346 248 7799, Meeting ID: 889 8227 0733 , Password: 125036

PRESENT:

Pete Jaramillo, Vice President
Aissa I. Garza, Secretary
Dr. Sonia Treviño, Treasurer
Balde Morales
Mayor Armando O’Caña served in the Mayor
Position

ABSENT:

S. David Deanda, Jr., President
Mario Garza

ALSO PRESENT:

STAFF PRESENT:

Daniel Silva, Chief Executive Officer
Joel A. Garza, Chief Operating Officer
Judy Vega, Executive Assistant
Gus Martinez, City Attorney
Randy Perez, City Manager
Angie Vela, Finance Director
Ezeiza Garcia, Assistant Finance Director
David Gonzales, Accountant
David Flores, Deputy City Manager
Jasmine Ramos, MEDC Receptionist
James Francis Love, Network Support Specialist
Bertha Ramirez, Administrative Assistant
Joe Salazar, Accountant
Shaine Mata, Facility Manager
Daniel Rivera, Director of Programs & Marketing

1. Call to order

With a quorum being present Vice President Pete Jaramillo called the meeting to order at 5:38 p.m.

2. Approval of Minutes: July 20, 2021

There being no corrections or additions Secretary Aissa I. Garza moved for approval of the regular board meeting minutes of July 20, 2021. Motion was seconded by Balde Morales and approved 4-0.

3. Tabled (07/20/2021): Approval of Adjusted Financial Statement for June 2021

Mayor Armando O’Caña moved to bring this item off the table for discussion. Motion was seconded by Secretary Aissa I. Garza and approved 4-0.

Finance Director Angie Vela presented and recommended approval of the Adjusted Financial Statement for the month of June 2021. Ms. Vela mentioned that this item was tabled due to an error that has since been corrected. The correction was related to Total Assets under Accounts Receivable, which should have read \$5,044.70. She briefly went over the balances and revenues, total assets, expenditures, and ending fund balances.

Treasurer Dr. Sonia Treviño joined the meeting at 5:43 p.m.

There being no corrections or additions, Treasurer Dr. Sonia Treviño made a motion to approve the adjusted financial statement for the month of June 2021. Motion was seconded by Balde Morales and approved 5-0.

4. Approval of Adjusted Financial Statement for July 2021

Finance Director Angie Vela presented and recommended approval of the Adjusted Financial Statement for the month of July 2021.

There being no corrections or additions, Secretary Aissa I. Garza made a motion to approve the adjusted financial statement for the month of July 2021. Motion was seconded by Balde Morales and approved 5-0.

5. Acceptance of Quarterly Report of Investments for the Quarter ending June 30, 2021, and Interest Earned for Nine Months ending June 30, 2021

Finance Director Angie Vela presented the Quarterly Report of Investments for the Quarter ending June 30, 2021, and Interest Earned for Nine Months ending June 30, 2021

There being no corrections or additions, Secretary Aissa I. Garza made a motion to accept the Quarterly Report of Investments for the Quarter ending June 30, 2021, and Interest Earned for Nine Months ending June 30, 2021. Motion was seconded by Treasurer Dr. Sonia Treviño and approved 5-0.

6. Approval of The Reyna Network LLC invoice totaling \$3,750 related to EDA Project #08-79-05396 for services from July 17, 2021, to August 16, 2021

CEO Daniel Silva presented this item by saying that this was a recurring monthly invoice related to the \$3 million EDA grant for grant administration services. The grant was awarded for the purpose of drainage improvements related to the Shary Village Industrial Park Roadway & Drainage. Mr. Silva said that we are at the design phase of the project and that site certification was pending (now in place) due to ROW easements that needed to be conveyed to the city. Mr. Silva said that an item in today’s agenda is related to authorization to solicit bids for the construction of this project. He also mentioned that the 10-month grant administrator’s contract is about to expire, and he needs to meet with her to see what modifications (if any) need to be

made. An extension of the contract may be in place with no changes to the fees. A progress report on the project is attached for the Board's review. Mr. Silva is requesting approval of the invoice.

Balde Morales moved for the approval of The Reyna Network LLC invoice totaling \$3,750 related to EDA Project #08-79-05396 for services from July 17, 2021, to August 16, 2021. Motion was seconded by Secretary Aissa I. Garza and approved 5-0.

7. Approval of City of Mission Invoice #2 in the amount of \$17,438.50

CEO Daniel Silva said that this invoice was related to the Shary Village Industrial Park Roadway & Drainage Improvements Project. Melden & Hunt Engineering was awarded the design contract in December 2020. The City of Mission pays the invoices, and we reimburse them. He is requesting approval of the invoice.

Secretary Aissa I. Garza moved for the approval of City of Mission Invoice #2 in the amount of \$17,438.50. Motion was seconded by Balde Morales and approved 5-0.

8. Public Hearing – MEDC to consider the following project during the proposed FY 2021-2022: Clover Hills Dentistry, to be located at 2605 N. Shary Road, Mission, in an amount not to exceed \$20,000

Vice President Pete Jaramillo opened the public hearing at 5:56 p.m. and asked for comments on the proposed project for FY 2021-2022, infrastructure improvements for Clover Hills Dentistry, to be located at 2605 N. Shary Road, Mission, in an amount not to exceed \$20,000.

There being no comments, Vice President Pete Jaramillo declared the public hearing closed at 5:57 p.m.

The notice of public hearing and notice of intention to undertake this project was published on July 23, 2021. The 60-day comment period will end on September 22, 2021.

9. Authorization to solicit bids for construction services related to the Shary Village Industrial Park Roadway & Drainage Improvements

CEO Daniel Silva is seeking authorization to solicit bids for construction services related to the Shary Village Industrial Park Roadway & Drainage Improvements. The City of Mission will oversee the procurement process. Once the city selects the construction company, he will share with the Board with a recommendation to award construction services. The last step is to take to City Council for authorization to award.

Treasurer Dr. Sonia Treviño moved for the authorization to solicit bids for construction services related to the Shary Village Industrial Park Roadway & Drainage Improvements. Motion was seconded by Secretary Aissa I. Garza and approved 5-0.

10. Authorization to award bid for Cyber Mission Training Program Services RFP #21-304-06-08

CEO Daniel Silva is requesting authorization to award bid for Cyber Mission Training Provider services to CompTIA Career Tech Academy. Mr. Silva said two companies submitted proposals. The other company was Ancora Corporate. Questions were made regarding cost differences and qualifications between the two companies. COO Joel Garza provided a cost difference to train 130 students with CompTIA for this year's training, for a total of \$325,000, or \$2,500 per student. This amount is 6.95% less than last year which was \$2,686.68 per student. CompTIA has significantly reduced their training price per student on proposals since the program initiated. Ancora Corporate provided a proposal as a whole to train all students, but CompTIA provided a breakdown of their services per student. Mr. Garza explained that CompTIA was selected based on their past performance and delivery. In comparing the two, Ancora Corporate presented a "built-to-suit" solution instead of a specified proposal. They did not provide information on the type of program, the structure, the timeline, and/or other requested items. Secretary Aissa I. Garza asked on whether MEDC could keep the \$25,000 surplus funds or if MEDC had to return them. Finance Director Angie Vela said that it was possible to keep the funds as long as a budget amendment is submitted to the state asking them to allocate the funds from one category to another, as long as it's within the scope of the program. Discussion took place on the scoring of both proposals, on whether it may be more expensive if Ancora Corporate was awarded and on the manner in which the scoring was conducted. Vice President Pete Jaramillo mentioned that CompTIA did score higher and was evaluated based on past performance and he felt comfortable with awarding the bid to them. Balde Morales agreed with Vice President Pete Jaramillo. Nothing further was reported.

Balde Morales moved for authorization to award bid for Cyber Mission Training Program Services RFP #21-304-06-08 to CompTIA Career Tech Academy. Motion was seconded by Treasurer Dr. Sonia Treviño and approved 4-1 with Secretary Aissa I. Garza against.

11. MEDC Strategic Plan Presentation

CEO Daniel Silva said MEDC's Strategic Plan is a plan designed to be used as a guide. It outlines what we do as an economic development corporation. The MEDC has been focusing on entrepreneurship, stem education, infrastructure, and transportation, quality of life, business retention and expansion, and business recruitment. It is being presented today to inform the Board that it is in place and that contains strategies that he plans to incorporate. Mr. Silva is proposing that a periodic review of the plan takes place. Mayor Armando O'Caña suggested that the plan is updated and that funds are allocated to do so. He said Mission has changed tremendously in the past 10 years. Mayor O'Caña said he would like for President S. David Deanda, Vice President Pete Jaramillo, and MEDC CEO Daniel Silva to coordinate the scheduling of a workshop to review the strategic plan. No further comments were made.

At 6:21 p.m., Vice President Pete Jaramillo announced that the Mission Economic Development Corporation Board of Directors would be convening in executive session. Secretary Aissa I. Garza moved to convene in executive session. Motion was seconded by Balde Morales and approved 5-0.

12. Executive Session Pursuant to V.T.C.A. Gov. Code Sec. 551.001

Consultation with Attorney Sec. 551.071

Personnel Matters Sec. 551.074

A. Discussion of MEDC Staff Positions

The Mission Economic Development Corporation Board of Directors will reconvene in open session to take any actions necessary

At 6:51p.m., Vice President Pete Jaramillo announced that the Mission Economic Development Corporation Board of Directors was adjourning the executive session and convening in open session. Treasurer Dr. Sonia Treviño motioned to reconvene in open session. Motion was seconded by Secretary Aissa I. Garza and approved 5-0.

Secretary Aissa I. Garza moved for a motion to require the CEO, COO, and the Director of Programs and Marketing to report all outside secondary employment to the MEDC Board of Directors for prior approval on an annual basis. Motion was seconded by Treasurer Dr. Sonia Treviño and approved 5-0.

Secretary Aissa I. Garza made a motion to call a special meeting of the MEDC Board of Directors within the next two weeks, to discuss personnel matters. Motion was seconded by Dr. Sonia Treviño and approved 5-0.

13. Vice President's Comments.

Vice President Pete Jaramillo thanked everyone for participating at this meeting.

14. Adjournment.

Secretary Aissa I. Garza moved to adjourn the meeting. Motion was seconded by Balde Morales and approved 5-0. Meeting was adjourned at 6:54 p.m.

S. David Deanda, Jr., President

ATTEST:

Aissa I. Garza, Secretary