

City of Umland, Texas
Economic Development Corporation

Minutes of the December 7, 2020, Zoom Meeting

A. CALL TO ORDER

The meeting was officially called to order at 5:30 pm by Marian Loep

1. Roll Call

Members joining the zoom meeting were: Marian Loep, Barbara Ilse, Karen Gallaher, Erica Heideman, Kelly Anderson, Gregory Walt, Chris Betz (Honorary Member), and Victor Garza (EDC Consultant).

2. Declaration of Quorum

A quorum was declared.

B. PUBLIC COMMENTS

No public comments

C. PUBLIC HEARING

None

D. CONSENT AGENDA

1. October 27, 2020 EDC Meeting Minutes

Erica made a motion to accept the minutes. Gregory seconded. Motion carried.

2. Financials of October 2020

The FLBN balance as of October 31, 2020 is \$398,865.55.

There was an additional fee from the bookkeeping service of \$146.25 to reconcile past transactions. An EDC audit is required by law and the Comptroller's office has a February deadline. Victor will reach out to TML auditors to try and find someone to give us a proposal. Karen will contact a retired CPA living in Umland to see if she would be able to provide the audit. Erica made a motion to accept the financials. Gregory seconded. Motion carried.

E. DISCUSSION ONLY ITEMS

1. EDC Training

Upcoming Training Recommendations including Sales Tax Seminar, Basic Economic Development Course, Public Funds Investment Act Training, and any other required training.

- Open Records training is online.
- Retail Live – Victor will check when it is available.
- Economic Development Sales Tax (EDST) Workshop – At least one person should attend, either Board President or Treasurer.
- Basic ED Course – Even though we had the crash course from Victor. It is not required but one person should go during their term.
- Public Funds Investment Act – Treasurer or Chief Financial Officer should attend. Karen has taken the 16 hour training.

2. EDC Webpage and Social Media Policy Statement

Erica emailed Tracie about access to the EDC webpage on the City’s website. Documents need to be reviewed and corrected and in PDF format. Erica and Karen volunteered to work on getting the EDC webpage into compliance.

EDC agreed to focus on getting the webpage into compliance before starting on social media. Victor and Gregory will work on a social media policy statement.

3. San Marcos Greater Partnership

Karen suggested EDC join the San Marcos Greater Partnership. Chris is meeting later this week with Jason Giulietti and will ask him if he would be willing to join us for a future meeting to discuss the benefits of being a member of this group. Victor will also reach out to him.

4. Outreach During Pandemic

The board discussed possibly sending out information about the Umland EDC to current and prospective businesses. Victor has reached out to the Governor’s office and signed up on their webpage for the Umland EDC to get information on businesses interested in this area.

5. Downtown Revitalization Project

Only one EDC member submitted comments. The board discussed the need to find out the plans for the Highway 21 expansion before focusing on this project. The city has established a Highway 21 Committee consisting of Karen, Chris, Curtis Wells and Naomi Shrock. The committee sent a certified letter to Judge Becerra and is waiting on a reply. Anyone interested in attending these meetings may email Karen or Chris.

6. Planning and Zoning Meeting

This group meets the 3rd Wednesday of each month. Karen participates in those meetings but would rather not represent EDC. Meeting information is on the City’s website. Victor will participate in the next P&Z meeting and report on it at the next meeting.

F. DISCUSSION AND POSSIBLE ACTION ITEMS

1. Allison Garcia's resignation from the EDC Board
Allison has submitted her letter of resignation. Barbara made a motion to accept Allison's resignation. Kelly seconded. Motion carried.
2. TexSTAR Application
Chris read the resolution to the board for participation in the Texas Short Term Asset Reserve Program (TexSTAR). Barbara made a motion to accept the resolution as read. Kelly seconded. Motion carried.
3. TexSTAR Authorized Representatives
Chris explained that we can have up to four authorized representatives on the TexSTAR account. Primary Contact will be Karen (she will receive all paperwork involved with transactions). Inquiry only will be the bookkeeper. Authorized Representatives will be Karen, Marian, Kelly and Erica. Chris will need contact information for the authorized representatives (phone number and email address) in order to complete the application. The official EDC seal has been received to stamp the application. Gregory made a motion to accept the authorized representatives. Karen seconded. Motion carried.
4. EDC Investment Policy
EDC approved a financial policy on December 17, 2019, and this document will be reviewed by EDC's legal consultant. The final document will be sent to Erica and Karen for posting on the EDC webpage.
5. Legal contract for Law Office of Victor Garza, PLLC
Victor contacted the State Bar to see if he can serve as our legal contact and also our consultant. He is allowed to do this as long as the two contracts are kept separate. He has provided us with a Client Engagement Agreement. This would run concurrent with his consultant contract. Erica made a motion to accept Victor as our legal service provider. Gregory seconded. Motion carried. This agreement will need to be signed and submitted to city council in January for approval.

G. EXECUTIVE SESSION

None

H. ANNOUNCEMENTS

None

I. ATTENDANCE BY OTHER ELECTED OR APPOINTED OFFICIALS

None

J. ADJOURNMENT

Karen made a motion to adjourn. Erica seconded. Motion carried. Meeting adjourned.