



Meeting Minutes

Corpus Christi Business and Job Development Corporation

Monday, August 19, 2019

4:00 PM

City Council Chambers

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the City Secretary's office (at 361-826-3105) at least 48 hours in advance so that appropriate arrangements can be made.

The mission of the Business & Job Development (Type A) and B Corporations is to promote and enhance the City of Corpus Christi's economic base by supporting projects and programs that create primary jobs, improve small business and affordable housing opportunities, and improve infrastructure in our City.

A. President Scott Harris to call the meeting to order.

President Scott Harris called the meeting to order at 4:03 p.m.

B. Call Roll and Excuse Absences:

City Secretary Rebecca Huerta called the roll and verified that a quorum of the Board was present to conduct the meeting.

Board Member John Valls was absent.

Present: 5 - President Scott Harris, Board Member Leah Pagan Olivarri, Board Member Diana Summers, Board Member Robert Tamez and Board Member Lee Trujillo

Absent: 1 - Board Member John Valls

C. MINUTES

1. Approval of Minutes of the May 9, 2019 Special Meeting and the July 15, 2019 Regular Meeting

President Harris referred to item 1. Mr. Tamez made a motion to approve the minutes of May 9, 2019 Special Meeting and July 15, 2019 Regular Meeting minutes, seconded by Mr. Trujillo, and passed unanimously. (Board Member John Valls was absent).

D. FINANCIAL REPORT

2. Type A Financial Reports as of June 30, 2019

President Harris referred to Item 2. Alma Casas, Assistant Director of Financial Services presented the financial reports as of June 30, 2019. There were no

questions from the board.

I. PUBLIC COMMENT

President Harris referred to Public Comment. There were no comments from the public.

PLEASE BE ADVISED THAT THE OPEN MEETINGS ACT PROHIBITS THE CORPORATION FROM RESPONDING AND DISCUSSING YOUR COMMENTS AT LENGTH. THE LAW ONLY AUTHORIZES THEM TO DO THE FOLLOWING:

- 1. MAKE A STATEMENT OF FACTUAL INFORMATION.**
- 2. RECITE AN EXISTING POLICY IN RESPONSE TO THE INQUIRY.**
- 3. ADVISE THE CITIZEN THAT THIS SUBJECT WILL BE PLACED ON AND AGENDA AT A LATER DATE.**

E. CLOSED SESSION ITEMS: (None)

F. AGENDA ITEMS: (3-8)

- 3.** Motion approving a Professional Services contract to Govind Development, LLC, in the amount of \$267,470 to design levee improvements for the Salt Flats Levee Improvements Project with funds available in the Type A Seawall Fund, and recommending City Council approval.

President Harris referred to item 3. Mr. Harris announced that item 3 was withdrawn by staff.

- 4.** Motion authorizing Renewal No. 2 of the Small Business Incentives Agreement between the Corpus Christi Business and Job Development Corporation and Del Mar College for an internship program in the amount of \$150,000 from January 1, 2020 through December 31, 2020

President Harris referred to Item 4. Mr. Harris asked Board Members if items 4 - 8 could be briefed and voted on in one motion. Board members agreed.

Chief Operating Officer of the Corpus Christi Regional Economic Development Corporation Mike Culbertson discussed items 4 - 8.

Board Members and Mr. Culbertson discussed the following topics: how many people have been through the Internship program in the past year; information the university publish to attract employers to the program; small contractors bidding issues and discusses a San Antonio project called project quest.

Mr. Tamez made a motion authorizing the renewal of items 4, 5, 6, 7 and 8,

seconded by Ms. Olivarri, and passed unanimously. (Board Member John Valls was absent).

5. Motion authorizing Renewal No. 2 of the Small Business Incentives Agreement between the Corpus Christi Business and Job Development Corporation and Texas A&M University - Corpus Christi for an internship program to support small businesses in the amount of \$150,000 from January 1, 2020 through December 31, 2020

Refer to item 4 for the approval of item 5.

6. Motion authorizing Renewal No. 2 of the Small Business Incentives Agreement between the Corpus Christi Business and Job Development Corporation and LiftFund for the interest buy-down program in the amount of \$150,000 from October 1, 2019 through September 30, 2020

Refer to item 4 for the approval of item 6.

7. Motion authorizing Renewal No. 2 of the Small Business Incentives Agreement between the Corpus Christi Business and Job Development Corporation and Service Corps of Retired Executives (SCORE) Chapter 221 for Small Business Assistance in the amount of \$54,000 from October 1, 2019 through September 30, 2020

Refer to item 4 for the approval of item 7.

8. Motion authorizing Renewal No. 2 of the Small Business Incentives Agreement between the Corpus Christi Business and Job Development Corporation and Del Mar College's Procurement Technical Assistance Center (PTAC) for Small Business Assistance in the amount of \$99,500 from January 1, 2020 through December 31, 2020

Refer to item 4 for the approval of item 8.

G. PRESENTATION ITEMS: (9-10)

9. Engineering Services Monthly Update - August 2019

President Harris referred to Item 9. Director of Engineering Service Jeffrey Edmonds presented the Engineering Services monthly project update. There were no questions from the Board.

10. Mirador Maintenance Quarterly Update

President Harris referred to Item 8. Director of Parks and Recreation Jermel Stevenson presented the Mirador Maintenance Quarterly update.

In response to a board member's question Mr. Edmonds stated the water fountains will be included in the new CIP.

H. EXECUTIVE DIRECTOR COMMENTS:

President Harris referred to Executive Director Comments. City Manager Peter Zanoni stated there were no comments.

J. IDENTIFY FUTURE AGENDA ITEMS

President Harris referred to the future agenda. Chief Financial Officer Constance Sanchez identified the following future items: present the Salt Flats Levee contract and the baseball stadium quarterly report.

Mr. Harris ask if the Vice President vacancy can be added the the September Agenda. City Manager Peter Zanoni stated they will add the election to the September agenda.

Mr. Tamez asked about the Affordable Housing Workshop. Ms. Sanchez stated it will not be ready by September, but it has been added to the list of future items.

Mr. Trujillo suggested having Ms. Casas review the financial report with the newly appointed Board Member Diana Summers.

K. ADJOURNMENT

There being no further business, President Harris adjourned the meeting at 4:33 p.m.

** Regardless of the agenda heading under which any item is listed, any word or phrase of any item listed on this agenda shall be considered a subject for consideration for purposes of the Texas Open Meetings Act and other relevant laws, and the Board of Directors may deliberate and vote upon any such subject and resolutions related thereto. Any descriptions of property or amounts stated in this agenda are descriptive and not restrictive, and property and amounts may be changed in the motions, actions or documents. In addition to other items listed in this agenda, policies and procedures of this corporation, legal analysis of any items, policies or procedures, and any items that are currently receiving funding from this corporation may be discussed and deliberated and these matters are added as subjects of discussion to this meeting. This agenda has been reviewed and approved by the attorney for the governing body, and the presence of any subject or description in the Executive Session portion of this agenda constitutes a written interpretation of Chapter 551 of the Texas Local Government Code by the attorney for this corporation indicating that said subject or description thereof may be legally discussed in a closed meeting.*