

**NOTICE OF REGULAR MEETING & PUBLIC HEARING
MISSION ECONOMIC DEVELOPMENT CORPORATION
SEPTEMBER 25, 2024 4:00 PM
CENTER FOR EDUCATION AND ECONOMIC DEVELOPMENT**

PRESENT:

Richard Hernandez, President
Jose G. Vargas, Vice President
Deborah Cordova, Secretary
Estella Saenz, Treasurer
Julian Alvarez
Carl Davis
Mayor Norie Gonzalez Garza

ABSENT:

ALSO PRESENT:

Greg Kerr, JGKL LLP

STAFF PRESENT:

Tecló J. Garcia, CEO
Belen Guerrero, COO
Ruben Ramos, Director of Business
Development
Judy Vega, Executive Assistant
Joe Salazar, Financial Officer
Mike Perez, City Manager
Naxiely Lopez-Puente, Director of
Communications & External Affairs
Brianna Casares, Manager of Marketing &
Programs

1. Call to Order and Establish Quorum

After establishing a quorum of the Board of Directors, President Richard Hernandez called the special meeting to order at 4:07 PM.

2. Invocation: Mayor Norie Gonzalez Garza.

3. Pledge of Allegiance: Treasurer Estella Saenz.

4. Citizen's Participation: None.

5. Approval of Minutes: Regular Meeting & Public Hearing of August 28, 2024

There being no corrections or additions, Vice President Jose G. Vargas moved for approval. Motion was seconded by Carl Davis and approved 6-0.

6. Deliberation and possible action for acceptance of adjusted Financial Statement for August 2024.

Financial Officer Joe Salazar presented and recommended approval of the adjusted Financial Statement for the month of August 2024. Mr. Salazar began his report by saying that Total Revenues for this month were \$592,423.93. Total Transfers-In were \$950.00. Total Resources Available were \$18,507,115.85. Total Expenditures were \$1,915,732.87 with a Transfer-Out of \$1 million. Ending Fund Balance was reported at \$15,591,382.98. Total Fund Balance and Liabilities match at \$16,578,643.02. Long Term Debt amount totals \$7,522,800.56, but if we were to deduct -1256,565.34 (available in debt service), this would leave a balance of \$6,266,235.22. Mr. Salazar mentioned that we did meet the two-month reserve amount requirement of \$1,113,064.00. Mr. Salazar briefly mentioned entries on the Reconciliation Balance Sheet, Estimated Fund Balances, Capital Assets, and reported a total Estimated Net Position of \$15,267,867.00. Mr. Salazar also reported on Reserve Calculations for Debt Services related to Frost Bank and BBVA Banks and said he had met with legal counsel Greg Kerr to discuss reserve requirements and obligations. Mr. Kerr said that MEDC has met all the requirements.

Deborah Cordova left the meeting at 4:15 PM.

There being no corrections or additions, Mayor Norie Gonzalez Garza moved for approval of the adjusted Financial Statement for the month of August 2024. Motion was seconded by Vice President Jose G. Vargas and approved 5-0.

6. Deliberation and possible action for approval of Resolution No. 2024-08, A resolution of the Mission Economic Development Board of Directors regarding request of Fractal Polymers, LLC, for the issuance of one or more series of revenue bonds, authorizing the filing of an application for allocation of volume cap for private activity bonds with the Texas Bond Review Board, authorizing public hearings regarding the bonds, and authorizing other action related thereto.

Lee McCormick, President of Community Development Associates, presented this item by saying that Fractal Polymers LLC is a project this Board has already seen before. Fractal Polymers is requesting an inducement resolution for their plastic recycling facility, a 450,000 sq. ft. facility, which falls into the pollution control category in regard to private activity bonds. Their bond request allocation is in the amount of \$150 million. Mr. McCormick mentioned that Quintana Infrastructure & Development LLC has funded this project, engineering, and development costs of the facility to date. The company has spanned more than \$460 million of equity capital across 13 investments, for the manufacturing of pumps for internal combustion engines, saltwater management, disposal, and related logistics. Since the last resolution was approved more than 18 months ago, a new resolution is needed to apply to the Texas Bond Review Board for bond allocation. This project will be located in one or more of the following locations in Texas: Baytown, North Houston, or Cleveland. Bond counsel for this transaction is Bracewell LLP, and underwriter counsel is Orrick Herrington & Sutcliffe LLP.

Mr. McCormick said this is a conduit transaction for the MEDC. The borrower is responsible for repayment of the debt. Approval of this resolution does not impose any payment or obligation on MEDC or the City of Mission in connection with the financing. There is potential “reputational risk” if the borrower defaults since the MEDC name is included on the bonds.

Assuming a \$100 million initial transaction, MEDC is expected to receive approximately \$160,000 for serving as issuer of the bonds and an initial annual fee of \$25,000. Assuming a minimum of 10 years outstanding the annual fees will total an additional \$250,000. Mr. McCormick recommends adoption of the resolution to finance the proposed project.

Vice President Jose G. Vargas moved for approval of Resolution No. 2024-08 as presented. Motion was seconded by Treasurer Estella Saenz and approved 5-0.

Resolution No. 2024-08

Resolution regarding request of Fractal Polymers, LLC, for the issuance of one or more series of revenue bonds, authorizing the filing of an application for allocation of volume cap for private activity bonds with the Texas Bond Review Board, authorizing public hearings regarding the bonds, and authorizing other action related thereto.

8. **Deliberation and possible action for approval of Resolution No. 2024-09, A resolution of the Mission Economic Development Board of Directors regarding request of Oberon Fuels, Inc., for the issuance of one or more series of revenue bonds, authorizing the filing of an application for allocation of volume cap for private activity bonds with the Texas Bond Review Board, authorizing public hearings regarding the bonds, and authorizing other action related thereto.**

Mr. McCormick presented this next item by saying he is requesting adoption of an inducement resolution for California-based Oberon Fuels, Inc., parent company of Titania DME, LLC. The company is on a mission to decarbonize the fuel and energy sectors through the commercialization of low carbon or carbon-negative fuels made from renewable resources or industrial byproducts. Oberon’s fuel is made from organic waste, such as food waste, agricultural waste, and cellulosic waste. With the world’s first commercial-scale plant and a pipeline of projects for hundreds of millions of gallons per year, Oberon aims to deliver major environmental benefits while energizing local communities with new plants and jobs, turning waste into value. The company is partnering with Cal-Maine Foods, the largest producer and distributor of shell eggs in the United States, which operates a farm near the project location. Poultry manure from Cal-Maine’s operating farm site will be fed to a newly constructed anaerobic digester to be sited near Cal-Maine’s complex. Oberon’s RNG will be injected into a nearby gas pipeline, producing an estimated 230K MMBtu of RNG per year. The project will be located on an approximately 23-acre sub-parcel located near the Cal Maine Food Farm Complex 2 and 2295 FM 1096, Wharton, Wharton County Texas 77488.

The company is applying for a \$100 million bond allocation with the Texas Bond Review Board. Bond issuer and counsel is Bracewell LLP, and the underwriter will be Morgan Stanley. The borrower’s counsel will be Latham & Watkins. As with the prior agenda item related to another bond resolution approval, Mr. McCormick said this is a conduit transaction

for the MEDC. The borrower is responsible for repayment of the debt. Approval of this resolution does not impose any payment or obligation on MEDC or the City of Mission in connection with the financing. There is potential "reputational risk" if the borrower defaults since the MEDC name is included on the bonds.

Assuming a \$100 million initial transaction, MEDC is expected to receive approximately \$160,000 for serving as issuer of the bonds and an initial annual fee of \$25,000. Assuming a minimum of 10 years outstanding the annual fees will total an additional \$250,000. Mr. McCormick recommends adoption of the resolution to finance the proposed project.

Carl Davis moved for approval of Resolution No. 2024-09 as presented. Motion was seconded by Mayor Norie Gonzalez Garza and approved 5-0.

Resolution No. 2024-09

Resolution of the Mission Economic Development Board of Directors regarding request of Oberon Fuels, Inc., for the issuance of one or more series of revenue bonds, authorizing the filing of an application for allocation of volume cap for private activity bonds with the Texas Bond Review Board, authorizing public hearings regarding the bonds, and authorizing other action related thereto.

9. **Deliberation and possible action for approval of Resolution No. 2024-10, A resolution of the Mission Economic Development Board of Directors regarding request of Waste Management, Inc., or one or more affiliates thereof for the issuance of one or more series of revenue bonds, authorizing the filing of an application for allocation of volume cap for private activity bonds with the Texas Bond Review Board, authorizing public hearings regarding the bonds, and authorizing other action related thereto.**

Julian Alvarez joined the meeting at 4:32 PM.

Mr. McCormick introduced this item by saying that Waste Management, Inc. (WM) is a Delaware corporation and North America's leading provider of comprehensive waste management environmental services. Based in Houston, WM, through its subsidiaries, provides collection, transfer, recycling and resource recovery, and disposal services and is a leading developer, operator, and owner of landfill gas-to-energy facilities in the United States.

In order for the bonds to qualify as tax-exempt, certain federal and state tax law requirements must be met, including having a governmental entity/agency issue such bonds for the benefit of the Company. Therefore, the Company has requested the MEDC serve as the governmental issuer of these bonds. The bonds will be used to finance various facilities located throughout Texas and it is necessary to obtain consent from each jurisdiction where a facility to be financed is located. Additionally, public hearing notices were published in each jurisdiction where a portion of the project is located, and public hearings have been held to satisfy federal tax law requirements.

The company is applying for a \$200 million bond allocation with the Texas Bond Review Board. Bond issuer and counsel is Bracewell LLP, and the underwriter will be Bank of

America Securities, Inc. The borrower's counsel will be Locke Lord LLP. As with the prior agenda item related to another bond resolution approval, Mr. McCormick said this is a conduit transaction for the MEDC. The borrower is responsible for repayment of the debt. Approval of this resolution does not impose any payment or obligation on MEDC or the City of Mission in connection with the financing. There is potential "reputational risk" if the borrower defaults since the MEDC name is included on the bonds.

Based on an initial transaction of \$50 million, at closing the MEDC is expected to receive approximately \$92,500 for serving as the Issuer of the bonds and an annual fee of \$12,500 until maturity. Mr. McCormick recommends adoption of the resolution to finance the proposed project.

Vice President Jose G. Vargas moved for approval of Resolution No. 2024-10 as presented. Motion was seconded by Carl Davis and approved 6-0.

10. Deliberation and possible action for approval of Amendment to MEDC's Purchasing Policy.

No action was taken.

11. Public Hearing – MEDC Fiscal Year 2025 proposed project consideration related to an economic incentive for a facility to be located at 1405 Business Park Drive, Mission, Texas (Project Tiny).

At **4:40 PM**, President Richard Hernandez opened the public hearing for any comments.

There were no comments.

At **4:41 PM**, President Richard Hernandez closed the public hearing.

12. Deliberation and possible action related to the approval of an Economic Development Performance Agreement for Project Tiny.

CEO Tecló J. Garcia noted that on August 28, 2024, the MEDC Board authorized staff to negotiate an incentive agreement in an amount not to exceed \$120,000 related to an economic incentive for a facility to be located at 1405 Business Park Drive, Mission Texas (Project Tiny). The incentive is to be paid in one installment upon meeting certain requirements. The Economic Development Performance Agreement has been drafted and is being presented for approval consideration. Mr. Garcia mentioned that these tiny homes project is a \$10 million investment and that the company has already hired 19 employees. Mr. Garcia recommends approval.

Vice President Jose G. Vargas moved for approval of an Economic Development Performance Agreement for Project Tiny. Motion was seconded by Julian Alvarez and approved 6-0.

13. Deliberation and possible action to authorize staff to publish a Notice of Intention to Undertake a Project or Projects for Fiscal Year 2025 for Project Tiny.

Vice President Jose G. Vargas moved to authorize staff to publish a Notice of Intention to Undertake a Project or Projects for Fiscal Year 2025 for Project Tiny. Motion was seconded by Treasurer Estella Saenz and approved 6-0.

14. Deliberation and possible action to approval of a First Amendment to Economic Development Performance Agreement between Mission Economic Development Corporation and Haidar Properties LLC dba IHOP.

CEO Tecló J. Garcia presented this item by saying that on April 1, 2023, Mission EDC entered into an Economic Development Performance Agreement with Haidar Properties Inc. LLC dba IHOP in Mission, a project that was approved by the MEDC Board in October 2022. The company was to receive five annual payments of \$67,600 for a total of \$338,000 upon meeting certain requirements as follows: Open an IHOP in Mission; hire 60 employees; obtain a Certificate of Occupancy; become a member of the Mission Chamber, and donate to two non-profit organizations (\$3,000 each); all within 120 days of opening the restaurant. The company met all the requirements and the first installment of \$67,600 to Haidar Properties, Inc. was paid for on September 14, 2023. Isaac Garza, Director of Operations for IHOP has communicated to staff that the new IHOP location will be operating with approximately 40 employees for the remainder of the agreement's term, of which they are also committing to retaining. This adjustment comes in light of their inability to meet the original commitment of hiring 60 employees, prompting them to request an amendment to the performance agreement. Mr. Garcia recommends approval.

Carl Davis moved for approval of a First Amendment to Economic Development Performance Agreement between Mission Economic Development Corporation and Haidar Properties LLC dba IHOP. Motion was seconded by Julian Alvarez and approved 6-0.

15. Deliberation and possible action for the approval of a Professional Services Agreement between Mission Economic Development Corporation and IT Umbrella Group.

CEO Tecló J. Garcia said staff would like to renew a professional services agreement with IT Umbrella Group for technology assistance and support for MEDC staff and CEED. The detailed scope of work was attached for the Board's review. IT Umbrella was under contract for six months and has done a great job with IT work. They are very responsive even on weekends. MEDC has been pleased with the services provided by IT Umbrella Group and recommends an extension of their contract for one year. COO Belen Guerrero said the solicitation for proposals began a few months ago and one of the companies that submitted a proposal is not from Texas but from another state, their hours of service were limited, and they were proposing a two-year contract. IT Umbrella's hours are open, and they are always there to assist.

Secretary Deborah L. Cordova re-joined the meeting at 4:51 PM.

Julian Alvarez moved for approval of a Professional Services Agreement between Mission Economic Development Corporation and IT Umbrella Group in the amount of \$4,000 per month for 12 months beginning Oct. 1, 2024. Motion was seconded by Treasurer Estella Saenz and approved 7-0.

16. Deliberation and possible action for approval of a Contract for Professional Photography and Video Services between Mission Economic Development Corporation & RGV Photo Video.

Mr. Garcia introduced this item by saying that staff seeks to renew a one-year professional services agreement with RGV Photo Video for their exceptional coverage of various MEDC events, including grand openings, check presentations, and other social gatherings. A detailed scope of work was presented to the Board for their review. Due to the level of satisfaction with RGV Video Photo, MEDC would like to extend their contract for another year. Mr. Garcia noted that RGV Photo Video does video and photography services for MEDC, and their work has been showcased on our social media platforms. COO Belen Guerrero-Puente noted that RGV Video Photo is one of the very few companies that specializes in economic development projects. RGV Photo Video offers 20 hours of services each month, which may include photography, videography, or a combination of both. If additional hours are needed beyond the monthly allotment, a discounted rate of \$100 per hour will be billed. Other services are stipulated in the contract, which was provided to the Board for their review. President Richard Hernandez inquired about the contract's Cancellation Policy, which states "Cancellation for any other reason before the end of the one-year term will require the client to pay 50% of the remaining balance of the contract as a termination fee." He wanted to know if this was standard practice. Mr. Garcia proposed that we request the vendor to add a clause allowing the contract to terminate with or without cause provided a 30-day notice if given.

Julian Alvarez left the meeting at 5:06 PM.

Subject to the addition of a required 30-day notice to conclude the contract, Mayor Norie Gonzalez Garza moved for approval of a Contract for Professional Photography and Video Services between Mission Economic Development Corporation & RGV Photo Video in the amount of \$3,000 per month for 12 months beginning Oct. 1, 2024.

At **5:07 PM**, President Richard Hernandez announced that the Mission Economic Development Board of Directors were convening in closed session.

- 17. Closed Session Pursuant to V.T.C.A. Gov. Code Sec. 551.001. Deliberation and possible action regarding economic development negotiations or prospects (as permitted under Tex. Gov't Code Sec. 551.087), including, but not limited to the following: Report from CEO as to potential prospect(s):**

A. Project Noodles

Deliberation and possible action regarding real property (as permitted under Tex. Gov't Code Sec. 551.072), including, but not limited to the following:

M.E.D.C. Land

Consultation with Attorney and possible action (as permitted under Texas Government Code Section 551.071).

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

Carl Davis left the meeting at 5:38 PM.

At **5:42 PM**, President Richard Hernandez announced that the Mission Economic Development Board of Directors were reconvening in open session.

Motions are as follows:

Project Noodles: Vice President Jose G. Vargas moved for approval of a LOI for Project Noodles under the condition that the prospect must break ground within six months after being funded and obtain a Certificate of Occupancy within 18-months upon finalization of an agreement. Motion was seconded by Secretary Deborah L. Cordova and approved 5-0.

M.E.D.C. Land: Vice President Jose G. Vargas moved to authorize land acquisition as discussed in executive session. Motion was seconded by Treasurer Estella Saenz and approved 5-0.

18. CEO Report on Economic Development.

Vice President Jose G. Vargas left the meeting at 6:02 PM.

The CEO's economic report involved a series of short video presentations related to small businesses that received \$25,000 grants as part of MEDC's Downtown Assistance Program. They are: The Border Theatre, The Hook Up Barber University, Joe's Barber Shop, The Drunken Chicken and Adan & Elvia Garcia, owners of a small upholstery business. Mr. Garcia briefly reported on the following: City of Mission's commercial permits; international trade discussions with Ireland's Consul General Robert Hull; TEDC Investor Meeting participation; MEDA's \$1.7 in Scholarship Fund since 2013 (998 Mission students awarded with 190 this year); IEDC Retail Live South Central team participation; and IEDC Denver team participation.

COO Belen Guerrero-Aguirre congratulated Board Secretary Deborah L. Cordova for being named Chairman of Teach for America RGV and Vice President Jose G. Vargas for being named Businessman of the Year by the Greater Mission Chamber of Commerce.

19. President Comments.

Mayor Norie Gonzalez Garza said that the Mission Event Center had a successful RGV Food Bank's "Painting the Bowl of Giving" event September 24th, and mentioned that the RGV Food Bank is doing a great job at providing meals for over 400 families a week. Mayor Gonzalez Garza encouraged the Board to attend RGV Food Bank's "Empty Bowls" event from 11:00 AM to 1:30 PM on October 22nd at the Bert Ogden Arena in Edinburg, the RGV Food Bank's biggest event ever. Mr. Garcia mentioned that MEDC is a sponsor of the October 22nd event and if anyone is interested in participating please let staff know. Inviting area mayors, Mayor Gonzalez Garza also mentioned the possibility of a future visit to Mexico City to promote the Rio Grande Valley as a region.

CEO Tecló J. Garcia welcomed and introduced Ruben Ramos, MEDC Director of Business Development to the Board. Mr. Ramos introduced himself by saying that he was a banker for the past 21 years working for Morgan Chase Bank and PNC Bank. He is thankful for the opportunity to work with Mission EDC.

President Richard Hernandez thanked the Board for their time and service, and then wished Secretary Deborah L. Cordova a happy belated birthday (September 22nd).

20. Adjournment.

Treasurer Estella Saenz moved to adjourn the meeting. Motion was seconded by Secretary Deborah L. Cordova and approved 4-0. The meeting was adjourned at 6:19 PM.

Richard Hernandez, President

ATTEST:

Deborah L. Cordova, Secretary

**NOTICE OF SPECIAL MEETING
MISSION ECONOMIC DEVELOPMENT AUTHORITY, INC.
AUGUST 28, 2024**

The Board of Directors of the Mission Economic Development Authority, Inc., held a special meeting on Wednesday, August 28, 2024, at 4:00 PM, in person, at the Center for Education and Economic Development, 801 N. Bryan Road, Mission, Texas 78572, to discuss the following agenda:

1. Call to order and establish quorum.
2. Citizen's Participation.
3. Approval of minutes: Minutes of July 24, 2024
4. Deliberation and possible action for the approval of Resolution No. 2024-01, adopting Mission Economic Development Authority, Inc.'s Fiscal Year 2025 Budget.
5. Deliberation and possible action for the adoption of MEDA Investment Policy.
6. Naming of Investment Officer.
7. Deliberation and possible action related to the approval of Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives.
8. Deliberation and possible action related to the approval of TexPool Investment Pools Participation Agreement.
9. Adjournment.

Minutes are as follows:

PRESENT:

Richard Hernandez, Chair
Jose G. Vargas, Vice Chair
Deborah Cordova, Secretary
Estella Saenz, Treasurer
Mayor Norie Gonzalez Garza

ABSENT:

ALSO PRESENT:

Gene Vaughan JGKL LLP

STAFF PRESENT:

Tecló J. Garcia, CEO
Belen Guerrero-Aguirre, COO
Judy Vega, Executive Assistant
Joe Salazar, Financial Officer
Mike Perez, City Manager
Andy Garcia, Asst. City Manager
Naxiely Lopez-Puente, Director of
Communications & External Affairs
Brianna Casares, Manager of Marketing &
Programs

1. Call to order and establish quorum.

After establishing a quorum of the Board of Directors, Chair Richard Hernandez called the meeting to order at 6:10 PM.

2. Citizen's Participation: None.

3. Approval of minutes: Meeting of July 24, 2024

There being no changes or additions, Vice Chair Jose G. Vargas moved for approval of the meeting minutes of July 24, 2024 as presented. Motion was seconded by Mayor Norie Gonzalez Garza and approved 5-0.

4. Deliberation and possible action for the approval of Resolution No. 2024-01, adopting Mission Economic Development Authority, Inc.'s Fiscal Year 2025 Budget.

Financial Officer Joe Salazar presented Resolution 2024-01, adopting the Mission Economic Development Authority's Fiscal Year 2025 Budget. Mr. Salazar reported that total Available Resources were \$1,950,961.00, while total Appropriations were \$105,000.00. Unreserved Undesignated Fund Balance was reported at \$1,845,961.00. He recommends approval.

There being no corrections or additions, Secretary Deborah L. Cordova moved for approval of Resolution No. 2024-01, adopting the Mission Economic Development Authority's Fiscal Year 2025 Budget as presented. Motion was seconded by Treasurer Estella Saenz and approved 5-0.

5. Deliberation and possible action for the adoption of MEDA Investment Policy.

CEO Teclo J. Garcia presented the MEDA Investment Policy. He stated that this policy aligns with Mission Economic Development Corporation's investment policy with one exception of the name change to MEDA, and the removal of Multi-Bank Securities, Inc., as a participating bank. This indicates that MEDA will not participate in investment activities with this bank. Otherwise, all other provisions of the policy remain unchanged. Mr. Garcia recommends approval.

Secretary Deborah L. Cordova moved for the adoption of the MEDA Investment Policy as presented. Motion was seconded by Vice Chair Jose G. Vargas and approved 5-0.

6. Naming of Investment Officer.

CEO Teclo J. Garcia said that this item mirrors an item presented at the MEDC Board meeting, where MEDC Financial Officer Joe Salazar was named Investment Officer. However, he is proposing that both he and COO Belen Guerrero also be named Investment Officers by MEDA. Mr. Salazar noted that the Authority has the discretion to designate multiple officers and mentioned that Mr. Garcia and Ms. Guerrero will be certified in December as they have six months to obtain certification after their appointment.

Chair Jose G. Vargas moved to name Joe Salazar, Teclo J. Garcia, and Belen Guerrero MEDA Investment Officers. Motion was seconded by Treasurer Estella Saenz and approved 5-0.

7. Deliberation and possible action related to the approval of Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives.

Chair Richard Hernandez mentioned that this resolution ties-in with Item #6, in relation to Investment Officers, and was necessary in order to begin MEDA's investment participation with TexPool Investment Pools with the designated authorized representatives as named in Item #6.

Treasurer Estella Saenz moved for approval of a Resolution Authorizing Participation in the TexPool Investment Pools and Designating the following Authorized Representatives: Joe Salazar, Teclo J. Garcia, and Belen Guerrero. Motion was seconded by Vice Chair Jose G. Vargas and approved 5-0.

8. Deliberation and possible action related to the approval of TexPool Investment Pools Participation Agreement.

CEO Teclo J. Garcia that this agreement was a requirement by TexPool Investment Pools, in order for MEDA to participate in investments. He recommends approval.

Mayor Norie Gonzalez Garza moved for approval of the TexPool Investment Pools Participation Agreement. Motion was seconded by Vice Chair Jose G. Vargas and approved 5-0.

9. Adjournment.

At 6:18 PM, Mayor Norie Gonzalez Garza moved to adjourn the meeting. Motion was seconded by Vice Chair Jose G. Vargas and approved 5-0.

MINUTES OF THE MISSION ECONOMIC DEVELOPMENT AUTHORITY, INC. BOARD OF DIRECTORS SPECIAL MEETING HELD ON AUGUST 28, 2024 WERE APPROVED ON THIS THE 30TH DAY OF OCTOBER, 2024.

Deborah L. Cordova, Secretary

**NOTICE OF SPECIAL MEETING
MISSION EDUCATION DEVELOPMENT COUNCIL, INC.
AUGUST 28, 2024**

The Board of Directors of the Mission Education Development Council, Inc., held a special meeting on Wednesday, August 28, 2024, at 4:00 PM, at The Center for Education and Economic Development, 801 N. Bryan Road, Mission, Texas, 78572, to discuss the following agenda:

1. Call to order and establish quorum.
2. Citizen's Participation.
3. Approval of Minutes – July 24, 2024.
4. Deliberation & possible action for approval of Resolution No. 2024-01, Adopting the Mission Education Development Council's Fiscal Year 2025 Budget.
5. Adjournment.

Minutes are as follows:

PRESENT:

Richard Hernandez, Chair
Jose G. Vargas, Vice Chair
Deborah Cordova, Secretary
Estella Saenz, Treasurer
Carl Davis
Mayor Norie Gonzalez Garza

ABSENT:

Julian Alvarez

ALSO PRESENT:

Eugene Vaughan, JGKL LLP

STAFF PRESENT:

Teclo J. Garcia, CEO
Belen Guerrero-Aguirre, COO
Judy Vega, Executive Assistant
Joe Salazar, Financial Officer
Mike Perez, City Manager
Andy Garcia, Asst. City Manager
Naxiely Lopez-Puente, Director of
Communications & External Affairs
Brianna Casares, Manager of
Marketing & Programs

1. Call to order and establish quorum.

Chair Richard Hernandez called the meeting to order at 6:20 PM.

2. Citizen's Participation: None.

3. Approval of Minutes: Meeting of July 24, 2024.

Vice Chair Jose G. Vargas moved for approval of the meeting minutes of July 24, 2024 as presented. Motion was seconded by Secretary Deborah L. Cordova and approved 6-0.

4. Discussion and possible for approval of Resolution No. 2024-01, Adopting the Mission Education Development Council's Fiscal Year 2025 Budget.

CEO Teclo J. Garcia presented and recommended approval of Resolution No. 2024-01 related to the Mission Education Development Council's Fiscal Year 2025 Budget. Mr. Salazar reported that Total Appropriations were \$36,500.00. Unreserved Fund Balance was \$202,875.00. Mr. Garcia noted that the amount of award and grants on the budget was from local banks such as Texas Regional Bank and PNC Bank, with each donating \$10,000 grants. Not listed is another grant for \$10,000 from PNC Bank. This amount will be reflected in the next financial report ending September 30, 2024. The grants will be used for the Ruby Red Ventures competition.

Carl Davis moved for approval of **Resolution No. 2024-01** as presented, adopting the Mission Education Development Council's Fiscal Year 2025 Budget. Motion was seconded by and approved by Secretary Deborah L. Cordova and approved 6-0.

5. Adjournment.

Mayor Norie Gonzalez Garza asked about upcoming events related to the Downtown Assistance Program. COO Belen Guerrero Aguirre reported that check presentations are planned for recipients of the Downtown Assistance Program, featuring an Ed McMahon-style presentation of their awards. Brianna Casares, MEDC's Manager of Programs and Marketing, will be sending invitations to the Board for their involvement. Each recipient will be granted \$25,000, with a total of six businesses receiving awards. Mr. Garcia expressed his gratitude to the MEDC team for their excellent work in organizing meetings, phone calls, and logistics for this and all MEDC events.

The meeting was adjourned at 6:31 PM.

**MINUTES OF THE MISSION EDUCATION DEVELOPMENT COUNCIL, INC.
BOARD OF DIRECTORS SPECIAL MEETING HELD ON AUGUST 28, 2024
WERE APPROVED ON THE 30TH DAY OF OCTOBER, 2024.**

Deborah L. Cordova, Secretary

**Mission Tax Increment Reinvestment Zone
Board of Directors Meeting
September 24, 2024**

MINUTES

Call to Order, Establishment of Quorum

The Board of Directors of the Mission TIRZ #1, held a special meeting open to the public, by teleconference and in person, on September 24, 2024 at 801 N. Bryan Road, Mission, Texas and at 7:08 PM, the roll was called of the duly appointed members of the Board, to-wit:

Martin Garza, Chairman
Albert X. Chapa, Vice Chairman
Aissa I. Garza, Secretary
Efrain Reyna Jr.
Hector Moreno
Dennis Burleson
Ricardo A. Perez

All the above were present except Directors Reyna and Perez. Participating via Zoom teleconference were Vidal Roman, Cristian Garza, Ezeiza Garcia, Frances Blake, and Armando Sandoval. Participating in person were J.P. Terrazas, Dr. Rolando Ortiz, Julio Cerda, Councilwoman Marissa Gerlach, Judy Vega, Joe Salazar, Mike Perez, Ruben Ramos, Andy Garcia, Romeo Barrera, Ruben James de Jesús, and Executive Director Tecló J. Garcia.

AGENDA

I. Consent Agenda

- A. Call meeting to order and establish quorum.
- B. Approve minutes of regular meeting of August 29, 2024, of the TIRZ #1.
- C. Ratify all actions taken by the Mission Redevelopment Authority Board of Directors at the September 24, 2024, meeting.

Upon a motion made by Secretary Aissa I. Garza and seconded by Director Moreno, the Board unanimously approved the consent agenda and ratified all actions taken by the Mission Redevelopment Authority Board of Directors at the September 24, 2024 meeting.

II. Adjournment

As there was no further business for the board to consider, upon a motion made by Secretary Aissa I. Garza and seconded by Vice Chairman Chapa, the Board unanimously voted to adjourn the meeting at 7:09 PM.

By: _____

Attest: _____

Printed Name: Martin Garza

Printed Name: Aissa I. Garza

Title: Chairman

Title: Secretary

Date: _____

Date: _____

**Mission Redevelopment Authority
Board of Directors Meeting
September 24, 2024**

MINUTES

Call to Order, Establishment of Quorum

The Board of Directors of the Mission Redevelopment Authority (MRA) held a regular meeting open to the public, by teleconference and in person, on September 24, 2024, at 4:00 PM, at 801 N. Bryan Road, Mission Texas, and the roll was called of the duly appointed members of the Board, to-wit:

Martin Garza, Chairman
Albert X. Chapa, Vice Chairman
Aissa I. Garza, Secretary
Efrain Reyna Jr.
Hector Moreno
Ricardo A. Perez
Dennis Burleson

All the above were present except Director Reyna. Participating via Zoom teleconference were Vidal Roman, Cristian Garza, Ezeiza Garcia, Frances Blake, and Armando Sandoval. Participating in person were J.P. Terrazas, Dr. Rolando Ortiz, Julio Cerda, Councilwoman Marissa Gerlach, Judy Vega, Joe Salazar, Mike Perez, Ruben Ramos, Andy Garcia, Romeo Barrera, Ruben James de Jesús, and Executive Director Tecló J. Garcia.

1. Call Meeting to Order at 4:06 PM.

Chairman Martin Garza opened the meeting with a welcome to all. Chairman Garza also welcomed and thanked Councilwoman Marissa Gerlach for joining the meeting.

2. Citizen's Participation: None.

3. Approve minutes: July 23, 2024 & August 29, 2024, of the Mission Redevelopment Authority.

There being no corrections or additions, upon a motion made by Director Burleson and Secretary Aissa I. Garza, the Board unanimously approved both sets of minutes for July 23, 2024 and August 29, 2024, of the Mission Redevelopment Authority.

4. Acceptance of Project Reports.

Chairman Martin Garza recognized Armando Sandoval, P.E., with L&G Engineering to report on the **Inspiration Rd./Military Parkway Loop Ph. II and III Projects**. In the absence of P.E. Damien Tijerina, Mr. Sandoval reported on both Phases of this project by mentioning that the project is almost complete with ROW maps and design surveys completed. Mr. Sandoval recapped from last month's meeting where discussion took place related to the splitting of this project into two, one for Inspiration Road and one for Military Highway. Mr. Sandoval said that last month Mayor Norie Gonzalez Garza sent a letter to TxDOT requesting that the project is split in two. He noted that he and Assistant City Manager J.P. Terrazas met with TxDOT yesterday to discuss the request, and they were informed that TxDOT and the MPO are taking appropriate actions to split the project. Although estimated costs are not available at this meeting, L&G

Engineering continues to work on estimates and expects them to be ready within two weeks. Mr. Terrazas said that a proposal is also being prepared related to a re-evaluation of an environmental study that needs to be submitted as well. Chairman Garza asked if this was necessary (in terms of costs) since those tests had already been in place with the existing projects. Mr. Sandoval said it was necessary because they are new projects; however, the studies will not be as extensive since there is something already in place. He does not have a cost estimate for an environmental reassessment, but doesn't anticipate the cost will be significant and it may even be factored into current Work Authorization 34. Exec. Dir. Teclo Garcia asked why the projects needed to be split and Mr. Terrazas informed him that it was a standard requirement with TxDOT, for compliance purposes.

Upon a motion made by Secretary Aissa I. Garza and being seconded by Director Perez, the Board unanimously accepted the **Inspiration Road/Military Parkway Loop for both Phases** as presented.

Chairman Martin Garza recognized Julio Cerda, P.E., with South Texas Infrastructure Group LLC, to present the **Anzalduas Industrial Park Phase I Subdivision Project**. Mr. Cerda reported that all the water and sewer pipes for this project have been installed and said that due to the recent rain, the crew has not been able to work on streets. No further comments were made.

Upon a motion made by Director Burluson and seconded by Vice Chairman Chapa, the Board unanimously accepted the **Anzalduas Industrial Park Phase I Subdivision Project** report as presented.

Chairman Martin Garza recognized Ruben James de Jesus with Melden & Hunt Inc. (M&H) to report on the **Tierra Dorada Sanitary Sewer Improvements Project**. This project involves the design to eliminate existing Lift Stations No. 13 and 14 within Tierra Dorada Subdivision and construct a new proposed lift station to reroute sewer discharge into existing sanitary sewer trunkline along Los Ebanos Road. Mr. de Jesus provided pictures of where the gravity line will cross, but did mention that the installation has not started. Contractor RDH has completed 95% of the forcemain installation and they have mobilized on the gravity line portion of the project. They are also preparing the site along the ditch for installation of the pipe. Mr. Terrazas informed the Board that due to a request from the Hidalgo County Drainage District #1, a canal that is at close proximity to the project area will need to be realigned. This realignment of about 1,300 linear ft., will result in a forthcoming Change Order. The contractor was not aware of the need until his crew started excavating. Mr. Terrazas said he is in negotiations with the drainage district regarding the realignment and costs associated with it, which are unknown at this point. Mr. de Jesus said that there was an allowance of \$100,000 in the contractor's bid for contingencies, but there are other items that have not been addressed. He said many things can change between now and then and that we won't know how much will be left for other items. End of report.

Upon a motion made by Secretary Aissa I. Garza and seconded by Director Moreno, the Board unanimously accepted the **Tierra Dorada Sanitary Improvements Project** as presented.

Chairman Martin Garza recognized Mr. de Jesus with M&H to report on the **Inspiration Road Trunklines (Sanitary Sewer Master Plan)**. This project ties in with the Tierra Dorada Sanitary Sewer Improvements Project. It involves the rerouting of Lift Station #10, located on Mile 2 & FM 495 to AGUA SUD lift station located on FM 364 by force main. Approximately 2 million gallons per day (MGD) of sewer flows will be alleviated from the Inspiration Road trunkline. Mr. de Jesus said that he continues to have discussions with AGUA SUD's General Manager regarding how to establish a proposed sewage pass-through rate. AGUA SUD's concerns are with electrical usage at their lift stations. Comparison of the established rates between Mission and AGUA SUD will be compared to the electrical cost and depreciation of pumps at the three downstream lift stations. An alternative project will be analyzed using an existing AGUA SUD easement. The alternative will be installing a gravity line parallel to the existing gravity line

running to the waste water treatment plant. Further discussion on the proposed agreement with AGUA SUD on rerouting Lift Station 10 will be presented to their Board in early October. No further comments were made.

Upon a motion made by Director Perez and seconded by Director Secretary Aissa I. Graza, the Board unanimously accepted the **Inspiration Road Trunklines (Sanitary Sewer Master Plan)** report as presented.

Chairman Martin Garza recognized Mr. de Jesus with M&H to report on the **Walsh Road Expansion Project**. This project involves the design and survey to expand the road from Perez St. to Frontage Rd., approximately $\frac{3}{4}$ of a mile. Mr. de Jesus said that a final appraisal had been received for this project and that Melden & Hunt continues to work on a preliminary design. The proposed project will consist of a 60-ft ROW with a 36-ft back-to-back curb section. Plans are currently at 60% complete. Mr. de Jesus said he has reached to land owners, but negotiations continue on land acquisition. There are two owners, but he's negotiating with only one. One parcel is a dedicated ROW that has been recorded with no issues. Mr. Terrazas said he is negotiating with the second owner, who is out of the country. He and Mr. de Jesus will meet with him in hopes he accepts an offer since he will benefit from improvements at our expense. End of report.

Upon a motion made by Director Secretary Aissa I. Garza and seconded by Vice Chairman Albert X. Chapa, the Board unanimously accepted the **Walsh Road Expansion Project Report** as presented.

Chairman Martin Garza recognized Dr. Rolando Ortiz with Killam Development to report on Killam Development's **El Milagro Phase I Project**. Dr. Ortiz mentioned that an expense report for this project was submitted late and was not available for this meeting. He apologized to the Board and said he will need to present it next month. Dr. Ortiz said that weather permitting detention ponds will be completed by mid-October. He noted that El Milagro Phase I improvement completion has now been pushed out until December, and said that they are pending a line relocation from AEP on a section of Anzalduas at a red light on Los Indios. Dr. Ortiz said he will be meeting with AEP reps to coordinate a relocation plan. Issues being address are related to paving, curbs, and gutters but they are moving forward with solutions. He reported on what's been in place so far as follows: 27,000 linear ft. of sanitary sewer line; 2,300 linear ft. of storm sewer; 196 pin-lifts and manholes; 42,000 linear ft of PVC water lines; 135,000 square yards of flex space; 43,000 square yards of asphalt; 223,000 sq. ft of sidewalks, and 61,000 ft. of curb and gutters. Dr. Ortiz said that there has been a request for a tour of the project area and said he will gladly coordinate one if advised. He reported that 85% of the project has been completed and expects to request reimbursement in January 2025. No further comments were made.

Upon a motion duly made by Vice Chair Chapa and seconded by Director Perez, the Board unanimously accepted **Killam Development's El Milagro Phase I** report as presented.

Chairman Martin Garza recognized Asst. City Manager J.P. Terrazas to report on the **1st Street Extension (Dragonfly 6265 LLC)**. This project is in the vicinity of Glasscock & Shary Road and involves connectivity through 1st Street, which is perpendicular to Hoerner Street. The contractor is Riverside Contractors. In the absence of Developer Dolly Elizondo, Mr. Terrazas provided a report on this project and mentioned that Riverside Contractors are working on the installation of the lift station and dewatering it. They continue to work on the connection of 1st Street. Mr. Terrazas mentioned that they will be coordinating a ribbon cutting once the project is complete. The widening of Glasscock is also in progress and said the project should be completed by late October 2024. Nothing further was reported.

Upon a motion made by Director Perez and seconded by Director Moreno, the Board unanimously accepted the report for **1st Street Extension (Dragonfly 6265 LLC)** as presented.

Chairman Martin Garza recognized Romeo Barrera, P.E., with Halff Associates to report on the **Hoerner Street Project**. Total engineering costs for this project is \$98,000.00. Mr. Barrera reported that this project is 90% complete. Halff will coordinate with the City of Mission on final comments, and they expect to have a bid set out within the next month. End of report.

Upon a motion made by Director Burleson and seconded by Director Perez, the Board accepted the **Hoerner Street Project** report as presented.

5. Discussion of Western Hidalgo County Loop Project – Executive Director Teclo/City Manager Mike Perez.

The project involves the development of infrastructure to serve a population of approximately 800,000 residents, five international ports of entry, and an overweight corridor. Ass. City Mgr. Terrazas explained that Loop State Highway 365 is underway, but it is mainly to the east (Pharr and Donna). Discussions are underway with elected officials to start a Loop to the west, in the Mission area. Mr. Terrazas said this project is crucial because once completed, it will lessen traffic flow and congestion. Other sources of funding for this project are also being approached. The Hidalgo County Regional Mobility Authority is the lead for this project and a cost estimate of the entire project is estimated to be \$1,517,909,700.00, based on 2022 estimates. A cost breakdown on the project was provided by the HCRMA as a handout with three segment descriptions as follows:

365 Tollway Segment 4: 365 Toll Segments 1-3, from FM 396/Anzalduas Highway to US 281; 365 Toll Segment 4 will be from FM 1016/Conway Ave. to FM 396/Anzalduas Highway, total development cost \$96,400,000.00.

Section A (West): Involves Independent Env. Document (EIS), overweight payment design, toll collection system, and partially compensable utilities. Total development Cost: \$308,057,100.00.

Section C: Involves Independent Env. Document (EIS), overweight pavement design, toll collection system, and partially compensable utilities. Total development cost: \$1,113,452,600.00.

Mr. Terrazas said that ultimately, once these Loops are completed, they will connect the entire Rio Grande Valley highways and alleviate traffic.

This agenda item was for discussion only. No action was taken or required.

Exec. Dir. Teclo J. Garcia said that he will bring this item before the Board again next month either as a discussion item or for possible action.

At **4:56 PM**, Chairman Martin Garza announced that the Mission Redevelopment Authority Board reconvened in open session.

6. Executive Session Pursuant to V.T.C.A. Gov't Code Section 551.071, Section 551.072, Section 551.074, and Section 551.087.

Consultation with Attorney regarding:

A. Deliberation regarding real property.

- B. Deliberation regarding economic development negotiations or projects including, but not limited to the following: Report from Executive Director as to potential project(s).**
- C. Fourth Amendment to the Agreement for Administrative Services between the City of Mission and Mission Redevelopment Authority/TIRZ #1.**

The Mission Redevelopment Authority Board of Directors will reconvene in open session to take any actions necessary.

At **5:49 PM**, Chairman Martin Garza announced that the Mission Redevelopment Authority Board would be reconvening in open session. Upon a motion made by Secretary Aissa I. Garza and seconded by Director Moreno, the Board unanimously voted to reconvene in open session.

Motions are as follows:

Item A: No action.

Item B: No action.

Item C: Motion 1: Secretary Aissa I. Garza moved to approve a Fourth Amendment to the Agreement for Administrative Services between the City of Mission and Mission Redevelopment Authority/TIRZ #1 for a period not to exceed six months beginning October 1, 2024.

Motion 2: Secretary Aissa I. Garza moved for an agenda item to be placed at next month's MRA Board meeting for authorization to request RFQ's for a CEO position.

Motion 3: Secretary Aissa I. Garza moved for an agenda item to be placed at next month's MRA Board for the creation and approval of a Communications Policy.

Discussion ensued.

Chairman Martin Garza requested the Board to reconvene in closed session to further discuss Item 6 on this agenda.

Secretary Aissa I. Garza withdrew her motions.

At **5:57 PM**, Chairman Garza announced that the Mission Redevelopment Authority Board of Directors would be reconvening in closed session Pursuant to V.T.C.A. Gov't Code Section 551.071, Section 551.072, Section 551.074, and Section 551.087. Consultation with Attorney regarding Item 6. Upon a motion made by Secretary Aissa I. Garza and seconded by Director Moreno, the Board unanimously voted to reconvene in closed session.

At **6:22 PM**, Chairman Marin Garza announced that the Mission Redevelopment Authority Board of Directors reconvened in open session.

Chairman Martin Garza praised Exec. Director Teclo Garcia by saying he did an excellent job and was happy with his services. Motions are as follows:

Item A: No action.

Item B: No action.

Item C: Motion 1: Secretary Aissa I. Garza moved for the creation of an Information Committee composed of Director Moreno, Vice Chair Chapa and herself to report back to the Board regarding the scope of services between TIRZ #1 and the City of Mission, presently and historically. Motion was seconded by Director Moreno and approved unanimously.

Motion 2: Secretary Aissa I. Garza moved for an agenda item to be placed at next month's MRA Board for the creation and approval of an External Communications Policy. Motion was seconded by Director Moreno and approved unanimously.

Motion 3: Secretary Aissa I. Garza moved for the approval of a Fourth Amendment to the Agreement for Administrative Services between the City of Mission and Mission Redevelopment Authority/TIRZ #1 for a period not to exceed six months beginning October 1, 2024, in an amount not to exceed \$11,300 per month. Motion was seconded by Director Moreno and unanimously.

7. Discussion and possible action regarding the selection of a consulting firm to assist in updating the TIRZ #1 Projects and Finance Plan.

Exec. Dir. Tecló J. Garcia mentioned that two months ago, the Authority's Board of Directors authorized staff to solicit consulting firms for proposals related to the update of the TIRZ #1 Project and Finance Plan services. Staff reached out to three consulting firms that are well known in Texas and experienced in Tax Increment Reinvestment Zones. Conference calls were conducted with each firm and information was presented to them as well as services we were seeking. If interested, we requested proposals be submitted by Sept. 6, 2024. All three submitted proposals by the deadline. Mr. Garcia reviewed the proposals with Financial Officer Joe Salazar and Asst. City Mgr. Andy Garcia, and we agreed that TXP, Inc., of Austin, was the most qualified. Mr. Garcia said the other two firms that submitted proposals were David Pettit Economic Development of Dallas, and MuniCAP Inc., Public Finance of Irving, Texas. Firms he has worked with before; however, TXP Inc. stood out among the three. TXP Inc. offered the best proposal, has expertise in deep south Texas, exceptional working models, and very positive references. Mr. Garcia is recommending that the Board engage TXP Inc. for the job. TXP Inc.'s fees are \$29,500.00. David Pettit's fees were \$10,000 more than TXP Inc., and MuniCap's fees were \$1,000 less. TXP Inc.'s proposal does not include additional expenses of \$4,000 for travel or other services provided by third parties not related to their engagement. Mr. Garcia will bring the professional services agreement between the Authority and TXP Inc., for approval at the next meeting.

Upon a motion made by Secretary Aissa I. Garza and seconded by Director Moreno, the Board unanimously accepted staff's recommendation to engage TXP Inc. of Austin for the TIRZ #1 Project & Finance Plan Update in an amount not to exceed \$29,500, with an additional amount not to exceed \$4,000 for expenses such as travel, or independent third-party services not related to their engagement.

8. Discussion and possible action related to the approval of First Amendment to Reimbursement Agreement between the Mission Redevelopment Authority and Union Design Developers LLC related to the Anzalduas Industrial Park Phase I Subdivision Project, hereby amended to change from \$281,905.14 to \$323,402.49.

Exec. Dir. Tecló Garcia introduced this item by saying that last month the Board approved Change Order #1 related to the Anzalduas Industrial Park Phase I in the amount of \$41,497.35. The Change Order was related to an increase the capacity of the waterline from an 8" to a 12" in order to meet the demands of new upcoming developments once the infrastructure for this project is completed. The amendment is necessary for reimbursement. Assistant City Manager J.P. Terrazas said he presented this item last month for approval and was available if the Board had any questions. No questions were asked.

Upon a motion made by Secretary Aissa I. Garza and seconded by Director Moreno, the Board unanimously approved First Amendment to Reimbursement Agreement between the Mission Redevelopment Authority and Union Design Developers LLC related to the Anzalduas Industrial Park Phase I Subdivision Project, hereby amended to change from \$281,905.14 to \$323,402.49.

9. Discussion and possible action related to the approval of Amendment to the Authority's Fiscal Year 2025 Budget.

Investment Officer Joe Salazar introduced this item by saying that it was related to the first amendment to reimbursement agreement just approved by the Board related to the Anzalduas Industrial Park Phase I Subdivision Project, which was amended from \$281,905.14 to \$323,402.49. A budget amendment is necessary in order to include the expenditure in the Authority's 2025 budget. A transfer-out in the amount of \$41,497.35 will be made from the General Fund to the Capital Funds Project upon approval increasing the expenditure for this project in the same amount.

Upon a motion made by Secretary Aissa I. Garza and seconded by Director Moreno, the Board approved an Amendment to the Authority's Fiscal Year 2025 Budget as presented.

10. Discussion and possible action related to the approval of a Lease Agreement between Mission Redevelopment Authority and Mission Economic Development Corporation.

Exec. Dir. Tecló J. Garcia presented this item by saying that the existing three-year lease agreement between the Authority and Mission Economic Development Corporation (MEDC) expires September 30, 2024. He is proposing a one-year lease from October 1, 2024 through September 30, 2025, in the amount of \$6,500 for the year. Chairman Martin Garza asked for an update on the building that was purchased by the Authority recently and said that the initial idea was for TIRZ offices to move into the building. Mr. Garcia mentioned that renovations of the building were not done yet and it was not known how long it would take. He said that an elevator needed an update on that project was unknown. Mr. Garcia also said that he was unsure whether the building was conducive of public meetings. City Manager Mike Perez provided an update related to the building by noting that the City will be soliciting bids for the construction of an elevator and that other improvements such as moving walls, painting, restrooms renovations, etc. will be done in-house. Asst. City Manager J.P. Terrazas mentioned that CG5 Architects, the architects that did the elevator assessment and design, provided an estimate for remodeling of the building of \$700,000, but as Mr. Perez mentioned, the improvements would be more cost effective if done in-house. The estimate for the elevator construction was provided by CG5 Architects as well and it is estimated at \$200,000. City Manager Mike Perez said he would bring the design of the building to the Board for their review, but that the building was in a narrow shape, and that we may just need to continue holding meetings at CEED. Mr. Terrazas indicated that to create a larger meeting room at the TIRZ owned building, similar to this meeting room at CEED, several offices or walls will need to be removed to achieve the necessary balance and size. The building has a meeting room, but it is very small, and accommodates no more than six people. Director Burleson proposed that the lease agreement is approved as presented with the addition of a 30-day cancellation period. Section 19 of the lease agreement mentions provisions related to insurance, which were deemed not necessary. Legal counsel Frances Blake suggested that Section 19 of the lease agreement related to insurance is replaced with the following: "Upon the Tenant providing 30 days' written notice to the Landlord, the Tenant may terminate the lease."

Subject to the modification made by the Authority's legal counsel Frances Blake, that Section 19 of the lease agreement is replaced and modified to read as follows: "Upon the Tenant providing 30 days' written notice to the Landlord, the Tenant may terminate the lease," upon a motion made by Director Burleson and

seconded by Secretary Aissa I. Garza, the Board unanimously approved a Lease Agreement between Mission Redevelopment Authority and Mission Economic Development Corporation for one year beginning October 1, 2024 and ending September 30, 2024, in the amount of \$6,500 for the year, with the noted change.

11. Discussion and possible action for approval of Resolution for Corporate Credit Card Authorization from PlainsCapital Bank.

Exec. Dir. Tecló J. Garcia said he was presenting this item to the Board because for several years purchases related to TIRZ such as board meeting meals and office supplies have all been made using the Administrative Assistant's personal credit card or cash, of which she gets reimbursed. However, Mr. Garcia said this is not the best practice, and he'd like authorization to apply for a corporate bank with our existing financial institution, PlainsCapital Bank. Mr. Garcia expressed his desire to bring this item back to the Board again next month because he would also like to present a Purchasing Policy. He is requesting that no action is taken related to this matter.

No action was taken.

12. Acceptance of Financial Report for August 2024.

Investment Officer Joe Salazar presented the Financial Report for August 2024. Secretary Aissa I. Garza inquired about the TIRZ's audit report and asked if the auditors had submitted a client list of items needed for the audit. Mr. Salazar said they had already submitted it to staff. She noted that the auditor's committed to provide an audit report by the month of December 2024.

Exec. Dir. Tecló J. Garcia said that next month, staff will provide the Board with a graph describing property values and collections for the past five years.

There being no corrections or additions, upon a motion made by Secretary Aissa I. Garza and seconded by Director Burlison, the Board unanimously accepted the Financial Report for August 2024.

13. Approval of invoices for September 2024.

Investment Officer Joe Salazar presented the Invoices for the month of September 2024. Mr. Salazar noted that there was an invoice from MEDC for office space and rental of this facility in the amount of \$6,500 for Fiscal Year 2024. He explained that the way the lease is stipulated, the rental is due on an annual basis at the end of the lease's term.

There being no corrections or additions upon a motion made by Director Burlison and seconded by Secretary Aissa I. Garza, the Board unanimously approved all invoices for the month of September 2024.

14. Adjournment.

As there was no further business to discuss, upon a motion made by Vice Chair Chapa and seconded by Secretary Aissa I. Garza, the Board unanimously voted to adjourn the meeting at 7:07 PM.

By: _____

Attest: _____

Printed Name: Martin Garza

Printed Name: Aissa I. Garza

Title: Chairman

Title: Secretary

Date: _____

Date: _____

**MINUTES FOR THE
MISSION CIVIL SERVICE COMMISSION
October 4, 2024**

Commission-Present

**Polo Garza-Chairman
Jerry Saenz-Vice-Chair
Guillermo Delgadillo-Member**

Staff Present

**Jesse Lerma Jr-CS Director
Noemi Munguia-HR Director
Adrian Garcia-Fire Chief
Rey Perez- Asst Chief of Police
Frank Chairez-Deputy Chief
Abel Trevino-ENG Fire
Patricia Rigney-City Atty**

Call to Order

Mr. Polo Garza called the meeting to order at 9:00 a.m.

Pledge of Allegiance

Mr. Garza led the Pledge of Allegiance

Approval of Minutes-September 13, 2024

Mr. Lerma submitted the minutes for review. After a brief discussion, Mr. Saenz made a motion to approve the minutes as submitted. Mr. Delgadillo seconded the motion. Motion was approved unanimously.

Approval to Change Date of Entry Level Examination for the Mission Police Department from November 7, 2024 to November 21, 2024.

Mr. Lerma advised the Commission that Chief Torres was requesting the change of date to take advantage of a job fair being conducted by the city on November 18, 2024. After a brief discussion, Mr. Delgadillo made a motion to change the date to November 21, 2024. Mr. Saenz seconded the motion. Motion was approved unanimously.

Approval and Appointment of Physician Pursuant to Chapter 143.081 Section (c) Texas Local Government Code, on a pending fitness for duty evaluation of current employee firefighter

Mr. Lerma advised the Commission that Chief Garcia had submitted a fitness for duty concern on ENG Abel Trevino and as required by law the Commission had to appoint a physician to comply with Chapter 143. After a brief discussion Chief Garcia, Eng Trevino, and Mrs. Rigney, Mr. Delgadillo made a motion to go into executive session. Mr. Saenz seconded the motion. Motion was approved unanimously at 9:10 a.m. At 9:25 a.m., Mr. Delgadillo made a motion to come out of executive session and to reconvene. Mr. Saenz seconded the motion. Motion was approved unanimously.

After a brief discussion, Mr. Delgadillo made a motion to appoint Nova Clinic to conduct the fitness for duty evaluation. Mr. Saenz seconded the motion. Motion was approved unanimously.

Pending Business

None

Adjourn

Meeting was adjourned at 9:30 a.m.

**MINUTES FOR THE
MISSION CIVIL SERVICE COMMISSION
October 21, 2024**

Commission-Present

**Polo Garza-Chairman
Jerry Saenz-Vice-Chair-A
Guillermo Delgadillo-Member**

Staff Present

**Jesse Lerma Jr-CS Director
Noemi Munguia-HR Director
Adrian Garcia-Fire Chief
Mike Silva-FF Union President
Frank Chairez-Deputy Chief
Abel Trevino-ENG Fire
Patricia Rigney-City Atty
Joey Flores-CPT**

Call to Order

Mr. Polo Garza called the meeting to order at 9:15 a.m.

Pledge of Allegiance

Mr. Garza led the Pledge of Allegiance

Approval of Minutes-October 4, 2024

Mr. Lerma submitted the minutes for review. After a brief discussion, Mr. Delgadillo made a motion to approve the minutes as submitted. Mr. Garza seconded the motion. Motion was approved unanimously.

Approval and Appointment of a Three-Member Board of Physicians Pursuant to Chapter 143.081 Section (d) Texas Local Government Code, on a pending fitness for duty evaluation of current employee firefighter

Mr. Lerma advised the Commission that we had received the report from the physician as requested pertaining to ENG Trevino's fit for duty evaluation. The report indicated that he was not fit for duty. Mr. Lerma presented a list of physicians to be considered as required to comply with Chapter 143 and to complete the fit for duty evaluation. After a brief discussion, Mr. Delgadillo made a motion to appoint the following physicians to the three-member board:

1. Marion Anzaldua
2. Paul Kinde
3. Hector Munoz

Mr. Garza seconded the motion. Motion was approved unanimously.

Approval of Mission Fire Department Examination Schedule for DC

Mr. Lerma advised the Commission that DC Chris Navarette had retired on October 18, 2024 so we needed to start the process to fill the position. Mr. Lerma was recommending the following schedule for approval:

1. Post Resource List-October 21, 2024
2. 30 Day Notice-December 20, 2024
3. Deadline to submit MOI-January 15, 2024
4. Date of Examination-January 23, 2024

After a brief discussion, Mr. Delgadillo made a motion to approve the schedule as presented. Mr. Garza seconded the motion. Motion was approved unanimously.

Approval of Mission Fire Department Examination Resource List for DC

Mr. Lerma advised the Commission that Chief Garcia was recommending the following resources for approval:

1. Management in the Fire Service, 5th Edition
2. Leadership Challenge, 6th Edition
3. Chief Officer, 3rd Edition

After a brief discussion, Mr. Delgadillo made a motion to approve the resource list as submitted. Mr. Garza seconded the motion. Motion was approved unanimously.

Pending Business

None

Adjourn

Meeting was adjourned at 9:40 a.m.

CITIZEN'S ADVISORY COMMITTEE

September 24, 2024

Regular Meeting

Members Present

Lorenzo Garza, Chairman
Zoreida Lopez- Vice Chair
Roxanne Méndez
Monika Rosales-Flores
Emigdio Villanueva, Jr.
Ruben Davila Lozano

Members Absent

Francisco Cadena
Marsha Terry
Alma Garcia

Staff Present

Michael J. Elizalde
Esther G. Rivera

Call Regular Meeting to Order to Establish Quorum

Chairman Lorenzo Garza called the Regular Meeting to order at 5:46 pm. Esther G. Rivera conducted roll call. She stated that six members were present, therefore there was a quorum.

Citizens Participation

Chairman Garza asked if any citizens were present to discuss any items on the agenda or express their concerns. No citizens present and no comments, he continued to the next agenda item.

Discussion and Recommendation to Approve Minutes for Regular Meeting held on August 27, 2024

Ms. Rivera asked the members if they had reviewed the minutes of the Regular Meeting held on August 27, 2024. She inquired if there were any questions or comments. After a brief discussion, Chairman Garza asked for a motion to approve the minutes as presented. Vice-Chair Lopez motioned to approve the minutes as presented. Ms. Mendez seconded the motion. Motion carried (6-0).

Presentation on Status of Housing Assistance Program (HAP) Phase 23-I

Ms. Esther Rivera presented the construction status of the Housing Assistance Program (HAP) Phase 23-I. She indicated the percentage of completion for each home as follows: 408 E. Melba Carter Street (Hardship Case) 95% complete; 1047 Los Ebanos Road 100% complete; 222 N. Slabaugh Avenue 50% complete; 615 N. Francisco Avenue 79% complete; 3731 Garza Street 90% complete; and 305 N. Slabaugh Avenue 95% Complete. Chairman Garza thanked Ms. Rivera for the Presentation on the Status of the Housing Assistance Program (HAP) Phase 23-I and continued with the next item.

Discussion and Recommendation on Housing Assistance Program Guidelines Updates

Mr. Elizalde presented the recommended changes to the Housing Assistance Program Guidelines. To include amending the maximum award assistance for rehabilitation programs from \$25,000 to \$45,000. Mr. Villanueva recommended the removal of the guidelines home value threshold from its current 50% cap due to the unforeseen values of applicant homes. After further discussion, Mr. Villanueva motioned to table the item until recommended changes were reviewed and amended. Mr. Davila seconded the motion. Motion carried (6-0).

Discussion and Review on Options for Housing Assistance Program Letter

Mr. Elizalde presented the Housing Assistance Program Letter that was recommended to be sent to all applicants on the housing waiting list. Mr. Villanueva asked if the letters would be mailed out in both English and Spanish. Mr. Elizalde confirmed that an English and Spanish version would be mailed out to all applicants. Chairman Garza requested a motion. Ms. Flores motions to make the change as recommended. Ms. Mendez seconded the motion. Motion carried (6-0).

Other Business

A. Progress Report: CDBG-August

Ms. Rivera presented August Unofficial Progress Reports for CDBG expenditures received to date for the agencies, housing and administration. After a brief discussion on corrections needed to be made on the CDBG progress report presented, recommended to follow up with agencies with outstanding balances before the end of the fiscal year. Ms. Mendez motioned to approve the Progress Reports as presented. Vice Chair Lopez seconded the motion. Motion carried (6-0).

B. Progress Report: CDBG-CV August

Ms. Rivera presented August Unofficial Progress Reports for CDBG-CV expenditures received to date for the agencies, housing and administration. After a brief discussion Chairman Garza asked for motion to approve the progress reports as presented. Vice Chair Lopez motioned to approve the Progress Reports as presented. Mr. Lozano seconded the motion. Motion carried (6-0).

B. Chairman's Comments

Chairman Garza expressed his concerns regarding a vehicle that is blocking his ability to exit his drive way. He was inquiring who he needs to contact to discuss local ordinances that would assist in providing a remedy to this issue.

C. Committee Member's Comments

Mr. Villanueva requested an update on Paint Mission Beautiful program. Mr. Elizalde gave a brief update and suggested he would follow up with sanitation department. No other CAC members had comments at this time.

D. Director's Comments

No comments at this time.

Adjourn

Chairman Garza asked for a motion to adjourn the meeting. Ms. Mendez motioned to adjourn the meeting. Vice-Chair Lopez seconded the motion. Motion carried (6-0). The meeting was adjourned at 6:20 p.m.

Lorenzo Garza, Chairman