

MINUTES
STAFFORD ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS SPECIAL CALLED MEETING
TUESDAY, AUGUST 02, 2022

On the 2nd day of August, 2022, at 7:00 p.m., the Stafford Economic Development Corporation, Texas met in regular session in the Council Chambers at Stafford City Hall.

1. Call meeting to order and roll call of Board of Directors.

President Guerra called the meeting to order at 7:08 p.m. The following Board Directors were present: President Wen Guerra, Vice President Ken Mathew, Director Joe Rome, Director Damon Leonetti, Director Gwen Goodwin, Director Randy Krahn, and Director Lawrence Vaccaro. Absent: None. The following City staff were present: City Secretary Roxanne Benitez, Assistant City Secretary Shandra Phillips, Finance Director Alka Shah, and City Attorney Art Pertile.

2. Pledge of Allegiance.

Director Mathew led the pledge to the United States flag.

3. The Stafford Economic Development Corporation Board of Directors Reports:

President Guerra

- Wished Johnnie A. Baiamonte a Happy Birthday. Mr. Baiamonte turned ninety-nine years old on August 05, 2022 and was the oldest living resident in Stafford.

4. Introduction of New Assistant City Secretary/SEDC Secretary Shandra Phillips by City Secretary, Roxanne Benitez

City Secretary Roxanne Benitez introduced Shandra Phillips as the new Assistant City Secretary and SEDC Secretary.

The Board of Directors and City Attorney Art Pertile welcomed Ms. Phillips.

5. Organizational matters related to the Annual Meeting, including:

(a) Administer of Oath of Office to newly appointed Directors Wen Guerra, Ken Mathew, and Lawrence Vaccaro.

City Attorney Art Pertile exited the meeting at 7:12 p.m.

City Secretary Roxanne Benitez administered the oath of office to Directors Wen Guerra, Ken Mathew, and Lawrence Vaccaro.

- (b) Election of Officers.

- President
- Vice-President
- Treasurer
- Secretary

- (c) Consideration of appropriate action on items (a-b).

Director Ken Mathew motioned to re-appoint Director Wen Guerra as President, and Director Leonetti seconded. Directors Guerra, Mathew, Goodwin, Rome, Leonetti, Krahn, and Vaccaro vote "Aye". "Nay" – none. Motion carried 7-0.

Director Wen Guerra motioned to re-appoint Director Ken Mathew as Vice-President,

and Director Leonetti seconded. Directors Guerra, Mathew, Goodwin, Rome, Leonetti, Krahn, and Vaccaro vote "Aye". "Nay" – none. Motion carried 7-0.

Director Wen Guerra motioned to appoint Director Gwen Goodwin as Secretary, and Director Mathew seconded. Directors Guerra, Mathew, Goodwin, Rome, Leonetti, Krahn, and Vaccaro vote "Aye". "Nay" – none. Motion carried 7-0.

City Attorney Art Pertile entered the meeting at 7:15 p.m.

Director Wen Guerra motioned to remove Director Gwen Goodwin as Secretary, and Director Rome seconded. Directors Guerra, Mathew, Goodwin, Rome, Leonetti, Krahn, and Vaccaro vote "Aye". "Nay" – none. Motion carried 7-0.

Director Wen Guerra motioned to appoint Director Gwen Goodwin as Treasurer, and Director Mathew seconded. Directors Guerra, Mathew, Goodwin, Rome, Leonetti, Krahn, and Vaccaro vote "Aye". "Nay" – none. Motion carried 7-0.

Director Gwen Goodwin motioned to appoint Director Joe Rome as Secretary, and Director Mathew seconded. Directors Guerra, Mathew, Goodwin, Rome, Leonetti, Krahn, and Vaccaro vote "Aye". "Nay" – none. Motion carried 7-0.

6. (a) Resolution of the Stafford Economic Development Corporation approving the Budget of the Corporation for Fiscal Year 2022-2023.

President Guerra stated that the Special Called Meeting gave Directors ample time to review the proposed budget.

Director Rome questioned payment amounts to the Grid for the prior year and present year including projected payments and how long was the agreement.

Finance Director Alka Shah stated that the agreement with the Grid was signed in 2018 for 12 years, the second agreement was signed in 2019 for 14 years, and there were approximately 8 years and 10 years remaining. Ms. Shah also stated \$225,931.57 was the last payment to the Grid with a projected growth of 3% on top of the agreement.

President Guerra stated that after the agreement ends, the City would receive all funds. He also stated that the budget was very clear.

Ms. Shah thanked Director Vaccaro for meeting with her to go line by line. Ms. Shah stated that after the meeting, she was able to set aside \$1,500,000.00 for drainage projects and any overages would be carried over to next year. Ms. Shah also stated that \$692,000.00 was appropriated at the beginning for the drainage projects and a purchase order was created for \$100,000.00 to Jones Engineering for a study but no invoices had been paid. She advised any overages after all invoices had been paid, would be carried over to next years to pay for the projects itself.

Director Leonetti asked what determined what SEDC pays versus the City for maintenance.

SEDC Directors and City Attorney Art Pertile discussed which maintenance projects would be paid by SEDC and/or the City. Mr. Pertile also explained how a project is done for maintenance and budgeting. The project amount was an anticipated amount to be transparent to the public.

Finance Director Ms. Shah wanted to bring a matter to the Board's attention. Ms. Shah stated that Mayor Willis recommended an \$125,000.00 salary including benefits for a future Economic Development person. She also stated that this amount was not

included in the proposed budget and if the board approved, a budget amendment would be done. Ms. Shah advised that the \$850,171.00 increase was due to personnel salaries, which was approved on January 12, 2022 and to account for salary increases from the compensation study. She also advised that the funds would be transferred from SEDC to the General Fund. Ms. Shah mentioned that a previous discussion was held to fill the Economic Development Director position with a temporary person.

City Attorney Mr. Pertile advised that the Police Chief or a peace officer should always be in attendance at every meeting as it is budgeted.

President Guerra would like to have an Economic Director hired and recommended adding the line item to the proposed budget for the position.

Director Krahn stated that \$125,000.00 is not a feasible salary and does not want to under budget for salary. He also stated that the previous Economic Director was an excellent employee, "the cream of the crop".

Ms. Shah advised that Mayor Willis did not feel a director position was needed, but instead a manager.

Director Krahn stated that he wanted someone more qualified and with an economic background versus a manager position.

President Guerra advised that the salary should be determined by Human Resources and wanted to wait for the conclusion of the salary study. Mr. Guerra stated that the Economic Director should be hands on and out in the City, attending summits, and not in the office.

City Attorney Art Pertile suggested that SEDC developed a plan due to the Economic Director position being vacant for a while. He also suggested that the committee meet to discuss qualifications, define duties and responsibilities, and what type of Economic Director they are wanting for the position.

Director Leonetti asked if the budget for the Economic Director salary could be increased.

Director Krahn suggested that the salary for the Economic Director should be increased.

President Guerra suggested that an increase of 20 percent be added to the previous Economic Director salary.

Vice President Mathew stated that the Economic Director salary should be fair in comparison due to the salaries of the other City directors.

Ms. Shah suggested that the committee agree on a salary, and she would take the recommendation to the Human Resources Director for consideration.

(c) Consideration of appropriate action on item (a).

Director Krahn made a motion to amend the SEDC proposed budget to include the previous Economic Director salary plus a 20 percent increase, and Director Goodwin seconded. Directors Guerra, Goodwin, Leonetti, Mathew, Krahn, Rome, and Vaccaro vote "Aye". "Nay" – none. Motion carried 7-0.

(b) Public comments on item (a).

No public comments were made.


(c) Consideration of appropriate action on item (a).

Director Goodwin motioned to approve Resolution No. 23-01 of the Stafford Economic Development Corporation, approving the Budget of the Corporation for Fiscal Year 2022-2023, including an Economic Director position and salary, and Director Mathew seconded. Directors Guerra, Goodwin, Leonetti, Mathew, Krahn, Rome, and Vaccaro vote "Aye". "Nay" – none. Motion carried 7-0.

7. Adjournment.

Director Rome motioned to adjourn the meeting at 7:44 p.m., and Director Mathew seconded. Directors Guerra, Rome, Leonetti, Mathew, Goodwin, Krahn, and Vaccaro vote "Aye". "Nay" – none. Motion carried 7-0.

ATTEST:



Wen Guerra, President



Joe Rome, Secretary