

NOTICE OF SPECIAL MEETING
MISSION ECONOMIC DEVELOPMENT CORPORATION
NOV. 13, 2024 12:00 PM
CENTER FOR EDUCATION AND ECONOMIC DEVELOPMENT

PRESENT:

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

ABSENT:

Estella Saenz, Treasurer

ALSO PRESENT:

Eugene Vaughan, JGKL LLP

STAFF PRESENT:

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

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 12:05 PM.

2. Invocation: Secretary Deborah L. Cordova.

3. Pledge of Allegiance: Carl Davis.

4. Citizen's Participation: None.

5. Deliberation and possible action for the approval of an audio and video contract with RGV-Electronics, LLC.

COO Belen Guerrero-Aguirre recommended approval of a contract with RGV-Electronics LLC for audio and video equipment. She highlighted that the current equipment in CEED's Lecture Hall is non-functional and needs replacement, emphasizing the importance of having operational equipment in this heavily used space. The proposed contract totals \$25,471.00 and includes four wall mounted HD TVs, a wireless microphone, audio digital sound processor, iPad with RTI license, various controllers and remotes, cables, switches, parts and components and programming labor, as outlined in the video integration system list. Upon approval, installation will be completed within two weeks.

Secretary Deborah L. Cordova moved to approve an audio and video contract with RGV-Electronics LLC. Motion was seconded by Vice President Jose G. Vargas and approved 6-0.

6. Deliberation and possible action for the approval of a Memorandum of Understanding between Mission EDC and the City of Mission related to facility maintenance services.

COO Belen Guerrero-Aguirre noted that MEDC's Facility Manager Cathy Hernandez operates like a property manager, handling lease renewals, recruitment, and tenant work orders. This necessitates seeking third party help for plumbing, electrical, roofing, carpentry, and groundskeeping issues. She is seeking authorization for a \$50,000 annual Memorandum of Understanding (MOU) with the City of Mission to cut costs. Questions arose about groundskeeping services and city employees insurance. Ms. Guerrero-Aguirre clarified by stating that MEDC has a contract with a third-party vendor for landscaping services. It was suggested that groundskeeping services be included in the MOU. CEO Tecló J. Garcia said he will review the existing landscaping contract for a cancellation clause. City Manager Mike Perez emphasized the convenience due to the high cost of specialized skills and confirmed city employees insurance. He also noted that since the MOU exceeds \$24,999.00, City Council approval is required.

Secretary Deborah L. Cordova moved for approval of a Memorandum of Understanding between Mission EDC and the City of Mission related to facility maintenance services. Motion was seconded by Julian Alvarez and approved 6-0.

7. Deliberation and possible action for the approval of a renewal option related to a Cooperation Agreement by and between Mission EDC and The University of Texas Rio Grande Valley.

CEO Tecló J. Garcia said that UTRGV has been at the CEED building since last year. Their small business development center outreach efforts include having a regional hub office in the CEED building. UTRGV provides grant-funded services at no cost to recipients. The services include small business training, economic development and technical assistance, and support for businesses wishing to expand in the Mission area. This contract is the same as last year's contract for a total of \$80,700.00 (payable quarterly for 12 months) beginning April 1, 2024 and ending March 31, 2025. UTRGV employs staff to operate and coordinate services provided at the hub. Mr. Garcia seeks renewal of the contract for one more year, prorated from April 1, 2024.

Mayor Norie Gonzalez Garza moved for approval of a second-year Cooperation Agreement by and between Mission EDC and The University of Texas Rio Grande Valley. Motion was seconded by Vice President Jose G. Vargas and approved 6-0.

8. Deliberation and possible action to authorize CEO to engage professional services with Hanna Solutions – Commercial Real Estate.

CEO Tecló J. Garcia announced that the real estate contract with the previous agent expired in July 2023, and since then, real estate services have not been required. However, the need has arisen for professional assistance, and he recommends Hanna Solutions – Commercial Real Estate to manage MEDC properties and marketing.

Julian Alvarez moved to authorize CEO to engage professional services with Hanna Solutions – Commercial Real Estate. Motion was seconded by Carl Davis and approved 6-0.

9. Adjournment.

President Richard Hernandez thanked the Board of Directors for their availability to attend this special Board meeting.

Secretary Deborah L. Cordova moved to adjourn the meeting. Motion was seconded by Vice President Jose G. Vargas and approved 6-0. The meeting was adjourned at 12:32 PM.

Richard Hernandez, President

ATTEST

Deborah L. Cordova, Secretary