



**CITY OF INGLESIDE DEVELOPMENT CORPORATION (IDC)
BOARD OF DIRECTORS
REGULAR MEETING
MAY 16, 2023, 6:00 P.M.
MEETING MINUTES**

1. Call to Order: *President Teresa Flores called the meeting to order at 6:00 PM and established a quorum.*

Board Members Present: *Teresa Flores, Larry Adams, Alana Seaman, Towanda Martin, Cindy Wilson, Belinda Lamas*

Board Members Absent: *Scott Shaler*

Staff Present: *Jodi Carr, Shawn Haggard*

Guests Present: *Paula Vandagriff, Councilman Julio Salinas, Councilman Stewart Wilson, City Manager Brenton Lewis, Caron Vela*

2. Citizen Comments: *None*

Presentations:

3. Presentation by Paula Vandagriff of Clean Green Aransas Pass regarding beautification: *Ms. Vandagriff explained the group was created because they wanted to make their city beautiful. Their vision started out by picking up trash and designating yard of the month for multiple areas of town. They started with 5 members and currently have 550 people, but only about 20 boots on the ground. They work with the city, Chamber of Commerce, and local businesses. A lot of the members initially started by using their own money and equipment. This showed the city council they were committed and would follow through on their projects. They have a total of 13 murals throughout the city decided upon by various groups.*

Action Items:

4. Discussion and action regarding approval of Regular Meeting Minutes dated 5/16/23: *Cindy Wilson moved to accept Regular Meeting Minutes dated 5/16/23 as presented. Alana Seaman seconded, and the motion carried unanimously.*
5. Discussion and action regarding Financials: *President Teresa Flores asked Executive Director Carr to fill them in on the financials and what she had determined regarding previous discrepancies. City Finance Director Caron Vela began passing out financials that*

had not been provided to Board members in advance. Cindy Wilson asked if we could start getting these ahead of time in the packets? Cindy Wilson asked when does she close the books? President Flores stated we meet the 3rd Tuesday of the month and should be able to get financials by then. Executive Director Carr said the last report showed IDC owed \$9,000, but Director Vela said last month that amount was not really owed, now the report shows \$33,000. Director Vela said the balance of \$9,000 was owed as of September 2022. The balance is a net balance and changes daily. Director Vela stated prior to her getting here, transfers were made to the fund, but not to the account. President Flores said it all appears to be a mess and we need to pick a starting point going forward. Cindy Wilson said nothing matches anywhere. Jodi Carr referred to the financials given to the board last month and said she had verified the expenses and revenues that had been reported to the State Comptroller were different than what Director Vela had in her report. Director Vela said her report was wrong, and the Board should disregard. President Flores asked if the numbers would match going forward? Director Vela said they are not going to match because it's a cash basis. She has made adjustments and what should be reported are the numbers on an accrual basis. Executive Director Carr stated the finance reports and what is being reported to the State Comptroller are vastly different. Director Vela said in February for the 2021 audit, she made prior year adjustments by either adding or subtracting from the totals to make accounts balance. Director Vela offered to provide reconciliations from the last 3 years of revenue. Director Vela said when she gets her Incode 10 it will be super clean, and the reports will be much better. President Flores confirmed with Director Vela we will get the TexPool statement and reports on time, to be included in the Board packets going forward. No items to approve regarding financials.

6. Discussion and action regarding Economic Development Reporting: Executive Director Carr informed the Board about receiving a phone call from the State Comptroller's office regarding the delinquent Economic Development Annual Report that was due by April 1st. Director Vela was made aware of the report and deadline in February and informed Ms. Carr at that time her department would be submitting the report. Director Vela filed report on April 28th after being notified of delinquency by Jodi Carr. Director Vela said it should be okay and probably would not be fined for filing late. No communication was made to inform Executive Director Carr about issues filing the report, delinquency of report, or possible fines. Director Carr serves on the Board of Texas Economic Development Council and was embarrassed to find the report was not filed on time. IDC has been recognized for the last 4 years for Economic Excellence and reporting is required by the law that governs Type A&B Corporations. No action required.
7. Discussion and action regarding Resolution for TexPool Account (Postponed from 4/18/23): President Flores reminded the Board the TexPool account they opened was not being used by the city. Linda Patterson had advised to keep the funds separate, not to co-mingle funds with the city, to have our own account. Cindy Wilson asked if we were co-mingling funds. Director Vela stated no. Executive Director Carr said we are comingling for a short time in the general fund. Director Vela stated the revenues are in the general fund about 5 days before she transfers them to the IDC TexPool account. President Flores asked if there were other ways to receive the revenues. Director Vela didn't know. At her previous city they would cut a check and it would be picked up for deposit, but they are separate from the city. President Flores asked if the funds still come through the city. Discussion whether to have a

transfer versus a check. Secretary Larry Adams recommended staying as is. No action required.

8. Discussion and action regarding the Contract with the City of Ingleside (Postponed from 4/18/23): *City Manager Brenton Lewis says the IDC Bylaws state the City will provide a staff member. President Flores said if it was left as written wouldn't it be whoever is in the Economic Development position? Secretary Larry Adams said in Article 5 the Economic Director for the city shall perform duties. City Manager Lewis questioned what if no one was in that position? City Manager Lewis said simply perform the duties could be anybody. IDC Board would like to have a professional economic developer as their Executive Director. President Teresa Flores would like to leave the contract as is. Towanda Martin moved to accept the contract as written. Larry Adams seconded, and the motion carried unanimously.*
9. Discussion and action regarding By-Laws: *President Flores asked when Bylaws were last reviewed? Executive Director Carr said IDC approved bylaws in April 2021 and Council approved them in May 2021. President Flores asked the City Manager if he noticed anything that didn't match with the Articles of Incorporation and Bylaws? City Manager said no. President Flores recommended keeping the Bylaws as is and review next year. No action required.*
10. Discussion and action regarding Program of Work and Budget: *Executive Director Carr informed the board that it is time to start the budget. Cindy Wilson asked when the \$50,000 for services will take effect. Executive Director Carr said it would be pro-rated and requires a budget amendment. Director Vela said budget adjustments within the budget can be transferred. Executive Director Carr explained the contract does not drill down on all the details regarding what the \$50,000 is for. President Teresa Flores said she hoped some of it would be for getting the financial reports on time. Jodi Carr said budget and program of work will be at next meeting. No action required.*
11. Discussion and action regarding Board of Director Officer Elections: *Cindy Wilson nominated Teresa Flores for President. Alana Seaman seconded, and the nomination carried unanimously.*

Towanda Martin nominated Scott Shaler for Vice President. Belinda Lamas seconded, and the nomination carried unanimously.

Cindy Wilson nominated Larry Adams for Secretary. Towanda Martin seconded, and the nomination carried unanimously.

Terms of office: June – May 30, 2024. The Board agreed not to create a Treasurer position.

Other Updates:

12. Website Analytics: *Quarterly Analytics reviewed.*
13. Next Meeting: *Monday, June 19 @ 6:30 P.M.*

14. Other Business/ Comments from Board: *Signet check presentation article was in the newspaper. Other BIG grant is progressing, time remaining is 6 months.*

15. Adjourn: *President Teresa Flores adjourned the meeting at 8:09 P.M.*

Minutes respectfully submitted by Shawn Haggard.

ATTEST:

A handwritten signature in blue ink, appearing to read 'Larry Adams', written over a horizontal line.

Larry Adams, Secretary

APPROVED:

A handwritten signature in blue ink, appearing to read 'Teresa Flores', written over a horizontal line.

Teresa Flores, President