

Minutes of the September 13, 2021

Legal and Regular Meeting of the Southside Economic Development District Board of Commissioners

The regular meeting of the Board of Commissioners of the Southside Economic Development District was held on September 13, 2021, at the SEDD headquarters, 1701 Arizona Street.

The meeting Began at 6:12 p.m. with the following members present: Rev. Campbell, Mr. Dhaliwal, Mr. Little, Mr. Jones, Mr. Wright. Absent were Mr. Brown and Mr. Watson. A guest, Mr. Carday Marshall, President of the Monroe City Council, was also present.

In the absence of the President and vice-president, the Treasurer, Mr. Wright, asked Mr. Campbell to preside over the meeting.

The roll was called, and a quorum was confirmed.

After an invocation by Mr. Wright, the Board of Commissioners considered the following items:

APPROVAL OF MINUTES: The minutes of the June 28, 2021, minutes were not available for approval. Mr. Campbell, the Secretary, said he has a copy of the minutes and would email them to all members.

President Brown was absent, so there was no report from the President.

DIRECTOR'S REPORT: The Board received the report of Charles Theus, executive director, concerning TIF meetings with city leaders and other activities during August.

He said he has met with prospective business owners for counseling.

He said a meeting was held with the mayor's staff at City Hall on Tuesday, September 7th. He said SEDD was represented by himself, Mr. Brown, and Mr. Campbell, who presented the Board's perspective of TIF components and offered suggestions from annotations provided by Mr. Wright. He commended Mr. Brown and Mr. Campbell for their input and Mr. Wright for his work annotating SEDD concerns.

He said he has been working with Rosie Harper, CPA, who is compiling our Audit compilations, which he expects to complete by October 1, 2021.

He said he received a list of action items to be included in the September 13th meeting. He said the requested items were sent to President Brown. He presented copies of emails and text messages between he and the President in which he asked for

the President's direction concerning agenda items. He said at 5:59 on Friday, September 10, he posted the agenda, according to the Open Meetings law that included officer reports and the recommendations from board members. After the meeting had been officially posted and the public notified, he said the President contacted him about agenda deletions, but the agenda had already been posted.

He said confusion followed because he acted in the absence of direction from the chair. "Because Mr. Brown didn't do his job, I cannot not do my job." He said four board members wanted items on the agenda for the September 13 meeting was posted, and he included the items, not receiving any direction to the contrary.

TREASURER'S REPORT: The Board received the report of Roosevelt Wright, Jr., the Treasurer

The most recent report of SEDD finances as of August 31, 2021, is that:

—\$14,280.34 was collected in Hotel/Motel Tax Revenues as of July 31. The June receipts were \$13,135. The amount received has doubled since January, when the receipts were \$7,623.00. The receipts are increasing incrementally but are not expected to be sustainable long term because they are associated with the Pandemic.

—As of August 31, SEDD had expenses of \$5,591.41. The expenditures were approved and within budget. SEDD no longer pays the lease or insurance for the director's vehicle; he purchased his own vehicle, and the lease was not renewed. In addition, costs associated with Dish-TV have been eliminated, Comcast services have been reduced by removing unused services, and monthly and miscellaneous refreshment costs for a district clean-up campaign have been eliminated.

—After expenses, the district had net revenues of \$8,688.88, which has been added to the fund balance.

—As of August 31, 2021, the SeDD balance sheet shows cash assets of \$156,553.07.

Detailed finance reports and spreadsheets have been forwarded to the SEDD office and are available to any member upon request.

Upon motion of Mr. Wright and seconded by Mr. Little, the Board approved resolution 2021-01, a resolution to authorize the executive director to begin preparations for implementing a small business micro-loan guarantee program with an initial capitalization of \$75,000 for SEDD available revenues. The item was approved 4-1 with Rev. Campbell voting Nay.

Upon motion of Mr. Wright and seconded by Mr. Little, the Board unanimously approved resolution 2021-02, a resolution to authorize Charles Theus, executive director, to contract with a qualified entity to perform clerical services for SEDD at the cost of \$3,600 between September 2021 and December 2021.

Upon motion of Mr. Little and seconded by Mr. Wright, the Board unanimously approved resolution 2021-03, a resolution to define the duties of President, Vice-President, Treasurer, and Secretary.

After 52 minutes of deliberation, the meeting was adjourned.

A Resolution

NO. 2021-01

The following resolution was introduced by Mr. Wright and seconded by Little.

A RESOLUTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO BEGIN PREPARATION FOR THE IMPLEMENTATION OF A SMALL BUSINESS MICRO-LOAN GUARANTEE PROGRAM WITH A MAXIMUM OF \$75,000 AVAILABILITY.

WHEREAS the SEDD desires to assist small businesses and DBEs within the district to obtain small bank loans to meet emergencies, purchases, or other business needs, the district will begin steps to establish a micro-loan with a local lending institution. The initial program will use \$75,000 of SEDD's present available revenues to secure approved bank loans.

THEREFORE, be It resolved by the Southside Economic Development District in legal and regular session that the executive director be instructed to explore the details of implementing a micro-loan partnership with a local bank, inclusive of procedures for application, approval determination, forms, and instrumentation. When the program package is complete, it will be presented to the SEDD Board of Commissioners for final approval and execution.

This resolution, after being submitted in writing, was then submitted to a vote of the SEDD board of commissioners, with the vote being as follows:

AYES: Mr. Wright, Mr. Dhaliwal, Mr. Jones, Mr. Little,

NAYS: Rev. Campbell

ABSENT: Mr. Brown, Mr. Watson

ABSTAIN:

The resolution was declared **ADOPTED** on September 13, 2021.

Trey Brown, President

Rev. Marty Campbell, Secretary

A Resolution

NO.2021-02

The following resolution was introduced by Mr. Wright and seconded by Mr. Little.

A RESOLUTION TO AUTHORIZE CHARLES THEUS, EXECUTIVE DIRECTOR, TO CONTRACT WITH A QUALIFIED INDEPENDENT CONTRACTOR TO PERFORM CLERICAL SERVICES FOR SEDD AT A MAXIMUM COST OF \$3,600 BETWEEN SEPTEMBER 2021 AND DECEMBER 2021.

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WHEREAS the SEDD desires to update its records, forms, minutes, policy manuals, and compliance procedures to meet legal and professional standards, the district will hire an independent contractor to perform the needed updates.

THEREFORE, be It resolved by the Southside Economic Development District in legal and regular session that the executive director be authorized to execute a memorandum of understanding with a qualified independent contractor to update records, minutes, forms, policies, and procedures of SEDD to meet legal and professional standards. The contractor will be paid \$3,600 for the service to be performed between September 2021 and December 2021. The contractor will be paid in three \$1,200 increments. The final increment will be paid when the director is satisfied that updates are substantially complete. The contractor will perform specific tasks at the direction of the executive director but will not be an employee of SEDD whose obligation does not extend beyond the December of 2021.

This resolution, after being submitted in writing, was then submitted to a vote of the SEDD board of commissioners, with the vote being as follows:

AYES: Mr. Wright, Mr. Dhaliwal, Mr. Jones, Mr. Little, Rev. Campbell

NAYS:

ABSENT: Mr. Brown, Mr. Watson

ABSTAIN:

The resolution was declared ADOPTED on September 13, 2021.

Trey Brown, President

Rev. Marty Campbell, Secretary

A Resolution

NO.2021-03

The following resolution was introduced by Mr. Little and seconded by Mr. Wright.

A RESOLUTION TO DEFINE THE DUTIES OF THE PRESIDENT, VICE-PRESIDENT, TREASURER, AND SECRETARY OF THE SOUTHSIDE ECONOMIC DISTRICT.

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WHEREAS the SEDD desires to define to duties and responsibilities of the officers of the Board of commissioners to provide clear direction for each officer; and

WHEREAS a document attached to this resolution titled "Duties of SEDD Officers 2021" defines the desired duties and responsibilities of the SEDD Board of commissioners

THEREFORE, be It resolved by the Southside Economic Development District in legal and regular session that duties and responsibilities included in the document titled "Duties of SEDD Officers 2021" attached to this resolution be adopted as the current policy of the SEDD Board Commissioners concerning officers' duties.

This resolution, after being submitted in writing, was then submitted to a vote of the SEDD board of commissioners, with the vote being as follows:

AYES: Mr. Wright, Mr. Dhaliwal, Mr. Jones, Mr. Little, Rev. Campbell

NAYS:

ABSENT:

ABSTAIN:

The resolution was declared ADOPTED on September 13, 2021.

Trey Brown, President

Rev. Marty Campbell, Secretary

Duties of SEDD Officers 2021

Revised and approved September 13, 2021

President

The President is the executive officer of the Board of commissioners and in this capacity shall:

- Preside over all board meetings, and call special meetings of the Board.
- Approves meeting agendas.
- Serves as an ex-officio member of all committees.
- The President appoints board committees and committee chairs.
- Is the public spokesperson for the organization.
- Supervises the executive director and coordinates the performance evaluation of the executive director.
- The President is the Chief fiduciary officer of the organization and insures that the organization complies with all federal, state, and local laws.

Vice President

The Vice President shall:

- Perform those functions delegated to the vice president by the President consistent with the organization's bylaws.
- Perform the duties of the President when the President is absent or unable to perform them.

Treasurer

"The monies, funds, and accounts of the district in the official custody and control of the board's treasurer shall be deposited, expended, and accounted for, records maintained and idle funds invested through the department of administration, under the director of administration, and checks issued through the department as in the case of city monies under the plan of government."

The Treasurer is the financial officer of the organization and in this capacity shall:

- Perform those functions delegated to the Treasurer by the President consistent with state law.

- Safeguard the organization's assets and ensure that all funds deposited or disbursed have board approvals and comply with applicable laws.
- Maintain control over the receipt and disbursement of the organization's funds and makes regular reports about the district's financial status.
- Serve as chair of the Finance committee.
- Oversee the preparation of the annual budget
- Serves as the contact person for annual audits.

Secretary

The Secretary is the officer responsible for the records and correspondence of the organization and in this capacity shall:

- Perform those functions delegated to the Secretary by the President consistent with the organization's bylaws.
- Safeguard all the records of the organization.
- Record and retain the minutes of all Board and executive committee meetings and collect and retain the minutes of all committee meetings.
- Insures that approved minutes are timely executed with the signature of the President or presiding officer and Secretary and filed promptly with Clerk of the Monroe City Council.
- Insure that meeting notices comply with the Open Meetings law.
- Distribute minutes and other documents as directed in response to board member requests or Freedom of Information requests from the public.