



IMPERIAL VALLEY FOREIGN TRADE ZONE

IMPERIAL COUNTY COMMUNITY AND ECONOMIC DEVELOPMENT • 940 W. Main St., Ste. #203, El Centro, CA,
92243

MEETING MINUTES

Monday, August 11, 2014
3:30 p.m.
City of El Centro Economic Development Department
1249 W. Main St., El Centro, CA 92243

PROCEEDINGS

A meeting of the Imperial Valley Foreign-Trade Zone – Joint Powers Authority (IVFTZ-JPA) was held on Monday, August 11, 2014, at 3:00 p.m., at the City of El Centro Economic Development Department located at 940 W. Main St., El Centro, CA 92243.

ATTENDEES

JPA Members

County of Imperial
City of Calipatria
City of Brawley
City of El Centro

Primary

Ralph CORDOVA
Romualdo MEDINA
Rosanna Bayon MOORE
Ruben DURAN

Alternate

Marcela PIEDRA

Consultants

ITC-Diligence, Inc.

David HARLOW

Coordinating Staff

I.C. Community & Econ. Development

Esperanza M. COLIO

Jade PADILLA

MINUTES

I. Call meeting to order

- a. Roll call

Meeting was called to order by R.B. MOORE at 3:40 p.m. Roll call was performed by J. PADILLA. With three (3) JPA members present, it was determined that quorum was met. **Present:** *County of Imperial, City of Calipatria, City of Brawley, City of El Centro* (City of Calipatria was not present at the time of roll call but arrived later).

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- b. Approval of 12/05/2013 minutes

R.B. MOORE opened discussion on the minutes dated 05/19/2014. R. CORDOVA motioned to approve the minutes as presented. R. DURAN seconded the motion. R.B. MOORE put the motion to a vote. **Vote:** 3 in favor, 0 against, 0 abstain (City of Calipatria was not present at the time of the vote). **Motion passed.**

II. Discussion/action

- a. FY 14-15 Budget

E.M. COLIO presented and explained the fiscal year 2013-2014 budget.

R.B. MOORE opened discussion on the FY 13-14 budget. R. B. MOORE noted IVFTZ-JPA did not make a contribution toward the NAFTAZ membership. E.M. COLIO noted a contribution was not made as no member attended the conference last year. M. PIEDRA inquired whether the membership only applied if the JPA planned on attending the conference, to which E.M. Colio noted it was as the only benefit received from membership were primarily the reduced cost to the registration.

City of Calipatria, R. MEDINA, arrived during the discussion of the FY 14-15 budget regarding the NAFTAZ budget item.

E.M. COLIO provided an explanation to the \$2,000 differentiation in the consultant fee as there was a fiscal year overlap due to the contract term dates. The additional \$2,000 was allocated to the FY 12-13 budget in order to balance the budget with the overlap.

E.M. COLIO presented and explained the proposed fiscal year 2014-2015 budget.

JPA members discussed the full contribution proposed in the budget in comparison to the 2/3 contribution made FY 13-14.

JPA members discussed the intention of applying contingency funds to the Alternative Site Framework (ASF) conversion and timeframe for application.

JPA members discussed possible actions to take regarding cities that are not contributing to the IVFTZ-JPA who want to benefit from the ASF and who will be paying for the ASF Conversion. As the City of Imperial, represented by Marlene BEST, and the City of Holtville, represented by Alex MEYERHOFF, were both in attendance, R.B. MOORE asked if they had an interest in having the benefits available, to which they both expressed their interest. R.B. MOORE noted the assumption that the current JPA members will contribute while converting to the ASF and interested non-members will begin contributing the following year. R. CORDOVA also mentioned allocating the contingency to the ASF application and only needing funding for the difference. E.M. COLIO suggested it may be easier to collect the remaining fee from interested jurisdictions not currently a part of the FTZ. R. CORDOVA presented the solution of current

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members contributing to make up the difference and the possibility of the County contributing a portion. D. Harlow provided explanations on who can benefit from ASF and how to possibly exclude jurisdictions.

R. DURAN recommended changing the \$26,351.12 in Contingency to ASF Conversion and having \$0 for Contingency. R. CORDOVA motioned to approve the FY 14-15 Budget as amended. R. DURAN seconded the motion. **Vote: 4 in favor, 0 against, 0 abstain. Motion passed. FY 14-15 Budget approved.**

b. Alternative Site Framework

D. HARLOW presented information regarding the Alternative Site Framework (ASF).

JPA members discussed the preparation of the ASF application and the comparison between an RFP and RFQ. R. MEDINA and R. DURAN expressed their support to conduct an RFP process. R. CORDOVA, R. MEDINA, and R. DURAN volunteered for the RFP Selection Committee. R. CORDOVA motioned to utilize an RFP process with a typical scoring rubric for professional services with a designated review committee that consists of El Centro, Calipatria, and the County. R. DURAN seconded the motion. **VOTE: 4 in favor, 0 against, 0 abstain. Motion passed. RFP process will be conducted to obtain professional services for the ASF application and conversion.**

c. NAFTAZ Annual Conference

JPA members discussed attendance to the NAFTAZ Annual Conference and prior attendance experience. R. DURAN motioned to send County staff to attend the NAFTAZ Conference. R. MEDINA seconded the motion. **Vote: 4 in favor, 0 against, 0 abstain. Motion passed. County staff will attend the NAFTAZ Annual Conference on behalf of the IVFTZ-JPA.**

III. Future agenda items and other business

R.B. MOORE noted the RFP conclusion should be presented at the next meeting.

R.B. MOORE asked for an update on marketing efforts, to which D. HARLOW noted they are working on the literature package for all of the entities and are waiting for Coppel to approve the draft letter prior to sending out the package and draft letter to each of the cities.

E.M. COLIO suggested a draft M.O.U. be presented at the next meeting for non-member jurisdictions to become a part of the IVFTZ-JPA.

IV. Next meeting date

a. October (no date specified)

V. Meeting adjourned

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- a. Meeting was adjourned at 4:39 p.m.