



IMPERIAL VALLEY FOREIGN TRADE ZONE

IMPERIAL COUNTY WORKFORCE AND ECONOMIC DEVELOPMENT • 2799 S. Fourth Street, El Centro, CA, 92243

MEETING MINUTES

Wednesday, March 17, 2021 @ 1:30 P.M.
Zoom Meeting

PROCEEDINGS

A meeting of the Imperial Valley Foreign Trade Zone – Joint Powers Authority (IVFTZ-JPA) was held on March 17, 2021 @ 1:30 P.M. utilizing the Zoom meeting application due to the coronavirus pandemic. Members of the public were encouraged to submit their comments via email prior to the day of the meeting.

ATTENDEES

JPA Members

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

Primary

Tyler Salcido

Romualdo Medina
Adriana Nava
Nick Wells

Alternate

Esperanza Colio Warren

Consultants

None

Coordinating Staff

I.C. Workforce & Economic Development
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Priscilla Lopez
Jade Padilla

Other Invites

None



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MINUTES

I. Call meeting to order

- a. Roll call.

Meeting was called to order by ADRIANA NAVA at 1:42 P.M. Roll call was performed by J. PADILLA with four (4) JPA members present; it was determined that quorum was met.

- b. Approval of 10/05/2020 minutes.

T. SALCIDO motions to approve the minutes as presented. A. NAVA 2nd the motion. **Vote:** 4 in favor, 0 against, 0 abstain at the time of the vote. **Motion passed.**

II. Discussion/direction/action/update

- a. Update regarding FTZ FY 20-21 Expenditures

J. PADILLA noted it was normal procedure to provide the JPA with an update on the expenditures every-so-often. Additionally, staff time has not been included in the expenditures as of yet. A. NAVA asks if there is anything pending for the City of El Centro. J. PADILLA notes they have fulfilled their membership fees for the previous year (FY 19-20), but the payment for FY 20-21 was still pending. A. NAVA requests an invoice be resent to her. J. PADILLA briefly went over the other budget items. No additional questions were asked by the JPA members present.

P. LOPEZ discussed upcoming training webinars coming up. Specifically, the 2021 Virtual Spring Seminar. J. PADILLA noted the spring and annual seminar and noted the annual seminar is usually the one attended; however, as this Spring seminar is virtual, staff wanted to present this as an option for JPA members to attend. It was recommended that the JPA keep the Annual seminar in mind when structuring the next fiscal year budget. A. NAVA asked to verify if the seminar was virtual and free. J. PADILLA clarifies, while it is virtual, there was a cost for every member/non-member to attend. The costs were provided. A. NAVA asks if Priscilla or staff would like to attend. P. LOPEZ recommends multiple people attending this seminar.

J. PADILLA announces E.C. Warren has joined the meeting on behalf of the County of Imperial.

J. PADILLA provides the budget available for these expenses and ability to use additional contingency funds if needed. A. NAVA opened the item for discussion if any



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of the JPA members or staff wanted to attend. E.C. WARREN noted shared she thought the Spring seminar was still expensive for an online class and that the annual conference is the best one. P. LOPEZ notes the information for the annual conference came up and it will be held in Miami, Florida. Clarification was given that the annual conference would be in September 2021. As there are funds available in this year's budget, A. NAVA asks the JPA members again if they would like to attend. E.C. WARREN recommends the Director and a staff member working directly on the FTZ program attend the seminars. She also noted that her current schedule would not allow her to attend any additional conferences. P. LOPEZ suggested JPA members can look at the dates and give us direction regarding the registration for those seminars. J. PADILLA states it can be sent out via email, giving a week to respond, in which another email will be sent with the final attendees list for email approval.

b. Draft FTZ FY 21-22 Budget

J. PADILLA reminded the JPA of the updated Policies that were done recently at the initial request of R.B. MOORE, former representative of the City of Brawley. Said updates included language to begin brining the budget in April to begin drafting and structuring for the following year. As meetings were not scheduled for April, drafts were presented at this meeting for comments and direction from the JPA to draft the new budget. J. PADILLA noted two draft were being presented: one version utilizing 25% of the year-end balance per the updated policies and the other with 100% membership fees contributed by the JPA members. She also mentioned, as was noted during previous discussion, this is where the annual conference would alter the budget as more persons attending would affect that line item. A. NAVA asks if staff would be comfortable or have any interest attending the conference in Miami. P. LOPEZ noted there was an interest to gain more knowledge, but a closer look would be needed in terms of the detail and general program. A. NAVA notes we can hold on this issue until a decision is made. She then opens the membership dues up for discussion among the JPA members for preference of the 25% reduction or the full fees due.

J. PADILLA also noted that Primentel (recently deactivated), Imperial Railport, and My Distribution were included. As no contracts were found for Imperial Railport and My Distribution, they and Primentel had been removed from the budget. The proceed to ask if there was any reason they would need to be re-included or if any additional information was needed. J. PADILLA noted there was previously a dollar amount on the Operator Fees for Imperial Railport, but a contract could not be found. She asks E.C. Warren if she could verify. E.C. WARREN notes they never completed the process as their facility was not in compliance with the CBP upon inspection. The applicant did not comply with the findings from CBP and didn't move forward. J. PADILLA also requested clarification for My Distribution Center; to which E.C. WARREN noted the applicant was having difficulties in providing the \$5,000 fee as well as the insurance requirements. Additional time was requested and granted for the applicant, but they never met the requirements. J. PADILLA stated she was able to find information that eluded to these matters in the file,



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but wanted clarification as they had continued to be included in the budget. E.C. WARREN noted they were included in the budget was because they kept promising to fulfill the requirements, but they never did. She continues to ask if the board would like to proceed with taking them off the list as they continued to request extension after extension with no action. E.C. WARREN suggests we reach out to these business one more time to see if they will respond or we will no longer conduct business. A. NAVA asks if staff can send an email our asking them to respond by a certain day, to give them a deadline. J. PADILLA notes she could give them a month to respond so we know if we can take them out of future focus for the next fiscal year.

ADRIANA NAVA asks if there are any other comments regarding the budget. T. Salcido notes the City of Brawley would prefer the version with the 25% option. A. NAVA notes the City of El Centro would prefer the same. N. Wells prefers the same for the City of Holtville. R. Medina prefers the same for the City of Calipatria. J. PADILLA notes the next draft presented for approval will be the 25% version. She also notes that the balance from the previous fiscal year was from the meeting date and may fluctuate. A. NAVA asks if staff and JPA members look at the annual conference to see if they are interested so we can include it in the budget. J. PADILLA notes staff was unable to provide a mock budget as the flights did not go up to that date.

J. PADILLA also mentions staff was also requested to update the population in the policies. She noted the 25% share was based on the population from the U.S. Census Bureau. The only population that couldn't be found was the County unincorporated area. The total population from the cities was subtracted from the County population as a whole to obtain that population. She presented the excel version of the budget so the members could see how the population was found. R. MEDINA requests they be provided with the excel sheet. J. PADILLA notes she can send the excel sheet and notes the Year-End formula is a living formula that updates every time the membership fees are updated.

c. Draft FTZ FY 21-22 Meeting Calendar

J. PADILLA presented the meeting calendar with the same formula as the current year; every third Wednesday of every other month at 1:30 with the location alternating between members. The rotation of the meeting location is a basic North to South with exception of the County, which will be last. T. Salcido asked if those would be held within the cities if things get back to normal. J. PADILLA confirms every city would get their chance to host the meeting; if we have to continue on Zoom until it gets back to normal, we will continue on Zoom. A. NAVA notes that it does reduce the travel time; so for now, with light agendas, Zoom is perfect. When there are items that are a little more substantial, we can meet in person. P. LOPEZ also notes that holding the meetings via Zoom has helped with quorum. R. MEDINA notes we should stick with Zoom. A. NAVA concurred. J. PADILLA noted that (quorum) was one of the issues why the calendar was developed. Notice wasn't being given with enough time to schedule and plan for travel and some people were always traveling and never hosting.



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ADRIANA NAVA requested a marketing update for the next meeting. J. PADILLA noted they have recently been working on ensuring the annual report gets submitted by the Operators and working with staff to meet and discuss the report for the FTZ as well. Staff hasn't received any marketing reports as of yet, but they have reached out to a few interested parties; two of which were referred by MIGUEL FIGUROA.

III. Future agenda items and other business

d. IVFTZ-JPA membership forms

J.PADILLA informs that half of the membership forms have been received to date: City of Calexico, City of El Centro, and the City of Brawley. Memberships are pending for the County of Imperial, City of Calipatria, and City of Holtville. Staff does plan on issuing out for the next meeting the FY 2021-2022 membership form so we can hopefully start out with all of those forms completed. E.C. WARREN states (the County of Imperial) will submit both of them as it is always good to have them on file.

IV. Next meeting date

May 07, 2021 at 1:30 PM in the County of Imperial or Zoom.

ADRIANA NAVA opens discussion on whether to have the meeting via Zoom or in person. She notes she notes Zoom works for her at the moment. If anyone wants to meet in person, they are requested to send an email to A. NAVA or J. PADILLA. P. LOPEZ recommends holding the meeting via Zoom as it has been beneficial for attendance with quorum. J. PADILLA also notes, from a COVID standpoint, that although more people are getting vaccinated, but there are still some mandates. Thus, it might be safer to continue this precaution and have the next meeting via Zoom. A. NAVA asks if there are any other comments from the IVFTZ Board, to which there were none.

V. Meeting adjourned

a. Meeting adjourned at 2:18 P.M.