



**WORKSHOP MINUTES**  
**Rice Community Economic Development Corporation**  
**Thursday, December 07, 2023**  
**6:00 PM**  
**Rice City Hall**  
**305 N. Dallas Street**  
**Rice, TX 75155**

**Item 1: Roll Call**

James Franks: Call Meeting to Order 6:00 pm  
Members Present: James Franks, Rolando Chapa, Laura McGee, Brandi Solomon  
Garry Teague – Left during meeting.

Members Absent: Jared Alsup

Non-members Present: Archa Cassel, EDC Executive Coordinator

**Item 2: Pledge of Allegiance Led by All**

**Item 3: Invocation Prayer Led by Garry Teague**

**Item 4: Agenda Items**

- a. Discuss Contracts for Contract Labor
  - All contracts should be updated to say, “Contract Labor” in place of “Employee”, and include reimbursement for any additional, applicable expenses.
  - Decided Archa Cassel’s pay will be \$20/hour + \$50 a month car allowance with excessive driving to be covered by EDC.
  - Brandi Solomon: No additional changes (\$200 a month)
  - Noted that pay shall be issued monthly, and all reimbursements will be issued within 5 days of receipt submittal.
- b. Discuss EDC Bylaws
  - We reviewed all Bylaws and discussed the following:
    - Assigning year of reappointment and numbers to members as follows:
      - 1) Garry Teague 06/25
      - 2) Laura McGee 06/24
      - 3) Tonya Roberts 06/25
      - 4) Rolando Chapa 06/24
      - 5) Jared Alsup 06/25
      - 6) James Franks 06/24
      - 7) Brandi Solomon 06/25
  - Reappointment list will need to be submitted to City Council in May to get approved for our June meeting.
  - Sec. 4 - Board will hold monthly meetings. (Every 4<sup>th</sup> Monday)
  - Sec. 10 - City Council Standard of Conduct.
  - Officers Sec 5. Add Financial Clerk.

- Sec. 6 - Re-assert City Administrator (Vicki Fisher) as EDC Administrator.
- Brandi will act as liaison between City of Rice and EDC.
- Re-assert roles of EDC Secretary (Rolando Chapa)
- A preference was noted by Tonya Roberts to have more members be in the Rice City Limits and/or create an MDD. (Municipal Development District)
- President (James Franks) and City Administrator (Vicki Fisher) will be the signers for EDC checks.

**Item 6: Adjourn**

Motion to adjourn by Tonya Roberts 2<sup>nd</sup> by Laura McGee

Ayes: James Franks, Rolando Chapa, Brandi Solomon

Nays: None

Meeting was adjourned.

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Secretary

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Administrator