

## **San Antonio Bexar County Soccer Public Facility Corporation**

**January 24, 2025**

**HBGCC Administrative Offices, Conference Room 1  
900 E. Market Street, San Antonio, TX 78205**

### **MEETING MINUTES**

<b>Members Present</b>	Patricia Muzquiz Cantor, Director, Convention & Sports Facilities; Alex Lopez, ACM, City of San Antonio; Thomas Guevara, Chief of Staff, Bexar County Office of the County Manager; Dan Curry, Facilities Management Director, Bexar County
<b>Members Absent</b>	None
<b>Others Present</b>	Monica Ramos, Assistant Director, Convention & Sports Facilities; Javier Vasquez, Assistant to the Director, Convention & Sports Facilities; Jennifer Galindo, Fiscal Administrator, Convention & Sports Facilities; Julio Garcia, Contracts Manager, Convention & Sports Facilities; Juan Torres, Contract Officer, Convention & Sports Facilities; John Anthony Sanchez, Business Manager, Convention & Sports Facilities; Lizette Garza, Executive Secretary, Convention & Sports Facilities; Christina Hernandez, Assistant City Attorney, CAO; Aanand Mehta, Spurs Sports & Entertainment; Amanda Cruz, Spurs Sports and Entertainment;

#### **Call to Order**

Board Chair Lopez called the meeting to order at 3:33 pm. Board Liaison Javier Vasquez conducted roll call. Board Members Alex Lopez, Chair, Patricia Cantor, Board Secretary, Thomas Guevara, Board Member and Dan Curry, Board Member, were present. There is a quorum.

#### **Item #1 Approval of minutes for the meeting of September 19, 2024**

A motion for approval of the September 19, 2024, meeting minutes was made by Board Member Guevara and seconded by Board Member Cantor. Motion passed.

#### **Item #2 FY2025 Amended Budget**

Monica Ramos presented documents showing changes to projects that were approved and projects that were amended. As of December 31, 2024, the Facility Access Fee is \$199,709.06. The expenses for 2024 were approved at \$112,948.14 for two projects. The amended budget for the projects is slightly lower with the popcorn machine for \$12,155.00 instead of \$15,000.00 that was approved. That leaves a balance for the Capital Reserve of \$89,605.92. There are several pending items: 1) Anticipated revenue and the September 2024 Facility Access Fee that were not posted as of December 2024 bank statement. Those revenues were deposited in January and will be reflected in the January 2025 bank statement in the amount of \$4,206.00; 2) The Facility Access Fee is anticipated to be \$79,583.63 for November 2024 through

September 2025 and; 3) Facility Rent is anticipated to be \$59,953.32 that is collected in September of 2025 for a total estimated revenue collected in FY2025 of \$143,742.94.

For the FY2025 expenses, the LED payment was placed on hold at the last board meeting. The payment amount of \$97,948.14 is being referenced but is placed on hold until further discussion.

The Improvement and Maintenance Fund has a beginning balance of \$332,933. There are 2024 expenses that vary from the approved budget. The board approved \$83,800.00 for five projects. The loading dock gate was approved at \$10,000.00 and came in at \$21,011.94 in actual expenses; the storage shed was cancelled. The replacement of the benches was approved at \$30,000.00 which is currently still a good estimate. Amanda Cruz stated that the benches came in the beginning of January 2025 due to a delay at Customs. Board Chair Lopez asked if that amount was still accurate. Amanda replied that she believed it may be slightly over by \$3,000 and are still waiting for the vendor to send over the final invoice.

The original project for the replacement of three refrigerators had an approved budget of \$14,800.00 but only one refrigerator was replaced at a purchase price of \$3,198.50. Two freezers were approved at \$13,000.00 but only one was replaced for \$23,160.00. The overall approved budget of \$83,800.00 came in slightly under at \$77,370.44, leaving a subtotal balance of \$255,562.56. In addition, there is anticipated estimated revenue for 2025 of \$143,742.94, from anticipated Facilities Access Fees of \$79,583.63; September 2024 Facility Access Fee payment of \$4,206.00 and the Facility Rent of \$59,953.32.

The 2025 approved Improvement & Maintenance project expenses are \$212,080.92. The amended budget is the same amount as the approved budget since the items are still being procured. At the last meeting, the Board Members approved moving the frozen beverage machine expenses from the Capital Reserve Fund to the Improvement and Maintenance Fund. The expense added to FY 2025 amended budget is the Audit Fee of \$16,800.00. The total expense for FY 2025 projects is \$244,909.92, leaving a balance of \$154,395.58 in the Improvement & Maintenance.

Board Chair Lopez asked if there were any questions. Board Member Curry asked why the storage shed project was cancelled. Amanda stated that to her understanding they were over budget on a couple of their projects, so they decided to scrap that project. Board Member Guevara also asked if the variance between the approved budget and amended budget of the refrigerators and freezers were to keep within the budget? Amanda stated that they were an offset expense. She added that the quantity of the refrigerator and freezer were incorrect; Two freezers and one refrigerator were purchased. Board Member Guevara asked if the original budget expenses were to replace one freezer or two refrigerators. Amanda will check her notes and emails to confirm. Board Member Guevara asked that staff clarify the information.

Board Chair Lopez asked if there were questions on any other items in the budget. Board Member Cantor mentioned that in the Improvement & Maintenance Fund there might be an additional charge in the FY2025 Budget for bookkeeper services to do QuickBooks entries for the PFC financial statements. Ms. Monica relayed that there was not information on the cost currently but will check on it. The Improvement & Maintenance balance of \$154,000 will be reduced by the CPA/Bookkeeper cost. Currently, a QuickBooks non-profit software version is being utilized to make all entries, but staff is not familiar with that version. Therefore, an external

bookkeeper was hired. Ms. Monica asked the Board about the LED field boards year 3 payment and when this expense would be further discussed and a decision made.

Board Chair Lopez asked Monica to clarify what is available in the Capital Reserve Fund. Monica confirmed that as of today's meeting, there is \$89,605.92 in the Capital Reserve Fund. An additional \$4,206.00 was just deposited this month (January) making the balance with the deposit as if today \$93,811.92. Board Chair Lopez stated that currently there is not enough funding to approve the year three payment of \$97,948.14. Board Chair Lopez asked staff if the second payment of the LED field boards had been paid. Juan Torres stated it has not been paid but he had the checks on hand for needed signatures.

Amanda clarified that there are two freezers and one refrigerator. She further stated that Spurs Sports & Entertainment had a Christmas event over at the Toyota Field and it ran through December 29<sup>th</sup>, 2024. Amanda is currently finalizing the settlement with the partners.

Board Chair Lopez stated that she did not feel comfortable approving the year 3 payment for the LED field boards until more revenue is collected to cover that expense. Monica stated that the payment is due by August 31<sup>st</sup>.

Board Member Guevara asked for clarification if the expenses have changed on the freezers and refrigerator or just the quantities. Amanda confirmed that only the quantities were changed. Board Member Guevara further stated that he was supportive with the recommendations of deferring the conversations of the 3<sup>rd</sup> year payment of the LED field boards until there was money in the bank.

Motion to approve amended budget by Board Member Curry, seconded by Board Member Cantor. Motion passed.

### **Item #3 Main LED Board Purchase Request**

Aanand reported on the main LED Boards which is the large score/video board. The board is 15 years old, and the lifespan is 10 years. Towards the second half of the season, half the board would stop working and the replacement parts for the damaged board are not available anymore. SSE is currently hosting national and international events and to stay competitive the board must be replaced. In addition to the board, the catwalk that is used to repair the board was also needed to be replaced because it was rusty and deteriorating. The request is to replace the main LED Board and the catwalk. Jose and Joe Loomis went through several proposals from Uber LED, LED Studios, and Revel. Revel was the company that was chosen due to their high-quality products and lower price. Given the lead time, the main LED board was purchased due to timing and start of season, and also factoring in potential enacted tariffs. Aanand understands that the Capital Reserve Fund, as discussed today, cannot absorb the entire cost of the board, but is requesting to use the Capital Reserve Fund to pay for the \$409,000.00 expense over time.

Board Member Curry asked for a copy of the proposal showing the total cost of the main LED board. Aanand stated the cost is \$409,150.00 for the LED board and the catwalk. The company is providing the solution for both items.

Board Member Guevara asked what the warranty on the main LED board is. Aanand stated it's a 3-year warranty for parts and labor, with the standard manufacturing warranty on the

software. Guevara asked if something fails, will there a good turnaround time in sourcing parts. Aanand stated from a long-term perspective for this was the best way to go.

Board Member Curry asked if they were asking for the PFC to absorb over time 100% of the cost. Aanand stated they would like to use the Capital Reserve Fund once it is replenished to cover the funds at a 100% as soon as possible.

Board Member Guevara stated in the future it would be beneficial to have a 5-year forecast on capital requests and a long-range capital plan to determine funding needed and funding availability for more substantial type of improvements such as ADA, etc.

Board Member Curry stated that in order to commit money for long term investments, the Board should see the plan ahead of time. The facility is 15 years old, and a lot of improvements will have to be made. Would like to see more information and have further discussions with rest of the board members for a long-range plan.

Board Member Guevara agrees that for a top tier facility, the main LED board is important for advertising and replays. He is amenable to look at this project and have further discussions down the road but will need more information.

Board Chair Lopez stated that from their previous conversations of asking for a long-range capital plan, the lease agreement does not define what constitutes as capital or not. There needs to be some agreement of how capital is defined, and which projects would fall under Capital Reserve Funds. If the Board wants to see a long-range capital plan, there needs to be a clear understanding. With that in mind, the Board should not commit much into the future since there are still payments remaining for the LED boards. Board Chair Lopez agrees that the main LED Board is a critical component for the stadium, but there is not enough money at this time.

Board Member Cantor stated that she would like to see a minimum of a 10-year long-range plan of the stadium's capital needs. Once the long-range capital plan is developed and the Board is briefed, the Board can make a decision on the LED field boards and main LED board.

Aanand asked if there are two different conversations – 1) approving the LED field boards as it relates to the 10-year capital plan 2) how do the LED field boards stack up compared to a 10-year capital plan.

Board Member Cantor stated that the Board needs to analyze the long-range capital plan and it depends on the funding availability. The capital plan may identify higher priority projects. Code related projects would stack up higher than the LED boards. Life safety is a priority such as the catwalk Project.

Aanand further stated it was his understanding that if the money is in the fund, instead of using projected revenue, then the Board would be more comfortable approving the LED boards. This part of the conversation now seems like there is a prioritization of the projects over 10-years versus what is actually in the fund.

Board Chair Lopez stated the Board should consider both. Want to be mindful of how much to commit into future years and be informed by what SABC knows based on knowledge and management of the facility.

Aanand stated he will ask Jose, Bobby and Joe to start putting together a long-term capital plan. Aanand's concern is that the capital plan would become a binding agreement. There may be unforeseen capital needs, that if not included, would be excluded for consideration.

Board Member Guevara stated they have had similar scenarios happen with Bexar County. Board has to re-prioritize when situations arise. He stated that this Board has flexibility and understands the concerns.

Board Member Curry stated he is looking for road map to see if there is something that is happening within the next 3-5 years that is going to require PFC to absorb a lot of the Capital Reserve Funds. When SABC asks the Board for funding capital projects, it is usually given, but there may come a time when requests are denied due to no available funds. Or there may be funding available, but the Board would have to deny requests in order to protect the interests of the facility long term.

Board Member Cantor requested a facility inspection/assessment to be conducted and asked if one has previously been done. Aanand stated that under the Lease there is a yearly site inspection for both the Starr and the stadium. Board Member Cantor asked that a copy of the inspection report be given to the Board.

Board Member Guevara asked if a walk-through of the facilities could be scheduled. He would like to see a 5–10-year plan on paper for capital that is needed. Expressed that life safety is a priority first.

Board Chair Lopez asked if SABC could host the next meeting at Toyota Field. Would also like to receive the context of a long-range plan, to be able to see what is being discussed. Looking at mid to late April 2025 for next meeting. Asked if this would give SABC enough time to arrange the long-range plan. Aanand replied they can make the ask and make a presentation to show what they envision in the near future.

Board Chair Lopez asked the assessment list bigger issues regarding structural, mechanical, electrical, or plumbing be given with an estimated cost. This is what the Board is looking for. It was also reiterated that an inspection and/or assessment of the facilities be done and to forward a copy of the report to the Board.

Board Chair Lopez stated that this Item was for a briefing and not taking any action on this item.

Aanand shared video of the LED Board being deconstructed and also the advertising pitch being shown to different countries to have them come to San Antonio to use as a training ground for the World Cup 2026.

Board Chair Lopez asked final question regarding if the improvements were made to the locker rooms. It was said that they have all been completed.

Board Member Guevara motioned to adjourn. Meeting was adjourned at 4:15 p.m.

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