



**TEMPLE HEALTH AND BIOSCIENCE
ECONOMIC DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING
WEDNESDAY June 24th, 2020**

***Minutes from the Board of Directors Meeting held on
Wednesday, May 27th, 2020***

The Temple Health and Bioscience Economic Development District Board of Directors conducted their regularly scheduled board meeting Wednesday, May 27th, 2020 at 5:00 p.m. in the Main Conference Room of the Temple Health and Bioscience District (THBD) facility located at 1802 South 1st Street, Temple, Texas.

Due to the Shelter in Place order by Bell County (in response to the Covid-19 Pandemic), this meeting was conducted by videoconference, per the Open Meetings Act regulations.

Members Present:

Mr. Thomas Baird, Chair
Mr. Brian Reinhardt, Secretary/Treasurer
Mr. Gregg Strasburger
Mr. Michael Norman, Vice Chair
Mr. Tyler Johnson
Dr. Robert Cortes

Members Absent:

Mr. John Kiella

The agenda for this meeting was posted on the bulletin board of the Temple Health and Bioscience Economic Development District facility and THBD's website (www.templebioscience.org) in compliance with the Open Meetings Act.

The following is a summary of the proceedings of this meeting. It is not intended to be a verbatim translation.

I) Public Comments

Citizens who desire to address the board on any matter may sign up to do so prior to the meeting. Public comments will be received during this portion of the



meeting. Please limit comments to three (3) three minutes. No discussion or final action will be taken by the board.

There were no public requests recorded or public in attendance for this meeting. Therefore, Chairman of the Board, Mr. Thomas Baird closed the Public Comments session.

II) Consent Agenda

1. Consider adopting a resolution approving the Consent Agenda items and the appropriate resolutions for each of the following:

Minutes

- a). Approve the minutes of the April 22nd, 2020 board meeting.

Financials

- b). Approve the financial report for the six-month period ending April 30th, 2020.

There are Total Assets of \$6,757,668 with the bulk representing \$5,137,425 in cash and deposit accounts. THBD also has a Property Tax Receivable of \$20,385 and a \$84,912 Note Receivable. There are Fixed Assets of \$1,489,138 and Total Liabilities of \$24,713. This yields a Net Equity of \$6,732,955. On the Profit and Loss Budget versus Actual, THBD has collected \$1,040,692 in Property Tax Revenue. Including Lab and Rental Income, the Total Revenue is \$1,071,685. Total Expenses were \$450,188 with Ordinary Income of \$621,497. In addition, there was Interest Income of \$29,994 yielding a Net Income of \$656,491. THBD has collected 98.12% of the Property Tax budgeted.

Budget

- c). Approve Budget line changes to the 2019-2020 budget.



Budget Line Items that need additional funds

		Current	Need	Total
60360	Paid Media	\$7,500.00	\$2,500.00	\$10,000.00
60640	Office Equipment	\$1,000.00	\$1,500.00	\$2,500.00
62410	Education-School Tours	\$0.00	\$2,100.00	\$2,100.00
	Total Needed		\$6,100.00	

Budget Line Item that has excess funds

		Have	Used	Available
60310	Travel Expenses	\$25,000.00	\$11,290.00	\$13,710.00

Motion by Mr. Gregg Strasburger, second by Mr. Brian Reinhardt to consider adopting a resolution approving the Consent Agenda items and the appropriate resolutions for each of the above be approved.

Motion approved unanimously.

III) Regular Agenda

- Ms. Ashley Schlosser to discuss 1st quarter social media results and COVID-19 website updates.

Ms. Schlosser presented the Q1 2020 Media Coverage highlights:

- Twitter saw a 5.6% increase in followers for Q1, with 49,832 total impressions which is an increase from Q4 of 39%. Victory Designs grand reopening at THBD on March 4th, 2020 drove traffic to our site and increased THBD's followers. 10,339 impressions on the January 6th, 2020 post on the topic: "Is 2020 the year to take your Life Science concept to commercialization?" It was great to see that many impressions! Ms. Schlosser stated the fact THBD was promoting other local businesses was a large draw for the website.
- THBD newsletter update shows that the audience continues to increase from Q4-Q1 by 51.5% with 2028 recipients in Q1 (1,339 Q4), a 22.6% average open rate and a 4% average click rate.



- Instagram saw an increase for Q1 as well with additional followers and posts. THBD now has 174 followers. The March 23rd, post about the upcoming webinar drove traffic to the website.
- Webinar update: Q1 saw 5 sessions January 1 – May 26th, with 46 attendees, which is a 207% increase over Aug – Dec 2019. Overall attendance rate is higher than in 2019. Rebranded from “Lunch n’ Learn” to an “E-Learning webinar”.
- 4.4% increase with followers on Facebook. Posts such as those on the THBD Board election drawing of names and Victory Designs ribbon cutting both increased clicks. 5,332 unique clicks by Facebook users, previously 279, with 1,100 link clicks linking to a blog or link that we have shared.
- LinkedIn had 1,409 monthly impressions and a 6.7% engagement rate.
- YouTube had 19 videos posted, 9 channel subscribers and 176 total video views for Q1.
- Google and Social Media ads created an increase of traffic to the website of 15%. The Social Media budget has not yet been completely utilized, and as such the recommendations for June are: Add multiple ads to campaigns with Google and Twitter, adding one campaign specific ad and one for the monthly webinar. This would total two ads for each. Add sitelink extensions, snippets to ads to make them more robust and expand the target audience for Facebook.
- Updates were made to THBD Website with relevant COVID-19 information, specific to small business and community information and resources. Another update is the addition of the public comment section for Board Meetings.
- Mr. Baird asked if COVID-19 will change or have an affect on our social media? Ms. Schlosser stated we did see a slight dip in March, but it went back up in April, she went on to state that the paid media campaign will also help. Mr. Johnson asked who is invited to the webinars? Mr. Baird replied that whomever, wants to be invited. Mr. Baird directed the question to Ms. Annable to which she replied we have a constant contact list and Ms. Annable’s LinkedIn account with over 900 contacts. In addition, there is a pop-up on the website that is a sign-up for our newsletter, which has the current webinar links. Ms. Schlosser continued stating that THBD has collaboration with other organizations that post about THBD webinars and invite people to sign up.

No motion or vote was taken.

3. Consider purchase of BioTek Epoch Microplate Spectrophotometer and Micro-Volume Plate for \$10,465.60.



Ms. Annable discussed the relevant applications of the Spectrophotometer, its capabilities, and the processes by which it works. Ms. Annable reminded the Board that there is \$50,000 in the budget for equipment. Ms. Annable asked if the Board wanted to know the other quotes for the machinery to which Mr. Baird replied yes. Ms. Annable stated the quotes as follows: Molecular Devices \$23,264.00 and VWR \$16,000.00. Mr. Johnson asked who would be using the equipment? Ms. Annable replied Emergent and a brand-new tenant Industrial Genetics. Ms. Annable stated that THBD tenants are moving away from medical devices to more medical research.

Motion by Dr. Cortes, second by Mr. Norman to approve the purchase of a BioTek Epoch Microplate Spectrophotometer and Micro-Volume Plate for \$10,465.60.

Motion approved unanimously.

4. Consider Service Agreement Quote for \$5,692 to cover the following pieces of equipment: centrifuge, fume hood, -20° freezer, -80° freezer, and the CO₂ Incubator. These pieces of equipment are used daily and are common lab equipment.

Ms. Annable presented the costs on the service agreement on the individual items, vs. purchasing new equipment. The cost comparison was based on Fisher, the vendor for the service agreement/equipment.

The equipment has been used for five years and are starting to show signs of wear and tear. Ms. Annable recommends purchasing the service agreement to save on service repair calls. Mr. Strasburger asked if this is for a one-year contract, Ms. Annable replied yes, this is a one-year contract. Mr. Baird asked for clarification that the equipment are common lab pieces used every day? Yes, responded Ms. Annable. Mr. Baird asked that by purchasing the agreement would we be saving money? Ms. Annable replied yes, as the costs that are charged for travel alone is high.

Motion by Mr. Johnson, second by Mr. Strasburger to approve purchasing the service equipment agreement for \$5,692.

Motion approved unanimously.

5. Approve COVID-19 safety procedures and opening of THBD on June 1, 2020.



Ms. Annable reviewed the PDF regarding the opening COVID-19 procedures of THBD. A Zoom meeting has been scheduled for 5/26/2020 to introduce the tenants to the procedures:

- Tenants must complete the training and sign a document of compliance.
- THBD staff will clean the bathrooms three times a day and surfaces will be disinfected daily.
- Tenants and visitors will be given masks and gloves to wear while on the premises.
- Temperatures will be taken prior to entrance into the facility.
- Hand sanitizers will be available.
- Limit of five (5) people will be allowed in the conference room at a time (adhering to the 6ft of social distancing) and two (2) people in the small conference room and the kitchen.
- One person at a time in the bathrooms.

Mr. Strasburger had a question for Dr. Cortes: Will the temperature taking be affected by the heat of Texas? Mr. Baird stated he has done research on this and the answer is yes. To address the Texas heat, Baylor Scott and White (BS&W) instructs people sit and cool down prior to retaking their temperature. Mr. Baird continued that THBD should implement this procedure. Dr. Cortes stated that is "spot on" and asked about the lobby area having air conditioning? Mr. Annable confirmed that the lobby area has air conditioning. It was agreed that the lobby area would be the adequate space for temperatures to be taken and for guests/tenants to cool down. Dr. Cortes also stated that the person taking the temperature should be well protected with PPE.

Mr. Norman asked if we are expecting the tenants to come back right away? Ms. Annable replied yes, they are anxiously awaiting the re-opening. Both Emergent and the new tenant, Industrial Genetics have both requested entry into the building.

Mr. Norman asked if everyone would be wearing masks the entire time while in the facility? Ms. Annable replied yes, unless the tenants or staff are in their office with the door closed

Mr. Johnson asked about disinfecting the machinery and if there is a liability? Will THBD be disinfecting or will the tenants? Ms. Annable stated that the



tenants are responsible for cleaning the equipment after each use. Ms. Annable is also requesting from the board that we increase the amount of time the cleaning company comes to THBD from once a week to twice a week. THBD staff will also be cleaning/disinfecting the facility three times a day.

Mr. Johnson asked Mr. Baird if, as a landlord, we have any liability? Mr. Baird stated that if we make best efforts, to protect against COVID-19 spread, these steps are not the ones being found liable. Mr. Baird also stated that he liked what THBD is planning. The procedures are well within the norm and we need to adhere to the practices at THBD.

Ms. Annable asked if the board is comfortable with THBD opening June 1, 2020. Mr. Baird stated that he is comfortable with THBD reopening, with the precautions outlined. Dr. Cortes remarked that the only recommendation he suggests, is that high-risk individuals, unless you must be at the location, it is advisable not to be present at THBD. Ms. Annable stated that she is high-risk (asthma) as well as Ms. Wetherbee is high-risk (type 1 diabetes).

Motion by Dr. Cortes, second by Mr. Reinhardt to approve the COVID-19 safety procedures and the opening of THBD on June 1, 2020.

Motion approved unanimously.

6. Consider extending the note receivable from WashSense until September 30th, 2021.

Ms. Annable asked Mr. Baird to bring Mr. Johnson up to speed on WashSense. Mr. Baird replied that WashSense is a startup company/tenant that a few years ago we gave a loan, to help them commercialize their product. The company is focused on cleanliness and handwashing and being able to monitor proper handwashing techniques.

WashSense can prove with their monitoring system, that when handwashing is done correctly, there is a significant benefit to healthcare facilities. Mr. Baird spoke with Mr. Conner Dahlberg, CEO of WashSense, this week and Mr. Dahlberg was very appreciative and complimentary of THBD. WashSense has expanded and developed new software, products, and patient monitoring. In addition, they are currently being inundated with new business because of COVID-19.



Mr. Dahlberg asked for the loan to be extended so that they can continue to expand their business. WashSense is expecting a second or third round of funding that will help expand the business.

Mr. Baird stated that all their payments are current, they pay every month principal and interest. WashSense is optimistic that they will be able to pay off the loan by September of 2021.

Mr. Baird, prior to today's board meeting, forwarded to the board members documents that were supplied by WashSense. Mr. Baird stated that the information was proprietary and that if the Board wished to discuss the information in the documents an executive session would have to be scheduled.

Mr. Johnson asked how much the loan is for? Ms. Annable answered that the original loan amount was \$100,000 dollars and that they are down to \$84,000 and are paying 4% interest. Mr. Johnson asked if the loan is amortized or is it interest only? Mr. Baird stated that THBD is amortizing with a balloon payment every year.

Motion by Mr. Johnson, second by Dr. Cortes to extending the note receivable from WashSense until September 30th, 2021. Mr. Baird asked Ms. Annable to inform WashSense that the loan has been extended to September 30th, 2021.

Motion approved unanimously.

7. Receive activity report from Tami Annable, Executive Director

Ms. Annable gave a brief outline on the newest THBD tenant, Industrial Genetics (IG). Dr. David Sprague, CEO of IG has stated that initially they will be working with a national company to verify the company's decontamination systems. Industrial Genetics will be testing collected samples using a variety of technologies. For example: Industrial Genetics will sample an area after a UV Robot has disinfected the space. Then IG will test the samples and discover if contaminants are still present once the UV process is complete.

Ms. Annable continued her update the board with another new tenant, Sunthetics, led by CTO Daniela Blanco PhD. Sunthetics will develop easy-to-use, versatile equipment for the implementation of sustainable, electricity-driven



chemical reactions coupled with machine learning platforms that accelerate the optimization of these processes. Sunthetics is a start-up focused on helping the chemical industry to become more sustainable. Sunthetics has received over \$400,000 in funding. Originally started the company at New York University, the CTO (due to Texas roots) has recently relocated the business to Texas.

Mr. Norman stated that for companies like this (Sunthetics and Industrial Genetics), do we have a risk assessment process in place? Ms. Annable replied that she forgot to mention earlier that with Industrial Genetics there will be no live virus in the building. The virus will be made inactive prior to it entering THBD. Regarding the chemicals, they were listed on the application for Sunthetics. Ms. Annable did not see anything on that list that raised any red flags. THBD does have a flammable cabinet to store the chemicals. In addition, THBD is switching out the fume hood HEPA filter to a chemical filter. It was decided that Mr. Norman would look at the chemical list and compare it against what his company in the United Kingdom accept and what their safety protocols are.

Industrial Genetics has asked for a Bio Safety hood to be moved into his lab. Ms. Annable stated that they would move a Bio Safety Hood out of Perry Office Storage to Industrial Genetics Lab.

Ms. Annable continued with an update on the 3D printed masks for Baylor Soct and White (BS&W). BS&W is in possession of the prototypes and is currently testing them. FDA approval process is now two to three weeks, whereas when THBD started the process it was two to three days.

BS&W also spoke with THBD about COVID-19 testing swabs and asked if the 3D printer has the capabilities to print the swabs. Mr. Colin Dodson found an FDA approved 3D STL file. The first batch that was printed, was not able to be tested due to being too brittle. The swabs broke too easily. It could be something as simple as the resin is not the right resin to produce these swabs. THBD has contacted Stratsys to inquire about the appropriate resin and we are waiting to hear back. We are currently conducting experiments to discover why the swabs are drying out and becoming brittle. If we are not able to print adequate safe swabs, then THBD will not move forward with the project.



The Temple Rotary sent THBD a check for the matching \$5,000 face mask project and they have also started a community fund campaign, which has raised an additional \$600. Ms. Annable has assured the Temple Rotary and the board that THBD is not spending any of the funds designated for the masks/swab, until we find out if we can manufacture any of these products. If we cannot THBD will return the \$5,000 to the Temple Rotary.

Ms. Annable presented information on the Texas Global Health Security Innovation Consortium (TEX-GHS – UT Austin). Ms. Annable was asked to join the consortium by UT – Austin as the Executive Director of THBD. This consortium was formed in recognition of the need to provide a coordinated response that supports innovations targeting global health security. The University of Texas at Austin organized the consortium which consists of academia, public sector and private sector partners that will coordinate efforts to support companies working on intermediate and long-term solutions to address pandemic preparedness and response. The goal is to coordinate existing resources in the Central Texas innovation ecosystem and to develop additional capacity to expedite research, development, and commercialization at the intersection of global health security and technology.

No motion or vote was taken.

8. Budget work session for the 2020-2021 FY

A discussion ensued regarding the 2020-2021 FY budget. Ms. Annable presented the current draft of the 2020-2021 fiscal year budget, noting the sections that had funds reduced, or increased.

No motion or vote was taken.

There being no further business, Mr. Baird adjourned the meeting at approximately 6:10 p.m.

Transcribed by:
Shannon Wetherbee
Executive Assistant