

**Written Minutes for the  
Elmendorf Economic Development Corporation  
Board of Directors Meeting  
Held on September 29, 2016  
5:30 PM  
Elmendorf City Hall  
8304 FM 327  
Elmendorf, Texas 78112**

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At any time during the Board of Directors Meeting, the Board may meet in executive session for consultation concerning attorney-client matters (real estate, litigation, contracts, personnel, and security).

**I. The EEDC Board of Directors will convene for a meeting at the Elmendorf City Hall at 5:30 pm September 29, 2016.**

**Call to Order**

The meeting is called to order at **5:37 PM** by Cody Dailey.

**Pledge of Allegiance**

**Roll Call**

Board Director Place 1	Cody Dailey	Present
Board Director Place 2	Manuel Decena	Present
Board Director Place 3	Tommy Hicks	Present
Board Director Place 4	Elsa Martinez	Present
Board Director Place 5	Tracy Riojas	Present
Board Director Place 6	Peggy Stephens	Present
Board Director Place 7	Victoria Villanueva	Absent

Also present, City Secretary Roxanne De Leon, City Attorney Mike Guevara and Police Chief Marco Pena.

**Citizens Participation**

**No citizens for participation.**

**II. General Business – Individual Consideration**

1. Receive overview and training regarding operations of a 4B Corporation, duties of directors & officers and limitations on authority.

City Attorney Mike Guevara advises the Board of Directors the areas of development they may pursue. A budget will need to be created for the EDC. Those funds may be used for a number of things to attract business development. The funds for the EDC will begin to be collected October 1, 2016.

2. Discuss and possible action regarding the election of officers for the EEDC.

Director Stephens motions to select Manuel Decena as President of the EEDC. Director Riojas seconds and a vote is called.

<u>Yay</u>	<u>Nay</u>	<u>Abstain</u>
Director Dailey		
Director Decena		

Director Martinez  
Director Riojas  
Director Stephens

The motion to select Director Decena as President of the EEDC is passed on a unanimous vote with all five (5) Directors in favor.

Director Riojas motions to select Peggy Stephens as Vice-President of the EEDC. Director Martinez seconds and a vote is called.

Yay	Nay	Abstain
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Director Dailey		
Director Decena		
Director Martinez		
Director Riojas		
Director Stephens		

The motion to select Peggy Stephens as Vice-President of the EEDC is passed on a unanimous vote with all five (5) councilmembers in favor.

Director Riojas motions to select Elsa Martinez as Secretary of the EEDC. Director Stephens seconds and a vote is called.

Yay	Nay	Abstain
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Director Dailey		
Director Decena		
Director Martinez		
Director Riojas		
Director Stephens		

The motion to select Elsa Martinez as Secretary of the EEDC is passed on a unanimous vote with all five (5) Directors in favor.

Director Riojas motions to select Cody Dailey as Treasurer of the EEDC. Director Stephens seconds and a vote is called.

Yay	Nay	Abstain
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Director Dailey		
Director Decena		
Director Martinez		
Director Riojas		
Director Stephens		

The motion to select Cody Dailey as Treasurer of the EEDC is passed on a unanimous vote with all five (5) Directors in favor.

3. Discuss and possible action regarding approval of the bylaws.

Director Riojas motions to approve the bylaws of the EEDC. President Decena seconds and a vote is called.

Yay

Nay

Abstain

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Director Dailey  
Director Decena  
Director Martinez  
Director Riojas  
Director Stephens

The motion to approve the bylaws of the EEDC is passed on a unanimous vote with all five (5) Directors in favor.

City Attorney Mike Guevara points out the placement numbers for the EEDC are as follows: Cody Dailey – Place 1, Manuel Decena – Place 2, Tommy Hicks – Place 3, Elsa Martinez – Place 4, Tracy Riojas – Place 5, Peggy Stephens – Place 6, and Victoria Villarreal – Place 7. The people with odd numbered places will serve for one (1) year and the even numbered places will serve for two (2) years.

Director Dailey announces the arrival of Director Hicks at 6:00 PM.

4. Discuss and possible action regarding a request for economic incentives from Halliburton, Inc.

In 2014, the City of Elmendorf approved an Economic Development Agreement with Halliburton that provides for a graduated rebate of all sales/use tax paid by Halliburton to the City of Elmendorf. Now that the city has created the EEDC, it will be increasing the sales/use tax rate by .5%. Halliburton is requesting that the existing agreement be extended to cover the additional .5% applied to the rebate schedule in aggregate with the existing 1% tax.

Director Riojas motions to approve a request from economic incentives from Halliburton, Inc. Director Decena seconds and a vote is called.

Yay

Nay

Abstain

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Director Dailey  
Director Decena  
Director Hicks  
Director Martinez  
Director Riojas  
Director Stephens

The motion to approve a request from economic incentives from Halliburton, Inc. is passed on a unanimous vote with all six (6) Directors in favor.

5. Discuss and possible action regarding the budget for the EEDC.

Director Dailey states the expected budget generated from the EEDC tax is \$233,500.00. There will be small expenses from opening an account and ordering checks and deposit books. The signatories on the bank account would be the positions of the President (Decena) and the Treasurer (Dailey). Mr. Dailey advises everyone to come up with a list of projects to review at the next EEDC Meeting on November 10, 2016 at 5:30 PM.

Director Riojas mentions that the Texas Municipal League will be holding an EDC Conference Training in Bastrop, Texas at the Lost Pines Resort on November 17<sup>th</sup> – 18<sup>th</sup> if anyone is interested.

No action taken.

**III. Adjournment**

Director Decena motions for adjournment of the EEDC Meeting. Director Hicks seconds, and a vote is called.

Yay	Nay	Abstain
Director Dailey		
Director Decena		
Director Hicks		
Director Martinez		
Director Riojas		
Director Stephens		

The motion to adjourn the City Council Meeting is passed on a unanimous vote with all six (6) councilmembers in favor.

EEDC Board of Directors Meeting is adjourned at: **6:34 PM**

The minutes were passed and approved on:

**November 10, 2016**

  
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*President Manuel Decena*

Attest:  
  
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*Secretary Elsa Martinez*