



City of Fulshear Development Corporation

PO Box 279 / 30603 FM 1093
Fulshear, Texas 77441
Phone: 281-346-1796 / Fax: 281-346-2556
www.fulsheartexas.gov

MEETING MINUTES August 10, 2015

Present: Bill Archer, Ewelina Forker, J.B. Collins, Stephen Gill (6:32 PM)

Absent: Jackie Gilmore

Visitors: Bobbi Martin, Kristi Brashear, Don McCoy, Shannon Purcell, Bill Knesek

1. Call to Order: Bill Archer, 6:06 PM
2. Quorum: A quorum was present
3. Invocation: An invocation was offered by Bill Knesek.
4. Citizen's Comments: None
5. Consideration and Possible action of Approval of Minutes from City of Fulshear Development Corporation Meetings on July 13, 2015 and August 3, 2015.

Motion: Forker 2nd: Collins Ayes: 3 Nays: 0

6. Presentation of financial statements to date.
 - Assets: \$486,592.05
 - Current Sales Tax Revenue: had not been received/recorded as of yet
7. Consider and possible action on Payables Due and Checks Paid Report(s).

Motion: Collins 2nd: Forker Ayes: 3 Nays: 0

8. Consideration and Possible action of Election of Board Officers of this corporation.
 - Recommendation(s) made as follows:
President: Bill Archer Vice President: J.B. Collins
Secretary: Ewelina Forker Treasurer: Stephen Gill

Motion: Collins 2nd: Gill Ayes: 4 Nays: 0

9. Consideration and Possible Action to appoint a representative to serve on the committee for the hiring of Director of Marketing and Business Development

- Recommendation made as follows:
Stephen Gill

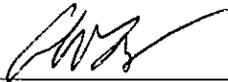
Motion: Collins 2nd: Forker Ayes: 4 Nays: 0

10. Update on Bank Services RFQ.
 - Kristi Brashear notified the board that she had not re-let the RFQ. She explained that she would do.
11. Report by Economic Development Consultant, Bill Knesek: Knesek did not have any reporting at the time.
12. Fulshear Area Chamber of Commerce report, Don McCoy.
 - 259 current member number – December 2015 goal: 300
 - August 5 meeting – 95 persons attended.
 - Request/Encouragement of a board member to attend future chamber meetings.
 - Upcoming events were provided.
 - A debut of Fulshear Area Chamber of Commerce’s new website was shown.
13. Budget Workshop
 - The request for the corporation’s financial commitment to the City to be inserted into one line was made.
14. Discussion of future agenda items.
 - Buxton: Consideration of entering extension of contract for time being.
 - Stephen Gill: Action to become a signer on the corporation’s bank account
 - Budget approval
 - Addendum to MOU: providing a schedule of financial responsibilities

Prepared by: Bobbi Martin, City of Fulshear Accountant



Ewelina Forker, City of Fulshear Development Corporation Secretary



Bill Archer, City of Fulshear Development Corporation President

CONSULTING SERVICES AGREEMENT

City of Fulshear Development Corporation and Southwestern Economics, L.L.C.

STATE OF TEXAS:

COUNTY OF FORT BEND:

THIS AGREEMENT entered into by and between the City of Fulshear Development Corporation, whose mailing address is PO Box 279, Fulshear, TX, 77441, hereinafter called "COFDC", and Southwestern Economics, LL.C. , whose mailing address is 3602 Glenmeadow Dr., Rosenberg, TX 77471, hereinafter called "SWE".

WITNESSETH:

IN CONSIDERATION of the mutual obligations of the parties hereto it is agreed:

- A. **ENGAGEMENT:** SWE hereby agrees to provide the following services:
- (1) Provide the services of Executive Director
 - (2) Maintain availability for advice and information on matters related to economic development and Economic Development Corporations. Short routine phone or email inquiries shall not be considered billable as contained in B(1) below.
 - (3) Maintain availability to perform projects and research when so requested by COFDC: Such requests to be initiated by the President of COFDC.
 - (4) Maintain availability to attend COFDC Board meetings when requested by the President
- B. **COMPENSATION:**
- (1) In return for the herein noted services, COFDC agrees to pay to SWE the sum of one-hundred and twenty-five (\$160.00) per month.
 - (2) Projects, research, and meeting attendance requested by COFDC shall be provided at the rate of sixty dollars (\$60.00) per hour, or per project fee as agreed to by both parties hereto.
- C. **TERMS AND CONDITIONS:**
- (1) The effective date of this agreement shall be October 1, 2015.

- (2) This agreement is subject to termination by either party upon thirty (30) days written notice.
- (3) Payment for services shall be made at the end of each calendar quarter upon provision of an invoice by SWE.
- (4) COFDC reserves the right to utilize the services of whomever it chooses for the performance of special projects, and is under no obligation to utilize the services of SWE for such projects.
- (5) Any miscellaneous costs incurred by SWE associated with the provision of services such as, but not limited to, supplies and travel shall be payable by COFDC upon the provision of an itemized invoice by SWE, including receipts. Mileage shall be compensated at the rate of sixty cents (\$0.60) per mile.

D. ASSIGNMENT: No assignment of this agreement shall be made by either COFDC or SWE, this being an exclusive relationship.

E. AMENDMENT: This agreement may be amended by agreement of both parties hereto.

EXECUTED IN DUPLICATE at Fort Bend County, Texas.

CITY OF FULSHEAR DEVELOPMENT CORPORATION



Bill Archer, President

Date

SOUTHWESTERN ECONOMICS, L.L.C.



Bill Knesek

10-12-15

Date