

NOTICE: ANY SUBJECT APPEARING ON THIS AGENDA, REGARDLESS OF HOW THE MATTER IS STATED, MAY BE ACTED UPON BY THE BOARD OF DIRECTORS OF TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION.

TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION  
BOARD OF DIRECTORS ANNUAL MEETING

AGENDA

OCTOBER 3, 2018- 2:00 P.M.  
CITY HALL CONFERENCE ROOM  
1801 9th Ave. N.  
Texas City, TX 77590

PLEASE NOTE: Public comments and matters from the floor are generally limited to 3 minutes in length. If you would like to request to speak, please do so in advance of the meeting by filling out a Request To Address Commission form. All in attendance are required to remove hats and/or sunglasses (dark glasses) during meetings and to also silence all cell phones and electronic devices.

1. ROLL CALL
2. NEW BUSINESS
  - a. Consider and take action on election of Officers and Oath of Officers.
  - b. Consider and take action on Texas City Harbour Foreign Trade Zone Corporation Minutes for October 26, 2017.
  - c. Consider and take action on Resolution No. 18-01, approving the action of the Officers of the Texas City Harbour Foreign Trade Zone for the 2017-2018 fiscal year.
  - d. Consider and take action on Resolution No. 18-02, adopting the 2018-2019 fiscal year budget of the Texas City Harbour Foreign Trade Zone Corporation.
3. UPDATES
4. BOARD COMMENTS
5. ADJOURNMENT

I, THE UNDERSIGNED AUTHORITY, DO HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE BULLETIN BOARDS AT CITY HALL, 1801 9TH AVENUE NORTH, TEXAS CITY, TEXAS, AT A PLACE CONVENIENT AND READILY ACCESSIBLE TO THE GENERAL PUBLIC AND ON THE CITY'S WEBSITE ON SEPTEMBER 28, 2018, PRIOR TO 2:00 P.M., AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.

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Texas City Harbour Foreign Trade Zone Corporation

**Texas City Harbour Foreign Trade Zone  
Corporation Agenda**

**2. a.**

**Meeting Date:** 10/03/2018

**Submitted By:** Rhomari Jackson-Glover, City Secretary

**Department:** City Secretary

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**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on election of Officers and Oath of Officers.

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Attachments**

Attachment

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**TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION**

CHARTER/ FILE NO. 1124959201 APPROVED BY SECRETARY OF STATE ON 11/10/92

This Corporation was originally incorporated under the name of Foreign Trade Zone of Texas City-Gulf Coast, Inc.; however, the name was changed to TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION in 2001.

**PURPOSE:** 1. To foster economic development in the Galveston, Brazoria, and Chambers County areas; 2. To apply for a grant of authority to establish, to operate and to maintain a foreign trade zone and subsequent subzones in Galveston, Brazoria, and Chambers County areas pursuant to the Foreign Trade Zones Act of 1934, as amended, 19 U.S.C., Section 81a, et seq; 3. To associate those involved in international trade in Galveston, Brazoria, and Chambers Counties (the "Participants") together as a business league for the promotion of international trade, exports and imports; (For the remainder of the purpose statements, please see the Restated Articles of Incorporation dated 2/2/93.)

**TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION** - Five (5) directors will serve three-year (3) staggered terms. No limit on number of terms. Each Director shall hold office for the term for which he is appointed and until his successor shall have been appointed and qualified unless sooner removed. Meetings are held as required.

<b>Randy Dietel, Chairperson</b>  Phone:  <a href="mailto:randy@pilinginc.com">randy@pilinginc.com</a>	<b>Rev. Jerry Lee, Vice-Chairperson</b>  Phone: 409 935-7229  <a href="mailto:jerrylee113@gmail.com">jerrylee113@gmail.com</a>
<b>Genie Jennings</b>	<b>John Hackbarth</b>
<b>William Etheredge</b>	<b>City Staff:</b>  Russell F. Plackemeier, City Attorney Nicholas Finan, Executive Director of Management Services James Hartshorn, Deputy Director of Management Services Laura Boyd, Director of Finance Justin Herter – Board Secretary

**Texas City Harbour Foreign Trade Zone  
Corporation Agenda**

**2. b.**

**Meeting Date:** 10/03/2018

**Submitted By:** Rhomari Jackson-Glover, City Secretary

**Department:** City Secretary

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**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on Texas City Harbour Foreign Trade Zone Corporation Minutes for October 26, 2017.

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Attachments**

Minutes

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TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION  
BOARD OF DIRECTORS ANNUAL MEETING

MINUTES

OCTOBER 26, 2017 - 3:00 P.M.

CITY HALL CONFERENCE ROOM

The Texas City Harbour Foreign Trade Zone Corporation Board of Directors met Thursday, October 26, 2017, at 3:00 P.M., in the City Hall Conference Room, 1801 9th Avenue North, in Texas City, Texas. A quorum having been met, the meeting was called to order at 3:27 P.M. by Jerry B. Lee with the following in attendance:

(1) ROLL CALL

Present: Genie Jennings, Director  
Jason Hayley, Director  
Rev. Jerry Lee, Vice-Chairperson  
Laura Boyd, Finance Director / Ex-Officio Member

Absent: Randy Dietel, Chairperson

Staff Present: Nicholas Finan, Director of Management Services  
Ronald F. Plackemeier, City Attorney  
James Hartshorn, Deputy Director of Management Services  
Rhomari Jackson, City Staff

(2) NEW BUSINESS

- (a) Consider and take action on election of Officers and Oath of Officers.

Motion by Director Jason Hayley, Seconded by Director Genie Jennings to nominate Randy Dietel serve as Chairperson and Jerry Lee as Vice Chairperson.

**Vote: 3 - 0 CARRIED**

- (b) Consider and take action on Resolution No. 17-01, approving the actions of the Officers of the Texas City Harbour Foreign Trade Zone Corporation for the previous fiscal year 2016-2017.

Nick Finan, Director of Management Services, stated that the only previous actions taken were the collection of fees.

Motion by Director Jason Hayley, Seconded by Director Genie Jennings to approve the action of the Officers for fiscal year 2016-2017.

**Vote: 3 - 0 CARRIED**

- (c) Consider and take action on Resolution No. 17-02, adopting the 2017-2018 fiscal year budget of the Texas City Harbour Foreign Trade Zone Corporation.

Laura Boyd, Finance Director, explained the budget and what items changed from the previous fiscal year.

Motion by Director Jason Hayley, Seconded by Director Genie Jennings to adopt the 2017-2018 fiscal year budget.

**Vote:** 3 - 0 CARRIED

- (3) UPDATES
- (4) BOARD COMMENTS
- (5) ADJOURNMENT

Having no further business, Jerry Lee made a motion to adjourn at 3:34 P.M.; the motion was SECONDED by Jason Hayley. The meeting was adjourned.

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Board Secretary  
Texas City Harbour Foreign Trade Zone Corporation

Date Approved: \_\_\_\_\_

**Texas City Harbour Foreign Trade Zone  
Corporation Agenda**

**2. c.**

**Meeting Date:** 10/03/2018

**Submitted By:** Rhomari Jackson-Glover, City Secretary

**Department:** City Secretary

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**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on Resolution No. 18-01, approving the action of the Officers of the Texas City Harbour Foreign Trade Zone for the 2017-2018 fiscal year.

**BACKGROUND**

Our City Attorney has recommended this resolution to validate the smaller items not budgetary in nature or that typically do not need the Board's approval in a formal meeting such as a change order under the allowable percentage of advertisement in a newspaper and approved within the budget.

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Attachments**

Resolution

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**TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION**

**RESOLUTION NO. 18-01**

**A RESOLUTION APPROVING THE ACTIONS OF THE OFFICERS OF THE BOARD OF DIRECTORS OF THE TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION DURING THE 2017 - 2018 FISCAL YEAR; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

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**WHEREAS**, at a meeting of the Board of Directors of the Texas City Harbour Foreign Trade Zone Corporation (TCHFTZC), duly held on October 3, 2018, consideration was given to approving the actions of the Officers of the Board of Directors of the Texas City Harbour Foreign Trade Zone Corporation during the 2017-2018 Fiscal Year.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION THAT:**

**SECTION 1:** All of the actions taken by the Officers of the Board of Directors of the Texas City Harbour Foreign Trade Zone Corporation during the 2017-2018 Fiscal Year are hereby approved.

**SECTION 2:** That this Resolution shall be in full force and effect from and after its passage and adoption.

**PASSED AND ADOPTED this 3rd day of October 2018.**

\_\_\_\_\_  
CHAIRPERSON/VICE CHAIRPERSON  
Texas City Harbour Foreign Trade Zone Corporation

ATTEST:

\_\_\_\_\_  
Justin Herter  
BOARD SECRETARY  
Texas City Harbour Foreign Trade Zone Corporation

**Texas City Harbour Foreign Trade Zone  
Corporation Agenda**

**2. d.**

**Meeting Date:** 10/03/2018

**Submitted By:** Rhomari Jackson-Glover, City Secretary

**Department:** City Secretary

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**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on Resolution No. 18-02, adopting the 2018-2019 fiscal year budget of the Texas City Harbour Foreign Trade Zone Corporation.

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Attachments**

Resolution

Exhibit A

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**TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION**

**RESOLUTION NO. 18-02**

**A RESOLUTION ADOPTING THE TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION 2018 - 2019 FISCAL YEAR BUDGET; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

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**WHEREAS**, at a meeting of the Board of Directors of the Texas City Harbour Foreign Trade Zone Corporation, duly held on October 3, 2018, a general discussion was held concerning the proposed 2018-2019 Budget of the Texas City Harbour Foreign Trade Zone Corporation.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF TEXAS CITY HARBOUR FOREIGN TRADE ZONE CORPORATION THAT:**

**SECTION 1:** The Board of Directors of the Texas City Harbour Foreign Trade Zone Corporation hereby approves the 2018-2019 Fiscal Year Budget, for the Texas City Harbour Foreign Trade Zone Corporation, as approved by the City Commission of the City of Texas City.

**SECTION 2:** A copy of said Fiscal Year 2018-2019 Budget is attached hereto as “**Exhibit A**” and made a part hereof for all intents and purposes.

**SECTION 3:** This Resolution shall be in full force and effect from and after its passage and adoption.

**PASSED AND ADOPTED this 3rd day of October 2018.**

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CHAIRPERSON/VICE CHAIRPERSON  
Texas City Harbour Foreign Trade Zone Corporation

ATTEST:

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Justin Herter  
BOARD SECRETARY  
Texas City Harbour Foreign Trade Zone Corporation

**T.C. FOREIGN TRADE ZONE CORP. - 805**  
**REVENUES & EXPENDITURES**

**CITY OF TEXAS CITY, TEXAS**  
**FY 2018-19 ADOPTED BUDGET**

ACCOUNT	ACCOUNT DESCRIPTION	FY 2016-17 ACTUAL	FY 2017-18 AMENDED BUDGET	FY 2017-18 YEAR END PROJECTION	FY 2018-19 ADOPTED BUDGET
<b>REVENUES: 805-000</b>					
48115	RENT INCOME-SHOAL POINT	-	-	-	-
<b>*RENTS &amp; CONCESSIONS</b>					
48802	INTEREST INCOME	795	1,500	1,500	1,500
48816	FTZ OPERATING FEES	84,656	84,656	75,947	80,302
<b>*OTHER REVENUES</b>					
		85,450	86,156	77,447	81,802
<b>TOTAL REVENUES</b>		<b>85,450</b>	<b>86,156</b>	<b>77,447</b>	<b>81,802</b>
<b>EXPENDITURES: 805-050</b>					
51010	SALARIES	66,911	63,000	63,000	50,715
51030	OVERTIME PAY	-	-	-	-
51070	LIFE & DISABILITY 1.04%	884	655	655	527
51080	RETIREMENT 16.70% ; 16.18%	19,338	17,579	17,579	17,069
51090	MEDICARE TAX 1.45%	1,566	914	2,000	735
51110	INSURANCE-HEALTH/DENTAL/VISION	13,250	12,000	12,000	6,000
51120	TERMINATION PAY	-	-	-	-
51130	INCENTIVE PAY	-	-	-	-
<b>*SALARIES &amp; BENEFITS</b>					
		<b>101,948</b>	<b>94,148</b>	<b>95,234</b>	<b>75,047</b>
52660	OFFICE SUPPLIES	-	100	-	50
52780	MISC.-MATERIALS & SUPPLIES	-	500	-	500
<b>*MATERIALS &amp; SUPPLIES</b>					
		-	<b>600</b>	-	<b>550</b>
53060	EXPENSE-ADMINISTRATIVE	-	1,000	-	1,000
53600	POSTAGE	-	150	-	150
53680	PROFESSIONAL FEES	675	1,000	-	1,000
53740	BONDS-EMPLOYEES	-	250	-	250
53760	TRAVEL	-	1,500	-	1,500
53780	PUBLICATIONS & LEGALS	-	150	-	150
53800	DUES & MEMBERSHIPS	-	1,300	-	1,300
53860	WORKERS' COMP	20	50	61	-
<b>*CONTRACTUAL SERVICES</b>					
		<b>695</b>	<b>5,400</b>	<b>61</b>	<b>5,350</b>
54300	TRAINING & PERSONNEL	-	-	-	-
<b>*CONTRACTUAL SERVICES</b>					
		-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>102,643</b>	<b>100,148</b>	<b>95,295</b>	<b>80,947</b>
<b>EXCESS OF REVENUES OVER(UNDER) EXPENDITURES</b>		<b>(17,193)</b>	<b>(13,992)</b>	<b>(17,848)</b>	<b>855</b>
<b>FUND BALANCE-BEGINNING OF YEAR</b>		<b>34,195</b>	<b>17,002</b>	<b>17,002</b>	<b>(845)</b>
<b>FUND BALANCE-END OF YEAR</b>		<b>\$ 17,002</b>	<b>\$ 3,010</b>	<b>\$ (845)</b>	<b>\$ 10</b>