



**MINUTES**  
**WATAUGA ECONOMIC DEVELOPMENT CORPORATION**  
**REGULAR MEETING**  
**TUESDAY, JULY 18, 2023**  
**7105 WHITLEY ROAD, WATAUGA, TEXAS 76148**  
**6:30 PM**

**CALL TO ORDER**

President, Miner called the meeting to order at 6:31 p.m.

**ROLL CALL**

Arthur L. Miner  
Calvin Lewis  
Jan Hill  
Malissa Minucci  
Vacant  
Vacant  
Macy Forrester

**Place 1, President**  
Place 2, Director  
Place 3, Secretary  
Place 4, VP- absent without notice  
Place 5, Director  
Place 6, Director  
Place 7, Director

Others present include:

Andrew Neal  
Lorenza Zavala  
Sandra Gibson

Council Member Place 4, Liaison  
Administrative Assistant  
Finance Director

**ANNOUNCEMENTS**

No Announcements at this time.

**PRESENTATIONS**

1. **Presentation of a proclamation to JPS Health Center in recognition of their 15 year milestone anniversary.**

**PUBLIC COMMENT**

No requests to speak were received.

**PUBLIC TESTIMONY FOR ACTION ITEMS**

No requests to speak were received.

**REPORTS FROM STAFF**

None at this time.

### **CONSENT AGENDA**

1. **Consider approval and authorize the Executive Director to execute the professional services agreement between the Watauga Economic Development Corporation and The Retail Coach, LLC for the completion of a Comprehensive Retail Recruitment and Development Plan. This will be the fifth term of the contractual engagement with The Retail Coach, LLC.**
2. **Consider approval of the Monthly Financial Report for the period ending May 31, 2023**

Secretary Jan Hill made a motion to accept the consent agenda as presented.  
Second the motion: Director Lewis

4-0-0

Ayes: Macy Forrester, Arthur Miner, Jan Hill, Calvin Lewis  
Nays: None  
Absent: None  
Abstain: None

### **PUBLIC HEARINGS / ACTION**

#### **ACTION ITEMS**

1. **Discuss and consider adopting a resolution of the Watauga Economic Development Corporation establishing and approving the Corporation's Fiscal Year Budget for FY2023-2024; providing for all anticipated expenditures; directing the Executive Director to submit it to the City Secretary's Office for City Council consideration to approve the budget and related operational expenditures; and providing an effective date.**

Sandra Gibson, Director of Finance, presented the item. The process was started in May for Economic Development. Revenues are just over \$1.5 million, and expenditures, including transfers, are just over \$515,000. It will go to Council Agenda on the 28th of August.

Secretary Jan Hill to make a motion to accept the item as presented.  
Second the motion: Director Lewis

4-0-0

Ayes: Macy Forrester, Arthur Miner, Jan Hill, Calvin Lewis  
Nays: None  
Absent: None

Abstain: None

2. **Consider action on a Staffing and Reimbursement Agreement between the Watauga Economic Development Corporation and the City of Watauga for personnel and services.**

Sandra Gibson, Director of Finance, presented the item. She stated that this does include all personnel reimbursement for expenditures for General Fund Employees performing services for the WEDC. It is \$279,000 in total, and it's listed in the budget as a line item as a transfer to the General Fund. This is an estimated allocation and can be reevaluated at the end of the year.

Director Lewis to make a motion to approve the action item as discussed.  
Second the motion: Secretary Hill

4-0-0

Ayes: Macy Forrester, Arthur Miner, Jan Hill, Calvin Lewis  
Nays: None  
Absent: None  
Abstain: None

**ITEMS FOR FUTURE AGENDAS**

President Miner would like to see the voting fixed.

**ADJOURNMENT**

President Miner adjourned the meeting at 6:42 p.m.

APPROVED: this 16th day of January, 2024.

SIGNED: this 16th day of January, 2024.

APPROVED:

Arthur L. Miner /s/

Arthur L. Miner, President

ATTEST:

J. Hill /s/

Jan Hill, Secretary

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**NOTE:** Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office