



**Regular Meeting Agenda  
Dickinson Economic Development Corporation  
4403 State Highway 3  
Dickinson, TX 77539  
Council Chambers  
Tuesday, April 7, 2026 at 7:00 PM**

**The presiding officer and a quorum of the Dickinson EDC  
will be present at the physical location above.**

1. **CALL TO ORDER AND CERTIFICATION OF A QUORUM**

2. **INVOCATION AND PLEDGE OF ALLEGIANCE**

3. **TEAM DICKINSON UPDATE**

Dave Funk & Kaitlyn McMillan

4. **PUBLIC COMMENTS**

At this time, any person with business related to the Dickinson Economic Development Corporation may speak to the Board. Anyone wishing to speak should inform the board of their name. Comments from the public should be limited to a maximum of three (3) minutes per individual speaker. In compliance with the Texas Open Meetings Act, the Board may not deliberate or take action on items not appearing on the agenda but may consider placing an item on a future agenda if deliberation is necessary.

5. **CONSENT AGENDA**

The following items are considered routine by the Dickinson Economic Development Corporation and will be enacted by one motion. There will not be a separate discussion on these items unless requested by a Board Member, in which event, the item will be removed from the consent agenda and discussed after the consent agenda.

5.A Consideration and possible action to approve the March 2026 Monthly Administrative Service Fee and Audit Transfer Request.

5.B Consideration and possible action to approve the March 2026 Payroll Transfer Request.

5.C Consideration and possible action to approve the January 2026 DEDC Financial and Investment Report.

5.D Consideration and possible action to approve the amended minutes from DEDC Regular Meeting held on February 3rd, 2026.

5.E Consideration and possible action to approve the minutes from DEDC Regular Meeting held on March 3rd, 2026.

6. **OLD BUSINESS**

7. **NEW BUSINESS**

7.A **RESOLUTION XXX-2026** - Consideration and possible action to approve a Resolution of the Board of Directors of the Dickinson Economic Development Corporation delegating to its Executive Director the authority to execute license agreements for property owned by the DEDC.

7.B Consideration and possible action to approve a license agreement with the Holy Trinity Episcopal Church for use of 4512 State Hwy 3, Dickinson, TX 77539 for festival parking.

8. **EXECUTIVE (CLOSED) SESSION(S)**

The time is now \_\_\_\_\_ p.m. and the Board will now hold a closed executive meeting pursuant to the provisions of Chapter 551 of the Texas Government Code, in accordance with the authority contained in :

8.A Texas Government Code Section 551.071 - Consultation with Attorney  
Consultation with Attorney regarding pending litigation, to wit: Branch Construction v. Dickinson Economic Development Corporation.

8.B Texas Government Code Section 551.087 - Deliberation Regarding Economic Development Negotiations  
Deliberations regarding the offer of a financial or other incentive to, or commercial or financial information from, a business prospect that the board seeks to have locate, stay, or expand in or near the City of Dickinson and with which the board is conducting economic development negotiations..

9. **ACTION ITEMS FROM EXECUTIVE (CLOSED ) SESSION(S)**

9.A Consideration and possible action regarding pending litigation, to wit: Branch Construction v. Dickinson Economic Development Corporation.

9.B Consideration and possible action regarding the offer of a financial or other incentive to, or commercial or financial information from, a business prospect that the board seeks to have locate, stay, or expand in or near the City of Dickinson and with which the board is conducting economic development negotiations.

10. **BOARD MEMBER COMMENTS**

11. **FUTURE AGENDA ITEMS**

12. **ADJOURNMENT**

**CERTIFICATE OF NOTICE**

**This is to certify that the above Notice of Meeting was posted on the bulletin board of City Hall of the City of Dickinson, Texas, on or before the 31st day of March, 2026 at**

3P.M. as well as the City's public internet webpage, [www.dickinsontexas.gov](http://www.dickinsontexas.gov) and was posted in accordance with the Texas Open Meetings Act, Chapter 551, Government Code.

*Claude Oliver*

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Claude Oliver, City Secretary



NOTE: In compliance with the Americans with Disabilities Act, this facility is wheelchair accessible and accessible parking spaces are available. Requests for special accommodations or interpretive services must be made at least 48 hours prior to this meeting. Please contact the City Secretary's Office at 281-337-6217 or by email at [agenda@dickinsontexas.gov](mailto:agenda@dickinsontexas.gov).

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**5.A**

**MEETING DATE:** April 7, 2026

<b>TOPIC:</b>	Consideration and possible action to approve the March 2026 Monthly Administrative Service Fee and Audit Transfer Request.
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<b>BACKGROUND:</b>	<p>The Administrative Services Agreement (ASA) calls for monthly payment for the preceding month in the amount of \$28,000. The new ASA was approved by the EDC board at the 11/4/25 DEDC Meeting.</p> <p>Also included on the monthly transfer is the annual amount of \$4,000 for DEDC's portion of the fiscal year audit and financial reports.</p> <p>The attachment to this item contains the request.</p>
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<b>RECOMMENDATION:</b>	Staff recommends approval of the March 2026 ASA Monthly Transfer Request.
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<b>ATTACHMENTS:</b>	• <a href="#">FY26 ASA_2603.pdf</a>
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<b>FUNDING ISSUES:</b>	
<b>FINANCE VERIFICATION OF FUNDING:</b>	

<b>SUBMITTING STAFF MEMBERS:</b> Sarah Clark	<b>CITY MANAGER APPROVAL:</b>
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ACTIONS TAKEN		
APPROVAL YES	READINGS PASSED	OTHER



# MONTHLY TRANSFER

Payment Date: 4/4/2026

RE: March 2026 ASA


## From: Dickinson Economic Development Corporation

TRANSFER TO CITY OF DICKINSON GF	INTERLOCAL	Monthly BILLING
Administrative Services (Accrued)	336,000.00	28,000.00
Audit (Accrued)	4,000.00	333.33
40-1127-00-000 Cash DEDC Operating Fund (Credit)		
40-2300-00-000 Due to GF (Debit)		
<b>SUBTOTAL: CITY OF DICKINSON GENERAL FUND</b>	<b>\$ 340,000.00</b>	<b>\$ 28,333.33</b>

OFF SET ENTRIES	BILLING
99-1121-00-000 Cash GF Operating Fund (Debit)	28,333.33
01-1310-00-000 Due from DEDC (Credit)	

<b>Total Interfund Transfers</b>		<b>\$ 28,333.33</b>
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Prepared by: Sarah Clark, Finance Director

Signature: 

\* The Administrative Services Agreement (ASA) calls for monthly payment for the preceding month in the amount of \$28,000. The new ASA was approved as a part of the budget by the EDC board at the 9/11/24 DEDC Meeting and by City Council at the 10/11/24 City Council Meeting

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**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**5.B**

**MEETING DATE:** April 7, 2026

<b>TOPIC:</b>	Consideration and possible action to approve the March 2026 Payroll Transfer Request.
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<b>BACKGROUND:</b>	<p>At each monthly Dickinson Economic Development Corporation (DEDC) Board meeting, the DEDC Board is presented with a request to transfer funds from the DEDC TX 1<sup>st</sup> Operating account to the City of Dickinson TX 1<sup>st</sup> Operating account for the previous month's DEDC related payroll.</p> <p>David Funk was hired 5/13/24 as the DEDC Director. Kaitlyn McMillian was hired 7/22/24 as the DEDC Marketing and Communications Manager.</p> <p>The attachment to this item contains the request and the support to back up the amount requested.</p>
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<b>RECOMMENDATION:</b>	Staff recommends approval.
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<b>ATTACHMENTS:</b>	<ul style="list-style-type: none"> <li>• <a href="#">2603 Payroll Backup.pdf</a></li> <li>• <a href="#">FY2026 Monthly AP Payroll Transfer Request_2603.pdf</a></li> </ul>
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<b>FUNDING ISSUES:</b>	Full amount already budgeted in Acct/Project#
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<b>FINANCE VERIFICATION OF FUNDING:</b>	
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<b>SUBMITTING STAFF MEMBERS:</b> Sarah Clark	<b>CITY MANAGER APPROVAL:</b>
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ACTIONS TAKEN		
APPROVAL YES	READINGS PASSED	OTHER



Dickinson, TX

# Detail Report Account Detail

Date Range: 03/01/2026 - 03/31/2026

Account		Name				Beginning Balance	Total Activity	Ending Balance			
<b>Fund: 40 - DEDC Fund</b>											
<a href="#">40-1130-00-000</a>		CLAIM ON CASH				-223123.26	-21657.62	-155698.91			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance			
03/06/2026	PYPKT00672	PYPKT00672 - 2/15/2026		Packet PYPKT00672: 2/15/2026-2/28/2026			-8647.93	-231787.1			
03/06/2026	APPKT02454	DFT0001618		TEXAS MUNICIPAL RETIREMENT SYSTEM	3 - TEXAS MUNICIPAL RETIREMENT SYSTEM		-1758.46	-233545.56			
03/06/2026	APPKT02454	DFT0001618		TEXAS MUNICIPAL RETIREMENT SYSTEM	3 - TEXAS MUNICIPAL RETIREMENT SYSTEM		-1614.46	-235160.02			
03/10/2026	APPKT02454	DFT0001619		U.S. TREASURY, DEBT MGMT SERV SEC F	1015 - U.S. TREASURY, DEBT MGMT SERV		-869.6	-192083.49			
03/10/2026	APPKT02454	DFT0001619		U.S. TREASURY, DEBT MGMT SERV SEC F	1015 - U.S. TREASURY, DEBT MGMT SERV		-281.06	-192364.55			
03/10/2026	APPKT02454	DFT0001619		U.S. TREASURY, DEBT MGMT SERV SEC F	1015 - U.S. TREASURY, DEBT MGMT SERV		-398.94	-192763.49			
03/20/2026	PYPKT00675	PYPKT00675 - 3/01/2026		Packet PYPKT00675: 3/01/2026-3/14/2026			-8087.17	-200850.66			
<b>Total Fund: 40 - DEDC Fund:</b>						<b>Beginning Balance:</b>	<b>-223123.26</b>	<b>Total Activity:</b>	<b>-21657.62</b>	<b>Ending Balance:</b>	<b>-155698.91</b>



# TRANSFER

Date: 4/7/2026  
RE: Mar 26 Payroll

**From: Dickinson Economic Development Corporation**

TRANSFER TO CITY OF DICKINSON		Total Amount
Monthly Payroll Transfer Request		21,657.62
40-1127-00-000 Credit		
99-1121-00-000 Debit		
<b>SUBTOTAL: CITY OF DICKINSON GENERAL FUND</b>		<b>\$ - \$ 21,657.62</b>

Prepared by: Sarah Clark, Finance Director

Signature: 

Date: 3/31/2026

**Notes**

Amount requested above relates to payments made by the City of Dickinson, out of the City's operating bank account, on behalf of the DEDC. The total noted above relates to normal payroll related items during the month. A detailed individual account trial balance for the month is included with this request to support the total noted above.

Approval of this request, authorizes the City to transfer the above noted amount from the DEDC operating bank account to the City operating bank account.

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**5.C**

**MEETING DATE:** April 7, 2026

<b>TOPIC:</b>	Consideration and possible action to approve the January 2026 DEDC Financial and Investment Report.
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>	Staff recommends approval of January 2026 DEDC Financial and Investment Report.
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<b>ATTACHMENTS:</b>	<ul style="list-style-type: none"> <li>• <a href="#">DEDC Financials FY26-2601.pdf</a></li> </ul>
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<b>FUNDING ISSUES:</b>	Not applicable - no dollars are being spent or received.
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<b>FINANCE VERIFICATION OF FUNDING:</b>
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<b>SUBMITTING STAFF MEMBERS:</b> Sarah Clark	<b>CITY MANAGER APPROVAL:</b>
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<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
<b>YES</b>		



**FISCAL YEAR 2025-2026  
FINANCIAL REPORT**

**Month Ending:  
January 31, 2026**



# Monthly Financial Report

## Account Summary

For Fiscal: 2025-2026 Period Ending: 1/31/2026

	Original Total Budget	Period Activity	Fiscal Activity	Variance	Percent Used
<b>BEGINNING FUND BALANCE</b>	\$ 2,465,842.91		\$ 2,465,842.91		
<b>Revenue</b>					
<b>DEDC REVENUE</b>					
40-7001-00-000 SALES TAX REVENUE	\$ 2,000,000.00	\$ 106,274.11	\$ 491,247.16	\$ (1,508,752.84)	24.6%
40-7603-00-000 MISCELLANEOUS INCOME	\$ -	\$ 1,389,449.89	\$ 1,389,449.89	\$ 1,389,449.89	#DIV/0!
40-7621-00-000 INTEREST INCOME	\$ 140,000.00	\$ 652.70	\$ 24,644.87	\$ (115,355.13)	17.6%
<b>Revenue Total:</b>	<b>\$ 2,140,000.00</b>	<b>\$ 1,496,376.70</b>	<b>\$ 1,905,341.92</b>	<b>\$ (234,658.08)</b>	<b>89.0%</b>
<b>Expense</b>					
<b>DEDC CAPITAL OUTLAYS</b>					
40-8612-22-000 COMPUTER EQUIP & SOFTWARE	\$ -	\$ -	\$ -	\$ -	0%
40-8619-22-000 REAL PROPERTY ACQUISITION	\$ 1,400,000.00	\$ -	\$ -	\$ -	0%
<b>DEDC CAPITAL OUTLAYS Total:</b>	<b>\$ 1,400,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>DEDC CONTRACT SERVICES</b>					
40-8427-18-000 DEMOLITION SERVICES	\$ 24,000.00	\$ -	\$ -	\$ (24,000.00)	0.0%
40-8501-18-000 FINANCIAL & AUDITING	\$ 4,000.00	\$ 333.33	\$ 1,333.32	\$ (2,666.68)	33.3%
40-8515-18-000 LEGAL	\$ 50,000.00	\$ 11,610.00	\$ 13,800.00	\$ (36,200.00)	27.6%
40-8526-18-000 PROFESSIONAL SERVICES	\$ 100,000.00	\$ -	\$ 87,500.00	\$ (12,500.00)	87.5%
40-8527-22-000 CONTRACTUAL SERVICES	\$ 35,000.00	\$ -	\$ -	\$ (35,000.00)	0.0%
40-8539-18-000 ADMINISTRATIVE SERVICES	\$ 336,000.00	\$ 28,000.00	\$ 112,000.00	\$ (224,000.00)	33.3%
40-8708-01-000 PROPERTY INSURANCE-REAL/PERSONAL	\$ 10,000.00	\$ -	\$ -	\$ (10,000.00)	0.0%
40-8709-01-000 PUBLIC OFFICIAL INSURANCE	\$ 1,200.00	\$ -	\$ -	\$ (1,200.00)	0.0%
<b>DEDC CONTRACT SERVICES Total:</b>	<b>\$ 560,200.00</b>	<b>\$ 39,943.33</b>	<b>\$ 214,633.32</b>	<b>\$ (345,566.68)</b>	<b>38.3%</b>
<b>DEDC DEBT SERVICE</b>					
40-8901-40-000 PRINCIPAL	\$ -	\$ -	\$ -	\$ -	0%
40-8951-40-000 INTEREST EXPENSE	\$ -	\$ -	\$ -	\$ -	0%
<b>DEDC DEBT SERVICE Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>DEDC PROJECTS &amp; PROGRAMS</b>					
40-8445-01-000 SPECIAL PROJECTS	\$ 2,885,000.00	\$ -	\$ 2,278,904.15	\$ (606,095.85)	79.0%
40-8445-41-022 BUSINESS RETENTION & DEV PRGM	\$ 50,000.00	\$ -	\$ -	\$ (50,000.00)	0.0%
40-8524-41-000 PROFESSIONAL SERVICES - ENGINEERING	\$ 150,000.00	\$ -	\$ -	\$ (150,000.00)	0.0%
<b>DEDC PROJECTS &amp; PROGRAMS Total:</b>	<b>\$ 3,085,000.00</b>	<b>\$ -</b>	<b>\$ 2,278,904.15</b>	<b>\$ (806,095.85)</b>	<b>73.9%</b>
<b>DEDC ADMIN/OPERATIONS</b>					
40-8210-01-000 OFFICE SUPPLIES & POSTAGE	\$ 1,200.00	\$ 30.82	\$ 128.25	\$ (1,071.75)	10.7%
40-8301-01-000 BUILDING & PROPERTY MAINTENANCE	\$ 10,000.00	\$ -	\$ -	\$ (10,000.00)	0.0%
40-8402-01-000 TRAVEL & TRAINING	\$ 33,000.00	\$ 150.00	\$ 165.99	\$ (32,834.01)	0.5%
40-8403-01-000 DUES, SUBSCRIPTIONS & BOOKS	\$ 61,540.00	\$ 5,049.00	\$ 20,522.81	\$ (41,017.19)	33.3%
40-8407-01-000 COMMUNICATIONS	\$ 1,200.00	\$ 52.42	\$ 52.42	\$ (1,147.58)	4.4%
40-8417-01-000 UTILITIES	\$ 600.00	\$ 98.60	\$ 463.95	\$ (136.05)	77.3%
40-8425-01-000 SPECIAL EVENTS - BRE	\$ 15,000.00	\$ -	\$ -	\$ (15,000.00)	0.0%

40-8434-01-000	MARKETING & PROMOTIONS	\$	60,000.00	\$	594.97	\$	2,889.04	\$	(57,110.96)	4.8%
40-8435-01-000	ECONOMIC DEVELOPMENT GRANTS	\$	-	\$	24,000.00	\$	31,750.00	\$	31,750.00	0.0%
40-8441-01-000	LOCAL MEETINGS FOR DEDC BOARD	\$	3,500.00	\$	241.99	\$	852.53	\$	(2,647.47)	24.4%
40-8548-00-000	REFUND SALES TAX TO COMPTROLLER	\$	116,850.00	\$	-	\$	-	\$	(116,850.00)	0.0%
	<b>DEDC ADMIN/OPERATIONS Total:</b>	\$	<b>302,890.00</b>	\$	<b>30,217.80</b>	\$	<b>56,824.99</b>	\$	<b>(129,215.01)</b>	<b>18.8%</b>

**DEDC SALARY & BENEFITS**

40-8101-02-000	BASE SALARY	\$	233,200.00	\$	17,938.46	\$	69,379.21	\$	(163,820.79)	29.8%
40-8105-02-000	VEHICLE ALLOWANCE	\$	9,600.00	\$	800.00	\$	2,800.00	\$	(6,800.00)	29.2%
40-8114-02-000	LONGEVITY PAY	\$	240.00	\$	-	\$	240.00	\$	-	100.0%
40-8150-02-000	OASDI	\$	4,545.89	\$	374.14	\$	1,505.51	\$	(3,040.38)	33.1%
40-8151-02-000	MEDICARE	\$	3,424.11	\$	414.24	\$	1,221.24	\$	(2,202.87)	35.7%
40-8152-02-000	UNEMPLOYMENT TAX (TWC)	\$	126.00	\$	105.76	\$	105.76	\$	(20.24)	83.9%
40-8153-02-000	RETIREMENT (TMRS)	\$	25,775.40	\$	2,061.22	\$	8,132.03	\$	(17,643.37)	31.5%
40-8155-02-000	EMPLOYEE GROUP INSURANCE	\$	16,953.36	\$	1,544.28	\$	5,488.44	\$	(11,464.92)	32.4%
40-8156-02-000	WORKER'S COMPENSATION INSUR	\$	237.00	\$	-	\$	507.98	\$	270.98	214.3%
	<b>DEDC SALARY &amp; BENEFITS Total:</b>	\$	<b>294,101.76</b>	\$	<b>23,238.10</b>	\$	<b>89,380.17</b>	\$	<b>(204,721.59)</b>	<b>30.4%</b>
	<b>Expense Total:</b>	\$	<b>5,642,191.76</b>	\$	<b>93,399.23</b>	\$	<b>2,639,742.63</b>	\$	<b>(1,485,599.13)</b>	<b>46.8%</b>
	<b>Report Surplus (Deficit):</b>	\$	<b>(3,502,191.76)</b>	\$	<b>1,402,977.47</b>	\$	<b>(734,400.71)</b>			
	<b>ESTIMATED ENDING FUND BALANCE</b>	\$	<b>(1,036,348.85)</b>			\$	<b>1,731,442.20</b>			

**DICKINSON ECONOMIC DEVELOPMENT CORPORATION**  
**FISCAL YEAR 2025-2026**  
**Check Register**  
**January 31, 2026**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
1/8/2026	CIRRO ENERGY	\$ 13.60	Property Electric
1/8/2026	Kimley Horn	\$ 7,750.00	Proff Services - Water St Garage
1/8/2026	T-Mobile	\$ 50.90	Dialpad
1/8/2026	VISIT WIDGET	\$ 1,698.00	Subscription
1/15/2026	Unifyi, LLC	\$ 4,200.00	EDOIQ Annual License, Support and Hosting
1/22/2026	AT&T MOBILITY	\$ 71.22	Monthly Wireless
1/22/2026	Bay Area Houston Economic	\$ 9,104.00	BAHEP Membership
1/22/2026	CIRRO ENERGY	\$ 14.28	Property Electric
1/29/2026	MCDOWELL HETHERINGTON LLP	\$ 11,610.00	Legal Fees for Branch Construction Litigation
		<hr/>	
		\$ 34,512.00	

**DICKINSON ECONOMIC DEVELOPMENT CORPORATION**  
**INVESTMENT REPORT PERIOD ENDING:**  
**January 31, 2026**

<b>Account</b>	<b>Interest Rate</b>	<b>Purchase Date</b>	<b>Due Date</b>	<b>Days to Maturity</b>	<b>Book Value</b>	<b>Market Value Change</b>	<b>Interest Paid Year to Date</b>
Texas First Bank - Operating	3.52%	NA	Demand	1	1,656,441	1,507,923	22,743
TexPool - Investment	3.69%	NA	Demand	1	145,274	469	1,901
<b>Total (all cash &amp; investments)</b>					<b>1,801,714</b>	<b>1,508,393</b>	<b>24,645</b>

Weighted Average Rate (WAR) 3.534%

Weighted Average Maturity (WAM) 1.00 days

Investment schedules presented per the provisions of the Texas Code Chapter 2256 (Public Funds Investment Act) and the Corporation's Investment Policy.

\*Interest rate based on excess bank balance.



Director of Finance

3/31/2026

Date

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**5.D**

**MEETING DATE:** April 7, 2026

<b>TOPIC:</b>	Consideration and possible action to approve the amended minutes from DEDC Regular Meeting held on February 3rd, 2026.
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>
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<b>ATTACHMENTS:</b>	<ul style="list-style-type: none"> <li>• <a href="#">MINUTES FEB 26.pdf</a></li> </ul>
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<b>FUNDING ISSUES:</b>
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<b>FINANCE VERIFICATION OF FUNDING:</b>
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<b>SUBMITTING STAFF MEMBERS:</b> Kaitlyn McMillan	<b>CITY MANAGER APPROVAL:</b>
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<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
<b>NO</b>		

**MINUTES**  
City of Dickinson  
**ECONOMIC DEVELOPMENT CORPORATION**  
**DICKINSON ECONOMIC DEVELOPMENT CORPORATION**

**February 3, 2026**

The Dickinson Economic Development Corporation met in a duly called and announced on **Tuesday, February 3, 2026**, at **7:00 PM**. 4403 State Highway 3 Dickinson, TX 77539 Council Chambers. The meeting was held for the purpose of considering the following items:

**ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM**

President Patrick Spies called the meeting to order at 7PM.

Board members present were as follows: Patrick Spies, Derek Corrick, Lindsay Reyes, Chris Tucker, Clinton Williams, Billy Sparks, Callen Hajda.

**ITEM 2.) INVOCATION AND PLEDGE OF ALLEGIANCE**

Lindsay Reyes gave the invocation.

**ITEM 3.) STAFF UPDATE Dave Funk & Kaitlyn McMillan**

Dave Funk gave an update on the following:

- Water Street Parking Garage/EDA issues.
- Terracon change order as it relates to the Water Street Parking Garage (Terracon representatives).
- Parkview Prose apartment complex.
- QT grand opening.
- ELS construction.
- Housing redevelopment interests/meetings.
- Upcoming council agenda item scheduled for next Tuesday.
- Read a memo directed at the City Manager and support for the DEDC as an organization.

**ITEM 4.) PUBLIC COMMENTS At this time, any person with business related to the Dickinson Economic Development Corporation may speak to the Board. Anyone wishing to speak should inform the board of their name. Comments from the public should be limited to a maximum of three (3) minutes per individual speaker. In compliance with the Texas Open Meetings Act, the Board may not deliberate or take action on items not appearing on the agenda but may consider placing an item on a future agenda if deliberation is necessary.**

No public comments.

**ITEM 5.) CONSENT AGENDA The following items are considered routine by the Dickinson Economic Development Corporation and will be enacted by one motion. There will not be a separate discussion on these items unless requested by a Board Member, in which event, the item will be removed from the consent agenda and discussed after the consent agenda.**

Clinton Williams motioned to Approve , and Callen Hajda seconded the motion.

**VOTE:**

7 AYES (Patrick Spies, Derek Corrick, Lindsay Reyes, Chris Tucker, Clinton Williams, Billy Sparks, Callen Hajda)

0 NAYS

**MOTION PASSED**

- 5.A Consideration and possible action to approve the minutes from DEDC Regular meeting held on January 6th, 2026.
- 5.B Consideration and possible action to approve the January 2026 Monthly Administrative Service Fee and Audit Transfer Request.
- 5.C Consideration and possible action to approve the January 2026 Payroll Transfer Request.
- 5.D Consideration and possible action to approve the November 2025 DEDC Account Statement for Texas First Bank and TexPool.
- 5.E Consideration and possible action to approve the November 2025 DEDC Financial and Investment Report.

**ITEM 6.) OLD BUSINESS**

No old business.

**ITEM 7.) NEW BUSINESS**

Billy Sparks asked why we need a line of credit. The signers are Board President Patrick Spies and DEDC Executive Director David Funk.

Derek Corrick motioned to Approve , and Clinton Williams seconded the motion.

**VOTE:**

7 AYES (Patrick Spies, Derek Corrick, Lindsay Reyes, Chris Tucker, Clinton Williams, Billy Sparks, Callen Hajda)

0 NAYS

- 7.A Consideration and possible action to approve the extension of the Texas First Bank Line of Credit.

**ITEM 8.) EXECUTIVE (CLOSED) SESSION(S) The time is now \_\_\_\_\_ p.m. and the Board will now hold a closed executive meeting pursuant to the provisions of Chapter 551 of the Texas Government Code, in accordance with the authority contained in : Convened in closed session at 7:36PM.**

- 8.A Texas Government Code §551.071 (Consultation with Attorney) and §551.087 (Deliberation Regarding Economic Development Negotiations) Deliberation regarding legal and economic development matters related to a proposed Chapter 380 Economic Development Agreement.

**ITEM 9.) ACTION ITEMS FROM EXECUTIVE (CLOSED ) SESSION(S)**

Reconvened at 9:03PM.

9.A Consideration and possible action regarding legal and economic development matters related to a proposed Chapter 380 Economic Development Agreement.

**ITEM 10.) BOARD MEMBER COMMENTS**

Callen Hajda said that we have some exciting stuff coming up. President Patrick Spies spoke on the STAAR test in 45 days and Valentine's Day.

**ITEM 11.) FUTURE AGENDA ITEMS**

Dave Funk plans to have the Terracon change order voted on at the March meeting.

**ITEM 12.) ADJOURNMENT**

Adjourned at 9:04PM.

**PASSED APPROVED, AND ADOPTED** this \_\_\_\_\_.

\_\_\_\_\_  
Patrick Spies, Board President

**ATTEST:**

\_\_\_\_\_  
Claude Oliver, City Secretary

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**5.E**

**MEETING DATE:** April 7, 2026

<b>TOPIC:</b>	Consideration and possible action to approve the minutes from DEDC Regular Meeting held on March 3rd, 2026.
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>
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<b>ATTACHMENTS:</b>	• <a href="#">MINUTES MARCH 3.pdf</a>
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<b>FUNDING ISSUES:</b>
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<b>FINANCE VERIFICATION OF FUNDING:</b>
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<b>SUBMITTING STAFF MEMBERS:</b> Kaitlyn McMillan	<b>CITY MANAGER APPROVAL:</b>
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<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
<b>NO</b>		

**MINUTES**  
City of Dickinson  
**ECONOMIC DEVELOPMENT CORPORATION**  
**DICKINSON ECONOMIC DEVELOPMENT CORPORATION**

**March 3, 2026**

The Dickinson Economic Development Corporation met in a duly called and announced on **Tuesday, March 3, 2026**, at **7:00 PM** at 4403 State Highway 3 Dickinson, TX 77539 in Council Chambers. The meeting was held for the purpose of considering the following items:

**ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM**

Meeting was called to order by VP Derek Corrick at 7:01PM.

Board members present were as follows: Derek Corrick, Chris Tucker, Billy Sparks, Callen Hajda.

**ITEM 2.) INVOCATION AND PLEDGE OF ALLEGIANCE**

Callen Hajda gave the invocation.

**ITEM 3.) STAFF UPDATE Dave Funk & Kaitlyn McMillan**

Dave Funk gave an update on the following:

- EDA grant/WS parking garage.
- Terracon change order request.
- Parkview development site work.
- Recapped the grand opening of QT.
- ELS construction build out.
- Potential housing redevelopment.
- The happenings at ICSC Red River San Antonio.
- A few other general updates.

**ITEM 4.) PUBLIC COMMENTS** At this time, any person with business related to the Dickinson Economic Development Corporation may speak to the Board. Anyone wishing to speak should inform the board of their name. Comments from the public should be limited to a maximum of three (3) minutes per individual speaker. In compliance with the Texas Open Meetings Act, the Board may not deliberate or take action on items not appearing on the agenda but may consider placing an item on a future agenda if deliberation is necessary.

No public comments.

**ITEM 5.) CONSENT AGENDA** The following items are considered routine by the Dickinson Economic Development Corporation and will be enacted by one motion. There will not be a separate discussion on these items unless requested by a Board Member, in which event, the item will be removed from the consent agenda and discussed after the consent agenda.

Original Motion: Callen Hajda motioned to Approve, and Chris Tucker seconded the motion.

**VOTE:**

4 AYES (Derek Corrick, Chris Tucker, Billy Sparks, Callen Hajda)

0 NAYS

**MOTION PASSED**

Motion to reconsider original approving motion during item 7D: Callen Hajda motioned to Approve, and Chris Tucker seconded the motion.

**VOTE:**

4 AYES (Derek Corrick, Chris Tucker, Billy Sparks, Callen Hajda)

0 NAYS

**MOTION PASSED**

Callen Hajda motioned to Approve to approve items 5B-5E., and Chris Tucker seconded the motion.

**VOTE:**

4 AYES (Derek Corrick, Chris Tucker, Billy Sparks, Callen Hajda)

0 NAYS

**MOTION PASSED**

Billy Sparks motioned to approve item 5A with correction to clarify the signers of Texas First Bank Line of Credit are Board President Patrick Spies and Executive Director David Funk, and Chris Tucker seconded the motion.

**VOTE:**

4 AYES (Derek Corrick, Chris Tucker, Billy Sparks, Callen Hajda)

0 NAYS

**MOTION PASSED**

- 5.A Consideration and possible action to approve the minutes from DEDC Regular meeting held on February 3rd, 2026.
- 5.B Consideration and possible action to approve the minutes from DEDC Workshop held on February 3rd, 2026.
- 5.C Consideration and possible action to approve the February 2026 Monthly Administrative Service Fee and Audit Transfer Request.
- 5.D Consideration and possible action to approve the February 2026 Payroll Transfer Request.
- 5.E Consideration and possible action to approve December 2025 DEDC's Financial and Investment Report.

**ITEM 6.) OLD BUSINESS**

No old business.

**ITEM 7.) NEW BUSINESS**

- 7.A Consideration and possible action to approve a license agreement with the

Dickinson Little Italy Festival of Galveston County for use of 4512 State Hwy 3, Dickinson, TX 77539 for festival parking.

Billy Sparks motioned to Approve , and Callen Hajda seconded the motion.

**VOTE:**

4 AYES (Derek Corrick, Chris Tucker, Billy Sparks, Callen Hajda)

0 NAYS

**MOTION PASSED**

- 7.B Conduct a public hearing concerning the proposed Bayou Village Project, a project to construct certain infrastructure improvements to support a new retail center to be located on FM 517 at Whispering Drive.

- Staff Presentation
- Applicant Presentation
- Public Comments
- Applicant Rebuttal
- Adjourn Public Hearing

Public hearing began at 7:43. Staff gave presentation. Applicant was not present. No public comments. Public hearing adjourned at 7:54PM.

- 7.C Consideration and possible action to approve a change order for Terracon Consultants Inc. for the construction of the Water Street Parking Garage. Reviewed the details of the change order.

Billy Sparks motioned to Approve , and Chris Tucker seconded the motion.

**VOTE:**

4 AYES (Derek Corrick, Chris Tucker, Billy Sparks, Callen Hajda)

0 NAYS

**MOTION PASSED**

- 7.D Consideration and possible action to approve a resolution authorizing the execution of all documents necessary to establish and maintain a revolving line of credit with Texas First Bank.

Dave Funk explained why this was back on the agenda. The signers of this resolution are Dave Funk and Patrick Spies. A motion to amend the minutes from DEDC Regular Meeting on February 3rd, 2026 reflecting this verbiage was carried out.

**ITEM 8.) EXECUTIVE (CLOSED) SESSION(S)** The time is now \_\_\_\_\_ p.m. and the Board will now hold a closed executive meeting pursuant to the provisions of Chapter 551 of the Texas Government Code, in accordance with the authority contained in :  
Convened in executive session at 8:10PM.

- 8.A Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations

Deliberation regarding the offer of a financial or other incentive to a business prospect that the DEDC board seeks to have locate, stay, or expand in or near the City of Dickinson and with which the DEDC is conducting economic development negotiations.

**ITEM 9.) ACTION ITEMS FROM EXECUTIVE (CLOSED ) SESSION(S)**

Reconvened at 9:23PM.

**9.A Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations**

Consideration and possible action regarding the offer of a financial or other incentive to a business prospect that the DEDC board seeks to have locate, stay, or expand in or near the City of Dickinson and with which the DEDC is conducting economic development negotiations.

**ITEM 10.) BOARD MEMBER COMMENTS**

Callen Hajda thanked Dave Funk for the good updates and positive initiatives. Derek Corrick thanked the people who came out to speak on the DEDC at the last council meeting. Also said DEDC is moving in the right direction in terms of helping the city increase revenue/other current projects.

**ITEM 11.) FUTURE AGENDA ITEMS**

None.

**ITEM 12.) ADJOURNMENT**

Adjourned at 9:29PM.

**PASSED APPROVED, AND ADOPTED** this \_\_\_\_\_.

\_\_\_\_\_  
Patrick Spies, Board President

**ATTEST:**

\_\_\_\_\_  
Claude Oliver, City Secretary

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**7.A**

**MEETING DATE:** April 7, 2026

<b>TOPIC:</b>	<b>RESOLUTION XXX-2026</b> - Consideration and possible action to approve a Resolution of the Board of Directors of the Dickinson Economic Development Corporation delegating to its Executive Director the authority to execute license agreements for property owned by the DEDC.
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>
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<b>ATTACHMENTS:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Resolution Delegating Authority for License Agreements.docx</a></li> </ul>
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<b>FUNDING ISSUES:</b>
<b>FINANCE VERIFICATION OF FUNDING:</b>

<b>SUBMITTING STAFF MEMBERS:</b> Kaitlyn McMillan	<b>CITY MANAGER APPROVAL:</b>
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<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
<b>NO</b>		

**RESOLUTION NO. \_\_\_\_\_-2026**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
DICKINSON ECONOMIC DEVELOPMENT CORPORATION  
DELEGATING TO ITS EXECUTIVE DIRECTOR THE AUTHORITY  
TO EXECUTE LICENSE AGREEMENTS FOR PROPERTY OWNED  
BY THE DEDC.**

WHEREAS, in 1998 the City of Dickinson (the “City”) authorized the creation of the Dickinson Economic Development Corporation (the “DEDC”); and

WHEREAS, the DEDC board has adopted by-laws to govern how it operates; and

WHEREAS, such by-laws provide that the DEDC board may approve and execute deeds, leases, and other contracts pertaining to the DEDC’s real property; NOW, THEREFORE

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DEDC, as follows:

SECTION 1. THAT the above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2. THAT the Board of Directors of the DEDC hereby delegates to its Executive Director the authority to execute, on the Board’s behalf and without further approval from the Board, any license agreement granting the short-term use, not to exceed seventy-two (72) hours, of the DEDC’s property to a governmental entity or nonprofit organization.

PASSED AND APPROVED by the DEDC Board of Directors on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
PATRICK SPIES  
DEDC Board President

ATTEST:

\_\_\_\_\_  
KAITLYN MCMILLAN  
DEDC Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
NGHIEM V. DOAN  
DEDC Legal Counsel

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**7.B**

**MEETING DATE:** April 7, 2026

<b>TOPIC:</b>	Consideration and possible action to approve a license agreement with the Holy Trinity Episcopal Church for use of 4512 State Hwy 3, Dickinson, TX 77539 for festival parking.
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>
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<b>ATTACHMENTS:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Dickinson Strawberry Festival 2026_Parking (1).pdf</a></li> </ul>
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<b>FUNDING ISSUES:</b>
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<b>FINANCE VERIFICATION OF FUNDING:</b>
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<b>SUBMITTING STAFF MEMBERS:</b> Kaitlyn McMillan	<b>CITY MANAGER APPROVAL:</b>
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<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
NO		

## **DICKINSON ECONOMIC DEVELOPMENT CORPORATION LICENSE AGREEMENT**

THIS LICENSE AGREEMENT (hereafter “Agreement”) is made this day by and between the City of Dickinson Economic Development Corporation (“DEDC”), and the Holy Trinity Episcopal Church (“Licensee”).

DEDC is the owner of certain undeveloped land (the “Property”) located at: 4512 State Highway 3, Dickinson, Texas. Licensee desires to use the Property as parking space for attendees of Licensee’s Strawberry Festival (the “Festival”) to be held on April 25, 2026, between the hours of 8:00 am to 8:00 pm.

In consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. The term of the license (the “License”) herein granted shall become effective at 12:01 am on March 28, 2026, and terminate at 11:59 pm on March 29, 2026.
2. Licensee accepts and agrees to use the Property in “as is” condition. Licensee understands that the Property is not currently in use and therefore has not been evaluated or inspected by DEDC for hazards to the health and/or safety of individuals or their property while using the Property for the Festival and parking vehicles, and that Licensee will inspect the Property for any hazards and notify DEDC of any hazards found prior to permitting anyone onto the Property for the Festival or setup/takedown therefor.
3. DEDC agrees to permit Licensee to use the Property as a space to accommodate the Festival and associated parking. As consideration for the use of the Property, Licensee agrees to clear the Property of any and all debris or rubbish, as well as to mow the grass, if necessary.
4. Licensee shall be responsible for any required minor maintenance of the Property, including trash removal and human waste management, before, during and after the Festival. Prior to making any significant improvement, repair or modification to the Property, Licensee shall obtain the consent of DEDC. Licensee understands that any improvements to the Property shall be at the expense of Licensee. Licensee agrees to return the Property in the same or a better condition as it was in prior to Licensee’s use.
5. LICENSEE AGREES IT WILL PROTECT, INDEMNIFY, AND HOLD HARMLESS DEDC, WHICH INCLUDES ITS OFFICIALS, EMPLOYEES, AFFILIATES, OR ANYONE ACTING ON ITS BEHALF OR AT ITS DIRECTION, FROM ANY AND ALL INJURIES, LIABILITIES, COSTS, LOSSES, EXPENSES, SUITS, CLAIMS AND DAMAGES SUFFERED OR CLAIMED BY ANY INDIVIDUAL OR ENTITY, INCLUDING BUT NOT LIMITED TO EMPLOYEES, AGENTS, PATRONS OR CUSTOMERS OF THE DICKINSON LITTLE ITALY FESTIVAL, HOWEVER OCCURRING, IN CONNECTION WITH LICENSEE’S USE OF THE PROPERTY UNDER THE TERMS OF THIS LICENSE AGREEMENT. LICENSEE FURTHER AGREES THAT IT WILL DEFEND THE DICKINSON ECONOMIC DEVELOPMENT CORPORATION IN ANY ACTIONS FILED IN COURT WHICH ARISE FROM SAID INJURIES, LIABILITIES, COSTS, LOSSES, EXPENSES, CLAIMS AND DAMAGES IN THE EVENT

THE DICKINSON ECONOMIC DEVELOPMENT CORPORATION IS NAMED AS A DEFENDANT IN SAID COURT ACTION.

6. This Agreement is made upon the express condition that DEDC shall be free from all liability and any claims for damages and/or lawsuits for or by reason of any injury or injuries to any person or property of any kind whatsoever from any cause or causes whatsoever, while in or upon the Property, sidewalks related thereto, or any part thereof, or occasioned by any occupancy or use of said property, or any activity carried on or under the direction of Licensee in connection therewith.
7. Licensee agrees to the following insurance requirements: Public liability and property damage insurance is required in the amounts set forth below. Insurance must be issued by a casualty company authorized to do business in the state of Texas, and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions insuring the public from any loss or damage that may arise to any person or property by reason of the acts or omission of the Dickinson Strawberry Festival of Galveston County, its officials, employees, affiliates, or anyone acting on its behalf or at its direction. Licensee shall at its own expense be required to carry the following minimum insurance coverage:
  - For damages arising out of bodily injury to or death of one or more persons in any one or more occurrences – one million dollars (\$1,000,000.00); and
  - For injury to or destruction of property in any one or more occurrence – one million dollars (\$1,000,000.00).

The Certificate Holder is: The Dickinson Economic Development Corporation 4403 State Highway 3, Dickinson, Texas 77539.

Additional Insured Required: The Dickinson Economic Development Corporation and the City of Dickinson, Texas shall be named as additional insureds on policy/policies listed above and shall be notified of any changes to the policy/policies.


General requirements:

- Insurance is to be placed with insurers having a Best rating of no less than A;
- Licensee shall furnish DEDC with certificates of insurance and original endorsements affecting coverage required by these insurance clauses;
  - The insurance certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf;
  - Proof of insurance must be provided at least twenty (20) days before the start of the Festival or this License is automatically voided, unless the parties agree in writing to accept proof at a later date, but in no event later than prior to the admission of vehicles onto the lot; and
  - In no event shall DEDC be liable for any damage to or destruction of any property belonging to Licensee, its officials, employees, affiliates, guests or invitees unless specified in writing and agreed upon by both parties.

8. Licensee agrees to comply with all city, state and federal laws regarding use of the Property.

**DICKINSON HOLY TRINITY EPISCOPAL CHURCH**

**DATE**

  
\_\_\_\_\_  
Jamie Blewins, Senior Warden

3-30-26

**DICKINSON ECONOMIC  
DEVELOPMENT CORPORATION**

**DATE**

\_\_\_\_\_  
David W. Funk, Executive Director

\_\_\_\_\_

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**8.A**

**MEETING DATE:** April 7, 2026

<b>TOPIC:</b>	Texas Government Code Section 551.071 - Consultation with Attorney Consultation with Attorney regarding pending litigation, to wit: Branch Construction v. Dickinson Economic Development Corporation.
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>
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<b>ATTACHMENTS:</b>
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<b>FUNDING ISSUES:</b>
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<b>FINANCE VERIFICATION OF FUNDING:</b>
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<b>SUBMITTING STAFF MEMBERS:</b> Kaitlyn McMillan	<b>CITY MANAGER APPROVAL:</b>
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<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
<b>NO</b>		

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**8.B**

**MEETING DATE:** April 7, 2026

<b>TOPIC:</b>	Texas Government Code Section 551.087 - Deliberation Regarding Economic Development Negotiations Deliberations regarding the offer of a financial or other incentive to, or commercial or financial information from, a business prospect that the board seeks to have locate, stay, or expand in or near the City of Dickinson and with which the board is conducting economic development negotiations..
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>
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<b>ATTACHMENTS:</b>
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<b>FUNDING ISSUES:</b>
<b>FINANCE VERIFICATION OF FUNDING:</b>

<b>SUBMITTING STAFF MEMBERS:</b> Kaitlyn McMillan	<b>CITY MANAGER APPROVAL:</b>
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<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
<b>NO</b>		

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**9.A**

**MEETING DATE:** April 7, 2026

<b>TOPIC:</b>	Consideration and possible action regarding pending litigation, to wit: Branch Construction v. Dickinson Economic Development Corporation.
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>
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<b>ATTACHMENTS:</b>
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<b>FUNDING ISSUES:</b>
<b>FINANCE VERIFICATION OF FUNDING:</b>

<b>SUBMITTING STAFF MEMBERS:</b> Kaitlyn McMillan	<b>CITY MANAGER APPROVAL:</b>
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<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
<b>NO</b>		

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**9.B**

**MEETING DATE:** April 7, 2026

<b>TOPIC:</b>	Consideration and possible action regarding regarding the offer of a financial or other incentive to, or commercial or financial information from, a business prospect that the board seeks to have locate, stay, or expand in or near the City of Dickinson and with which the board is conducting economic development negotiations.
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>
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<b>ATTACHMENTS:</b>
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<b>FUNDING ISSUES:</b>
<b>FINANCE VERIFICATION OF FUNDING:</b>

<b>SUBMITTING STAFF MEMBERS:</b> Kaitlyn McMillan	<b>CITY MANAGER APPROVAL:</b>
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<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
<b>NO</b>		