Notice is hereby given that the above Board of Directors will hold a Regular Meeting on Tuesday, December 19, 2017 at 12:00 p.m. (noon), at the University Center, 2424 Boxwood Street, Room 128, Harlingen, Texas.

The Development Corporation of Harlingen, Inc., hereinafter “HEDC”, reserves the right to meet in Executive Session on any agenda item should the need arise, and if applicable, pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code. Development Corporation meetings are available to all persons regardless of disability. If you require special assistance, please contact the HEDC office at (956) 216-5081 or e-mail us at info@harlingenedc.com at least 24 hours in advance of the meeting.

Call Meeting to Order

Roll Call

Pledge of Allegiance

Recognition of Guest(s)

Public Comment

1. Consent Agenda.

The following items are of a routine or administrative nature. The Board has been furnished with background material on each item and/or it has been discussed at a previous meeting. All items will be acted upon by one vote, without being discussed separately, unless separate discussion of any item is requested by a Board Member. Items withdrawn from the Consent Agenda for individual consideration will be heard in their normal sequence after the remainder of the Consent Agenda has been acted upon.

a. Consider and take action to approve the November 6, 2017 special meeting minutes.

b. Consider and take action to approve the October 31, 2017 financial statements.

c. Consider approval of amendment to current agreement with Terry M. Trevino extending the contract until September 30, 2018 and providing a 30-day termination clause.

2. Discussion and presentation regarding the University of Texas Rio Grande Valley’s Internship Program (Mark Kroll and María Leonard).

3. Discussion and presentation regarding Harlingen Industrial Park Phase III Declaration of Covenants Conditions and Restrictions and take action to appoint two Board Members and the HEDC Manager and CEO to the Park’s Architectural Review Committee.

4. Consider and take action to approve a year-long marketing services contract with Multiview.

5. Consider and discuss staff reports:

a) Report on commercial development activities over the past few months including, but not limited to:

   1) Construction activities
   2) Marketing activities
   3) Kauffman FastTrac New Venture

b) Consider CEO’s report on recent and upcoming economic development activities:

   1) Free Trade Bridge facility update
   2) Other trade shows and events
   3) Industrial recruitment consultant’s update
6. Executive Session pursuant to Chapter 551, Subchapter D., V.T.C.A. Government Code (Section 551.072), regarding the purchase, lease or value of real estate, if the deliberation in an open meeting would have a detrimental effect on the position of the Development Corporation of Harlingen Inc. in negotiations with a third person regarding some of the following projects; and/or Executive Session pursuant to Chapter 551, Subchapter D., V.T.C.A. Government Code (Section 551.087) regarding commercial and financial information from business prospects with which the Board is conducting economic development negotiations and/or to discuss or deliberate financial or other incentives to business prospects known as:
   a) United Launch Alliance
   b) Cardone Industries
   c) Project Wilson
   d) Harlingen Industrial Foundation, Inc.
   e) Project STMF

7. Consider and take action, if any, on the following projects:
   a) United Launch Alliance
   b) Cardone Industries
   c) Project Wilson
   d) Harlingen Industrial Foundation, Inc.
   e) Project STMF

The Board may meet in closed executive session on any of the above agenda items if the discussion of any of the above agenda items concerns one of the following:

1. Contemplated or pending litigation, or matters where legal advice is requested of the Attorney on a matter in which the duty of the attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Act. Section 551.071 of the Texas Open Meetings Act.

2. The purchase, exchange, lease, or value of real property, if the deliberation in an open meeting would have a detrimental effect on the position of the Harlingen Economic Development Corporation, Inc. in negotiations with a third person. Section 551.072 of the Texas Open Meetings Act.

3. A contract for a prospective gift or donation to the Development Corporation of Harlingen, Inc., if the deliberation in an open meeting would have a detrimental effect on the position of the Development Corporation of Harlingen, Inc. in negotiations with a third person. Section 551.073 of the Texas Open Meetings Act.

4. Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint against an officer or employee. Section 551.074 of the Texas Open Meetings Act.

5. The deployment, or specific occasions for implementation of security personnel or devices. Section 551.076 of the Texas Open Meetings Act.


I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Board of Directors of the above named Corporation is a true and correct copy of said notice posted on the bulletin board at City Hall of said City of Harlingen, Texas in a place convenient and readily accessible to the general public at all times and on the Corporation's Internet Website and said Notice was posted on Friday, December 15, 2017, at or before 5:00 p.m. and remained so posted for at least 72 hours preceding the time of said meeting.

Raudel Garza, Manager and Chief Executive Officer
Development Corporation of Harlingen, Inc.
Special Meeting
November 6, 2017

On the 6th of November 2017, at 11:30 a.m. the Development Corporation of Harlingen, Inc. Board of Directors convened at the University Center, 2424 Boxwood Street, Room 128, Harlingen, Texas. The following board members were present:

Present
Dr. Gilbert Leal
Mickey Boland
Michael Lamon
Eliseo Gonzales
Lupita Gutierrez-Garza

Staff
Raudel Garza, Manager and CEO
Kayla Thomas, Tania Hernandez and MaryAnn Villarreal

Call Meeting to Order
President Dr. Gilbert Leal called the meeting to order; a quorum was established, and the following proceedings were held.

Roll Call
President Dr. Gilbert Leal announced that he, Mr. Mickey Boland, Mr. Michael Lamon, Mr. Eliseo Gonzales and Ms. Lupita Gutierrez-Garza were present.

Recognition of Guests
President Dr. Leal acknowledged Commissioner Victor Leal, Commissioner Michael Mezmar, Assistant City Manager Carlos Sanchez and Rick Kelley and thanked them for attending the meeting.

Public Comment
None.

1. Consent Agenda.

The following items are of a routine or administrative nature. The Board has been furnished with background material on each item and/or it has been discussed at a previous meeting. All items will be acted upon by one vote, without being discussed separately, unless separate discussion of any item is requested by a Board Member. Items withdrawn from the Consent Agenda for individual consideration will be heard in their normal sequence after the remainder of the Consent Agenda has been acted upon.
   a. Consider and take action to approve the October 11, 2017 special meeting minutes.
   b. Consider and take action to approve the September 30, 2017 financial statements.

Motion was made by Mr. Boland and seconded by Mr. Lamon to approve consent agenda #1. Motion carried unanimously.

2. Discuss and consider approval of revised Development Corporation of Harlingen, Inc. Agreement with Texas State Technical College for Funding for Work Force Training of Building Trades-
Persons and For National Center for Construction Education and Research ("NCCER") Certification.

Motion was made by Mr. Boland to approve the revised Agreement with Texas State Technical College and due to a lack of a second, motion died. No further action was taken.

3. Consider and discuss staff reports:

a) Report on commercial development activities over the past few months including, but not limited to:
1) Construction activities
2) Marketing activities
3) Retention and recruitment activities

Ms. K. Thomas gave an update on the commercial development activities.

b) Consider CEO’s report on economic development activities:
1) Update on cold storage inspection facility construction
2) Upcoming trade shows and events
3) Consultant’s report

Mr. R. Garza gave an update on the cold storage inspection facility at the Free Trade International Bridge at Los Indios and the marketing efforts by the County and other stakeholders.

4. a. Executive Session pursuant to Chapter 551, Subchapter D., V.T.C.A. Government Code (Section 551.072), regarding the purchase, lease or value of real estate, if the deliberation in an open meeting would have a detrimental effect on the position of the Development Corporation of Harlingen Inc. in negotiations with a third person regarding some of the following projects; and/or Executive Session pursuant to Chapter 551, Subchapter D., V.T.C.A. Government Code (Section 551.087) regarding commercial and financial information from business prospects with which the Board is conducting economic development negotiations and/or to discuss or deliberate financial or other incentives to business prospects known as:
1. United Launch Alliance
2. Project Hops
3. Project Waterside
4. Project Liberty
5. Project Hay
6. Harlingen Industrial Foundation, Inc.
7. Project Wilson
8. Pan American Hydrogen

At 12:11 p.m., motion was made by Mr. Boland and seconded by Ms. Gutierrez-Garza to convene into executive session under Government Code (Section 551.072), and (Section 551.087). Motion carried unanimously.

At 1:07 p.m., President Dr. Leal announced the board had completed its executive session under Government Code (Section 551.072), and (Section 551.087) declared the meeting open to the public.

5. Consider and take action, if any, on the following projects:
1. United Launch Alliance
2. Project Hops
3. Project Waterside
4. Project Liberty
5. Project Hay
6. Harlingen Industrial Foundation, Inc.
7. Pan American Hydrogen

No action was taken on Agenda #5.

6. Consider approval of license agreement between Development Corporation of Harlingen, Inc. and FedEx Freight, Inc.

Motion was made by Ms. Gutierrez-Garza and seconded by Mr. Lamon to approve the license agreement between Development Corporation of Harlingen, Inc. and FedEx Freight, Inc. allowing for the use of some EDC land off Roosevelt Road. Motion carried unanimously.

There being no further business to discuss, motion was made by Mr. Lamon and seconded by Ms. Gutierrez-Garza to adjourn the meeting at 1:08 p.m.

Development Corporation of Harlingen, Inc.

______________________________
Dr. Gilbert Leal, President

ATTEST:

Raudel Garza, Manager and CEO
Development Corporation
Executive Summary

I. Agenda Item: Consider and take action to approve Financial Reports for period Ending October 31, 2017.

II. Brief Overview:

Reviewing the Balance Sheet (PAGE 1), an analysis of the fund balance indicates a designated reserve of $2,000,000, an unencumbered Fund Balance of $3,342,180 and a non cash Fund Balance of $4,397,666. Total assets are shown at $40,574,396 Liabilities are reported at $30,834,549. During the month the cash NOW Accounts and the TexPool Account earned 0.69% and 1.0318 % interest respectively. From the Statement of Revenues, Expenditures, and Changes in Fund Balance (PAGE 2), revenues are reported at $465,102 and total expenditures (Page 3) at $544,312 - generating expenditures over revenues in the amount of $79,210.

Development Corp. Sales tax receipts received from Texas State Comptrollers for the month of October was $410,091 an increase of $44,608 or 12.20% (Page 4). In the month of October, Brownsville experienced a 2.55 % decrease and McAllen a 2.69% decrease from the prior year.

III. Budget
Item Budgeted_____ Yes_____ No____ X____ N/A. If yes, fund (s) & Amount. If no, Sources of funding, amount requested & funds remaining.

IV. Finance Director Comments: 
Approved_____ Disapproved____ None

VI. Staff Recommendation:
Staff recommends approval of financial reports as presented.

NAME: ELVIA TREVINO
DEPARTMENT: Finance
TITLE: Finance Director
<table>
<thead>
<tr>
<th><strong>Balance Sheet</strong></th>
<th><strong>STATEMENT OF REVENUES AND EXPENDITURES</strong></th>
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<tbody>
<tr>
<td><strong>Assets</strong></td>
<td><strong>Revenues</strong></td>
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<tr>
<td>Cash &amp; Investments</td>
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<tr>
<td>Receivables- Sales Tax</td>
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<td>Receivables- Other &amp; TIFRZ No. 3</td>
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<td>Receivables- Loans</td>
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<td>Prepaid Expense</td>
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<tr>
<td>Assets(Land, Bldg &amp; Improvmts)-Deprec</td>
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<tr>
<td>Total Assets</td>
<td><strong>Total Revenues</strong></td>
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<tr>
<td></td>
<td>$40,574,396</td>
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<table>
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<tr>
<th><strong>LIABILITIES AND FUND BALANCE</strong></th>
<th><strong>Expenditures</strong></th>
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<tr>
<td>Liabilities &amp; Payables</td>
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<td>Bonds Payable Less issue Discount</td>
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<td>Long Term Payable-BPS Land</td>
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<td>Frost Bank Loan</td>
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<td>Accrued Leave (Sick/Vacation)</td>
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<td>Total Liabilities</td>
<td><strong>Total Operations</strong></td>
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<td>$30,834,649</td>
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<tr>
<th><strong>FUND BALANCE</strong></th>
<th><strong>Contracts</strong></th>
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<tr>
<td>Designated Reserve</td>
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<td>Unencumbered Fund Balance</td>
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<tr>
<td>Non-Cash Fund Balance</td>
<td>$4,397,666</td>
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<td>Total Fund Balance</td>
<td><strong>Total Contracts</strong></td>
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<td>$9,739,846</td>
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<tr>
<td>Total Liabilities &amp; Fund Balance</td>
<td><strong>$40,574,396</strong></td>
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<table>
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<tr>
<th><strong>Projects</strong></th>
<th><strong>Revenues Less Expenditures</strong></th>
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<tr>
<td>Fox Valley Molding</td>
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<tr>
<td>Qualfon Data Services Group, LLC</td>
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<td>Strategic Behavioral Health, LLC</td>
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<td>Space Exploration Technologies</td>
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<td>United Launch Alliance</td>
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<td>El Clavo Lumber</td>
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<td>Texas State Rentals</td>
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<td>Free Trade Bridge- Cold Storage</td>
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<td>BPS Bond Payment &amp; Fees</td>
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<td>BPS Land -380 Agreement</td>
<td>$5,655</td>
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<td>Loan Debt Service-$4M</td>
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<td>Other</td>
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<td>Total Projects</td>
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<th><strong>Total Expenditures</strong></th>
<th><strong>($79,210)</strong></th>
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<tbody>
<tr>
<td>Total Expenditures</td>
<td>$544,312</td>
</tr>
<tr>
<td>Revenues Less Expenditures</td>
<td>($79,210)</td>
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</tbody>
</table>
DEVELOPMENT CORPORATION OF HARLINGEN, INC.
AGENDA ITEM
EXECUTIVE SUMMARY

Meeting Date: December 19, 2017

Agenda Item:
1. Consent Agenda Item c. Consider approval of amendment to current agreement with Terry M. Trevino extending the contract until September 30, 2018 and providing a 30 day termination clause.

Prepared By (Print Name): Raudel Garza
Title: Manager & Chief Executive Officer
Signature: [Signature]

Brief Summary:
Terry M. Trevino has been providing the HEDC with services as required in agreement from June 1, 2017 through the end of 2017. This amendment extends the contract to provide the services, listed in the original agreement, through the end of the fiscal year ending in September 2018. Terry’s experience at trade shows has helped offset the shortage of permanent staff at the EDC at this time, and she has provided valuable input in the development of Project Big Dream and others. A trade mission in January is being scheduled as are other marketing activities, provided this amendment is approved.

Funding (if applicable):
Are funds specifically designated in the current budget for the full amount □ Yes □ No*
*If no, specify source of funding and amount requested: Budget would need to be amended to reduce current salaries and benefits lines to offset most of this cost.

Finance Director’s approval: □ Yes □ No □ N/A

Staff Recommendation:
Staff recommends approval of the amendment extending the contract with a 30-day termination clause.

Staff Member: Raudel Garza
Title: Manager and CEO
Signature: [Signature]

Comments:

North American Industry Classification System (NAICS) Code:

HEDC Attorney’s approval: □ Yes □ No □ N/A

form revised June 2012
ADDENDUM

RENEWAL OF PROFESSIONAL SERVICES AGREEMENT

This Addendum of the Professional Services Agreement ("Agreement") is entered into by and between the DEVELOPMENT CORPORATION OF HARLINGEN, INC. ("HEDC"), and TERRY M. TREVINO ("CONSULTANT") in accordance with Texas laws and applicable bylaws. It is effective for all purposes upon adoption by the necessary governing bodies and executed by all necessary parties.

The parties agree that all terms of the Professional Services Agreement shall remain unimpaired and in full force and effect, including all exhibits thereto, with the exception of the following that are hereby amended:

4. EFFECTIVE DATE, TERM, TERMINATION, RENEWAL.

A. This agreement shall be renewed and is effective January 1, 2018 and expires without the necessity of any further action on September 30, 2018.

B. HEDC or Consultant may at any time, with or without cause, terminate this Agreement upon thirty (30) days written notice to the other party. In such event of termination without cause, HEDC will be invoiced for the unpaid services to date and expenses accumulated through the date of termination.

C. In the event of any conflicting terms between this Agreement and Consultant's Proposal, the terms in this Agreement control.

D. This Agreement may be further extended, renewed, or amended should all parties memorialize such an agreement into writing.

EXECUTED IN DUPLICATE, each of which shall be considered an original, on this ___ day of ______________, 2017.

Signature: __________________________________________

President, Development Corp. of Harlingen

Signature: __________________________________________

Secretary, Development Corp. of Harlingen

Signature: __________________________________________

Terry M. Trevino ("Consultant")

Date 12-1-17
PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is entered into by and between the DEVELOPMENT CORPORATION OF HARLINGEN, INC. ("HEDC"), and TERRY M. TREVINO ("CONSULTANT") in accordance with the Texas laws and applicable bylaws. It is effective for all purposes upon adoption by the necessary governing bodies and executed by all necessary parties.

1. SERVICES TO BE PERFORMED.

The governing bodies have determined to enter into this Agreement as the Consultant has demonstrated the necessary competence and qualifications to perform the services at a fair and reasonable price.

The Consultant agrees to provide professional consulting services to HEDC as described in the attached Exhibit A, as well as, full compliance and adherence to the terms as indicated in this Agreement.

The parties agree that performance of the work shall commence after execution and upon authorization to proceed by the Manager & Chief Executive Officer ("CEO"). The CEO of HEDC is designated as the contract administrator responsible for all phases of performance and operations under this Agreement, including authorizations for payment. All notices or communications regarding this Agreement shall be directed to the HEDC’s CEO or his designee.

2. FEE FOR SERVICES. The professional services of the Consultant shall be billed monthly to HEDC on a fixed fee of $6,000.00. Payments shall be made within ten (10) days from receipt of an invoice. Other cost reimbursement includes all out-of-pocket costs for expenses such as: business mileage in accordance with HEDC policy as may be amended from time to time, telephone calls both local and long distance, photocopies, computer printouts, fax charges, and scans to complete each request for service.

3. DELIVERABLES. HEDC and Consultant agree that Consultant shall: (a) submit written monthly reports to the CEO, (b) communicate weekly with the CEO; and (c) Submit event summary reports for each event attended within a reasonable time.

4. EFFECTIVE DATE, TERM, TERMINATION, RENEWAL.

A. This agreement takes effect June 1, 2017 and expires without the necessity of any further action on December 31, 2017.
B. HEDC or Consultant may at any time, with or without cause, terminate this Agreement upon thirty (30) days written notice to the other party. In such event of termination without cause, HEDC will be invoiced for the unpaid services to date and expenses accumulated through the date of termination.
D. In the event of any conflicting terms between this Agreement and Consultant’s
Proposal, the terms in this Agreement control.

E. This Agreement may be extended, renewed, or amended should all parties memorialize such an agreement into writing.

5. ASSIGNABILITY. The Consultant shall not assign, transfer, or delegate any obligations or duties in this Contract to any other person without the prior written consent of the CEO of HEDC. The performance of this Agreement by Consultant is the essence of this Agreement and HEDC's right to withhold consent to such assignment shall be within the sole discretion of the HEDC on any grounds that may further the interests of HEDC.

6. INDEPENDENT CONTRACTOR. Consultant shall perform all professional services as an independent contractor and shall furnish such services in its own manner and method, and under no circumstances or conditions shall an agent, servant, or employee of the Consultant be considered an employee of the HEDC.

7. SUBCONTRACTORS. Consultant may use subcontractors in connection with the work performed under this Agreement only upon the prior written consent of the HEDC CEO. In using subcontractors, Consultant agrees to be responsible for all their acts and omissions to the same extent as if the subcontractors and/or employees were employees of the Consultant. All requirements set forth as part of this Agreement shall be applicable to all subcontractors and their employees to the same extent as if the Consultant and its employees had performed the services.

8. VENUE AND APPLICABLE LAW. This Agreement shall be subject to all federal, state and local laws. The applicable law for any legal disputes arising out of this Agreement shall be the law of Texas and such forum and venue for such disputes shall be the appropriate district, county, or justice court in and for Cameron County, Texas.

9. WAIVER. No waiver of any breach of any term, or condition of this Agreement, shall be construed to waive any subsequent breach of the same.

10. INDEMNIFICATION. Consultant agrees to indemnify and hold harmless HEDC, its agents, servants, and employees, ("Indemnities"), officials, and insurers from any and all liabilities, losses, damages, or expenses, including attorney's fees resulting from the negligent acts or omissions of Consultant, its employees, officers, agents or contractors, while in performance of this Agreement.

11. INSURANCE. Consultant shall have an effective auto insurance policy during the Agreement periods due to Consultant's potential liability while traveling in furtherance of this Agreement. Consultant shall provide a copy of the effective policy upon request by the HEDC.

12. NO WAIVER. No waiver of any covenant or condition, or the breach of any covenant or condition of this Agreement, constitutes a waiver of any subsequent breach of the covenant or condition of the Agreement.
13. AMENDMENTS OR MODIFICATIONS. No amendments or modifications to this Agreement may be made, nor any provision waived, unless in writing signed by a person duly authorized to sign agreements on behalf of each party.

14. OWNERSHIP OF WORK PRODUCT. All deliverables, data, findings or information in any form prepared, assembled or encountered by or provided to Consultant under this Agreement are property of the HEDC. During performance of services under this Agreement, Consultant is responsible for any loss or damage to the deliverables, data, findings or information while Consultant is in possession. Any such lost or damage deliverables, data, findings, or information must be restored at the expense of Consultant. If not restorable, Consultant bears the cost of replacement and of any loss suffered by the HEDC on account of the destruction.

15. CONFIDENTIALITY. All deliverables and reports, data, findings, or information in any form prepared, assembled or encountered by or provided by Consultant under this Agreement are property of the HEDC and are confidential. All deliverables and reports, data, findings, or information in any form prepared, assembled or encountered by or provided by Consultant under this Agreement shall not be disclosed to or discussed with third parties without the prior written approval of the HEDC’s CEO, unless otherwise required by law to be disclosed under the Texas Public Information Act.

16. NOTICES. Notices provided shall be in writing and delivered to:

HEDC: Development Corporation of Harlingen, Inc.
Raudel Garza, CEO
2424 Boxwood St.
Harlingen, Texas 78550

Consultant: Terry M. Trevino
P.O. Box 817
Floresville, Texas 78114

17. MERGER. This Agreement and its exhibits attached constitute the sole agreement between the HEDC and Consultant. Any prior agreements, promises, negotiations, or representations, verbal or otherwise, not expressly stated in this Agreement, have been merged into this Agreement, and any terms or conditions not found have no force or effect.

18. PROPER NOTICE AND MEETING. It is hereby officially found and determined that the meeting at which this instrument was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code. Discussion, however, may have occurred in a closed session on related legal matters as allowed by applicable laws.
EXECUTED IN DUPLICATE, each of which shall be considered an original, this __ day of ________________, 2017.

HEDC: 

DEVELOPMENT CORPORATION OF HARLINGEN, INC.

Signature: 

Dr. J. Gilbert Lee

Name: 

Title: President

Date: 06. 06. 2017

Signature: 

Mickey Boland

Name: Mickey Boland

Title: Secretary

Date: 6-5-17

CONSULTANT: Terry M. Trevino

Signature: 

Terry M. Trevino

Date: May 31, 2017
Exhibit A

Consultant's duties and services during the effective contract period(s) shall be:

- Work independently to develop prospects, follow up on leads, and represent HEDC in the San Antonio and Austin area in efforts to attract new investment and jobs to Harlingen.
- Work with HEDC CEO to formulate incentive packages for prospects developed.
- Identify a list of trade shows, conventions, conferences and other events which would benefit Harlingen by attending and then represent HEDC at these events to assist in the recruitment of new business into Harlingen, as agreed to with HEDC CEO.
- Coordinate site visits from prospects and familiarization tours with site selectors, as needed.
- Provide input on industrial recruitment strategies and help produce marketing collateral.
- Coordinate two trade missions for HEDC.
- Provide input into the development of a new system to help monitor and track incentive agreements.
- Other functions as agreed to from time to time by Consultant and HEDC CEO.
The University of Texas
Rio Grande Valley

Internship Handbook
Beginning Your Internship Program

Edinburg Campus
Student Services Bldg. Rm. 2.101
(956) 665-2243

Brownsville Campus
Cortez Hall Rm. 129
(956) 882-5627

utrgv.edu/careercenter
hireUTRGV@utrgv.edu
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Benefits of Internships for Employers ......................................................................................... 3
Core Component Areas ................................................................................................................ 3
Information for Employers: Posting Your Internship ................................................................. 4
Beginning Your Internship Program ............................................................................................. 4
UTRGV Internship Guidelines ...................................................................................................... 5-6
Academic Credit ........................................................................................................................... 6
Sample Documents
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  II. Employment Description Form .............................................................................................. 8
  IV. Employer Evaluation Form .................................................................................................. 9-10
What is an Internship?

The purpose of this handbook is to act as a reference guide to employers considering creating an internship program with The University of Texas Rio Grande Valley (UTRGV). The University of Texas Rio Grande Valley in accordance to the National Association of Colleges and Employers (NACE), will use the following definition:

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Benefits of Internships for Employers

- Source of highly motivated student professionals
- Active college students outlook to bring fresh perspectives to old problems
- Proven, cost-effective way to evaluate and recruit potential employees
- Flexible, cost-effective work that does not require long-term employer commitment
- Visibility of your organization is increased on campus
- Provides professional staff the opportunity to focus attention on time-consuming projects and allows students to work on projects assigned to supervisor

Core Component Areas:

Professional Development
Intermships provide real-world experiences where a student may develop professionally and apply content learning in the classroom.

Learning Outcomes
Internships include intentional academic and/or career-oriented learning goals. These goals should be determined by the student, academic sponsor, and/or agency and will vary based on individual student and field of study.

Guided Learning
Students are mentored by agency supervisor(s). Additionally, students may also receive mentorship and supervision from an academic sponsor.

Workplace Requirements
Credit-bearing internships are required to meet 25 hours per credit-hour (e.g., for a 3 credit hour course, 75 hours minimum would be required.) Expectations and hour requirements vary based on the student, agency, and field of study. However, internships must provide the student with the opportunity to gain practical work experience. Typically, internships which do not receive credit and/or compensation should not exceed 10 hours per week, in compliance with the Fair Labor Standards Act.

Usually Compensated
In alignment with the Fair Labor Standards Act (FLSA), internships are ideally compensated.

Course Credit
Many academic programs offer internship courses for academic credit. A student may also pursue an internship for professional development without enrolling in an UTRGV course.

Reflection
Activities in which the student reflects upon their experiences encourage professional development and are strongly encouraged for academic credit.

Assessment
Organizations provide valuable feedback to further the student's professional development. Additional feedback and assignments may also be given from an academic sponsor, if applicable.
Information for Employers: Posting Your Internship

An internship enables the student to gain experiential learning and experience as a professional under conditions that are conducive to educational development. It should allow the student to use their skills, allow for personal development, and most importantly be an enjoyable experience. Before submitting an internship to be considered for approval, please review UTRGV’s Internship Guidelines (below), outlining the basis for internship approval. If the position is not met within UTRGV’s Internship Guidelines, consider posting as a part-time opportunity instead.

If you plan to post an unpaid internship, please review the Department of Labor’s Wage and Hour Division Website regarding the Internship Programs Under the Fair Labor Standards Act (www.dol.gov). This act applies to most employers, both for profit and non-profit. Please consult with your legal advisor if you have questions regarding this information.

Four Simple Steps to Becoming an Internship Sponsor with UTRGV

1. Review UTRGV Internship Guidelines to determine if the position qualifies as a credit-bearing internship.
2. Post your internship using our online database, the UTRGV Career Connection*. It’s simple and free! Make sure you are clear that the intern will be getting career-related experience by elaborating in the job description. The job description should be relevant professional-level work in your organization as well as test the intern’s ability to work in such environment.
3. Be aware that students may contact your organization regarding internship information. They will be instructed to ask for the point of contact listed on the internship position posting. Interview and select the best candidate fitted for the position. Be sure to advise them on the amount of hours they will be working.
4. As part of your internship program, you must devise a structured work plan with learning objectives for your intern to follow. This work plan is your tentative agenda and/or syllabus for the student to follow on a day to day basis.

Beginning Your Internship Program

Planning
Before sitting down to work on your internship program, organization and planning is critical to making your internship program successful. There are basic elements that you must establish to help you start your internship program.

- Establish contact with recruiters and hiring managers
- Determine best recruiting time
- Who - Identify candidates (major, classification, skills)
- What are your targeted events for recruiting?
- What locations will your interns work?
- When will the interns be needed?
- Communication and reminders to your recruiters and hiring managers about hiring process

Eligibility
Who is your target population? What criteria should the prospective intern be aware of (major, GPA, skills, classification, etc.)? This is the portion where the company will define the qualifications of all potential interns. The qualifications of an intern should coincide with their job description and the goals of the company.

Internship Duration and Timing
A common question asked by many employers starting an internship program is - How long must an internship be?

A common internship length will last 8-10 weeks - or the duration of one semester or quarter. However, the answer to “How long is an internship?” can also be dictated by the duration of a school break; for instance, summer and winter internships are common, and take place over the course of a summer or winter vacation.

Keep in mind that you can hire interns at any time of year. Typical seasons set by the school year include summer, fall, winter, spring, but you can hire for longer time periods. All interns should have a detail timeline of how many hours the entire internship will consist of. It is best to be aware of how long a semester is at the student’s institution and plan your weekly hours accordingly with the intern’s school schedule.
**UTRGV Internship Guidelines**

An internship program should have an established learning outcome for the prospective student that integrates university study with degree-related work experience. It must address the needs of both the interns and the company. The internship program should introduce to the student the transitions from college to career and help facilitate that transition to ensure success among those individuals.

**Approval Guidelines**

In order to insure that minimum standards are met for an internship, The University of Texas Rio Grande Valley has established the following internship guidelines for internship site employers.

I. **Opportunity for Student to Apply Principles Learned Inside and Outside Classroom**

A well-structured internship program should provide students with hands-on experience that will compliment and make the most of classroom learning. It should introduce to the student the switch from college to career and help facilitate that transition. Students should be able to directly apply knowledge and transferable skills learned inside the classroom that relate to the internship program and enjoy the experience.

II. **Provide Interns with Real Work Assignments**

Interns should be doing work related to their major, that is challenging, that is recognized by the organization as valuable, and that fills the entire internship term. Intern supervisors or hiring managers should emphasize the importance of real work assignments during a manager/mentor orientation and communicate with the student interns frequently throughout the entire internship term.

III. **Hold Orientations and Provide Interns with Guidance via an Intern Handbook and/or Website**

All interns should be on the same page and in making sure they are, the intern supervisor and/or hiring manager should hold an orientation session for managers and students. This ensures that everyone starts with the same expectations and understands their roles. Student interns should also be provided with a handbook or hard copy a special presentation that serves as a guide to students. The handbook and/or website should detail FAQs and communicate the “standards” in a welcoming way.

IV. **Opportunity to Observe Professionals in Action**

Students should be given the opportunity to observe working professionals in their particular field of study in order to gain an understanding of the type of work the occupation involves. When appropriate, interns should be allowed the opportunity to sit in meetings, attend presentations, and meet with clients. Additionally, interns should be allowed to speak with professional inside and outside of their department to learn about other occupations and career paths.

V. **Opportunity to Develop New Skills**

At the conclusion of the internship, students should have developed new skills and improve on existing skills. We encourage internships that focus on the following areas:

- Research skills
- Writing skills
- Technical skills that are appropriate to the field of study
- Presentational speaking skills

VI. **Evaluation and Feedback to Student and Institution**

Effective supervision throughout the entire internship process makes for a more satisfactory experience for the student and company. In the middle of the semester, the internship coordinator provides a mid-semester evaluation to review with students to determine whether the intern’s role and responsibilities are being fulfilled. At the end of the semester a final evaluation will be provided to the agency which is the most significant aspect to the intern's grade and/or experience. Providing an intern with feedback about his or her performance and skill set provides a great learning opportunity for the student.

VII. **Paid and Non-Paid Internships**

Internship programs are designed to provide the student the opportunity for professional experiences and should be selected on the basis of their educational quality. UTRGV Career Center encourages the internship to be a paid experience. The internship coordinator must be informed in advance if an intern student is accepting payment for fulfilling the required internship hours. It is not required to have to pay interns who qualify as leaders/trainees. If you choose not to pay them, we recommend you review the U.S. Department of Labor’s guidelines and requirements regarding non-paid students and consult with your legal advisor (Internship Programs under the Fair Labor Standards Act). On the other hand, if you decide to pay an intern they must be paid in accordance with the Fair Labor Standards Act (Review U.S. Department of Labor’s Fact Sheets 13,
VIII. Safe Work Environment
The internship site is held responsible for the safety of student interns. For safety reasons, interns are not allowed to work out of individual’s homes and participation of door to door sales is strictly prohibited.

IX. Non-Discrimination and Sexual Harassment
In an effort to provide a safe environment and educational experience, we require internship sites to uphold the following standards:

All internship employers must meet The University of Texas Rio Grande Valley’s Non-Discrimination Policy that prohibits unlawful discrimination, including harassment, on the basis of race, color, religion, national origin, gender, including sexual harassment, age, disability, citizenship, and veteran status.

All internship sites must also abide by and support The University of Texas Rio Grande Valley’s Sexual Harassment and Sexual Misconduct Policy defined below:

1. Sexual misconduct. Includes inappropriate sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature.

2. Sexual harassment. As prohibited by state and federal laws, is defined as: Unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature when (a.) submission to which such conduct is made either explicitly or implicitly a term or condition of employment or education; or (b.) submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting that individual; or (c.) such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile or offensive employment or education environment.

Academic Credit (if applicable)
Students that desire academic training for their internship must contact the academic departments according to their major to discuss options. Because every academic department has its own requirements for internships, it is important that the students contact their faculty internship advisor.

Once an agency has been selected and the student approved (by the agency), an Internship Approval form should be completed. This form indicates to the department that the student should be enrolled in an internship course for the upcoming semester. An Instructor of Record, the professor who will determine the student’s grade for the course, should be selected by this time as well. Students will also be asked to provide the internship hosting agency with a prospective Agreement Form (provided by academic instructor). The information collected will be used by the Internship Coordinator to complete formal agreements with the internship site.

If the student is eligible for academic credit for the internship, a grade will be given. Grades for internships will be based on the assessments of any written products and the intern’s job performance. Assessments are forwarded to appropriate faculty who will then assign a final grade.
Internship Agreement

Date: ______________________

Name: ______________________ Student ID #: ______________________

Company/Agency Name: ______________________

Company Address: ______________________

Supervisor's Name: ______________________ Phone: ______________________ E-mail: ______________________

Job Title: ______________________

Dates of Co-op/Internship: / / beginning / / ending

Work Schedule: ______________________ Hours per week ______________________ Days per week

Salary Range: ______________________ per hour / per week / bi-weekly / monthly (Circle one)

Internship Type: Summer ______ Parallel ______ Coop ______ (Check one)

*(Employer or Students may opt out of the internship at any time.)

Objective of CO-OP/Internship (What the student will learn):

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________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Employment Description Form
The University of Texas Rio Grande Valley, Career Center
Phone: (956) 665-2243 • www.utrgv.edu/careercenter

(Please type or print legibly)
For our records, we need to have this form completed and signed by the employer for each position posted. Make a copy and RETURN the original to the address above. In the event this job vacancy is filled or any other time that I want Career Services to stop promoting this job vacancy, I understand that it is my responsibility to notify the office of such desire. Otherwise, this job vacancy will be promoted for 60 days or until the application deadline that I provide, whichever is shorter.

Date: __________________________ Contact: __________________________

Organization Name: __________________________ Phone: __________________________ Fax: __________________________

Mailing Address: __________________________ Company Information: __________________________

Website: __________________________ Email: __________________________

Employment Information
(Please complete all that apply.)

Position Type: Please Mark with an X.
Part-Time (Non-Degree): _______ Full-Time (Non-Degree): _______ Internship: _______

FT-Degree (No Experience): _______ FT-Degree (Experience): _______ Temporary: _______ Summer: _______

Job Location(s): __________________________ Number of Positions: _______ Work Schedule: __________________________

Job Title(s): __________________________ Salary: __________________________

Job Description (must be specific, or you may attach a copy of your own): __________________________

Qualifications/Requirements: __________________________

Citizenship:  U.S. Citizen: _______ Permanent Resident: _______ Visa Candidate (requires Sponsorship): _______

Minimum GPA (if applicable): _______ Major(s) (please refer to list): __________________________

How to Apply:  Fax Resume: _______ Call First: _______ Email Resume: _______ Apply in Person: _______

I would like my contact information to be viewed by students/alumni:  Yes _______ No _______

If you would like to interview on campus, please indicate:  Yes _______ No _______

Our company is committed to providing equal opportunity to all persons seeking employment without regard to race, religion, color, sex, disability, age, veteran status, national origin or sexual orientation.

Signature: __________________________ Date: __________________________
Employer Evaluation Form

The University of Texas Rio Grande Valley, Career Center
Phone: (956) 693-2243 • www.utrgv.edu/careercenter

Name of Student: _______________________________ Student's Job Title: __________________________

Supervisor’s Name: __________________________ Company Name: ______________________________

Company Address: __________________________ Telephone Number: __________________________

Email: ______________________________________

Please check the spaces below that best describe the student’s performance. Your evaluation will remain confidential and will greatly assist us in the future placement efforts and in mentoring our students.

Relations with Others
___ Exceptionally well accepted
___ Works well with others
___ Gets along satisfactorily
___ Some difficulty working with others
___ Has serious issues with interpersonal skills

Attitude Toward Work/Initiative
___ Outstanding enthusiasm
___ Very interested and industrious
___ Average diligence and interest
___ Somewhat in difference
___ Definitely not interested

Judgement
___ Exceptionally mature
___ Above average decision making
___ Usually makes the right decision
___ Often uses poor judgement
___ Consistently uses bad judgement

Dependability
___ Completely dependable
___ Above average dependability
___ Usually dependable
___ Neglectful or careless at times
___ Unreliable

Ability to learn
___ Learns very quickly
___ Learns readily
___ Average learning rate
___ Must be instructed repeatedly

Quality of Work
___ Excellent
___ Very good
___ Average
___ Below average

Quantity of Work
___ Exceptionally productive
___ Well above average
___ Average for an intern or co-op student
___ Unsatisfactory

Basic Skills
___ Excellent command of fundamentals
___ Well above average
___ Average for an intern or co-op student
___ Unsatisfactory

Please rate the following:
1 = Poor  2 = Fair  3 = Adequate  4 = Good  5 = Excellent

___ Attendance
___ Punctuality
___ Overall Performance

Continued next page
Please give us any additional comments about the performance of the student:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

How can we improve the education and training of our students for jobs in your industry?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

How can we improve the Cooperative Education/Internship program?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

We encourage you to review and discuss this report with the student.
This report has been reviewed with the student.  __Yes ___ No

__________________________________________  __________
Student’s Signature  Date

__________________________________________  __________
Student’s Signature  Date
Internship Description Form

Career Center
The University of Texas Rio Grande Valley

Edinburg Campus: Student Services Building, Room 2.101 · 1201 W. University Drive · Edinburg, TX 78539
Phone: (956) 665-2243 · Fax: (956) 665-2244

Brownsville Campus: Cortez Bldg. Rm 129 · One West University Boulevard · Brownsville, TX 78520
Phone: (956) 882-5627 · Fax: (956) 882-6554

(Please type or print legibly)
For our records, we need to have this form completed and signed by the employer for each position posted. Make a copy and RETURN the original to the address above. In the event this job vacancy is filled or any other time that I want Career Center to stop promoting this job vacancy, I understand that it is my responsibility to notify the office of such desire. Otherwise, this job vacancy will be promoted for 60 days or until the application deadline that I provide, whichever is shorter.

Date: ____________________________ Contact: _______________________________
Organization Name: ____________________________ Phone: __________________ Fax: __________________
Mailing Address: ____________________________ Company Information: ____________________________
Website: ____________________________ Email: ____________________________

Are you a “for profit” private sector or a non-profit organization? ____________________________
Internship Site Address/Location: ____________________________ Number of Positions: ____________________________
Work Schedule: ____________________________ Job Title(s): ____________________________ Hourly Rate/Salary: ____________________________

- Internship Description (you may attach a copy of your own):
  Please provide a detailed work structure including company profile, intern responsibilities/duties

- Learning Outcomes (you may attach a copy along with internship description):
  Internships must provide experiential learning objectives

- Qualifications/Requirements:

Citizenship (mark all that apply): U.S. Citizen □ Permanent Resident □ Visa Candidate (requires Sponsorship) □
Minimum GPA (if applicable): _____ Major(s) _____________________________________________
How to Apply (mark all that apply): Email Resume □ Apply Online □ ____________________________
If you would like to interview on campus, please indicate: Yes □ No □

Our company is committed to providing equal opportunity to all persons seeking employment without regard to race, religion, color, sex, disability, age, veteran status, national origin or sexual orientation.

Signature: ____________________________ Date: ____________________________
Meeting Date: December 19, 2017

<table>
<thead>
<tr>
<th>Agenda Item:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda Item 3. Discussion and presentation regarding Harlingen Industrial Park Phase III Declaration of Covenants Conditions and Restrictions and take action to appoint two Board Members and the HEDC Manager and CEO to the Park’s Architectural Review Committee.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Prepared By (Print Name):</th>
<th>Raudel Garza</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Manager &amp; Chief Executive Officer</td>
</tr>
<tr>
<td>Signature:</td>
<td>[Signature]</td>
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</tbody>
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<tr>
<th>Brief Summary:</th>
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<tbody>
<tr>
<td>Harlingen Industrial Park III is an approximately 152-acre tract which includes most of Blocks 26, 27,38, and 39 of Palmetal Subdivision (see attached drawing). In April 1997, the Harlingen Industrial Foundation, Inc. adopted and filed a Declaration of Covenants, Conditions, and Restrictions that covered this property. Included in the CCRs were provisions that allowed for the HIFI to set up an Architectural Review Committee (ARC) charged with approval of plans for improvements, among other duties. The Declaration also allows for a transition from HIFI being responsible for oversight of the Park to other owners being able to control the Park, much like a homeowners’ association acts.</td>
</tr>
<tr>
<td>During our negotiations with Cardone on the land that HEDC had acquired from HIFI and Pan American Hydrogen and was conveying to Cardone, the company asked that HEDC be the ARC. On November 20, 2017, HIFI amended the CCRs naming HEDC as the Successor Declarant, thus allowing for a change to the ARC as Cardone had requested. Now, HEDC must name two Board members along with the Manager/CEO to the ARC.</td>
</tr>
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<th>Funding (if applicable):</th>
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<tr>
<td>Are funds specifically designated in the current budget for the full amount for this purpose? NOT APPLICABLE</td>
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<tr>
<td>*If no, specify source of funding and amount requested:</td>
</tr>
<tr>
<td>Finance Director’s approval:</td>
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<tr>
<td>Yes</td>
</tr>
<tr>
<td>N/A</td>
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<tr>
<th>Staff Recommendation:</th>
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<tr>
<td>Staff would like for the Board to consider appointing Board members who have had HIFI experience or who have flexibility in scheduling in order to meet and review plans with short notice, so as to not delay the construction and approval process for the Cardone DC project.</td>
</tr>
</tbody>
</table>
Staff Member: Raudel Garza  
Title: Manager/CEO  
Signature: [Signature]

**Comments:**

North American Industry Classification System (NAICS) Code:

<table>
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<tr>
<th>HEDC Attorney’s approval:</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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</thead>
</table>

*form revised June 2012*
AMENDMENT

TO

Declaration of Covenants, Conditions and Restrictions
of the
Harlingen Industrial Park III
(“Declarant”)

1. **Declarant:** Harlingen Industrial Foundation, Inc.

2. **Declarant’s Address:** 2424 Boxwood Street, Suite 125, Harlingen, Texas 78550.

3. **Declaration Recording Information:** Volume 4301, Page 235, Official Records, Cameron County, Texas.

4. **Date of Declaration:** April 4, 1997.

5. **Property:** All of Declarant’s interest in Blocks 26, 27, 38 and 39, Palmetal Subdivision, Cameron County, Texas, as of April 4, 1997 (151.7240 acres, more or less).

6. **Successor Declarant:** Development Corporation of Harlingen, Inc.

7. **Successor Declarant’s Address:** 2424 Boxwood Street, Suite 125, Harlingen, Texas 78550.

8. **Amendments to Declaration:**

   (a) **Preamble:** Pursuant to Article 10, Section 10.14 of the Declaration, the Declaration can be amended at any time by an instrument signed by the owners of not less than fifty-one percent (51%) of all area (excluding streets) in the Property, and recorded in the appropriate records of Cameron County, Texas. Current Declarant owns 21.68 acres or approximately 14.29% of the Property. Successor Declarant owns 73.99 acres or 48.77% of the Property. Collectively Declarant and Successor Declarant own 95.67 acres or 63.06% of the Property.

   (b) **Assignment by Declarant to Successor Declarant:** Pursuant to Article 10, Section 10.1 of the Declaration, Declarant has the right to assign its rights, powers and reservations in the Declaration to an entity willing to assume the duties of Declarant. Therefore, Declarant hereby assigns to Successor Declarant all of its rights, powers and reservations under the Declaration and Successor Declarant hereby accepts such assignment and assumes such duties.

   (c) **Architectural Review Committee.** Article 4, Section 4.1 is amended to read as follows: The Architectural Review Committee (the “Committee”) shall consist of the Manager and two members of the Board of Directors of Successor Declarant, said two
members being chosen by said Board of Directors. The purpose of the Committee is to review construction and alteration of improvements within the Property as set forth in Article 4 and for the purpose of performing such other functions as required pursuant to the Declaration and this Amendment.

9. Effective Date: This Amendment is effective November, 20, 2017.

DECLARANT:  
HARLINGEN INDUSTRIAL FOUNDATION, INC.
By: ____________________________
    Steve Thomas, President

SUCCESSOR DECLARANT:
DEVELOPMENT CORPORATION OF HARLINGEN, INC.
By: ____________________________
    Raudel Garza, Manager and Chief Executive Officer

THE STATE OF TEXAS  
)  
COUNTY OF CAMERON  
)

This instrument was acknowledged before me on this the 27th day of November, A.D. 2017, by Steve Thomas, President of Harlingen Industrial Foundation, Inc., a Texas non-profit corporation, on behalf of said corporation.

Mary Ann Villarreal
Notary Public in and for the State of Texas

THE STATE OF TEXAS  
)  
COUNTY OF CAMERON  
)

This instrument was acknowledged before me on this the 27th day of November, A.D. 2017, by Raudel Garza, Manager and Chief Executive Officer of Development Corporation of Harlingen, Inc., a Texas corporation, on behalf of said corporation.

Mary Ann Villarreal
Notary Public in and for the State of Texas
Meeting Date: December 19, 2017

Agenda Item:

Consider and take action to approve a year-long marketing services contract with Multiview.

Prepared By (Print Name): Kayla Thomas
Title: Commercial Development & Marketing Manager
Signature: [Signature]

Brief Summary:
Multiview offers programmatic advertising services that include a combination of deep data, advanced technology, custom ad designs, ongoing optimization and detailed reporting. This service will allow the HEDC’s message to be placed in front of the right people, at the right time by using several different targeting techniques: persona targeting, behavioral targeting, sector targeting, site retargeting and event targeting. The campaign also includes 3 months of sponsored content in the CoreNet Newsletter. This is a weekly newsletter that reaches nearly 50,000 people.

The campaign will run for 12 months at $2,733.33 per month and will generate 2,000,000 impressions over the year.

Funding (if applicable):
Are funds specifically designated in the current budget for the full amount for this purpose?  
X Yes No*

*If no, specify source of funding and amount requested:

Finance Director’s approval:  
Yes No N/A

Staff Recommendation:

Staff recommends approval.

Staff Member: Raudel Garza
Title: Manager and CEO
Signature: [Signature]

Comments:

North American Industry Classification System (NAICS) Code:

HEDC Attorney’s approval:  
Yes No N/A

form revised June 2012
Programmatic Advertising

ADVERTISING CAMPAIGN OVERVIEW - ELITE

PREPARED BY: Austin Stitt

PREPARED FOR: Kayla Thomas
Commercial Development and Marketing Manager
Harlingen Economic Development Corporation

<table>
<thead>
<tr>
<th>Campaign Deliverables</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Volume:</strong></td>
<td></td>
</tr>
<tr>
<td>- 2,000,000 Impressions</td>
<td></td>
</tr>
<tr>
<td>- Impressions will be delivered over a 12 month duration</td>
<td></td>
</tr>
<tr>
<td><strong>Services:</strong></td>
<td></td>
</tr>
<tr>
<td>- Custom creative design and development</td>
<td></td>
</tr>
<tr>
<td>- Custom audience targeting optimization</td>
<td></td>
</tr>
<tr>
<td>- Dedicated Elite service team</td>
<td></td>
</tr>
<tr>
<td><strong>Features:</strong></td>
<td></td>
</tr>
<tr>
<td>- Elite targeting strategies package</td>
<td></td>
</tr>
<tr>
<td>- 24/7 reporting portal access</td>
<td></td>
</tr>
<tr>
<td>- VisitorView Reporting</td>
<td></td>
</tr>
<tr>
<td>- 3 Event Targeting Campaign</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$32,800</td>
</tr>
</tbody>
</table>

CAMPAIGN TERMS:

- 12 payments of $2,733.33
- First payment is due upon receipt, remaining 11 consecutive monthly payments will be due on the 1st day of each month beginning 3/1/18
  However, if MultiView begins serving impressions before 3/1/18 the payment dates will be adjusted accordingly.
- Payments will be in the form of check
- The Impressions will be delivered over a 12 month term beginning on a date to be mutually agreed to by both parties.

The following definitions describe MultiView's key practices as they pertain to the advertising campaign:

**Creative Design** - MultiView provides in-house ad design and development in conjunction with the campaign. Creative elements are IAB compliant and are approved by client prior to being deployed. Creative element formats include standard, HTML5 animated ads and rich media interactive formats when applicable. Changes to creative may be made as needed throughout campaign.

**Audience Targeting and Optimization** - We understand that your business is unique; MultiView's data team performs specific industry analysis to custom configure and optimize campaigns. This includes identifying terms and keywords that competitors target to drive site traffic, as well as niche terms within the targeted verticals. Custom-configured audience targeting improves media efficiency and increases ads relevancy. Our team monitors various factors, such as delivery, reach, frequency and efficacy, and performs optimizations regularly.

**Elite Service Team** - The primary element to premium service is the Elite Service Team comprised of a dedicated account manager who oversees the campaign, an art director who designs all ads and a data analyst who configures targeting parameters and optimizes media. The account manager facilitates both the setup and the ongoing communication, such as regular reporting calls to discuss campaign metrics and propose modifications to creative and targeting strategies based on campaigns performance. Account Managers are accessible through phone and email during business hours.

**Elite Targeting Package** - MultiView's programmatic advertising suite includes a variety of audience targeting techniques, such as: behavioral, search retargeting, data segments, site retargeting, geo-targeting and geo-fencing. Each technique offers its own unique advantages, your account team will make tactical recommendations to best suit the campaign objectives.

**VisitorView** - A feature that attempts to identify site visitors and match them against business registries. For matched traffic the feature provides a report on the companies that visited your website, contact information of the visiting companies, site behavior of the visitors, visitors' geographic location on a map and more.

Thank you for your business, all sales are final. We look forward to working with you to help meet your advertising objectives. For questions regarding billing, please contact the MultiView finance department, available at ar@multiview.com.

The terms herein are collectively referred to as the "Agreement".

MultiView, Inc
Harlingen Economic Development Corporation
What if you could build targeted awareness with...

- people that **share traits common to your customers**
- people **searching** for your types of products and services
- people **researching** your competitors
- people **at or near** a tradeshow or conference
- people who **leave** your website
- people in your database -- **your hot leads and customers**

...and lift the effectiveness of all your marketing
Talking to the right people makes all the difference in how well your marketing works. Luckily, that's what programmatic advertising does best. With a combination of deep data, advanced technology, custom creative, ongoing optimization and detailed reporting, your campaign will put your message in front of just the right people in just the right stage of their buying journey. We'll leverage these tools and more to connect you with potential buyers and achieve the objectives below.

**Objective**

Our campaigns are designed to help you achieve one or more of these goals:

1- You'd like to get in front of your potential buyers.

2- You'd like to get your new product in front of your ideal customers.

3- You're breaking into a new market.

4- You're designing a new company website you'd like potential buyers to see.

To accomplish this, we use a customized strategy using several different audience targeting techniques.
Digital Marketing Solutions That Reach Your Ideal Customers

**Persona targeting** delivers ads to buyers based on firmographic characteristics like their company size, location and job title, as well as how they match up with your ideal persona; these are people who are most likely to become interested in your offering. This technique fills the top of the funnel and keeps your brand top-of-mind with potential customers early in their buying journey.

**Behavioral targeting** leverages data about a person's online activity, or behavior. This means your ideal buyer sees your ads when they search keywords, consume content and research competitors relevant to your solution. Because your ads are only seen by people who have shown interest in your solution, you reach a highly targeted audience and maximize your ad spend ROI.

**Sector Targeting** gives your business access to an immense network of unique blogs, forums and site inventory, allowing you to link your product or service directly to whatever the websites' online users interests are.

**Site retargeting** puts your message in front of people who have already shown interest in your products or services. Whenever your site visitors leave, your ads are shown to them on personal and professional sites across the web, keeping your brand top-of-mind while they're evaluating different solutions.

**VisitorView** tells you the names of the businesses that visit your website as well as their location, industry, number of employees, revenue, website URL, phone number and even the pages they viewed. One click lets you drill down into deeper insights like a company's visits over time and gives you access to your list of companies who have visited your site so that you can follow up with these potential customers who have shown interest in your company.

---

Features and Benefits

<table>
<thead>
<tr>
<th>HD Targeting</th>
<th>Custom Creative</th>
<th>Account Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase brand awareness and lift results of all marketing tactics</td>
<td>Stand out with customized ad creative that grabs your ideal customers' attention</td>
<td>Get the most results from your campaign with optimization done by our expert team</td>
</tr>
<tr>
<td>Boost the efficiency of your ad spend</td>
<td>Deliver highly relevant messaging to potential buyers</td>
<td>Access your campaign metrics any time with our robust reporting portal</td>
</tr>
<tr>
<td>Improve ROI and effectiveness of all your marketing efforts</td>
<td>Keep your campaign fresh with regular ad redesigns</td>
<td>Stay updated on your campaign results with insights delivered by your dedicated account management team</td>
</tr>
<tr>
<td>Increase your targeting accuracy with proprietary data</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

© 2016 Multiview. All Rights Reserved.
Recommended Enhancements

Event Targeting: Get more booth traffic. Put your message in front of mobile prospects within the proximity of a trade show or conference.

CRM Data Onboarding*: Show your ads to your top leads and customers in your CRM on their favorite personal and professional sites across the web. *Requires minimum 30,000 contacts.

Custom Landing Pages: Instead of driving traffic to your home page, increase your campaign's impact with a custom landing page that inspires potential buyers to take action.

Company Targeting*: Want to reach the companies that matter most to you? Get your message straight to them. *Requires minimum of 100 companies

Proposal Summary

Through the combination of high-definition targeting, custom creative, advanced reporting and ongoing optimization, MultiView will deliver a campaign with one of the following options.

<table>
<thead>
<tr>
<th>Term:</th>
<th>Impressions:</th>
<th>Investment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Months</td>
<td>2,000,00</td>
<td>$2,733.33/month</td>
</tr>
</tbody>
</table>

Enhancements: Event Targeting
November 2017

Visits
1,119
% of Total: 100.00% (1,119)

Pageviews
2,327
% of Total: 100.00% (2,327)

Pages / Visit
2.08
Avg for View: 2.08 (0.00%)

Avg Visit Duration
00:02:12
Avg for View: 00:02:12 (8.00%)

Device
- desktop
- mobile
- tablet

Visits by Visitor Type
- New Visitor
- Returning Visitor

Top Pages Viewed

<table>
<thead>
<tr>
<th>Page Title</th>
<th>Pageviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harlingen, Texas - The Harlingen Economic Development Corporation</td>
<td>704</td>
</tr>
<tr>
<td>The International Free Trade Bridge - Harlingen, TX: The Harlingen Economic Development Corporation</td>
<td>158</td>
</tr>
<tr>
<td>City of Harlingen, TX Demographics - Population - Median Income</td>
<td>133</td>
</tr>
<tr>
<td>CARDONE Industries makes history in Harlingen, TX - Announces construction of distribution center - Harlingen, TX: The Harlingen Economic Development Corporation</td>
<td>100</td>
</tr>
<tr>
<td>Harlingen, Texas Property Taxes - Cameron County Appraisal District</td>
<td>97</td>
</tr>
<tr>
<td>The Free Trade International Bridge - Harlingen, TX: The Harlingen Economic Development Corporation</td>
<td>87</td>
</tr>
<tr>
<td>Property Search - Harlingen, TX: The Harlingen Economic Development Corporaton</td>
<td>82</td>
</tr>
<tr>
<td>Making History in Harlingen - Harlingen, TX: The Harlingen Economic Development Corporation</td>
<td>79</td>
</tr>
</tbody>
</table>

Visits by City

<table>
<thead>
<tr>
<th>City</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harlingen</td>
<td>250</td>
</tr>
<tr>
<td>San Antonio</td>
<td>126</td>
</tr>
<tr>
<td>Houston</td>
<td>88</td>
</tr>
<tr>
<td>Austin</td>
<td>85</td>
</tr>
<tr>
<td>Brownsville</td>
<td>41</td>
</tr>
<tr>
<td>McAllen</td>
<td>31</td>
</tr>
<tr>
<td>Dallas</td>
<td>30</td>
</tr>
<tr>
<td>Boston</td>
<td>27</td>
</tr>
</tbody>
</table>

Visits from around the World

Traffic Source

<table>
<thead>
<tr>
<th>Source / Medium</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>google / organic</td>
<td>506</td>
</tr>
<tr>
<td>(direct) / (none)</td>
<td>323</td>
</tr>
<tr>
<td>myharlingen.us / referral</td>
<td>108</td>
</tr>
<tr>
<td>m.facebook.com / referral</td>
<td>53</td>
</tr>
<tr>
<td>bing / organic</td>
<td>50</td>
</tr>
<tr>
<td>yahoo / organic</td>
<td>15</td>
</tr>
<tr>
<td>harlingenedc.com / referral</td>
<td>13</td>
</tr>
<tr>
<td>facebook.com / referral</td>
<td>12</td>
</tr>
</tbody>
</table>

© 2017 Google
November 2016

Visits
1,031
% of Total: 100.00% (1,031)

Pageviews
1,900
% of Total: 100.00% (1,900)

Pages / Visit
1.84
Avg for View: 1.84 (0.30%)

Avg Visit Duration
00:01:19
Avg for View: 00:01:19 (0.00%)

Device
- desktop
- mobile
- tablet

Visits by Visitor Type
- New Visitor
- Returning Visitor

Top Pages Viewed
<table>
<thead>
<tr>
<th>Page Title</th>
<th>Pageviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harlingen TX: The Harlingen Texas Economic Development Corporation</td>
<td>308</td>
</tr>
<tr>
<td>City of Harlingen: TX Demographics - Population - Median Income</td>
<td>152</td>
</tr>
<tr>
<td>Harlingen, Texas Property Taxes - Cameron County Appraisal District</td>
<td>134</td>
</tr>
<tr>
<td>Harlingen EDC - Economic Development - South Texas - Rio Grande Valley</td>
<td>108</td>
</tr>
<tr>
<td>South Texas Museums - Iwo Jima Memorial Museum - Harlingen, TX - WWII</td>
<td>86</td>
</tr>
<tr>
<td>Maquiladores - U.S.-Mexico Border - Manufacturers - Rio Grande Valley</td>
<td>85</td>
</tr>
<tr>
<td>Major Employers in Harlingen, TX - Health Care - Agriculture - Economy</td>
<td>69</td>
</tr>
<tr>
<td>Parks, Recreation - Harlingen, TX - South Texas Birding - Golf Courses</td>
<td>58</td>
</tr>
</tbody>
</table>

Visits by City
<table>
<thead>
<tr>
<th>City</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harlingen</td>
<td>180</td>
</tr>
<tr>
<td>Houston</td>
<td>77</td>
</tr>
<tr>
<td>Austin</td>
<td>71</td>
</tr>
<tr>
<td>Dallas</td>
<td>56</td>
</tr>
<tr>
<td>Brownsville</td>
<td>55</td>
</tr>
<tr>
<td>San Antonio</td>
<td>51</td>
</tr>
<tr>
<td>McAllen</td>
<td>40</td>
</tr>
<tr>
<td>(not set)</td>
<td>20</td>
</tr>
</tbody>
</table>

Visits from around the World

Daily Visits
- Sessions
93

Traffic Source
<table>
<thead>
<tr>
<th>Source / Medium</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>google / organic</td>
<td>644</td>
</tr>
<tr>
<td>(direct) / (none)</td>
<td>160</td>
</tr>
<tr>
<td>bing / organic</td>
<td>90</td>
</tr>
<tr>
<td>yahoo / organic</td>
<td>58</td>
</tr>
<tr>
<td>myharlingen.us / referral</td>
<td>32</td>
</tr>
<tr>
<td>facebook.com / referral</td>
<td>5</td>
</tr>
<tr>
<td>ask / organic</td>
<td>4</td>
</tr>
<tr>
<td>cbsnews.com / referral</td>
<td>4</td>
</tr>
</tbody>
</table>

© 2017 Google
The Big Opportunity: Free Trade International Bridge

Friday, Nov. 17, 2017
Podcast distributed nationally
1 pageview

Monday, Nov. 20, 2017
27 pageview

Wednesday, Nov. 22, 2017
Posted on Facebook
15 pageview

Friday, Dec. 1, 2017
Day after Cardone announcement
15 pageview

November 16 - December 12, 2017
New Series Explores Why Business and Industry Love South Texas

Overview

<table>
<thead>
<tr>
<th>TOTAL PICKUP</th>
<th>239</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL POTENTIAL AUDIENCE</td>
<td>84.2M</td>
</tr>
<tr>
<td>Exact Match</td>
<td>233 Postings</td>
</tr>
<tr>
<td>Twitter</td>
<td>6 Tweets</td>
</tr>
<tr>
<td>Exact Match</td>
<td>84.1M Visitors/Day</td>
</tr>
<tr>
<td>Twitter</td>
<td>135.5K Followers</td>
</tr>
</tbody>
</table>

Total Pickup Over Time
Total pickup since your content was distributed

[Graph showing total pickup over time]
Exact Match Pickup
Exact matches are full text postings of your content which we have found in the online and social media that we monitor. Understand how it is calculated. Your release has generated 233 exact matches with a total potential audience of 84,097,241.
Reminder - The primary purpose of the Episode is to show up higher in search engine results. The Episodes help us become more visible to our target audience in search engines by improving our contextual relevance related to keywords that matter most.

It's mostly for the algorithms - It's easy to focus on how many people listened to the podcast, but the primary audience for these episodes are the search engine algorithms with the longterm goal of increasing rank and visibility on search engine queries. If zero people listened to the podcast, that would not impact the main purpose of these Episodes - increasing google rankings for keywords that matter. The podcasts play a critical role in the actual strategy of impacting the search engine's perception of relevance and improving search engine rank for keywords that we want to rank well for.

This is an on-going cumulative effort. Every Episode will continue to build upon previous efforts by continuing to build context and relevance to search algorithms.

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Google</th>
<th>Google Change</th>
<th>Bing</th>
<th>Bing Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>a maquiladora is</td>
<td>65^m</td>
<td>+3</td>
<td>not found</td>
<td>—</td>
</tr>
<tr>
<td>border crossing cold storage</td>
<td>87^m</td>
<td>+3</td>
<td>14^m</td>
<td>+36</td>
</tr>
<tr>
<td>free trade bridge</td>
<td>11^m</td>
<td>+1</td>
<td>2^m</td>
<td>+48</td>
</tr>
<tr>
<td>hahnagen industrial property</td>
<td>11^m</td>
<td>+6</td>
<td>10^m</td>
<td>+3</td>
</tr>
<tr>
<td>los indexos international bridge</td>
<td>29^m</td>
<td>+1</td>
<td>14^m</td>
<td>+29</td>
</tr>
<tr>
<td>maquiladora in mexico</td>
<td>not found</td>
<td>—</td>
<td>28^m</td>
<td>+27</td>
</tr>
<tr>
<td>maquiladoras</td>
<td>75^m</td>
<td>+7</td>
<td>7^m</td>
<td>+48</td>
</tr>
</tbody>
</table>

The Keywords being monitored demonstrated almost universally a significant boost in ranking associated with publication of the Episode.

These rank changes are huge - better results than any other SEO effort we’ve seen. The next Episode will focus on new keywords, but will also further enhance the value of these Episode keywords to search algorithms.

The podcast has been listened to by 36 unique users during the initial release, a number slightly higher than expected for a premiere episode whose primary purpose is to enhance keyword results.

It's encouraging to note that additional unique devices are continuing to download the podcast well after initial episode release.
CARDONE Industries Media Coverage

The CARDONE Industries announcement press release was distributed to 31 local media outlets, including newspaper, magazine, television and radio. Many of the news outlets shared the news on their websites and social media accounts. The news generated more than 1,100 likes and hundreds of comments and shares across Facebook.

CARDONE Industries requested to distribute the release to national media. The news was picked up by multiple outlets that target the automotive industry, including Auto Service World, Modern Tire Dealer and Parts & People.
### Harlingen EDC Facebook Reach

<table>
<thead>
<tr>
<th>Published</th>
<th>Post Description</th>
<th>Type</th>
<th>Targeting</th>
<th>Reach</th>
<th>Engagement</th>
<th>Promote</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/08/2017</td>
<td>Coverage on the groundbreaking for a new $10 Million</td>
<td><img src="image1.png" alt="Image" /></td>
<td><img src="image2.png" alt="Image" /></td>
<td>520</td>
<td>7</td>
<td><img src="image3.png" alt="Image" /></td>
</tr>
<tr>
<td>12/08/2017</td>
<td>A bit more coverage on a historic groundbreaking in Harlingen</td>
<td><img src="image4.png" alt="Image" /></td>
<td><img src="image5.png" alt="Image" /></td>
<td>503</td>
<td>11</td>
<td><img src="image6.png" alt="Image" /></td>
</tr>
<tr>
<td>12/08/2017</td>
<td>Groundbreaking Ceremony for CARDONE's newest distribution</td>
<td><img src="image7.png" alt="Image" /></td>
<td><img src="image8.png" alt="Image" /></td>
<td>593</td>
<td>13</td>
<td><img src="image9.png" alt="Image" /></td>
</tr>
<tr>
<td>12/08/2017</td>
<td>One of the reasons Harlingen was selected to be the next</td>
<td><img src="image10.png" alt="Image" /></td>
<td><img src="image11.png" alt="Image" /></td>
<td>500</td>
<td>8</td>
<td><img src="image12.png" alt="Image" /></td>
</tr>
<tr>
<td>12/08/2017</td>
<td>Cardone Industries breaks ground on new distribution center</td>
<td><img src="image13.png" alt="Image" /></td>
<td><img src="image14.png" alt="Image" /></td>
<td>4.5K</td>
<td>71</td>
<td><img src="image15.png" alt="Image" /></td>
</tr>
<tr>
<td>12/08/2017</td>
<td>Tune in to 710 KURV - The Valley's News/Talk Station at</td>
<td><img src="image16.png" alt="Image" /></td>
<td><img src="image17.png" alt="Image" /></td>
<td>414</td>
<td>8</td>
<td><img src="image18.png" alt="Image" /></td>
</tr>
<tr>
<td>12/08/2017</td>
<td>Cardone's newest distribution center will break ground on</td>
<td><img src="image19.png" alt="Image" /></td>
<td><img src="image20.png" alt="Image" /></td>
<td>2.6K</td>
<td>100</td>
<td><img src="image21.png" alt="Image" /></td>
</tr>
<tr>
<td>11/30/2017</td>
<td>Harlingen Economic Development Corporation's cover</td>
<td><img src="image22.png" alt="Image" /></td>
<td><img src="image23.png" alt="Image" /></td>
<td>200</td>
<td>0</td>
<td><img src="image24.png" alt="Image" /></td>
</tr>
<tr>
<td>11/30/2017</td>
<td>Cardone Industries makes history in Harlingen, Texas and</td>
<td><img src="image25.png" alt="Image" /></td>
<td><img src="image26.png" alt="Image" /></td>
<td>1.6K</td>
<td>88</td>
<td><img src="image27.png" alt="Image" /></td>
</tr>
</tbody>
</table>
Start Up Your Business!

15 February

7 Sessions
Feb 15 - March 29, 2017
6:00 pm – 9:00 pm

FastTrac® NewVenture™ provides the tools to develop a business concept, determine the viability of the business concept, and outline the critical steps to a successful business launch.

- Identify Market Needs
- Understand Business Fundamentals
- Explore Risk and Success Factors
- Network with Entrepreneurship Professionals
- Build a Business Plan
- Access the Human, Financial, and Business Resources

Course Includes:
- Experienced Certified Facilitators
- FastTrac Materials
- Access to Kauffman website
- Certificate of Completion

Registration Information
Registration deadline 2/9/2017 [space is limited] Application is available online: http://www.utrgv.edu/ecc/access-to-knowledge/kauffman-application/index.htm
For more information please call ECC at 956-882-4119.

Session Details: Every Thursday at the University Center (Room 134)
Q1
Where you in business while taking the KauffMan FastTrac course?

Answered: 9  Skipped: 0

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was in operation</td>
<td>55.56%</td>
</tr>
<tr>
<td>Was NOT in operation</td>
<td>44.44%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>
Q2
If you were not in business when you started the course have you started a business?

Answered: 9  Skipped: 0

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>I started my business</td>
<td>44.44% 4</td>
</tr>
<tr>
<td>I DID NOT start a business</td>
<td>0.00% 0</td>
</tr>
<tr>
<td>I am still working on it but I will start one in the near future</td>
<td>0.00% 0</td>
</tr>
<tr>
<td>I was already in business so this question does not apply to me</td>
<td>55.56% 5</td>
</tr>
</tbody>
</table>

TOTAL 9
Q3
Have you expanded or looking to expand your business?

Answered: 9  Skipped: 0

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am looking to expand</td>
<td>33.33%</td>
</tr>
<tr>
<td>No I am NOT looking to expand</td>
<td>66.67%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Q4
About how many employees work at your organization?

| Date         | Time  | View
|--------------|-------|------|
| 12/14/2017  | 9:38 AM | View
| 11/14/2017  | 9:27 AM | View
| 11/13/2017  | 2:14 PM | View
| 11/13/2017  | 2:13 PM | View
| 11/13/2017  | 1:39 PM | View
| 12/13/2017  | 10:38 AM| View
| 12/10/2017  | 9:27 PM  | View
| 12/10/2017  | 11:42 AM | View

**TOTAL: 115**
Q5
After the Kauffman FastTrac course do you feel better equipped and confident about your entrepreneurial skills?

Answered: 9  Skipped: 0
What additional training would you like to see our center provide?

<table>
<thead>
<tr>
<th>Category</th>
<th>Highly Needed</th>
<th>Somewhat Needed</th>
<th>Could Need</th>
<th>Least Needed</th>
<th>Not Needed</th>
<th>Total</th>
<th>Weighted Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Planning</td>
<td>0.00%</td>
<td>33.33%</td>
<td>22.22%</td>
<td>33.33%</td>
<td>111.11%</td>
<td>9</td>
<td>3.22</td>
</tr>
<tr>
<td>Financial Planning</td>
<td>33.33%</td>
<td>16.67%</td>
<td>33.33%</td>
<td>16.67%</td>
<td>0.00%</td>
<td>6</td>
<td>2.33</td>
</tr>
<tr>
<td>Marketing</td>
<td>37.50%</td>
<td>12.50%</td>
<td>50.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>6</td>
<td>2.13</td>
</tr>
<tr>
<td>Networking Activities</td>
<td>0.00%</td>
<td>22.22%</td>
<td>0.00%</td>
<td>33.33%</td>
<td>44.44%</td>
<td>9</td>
<td>4.03</td>
</tr>
<tr>
<td>Website Development</td>
<td>33.33%</td>
<td>33.33%</td>
<td>0.00%</td>
<td>16.67%</td>
<td>16.67%</td>
<td>6</td>
<td>2.53</td>
</tr>
<tr>
<td>E-Commerce Training</td>
<td>28.57%</td>
<td>0.00%</td>
<td>14.29%</td>
<td>14.29%</td>
<td>42.86%</td>
<td>7</td>
<td>3.43</td>
</tr>
</tbody>
</table>

Comments (0)
What is the best estimate of the current revenue [sales] for your company?

Answered: 9  Skipped: 0

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
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</thead>
<tbody>
<tr>
<td>$0.00 - $25,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>$26,000 - $50,000</td>
<td>11.11%</td>
</tr>
<tr>
<td>$51,000 - $75,000</td>
<td>11.11%</td>
</tr>
<tr>
<td>$76,000 - $100,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>$101,000 - $150,000</td>
<td>11.11%</td>
</tr>
<tr>
<td>$151,000 - $200,000</td>
<td>11.11%</td>
</tr>
<tr>
<td>over $201,000.00</td>
<td>55.56%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

Comments (0)
Which Harlingen KauffMan FastTrack Cohort did you attend?

Answered: 9  Skipped: 0

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
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</thead>
<tbody>
<tr>
<td>Spring 2017</td>
<td>100.00%</td>
</tr>
<tr>
<td>Summer 2012</td>
<td>0.00%</td>
</tr>
<tr>
<td>Spring 2013</td>
<td>0.00%</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>Responses 0.00%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Free Trade International Bridge at Los Indios

Cold Storage Inspection Facility Construction Update

November 10, 2017 — Work continues building facility walls. Almost complete. Biggest obstacle this week was coordinating AEP power line installation and resolving issues related to conduits for power. Fred Lozano continues to keep me informed and has a good handle on these matters.

November 17, 2017 — Most of “box” complete. Work is focused on getting power to facility. Fred Lozano and Ivan Trevino have been working well with GSA and AEP to resolve matters. Some changes made to plans related to what type of conduit will be used for underground electrical lines. Meeting set up to resolve matter. Other trades moving along. Expecting slow-down next week for holiday.

November 24, 2017 — Work on box continued with guard rails and interior bollards being installed. Coordination of utility installation continues. Box walls complete.

December 1, 2017 — Fred coordinated meeting with others to resolve some minor issues and clarify work needed to complete power installation, including shutdown. Highlights included:

- AEP Possible upside in line may be required depending on load.
- AEP We need to know what buildings will be affected by the shut downs?
- AEP Everything is good pending sub-contractor to pipe and form for transformer.
- AEP will expose conduit for electrical sub to verify height and help with location.
- AEP 5 day notification for electrical is required for AEP to come out to jobsite.
- IT Engineering is going to get us an electrical schedule for bore and installation of conduit and gear?
- Bore will not include casing, rigid will be pulled through.
- Check man hole to clear RCP.
- If AEP’s electrical conduit is not incased in concrete, Mr. Vargas agreed the conduit could match AEP’s existing conduits in the ground.
- Mr. Vargas explained there are gas lines, electrical, phone, etc. coming out of the building so trenching for conduit needs to be done with extreme caution.
- The cooler is complete HVAC is mounted needs to be connected, lighting is being installed, and guard rail along with bollards are installed and painted.
- Overhead doors pending.
- Critical time path falls on Electrical schedule.

December 8, 2017 — work continues on finish out items, including lighting. Installation of power plugs for use with forklifts also proceeding. Fire alarm coordination issues handled.

December 15, 2017 — Survey crew will be out next week to stake out easement for power line trenching and boring. Other finish-out items being addressed, including phone lines and lighting.
FIELD OBSERVATION REPORT

<table>
<thead>
<tr>
<th>PROJECT:</th>
<th>LOCATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>REFRIGERATED INSPECTION FACILITY</td>
<td>LOS INDIOS PORT OF ENTRY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE:</th>
<th>REPORT #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOVEMBER 7, 2017</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONDUCTED BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERGIO R. LAINEZ</td>
</tr>
</tbody>
</table>

WORK IN PROGRESS:
SECOND UNIT WALLS BEING ERECTED. SIX (6) WORKERS PRESENT. FRED LOZANO WITH CITY OF HARLINGEN AND MIKE VARGAS WITH CISA PRESENT AT JOBSITE. NOL TREVIÑO (CONTRACTOR) WAS ON SITE. MATERIAL PRESENT AT JOBSITE.

DISCUSSIONS ON SITE: CLARIFICATION ON EXISTING DOCK PIT. PER PLANS THE PIT IS SHOWN AS AN EXTERIOR DOCK LEVELER. THE CONTRACTOR SAYS PIT IS WORKING. DISCUSSED BORING OPTIONS FOR (2) ELECTRICAL CONDUIT ON WEST SIDE OF BUILDING.

<table>
<thead>
<tr>
<th>PROJECT:</th>
<th>LOCATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE:</th>
<th>REPORT #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONDUCTED BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

WORK IN PROGRESS:

DISCUSSIONS ON SITE:
FIELD OBSERVATION REPORT

| PROJECT: Refrigerated Inspection Facility | LOCATION: Los Indios Port of Entry |
| DATE: 11-15-17 | REPORT #: 2 |
| CONDUCTED BY: Daniel Campos |

WORK IN PROGRESS: (3) Condenser units onsite. 2 workers from Pro Temp working removing plastic protective film from cooling unit wheels. Evaporator units (3) are also onsite. Floor guard rail work is ongoing.

DISCUSSIONS ON SITE: Need to meet to properly address cooler ceiling cuts that were made to accommodate existing roof columns. Sectional door installation might be a problem due to proximity of cooler support column. Met with Fred Lozano onsite. Discussed having a progress meeting next Wednesday at 2 PM at the Harlingen EDC office.
**FIELD OBSERVATION REPORT**

| PROJECT: REFRIGERATED INSPECTION FACILITY | LOCATION: LOS INDIOS PORT OF ENTRY |
| DATE: NOVEMBER 21, 2019 | REPORT #: 3 |

**CONDUCTED BY:** SERGIO R. Lainez

**WORK IN PROGRESS:**
- ALL UNITS' PERIMETER WALLS HAVE BEEN INSTALLED
- PERIMETER FLOOR GUARD RAILS HAVE BEEN INSTALLED
- INTERIOR BOLLAROS INSTALLATION IN PROGRESS

4 WORKERS ON SITE.

**DISCUSSIONS ON SITE:**

N/A

---

**PROJECT:**

**LOCATION:**

**DATE:**

**REPORT #:**

**CONDUCTED BY:**

**WORK IN PROGRESS:**

**DISCUSSIONS ON SITE:**
November 2017 Report

Activity: Outreach to contacts

% Complete: 50% and ongoing

Notes/Progress/Issues:

November was filled with very good opportunities to follow up from the previous months of attending many Conferences and events in San Antonio and beyond.

Project: Project Red & White

% Complete: 100% and ongoing waiting on follow up meeting with Logistics leadership

Notes/Progress/Issues:

As mentioned in a previous follow up my contact referred us to another division which deals with inbound Logistics. I called him for at least two months and got to know his secretary real well. Once we got his attention he referred me to the person who handles Cold Storage Facilities. He is the right person, he is in charge of Cold Storage facilities and warehousing. I spoke to him directly (on the phone) and he told me that due to Hurricane Harvey the company is still short 25% of their product on the open market. He asked for a firm date for the completion of the cold storage facility. He asked me to contact him one month from this week to schedule a meeting at which time he would like to include other company folks. He asked for us to please provide a firm date of completion and he assured me that the cold storage facilities are greatly needed.

In November we have spoken and have been in contact, however I am waiting on information from the Cameron County Representative on the additional Cold storage facility which will allow for longer stay, this company is interested in utilizing both, however waiting on information.
Project: Project HOPS

% Complete:

Notes/Progress/Issues:
Follow up several phone calls with no response.

Activity: Site Location Partnership

% Complete:

Notes/Progress/Issues: SLP contacts/outreach will be ongoing not limited to the dates above
Completed research and review of information provided and from Fabtech, not yet completed, I received the information Nov. 28th, this is still ongoing and e-mail contact pending.
Additionally, I have been working with Justin since November on setting up Site Selector visits for the remaining 4 meeting owed to HEDC. The meeting will be scheduled for Jan. and I will continue follow up and coordinate through December.

Activity: Conferences

% Complete: 100% and ongoing

Notes/Progress/Issues:

PMA Fresh Summit

PMA Fresh Summit was held October 19th-21st in New Orleans, LA at the Convention Center. Fresh Summit Convention & Expo is a premier event for the global fresh produce and floral supply chain. The event was a host to highly recognized speakers, on-trend education, the industry’s best business-building network, and an expo hall that was filled with massive opportunity to expose the Los Indios Bridge and Cold Storage Inspection Facility. Additionally, the summit offered an opportunity to connect with 500+ exhibitors and more than 20,000 attendees from over 60 countries. We had the opportunity to meet with experts, leaders and decision makers from every link of the supply chain and see how the market is reshaping tomorrow’s produce and floral landscape. In total we (Cameron County
Representative and I and I alone on Thursday & Saturday) met with over 75+ exhibitors, approximately 55+ plus directly related opportunities that demonstrated strong interest in the opportunity to use the Los Indios bridge and Cold storage facilities. Again, the exhibitors above that we had an opportunity to meet with, was not the total amounts of contacts, there were more, however if we recognized that they were not a good match we moved on, so the number of contacts far exceeded the above. Due to the show being so massive and for the sake of time we targeted the Mexico market as a priority!

As follow up, I will scan all the business cards and send over to you. Additionally, I will follow up via e-mail with each of them providing fillers for the Los Indios Bridge and Cold storage facilities.

Follow up to continue in November

---

**Project:** Project SA Cargo

**% Complete:** 100%

**Notes/Progress/Issues:**

Submitted a PowerPoint to Project SACargo in November. I spoke to prospect multiple times and worked with VIA to provide information regarding the airport. This gentleman requesting the information for his project is interested in knowing more about how Harlingen could be the right fit for his company.

---

**Activity:** Marketing

**% Complete:** 100%

**Notes/Progress/Issues:**

Continued efforts with HEDC staff regarding all marketing material to be developed for distribution. Marketing material for the cold storage facility was created by Kayla Thomas and provided to me. I used the information and distributed it to the above in my regional and conference meetings and with prospects.
December 2017

Event Report

Business Development Opportunities

Business Development Consultant
Terry M. Treviño
Event Report

Business Development Opportunities

Terry M. Trevino

SPACECOM 2017

On Dec. 6th Marv Esterly with Valley International Airport attended SpaceCom 2017 in Houston, Texas. SpaceCom is where space innovations meet industry. The SpaceCom conference was designed to connect businesses that may not normally work together. This is the first time I attend SpaceCom and it was very interesting, however, the exhibit hall was very empty with little walking traffic and had approximately 60 exhibitors. During the show I sent several pictures to Kayla for all to see. NASA took approximately ¼ the space with their exhibit...which was extraordinary. Attached below you will find a list of exhibitors. In my opinion the show did not demonstrate a good opportunity for leads. I will also defer to Mr. Esterly’s feedback on this opportunity.

A few photo from the show:
<table>
<thead>
<tr>
<th>Booth Number</th>
<th>Exhibitor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>250</td>
<td>Innovation Theater</td>
</tr>
<tr>
<td>312</td>
<td>Aerospace Medical Association (AsMA)</td>
</tr>
<tr>
<td>313</td>
<td>Cascade TEK</td>
</tr>
<tr>
<td>314</td>
<td>International Association for the Advancement</td>
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<tr>
<td></td>
<td>of Space Safety (IAASS)</td>
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<tr>
<td>315</td>
<td>SSPI</td>
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<tr>
<td>318</td>
<td>Jama Software</td>
</tr>
<tr>
<td>320</td>
<td>Clark Fixture Technologies Inc.</td>
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<tr>
<td>324</td>
<td>Leidos, Inc.</td>
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<tr>
<td>325</td>
<td>Vibration Research Corporation</td>
</tr>
<tr>
<td>328</td>
<td>Spaceport Colorado</td>
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<tr>
<td>329</td>
<td>Alpha Space Test and Research Alliance</td>
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<tr>
<td>332</td>
<td>MEI Technologies</td>
</tr>
<tr>
<td>334</td>
<td>Lampasas Economic Development Corp.</td>
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<tr>
<td>336</td>
<td>Jacobs Engineering Group Inc</td>
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<tr>
<td>338</td>
<td>NASA</td>
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<tr>
<td>340</td>
<td>BWX Technologies</td>
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<tr>
<td>347</td>
<td>Glenair, Inc.</td>
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<tr>
<td>349</td>
<td>Orbital Access Ltd.</td>
</tr>
<tr>
<td>412</td>
<td>The Maritime Alliance</td>
</tr>
<tr>
<td>413</td>
<td>Houston Airport System</td>
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<tr>
<td>414</td>
<td>AMT — Association For Manufacturing Technology</td>
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<tr>
<td>418</td>
<td>PEIM Space</td>
</tr>
<tr>
<td>420</td>
<td>Japan Aerospace Exploration Agency (JAXA)</td>
</tr>
<tr>
<td>421</td>
<td>HUBER-SUHNER, Inc.</td>
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<tr>
<td>423</td>
<td>Printech Circuit Laboratories</td>
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<tr>
<td>425</td>
<td>DynaQual Test Labs</td>
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<td>427</td>
<td>Orbital ATK</td>
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<tr>
<td>444</td>
<td>Genesis Engineering Solutions, Inc.</td>
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<tr>
<td>447</td>
<td>The Aerospace Corporation</td>
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<tr>
<td>448</td>
<td>Cecil Airport</td>
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<td>513</td>
<td>CASIS</td>
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<tr>
<td>520</td>
<td>University of Houston</td>
</tr>
<tr>
<td>522</td>
<td>Airbus DS Space Systems Inc</td>
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<tr>
<td>523</td>
<td>KBRwyle</td>
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<tr>
<td>524</td>
<td>Danish Aerospace Company</td>
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<tr>
<td>527</td>
<td>Modular Devices Inc.</td>
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<tr>
<td>529</td>
<td>Midland Development Corp</td>
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<tr>
<td>535</td>
<td>AEXX Aerospace LLC</td>
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<td>539</td>
<td>Spars Engineering</td>
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<tr>
<td>545</td>
<td>NASA Destination Station</td>
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<tr>
<td>612</td>
<td>BioDisruption</td>
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<td>622</td>
<td>Texas A&amp;M Engineering Experiment Station</td>
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<td>624</td>
<td>Made In Space, Inc.</td>
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<tr>
<td>628</td>
<td>ARES Corporation</td>
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<td>631</td>
<td>ICEYE</td>
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<td>634</td>
<td>Thermotron Industries</td>
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<td>635</td>
<td>Italian Trade Commission — Houston</td>
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<td>637</td>
<td>AECOM</td>
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<td>643</td>
<td>Gretna Machine Shop</td>
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<tr>
<td>644</td>
<td>Atec, Inc.</td>
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<tr>
<td>645</td>
<td>MLD CAD Systems</td>
</tr>
<tr>
<td>713</td>
<td>United Launch Alliance (ULA)</td>
</tr>
<tr>
<td>718</td>
<td>T.STAR LLC, Texas Space Technology Applications and Research</td>
</tr>
<tr>
<td>719</td>
<td>L3 Technologies</td>
</tr>
<tr>
<td>720</td>
<td>Houston Technology Center</td>
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<tr>
<td>724</td>
<td>Leybold USA Inc.</td>
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<tr>
<td>725</td>
<td>EOS North America</td>
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<td>Business Integra</td>
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<td>744</td>
<td>Precious Payload Inc</td>
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<tr>
<td>748</td>
<td>Delta Computer Systems Inc</td>
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<td>CASIS</td>
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