

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF THE
BORGER ECONOMIC DEVELOPMENT CORPORATION
A TEXAS INDUSTRIAL DEVELOPMENT CORPORATION**

Time and Place

The following are the Minutes of the Board of Directors of the BORGER ECONOMIC DEVELOPMENT CORPORATION, a Texas Industrial Development Corporation organized under Section 4A of the Development Corporation Act of 1979, 1111 Penn Avenue, Borger, Texas on January 17, 2018 at 3:30 p.m., said Special Meeting having been held on the call of the incorporators.

Present at the meeting were MICHELLE GRIFFIN, LISA JONES, SCOTT MILLS, NORMAN SARGENT and JESSE SHUFFIELD as Directors of the Corporation.

Also present were:

Katie Lingor, Executive Director, Borger EDC
Sue Headlee, Office Manager, Borger EDC
Jeff Whittington, Program Compliance Manager, BEDC
Eddie Edwards, City Manager

Michelle Griffin, Acting President, called the meeting to order at 4:10 p.m.

1. Michelle Griffin confirmed the presence of a quorum.
2. **Executive Session**-Pursuant to Vernon's Texas Code Annotated Government Code, Title Chapter 551, Section 551.071 (legal), Section 551.072 (property), Section 551.074 (personnel), Section 551.087 (negotiations) the Board entered into closed Executive Session at 4:10 p.m. to discuss the following:
 - A. Discuss offer made for real estate holdings. Discuss options on existing real estate holdings.
 - B. Discuss benefits for employees.
 - C. Discuss needed revisions to the Employee Handbook.
3. **Return to Open Session.**

Board returned to Open Session at 5:02 p.m.

4. **Discuss and take appropriate action on existing real estate holdings.**

Norman Sargent made the motion to accept offer by RFR for \$300,000 on the 605 Industrial and 2730 Huber Ave. properties with a 3% fee to the Real Estate Agent, pending approval by the City Council. Lisa Jones seconded the motion. Motion carried.

5. **Discuss and take appropriate action benefits for employees.**

Norman Sargent made the motion for BEDC to reimburse Katie Lingor \$75.00 per month for her cell phone use and pay her on a mileage basis for auto expenses. The BEDC will no longer pay an auto allowance to Sue Headlee. They will reimburse her for auto usage on a mileage basis. They will increase her salary by \$200.00 per month. Katie Lingor will be eligible to participate in the BEDC SIMPLE IRA plan, effective with her next check. Employee health insurance is still pending a quote from Texas Municipal League. Jesse Shuffield seconded the motion. Motion carried.

6. **Discuss and take appropriate action on Employee Handbook.**

Jesse Shuffield made the motion to table this item until a future meeting. Lisa Jones seconded the motion. Motion carried.

7. **Discuss and take appropriate action on general office procedures and related costs.**

Norman Sargent made the motion to authorize the office staff to run the office prudently. Following a second by Jesse Shuffield, motion carried.

8. **Discuss and take appropriate action on strategy and planning for BEDC.**

Jesse Shuffield made the motion to authorize Executive Director Katie Lingor to work on business plans and expansion and workforce solutions. Norman Sargent seconded the motion. Motion carried.

10. **Adjourn.**

Motion to adjourn was made at 5:05 p.m. by Lisa Jones. Motion was seconded by Jesse Shuffield. Motion carried.

Acting President _____
Michelle Griffin

Secretary-Treasurer _____
Lisa Jones