

**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 February 13, 2018 at 11:00 a.m., said 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
Joe Price, Assistant City Manager
Lani Hall, CPA, Partner CMMS

Michelle Griffin, Acting President, called the meeting to order at 11:35 a.m.

1. Michelle Griffin confirmed the presence of a quorum.
2. **Presentation of the 2016-2017 Annual Financial Audit of the BEDC**

Lani Hall, CPA presented the 2016-2017 Annual Financial Audit of the BEDC to the Board. She reviewed the Financial Highlights, Net Position, Profit and Loss and events subsequent to the Audit. Jesse Shuffield made the motion to accept the Audit as presented with the subsequent events. Lisa Jones seconded the motion. Motion carried.

3. **Approve Minutes of the January 9, 2018 meeting..**

Lisa Jones made the motion to approve the Minutes of the January 09, 2018 meeting. Following a second by Jesse Shuffield, motion carried.

4. **Approve Minutes of the January 17, 2018 Meeting.**

Motion was made by Lisa Jones to approve the Minutes of the January 17, 2018 meeting with the correction of increasing Sue Headlee's salary by \$200 per month, pay mileage as documented and no longer give an auto allowance. Jesse Shuffield seconded the motion with the correction. Motion carried.

5. **Discuss and take appropriate action on January 2018 Financials and Expenditures.**

Following discussion, Scott Mills made the motion to approve the January 2018 Financials and Expenditures. Motion was seconded by Lisa Jones. Motion carried.

6. **Discuss and take appropriate action on Officer Positions.**

Norman Sargent made the motion to elect the following Officer Positions:

1. President – Michelle Griffin
2. Vice-President – Jesse Shuffield
3. Secretary-Treasurer—Lisa Jones

Scott Mills seconded the motion. Motion carried.

7. **Discuss and take appropriate action on resolution to add Director Jesse Shuffield to bank signature card**

Scott Mills made a motion that that Resolution R-001-18 adding Director Jesse Shuffield to the bank signature card be accepted as written on today, February 13, 2018. Norman Sargent seconded the motion. Motion carried.

8. **Review the BEDC's Annual Report submitted to the Texas State Comptroller.**

Executive Director reviewed the BEDC's Annual Report to the State Comptroller for Fiscal Year, ending September 30, 2017.

9. **Discuss and take appropriate action on Business Park clean up and sign on FM 1551.**

Jesse Shuffield made the motion that the sign at the Business Park should be kept up and that Scott Wampler Construction remove the silt fence and haul off the trash when the utility work is complete. Norman Sargent seconded the motion Motion carried.

10. **Discuss and take appropriate action on project signage for BEDC.**

Lisa Jones made the motion that the project recipients advertise that BEDC is helping them and that Executive Director Katie Lingor meet with business owners and report back to the Board. Following a second by Scott Mills, motion carried.

11. **Update on contacts and prospects:**

- A. Cornerstone Synergy, LLC
- B. Harris CRC, Inc.

Executive Director Katie Lingor and BEDC Consultant Spencer McElhannon reported to the Board that these projects are not a “No”, but also are not a “Yes” at this time. They suggested the BEDC present a “feedback” sheet that outlines what circumstances must change before the BEDC will proceed with discussions on possible incentives.

12. **Executive Session**-Pursuant to Vernon’s Texas Code Annotated Government Code, Title Chapter 551, Section 551.071 (legal), the Board entered into closed Executive Session at 12:44 p.m. to discuss the following:

- A. Discuss possible changes to BEDC’s use of legal counsel.
- B. Discuss structure of incentives.

13. **Return to Open Session.**

Board returned to Open Session at 1:25 p.m.

12. Discuss and take appropriate action on possible changes to BEDC's use of counsel.

Following discussion, Director Lisa Jones stated she was opposed to keeping Daren Brown as the BEDC attorney. Jesse Shuffield made a motion that the BEDC table the decision on a change in use of legal counsel. Scott Mills seconded the motion. Motion carried.

13. Discuss a possible Work Session in the month of February 2018.

1. Presentation of possible incentive programs:
 - A. Small business incentives.
 - B. Housing
2. Discuss partnership opportunities with Borger High School.
3. Update on BEDC strategy of business retention and expansion and workforce development.
 - A. Discuss broadening strategy to address quality of life factors for business retention.
4. Discuss and take appropriate action on Employee Handbook.
5. Discuss and take appropriate action on a strategy session involving public and appointed officials, land owners and business owners.

Recommendation was to meet in a Work Session on Friday, February 23 at 1:00 p.m. to discuss these items. Following the Work Session, the Board will meet in Special Session at 2:00 p.m.

14. Adjourn

Motion to adjourn was made at 1:32 p.m. by Scott Mills. Motion was seconded by Norman Sargent. Motion carried.

President _____
Michelle Griffin

Secretary-Treasurer _____
Lisa Jones