

**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 July 10, 2018 at 11:30 a.m., said meeting having been held on the call of the incorporators.

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

Also present were:

Katie Lingor, Executive Director, Borger EDC
Sue Headlee, Office Manager, Borger EDC
Joe Price, Assistant City Manager
Garrett Spradling, Assistant to City Manager
Chris Thompson, Borger News Herald
Jeffery Whittington

President Michelle Griffin called the meeting to order at 11:56 a.m.

1. Michelle Griffin confirmed the presence of a quorum.

2. **Swearing in of Michelle Griffin and Jesse Shuffield.**

Executive Director Katie Lingor swore in Michelle Griffin and Jesse Shuffield as Directors for three year terms.

3. **Consider and take appropriate action on the approval of the Minutes of the June 19, 2018 meeting.**

Norman Sargent made the motion to approve the Minutes of the June 19, 2018 meeting. Following a second by Jesse Shuffield, motion carried.

4. **Consider and take appropriate action on June 2018 Financials and Expenditures.**

Jesse Suffield made the motion to approve the June 2018 Financials and Expenditures. Norman Sargent seconded the motion. Motion carried. Assistant City Manager Joe Price reported to the Board that the City Council had reviewed and approved the BEDC 2018-2019 Budget.

5. **Presentation of May 2018 Unemployment Data and the Texas Workforce Commission Self Sufficiency Fund.**

Executive Director Katie Lingor reported to the Board the Texas May 2018 Unemployment Data. The Texas Workforce Self Sufficiency Fund program assists adult recipients of Temporary Assistance for Needy Families (TANK) and Supplemental Nutrition Assistance Program (SNAP) benefits, and individuals earning less the \$37,000 annually with a dependent child (custodial or noncustodial) or an individual at risk of becoming dependent on public assistance.

The Self Sufficiency program is administered by the Texas Workforce Commission, in partnership with public community and technical colleges, a higher education extension service, and community-based organization to provide training. Training must lead to an acceptable industry-recognized certificate or credential.

A trained, skilled workforce is essential to increasing the opportunity to secure businesses in Borger and to attract new businesses to Borger. Katie Lingor and several Directors will meet with the Texas Workforce Commission to learn more about the Self-Sufficiency program and how it can be used as an aid to increase the skilled workforce in Borger.

6. **Discuss TCEQ's air quality attainment status and the impact on Hutchinson County.**

Executive Director Katie Lingor presented information to the Board on the TCEQ's Hutchinson County SO2 NAAQS (Non-Attainment Air Quality Standards) Compliance. This included major sources of SO2 in Hutchinson County and results of several industries' goals for meeting the TCEQ's required compliance.

7. **Executive Session**

Pursuant to Vernon's Texas Code Annotated Government Code, Title Chapter 551, Section 551.087 (negotiations), Section 551.071 (legal), the Board entered into closed Executive Session at 12:35 p.m. to discuss the following:

- A. Discuss legal matters regarding Blue Creek Mercantile, LLC.
- B. Discuss legal matters regarding K D Precision Pump and Industrial Maintenance, LLC.

No action was taken during Executive Session.

8. **Board returned to Open session at 12:38 p.m.**

9. **Consider and take appropriate action on Blue Creek Mercantile, LLC's request to pursue sale of business.**

Jesse Shuffield made the motion to authorize attorney John Atkins to prepare and send a demand letter to Brady Ames, notifying him of default and his obligation to repay the debt secured by his personal guaranty. Norman Sargent seconded the motion. Motion carried.

10. **Consider and take appropriate action on legal matters regarding K D Precision Pump & Industrial Maintenance, LLC.**

No action was taken on this matter.

11. **Update on Panhandle Maintenance, LLC Line of Credit maturing August 1, 2018.**

No action was taken on this item.

12. **Consider and take appropriate action on reassigning Incentive Agreement with Agrium to Nutrien.**

No action was taken on this item.

13. **Consider and take appropriate action on Marketing Plan Recommendations.**

Executive Director Katie Lingor presented the Board with Marketing Plan Recommendations for the remaining Fiscal Year 2017-2018 and the Fiscal Year 2018-2019. The following goals were discussed:

1. Activate Social Media. It has the highest engagement platform. The BEDC will work with Assistant City Manager Joe Price on reviewing the City's Social Media Policy.
2. Encourage people to Shop Local.
3. Update the BEDC image, logo design and website.

14. **Adjourn**

Motion to adjourn was made at 1:13 p.m. by Lisa Jones. Motion was seconded by Norman Sargent. Motion carried.

President _____
Michelle Griffin

Secretary-Treasurer _____
Lisa A. Jones

Annual Meeting

1. **Call Annual Meeting to order and confirm presence of a quorum and take roll of present and absent Directors.**

President Michelle Griffin called the meeting to order at 12:10 p.m.

Directors present were Michelle Griffin, Scott Mills, Jesse Shuffield and Norman Sargent. Director Lisa A. Jones was absent.

2. **Executive Session-Pursuant to Texas Government Code, Section 551.074 (personnel), the Board entered into Executive Session at 12:12 p.m. to discuss the following:**

- A. Discuss 2018-2019 Budget items for personnel and related administrative costs, including pay and benefits.

No action was taken during Executive Session.

3. **Board returned to Open Session at 12:32 p.m.**

4. **Discuss and take appropriate action on 2018-2019 Budget.**

- A. Comparison of Borger EDC budget to EDCs located in communities comparable to Borger.
- B. Discuss restricting a portion of unused budgeted project funds for future projects.
- C. Discuss creating a fund for infrastructure.

Following discussion the motion was made by Scott Mills to accept the 2018-2019 Budget as presented with changes.

5. **Election of Officers for 2018-2019.**

Scott Mills made the motion to elect 2018-2019 Officers:

President—Michelle Griffin
Vice-President—Jesse Shuffield
Secretary-Treasurer—Lisa A. Jones

Norman Sargent seconded the motion. Motion carried.

6. BEDC Committee Appointments for 2018-2019.

President Michelle Griffin made the following committee appointments:

Budget, Finance and Audit Committee (Lisa A. Jones, Jesse Shuffield)

Committee for Business Retention and Expansion (Scott Mills, Norman Sargent)

Committee for new Business Formation (Lisa A. Jones, Norman Sargent)

Committee for new Business Attraction and Recruitment (Michelle Griffin,
Scott Mills)

Committee for Community Development (Michelle Griffin, Jesse Shuffield)

7. Adjourn.

Jesse Shuffield made the motion to adjourn. Norman Sargent seconded the motion. Motion carried.

President _____
Michelle Griffin

Vice-President _____
Lisa A. Jones