

**CITY DEVELOPMENT CORPORATION OF EL CAMPO**  
**REGULAR MEETING**  
**August 25, 2008**

Board Members Present: Gwen Willis, Randy Collins, Alan Heskamp, Donald Naiser

Board Members Absent: Bobby Perez

Staff Present: Chandra Spenrath, Executive Director; Jessica Thane, Executive Assistant

CDC Attorney: Ronny Collins

Others: Kyle Smith, University of Houston Small Business Development Center; J.J. Croix, Croix Financial Services.

1. President Willis called the Meeting to order and noted a QUORUM at 3:00 pm.
2. The minutes from the Regular Meeting of July 21, 2008 were in the Board Book for approval.

MOTION to approve the minutes of the Regular Meeting held on July 21, 2008 as presented was made by Alan Heskamp and Seconded by Don Naiser. The Motion passed unanimously.

3. The Bills and the Financial reports for the month of July were reviewed.
4. Review and consider reimbursement of education expense for executive director.

Executive Director Spenrath explained that she is interested in pursuing her Master's of Science in Economic Development and Entrepreneurship and found a highly recommended course that can be completed online through the University of Houston. The reimbursement would be for tuition as allowed per the CDC Policy Manual.

After much discussion,

The MOTION was made by Don Naiser to approve the education expense for Executive Director Spenrath. Alan Heskamp Seconded the Motion. The Motion passed with Gwen Willis, Alan Heskamp, and Don Naiser voting FOR and Randy Collins voting AGAINST, over concerns that the timing was not appropriate. Vice President Bobby Perez was absent.

CDC Attorney advised the Board of Directors that the Motion needed to be Amended for clarification.

Don Naiser Amended his MOTION to state that the expense would be for the reimbursement of tuition as in accordance with the CDC Policy Manual. Alan Heskamp Seconded the Amended Motion. The Amended Motion passed with Gwen Willis, Don Naiser, and Alan Heskamp voting FOR and Randy Collins voting AGAINST. Vice President Bobby Perez was absent.

President Gwen Willis moved to Agenda Item #7.

5. Review and consider approval on 2007-2008 Annual Report for presentation to City Council.

Executive Director Chandra Spenrath presented the 2007-2008 Annual Report in the form of a PowerPoint that included all the accomplishments, incentives, and activities of the CDC.

MOTION was made by Randy Collins and Seconded by Don Naiser to approve the 2007-2008 Annual Report for presentation to City Council. The Motion passed unanimously.

6. Kyle Smith with the University of Houston Small Business Development Center gave a Report on seminars and activities.

President Willis moved to Agenda Item #10 Hold an Executive Session.

7. President Gwen Willis opened EXECUTIVE SESSION at 4:12 PM to:
  - A. Discuss and deliberate economic development negotiations, as authorized by TEX. GOV'T CODE ANN. 551.087.
  - B. Consult with Attorney as authorized by Section 551.071 of the Texas Government Code.
  - C. C. Discuss personnel matters, as authorized by Section 551.074 of the Texas Government Code.
  - D. Discuss and deliberate real estate negotiations, as authorized by Section § 551.072 of the Texas Local Government Code.
8. OPEN SESSION reconvened at 6:00 pm.
  - A. Take action, if necessary regarding economic development negotiations.
  - B. Take action, if necessary regarding consultation with Attorney.
  - C. Take action, if necessary regarding personnel matters.
  - D. Take action, if necessary regarding real estate negotiations:

Alan Heskamp made the MOTION to amend the real estate lease with Rice Belt, giving them an exclusive right to provide a sixty day notice to terminate the lease after the primary first year. The Motion was Seconded by Randy Collins and passed unanimously.

President Gwen Willis moved to Agenda Item #6.

9. Review and take possible action on FY 2008-2009 Budget.

MOTION was made by Don Naiser and Seconded by Randy Collins to approve the FY 2008-2009 Budget. Motion passed unanimously.

10. President Willis Adjourned the meeting at 6:04 pm.