

**CITY DEVELOPMENT CORPORATION OF EL CAMPO**  
**REGULAR MEETING**  
**January 21, 2008**

Board Members Present: Gwen Willis, Randy Collins, Heath Radley, J.J. Croix, Bobby Perez

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

CDC Attorney: Ronny Collins

CDC Accountant: Jeff Stogner

Ex-Officios Present: Phillip Spenrath, Mayor; Kenny Martin, Mayor Pro-Tem

Others: Bonnie Collins Northside Education Center; Kyle Smith, University of Houston Small Business Development Center; Darrell Hoffer, and Duane Hrncir.

1. President Willis called the Meeting to order and noted a QUORUM at 2:05 pm.
2. The minutes from the Regular Meeting of November 12, 2007 and the Special Called Meeting of December 3, 2007 were in the Board Book for approval.

MOTION was made by Bobby Perez and Seconded by Heath Radley to approve the minutes of the Regular Meeting held on November 12, 2007 and the Special Called Meeting of December 3, 2007 as presented. The Motion passed unanimously.

3. Bills were reviewed.

J.J. Croix made the MOTION to approve the pending bills for payment. With a Second by Bobby Perez, the Motion passed unanimously.

4. Financial reports for the months of October, November, and December were in the Board Book for review and possible approval.

Executive Director Chandra Spenrath explained that Executive Assistant Jessica Thane was handling the financials with Jeff Stogner guiding her. Jeff would still be doing the Audit and tax reporting, but Jessica would handle all the monthly reports. Jeff Stogner explained that we used the Audit to make sure all the numbers entered were correct.

Vice President J.J. Croix questioned whether or not we needed to approve the financial reports. Chandra said that previously it was always approved subject to Audit. J.J. said that it was his opinion that it would be a better use of time look at where the CDC is compared to Budget versus looking at the numbers. Jessica explained that a Budget comparison was also included in with the financial reports and that it was on page 28 of the Board Book.

MOTION was made by J.J. Croix to approve the October, November, and December financial reports, subject to Audit. Heath Radley Seconded the Motion and it passed unanimously.

5. Jeff Stogner with Baker, Stogner & Associates presented the Fiscal Year 2006-2007 Audit.

Jeff reported that for the Fiscal Year 2006-2007 the CDC received an unqualified opinion, which is the highest form of assurance that an independent CPA can show on financial statements.

After reviewing the Audit, J.J. asked Jeff if the Bad Debit write-off should be explained in a footnote. Jeff said that they technically set it up and put it as an allowance, which leaves you with flexibility rather than a direct write off. J.J. questioned that it wasn't mentioned in the footnotes. Jeff said that he mentioned it in the cover statement and that he could revise the Audit to include a footnote.

J.J. Croix made the MOTION to approve the Fiscal Year 2006-2007 Audit subject to the addition of the footnote concerning the Bad Debt write-off. Randy Collins Seconded the Motion. The Motion passed unanimously.

6. Consideration and possible action on purchasing a new computer for Executive Director.

A bid from The Computer Center for a new computer costing \$1,149 was in the Board Book for consideration. Executive Director Spenrath explained that due to the large ads she is building and the programs the CDC has invested in the computer she is using is having difficulty handling the load. The computer she is using is over 4 years old and is crashing multiple times a day. Chandra also reported that this was accounted for in the Budget. Gwen asked if the pricing was for the CPU only and Chandra responded that it was her monitor and other equipment works fine.

MOTION was made by Bobby Perez to approve the purchase of the computer. The Motion was Seconded by Randy Collins and passed unanimously.

7. The Executive Director's attendance at Oklahoma University Economic Development Institute's Certified Economic Developer Program in Reno, Nevada was on the Agenda for consideration.

Executive Director Spenrath explained that this is the next step in the education process for her to receive her certification. There are three Programs you attend and then you take your test. This would be the second one for her to attend. Bobby Perez asked what the estimated total cost would be and Chandra responded that including air fare; it would be around \$2,500. She also mentioned that she makes valuable contacts each time she attends. Randy Collins asked where the third Program would be held and Chandra responded that it will be in Oklahoma in December. She said then she would be able to take the test.

Bobby Perez made the MOTION to approve the Executive Director's attendance at Oklahoma University Economic Development Institute's Certified Economic Developer Program in Reno, Nevada. President Willis asked if there was a Second or anymore discussion. Heath Radley asked if Chandra felt that the CDC would recoup the cost of the course in the knowledge she would gain. Chandra said that she felt that they already had. After reviewing the budgeted amount for training and education, Randy Collins Seconded the Motion. The Motion passed unanimously.

8. The 2007 Wharton County Tax Statements were in the Board Book for review and possible approval for payment.

Jessica explained that the Statement that was incorrect (10907-000-003-00) was going to be reissued and that the CAD office said that we would have additional time to pay that particular statement without a penalty. The other statements were correct and due by February 1. Jessica mentioned that the only other discrepancy was a minimal difference between the acreage on our records and the acreage on the CAD's records. Gwen asked Ronny if he was looking into that and he said he had received the email, but had not been able to review it. Jessica reported that next year the CAD will do individual statements on each property. Randy requested that Jessica ask the CAD to put in writing that the CDC would not be charged a penalty on the revised statement.

MOTION was made to approve the 2007 Property Tax Statements including 10907-000-003-00 with the understanding that the CDC will be able to get in writing that it can be paid late without penalty and if not then make the payment and request a refund. The Motion was Seconded by J.J. Croix and it passed unanimously.

9. President Willis opened EXECUTIVE SESSION at 2:38 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. Discuss personnel matters, as authorized by Section 551.074 of the Texas Government Code.

10. OPEN SESSION reconvened at 4:31 pm.

- A. ACTION taken regarding economic development negotiations: NONE.
- B. ACTION taken regarding consultation with Attorney: NONE.
- C. ACTION taken regarding personnel matters: NONE.

11. Executive Director Chandra Spenrath gave the Staff Activity Report and Update which included meetings attended, scheduled meetings, and contacts made. Northside Education Center Director Bonnie Collins also gave an update on the activities and event occurring at the Center.

12. CDC Board President Gwen Willis Adjourned the meeting at 4:54 pm.