

**AGENDA**  
**CITY OF PORT ARTHUR SECTION 4A**  
**ECONOMIC DEVELOPMENT CORPORATION**  
**REGULAR MEETING**

4173 39<sup>th</sup> Street, Port Arthur, Texas 77642

Date: November 28, 2007

Time: 6:00 p.m.

**I. ROLL CALL, INVOCATION & PLEDGE**

**BOARD OF DIRECTORS**

- |                    |       |                      |       |
|--------------------|-------|----------------------|-------|
| (1) Richard Wycoff | _____ | (6) Kelly Shanks     | _____ |
| (2) Doris Green    | _____ | (7) Lloyd Christian  | _____ |
| (3) Keith Daws     | _____ | (8) Kerry Thomas     | _____ |
| (4) Kaprina Frank  | _____ | (9) Graciela Alvarez | _____ |
| (5) Eli Roberts    | _____ |                      |       |

**II. MINUTES**

None.

**III. PETITIONS & COMMUNICATIONS**

**A. PRESENTATIONS**

1. Workforce Alliance – Mark Viator
2. Digital Workforce Academy - Melvin White

**B. COMMUNICATIONS**

None.

**C. PUBLIC COMMENT (limited 3 min. ea.)**

None.

**IV. UNFINISHED BUSINESS**

1. To discuss and consider the approval of the financial statements audit level review for future loan/grant applications projects. (Requested by Keith Daws)
2. To discuss the Economic Development Corporation Policies and Procedures Manual and flowchart. (Requested by Keith Daws)
3. To discuss the supervisor incentive clause in the agreement with projects contract. (Requested by Keith Daws)
4. To discuss and consider the approval of the agreement for "The Breeze" radio station in the amount of \$4,000.00.

5. To discuss advertisement and marketing plans.
6. To discuss the purpose of the Call – In log. (Requested by Kerry Thomas)

**V. CONSENT AGENDA ITEMS**

1. To discuss and consider the approval of invoices from Germer Gertz for professional services rendered:

<b><u>Through:</u></b>	<b><u>Amount:</u></b>	<b><u>Pertaining to:</u></b>
October 31, 2007	\$1,090.00	Economic Development Corporation
October 31, 2007	\$ 225.00	Lamar State College – Port Arthur
October 31, 2007	\$ 105.00	Pleasure Island Shrimp House
<b>Total:</b>	<b>\$1,420.00</b>	

**VI. NON-CONSENT AGENDA ITEMS**

1. To discuss and consider the approval of the agreement for the sale of (2) acres of land in the Business Park to Excavators & Constructors in the amount of \$71,000.00.
2. To discuss and consider the approval of the agreement for the sale of (3) acres of land in the Business Park to Lange Brothers, Inc. in the amount of \$106,500.00.
3. To discuss and consider the approval of the agreement for the sale of (2.6) acres of land in the Business Park to Embree Asset Group.
4. To discuss and consider the approval of a budget adjustment to set aside \$100,000.00 from the Street Account (#120-1429-582-86-00) to the Other Contractual Services Account (#120-1429-582-59-00) for design and construction of Phase II services for new roadways, utilities and drainage for the Economic Development Corporation Business Park.
5. To discuss and consider the approval of providing a financial commitment letter of recommendation to Digital Workforce Academy.
6. To discuss and consider the approval of the incentive agreement between the Port Arthur Section 4A Economic Development Corporation and Orbital Insulation Corp. (Requested by Richard Wycoff)
7. To discuss and consider the approval of the bids for the foresaid renovation at 4173 39<sup>th</sup> Street.

**VII. REPORTS**

1. CEO's Report
  - a. Financial Summary for ED Week
  - b. Reminder of Election of Board Officers
    - i. President
    - ii. Vice President
    - iii. Secretary
    - iv. Treasurer

- c. NDC - Tax Increment District for Business Park
- d. Board Training Dates for ED Strategic Planning and Introduction to Economic Development

**VIII. CLOSED SESSION (EXECUTIVE SESSION)**

**In Order To Comply With The Requirements Of Chapter 551 (Open Meetings Law) Of The Texas Government Code, Prior To Going Into Closed Meeting The Presiding Officer To The City of Port Arthur Section 4A Economic Development Corporation Board Of Directors Should Make The Following Public Announcement:**

“A Closed Meeting or Executive Session Will Be Held Pursuant To the Following Sections of Chapter 551, Texas Government Code,

1. **Section 551.087 Government Code** – To discuss Incentives for EDC Business Prospects.
2. **Section 551.072 Government Code** – To discuss the value of land at the City of Port Arthur Section 4A Economic Development Corporation Spur 93 Business Park.
3. **Section 551.074 Government Code** – To discuss personnel matters of the Economic Development Corporation as to the CEO.

**\*The Items In Executive Session May Be Discussed And Acted On In Open Session.**

**IX. FUTURE AGENDA ITEMS OR REQUESTED REPORTS**

**ITEMS FOR FUTURE AGENDA CONSIDERATION OR REPORTS FROM STAFF MAY BE REQUESTED BUT NO DISCUSSION OF ANY ITEMS OR REQUESTS SHALL TAKE PLACE.**

**X. POSTING OF MEETING**

POSTED ON THE 21<sup>st</sup> DAY OF November, 2007.

AT 12:34 O' CLOCKS p.m.  
Floyd Batiste

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**Floyd Batiste**  
**CEO**