

MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
May 3, 2006

I. CALL TO ORDER

The Board of Directors of the City of Port Arthur Section 4A Economic Development Corporation met in a Regular Meeting on Wednesday, May 3, 2006. The meeting was called to order at 5:59 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present: Richard Wycoff, Barbara Mulroy, Keith Daws, Linda Spears, and Eli Roberts.

The invocation was given by Linda Spears.

The Pledge of Allegiance followed the invocation.

III. MINUTES

1. March 22, 2006
2. April 5, 2006

A motion was made by to approve by Linda Spears and seconded by Barbara Mulroy to approve the minutes from March 22, 2006 and April 5, 2006. The vote was unanimous.

IV. PETITIONS & COMMUNICATIONS

A. *PRESENTATIONS*

None.

B. *COMMUNICATIONS*

None.

V. ACTION ITEMS

1. **To discuss and consider the approval of an invoice from Germer & Gertz, L.L.P. in the amount of \$13,603.66 for professional services rendered through April 11, 2006.**

Keith Daws made a motion to approve the invoice for Germer & Gertz, L.L.P. and it was seconded by Linda Spears. It was adopted unanimously.

- 2. To discuss and consider the approval of an invoice from Germer & Gertz, L.L.P. in the amount of \$379.39 for professional services rendered through April 11, 2006 as it pertains to the PAEDC v. Training Research and Development, Inc.**

Keith Daws made a motion to approve the invoice for Germer & Gertz, L.L.P. and it was seconded by Linda Spears. It was adopted unanimously.

- 3. To discuss and consider the approval of an invoice from Germer & Gertz, L.L.P. in the amount of \$912.50 for professional services rendered through April 11, 2006 as it pertains to the PAEDC v. Tres Caballeros, Ltd.**

Keith Daws made a motion to approve the invoice for Germer & Gertz, L.L.P. and it was seconded by Linda Spears. It was adopted unanimously.

*** ITEMS 1-3 WERE APPROVED BY THE SAME MOTION.**

- 4. To discuss and consider the approval of an equipment agreement with SBC Business Communications Services in the amount of \$4,725.34.**

This item was tabled until after executive session.

- 5. To discuss and consider the approval of an invoice from Arnold & Associates in the amount of \$1,850.00 for design & layout for EDC Brochure.**

Barbara Mulroy made a motion to approve the invoice for Arnold & Associates and was seconded by Linda Spears.

- 6. To discuss and consider the approval of an invoice from Arnold & Associates in the amount of \$225.00 for design & layout for EDC sign and flag.**

Barbara Mulroy made a motion to approve the invoice for Arnold & Associates and was seconded by Linda Spears.

- 7. To discuss and consider the approval of an invoice from Arnold & Associates in the amount of \$450.00 for design & layout for EDC business cards and letterheads.**

Barbara Mulroy made a motion to approve the invoice for Arnold & Associates and was seconded by Linda Spears.

*** ITEMS 5-7 WERE APPROVED BY THE SAME MOTION.**

8. **To discuss and consider the approval of an invoice from Arnold & Associates in the amount of \$359.50 for printing business cards for ten (10) people.**

A motion to table was made by Barbara Mulroy and seconded by Keith Daws to approve an invoice from Arnold & Associates in the amount of \$359.50. The vote was unanimous.

9. **To discuss and consider the approval of an invoice for the City's Administrative Service Bill in the amount of \$96,310.00 through March 31, 2006.**

Richard Wycoff made a motion to approve the invoice for the City's Administrative Service Bill and was seconded by Linda Spears. The vote was unanimous.

VI. REPORTS

1. Rebecca Underhill, Director of Finance and Gayle Botley, Auditor

Rebecca Underhill and Gayle Botley gave an overview. They spoke about standard language and explained about Management Letters. They also explained about Internal Control Matters and contracting (a prior issue).

Rebecca Underhill then gave the February 2006 Financial Report. She wants the budget to be adopted by the end of June 2006.

2. Doris Gill on Job Training Grant.

Doris Gill gave a presentation regarding NIEHS/OAI Job Training Grant.

VII. EXECUTIVE SESSION

The board retired to executive session at 7:08 p.m., and reconvened at 8:28 p.m.

After Executive Session, the Board acted on the following items:

Linda Spears made a motion regarding GP to approve the following:

- a. purchase manipulator and any other unscheduled equipment without exceeding \$200,000;
- b. cover the cost of all installation of equipment;
- c. time extended until November 31, 2006 for purchase of equipment; and
- d. No increase in promised payroll.

Keith Daws made a statement making it clear that he will no go over the original amount of \$200,000.

The motion was seconded by Richard Wycoff. The vote was unanimous.

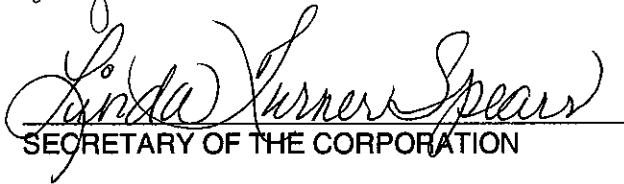
VIII. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

None.

IX. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Richard Wycoff and seconded by Linda Spears. It was adopted unanimously. The meeting was adjourned at 8:35 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 17th DAY OF May, 2006.


SECRETARY OF THE CORPORATION