

MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
June 27, 2007

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, June 27, 2007. The meeting was called to order at 6:11 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Richard Wycoff, Doris Cruse, Keith Daws, Eli Roberts, Kelly Shanks, and Kerry Thomas.

The invocation was given by Keith Daws.

The Pledge of Allegiance followed the invocation.

III. MINUTES

1. June 13, 2007

The June 13, 2007 minutes were tabled until the next meeting due to the minutes not being in the packets for prior review.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. City of Port Arthur Park & Recreation Dept. – Dr. Albert Thigpen

Mr. Thad Sanders came in Dr. Thigpen's place. He showed pictures of what was done with different parks through out the city and gave a report on how the money was spent.

2. City of Port Arthur Demolition Dept. – Lawrence Baker

Mr. Baker could not make it.

3. Orbital Insulation Corp – Bruno Fernandez and Eduardo Gracian

Orbital Insulation Corp has purchased the building on 817 Houston Ave, renovating the building, currently have 23 people working in Woodville, 5 people here in the Port Arthur office, and the new building would be a warehouse that can put 15 people to work.

B. COMMUNICATIONS

None.

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

None.

V. CONSENT AGENDA ITEMS

- 1. To discuss and consider the approval of an invoice in the amount of \$3,416.66 from Amelia Lawn Care & Landscaping for the month of May 2007.**

A motion was made by Keith Daws and seconded by Kelly Shanks to approve an invoice in the amount of \$3,416.66 from Amelia Lawn Care & Landscaping for the month of May 2007. The vote was unanimous.

- 2. To Discuss and consider the approval of an invoice in the amount of \$1,575.00 from Trey's Tractor Service for the month of April 2007.**

A motion was made by Keith Daws and seconded by Kelly Shanks to approve an invoice in the amount of \$1,575.00 from Trey's Tractor Service for the month of April 2007. The vote was unanimous.

- 3. To discuss and consider the approval of an invoice in the amount of \$4,760.00 from Trey's Tractor Service for the month of May 2007.**

A motion was made by Keith Daws and seconded by Kelly Shanks to approve an invoice in the amount of \$4,760.00 from Trey's Tractor Service for the month of May 2007. The vote was unanimous.

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

<u>Through:</u>	<u>Amount:</u>	<u>Pertaining to:</u>
May 31, 2007	\$2,681.20	Economic Development Corporation
May 31, 2007	\$ 125.00	Spur 93 Business Park
May 31, 2007	\$ 50.00	EcoDiesel Industries, LLC
May 31, 2007	\$ 87.50	Del Pueblo Foods, USA, Inc.
May 31, 2007	\$ 423.50	Abraham Mfg., Inc.
May 31, 2007	\$ 81.75	Desselle-Maggard Corporation
May 31, 2007	\$ 542.50	Triangle Waste Solutions, Inc.
May 31, 2007	\$ 198.50	Reliable Polymer Services
TOTAL:	\$4,189.95	

A motion was made by Eli Roberts and seconded by Keith Daws to approve the invoices from Germer Gertz for professional services rendered through May 31, 2007. The vote was unanimous.

- 5. To discuss the audit findings. Requested by Board Member Keith Daws.**
- I. PAEDC CEO has addressed and satisfied recommended improvements with regard to the compliance milestones and monitoring thereof.**
 - II. Also, the CEO has satisfied the auditors recommendation for creating a sign off form applicable to the application process.**
 - III. Still to be completed is the established guideline for the recommended level of formality when accepting financial information from clients.**

Specifically, at what monetary level of total EDC grant & loan commitment should the clients financial submissions be accepted as compiled, reviewed or audited.

IV. Lastly, PAEDC procedures need to be adopted, distributed and followed by appropriate personnel.

V. Committee needs to meet before going to City Council Joint meeting.

6. **To discuss Resolution No. 03-307 - A RESOLUTION APPROVING THE CITY OF PORT ARTHUR SECTION 4A ECONOMIC DEVELOPMENT CORPORATION'S POLICIES AND PROCEDURES FOR GRANT INCENTIVE CONTRACTS. Requested by Board Member Keith Daws.**

I. A Joint EDC/City Council meeting to make changes to the Resolution 03-307.

VI. NON-CONSENT AGENDA ITEMS

1. **To discuss and consider the approval of Orbital Insulation Corp.**

This item was tabled until after executive session.

2. **To discuss and consider the approval of fiscal year 2008 Economic Development Corporation's proposed budget for submission to the City Manager.**

A motion was made by Eli Roberts and seconded by Kelly Shanks to approve the fiscal year 2008 Economic Development Corporation's proposed budget for submission to the City Manager. The vote was unanimous.

Roll Call:

Yes

Richard Wycoff
Doris Cruse
Eli Roberts
Kelly Shanks

No

Keith Daws
Kerry Thomas

Motion Passed 4-2.

3. **To discuss and consider the approval of the sale of 5.326 acres of land in the Port Arthur Economic Development Corporation's Hospital Business Park to Alliance Physicians Group.**

This item was tabled until EDC receives an appraised value of the land.

4. **To discuss and consider the approval of the estimate cast from Amelia Lawn Care & Landscaping for the following:**

\$2,085.00	To replace dead live oak trees.
\$2,565.00	To remove monkey grass and replace with sod on both islands
\$11,390.00	For landscaping of flag poles and re-landscaping of signs
\$504.00	To replace dead ligustrums and hawthorns
\$6,723.38	To install Hunter wireless battery operated valve controllers

A motion was made by Kerry Thomas and seconded by Doris Cruse to table for further discussion. The vote was unanimous.

VII. REPORTS

1. CEO's Report
 - a. Summer help from TWC
 - b. ED Week for youth
 - c. Board Appreciation for Former Board Members on July 27, 2007 at 4:00 p.m.

VIII. CLOSED SESSION (EXECUTIVE SESSION)

The board retired to executive session at 8:10 p.m., and reconvened at 9:38 p.m.

IX. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

1. WEDA
2. Flow Chart (Office Procedures)
3. Demolition Dept. Mr. Baker
4. Date for special meeting
5. Vice President Election
6. Review Amelia Lawn Care & Landscaping
7. Current Clients list
8. Report on Camellia Plaza
9. Report on Redwine Family Partners

X. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Eli Roberts and seconded by Kelly Shanks. It was adopted unanimously. The meeting was adjourned at 9:40 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 11th DAY OF July, 2007.

Kerry Thomas
SECRETARY OF THE CORPORATION