

**MINUTES**  
**CITY OF PORT ARTHUR SECTION 4A**  
**ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING**  
**4173 39<sup>th</sup> Street, Port Arthur, Texas**  
**July 11, 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, July 11, 2007. The meeting was called to order at 6:05 p.m.

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

The following Board Members were present:

Richard Wycoff, Doris Cruse, Keith Daws, Kaprina Frank, Eli Roberts, Kelly Shanks, Lloyd Christian, Kerry Thomas, and Graciela Alvarez.

The invocation was given by Keith Daws.

The Pledge of Allegiance followed the invocation.

**III. MINUTES**

1. June 13, 2007
2. June 27, 2007

A motion was made by Kerry Thomas and seconded by Lloyd Christian to approve the June 13, 2007 minutes and the June 27, 2007 minutes with changes. The vote was unanimous.

**IV. PETITIONS & COMMUNICATIONS**

**A. *PRESENTATIONS***

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

Mr. Baker, on behalf of the Demolition Dept. requested an extension of funding due to structures still needing demolition.

2. Sun Coast Resources, Inc. – Kathy Lehne / Steven Boyd

Mr. Boyd, stated that Sun Coast is a Texas Corporation; Kathy Lehne being the person that started this business. Currently employ more than 550 employees. They are seeking the Fueling Marina Building and need assistance to remodel the building to start the business running in Sabine Pass. Requesting \$100,000.

**B. *COMMUNICATIONS***

1. Branding Study with North Star – Tammy Kotzor

Mr. Batiste explained the Branding Study with North Star idea.

**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 June 2007.**

A motion was made by Kerry Thomas and seconded by Eli Roberts to table the invoice in the amount of \$3,416.66 from Amelia Lawn Care & Landscaping for the month of June 2007. The vote was unanimous.

- 2. To discuss and consider the approval of an invoice in the amount of \$6,000 from the National Development Council for the month of June 2007.**

A motion was made by Keith Daws and seconded by Eli Roberts to approve the invoice in the amount of \$6,000 from the National Development Council for the month of June 2007. The vote was unanimous.

- 3. To discuss and consider the approval of an invoice in the amount of \$55,638.03 from Excavators & Constructors for the construction of Jade Avenue Extension.**

A motion was made by Kerry Thomas and seconded by Eli Roberts to approve the invoice in the amount of \$55,638.03 from Excavators & Constructors for the construction of Jade Avenue Extension. The vote was unanimous.

- 4. To discuss and consider the approval of an invoice in the amount of \$1,780.00 from Arceneaux & Gates for professional services regarding design and construction of Jade Avenue Extension within Business Park.**

A motion was made by Eli Roberts and seconded by Keith Daws to approve the invoice in the amount of \$1,780.00 from Arceneaux & Gates for professional services regarding design and construction of Jade Avenue Extension within Business Park. The vote was unanimous.

- 5. To discuss and consider the approval of an invoice in the amount of \$22,473.00 from Arceneaux & Gates for professional services regarding design and construction of Jade Avenue Extension from Business Park to Hwy 365.**

A motion was made by Eli Roberts and seconded by Kerry Thomas to approve the invoice in the amount of \$22,473.00 from Arceneaux & Gates for professional services regarding design and construction of Jade Avenue Extension from Business Park to Hwy 365. The vote was unanimous.

- 6. To discuss and consider the approval of an invoice in the amount of \$1,000.00 from Gulf Coast Realty Consultants regarding appraisal of 5.326 acres of vacant tract of land on Jimmy Johnson Boulevard West of Memorial Boulevard in Port Arthur, Jefferson County, Texas.**

A motion was made by Keith Daws and seconded by Kerry Thomas to approve the invoice in the amount of \$1,000 from Gulf Coast Realty Consultants regarding appraisal of 5.326 acres of vacant tract of land on Jimmy Johnson Boulevard West of Memorial Boulevard in Port Arthur, Jefferson County, Texas. The vote was unanimous.

- 7. To discuss and consider the approval of an invoice in the amount of \$372.00 from T & N Laboratories & Engineering for Concrete testing on Jade Ave. Extension project located in the Port Arthur Business Park.**

A motion was made by Lloyd Christian and seconded by Keith Daws to approve the invoice in the amount of \$372.00 from T & N Laboratories & Engineering for concrete testing on Jade Ave. Extension project located in the Port Arthur Business Park. The vote was unanimous.

## **VI. NON-CONSENT AGENDA ITEMS**

- 1. To discuss and consider the selection of the Vice President of the Corporation.**

A motion was made by Lloyd Christian and seconded by Keith Daws to nominate Kerry Thomas as the Vice President of the Corporation. Without further nominees Kerry Thomas was elected by a unanimous vote.

- 2. To discuss and consider closing of the Incentive Agreement dated July 13, 2005 between GP Industrial Contractors, Inc. and the City of Port Arthur Section 4A Economic Development Corporation.**

This item was tabled until after executive session.

- 3. To discuss and consider the approval of the appraised value of the 5.326 acres of land at the Hospital Business Park.**

A motion was made by Kerry Thomas and seconded by Keith Daws to approve the professional appraised value of the 5.326 acres of land at the Hospital Business Park. The vote was unanimous.

- 4. To discuss and consider the approval of subcontractors Bowhead Manufacturing Company can claim toward their payroll performance contract with Port Arthur Economic Development Corporation.**

This item was tabled until after executive session.

- 5. 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.**

A motion was made by Kerry Thomas and seconded by Lloyd Christian to postpone the sale 5.326 acres of land in the Port Arthur Economic Development Corporation's Hospital Business Park pending further communication with Alliance Physicians Group. The vote was unanimous.

- 6. To discuss and consider the approval of the estimate cost 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 Keith Daws to table the estimate cost from Amelia Lawn Care & Landscaping for the above. The vote was unanimous.

## **VII. REPORTS**

### **1. CEO's Report**

#### **a. Update on WEDA**

Mr. Batiste presented WEDA communications identifying potential clients. PAEDC is not actively pursuing clients thru WEDA at this time.

#### **b. Update on Redwine Family Partners**

Mr. Batiste explained that the Documentation Log and the Performance Milestone Schedule will need to be modified due to delays and unmet compliance issues.

#### **c. Update on Camellia Plaza**

Mr. Batiste explained the Documentation Log and the Performance Milestone Schedule has compliance modifications that need to be addressed.

#### **d. Update on future projects**

Mr. Batiste asked to update in executive session.

#### **e. Update on office standard operation procedure**

Mr. Batiste explained the office standard operation procedures and presented a draft of current practices. Staff will continue submitting data towards a completed procedure.

### **2. Monthly Financial Report**

Mr. Batiste tabled this item until the next meeting.

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

The board retired to executive session at 7:47 pm, and reconvened at 10:01 pm.

1. A motion was made by Eli Roberts and seconded by Kerry Thomas to approve the closing of the Incentive Agreement dated July 13, 2005 between GP Industrial Contractors, Inc. and the City of Port Arthur Section 4A

Economic Development Corporation contingent upon verification of the submitted documentation and credits. The vote was unanimous.

2. A motion was made by Kerry Thomas and seconded by Keith Daws to table until further information is received regarding the subcontractors Bowhead Mfg. Company desires to claim toward their payroll performance contract with Port Arthur Economic Development Corporation.
3. A motion was made by Eli Roberts and seconded by Lloyd Christian for our attorney to send a foreclosure notice to Pleasure Island Shrimp House. The vote was unanimous.

Board Member Kaprina Frank recused from the vote.

4. A motion was made by Lloyd Christian and seconded by Keith Daws for our Attorney to send a demand letter to DonShe Pottery. The vote was unanimous.
5. A motion was made by Kerry Thomas and seconded by Lloyd Christian for our Attorney to send a demand letter to Abraham Mfg. Company. The vote was unanimous.

Board Member Kaprina Frank recused from the vote.

6. Mr. Sokolow will send SETX Clearwater a Covenants & Restrictions compliance letter due to unmet Business Park restrictions.

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

1. Location for the PAEDC main office.

**X. ADJOURNMENT OF MEETING**

A motion was made to adjourn the meeting by Eli Roberts and seconded by Keith Daws. It was adopted unanimously. The meeting was adjourned at 10:14 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 25<sup>th</sup> DAY OF July, 2007.

Keith Daws  
SECRETARY OF THE CORPORATION