

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
September 5, 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, September 5, 2007. The meeting was called to order at 6:00 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

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

The invocation was given by Keith Daws.

The Pledge of Allegiance followed the invocation.

III. MINUTES

1. August 22, 2007

These minutes were tabled until the next meeting.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. Crane Group International -- Renee and James Stuart

Representing Crane Group, Int. would like for the EDC to donate 25 acres of land in the Business Park as an incentive for expanding their business to Port Arthur. The main plant will be located in Port Arthur also. They will create between 300 – 900 jobs per shift (they have three shifts per day) with fair pay and benefits. The company is specialized in manufacturing a product that is used for home building that is fire, mold and flame resistant. They can produce the product for any type of home, being on piers or on slab. It can resist winds of 150 mph which is a category 4 hurricane.

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 \$4,760 from Trey's Tractor Service for services rendered in June 2007. (ACCOUNT NO. 120-1429-582-59.02)**

2. **To discuss and consider the approval of an invoice in the amount of \$6,000 from the NDC for services rendered through August 2007. (ACCOUNT NO. 120-1429-582-54.11)**
3. **To discuss and consider the approval of an invoice in the amount of \$25,364.69 from Arceneaux & Gates for professional services regarding design and construction of Jade Avenue extension from the Business Park to HWY 69. (ACCOUNT NO. 120-1429-582-59.00)**

A motion was made by Kerry Thomas and seconded by Keith Daws to approve items # 1-3 with one motion. The vote was unanimous.

4. **To discuss and consider the approval of an invoice in the amount of \$3,416.66 from Amelia Lawn Care & Landscaping for July 2007. (ACCOUNT NO. 120-1429-582-59.02)**
5. **To discuss and consider the approval of an invoice in the amount of \$3,416.66 from Amelia Lawn Care & Landscaping for August 2007. (ACCOUNT NO. 120-1429-582-59.02)**

A motion was made by Richard Wycoff and seconded by Kelly Shanks to table items # 4-5 with one motion. The vote was unanimous.

VI. NON-CONSENT AGENDA ITEMS

1. **To discuss and consider the approval of the agreement for the sale of land between the Port Arthur Section 4A Economic Development Corporation and Embree Asset Group, Inc.**

This item was tabled until after executive session.

2. **To discuss and consider the approval of the agreement between the Port Arthur Section 4A Economic Development Corporation and Square Mile Energy.**

This item was tabled until after executive session.

3. **To discuss and consider the purchase of the building located at 4173 39th Street.**

This item was tabled until after executive session.

4. **To discuss and consider the approval of the loan/grant applications financial statements audit level review for future projects.**

A motion was made by Keith Daws and seconded by Lloyd Christian to table the loan/grant applications financial statements audit level review for future projects. The vote was unanimous.

5. **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.**

Board Members would like to update this resolution.

VII. REPORTS

1. CEO's Report
 - a. Audit Subcommittee

This was tabled until the next meeting.

- b. Update on Procedures Manual

Board Member Keith Daws requested that the results, of the worksheets & flowcharts the committee presented, be included in the next Draft of the Procedure Manual.

- c. Update on ED Week

The Board reviewed the ED Week Agenda

2. Board Financial Update

Mr. Batiste and Ms. Staley explained the financials to the Board.

VIII. CLOSED SESSION (EXECUTIVE SESSION)

The board retired to executive session at 7:40 pm, and reconvened at 9:23 pm.

1. A motion was made by Eli Roberts and seconded by Kerry Thomas to exclude Mr. Scully's clause in the agreement between the Port Arthur Section 4A Economic Development Corporation and Embree Asset Group, Inc.
2. A motion was made by Lloyd Christian and seconded by Eli Roberts for City Attorney to prepare the agreement for the purchase of the building located on 4173 39th Street for \$255,500.
3. A motion was made by Kerry Thomas and seconded by Lloyd Christian to approve Germer Gertz as the EDC's Primary Attorney with major documents signed by Guy Goodson.

IX. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

1. Performance report on each month, Eli Roberts
2. Call list – number of hits for potential clients from WEDA, State & walk-ins, Eli Roberts
3. NDC update in executive session
4. Pictures of Business Park (2), Kerry Thomas
5. Camellia Plaza, Kerry Thomas
6. Eco-Diesel, Richard Wycoff
7. Audit

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 9:39 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 19th DAY OF September, 2007.



SECRETARY OF THE CORPORATION