

MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
October 3, 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, October 3, 2007. The meeting was called to order at 6:00 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Doris Green, 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. September 19, 2007

A motion was made by Kelly Shanks and seconded by Eli Roberts to approve the minutes for September 19, 2007. The vote was unanimous.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. Application Financial Statements Audit Level – Stuart Salter

As background, Mr. Salter has experience with banking industries and collections. Mr. Salter recommended the review audit level.

2. KT Foods – Christopher Mulgrew and Jeff Rother

On July 3, 2007 KT Foods purchased Del Pueblo's assets. Their specialty is stuffed Gourmet Olives which are distributed to Spain, Greece, Egypt, Argentina and the U.S. They are found in HEB, Sams, Kroger, and Wal-mart. KT Foods needs assistance with equipment and assistance to renovate the building.

3. Lamar State College – Port Arthur – Sandy Stretcher

Mrs. Stretcher explained that the \$200 stipend is for each individual that completes the course. Becon is willing to hire 240 individuals whom have completed the course.

B. COMMUNICATIONS

1. Letter to Crane Group Intl.

The board reviewed the letter.

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

None.

V. UNFINISHED BUSINESS

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

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

- 2. To discuss and consider the approval to use Economic Development Incentive funds for Redevelopment on Houston Ave/Proctor Street.**

A motion was made by Lloyd Christian and seconded by Eli Roberts to approve to use Economic Development Incentive funds for Redevelopment on Houston Ave/Proctor Street.

Vote: **Yes:** Kaprina Frank, Eli Roberts, Lloyd Christian, Kerry Thomas and Graciela Alvarez. **No:** Doris Green, Keith Daws and Kelly Shanks. **Motion passed 5-3.**

- 3. To discuss and consider the approval of the attendance of the EDC Board Members at the Water Park Development Conference in Las Vegas, NV. On November 27, 2007. (Requested by Kerry Thomas)**

A motion was made by Keith Daws and seconded by Doris Green to approve the attendance of the EDC Board Members at the Water Park Development Conference in Las Vegas, NV on November 27, 2007. (Requested by Kerry Thomas).

- 4. To discuss and consider the selection of the following for ED Week Awards:**

a. Hall of Fame – Valero

A motion was made by Kelly Shanks and seconded by Kaprina Frank to nominate *Valero* for the Hall of Fame award. **Vote: YES:** Doris Green, Keith Daws, Kaprina Frank, Kelly Shanks, Lloyd Christian, Kerry Thomas and Graciela Alvarez. **NO: 0. Motion passed 7-0.**

b. New and Expanding Business – Golden LNG

A motion was made by Lloyd Christian and seconded by Graciela Alvarez to nominate *Golden Pass LNG* for the New and Expanding Business award. **Vote: YES:** Keith Daws, Kaprina Frank, Kelly Shanks, Lloyd Christian, Kerry Thomas and Graciela Alvarez. **NO:** Doris Green. **Motion Passed 6-1.**

c. Business of the Year - Motiva

A motion was made by Lloyd Christian and seconded by Graciela Alvarez to nominate *Motiva* for the Business of the year award. **Vote: YES:** Doris Green, Kaprina Frank, Eli Roberts, Lloyd Christian, Kerry Thomas and Graciela Alvarez. **NO:** Keith Daws and Kelly Shanks. **Motion Passed 6-2.**

VI. CONSENT AGENDA ITEMS

- 1. To discuss and consider the approval of an invoice in the amount of \$3,750 from Arceneaux & Gates pertaining to the wetlands investigations and Jade Avenue. (ACCOUNT NO. 120-1429-582-59.02)**

A motion was made by Lloyd Christian and seconded by Keith Daws to approve the invoice in the amount of \$3,750 from Arceneaux & Gates pertaining to the wetlands investigation and Jade Avenue. (ACCOUNT NO. 120-1429-582-59.02). The vote was unanimous.

- 2. To discuss and consider the approval of an invoice in the amount of \$23,240.84 from Arceneaux & Gates pertaining to the construction of Jade Avenue. (ACCOUNT NO. 120-1429-582-59.00)**

A motion was made by Lloyd Christian and seconded by Graciela Alvarez to approve the invoice in the amount of \$23,240.84 from Arceneaux & Gates pertaining to the construction of Jade Avenue. (ACCOUNT NO. 120-1429-582-59.00). The vote was unanimous.

VII. NON-CONSENT AGENDA ITEMS

- 1. To discuss and consider a subcommittee for advertising.**

Lloyd Christian and Graciela Alvarez volunteered for the subcommittee for advertising.

- 2. To discuss and consider the advertisement agreement with the Chamber of Commerce in the amount of \$845 for advertisement in the 2008 Membership Directory. (ACCOUNT NO. 120-1429-582-55.00)**

A motion was made by Kelly Shanks and seconded by Graciela Alvarez to approve the advertisement agreement with the Chamber of Commerce in the amount of \$845 for advertisement in the 2008 Membership Directory. (ACCOUNT NO. 120-1429-582-55.00). The vote was unanimous.

- 3. To discuss and consider the approval of a Second Amendment of the agreement between the Port Arthur Section 4A Economic Development Corporation and Reliable Polymer Services.**

This item was tabled until after executive session.

- 4. To discuss and consider the approval of the Commercial Real Estate Purchase Contract between the Port Arthur Economic Development Corporation and Basco Construction.**

This item was tabled until after executive session.

- 5. To discuss the Economic Development Corporation Policies and Procedures Manual.**

The Committee will meet with Mr. Batiste in future.

VIII. REPORTS

- 1. CEO's Report**
 - a. EDC Meeting Days**

This item was tabled until after executive session.

b. Update on potential projects

This item was tabled until after executive session.

2. Board Financial Update

Carmelia explained several adjustments done to the budget.

IX. CLOSED SESSION (EXECUTIVE SESSION)

The board retired to executive session at 8:59 pm, and reconvened at 10:00 pm.

1. A motion was made by Lloyd Christian and seconded by Kelly Shanks to finance the payment to Basco subject to the inspection report, \$255,000 being the total and giving \$55 down. Monthly payment being \$2400.21. The vote was unanimous.
2. A motion was made by Lloyd Christian and seconded by Kaprina Frank to approve the milestone changes to the Reliable Polymer Services agreement. The vote was unanimous.
3. A motion was made by Kelly Shanks and seconded by Lloyd Christian to hire Guy Goodson as the EDC attorney and have Gary Coker as back up. The vote was unanimous.


X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

1. Budget Workshop – Kelly Shanks

XI. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Lloyd Christian and seconded by Kelly Shanks. It was adopted unanimously. The meeting was adjourned at 10:06 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 14th DAY OF November, 2007.



SECRETARY OF THE CORPORATION