

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
October 17, 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 17, 2007. The meeting was called to order at 6:04 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Richard Wycoff, Doris Green, Keith Daws, Eli Roberts, Kerry Thomas and Graciela Alvarez.

The invocation was given by Keith Daws.

The Pledge of Allegiance followed the invocation.

III. MINUTES

1. October 1, 2007

A motion was made by Eli Roberts and seconded by Graciela Alvarez to approve the minutes for October 1, 2007. The vote was unanimous.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. Entergy – Carolyn Motl

Mrs. Motl presented the Community Economic Development Award (CEDA) from the Texas Economic Development Council (TEDC) to the EDC Board.

2. Lange Brother, Inc. – Ronnie Lange

Mr. Lange is interested in purchasing lot 1 in the business park. 3 acres off of Jade avenue road.

3. World Economic Development Alliance – Justin Thompson

Mr. Thompson presented marketing services that has been done for the EDC and what is planned in the future.

B. COMMUNICATIONS

1. Letter from the Port Arthur Beautification Commission – Mrs. Kirkwood

Good letter, a great project.

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 application projects.**

This item was tabled until the next regular board meeting.

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

Mr. Batiste informed the Board about Johnson & Associates proposal to produce the Policies and Procedures Manual.

VI. CONSENT AGENDA ITEMS

- 1. To discuss and consider the approval of an invoice in the amount of \$6,000 from NDC for the month of September 2007. (ACCOUNT NO. 120-1429-582-54.11)**

A motion was made by Eli Roberts and seconded by Graciela Alvarez to approve an invoice in the amount of \$6,000 from NDC for the month of September 2007. (ACCOUNT NO. 120-1429-582-54.11) The vote was unanimous.

- 2. 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 September 2007. (ACCOUNT NO. 120-1429-582-59.02)**

A motion was made by Keith Daws and seconded by Doris Green to approve an invoice in the amount of \$3,416.66 from Amelia Lawn Care & Landscaping for the month of September 2007. (ACCOUNT NO. 120-1429-582-59.02) The vote was unanimous.

- 3. To discuss and consider the approval of an invoice in the amount of \$127.44 from Amelia Lawn Care & Landscaping for replacing the signs in the business park. (ACCOUNT NO. 120-1429-582-59.02)**

A motion was made by Keith Daws and seconded by Graciela Alvarez to approve an invoice in the amount of \$127.44 from Amelia Lawn Care & Landscaping for replacing the signs in the business park. (ACCOUNT NO. 120-1429-582-59.02) The vote was unanimous.

- 4. To discuss and consider the approval of an invoice in the amount of \$6,723.38 from Amelia Lawn Care & Landscaping for Business Park battery operating irrigation system controllers. (ACCOUNT NO. 120-1429-582-59.02)**

A motion was made by Keith Daws and seconded by Doris Green to approve an invoice in the amount of \$6,723.38 from Amelia Lawn Care & Landscaping for Business Park battery operating irrigation system controllers. (ACCOUNT NO. 120-1429-582-59.02) The vote was unanimous.

- 5. To discuss and consider the approval of an invoice in the amount of \$4,760 from Trey's Tractor Service for the month of September 2007. (ACCOUNT NO. 120-1429-582-59.02)**

A motion was made by Keith Daws and seconded by Graciela Alvarez to approve an invoice in the amount of \$4,760 from Trey's Tractor Service for the month of September 2007. (ACCOUNT NO. 120-1429-582-59.02) The vote was unanimous.

VII. NON-CONSENT AGENDA ITEMS

- 1. To discuss and consider the approval of a written agreement of the \$200 stipend for each Port Arthur resident for the completion of the Lamar State College – Port Arthur Skills Development Training.**

A motion was made by Keith Daws and seconded by Doris Green to approve a written agreement of the \$200 stipend for each Port Arthur resident for the completion of the Lamar State College – Port Arthur Skills Development Training putting a cap to pay up to \$10,000 in total with the ability to come back to the board for additional request. The vote was unanimous.

- 2. To discuss and consider the approval of the written agreement for “The Breeze” radio station.**

This item was tabled until after executive session.

- 3. To discuss and consider the approval of the fee agreement with Germer Gertz for legal services.**

A motion was made by Kerry Thomas and seconded by Eli Roberts to approve the fee agreement with Germer Gertz for legal services. The vote was unanimous.

- 4. To discuss and consider the approval of the Second Amendment to the Economic Incentive Contract and Loan Agreement with Reliable Polymer Service L.P. and the subordination agreement.**

A motion was made by Keith Daws and seconded by Eli Roberts to approve the Second Amendment to the Economic Incentive Contract and Loan Agreement with Reliable Polymer Services L.P. and the subordination agreement subject to the City Council's request. The vote was unanimous.

- 5. To discuss and consider the approval of inspectors for the building at 4173 39th Street.**

A motion was made by Doris Green and seconded by Keith Daws to approve the inspectors for the building at 4173 39th Street. The vote was unanimous.

- 6. To discuss the Port Arthur Section 4A Economic Development Corporation's Comprehensive Policy Statement, Strategic Plan and Implementation Plan.**

Mr. Batiste informed and reminded the Board Members about the Port Arthur Section 4A Economic Development Corporation Comprehensive Policy Statement, Strategic Plan and Implementation Plan.

VIII. REPORTS

1. CEO's Report

a. Advertising Committee

The committee will have another meeting in two weeks.

b. Budget adjustment suggestions

Mr. Batiste explained the adjustment suggestions regarding the Budget.

c. Policies & Procedures consultant

This item was discussed on item #2 of unfinished business.

d. Set date for budget workshop

Mr. Wycoff suggested 2 Saturday's in January for 4 hours a day. Send board members an e-mail with several dates with vision, budget, and any information to help with budget.

e. ED Week

Board Members agreed to participate in the events.

f. Morning Show on October 23, 2007

Doris Green volunteered to accompany Carmelia to Channel 4's Morning Show.

g. Purchase Agreement as to the building at 4173 39th Street and the Council's request as it pertain to financing options.

IX. CLOSED SESSION (EXECUTIVE SESSION)

The board retired to executive session at 8:19 pm, and reconvened at 9:40 pm.

1. A motion was made by Graciela Alvarez and seconded by Kerry Thomas to approve the written agreement for "The Breeze" radio station for \$4,000. The vote was unanimous.
2. A motion was made by Richard Wycoff and seconded by Keith Daws to not have a meeting on October 31, 2007.

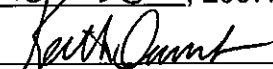
X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

None.

XI. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Kerry Thomas and seconded by Eli Roberts. It was adopted unanimously. The meeting was adjourned at 9:46 p.m.

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



SECRETARY OF THE CORPORATION