

MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
November 14, 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, November 14, 2007. The meeting was called to order at 5:43 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Richard Wycoff, Doris Green, Keith Daws, Eli Roberts, and Lloyd Christian.

The invocation was given by Keith Daws.

The Pledge of Allegiance followed the invocation.

III. MINUTES

1. October 3, 2007
2. October 17, 2007
3. November 5, 2007

A motion was made by Keith Daws and seconded by Eli Roberts to approve the minutes for October 3, 2007 with the necessary changes, October 17, 2007 and November 5, 2007. The vote was unanimous.

IV. PETITIONS & COMMUNICATIONS

A. *PRESENTATIONS*

None.

B. *COMMUNICATIONS*

1. Correspondence from PAISD pertaining to Project MASS.

Mentoring program for the PAISD in the Math and Science Department. Several Board Members are going to tentatively commit to this project.

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

None.

V. CLOSED SESSION (EXECUTIVE SESSION)

The board retired to executive session at 5:55 pm, and reconvened at 7:15 pm. and acted upon the following items:

VI. UNFINISHED BUSINESS

- 1. To discuss and consider the approval of the financial statements audit level review for future loan/grant application projects. (Requested by Keith Daws)**

This item was tabled until the committee meet.

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

Mr. Batiste is waiting for an approval to bring a professional person to do the procedures. The Board suggested to research other Economic Development Corporation's on what they have done pertaining to the procedures.

VII. 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 services rendered through October 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 services rendered through October 2007. (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 \$23,953.87 from Arceneaux & Gates for services rendered regarding design and construction of Jade Avenue. (ACCOUNT NO. 120-1429-582-59.00)**

A motion was made by Keith Daws and seconded by Lloyd Christian to approve an invoice in the amount of \$23,953.87 from Arceneaux & Gates for services rendered regarding design and construction of Jade Avenue. (ACCOUNT NO. 120-1429-582-59.02). The vote was unanimous.

VIII. NON-CONSENT AGENDA ITEMS

- 1. To discuss and consider the approval of the incentive agreement between the Port Arthur Section 4A Economic Development Corporation and Orbital Insulation Corp.**

A motion was made by Lloyd Christian and seconded by Keith Daws to approve the incentive agreement between the Port Arthur Section 4A Economic Development Corporation and Orbital Insulation Corp. with a loan in the amount of \$150,000 with a 5.75% interest rate. The vote was YES: Richard Wycoff, Doris Green, Eli Roberts, Lloyd Christian and Keith Daws. NO: none. **Motion Passed 5-0.**

- 2. To discuss and consider the approval of the sale of (2) acres of land in the Business Park to Excavators & Constructors.**

A motion was made by Eli Roberts and seconded by Keith Daws to do a straight sale of land condition upon the EDC completing road along this property. The vote was unanimous.

- 3. To discuss and consider the approval of the sale of (3) acres of land in the Business Park to Lange Brothers, Inc.**

A motion was made by Doris Green and seconded by Keith Daws to do a straight sale of land condition upon constructing with brick stucco facing the west and north of the road. The vote was unanimous.

- 4. To discuss and consider the approval of Arceneaux & Gates in conjunction with the City of Port Arthur Engineering Dept. to begin the Design work for Phase II of road improvements in the Business Park.**

A motion was made by Eli Roberts and seconded by Keith Daws to approve Arceneaux & Gates in conjunction with the City of Port Arthur Engineering Dept. to begin the Design work for Phase II of road improvements in the Business Park. The vote was unanimous.

- 5. To discuss the inspectors report for the building at 4173 39th Street and renovation plans done by the City of Port Arthur Engineering Dept. and to go out for bids for the foresaid renovation.**

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 Board Members Training.**

Several of the Board Members will be assisting a Strategic Planning Training on December 12 -13, 2007.

- 7. To discuss and consider the approval of a budget adjustment to set aside training monies for the EDC Board Members.**

A motion was made by Lloyd Christian and seconded by Eli Roberts to approve a budget adjustment to set aside \$35,000 training monies for the EDC Board Members. The vote was unanimous.

- 8. To discuss the purpose of the Call – In log. (Requested by Kerry Thomas)**

This item was tabled until the next Board meeting.

- 9. To discuss the supervisor incentive clause in the agreement with projects contract. (Requested by Keith Daws)**

This item was tabled for more information.

- 10. To discuss the Economic Incentive Grant/Loan agreement for Proctor Street and Houston Avenue. (Requested by Keith Daws)**

The Board suggests that the projects should present to the Board before process begins.

- 11. To discuss and consider the approval of placing an Ad in the Port Arthur Chamber's 2008 Community Calendar.**

A motion was made by Keith Daws and seconded by Eli Roberts to approve the placing an Ad in the Port Arthur Chamber's 2008 Community Calendar. The vote was unanimous.

12. To discuss and consider the approval of the agreement of the \$200 stipend for each Port Arthur resident for the completion of the Lamar State College – Port Arthur NCCER Skills Development Training.

A motion was made by Keith Daws and seconded by Eli Roberts to approve the agreement of the \$200 stipend for each Port Arthur resident for the completion of the Lamar State College – Port Arthur NCCER Skills Development Training. The vote was unanimous.

13. To discuss and consider the approval of the agreement for “The Breeze” radio station.

A motion was made by Keith Daws and seconded by Lloyd Christian to table the agreement for “The Breeze” radio station and have Mr. Mosley come back to the board. The vote was unanimous.

14. To discuss and consider the approval of the reimbursement to the City of Port Arthur in the amount of \$1,444 for bid on lot 21 block 1 Schmyser 3 at a sheriff sale on November 6, 2007.

A motion was made by Lloyd Christian and seconded by Eli Roberts to approve the reimbursement to the City of Port Arthur in the amount of \$1,444 for bid on lot 21 block 1 Schmyser 3 at at sheriff sale on November 6, 2007. The vote was unanimous.

15. To discuss advertisement and marketing plans.

This item was tabled until the committee meets.

IX. REPORTS

1. CEO's Report

a. International Economic Development Corporation 2007 Schedule

Mr. Batiste explained the Schedule and the 30 day notice pertaining to the

b. ED Week 2007 update

Mrs. Vaughn thanked the Board for their cooperation with the ED Week project.

c. Lamar University-Beaumont-Marketing Interns

Will meet on December 14, 2007

d. Business Retention & Expansion Program

In conjunction with eSynchronist, Mrs. Vaughn will work to develop surveys to generate annual reports.

e. Board Meeting dates in December 2007

Meeting on December 19, 2007.

f. Trip to Puebla, Mexico-Graciela Alvarez and Brenda Vaughn

Mrs. Vaughn explained the success of the Conference.

- g. Mr. Batiste explained the Board Financial update.
- h. A motion was made by Lloyd Christian and seconded by Eli Roberts to extend the CEO's contract from November 14, 2007 to September 30, 2008. The vote was **YES**: Richard Wycoff, Doris Green, Eli Roberts and Lloyd Christian. **NO**: Keith Daws. **Motion passed 4-1.**

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

None.

XI. 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 9:25 p.m.

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

Keith Daws
SECRETARY OF THE CORPORATION