

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
November 28, 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 28, 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 Green, Keith Daws, Kaprina Frank, Eli Roberts, and Kerry Thomas.

The invocation was given by Keith Daws.

The Pledge of Allegiance followed the invocation.

III. MINUTES

None.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. Digital Workforce Academy – Melvin White

Board Member Kerry Thomas recused himself from any discussions regarding this presentation. Mr. White on behalf of the Digital Workforce Academy is requesting a 25% match of the \$1 million that EDA has secured to purchase a facility to expand the capacity of students to be trained for the jobs.

2. Workforce Alliance – Mark Viator

Mr. Viator identified the combination of demand in workforce. He wants to ensure that we not only are aware of, but assisting local entities with training and education to produce a skilled workforce for our area.

B. COMMUNICATIONS

1. Letter from the Mayor pertaining to a Parade

A motion was made by Kerry Thomas and seconded by Eli Roberts to sponsor for the parade in the amount of \$1,500 pending a letter from the Mayor delineating that the monies will go towards promotion/advertising. The motion passed.

2. Digital Workforce Alliance Information

The Board reviewed the document.

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. (Requested by Keith Daws)**

This item was tabled for more information.

2. **To discuss the Economic Development Corporation Policies and Procedures Manual and flowchart. (Requested by Keith Daws)**

The Board agreed to wait for auditor for this matter.

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

Clarity was given that the clause was taken out by City Council

4. **To discuss and consider the approval of the agreement for "The Breeze" radio station in the amount of \$4,000.00.**

A motion was made by Keith Daws and seconded by Eli Roberts to approve the agreement for "The Breeze" radio station in the amount of \$4,000. The vote was **YES**: Richard Wycoff, Doris Green, Kaprina Frank, Eli Roberts and Kerry Thomas. **NO**: Keith Daws. **Motion passed 5 1.**

5. **To discuss advertisement and marketing plans.**

This item was table until the next meeting.

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

Log calls on prospect/businesses only, not when board members call for phone numbers.

VI. CONSENT AGENDA ITEMS

1. **To discuss and consider the approval of invoices from Germer Gertz for professional services rendered:**

<u>Through:</u>	<u>Amount:</u>	<u>Pertaining to:</u>
October 31, 2007	\$1,090.00	Economic Development Corporation
October 31, 2007	\$ 225.00	Lamar State College – Port Arthur
October 31, 2007	\$ 105.00	Pleasure Island Shrimp House
Total:	\$1,420.00	

A motion was made by Keith Daws and seconded by Kerry Thomas to approve the invoices from Germer Gertz for professional services rendered through October 31, 2007. The vote was unanimous.

7. To discuss and consider the approval of the bids for the foresaid renovation at 4173 39th Street.

This item was tabled until after executive session.

VIII. REPORTS

1. CEO's Report

a. Financial Summary for ED Week

To continue to do each year but need more board participation.

b. Reminder of Election of Board Officers

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer

First meeting in January 8, 2008

c. NDC – Tax Increment District for Business Park

This tax option could help offset business park development expenses by allocating a portion of the taxes generated by Park expansion back into the park. Discussion of options with various entities will follow.

d. Board Training Dates for ED Strategic Planning and Introduction to Economic Development.

Two staff and two board members will attend the training.

IX. CLOSED SESSION (EXECUTIVE SESSION)

The board retired to executive session at 7:26 pm, and reconvened at 8:39 pm.

1. A motion was made by Keith Daws and seconded by Eli Roberts to table the agreement for Embree Asset Group for clarification of contract language. The vote was unanimous.
2. A motion was made by Kerry Thomas and seconded by Eli Roberts to table the consideration of the bids for the foresaid renovation at 4173 39th street to get an itemized bid before approval. The vote was unanimous.

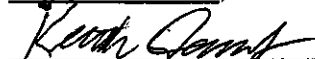
X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

1. Credit card/administrative fees – get with the attorney general
2. Sub-committee to address unfinished business.

XI. ADJOURNMENT OF MEETING

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

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



SECRETARY OF THE CORPORATION