

MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
December 19, 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, December 19, 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 Kelly Shanks

The invocation was given by Keith Daws.

The Pledge of Allegiance followed the invocation.

III. MINUTES

1. November 14, 2007
2. November 28, 2007

A motion was made by Keith Daws and seconded by Doris Green to approve the November 14, 2007 and the November 28, 2007 minutes. The vote was unanimous.

IV. PETITIONS & COMMUNICATIONS

A. *PRESENTATIONS*

1. Dashiell / Dacom – Rhett Jackson

Rhett Jackson gave an overview of the resources and capabilities of the company. This high voltage construction company located in Deer Park is looking for an agreement to purchase 5 acres in the business park to construct a 6,000 sqft. building with 2,000 sqft of office space. He plans to purchase the land personally from Dashiell / Dacom and then lease it back to Dashiell / Dacom.

B. *COMMUNICATIONS*

1. Correspondence from the Rotary Club of Port Arthur Holly Days

The request that the Rotary Club of Port Arthur Holly days asked for could not be funded due to 4A criteria.

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

None.

V. UNFINISHED BUSINESS

1. **To discuss and consider the approval of a financial commitment letter to Digital Workforce Academy.**

This item was tabled until after executive session.

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

A motion was made by Keith Daws and seconded by Kelly Shanks to approve the itemized bids for the foresaid renovation 4173 39th Street. The vote was unanimous.

VI. CONSENT AGENDA ITEMS

1. **To discuss and consider the approval of an invoice in the amount of \$3,441.66 from Amelia Lawn Care & Landscaping for services rendered in November 2007.**
2. **To discuss and consider the approval of an invoice in the amount of \$6,000 from NDC for services rendered in November 2007.**
3. **To discuss and consider the approval of an invoice in the amount of \$25,577.75 from Arceneaux & Gates for the design and construction of Jade Avenue.**
4. **To discuss and consider the approval of an invoice in the amount of \$13,832.66 from Arceneaux & Gates for the wetland delineation for Corps of Engineers.**

A motion was made by Richard Wycoff and seconded by Keith Daws to approve consent agenda items #'s 1-4 with one motion. The vote was unanimous.

5. **To discuss and consider the approval of an invoice in the amount of \$375.00 from The Parker Law Firm for services rendered pertaining to Bill Diamond.**

This item was tabled until after executive session.

VII. NON-CONSENT AGENDA ITEMS

1. **To discuss and consider the approval of the correspondence from The Parker Law Firm dated November 28, 2007, as to a Waiver of Conflict.**

This item was tabled until after executive session.

2. **To discuss and consider the approval of transferring \$500,000 from the Development account.**

The Board decided to leave it in the Development account.

VIII. REPORTS

1. **CEO's Report**
 - a. **Report regarding the Strategic Planning class taken by Keith Daws and Richard Wycoff**

Mr. Wycoff and Mr. Daws explained that the training is very interactive, they expressed that it is very important for the rest of the board to have this training, it has a wealth of information for the Economic Development Corporation. The key point is not to base everything on jobs but a way to keep quality of life and place.

b. IEDC Strategic Planning

Jeff Finkle will come back to Port Arthur to do an 8 month strategic planning

2. Board Financial Update

The Board reviewed the financials.

IX. CLOSED SESSION (EXECUTIVE SESSION)

The board retired to executive session at 6:40 pm, and reconvened at 7:24 pm.

1. A motion was made by Kaprina Frank and seconded by Eli Roberts to approve a financial commitment letter to Digital Workforce Academy with a condition of \$50,000 funds being escrowed pending the EDA Grant to complete the total amount.. The vote was unanimous.
2. A motion was made by Eli Roberts and seconded by Keith Daws to approve the invoice in the amount of \$375.00 from The Parker Law Firm for services rendered pertaining to Bill Diamond. The vote was unanimous.
3. A motion was made by Eli Roberts and seconded by Keith Daws to approve the correspondence from The Parker Law Firm dated November 28, 2007, as to a Waiver of Conflict. The vote was unanimous.
4. A motion was made by Keith Daws and seconded by Eli Roberts to sale 5 acres to Dashiell / Dacom for the regular price pending a business plan limited to the buildings presented.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

1. Year to date on all open contracts – milestones update
2. Spur in the park if it could be done.

XI. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Keith Daws and seconded by Eli Roberts. It was adopted unanimously. The meeting was adjourned at 7:35 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 8 DAY OF
Jan, 2008.

Keith Daws
SECRETARY OF THE CORPORATION