

**MINUTES  
CITY OF PORT ARTHUR SECTION 4A  
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING  
4173 39<sup>th</sup> Street, Port Arthur, Texas  
February 13, 2008**

**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, February 13, 2008. The meeting was called to order at 6:02 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. January 23, 2008 Regular Meeting**

A motion was made by Eli Roberts and seconded by Richard Wycoff to approve the regular meeting minutes. The vote was unanimous.

**IV. PETITIONS & COMMUNICATIONS**

**A. *PRESENTATIONS***

None.

**B. *COMMUNICATIONS***

None.

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

None.

**V. UNFINISHED BUSINESS**

To discuss and consider the approval of the Board policy & procedures for grant/loan applications, requested by Keith Daws.

This item was tabled to go back to committee.

**VI. CONSENT AGENDA ITEMS**

**1. To discuss and consider the approval of invoices from NDC for services rendered: (ACCOUNT NO. 120-1429-582-54.00)**

<b><u>Through:</u></b>	<b><u>Amount:</u></b>	<b><u>Pertaining to:</u></b>
October 2007	\$6,000.00	Economic Development Corporation

2. **To discuss and consider the approval of invoices from NDC for services rendered: (ACCOUNT NO. 120-1429-582-54.00)**

<b><u>Through:</u></b>	<b><u>Amount:</u></b>	<b><u>Pertaining to:</u></b>
January 2008	\$6,000.00	Economic Development Corporation

3. **To discuss and consider the approval of an invoice in the amount of \$3,441.66 from Amelia Lawn Care for services rendered through January 2008. (ACCOUNT NO. 120-1429-582-59.02)**
4. **To discuss and consider the approval of an invoice in the amount of \$214.11 from The Parker Law Firm for services pertaining to the Diamond Law Suit.**
5. **To discuss and consider the approval of an invoice in the amount of \$5,302.80 from Arceneaux & Gates for the design and construction of the Business Park Phase II.**
6. **To discuss and consider the approval of an invoice in the amount of \$28,890.02 from Arceneaux & Gates for professional services regarding design and construction of Jade Avenue.**

A motion was made by Richard Wycoff and seconded by Eli Roberts to approve items # 1-6 with one motion. The vote was unanimous.

## **VII. NON-CONSENT AGENDA ITEMS**

1. **To discuss and consider the approval of authorizing the commitment of a payment of \$31,250 to the International Economic Development Council for an Economic Strategic Plan for the city of Port Arthur contingent upon the receipts of detailed contract with agreed timetables as to payments and deliverables and contingent upon the City of Port Arthur securing the remaining cost from outside sources.**

A motion was made by Eli Roberts and seconded by Richard Wycoff to authorize the commitment of the payment of \$31,250 for Economic Strategic Plan for the City of Port Arthur. The vote was unanimous..

2. **To discuss and consider the approval of the value of land in the Business Park.**

A motion was made by Kelly Shanks and seconded by Keith Daws to approve the value of land at the Business Park in the amount of \$42,500. The vote was unanimous.

3. **To discuss and consider the award of the bid for Phase II construction of the Jade Avenue Extension Road outside the Business Park with a presentation given by the Bidders.**

A motion was made by Kelly Shanks and seconded by Kaprina Frank to award APAC the bid for Phase II Construction of Jade Avenue expansion. The vote was unanimous.

**Roll Call:**

**Yes**

Keith Daws  
Doris Green  
Kelly Shanks  
Kaprina Frank  
Eli Roberts

**No**

Richard Wycoff

**4. To discuss and consider modifications of the incentive agreement with Orbital Insulation Corp.**

A motion was made by Eli Roberts and seconded by Kelly Shanks to make the modifications to Orbital pertaining to sharing mutual collateral with NDC.

**5. To discuss and consider modification of the incentive agreement with Camellia Plaza, L.P.**

A motion was made by Richard Wycoff and seconded by Eli Roberts to table Item #5 because they are still waiting for the final agreement from Camellia.

**6. To discuss general Board Policies & Procedures, requested by Keith Daws.**

A motion was made by Richard Wycoff and seconded by Eli Roberts agreeing that the bylaws need to be reset.

**VIII. REPORTS**

1. CEO's Report
  - a. Update on Construction Phase II in the Business Park, Ron Arceneaux.

The board went into executive session to discuss the Phase II update.

**IX. CLOSED SESSION (EXECUTIVE SESSION)**

**In order to comply with the requirements of Chapter 551 (Open Meetings Law) of the Texas Government Code, prior to going into closed meeting the presiding officer to the City of Port Arthur Section 4a Economic Development Corporation Board Of Directors should make the following public announcement:**

"A closed meeting or Executive Session will be held pursuant to the following sections of Chapter 551, Texas Government Code"

1. **Section 551.087 Government Code** – To discuss incentive for EDC business prospects.
2. **Section 551.072 Government Code** – To discuss the value of land at the City of Port Arthur Section 4A Development Corporation Spur 93 Business Park.

**\*The items in executive session may be discussed and acted on in open session.**

**X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS**

**XI. ADJOURNMENT OF MEETING**

A motion was made to adjourn the meeting by Richard Wycoff and seconded by Eli Roberts. It was adopted unanimously. The meeting was adjourned at 9:40 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE \_\_\_\_\_ DAY OF  
2008.

  
\_\_\_\_\_  
SECRETARY OF THE CORPORATION