

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
April 9, 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, April 9, 2008. The meeting was called to order at 6:02 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Carolyn Guillory, Keith Daws, Kaprina Frank, Eli Roberts, Kelly Shanks, Richard Wycoff, Roosevelt Petry, and Graciela Alvarez.

The invocation was given by Keith Daws.

The Pledge of Allegiance followed the invocation.

III. MINUTES

February 13, 2008

February 27, 2008

March 5, 2008

March 12, 2008

March 26, 2008

A motion was made by Keith Daws and seconded by Eli Roberts to approve with correction to the regular meeting minutes. The vote was unanimous

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. St. Paul Methodist Church – Zachary Breaux Jazz Festival

Members of St. Paul talked about their plans for the event and gave a brief history about Zachary Breaux and explained that they would like the EDC to help fund their event. They displayed t-shirts that are available for to help with the cost of the event.

2. Hawksen Corp's Investment Project – Carl Griffith

Mr. Griffith gave a brief explanation of Hawksen Corp's, which is located in Taiwan, interest in the purchase of 130 acres of land in the business park for their petrochemical plant.

B. COMMUNICATIONS

1. Letter of Intent – ENGlobal

Mr. Griffith & Mr. Hubbard spoke to the board about the possibility of ENGlobal expanding to the Port Arthur area.

2. Cayman Night in Port Arthur

The board discussed funding the event with the attorney and decided they couldn't, because of legal reasons.

3. KTM

KTM is having a crawfish boil April 12,2008 and invited the board and an invitation was given to each board member.

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

None

V. UNFINISHED BUSINESS

None

VI. CONSENT AGENDA ITEMS

1. To discuss and consider the approval of an invoice in the amount of \$1,810.30 from Arceneaux & Gates Consulting Engineers, Inc. for professional legal services rendered for design and construction of new roadways – Business Park Phase II.
2. To discuss and consider the approval of an invoice in the amount of \$2,640.00 from Arceneaux & Gates Consulting Engineers, Inc. for professional legal services regarding design and construction of Jade Avenue from Business Park to Hwy 365.
3. To discuss and consider the approval of an invoice in the amount of \$6,000.00 from the National Development Council for Technical Assistance rendered for the period of March 1-31, 2008.

A motion was made by Roosevelt Petry and seconded by Eli Roberts to approve items # 1-3 with one motion. The vote was unanimous.

VII. NON-CONSENT AGENDA ITEMS

- 1. To discuss and consider the approval of a sales agreement between the Port Arthur Economic Development Corporation and Lockwood Holding, Inc. for the sale of 5 acres of land in the Business Park.**

A motion was made by Richard Wycoff and seconded by Graciela Alvarez to approve the sales agreement. The vote was unanimous.

- 2. To discuss and consider the approval of an Economic Incentive Agreement between the Port Arthur Economic Development Corporation and Orbital Insulation Inc.**

A motion was made by Richard Wycoff and seconded by Kaprina Frank to approve the incentive agreement. Seven were for the motion and Kelly Shanks abstained from voting.

- 3. To discuss and consider approval of an Economic Incentive Agreement between Port Arthur Economic Development Corporation and Team Industries, Inc.**

A motion was made by Kelly Shanks and seconded by Graciela Alvarez to approve the incentive agreement. Seven were for the motion and Roosevelt Petry abstained from voting.

- 4. To discuss and consider the approval on an economic incentive agreement between Port Arthur Economic Development Corporation and NeoFuel, Inc.**

A motion was made by Eli Roberts and seconded by Graciela Alvarez to table the item until executive session. The vote was unanimous.

- 5. To discuss Board's policy, Procedures and Committees. (Keith Daws)**

No action was taken on this item, it was strictly a discussion.

- 6. To discuss and consider requesting the City of Port Arthur City Council amending the budget for the fiscal year beginning October 1, 2007 and ending September 30, 2008 moving funds from reserve account to development account for future economic development projects.**

A motion was made by Eli Roberts and seconded by Graciela Alvarez to table the item until executive session. The vote was unanimous.

- 7. To discuss and consider requesting the City of Port Arthur, Planning and Zoning Commission to call a public hearing as to consider a zoning change as to property EDC has an interest in that is adjacent to 4th street.**

This item failed due to lack of a motion.

VIII. REPORTS

1. CEO's Report

a. Monthly Financial Update

Mr. Batiste gave a handout on the update of financials and the board scheduled a meeting for 5:00 pm on April 23, 2008 to discuss how the budget works.

b. Application Financial Documentation

The board is going to discuss this at the next board meeting and Kaprina Frank is going to bring a copy of her company's the standard policy on what financial documents need to be collected.

IX. EXECUTIVE SESSION

The board retired to executive session at 7:50 pm, and reconvened at 8:56 pm.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

1. TX Park & Wildlife Update

2. Policies & Procedures

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 9:14 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE _____ DAY OF
2008

SECRETARY OF THE CORPORATION