

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
April 23, 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 23, 2008. The meeting was called to order at 6:40 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Carolyn Guillory, Doris Green, Keith Daws, Kelly Shanks, and Richard Wycoff

The invocation was given by Keith Daws.

The Pledge of Allegiance followed the invocation.

III. MINUTES

1. April 9, 2008

A motion was made by Kelly Shanks and seconded by Doris Green to approve with correction to the regular meeting minutes with correction. The vote was unanimous.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. EnGlobal—Shelly Leedy

Ms. Leedy gave a power point presentation about ENGlobal. ENGlobal is considering expanding its automation division to Port Arthur EDC's Business Park.

2. KT Maintenance—Kenny Tims, Sr.

Mr. Tims is requesting an economic incentive for land in the 800 & 900 block of 4th street downtown Port Arthur to expand his construction business.

3. City Parks and Recreation—Dr. Thigpen

Dr. Thigpen handed out a brochure to the board members explaining the Parks and Recreation's "Quality of Life" plan for the city. He also shared that Port Arthur was the only City in the State to get the Indoor and Outdoor Grant.

4. City Community Services—Lawrence Baker

Mr. Baker spoke about Community Services projects. He shared that the funds from EDC has been allocated for demolition.

B. COMMUNICATIONS

1. Letter of Intent —KT Maintenance

Mr. Batiste and Attorney Goodson are going to research this project.

2. Pioneering Woman

3. Babinequx Family Foundation

After board discussed, communications 2 & 3 will receive a thank you letter acknowledging their request and explaining Article 5190.6 Section 4A of the Texas Revised Civil Statutes.

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

None.

V. UNFINISHED BUSINESS

1. To discuss Boards Policy, Procedures and Committees. (Keith Daws)

Keith Daws gave an overview of what he would like to see with the four (4) standing committees for the Board.

2. To discuss and consider the approval on an economic incentive agreement between Port Arthur Economic Development Corporation and NeoFule, Inc.

3. 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 the Development Reserve Account to the Development Account for future economic development projects.

A motion was made by Keith Daws and seconded by Kelly Shanks to remove items 2 & 3 until additional detailed information is received from applicant. The vote was unanimous.

VI. CONSENT AGENDA ITEMS

1. To discuss and consider the approval of paying the remaining economic incentive balance of \$121,921.88 for an invoice in the amount of \$326,113.08 from Dessell—Maggard Corp (DMC) for services rendered by BRYSTAR Contracting, Inc

2. To discuss and consider the approval of an invoice in the amount of \$4,939.49 from Germer Gertz, L.L.P. for professional services rendered through March 31, 2008
3. To discuss and consider the approval of an invoice in the amount of \$500.00 from Germer Gertz, L.L.P. for professional services rendered for Dessell—Maggard Corporation.
4. To discuss and consider the approval of an invoice in the amount of \$4,637.50 from Trey's Tractor Service for cutting the grass at the Business Park.

A motion was made by Richard Wycoff and seconded by Doris Green to Approve items 1-4 with one motion. The vote was unanimous.

5. 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

This item was omitted due to duplication.

VII. NON-CONSENT AGENDA ITEMS

1. To discuss and consider the approval of renewing the consulting agreement contract with the National Development Council at \$72,000.00 annually.

A motion was made by Richard Wycoff and seconded by Kelly Shanks to approve the consulting agreement. The vote was unanimous.

2. To discuss and consider setting a date for the annual performance review of the Board CEO.

A motion was made by Kelly Shanks and seconded by Doris Green to set June 4, 2008 as the annual performance review. The vote was unanimous.

3. To discuss and set a date for the Board Budget Workshop for FY 2008- 2009 annual budget.

This item was for discussion only; the Board would like to have the workshop on June 4, 2008 and June 18, 2008

VII. REPORTS

1. CEO's Report
 - a. Training.

Mr. Batiste explained to the Board that he would be in training next week and the Attorney would be out of town and recommended to cancel the regular meeting set for May 7, 2008 and reconvene on

May 21, 2008

VIII. CLOSED SESSION (EXECUTIVE SESSION)

The board retired to executive session at 7:36 pm, and reconvened at 8:42 pm.

1. **Section 551.087 Government Code-** To discuss incentive for EDC business prospects.
2. **Section 551.071 Government Code-** To discuss with Attorney Guy Goodson pending and potential litigation.
3. **Section 551.072 Government Code-** To discuss the value of land at the City of Port Arthur Section 4A Economic Development Corporation Spur 93 Business Park.
4. **Section 551.074 Government Code-** To discuss personnel matters of the Port Arthur Section 4A Economic Development corporation
 - 1) **CEO Evaluation**

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

IX. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

1. ENGlobal Project Status
2. Orbital Incentive Agreement
3. NDC Renewal Language
4. Carmelia Plaza Project Update

X. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Richard Wycoff and seconded by Keith Daws. It was adopted unanimously. The meeting was adjourned at 9:13 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE ____ DAY OF
____, 2008.



SECRETARY OF THE CORPORATION