

MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION
4173 39th Street, Port Arthur, Texas 77642
Date: May 21, 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, May 21, 2008. The meeting was called to order at 6:05 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

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

The invocation was given by Keith Daws.

The Pledge of Allegiance followed the invocation.

III. MINUTES

None

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. Amelia Lawn Care – Wayne Riley

Wayne Riley gave an update on the landscaping in the Business Park. They have planted one palm tree with good results to date, two wireless controllers and valves in the irrigation system have been crushed, repairs were done to the irrigation system in the esplanade island, there are seven Live Oak Trees that are dead and needs to be replaced, and the main entrance signs need to be cleaned and is fading and cracking.

2. Electrical Connection in Business Park – Wes Sonnier

Wes Sonnier, of BioMedical Waste Solutions, LLC, informed the Board of his unexpected cost of \$13,000 to run electricity to his new building in the Business Park. He stated that he was told that the land in the Business Park was developed land and therefore did not factor in the above cost in his projections. Mr. Sonnier requested that the Board inform future clients about this matter so this won't happen to them.

3. PAISD – Dr. Brown – Mr. Lloyd Johnson

Dr. Brown and Mr. Johnson requested a grant from the EDC in the amount of \$500,000 for improvements to Sgt. Lucian Drive and 9th Avenue, utility improvements and other related expenses that invariable arise from the construction of the 21st century high school.

4. ENGlobal (PAEDC board request)

Shelly Leedy gave a recap to the Board regarding ENGlobal's possible expansion to the Business Park. She informed the Board of plans to work with the local high school(s), Lamar University and Stillwell Technical Center to integrate training classes. She spent time answering the Boards questions.

B. COMMUNICATIONS

Letter of Intent – PAISD

This item was discussed earlier in the meeting, Presentations #3.

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

None.

V. UNFINISHED BUSINESS

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

This item was tabled until after executive session.

VI. CONSENT AGENDA ITEMS

1. To discuss and consider the approval of an invoice in the amount of \$3,517.00 from Arceneaux & Gates Consulting Engineers, Inc, for Professional Services regarding design and construction of Jade Avenue from Business park to HWY 365.
2. To discuss and consider the approval of an invoice in the amount of \$3,315.00 from Arceneaux & Gates Consulting Engineers, Inc, for Professional Services regarding design and construction of new roadways in Business Park. Phase II.
3. To discuss and consider reimbursement in the amount of \$25,000.00 to Digital Workforce Academy for work performed by Sigma Engineers, Inc. at the Golden Triangle Empowerment Center, Port Arthur, Texas.

- 4 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 April 1 – 31, 2008.**

A motion was made by Richard Wycoff and seconded by Roosevelt Petry to approve items #1-4 with one motion. The vote was unanimous.

VII. NON-CONSENT AGENDA ITEMS

- 1. To discuss and consider the approval of authorizing the Port Arthur Section 4A Economic Development Corporation Chief Executive Officer to engage Vinson Elkins as Bond Counsel and First Southwest Company as financial advisors to the Port Arthur Section 4A Economic Development Corporation.**

A motion was made by Roosevelt Petry and seconded by Richard Wycoff to approve Vinson Elkins and First Southwest Company as financial advisors to the Port Arthur Section 4A Economic Development Corporation. The vote was unanimous.

- 2. To discuss and consider the request from Camellia Plaza LP to amend its contractual milestones.**

This item was tabled until after executive session.

- 3. To discuss and consider the Board option to renew the grass cutting services contract in the amount of \$17.50 per acre with Trey's Tractor Services for an additional year at the Port Arthur Business Park.**

A motion was made by Richard Wycoff and seconded by Roosevelt Petry to renew the grass cutting services contract in the amount of \$17.50 per acre with Trey's Tractor Services for an additional year at the Port Arthur Business Park. The vote was unanimous.

- 4. To discuss the use of land owned by Port Arthur Economic Development Corporation in the 800 and 900 blocks of Fourth (4th) Street as future site of the Economic Development Corporation Office. (Requested by Roosevelt Petry)**

This item was tabled until after executive session.

- 5. To discuss and consider the approval of a request from KT Maintenance Company, Inc to purchase the land owned by Port Arthur Economic Development Corporation in the 800 and 900 blocks of Fourth (4th) Street.**

This item was tabled until after executive session.

6. To discuss appointment of citizen ad-hoc Committee Members to the following Board of Directors Subcommittees: (Requested by Keith Daws)

- a. By-Laws**
- b. Policy and Procedures**
- c. Business Retention and Expansion**
- d. Finance and Budget**

The following names were submitted to be placed on the above subcommittees:

Keith Daws, Conrad Cooper, Mike Nicholas, Charlene Pharos, Dr. Beverly Parker, Ron Conner, Doris Green, Alma Leblanc, Brenda Vaughn, Jeremiah Roberts, Kenneth Mueller and Renisha Leblanc.

7. To Discuss FY 2008-2009 Budget

This item was tabled until after executive session.

8. To discuss CEO Evaluation.

This item was tabled until after executive session.

VIII. REPORTS

- 1. CEO's Report**
 - a. Projects Status Report**

Brenda Vaughn gave the Board an update on the clients who's in/not in compliance. She also gave the Board their individual ID's and password to review PAEDC's milestone status reports on-line.

- b. Financial Update**

Carmelia Staley informed the Board of a budget adjustment for \$38,000 for a switch box in the Business Park.

IX. CLOSED SESSION (EXECUTIVE SESSION)

The board retired to executive session at 7:30 pm, and reconvened at 8:47 pm.

- 1. A motion was made by Eli Roberts and seconded by Kaprina Frank to keep the land owned by Port Arthur Economic Development Corporation in the 800 and 900 blocks of Fourth (4th) Street. The vote was unanimous. Roosevelt Petry and Doris Green abstained.**

2. A motion was made by Eli Roberts and seconded by Kaprina Frank to approve the request from Camellia Plaza LP to amend its contractual milestones and to keep the existing payment schedule. The vote was unanimous.

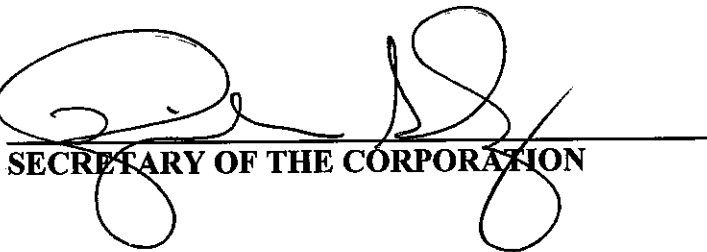
X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

1. Re-evaluation on DonShe Pottery and proof of insurance, requested by Eli Roberts.
2. Budget adjustment for The Breeze Radio Station, requested by Roosevelt Petry.

XI. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Roosevelt Petry and seconded by Doris Green. It was adopted unanimously. The meeting was adjourned at 9:35 p.m.

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



SECRETARY OF THE CORPORATION