

**MINUTES  
AMENDED  
CITY OF PORT ARTHUR SECTION 4A  
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING  
4173 39<sup>th</sup> Street, Port Arthur, Texas  
July 30, 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, July 30, 2008. The meeting was called to order at 7:33 p.m.

**II. ROLL CALL, INVOCATION & PLEDGE**

The following Board Members were present:

Carolyn Guillory, Richard Wycoff, Doris Green, Keith Daws, Roosevelt Petry, and Kerry Thomas.

The invocation was given by Keith Daws.

The Pledge of Allegiance followed the invocation.

**III. MINUTES**

**July 16, 2008**

A motion was made by Richard Wycoff and seconded by Doris Green to approve the minutes for July 16, 2008. The vote was unanimous.

**IV. PETITIONS & COMMUNICATIONS**

**A. PRESENTATIONS**

**Jeff Hayes and Ron Arceneaux – Property on Hwy 73.**

Mr. Hayes opened the presentation with a current prospect, Able Fasteners, Inc. interested in purchasing and opening business within the 7.295 acre site off of Hwy. 73. Mr. Arceneaux presented three optional development concepts for the 7.295 acre site as well as estimated total project costs for each. Questions and answers were discussed.

**B. COMMUNICATIONS**

**1. FYI The Official Newcomers Guide to Southeast Texas – Beaumont Enterprises.**

No comment made, Item failed.

**2. Southern Business & Development – The 250 Best Places in the South to Locate Your Company.**

The Board was made aware and discussed Port Arthur's recognition in this magazine.

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

None

**V. UNFINISHED BUSINESS**

**1. 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**

Drop-off in attendance, sub-committees will meet again next regular meeting

**2. To discuss and consider possible action on a Resolution concerning issuance of sales tax revenue bonds or other tax exempt obligations to finance the acquisition, construction, renovation, repairs, modifications and improvement of facilities, buildings, utilities, streets, roads, parking areas, landscaping and related facilities and the costs of issuance of such bonds or other tax exempt obligations.**

This item was tabled until next meeting.

**VI. CONSENT AGENDA ITEMS**

- 1. To discuss and consider the approval of an invoice in the amount of \$8,904.00 from Digital Workforce Academy for work done by R&R Construction at 617 Procter, Port Arthur, Texas. Remaining balance to be paid \$6,780.00.**
- 2. To discuss and consider the approval of a grant payment for year 2008 of \$100,000 to Lamar State College – Port Arthur for expansion of its instrumentation technology, process technology and welding training.**
- 3. To discuss and consider the approval of invoices in the amounts of \$97,170.00 and \$6,500.00 from Team Industries for 25% Deposit Vernon Pipe Cutting and Elbow Support ID-OD Software.**
- 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 July 1-31, 2008.**

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

**VII. NON-CONSENT AGENDA ITEMS**

- 1. To discuss and consider appointment to the position of Secretary of the Board of Directors until the next annual Board election.**

A motion was made by Richard Wycoff and seconded by Carolyn Guillory to elect Doris Green; a motion was made by Doris Green and seconded by Keith Daws to elect Carolyn Guillory. Doris Green accepted the position of Secretary to the Board of Directors, the vote was unanimous.

- 2. To discuss and consider Application Process for administering the City Revolving Loan Funds. (City part of Grow America Funds).**

The Board discussed and decided to allow The National Development Council to review 4B applications. The Port Arthur Economic Development Board of Directors will simply be made aware of the applications going before the City Council.

- 3. To discuss and consider making a contribution to the newly form (Regional Economic Development Initiative – REDI) for regional economic development efforts throughout Jefferson, Hardin and Orange Counties.**

This item was removed. The Advertising Committee will decide on an amount to contribute if any and will present it to the Board at a later meeting.

- 4. To discuss and consider approval for payment of the third \$100,000 incentive payment to Triangle Waste Solution.**

A motion was made by Kerry Thomas and seconded by Richard Wycoff to approve the third incentive payment to Triangle Waste Solution in the amount of \$100,000. The vote was unanimous.

- 5. To discuss and consider different means of balancing the boards financials more efficiently and effectively.**

The Board discussed this matter, **the majority** was in agreement that the financials were being taken care of and budgeted in an outstanding manner and were satisfied with the current percentages.

*Requested by Keith Daws to correct the wording pertaining to non-consent agenda item #5.*

- 6. To discuss and consider the purchase of a 7.25 – acre site on Highway 73.**

This item was tabled until after executive session.

## **VIII. REPORTS**

### **a. CEO's Report**

- 1) Report from Arceneaux and Gates on Jade Avenue construction, Phase II**

Mr. Arceneaux discussed the progress of Jade Avenue Construction, Phase II during his presentation. He is pleased with the progress and states it is moving along.

**2) Board YTD Monthly Financial Report**

The Expense Account Summary presented to the Board reflected the Actual Percentage of expenses as of July 23, 2008 being 41%, with a balance left of 59%.

**3) Board YTD Accounts Receivable Report**

A report of certain clients' payment history was presented to the Board to reflect their past due status.

**4) Appointment to the Board of Directors Advertisement committee.**

Carolyn Guillory was appointed to the Board of Directors' Advertisement Committee; She accepted.

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

The Board retired to executive session at 9:14 pm, and reconvened at 9:47 pm.

1. A motion was made by Kerry Thomas and seconded by Doris Green to move forward with the purchase of the 7.25 acre site on Hwy. 73. The vote was unanimous.

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

1. AD-Hoc Sub-Committee Meeting, requested by Keith Daws.

**XI. ADJOURNMENT OF MEETING**

A motion was made to adjourn the meeting by Richard Wycoff and seconded by Kerry Thomas. It was adopted unanimously. The meeting was adjourned at 9:49 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 27<sup>th</sup> DAY OF August, 2008.  
Lois Anne Green  
SECRETARY OF THE CORPORATION