

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
December 3, 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, December 3, 2008. The meeting was called to order at 6:00 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Carolyn Guillory, Doris Cruse-Green, Roosevelt Petry (7:00), Richard Wycoff, Kelly Shanks, Kerry Thomas (6:38), Keith Daws, and Eli Roberts.

The invocation was given by Keith Daws.

The Pledge of Allegiance followed the invocation.

III. MINUTES

November 19, 2008

A motion was made by Richard Wycoff and seconded by Eli Roberts to approve the minutes of November 19, 2008 as written. Motion carried.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

Dave Willis – RSC Equipment Rental

- Mr. Willis presented on behalf of RSC to respond to questions regarding RSC's request to mount a sign 12 feet in height in the PA Business Park.
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B. COMMUNICATIONS

1. Martin Luther King Jr. Support Group of Southeast Texas, INC.

- Participation in the 2009 23rd MLK Anniversary Celebration

The Board directed staff to proceed with sponsoring the Support Group with a Bronze Package in the amount of \$2,000.

2. South East Texas Council on Alcohol & Drug Abuse

- Invitation to participate in the 50th Anniversary Celebration Benefit Dinner.

The Board decided not to participate in this Celebration Benefit

3. Salvage – Recycle

- Letter of Intent

A DVD was played for the board to give an idea as to what the project consists of. The Board decided to have Salvage – Recycle return to give a presentation.

4. Golden Triangle Minority Business Council, Inc.

- Sponsorship in the 18th Annual Holiday Awards Banquet

The Board decided not to sponsor this banquet

V. UNFINISHED BUSINESS

None

VI. CONSENT AGENDA ITEMS

1. To discuss and consider the approval of an invoice in the amount of \$300.75 from Germer Gertz, L.L.P. for professional services through 10/31/08 regarding Pleasure Island Shrimp House, Inc.
2. To discuss and consider the approval of Monthly Pay Estimate No. 6 in the amount of \$50,634.65 from Excavators & Constructors, Ltd. for the construction of Jade Avenue Extension Phase II.

A motion was made by Eli Roberts and seconded by Richard Wycoff to approve Consent Items 1 and 2 with one motion. The vote was unanimous.

3. Board discussion of possible Economic Development 4B projects. (Eli Roberts)

A Sub-Committee was formed to plan and discuss 4B. The members are: Eli Roberts, Richard Wycoff, Kerry Thomas, and Doris Cruse-Green.

4. To discuss and consider providing a support letter for Go21

A motion was made by Kerry Thomas and seconded by Eli Roberts to provide a support letter from the EDC for Go21. The vote was unanimous.

PRESENTATION

Mr. Ron Arceneaux – Arceneaux & Gates Engineering

- Mr. Arceneaux presented the Board with bids from several contractors for the construction of water, sanitary sewer, paving and drainage facilities to serve the PAEDC Business Park, Phase II, Contract 1. It was Mr. Arceneaux's recommendation to award the bid to Excavators & Constructors who presented the lowest bid.
- Mr. Arceneaux gave an update to the Hwy 73 Business Park Plat. He suggested finding names for the two streets that will be in the business park.

CLOSED SESSION (EXECUTIVE SESSION)

The Board retired to executive session at 7:30 p.m., and reconvened at 8:39 p.m.

VII. NON-CONSENT AGENDA ITEMS

1. To discuss and consider granting RSC Equipment Rental to mount a sign 12 feet in height in the Port Arthur Business Park.

A motion was made by Eli Roberts and seconded by Roosevelt Petry to deny the request by RSC Equipment Rental to mount a sign 12 feet in height in the PA Business Park. The vote was unanimous.

2. To discuss and consider the approval of the Policies and Procedures put in place for the administration of the Small Business Revolving Loan Fund.

A motion was made by Roosevelt Petry and seconded by Eli Roberts to approve the Policies and Procedures put in place for the administration of the Small Business Revolving Loan Fund. The vote was unanimous.

3. To discuss and consider the approval of the Policies and Procedures put in place for the administration of the On the Job Training Program.

The Board decided to send the Resolution for the On the Training Program back to Council for approval without the changes made by the City Attorney.

4. To discuss and consider awarding bid for the construction of certain public works or furnishing of certain services such as water, sanitary sewer, paving, and drainage facilities to serve the PAEDC Business Park Phase II Contract 1.

A motion was made by Richard Wycoff and seconded by Doris Cruse-Green to award the bid to Excavators & Constructors for the construction of certain public works or furnishing of certain services such as water, sanitary sewer, paving, and drainage facilities to serve the PAEDC Business Park Phase II Contract 1. The vote was unanimous.

5. To discuss and consider the plat of property located at the PAEDC Highway 73 Business Park.

A motion was made by Kelly Shanks and seconded by Kerry Thomas to approve the plat of property located at the PAEDC Highway 73 Business Park. The vote was unanimous.

6. To discuss and consider re-locating the PAEDC Office to Downtown Port Arthur. (Keith Daws)

A motion was made by Eli Roberts and seconded by Richard Wycoff to deny the consideration of moving the PAEDC Office to Downtown Port Arthur. The vote was unanimous.

7. To discuss and consider requesting City Council rescind Resolution 03-307.

A motion was made by Richard Wycoff and seconded by Eli Roberts to remove this item until a new resolution has been created to replace 03-307. The vote was unanimous.

8. To discuss and consider an extension to the expected date for the completion and opening of hotel adjacent to Anchor Drive due to Hurricane Ike delays by Redwine Family Partners, LTC.

A motion was made by Kelly Shanks and seconded by Doris Cruse-Green to approve Redwine's request for an extension to the expected date for the completion and opening of hotel. The vote was unanimous.

VIII. REPORTS

1. CEO's Report

a. Report on Current Projects

- Mrs. Vaughn presented the Board with a status report on all current projects.

b. EDC Financial Update

- Ms. Staley presented the Board with a financial update and overview of the current budget and balances.

IX. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

1. Credit Card for EDC Board Members for travel. (Eli Roberts)

X. 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 9:13 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 17th DAY OF December, 2008.

Dawn Anne Jones
SECRETARY OF THE CORPORATION