

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
January 13, 2009**

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 Tuesday, January 13, 2009. 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, Kaprina Frank, Kelly Shanks, Kerry Thomas, Keith Daws, and Eli Roberts.

The invocation was given by Keith Daws.

The Pledge of Allegiance followed the invocation.

III. MINUTES

December 17, 2008

A motion was made by Kerry Thomas and seconded by Eli Roberts to approve the minutes of December 17, 2008 as written. Motion carried.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

None

B. COMMUNICATIONS

None

V. UNFINISHED BUSINESS

None

VI. CONSENT AGENDA ITEMS

1. To discuss and consider the approval of invoices from Germer Gertz, L.L.P. for professional services rendered through November 30, 2008.

Invoice #	Amount:	Pertaining to:
356348	\$560.00	ENGlobal Systems, Inc.
356347	\$300.00	Lockwood Holdings, Inc.
356346	\$400.00	Clay Development & Construction, Inc.
356345	\$1,080.00	Triangle Waste Solutions, Inc.
356344	\$1,560.00	Desselle – Maggard Corporation
356343	\$261.17	Pleasure Island Shrimp House, Inc.
356342	\$200.00	Camellia Plaza, L.P.
356341	\$3,812.90	Economic Development Corporation
Total:	\$8,174.07	

2. To discuss and consider the approval of invoices from Arceneaux & Gates Consulting Engineers, Inc.

Invoice #	Amount:	Pertaining to:
12226	\$8,143.50	For professional services reg. design & construction of Jade Ave. from Business Park to Hwy. 365.
12227	\$10,283.45	Design & construction of new roadways – Business Park, Phase II
12228	\$13,861.48	Development of a 7.3 acre site on Hwy 73
Total:	\$32,288.43	

3. To discuss and consider the approval of an invoice in the amount of \$6,000 from The National Development Council for technical assistance rendered for the period of December 1 – 31, 2008.
4. To discuss and consider the approval of an invoice in the amount of \$58,161.79 from Excavators & Constructors, Ltd. for Monthly Pay Estimate No. 7 for the construction of Jade Avenue Extension Phase II.

A motion was made by Eli Roberts and seconded by Doris Cruse-Green to approve Consent Items 1, 3, 4, and Invoices 12226 and 12227 in Consent Item #2. The vote was unanimous. Motion passed.

A motion was made by Eli Roberts and seconded by Doris Cruse-Green to approve Invoice # 12228 in Consent Item # 2 contingent upon the approval of City Council. The vote was unanimous. Motion passed.

VII. NON-CONSENT AGENDA ITEMS

1. To discuss and consider approving a request for an extension of time due to weather or supplies from Excavators & Constructors, Ltd.

A motion was made by Kelly Shanks and seconded by Eli Roberts to approve the request for an extension of time by Excavators & Constructors, Ltd. The vote was unanimous. Motion passed.

2. To discuss and consider changing the board meetings from Wednesdays to another weekday. (Kaprina Frank)

A motion was made by Kaprina Frank and seconded by Eli Roberts to move the regular EDC Board Meetings to Monday evenings. The vote was unanimous. Motion passed.

3. To discuss and consider naming the road off Jade Ave. at the West entrance in the Business Park and possible names for the roads in the Hwy. 73 Business Park.

A motion was made by Kerry Thomas and seconded by Carolyn Guillory to name the road off Jade Ave. at the West entrance of the Business Park Khalajabadi Lane. The vote was unanimous. Motion passed.

4. To discuss and consider granting a request for Release of Escrow from Embree Asset Group, Inc.

A motion was made by Kerry Thomas and seconded by Eli Roberts to approve the request for release of escrow by Embree Asset Group, Inc. The vote was unanimous. Motion carried.

5. Report from 4B Sub-Committee and to discuss May 9, 2009 election.

The 4B Sub-Committee reported the different opportunities that can be taken on by using 4B funds. They reported the timeline to get the proposition on the May 9, 2009 ballot. The committee will meet again with the meeting being posted so that any board members wishing to attend can be present.

6. To discuss and consider applying for an Employment and Training Grant through the EDA.

A motion was made by Eli Roberts and seconded by Doris Cruse-Green to move forward with the application for an Employment and Training Grant through the EDA. The vote was unanimous. Motion carried.

7. To discuss and consider reimbursing the city for property and liability coverage expenses.

A motion was made by Eli Roberts and seconded by Kerry Thomas to reimburse the city for liability and coverage expenses. The vote was unanimous. Motion carried.

VIII. REPORTS

1. CEO's Report

- a. IEDC Downtown Strategic Assessment & Implementation Plan
Mr. Batiste reported that the week of Feb. 23rd, a team of eight from the IEDC will be here to interview community members and give a presentation of their report.
- b. CEcD Exam – Floyd Batiste
Mr. Batiste reported that the weekend of Jan. 24th, he will be taking the CEcD Exam.
- c. EPA Final Site Report
Mr. Batiste reported that the EPA does not yet have the Final Site Report ready. They will have that to EDC within a couple of weeks.
- d. Stilwell Technical Student Business Tours – Brenda Vaughn
Mr. Batiste reported that the Business Tours will take place tomorrow, Jan. 14th.
- e. EDC Monthly Financial Report – Carmelia Staley
Ms. Staley presented the board with an update of the monthly financial report.

CLOSED SESSION (EXECUTIVE SESSION)

The Board retired to executive session at 7:34 p.m., and reconvened at 8:45 p.m.

IX. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

1. To discuss and consider what the board can do to keep businesses from defaulting in their payments. (Doris Cruse-Green)
2. To discuss and consider establishing a sub-committee for future staff evaluations. (Kelly Shanks)
3. To discuss and consider funding for Business Retention and Expansion projects. (Keith Daws)

X. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Eli Roberts and seconded by Kelly Shanks. It was adopted unanimously. The meeting was adjourned at 9:00 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 26th DAY OF January, 2009.

David Anne Neal Green
SECRETARY OF THE CORPORATION