

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
January 26, 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 Monday, January 26, 2009. The meeting was called to order at 6:19 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Carolyn Guillory, Doris Cruse-Green (7:15), Kaprina Frank, Kelly Shanks, Kerry Thomas, and Eli Roberts.

The invocation was given by Kaprina Frank.

The Pledge of Allegiance followed the invocation.

III. MINUTES

January 13, 2009 – Regular
January 13, 2009 – Annual

A motion was made by Kelly Shanks and seconded by Kerry Thomas to approve the minutes of December 13, 2009 Regular Meeting and December 13, 2009 Annual Meeting as written. Motion carried.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

None

B. COMMUNICATIONS

1. Port Arthur News – Ad space in Mardi Gras Publication

A motion was made by Kerry Thomas and seconded by Kaprina Frank to place a ¼ page ad in the publication for the amount of \$275.00. The vote was unanimous. Motion carried.

V. UNFINISHED BUSINESS

None

VI. CONSENT AGENDA ITEMS

1. To discuss and consider the approval of invoices from Science Engineering, Ltd. for Construction Materials Testing for Jade Avenue Expansion Project.

<u>Invoice #</u>	<u>Amount:</u>	<u>Pertaining to:</u>
08228	\$4,561.00	Invoice Dated 08/18/2008
08228-01	\$2,734.00	Invoice Dated 09/18/2008
08228-02	\$1,726.50	Invoice Dated 10/18/2008
08228-03	\$1,334.00	Invoice Dated 11/18/2008
Total:	\$10,355.50	

2. To discuss and consider the approval of invoices from Germer Gertz, L.L.P. for professional services through 12/31/08.

<u>Invoice #</u>	<u>Amount</u>	<u>Pertaining to:</u>
357631	\$3,710.06	Economic Development Corporation
357632	\$2,700.75	Pleasure Island Shrimp House, Inc.
357633	\$100.00	Clay Development & Construction, Inc.
357634	\$800.00	Sitel
Total:	\$7,310.81	

A motion was made by Kelly Shanks and seconded by Kerry Thomas to approve Consent Agenda Items 1 and 2. The vote was unanimous. Motion carried.

VII. NON-CONSENT AGENDA ITEMS

1. To discuss ways that the EDC can help prevent companies from defaulting in their payments.

The EDC Attorney presented the board with a memorandum including basic strategies to prevent companies from defaulting on incentive payments. Mr. Batiste explained to the board the process taken by the EDC staff to recognize and address red flags.

2. To discuss and consider a date to hold a workshop for the board to set its goals and objectives for FY 08-09.

The board will be given several dates for each to choose their preference. The date chosen by the majority will be the date set to hold the workshop.

3. Report from 4B Sub-Committee and to discuss and consider the amount of the proposition for the May 9th election.

Tabled until after executive session.

4. To discuss and consider establishing a sub-committee for future staff evaluation.

Tabled until the next regular meeting contingent upon re-wording of the agenda item.

VIII. REPORTS

1. CEO's Report

- a.. Stilwell Technical Student Business Tours – Brenda Vaughn
Mrs. Vaughn presented the board with pictures and a report on the student tours of businesses.
- b. CEcD Exam – Floyd Batiste
Mr. Batiste reported his status on the completion of the CEcD Exam. He will need to go back to re-take one of the parts of the exam.
- c. Golden Triangle Days – Economic Development Issues
Mrs. Vaughn supplied the board with an executive summary of the Economic Development topics that will be addressed at Triangle Days.
- d. Emerging Technology & Community Partnership Workshop – Jim Brazell
Ms. Staley reported that the workshop will take place on April 2, 2009 from 10:00 am to 2:00 pm at the Civic Center. The keynote speaker will be Jim Brazell.
- e. Business Park Update
Mr. Batiste reported that Jade Ave. from Hwy 365 to the Business Park will be inspected and will be open soon. Lockwood International has frame up. Dashiell Dacon has started construction as well. Mr. Batiste also reported that light poles will need to be put up along Jade Ave. outside the Business Park to Hwy 365. He is also currently talking to the city regarding speed bumps along Jade Ave.
- f. Economic Development Week
Mrs. Vaughn reported that this year's Economic Development Week will be held Nov. 2nd – 5th. That Tuesday and Wednesday will be the student tours and Thursday the banquet will be held. A speaker for the banquet has not yet been scheduled. Mrs. Vaughn also requested the board to form a sub-committee for the assignment of Business Awards.
- g. Business Retention & Expansion Funding – Brenda Vaughn
Mrs. Vaughn and Mr. Batiste gave a summary on the Business Retention surveys; how they work, and their efficiency.

CLOSED SESSION (EXECUTIVE SESSION)

The Board retired to executive session at 6:58 p.m., and reconvened at 7:51 p.m.

NON-CONSENT ITEM 3

5. Report from 4B Sub-Committee and to discuss and consider the amount of the proposition for the May 9th election.

Kerry Thomas gave a report on the stand-point of the 4B Sub-Committee.

A motion was made by Kerry Thomas and seconded by Doris Cruse-Green to approve the proposition to be in the amount of \$750,000. The vote was unanimous. Motion carried.

IX. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

None

X. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Kelly Shanks and seconded by Carolyn Guillory. It was adopted unanimously. The meeting was adjourned at 8:08 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 9th DAY OF Feb., 2009.

Doris Cruse-Green
SECRETARY OF THE CORPORATION