

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
March 09, 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, March 09, 2009. The meeting was called to order at 6:09 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Carolyn Guillory, Richard Wycoff, Kerry Thomas, Keith Daws, and Eli Roberts.

The invocation was given by Kerry Thomas.

The Pledge of Allegiance followed the invocation.

III. MINUTES

February 9, 2009
February 23, 2009

A motion was made by Kerry Thomas and seconded by Keith Daws to approve the minutes of February 9, 2009 and February 23, 2009 with a correction to the Future Agenda Items on the minutes of February 23, 2009. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

None

B. COMMUNICATIONS

1. Junior Achievement of the Golden Triangle, Inc.
A motion was made by Richard Wycoff and seconded by Kerry Thomas to contribute \$800 to the Junior Achievement program at the high school to help offset costs for materials and volunteer and teacher training. The vote was unanimous. Motion carried.
2. PAISD State of the Schools Luncheon
The Board decided not to participate in this luncheon.

3. Letter of Intent – Project & Development Services (PDS)
The Board requested more information on this project.
4. Letter of Intent – LSI, PA 69
The board instructed staff to move forward with the application process for this project.
5. James Gamble Awards, Inc.
The Board concluded that this is not a function that can be supported through the EDC.

C. PUBLIC COMMENT

None

V. UNFINISHED BUSINESS

None

VI. CONSENT AGENDA ITEMS

1. To discuss and consider approving invoices from Arceneaux & Gates Consulting Engineers, Inc.

Invoice #	Amount:	Pertaining to:
12280	\$ 1,540.00	Jade Ave. Extension – Phase II
12281	\$12,455.50	Design & Construction of New Roadways – Bus. Park, Phase II
12282	\$5,784.00	Development of a 7.3 Acre Site on Hwy 73
12283	\$1,050.00	Replat of a 7.3 Acre Site on Hwy 73 – Additional Services
Total:	\$ 20,829.50	

2. To discuss and consider approving an invoice in the amount of \$6,000 from the National Development Council for technical assistance rendered for the period of February 1-28, 2009.
3. To discuss and consider an invoice in the amount of \$4,550.00 from Trey's Tractor Service for grass cutting at the PA Business Park.
4. To discuss and consider approving an invoice in the amount of \$169,184.03 from Excavators and Constructors for Pay Estimate No. 2 of the contract for Construction of Water, Sanitary Sewer, Paving, and Drainage Facilities to serve the PA Business Park – Phase II.

A motion was made by Kerry Thomas and seconded by Richard Wycoff to approve Consent Agenda Items 1, 2, and 4. The vote was unanimous. Motion carried.

A motion was made by Richard Wycoff and seconded by Keith Daws to approve Consent Agenda Item 3. The vote was unanimous. Motion carried.

VII. NON-CONSENT AGENDA ITEMS

- 1. To discuss an incentive agreement with KT Maintenance as to property located on 4th Street, Port Arthur, Texas.
This item was held until after executive session.**
- 2. To discuss and consider approving the Request for Release of Escrow to Embree Asset Group, Inc.
A motion was made by Keith Daws and seconded by Kerry Thomas to approve the release of escrow to Embree Asset Group. The vote was unanimous. Motion carried.**
- 3. To discuss and consider Board Fact Sheet on Ballot Proposition.
A motion was made by Kerry Thomas and seconded by Richard Wycoff to approve the Fact Sheet of the Ballot Proposition with the addition of a map of the proposed area. The vote was unanimous. Motion carried.**
- 4. To discuss and consider amendments to the CEO Agreement.
A motion was made by Kerry Thomas and seconded by Richard Wycoff to approve the amendments to the CEO Agreement. The vote was unanimous. Motion carried.**
- 5. To discuss and consider Board Travel Expenses & Reimbursement.
A motion was made by Kerry Thomas and seconded by Richard Wycoff to wait on the city to administer a credit card to the EDC.
Ayes: Carolyn Guillory, Kerry Thomas, Richard Wycoff, Eli Roberts
Noes: Keith Daws
Motion carried.**
- 6. To discuss an incentive agreement with Orbital Insulation as to renovations of the property located on Houston Ave.
This item was held until executive session.**

VIII. REPORTS

- 1. CEO's Report**
 - a. IEDC Port Arthur Site Visit
Mr. Batiste gave the board a copy of the letter sent out to all the stakeholders who participated in the interviews, as well as a copy of the power point presentation given by the IEDC Team.**

- b. Board Goals & Objectives Workshop
Eli Roberts gave the board a copy of the agenda for the workshop for their information. He also stated that a separate workshop for the Update of the Bylaws and Policies & Procedures, 03-307 will be at a later date, TBA.
- c. EDC Financial Update
**Becky Underhill from the Finance Dept of the City of PA spoke to the board and informed them that the budget and EDC Finances were in good shape.
Ms. Staley gave an update to the Travel Account.**
- d. Emerging Technology Workshop
Ms. Staley polled the board for attendance to this workshop. Will send the Board reminders through e-mail.

CLOSED SESSION (EXECUTIVE SESSION)

The Board retired to executive session at 7:12 p.m., and reconvened at 8:04 p.m.

NON-CONSENT ITEMS 1 & 6

- 1. To discuss an incentive agreement with KT Maintenance as to property located on 4th Street, Port Arthur, Texas.
A motion was made by Kerry Thomas and seconded by Richard Wycoff to approve moving forward with an incentive agreement with KT Maintenance as to the property located on 4th St. to be used as a parking area for customers and employees, and will be subject to reversionary clause. The vote was unanimous. Motion carried.
- 6. To discuss an incentive agreement with Orbital Insulation as to renovations of the property located on Houston Ave.
A motion was made by Richard Wycoff and seconded by Keith Daws to approve moving forward with an incentive agreement with Orbital Insulation as to renovations of the property located on Houston Ave. in the amount of \$150,000.

IX. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

Keith Daws – Unencumbered Balance Report on all Accounts

X. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Kerry Thomas and seconded by Carolyn Guilory. It was adopted unanimously. The meeting was adjourned at 8:17 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 23rd DAY OF
March, 2009.

Louis Anne - Green
SECRETARY OF THE CORPORATION